

OFFICE OF THE COUNCIL

COUNCIL MEMBERS

JIM JOLLY
PRESIDENT

LAURA M. TOY
VICE PRESIDENT

SCOTT BAHR
ROB GJONAJ DONOVIC
BRANDON McCULLOUGH
KATHLEEN E. McINTYRE
SCOTT MORGAN



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2250
citycouncil@livonia.gov

OFFICE OF THE COUNCIL

**ELECTRONIC AGENDA PACKET FOR
THE REGULAR MEETING OF
WEDNESDAY, NOVEMBER 2, 2022
7:00 P.M.**

**The electronic agenda is compiled, produced and
distributed by the City Council Staff.
(734) 466-2250**

The official documents are on file in the City Clerk's office.

**1956th Regular Meeting of the Council of the City of Livonia
Wednesday, November 2, 2022**

7:00 p.m. – City Hall Auditorium
33000 Civic Center Drive
Livonia, Michigan

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION OF MINUTES - 1955th Regular Meeting Minutes of October 17, 2022

AUDIENCE COMMUNICATION

REPORTS FROM THE MAYOR AND OTHER CITY OFFICIALS

- a. [Communication from the Department of Finance, dated October 5, 2022, re: forwarding various financial statements of the City of Livonia for the month ending August 31, 2022.](#)

CONSENT AGENDA

1. [AWARD OF BID: Livonia Public Library, re: Air duct cleaning at the Livonia Bennett Civic Center Library, from budgeted funds.](#)
2. [REQUEST FOR AUTHORIZATION TO PURCHASE ONE DIAMOND BRAND DIESEL CORE CUT WALK BEHIND SAW: Department of Public Works, re: from budgeted funds.](#)
3. [REQUEST TO AUTHORIZE ADDITIONAL EXPENDITURE: Department of Public Works, for the additional scope of work through change order on the Fleet Maintenance Garage Electrical System replacement project and provide payment to Allied Building Service Co. and DiClemente Design Inc., from budgeted funds. \(CR 221-21\)](#)
4. [AWARD OF CONTRACT AND REQUEST TO AUTHORIZE EXPENDITURE: Department of Public Works, re: for the construction of the 8 Mile Pressure Reducing Valve \(PRV\) Project, in an amount not to exceed \\$522,725.00, from budgeted funds of the Water and Sewer Fund.](#)

UNFINISHED BUSINESS - MEETINGS OF THE COMMITTEE

5. CAPITAL OUTLAY AND INFRASTRUCTURE COMMITTEE MEETING OF OCTOBER 10, 2022
 - a. [The subject matter of City library improvements. \(CR 122-18 and 253-22\)](#)
 - b. [The subject matter of Bell Creek's erosion issue\(s\). \(CR 04-22\)](#)
 - c. [The subject matter of road construction communications. \(CR 186-22\)](#)

6. ECONOMIC DEVELOPMENT, STRATEGIC PLANNING & TECHNOLOGY COMMITTEE MEETING OF OCTOBER 19, 2022

- a. The subject matter of exploring what economic tools are available and strategic moves that might be made to kickstart and spur redevelopment of Plymouth Road, between Inkster and Middlebelt Roads, as identified in the Master Plan as one of three focus zones. (CR 312-19)
- b. The subject matter of a Master Plan for Greenmead Historical Park (CR 249-20)

UNFINISHED BUSINESS

NEW BUSINESS

7. REQUEST FOR ADDITIONAL APPROPRIATION AND EXPENDITURE: Engineering Division; re: to close out the 2022 Asphalt Paving Program, Contract 22-A, in the amount of \$150,000 and the new total of \$4,150,000. (CR 154-22)

AUDIENCE COMMUNICATION

SUSAN M. NASH, CITY CLERK

NOTICE(S)

In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the City Clerk's Office of the City of Livonia, upon adequate notice, will make reasonable accommodations for persons with special needs. Please call (734) 466-2236 or email clerk@livonia.gov if you need assistance. Council agendas are available on the City's website – www.livonia.gov - under Government, City Council, Agendas.



LETTER TO THE LIVONIA CITY COUNCIL

Finance
October 6, 2022

MEETING DATE

R110222

PREPARED BY

DeAnne Bates, Program Supervisor,

AGENDA ITEM

a. Communication from the Department of Finance, dated October 5, 2022, re: forwarding various financial statements of the City of Livonia for the month ending August 31, 2022.

BACKGROUND

Attached hereto are the various financial statements of the City of Livonia for the month ending August 31, 2022. These statements are summarized so that you may make a quick financial overview of the various funds. Detailed statements, in support of the summarized statements, have been forwarded electronically to the Council Office.

RECOMMENDATION

We respectfully request that City Council receive and file this report.

FISCAL CONSIDERATION

N/A

ATTACHMENTS

1. BUDGET TO ACTUAL - COUNCIL SUMMARY - August 2022

APPROVED BY


Michael Slater, Finance Director

Date: October 19, 2022


Maureen Miller Brosnan, Mayor

Date: October 19, 2022



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - GENERAL FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	65,093,660.00	253,799.00	65,347,459.00	7,777,744.89	.00	64,568,201.08	779,257.92	99	58,756,334.42
REVENUE TOTALS	\$65,093,660.00	\$253,799.00	\$65,347,459.00	\$7,777,744.89	\$0.00	\$64,568,201.08	\$779,257.92	99%	\$58,756,334.42
EXPENSE									
Department 101 - CITY COUNCIL	313,976.00	.00	313,976.00	21,994.03	.00	212,583.54	101,392.46	68	199,552.87
Department 173 - MAYOR'S OFFICE	491,847.00	.00	491,847.00	39,716.25	.00	363,320.37	128,526.63	74	423,468.03
Department 174 - COMMUNICATIONS	402,568.00	.00	402,568.00	23,253.95	.00	238,604.01	163,963.99	59	278,437.50
Department 175 - GOVERNMENT AFFAIRS	167,692.00	.00	167,692.00	17,783.89	.00	110,555.42	57,136.58	66	.00
Department 191 - ACCOUNTING	247,017.00	.00	247,017.00	25,678.43	.00	150,114.68	96,902.32	61	141,469.16
Department 192 - FINANCE DEPARTMENT	432,429.00	.00	432,429.00	33,947.49	.00	305,364.05	127,064.95	71	293,582.95
Department 215 - CITY CLERK	676,915.00	.00	676,915.00	44,560.59	.00	413,373.43	263,541.57	61	451,161.79
Department 223 - INDEPENDENT AUDIT	32,955.00	.00	32,955.00	2,930.00	.00	50,160.67	(17,205.67)	152	41,822.04
Department 228 - INFORMATION SYSTEMS	1,231,600.00	.00	1,231,600.00	114,386.39	33,494.11	817,963.75	380,142.14	69	928,528.83
Department 236 - ETHICS BOARD	400.00	.00	400.00	.00	.00	224.40	175.60	56	177.20
Department 247 - BOARD OF REVIEW	3,545.00	.00	3,545.00	.00	.00	2,411.36	1,133.64	68	2,755.84
Department 253 - TREASURER	570,852.00	.00	570,852.00	42,926.53	.00	384,731.87	186,120.13	67	367,136.33
Department 257 - ASSESSING	653,273.00	.00	653,273.00	50,002.82	15,262.39	436,990.48	201,020.13	69	363,019.16
Department 261 - UTILITIES AND SUPPLIES	556,966.00	.00	556,966.00	28,542.34	.00	289,795.88	267,170.12	52	276,264.94
Department 262 - ELECTION COMMISSION	357,187.00	.00	357,187.00	106,300.13	.00	199,606.70	157,580.30	56	65,743.08
Department 263 - INSURANCE-GENERAL	77,158.00	.00	77,158.00	(4,819.00)	.00	134,824.40	(57,666.40)	175	90,831.64
Department 264 - INSURANCE-WORKERS COMP	345,340.00	.00	345,340.00	42,261.76	.00	560,043.12	(214,703.12)	162	421,460.50
Department 265 - NON DEPARTMENTAL	4,000.00	.00	4,000.00	17.21	.00	17.21	3,982.79	0	.00
Department 266 - LAW DEPARTMENT	881,135.00	.00	881,135.00	73,812.59	.00	628,074.91	253,060.09	71	594,841.95
Department 267 - EMPLOYEE BENEFITS CONTROL	42,000.00	.00	42,000.00	163,982.89	.00	(100,512.94)	142,512.94	-239	(487,617.93)
Department 268 - NON-DEPT CAPITAL PROJECTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	527,328.31
Department 269 - CIVIL SERVICE	810,396.00	.00	810,396.00	59,243.46	1,556.93	517,475.62	291,363.45	64	472,210.79
Department 270 - TERMINATION PAY	1,280,000.00	.00	1,280,000.00	26,044.46	.00	1,033,760.26	246,239.74	81	896,684.00
Department 271 - LABOR RELATIONS	96,500.00	.00	96,500.00	11,250.00	.00	22,630.50	73,869.50	23	47,367.50
Department 272 - DUES AND SUBSCRIPTIONS	56,000.00	.00	56,000.00	16,750.00	.00	38,245.60	17,754.40	68	30,404.00
Department 286 - 16TH DISTRICT COURT	3,380,439.00	.00	3,380,439.00	221,205.08	.00	1,994,660.81	1,385,778.19	59	2,109,430.25
Department 302 - TRAFFIC BUREAU	1,256,623.00	.00	1,256,623.00	55,358.77	38,342.00	656,617.38	561,663.62	55	608,141.13
Department 304 - POLICE ADMINISTRATION	3,018,863.00	(30,000.00)	2,988,863.00	203,468.75	5,150.00	1,936,731.86	1,046,981.14	65	1,503,611.67
Department 306 - POLICE DATA PROCESSING	895,330.00	.00	895,330.00	53,881.98	11,515.68	614,632.21	269,182.11	70	593,737.29
Department 307 - DETECTIVE BUREAU	3,465,058.00	.00	3,465,058.00	242,199.66	.00	2,397,025.70	1,068,032.30	69	2,468,855.49
Department 309 - AUTOMOTIVE SERVICE	556,150.00	.00	556,150.00	59,424.99	.00	429,116.48	127,033.52	77	333,555.08
Department 310 - POLICE COMMUNICATIONS	945,239.00	.00	945,239.00	62,636.81	.00	598,802.59	346,436.41	63	512,772.34
Department 313 - CROSSING GUARDS	70,723.00	.00	70,723.00	.00	.00	35,195.19	35,527.81	50	30,163.45
Department 316 - SCHOOL LIAISON	427,781.00	.00	427,781.00	30,938.06	.00	287,315.32	140,465.68	67	253,292.10
Department 318 - OFFICE OF EMERG PREP	159,583.00	(2,241.00)	157,342.00	10,652.16	.00	123,657.82	33,684.18	79	85,062.25
Department 319 - RESERVE POL/SPECIAL EVENT	329,530.00	7,000.00	336,530.00	29,926.56	.00	295,890.58	40,639.42	88	235,799.37



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - GENERAL FUND									
EXPENSE									
Department 325 - POLICE PATROL BUREAU	13,912,581.00	25,916.00	13,938,497.00	945,047.20	133,138.00	8,632,230.16	5,173,128.84	63	7,856,913.72
Department 329 - INTELLIGENCE BUREAU	2,231,708.00	.00	2,231,708.00	142,287.69	74,130.00	1,292,786.03	864,791.97	61	1,180,893.61
Department 336 - FIRE ADMINISTRATION	1,293,271.00	8,200.00	1,301,471.00	91,114.76	15,734.70	912,142.25	373,594.05	71	880,369.17
Department 338 - FIRE FIGHTING	13,998,535.00	(8,875.00)	13,989,660.00	1,028,996.90	248,895.00	9,264,759.05	4,476,005.95	68	9,576,467.86
Department 341 - FIRE PREVENTION	807,362.00	.00	807,362.00	61,229.92	.00	590,043.51	217,318.49	73	610,571.55
Department 371 - INSPECTION	1,803,814.00	.00	1,803,814.00	118,984.78	59,651.52	1,098,742.59	645,419.89	64	1,035,615.03
Department 381 - BLDG CODE BD OF APPEALS	1,861.00	.00	1,861.00	.00	.00	.00	1,861.00	0	.00
Department 435 - TRAFFIC COMMISSION	2,353.00	.00	2,353.00	145.33	.00	1,399.49	953.51	59	1,227.20
Department 441 - PUBLIC SERV ADMIN	122,196.00	(100,000.00)	22,196.00	(16,558.18)	.00	(120,784.66)	142,980.66	-544	(179,745.70)
Department 443 - PUBLIC SERV-EQUIP MAINT	123,957.00	.00	123,957.00	(36,467.33)	260.00	(138,339.32)	262,036.32	-111	(162,446.66)
Department 447 - ENGINEERING	1,040.00	.00	1,040.00	(11,368.71)	.00	(146,204.46)	147,244.46	-14058	(93,407.98)
Department 448 - STREET LIGHTING	238,912.00	.00	238,912.00	(151,203.31)	.00	(15,511.71)	254,423.71	-6	154,316.87
Department 463 - MAINTENANCE-STREET	468,327.00	.00	468,327.00	(29,977.73)	1,143.52	86,020.29	381,163.19	19	22,002.97
Department 523 - PUBLIC SERV-BLDG MAINT	1,655,680.00	100,000.00	1,755,680.00	139,726.66	54,585.96	1,067,299.51	633,794.53	64	977,554.67
Department 524 - PARKS	1,269,223.00	.00	1,269,223.00	116,647.86	2,484.07	723,043.56	543,695.37	57	633,827.64
Department 701 - PLANNING	724,787.00	.00	724,787.00	48,075.81	.00	430,744.48	294,042.52	59	454,244.40
Department 702 - ZONING BOARD OF APPEALS	54,103.00	.00	54,103.00	3,189.18	.00	31,505.72	22,597.28	58	37,792.82
Department 752 - RECREATION ADMINISTRATION	160,264.00	.00	160,264.00	14,272.35	.00	83,436.67	76,827.33	52	87,208.70
Department 758 - RECREATION FACILITIES	182,966.00	258,599.00	441,565.00	74,685.76	82,000.00	112,044.60	247,520.40	44	18,114.49
Department 759 - RECREATION ATHLETICS	98,535.00	(4,800.00)	93,735.00	14,673.04	3,605.50	78,929.02	11,200.48	88	63,344.33
Department 820 - PARKS & REC - SENIOR SERVICES	590,456.00	.00	590,456.00	45,197.64	.00	423,374.50	167,081.50	72	388,994.12
Department 821 - P&R - GREENMEAD AND CULTURAL	1,096,237.00	20,000.00	1,116,237.00	88,486.57	138,335.71	635,765.98	342,135.31	69	595,262.86
EXPENSE TOTALS	\$65,080,238.00	\$273,799.00	\$65,354,037.00	\$4,597,445.22	\$919,285.09	\$41,223,432.49	\$23,211,319.42	64%	\$39,300,172.57
Fund 101 - GENERAL FUND Totals									
REVENUE TOTALS	65,093,660.00	253,799.00	65,347,459.00	7,777,744.89	.00	64,568,201.08	779,257.92	99%	58,756,334.42
EXPENSE TOTALS	65,080,238.00	273,799.00	65,354,037.00	4,597,445.22	919,285.09	41,223,432.49	23,211,319.42	64%	39,300,172.57
Fund 101 - GENERAL FUND Totals	\$13,422.00	(\$20,000.00)	(\$6,578.00)	\$3,180,299.67	(\$919,285.09)	\$23,344,768.59	(\$22,432,061.50)		\$19,456,161.85



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 202 - MAJOR STREET FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	8,758,880.00	.00	8,758,880.00	708,025.03	.00	5,139,977.53	3,618,902.47	59	4,872,212.33
REVENUE TOTALS	\$8,758,880.00	\$0.00	\$8,758,880.00	\$708,025.03	\$0.00	\$5,139,977.53	\$3,618,902.47	59%	\$4,872,212.33
EXPENSE									
Department 448 - STREET LIGHTING	605,415.00	.00	605,415.00	39,416.67	.00	487,165.03	118,249.97	80	485,433.00
Department 451 - CONST-STREET AND BRIDGES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	.00
Department 463 - MAINTENANCE-STREET	1,274,714.00	262,854.00	1,537,568.00	116,946.61	.00	428,853.89	1,108,714.11	28	505,245.96
Department 475 - MAINTENANCE-TRAFFIC SERV	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 478 - MAINT-FREEWAY LIGHTING	25,000.00	.00	25,000.00	1,314.62	.00	11,898.19	13,101.81	48	11,833.58
Department 479 - SNOW AND ICE REMOVAL	324,000.00	396,497.00	720,497.00	26,999.17	.00	242,992.53	477,504.47	34	248,710.50
Department 483 - ADMIN, ENGIN RECORD KEEPI	148,786.00	.00	148,786.00	12,397.00	.00	111,573.00	37,213.00	75	137,349.00
Department 484 - FUND TRANSFERS	7,650,000.00	.00	7,650,000.00	637,500.00	.00	5,737,500.00	1,912,500.00	75	5,400,000.00
EXPENSE TOTALS	\$10,087,915.00	\$659,351.00	\$10,747,266.00	\$834,574.07	\$0.00	\$7,019,982.64	\$3,727,283.36	65%	\$6,788,572.04
Fund 202 - MAJOR STREET FUND Totals									
REVENUE TOTALS	8,758,880.00	.00	8,758,880.00	708,025.03	.00	5,139,977.53	3,618,902.47	59%	4,872,212.33
EXPENSE TOTALS	10,087,915.00	659,351.00	10,747,266.00	834,574.07	.00	7,019,982.64	3,727,283.36	65%	6,788,572.04
Fund 202 - MAJOR STREET FUND Totals	(\$1,329,035.00)	(\$659,351.00)	(\$1,988,386.00)	(\$126,549.04)	\$0.00	(\$1,880,005.11)	(\$108,380.89)		(\$1,916,359.71)



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 203 - LOCAL STREET FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	10,968,534.00	.00	10,968,534.00	905,936.83	.00	7,687,505.68	3,281,028.32	70	7,246,188.73
REVENUE TOTALS	\$10,968,534.00	\$0.00	\$10,968,534.00	\$905,936.83	\$0.00	\$7,687,505.68	\$3,281,028.32	70%	\$7,246,188.73
EXPENSE									
Department 448 - STREET LIGHTING	125,000.00	.00	125,000.00	10,416.67	.00	93,750.03	31,249.97	75	88,497.00
Department 451 - CONST-STREET AND BRIDGES	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	.00
Department 463 - MAINTENANCE-STREET	1,764,559.00	.00	1,764,559.00	273,162.48	.00	1,324,539.20	440,019.80	75	1,085,364.00
Department 475 - MAINTENANCE-TRAFFIC SERV	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 479 - SNOW AND ICE REMOVAL	419,231.00	.00	419,231.00	34,933.92	.00	314,405.28	104,825.72	75	316,053.00
Department 483 - ADMIN, ENGIN RECORD KEEPI	679,782.00	.00	679,782.00	56,646.00	.00	509,814.00	169,968.00	75	491,058.00
Department 484 - FUND TRANSFERS	7,950,000.00	.00	7,950,000.00	662,500.00	.00	5,962,500.00	1,987,500.00	75	5,924,997.00
EXPENSE TOTALS	\$11,063,572.00	\$0.00	\$11,063,572.00	\$1,037,659.07	\$0.00	\$8,205,008.51	\$2,858,563.49	74%	\$7,905,969.00
Fund 203 - LOCAL STREET FUND Totals									
REVENUE TOTALS	10,968,534.00	.00	10,968,534.00	905,936.83	.00	7,687,505.68	3,281,028.32	70%	7,246,188.73
EXPENSE TOTALS	11,063,572.00	.00	11,063,572.00	1,037,659.07	.00	8,205,008.51	2,858,563.49	74%	7,905,969.00
Fund 203 - LOCAL STREET FUND Totals	(\$95,038.00)	\$0.00	(\$95,038.00)	(\$131,722.24)	\$0.00	(\$517,502.83)	\$422,464.83		(\$659,780.27)



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 204 - ROAD - SIDEWALK & TREE									
REVENUE									
Department 000 - ACCOUNT BALANCES	12,346,302.00	.00	12,346,302.00	657,840.82	.00	10,379,802.10	1,966,499.90	84	10,253,820.97
REVENUE TOTALS	\$12,346,302.00	\$0.00	\$12,346,302.00	\$657,840.82	\$0.00	\$10,379,802.10	\$1,966,499.90	84%	\$10,253,820.97
EXPENSE									
Department 441 - PUBLIC SERV ADMIN	50,968.00	.00	50,968.00	4,246.00	.00	38,214.00	12,754.00	75	25,344.00
Department 447 - ENGINEERING	2,293,382.00	177,440.00	2,470,822.00	406,265.89	.00	1,153,637.25	1,317,184.75	47	1,219,815.31
Department 463 - MAINTENANCE-STREET	10,490,000.00	2,195,100.00	12,685,100.00	1,597,074.34	.00	6,314,924.03	6,370,175.97	50	5,460,810.10
Department 530 - FORESTRY	125,000.00	.00	125,000.00	.00	.00	95,654.00	29,346.00	77	127,846.00
EXPENSE TOTALS	\$12,959,350.00	\$2,372,540.00	\$15,331,890.00	\$2,007,586.23	\$0.00	\$7,602,429.28	\$7,729,460.72	50%	\$6,833,815.41
Fund 204 - ROAD - SIDEWALK & TREE Totals									
REVENUE TOTALS	12,346,302.00	.00	12,346,302.00	657,840.82	.00	10,379,802.10	1,966,499.90	84%	10,253,820.97
EXPENSE TOTALS	12,959,350.00	2,372,540.00	15,331,890.00	2,007,586.23	.00	7,602,429.28	7,729,460.72	50%	6,833,815.41
Fund 204 - ROAD - SIDEWALK & TREE Totals	(\$613,048.00)	(\$2,372,540.00)	(\$2,985,588.00)	(\$1,349,745.41)	\$0.00	\$2,777,372.82	(\$5,762,960.82)		\$3,420,005.56



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 208 - COMMUNITY RECREATION									
REVENUE									
Department 000 - ACCOUNT BALANCES	7,708,917.00	.00	7,708,917.00	362,169.93	.00	7,044,163.65	664,753.35	91	5,762,427.22
REVENUE TOTALS	\$7,708,917.00	\$0.00	\$7,708,917.00	\$362,169.93	\$0.00	\$7,044,163.65	\$664,753.35	91%	\$5,762,427.22
EXPENSE									
Department 755 - RECREATION CENTER	6,914,862.00	188,734.00	7,103,596.00	435,916.48	258,311.93	5,038,513.02	1,806,771.05	75	4,387,954.46
Department 756 - OTHER RECREATION	632,854.00	167,317.00	800,171.00	1,251.00	536,476.50	176,696.19	86,998.31	89	17,093.75
Department 757 - ICE RINK	388,561.00	.00	388,561.00	500.00	.00	352,853.30	35,707.70	91	352,858.53
Department 776 - SPECIAL EVENTS	107,069.00	16,500.00	123,569.00	57,479.27	.00	113,731.71	9,837.29	92	66,102.96
Department 795 - SWIMMING POOL - BOTSFORD	303,819.00	(18,521.00)	285,298.00	24,764.08	1,334.00	181,702.65	102,261.35	64	310,559.24
Department 796 - SWIMMING POOL - CLEMENT C	127,378.00	83,700.00	211,078.00	26,906.17	37,644.89	116,409.38	57,023.73	73	65,819.60
Department 797 - SWIMMING POOL - SHELDON	92,870.00	44,760.00	137,630.00	189.38	340.00	63,289.27	74,000.73	46	32,014.13
EXPENSE TOTALS	\$8,567,413.00	\$482,490.00	\$9,049,903.00	\$547,006.38	\$834,107.32	\$6,043,195.52	\$2,172,600.16	76%	\$5,232,402.67
Fund 208 - COMMUNITY RECREATION Totals									
REVENUE TOTALS	7,708,917.00	.00	7,708,917.00	362,169.93	.00	7,044,163.65	664,753.35	91%	5,762,427.22
EXPENSE TOTALS	8,567,413.00	482,490.00	9,049,903.00	547,006.38	834,107.32	6,043,195.52	2,172,600.16	76%	5,232,402.67
Fund 208 - COMMUNITY RECREATION Totals	(\$858,496.00)	(\$482,490.00)	(\$1,340,986.00)	(\$184,836.45)	(\$834,107.32)	\$1,000,968.13	(\$1,507,846.81)		\$530,024.55



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 211 - DESIGNATED PURPOSE									
REVENUE									
Department 000 - ACCOUNT BALANCES	120,000.00	.00	120,000.00	14,088.75	.00	60,117.47	59,882.53	50	60,400.84
REVENUE TOTALS	\$120,000.00	\$0.00	\$120,000.00	\$14,088.75	\$0.00	\$60,117.47	\$59,882.53	50%	\$60,400.84
EXPENSE									
Department 000 - ACCOUNT BALANCES	180,000.00	10,140.00	190,140.00	9,520.24	.00	55,585.98	134,554.02	29	27,320.10
EXPENSE TOTALS	\$180,000.00	\$10,140.00	\$190,140.00	\$9,520.24	\$0.00	\$55,585.98	\$134,554.02	29%	\$27,320.10
Fund 211 - DESIGNATED PURPOSE Totals									
REVENUE TOTALS	120,000.00	.00	120,000.00	14,088.75	.00	60,117.47	59,882.53	50%	60,400.84
EXPENSE TOTALS	180,000.00	10,140.00	190,140.00	9,520.24	.00	55,585.98	134,554.02	29%	27,320.10
Fund 211 - DESIGNATED PURPOSE Totals	(\$60,000.00)	(\$10,140.00)	(\$70,140.00)	\$4,568.51	\$0.00	\$4,531.49	(\$74,671.49)		\$33,080.74



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 219 - SP ASSESS-LIGHTING									
REVENUE									
Department 000 - ACCOUNT BALANCES	.00	.00	.00	(531.28)	.00	(52.68)	52.68	+++	(82.73)
Department 457 - STREETLIGHTING	1,173,810.00	.00	1,173,810.00	.00	.00	1,222,592.00	(48,782.00)	104	1,280,882.83
REVENUE TOTALS	\$1,173,810.00	\$0.00	\$1,173,810.00	(\$531.28)	\$0.00	\$1,222,539.32	(\$48,729.32)	104%	\$1,280,800.10
EXPENSE									
Department 000 - ACCOUNT BALANCES	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 457 - STREETLIGHTING	1,222,592.00	.00	1,222,592.00	94,216.09	.00	865,637.15	356,954.85	71	859,851.42
EXPENSE TOTALS	\$1,222,592.00	\$0.00	\$1,222,592.00	\$94,216.09	\$0.00	\$865,637.15	\$356,954.85	71%	\$859,851.42
Fund 219 - SP ASSESS-LIGHTING Totals									
REVENUE TOTALS	1,173,810.00	.00	1,173,810.00	(531.28)	.00	1,222,539.32	(48,729.32)	104%	1,280,800.10
EXPENSE TOTALS	1,222,592.00	.00	1,222,592.00	94,216.09	.00	865,637.15	356,954.85	71%	859,851.42
Fund 219 - SP ASSESS-LIGHTING Totals	(\$48,782.00)	\$0.00	(\$48,782.00)	(\$94,747.37)	\$0.00	\$356,902.17	(\$405,684.17)		\$420,948.68



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 226 - MUNICIPAL REFUSE FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	12,114,675.00	.00	12,114,675.00	6,698.33	.00	12,116,158.30	(1,483.30)	100	11,875,856.69
REVENUE TOTALS	\$12,114,675.00	\$0.00	\$12,114,675.00	\$6,698.33	\$0.00	\$12,116,158.30	(\$1,483.30)	100%	\$11,875,856.69
EXPENSE									
Department 521 - SANITATION	1,376,313.00	56,000.00	1,432,313.00	85,008.44	135,714.94	726,797.64	569,800.42	60	752,127.89
Department 528 - PUBLIC SERVICE	11,225,680.00	385,006.00	11,610,686.00	836,094.84	1,470.00	7,110,073.52	4,499,142.48	61	7,621,487.07
Department 529 - ANIMAL CONTROL	379,251.00	.00	379,251.00	20,626.15	244.76	172,562.45	206,443.79	46	165,633.91
EXPENSE TOTALS	\$12,981,244.00	\$441,006.00	\$13,422,250.00	\$941,729.43	\$137,429.70	\$8,009,433.61	\$5,275,386.69	61%	\$8,539,248.87
Fund 226 - MUNICIPAL REFUSE FUND Totals									
REVENUE TOTALS	12,114,675.00	.00	12,114,675.00	6,698.33	.00	12,116,158.30	(1,483.30)	100%	11,875,856.69
EXPENSE TOTALS	12,981,244.00	441,006.00	13,422,250.00	941,729.43	137,429.70	8,009,433.61	5,275,386.69	61%	8,539,248.87
Fund 226 - MUNICIPAL REFUSE FUND Totals	(\$866,569.00)	(\$441,006.00)	(\$1,307,575.00)	(\$935,031.10)	(\$137,429.70)	\$4,106,724.69	(\$5,276,869.99)		\$3,336,607.82



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 242 - LIVONIA BROWNFIELD - LSRRF									
REVENUE									
Department 000 - ACCOUNT BALANCES	101,500.00	.00	101,500.00	(207.39)	.00	40,066.84	61,433.16	39	35,683.76
REVENUE TOTALS	\$101,500.00	\$0.00	\$101,500.00	(\$207.39)	\$0.00	\$40,066.84	\$61,433.16	39%	\$35,683.76
EXPENSE									
Department 000 - ACCOUNT BALANCES	36,384.00	.00	36,384.00	2,613.00	.00	23,517.00	12,867.00	65	22,970.26
EXPENSE TOTALS	\$36,384.00	\$0.00	\$36,384.00	\$2,613.00	\$0.00	\$23,517.00	\$12,867.00	65%	\$22,970.26
Fund 242 - LIVONIA BROWNFIELD - LSRRF Totals									
REVENUE TOTALS	101,500.00	.00	101,500.00	(207.39)	.00	40,066.84	61,433.16	39%	35,683.76
EXPENSE TOTALS	36,384.00	.00	36,384.00	2,613.00	.00	23,517.00	12,867.00	65%	22,970.26
Fund 242 - LIVONIA BROWNFIELD - LSRRF Totals	\$65,116.00	\$0.00	\$65,116.00	(\$2,820.39)	\$0.00	\$16,549.84	\$48,566.16		\$12,713.50



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 243 - LIVONIA BROWNFIELD REDEV AUTH									
REVENUE									
Department 000 - ACCOUNT BALANCES	520,000.00	.00	520,000.00	.00	.00	194,091.42	325,908.58	37	169,055.39
REVENUE TOTALS	\$520,000.00	\$0.00	\$520,000.00	\$0.00	\$0.00	\$194,091.42	\$325,908.58	37%	\$169,055.39
EXPENSE									
Department 000 - ACCOUNT BALANCES	520,000.00	.00	520,000.00	.00	.00	194,091.42	325,908.58	37	169,055.39
EXPENSE TOTALS	\$520,000.00	\$0.00	\$520,000.00	\$0.00	\$0.00	\$194,091.42	\$325,908.58	37%	\$169,055.39
Fund 243 - LIVONIA BROWNFIELD REDEV AUTH Totals									
REVENUE TOTALS	520,000.00	.00	520,000.00	.00	.00	194,091.42	325,908.58	37%	169,055.39
EXPENSE TOTALS	520,000.00	.00	520,000.00	.00	.00	194,091.42	325,908.58	37%	169,055.39
Fund 243 - LIVONIA BROWNFIELD REDEV AUTH Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 244 - ECONOMIC DEVEL CORP									
REVENUE									
Department 000 - ACCOUNT BALANCES	100.00	.00	100.00	(15.50)	.00	(121.13)	221.13	-121	11.48
REVENUE TOTALS	\$100.00	\$0.00	\$100.00	(\$15.50)	\$0.00	(\$121.13)	\$221.13	-121%	\$11.48
EXPENSE									
Department 000 - ACCOUNT BALANCES	107.00	.00	107.00	.00	.00	.00	107.00	0	.00
EXPENSE TOTALS	\$107.00	\$0.00	\$107.00	\$0.00	\$0.00	\$0.00	\$107.00	0%	\$0.00
Fund 244 - ECONOMIC DEVEL CORP Totals									
REVENUE TOTALS	100.00	.00	100.00	(15.50)	.00	(121.13)	221.13	-121%	11.48
EXPENSE TOTALS	107.00	.00	107.00	.00	.00	.00	107.00	0%	.00
Fund 244 - ECONOMIC DEVEL CORP Totals	(\$7.00)	\$0.00	(\$7.00)	(\$15.50)	\$0.00	(\$121.13)	\$114.13		\$11.48



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 248 - PLYMOUTH RD DEV AUTHORITY									
REVENUE									
Department 000 - ACCOUNT BALANCES	741,518.00	.00	741,518.00	98.99	.00	756,231.56	(14,713.56)	102	735,791.15
REVENUE TOTALS	\$741,518.00	\$0.00	\$741,518.00	\$98.99	\$0.00	\$756,231.56	(\$14,713.56)	102%	\$735,791.15
EXPENSE									
Department 000 - ACCOUNT BALANCES	816,272.00	115,170.00	931,442.00	81,991.14	.00	253,972.05	677,469.95	27	359,965.92
EXPENSE TOTALS	\$816,272.00	\$115,170.00	\$931,442.00	\$81,991.14	\$0.00	\$253,972.05	\$677,469.95	27%	\$359,965.92
Fund 248 - PLYMOUTH RD DEV AUTHORITY Totals									
REVENUE TOTALS	741,518.00	.00	741,518.00	98.99	.00	756,231.56	(14,713.56)	102%	735,791.15
EXPENSE TOTALS	816,272.00	115,170.00	931,442.00	81,991.14	.00	253,972.05	677,469.95	27%	359,965.92
Fund 248 - PLYMOUTH RD DEV AUTHORITY Totals	(\$74,754.00)	(\$115,170.00)	(\$189,924.00)	(\$81,892.15)	\$0.00	\$502,259.51	(\$692,183.51)		\$375,825.23



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 260 - MIDC GRANT									
REVENUE									
Department 000 - ACCOUNT BALANCES	592,374.00	.00	592,374.00	.00	.00	543,034.66	49,339.34	92	590,060.92
REVENUE TOTALS	\$592,374.00	\$0.00	\$592,374.00	\$0.00	\$0.00	\$543,034.66	\$49,339.34	92%	\$590,060.92
EXPENSE									
Department 000 - ACCOUNT BALANCES	592,374.00	.00	592,374.00	33,645.15	.00	183,637.04	408,736.96	31	218,582.23
EXPENSE TOTALS	\$592,374.00	\$0.00	\$592,374.00	\$33,645.15	\$0.00	\$183,637.04	\$408,736.96	31%	\$218,582.23
Fund 260 - MIDC GRANT Totals									
REVENUE TOTALS	592,374.00	.00	592,374.00	.00	.00	543,034.66	49,339.34	92%	590,060.92
EXPENSE TOTALS	592,374.00	.00	592,374.00	33,645.15	.00	183,637.04	408,736.96	31%	218,582.23
Fund 260 - MIDC GRANT Totals	\$0.00	\$0.00	\$0.00	(\$33,645.15)	\$0.00	\$359,397.62	(\$359,397.62)		\$371,478.69



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 261 - PUB. SAFETY COMMUNICATION									
REVENUE									
Department 000 - ACCOUNT BALANCES	515,000.00	.00	515,000.00	(2,562.46)	.00	528,989.57	(13,989.57)	103	283,486.76
REVENUE TOTALS	\$515,000.00	\$0.00	\$515,000.00	(\$2,562.46)	\$0.00	\$528,989.57	(\$13,989.57)	103%	\$283,486.76
EXPENSE									
Department 000 - ACCOUNT BALANCES	1,241,500.00	133,420.00	1,374,920.00	4,158.00	.00	192,036.05	1,182,883.95	14	328,487.93
EXPENSE TOTALS	\$1,241,500.00	\$133,420.00	\$1,374,920.00	\$4,158.00	\$0.00	\$192,036.05	\$1,182,883.95	14%	\$328,487.93
Fund 261 - PUB. SAFETY COMMUNICATION Totals									
REVENUE TOTALS	515,000.00	.00	515,000.00	(2,562.46)	.00	528,989.57	(13,989.57)	103%	283,486.76
EXPENSE TOTALS	1,241,500.00	133,420.00	1,374,920.00	4,158.00	.00	192,036.05	1,182,883.95	14%	328,487.93
Fund 261 - PUB. SAFETY COMMUNICATION Totals	(\$726,500.00)	(\$133,420.00)	(\$859,920.00)	(\$6,720.46)	\$0.00	\$336,953.52	(\$1,196,873.52)		(\$45,001.17)



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 262 - ADJUDICATED FORFEITURES									
REVENUE									
Department 000 - ACCOUNT BALANCES	225,000.00	.00	225,000.00	95,686.43	.00	163,694.91	61,305.09	73	214,083.40
REVENUE TOTALS	\$225,000.00	\$0.00	\$225,000.00	\$95,686.43	\$0.00	\$163,694.91	\$61,305.09	73%	\$214,083.40
EXPENSE									
Department 333 - STATE/LOCAL FORFEITURE EX	600,900.00	.00	600,900.00	909.56	.00	16,592.55	584,307.45	3	60,759.28
Department 334 - FEDERAL FORFEITURE EXP	226,000.00	.00	226,000.00	.00	.00	23,012.06	202,987.94	10	74,940.08
Department 335 - CONTINUING CRIMINAL ENTERPRISE	145,000.00	.00	145,000.00	.00	.00	1,083.75	143,916.25	1	12,444.02
EXPENSE TOTALS	\$971,900.00	\$0.00	\$971,900.00	\$909.56	\$0.00	\$40,688.36	\$931,211.64	4%	\$148,143.38
Fund 262 - ADJUDICATED FORFEITURES Totals									
REVENUE TOTALS	225,000.00	.00	225,000.00	95,686.43	.00	163,694.91	61,305.09	73%	214,083.40
EXPENSE TOTALS	971,900.00	.00	971,900.00	909.56	.00	40,688.36	931,211.64	4%	148,143.38
Fund 262 - ADJUDICATED FORFEITURES Totals	(\$746,900.00)	\$0.00	(\$746,900.00)	\$94,776.87	\$0.00	\$123,006.55	(\$869,906.55)		\$65,940.02



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 270 - HISTORICAL COMMISSION									
REVENUE									
Department 000 - ACCOUNT BALANCES	114,200.00	.00	114,200.00	10,308.77	.00	138,712.95	(24,512.95)	121	83,814.26
REVENUE TOTALS	\$114,200.00	\$0.00	\$114,200.00	\$10,308.77	\$0.00	\$138,712.95	(\$24,512.95)	121%	\$83,814.26
EXPENSE									
Department 000 - ACCOUNT BALANCES	83,900.00	.00	83,900.00	12,676.63	40,405.00	38,993.72	4,501.28	95	17,678.87
EXPENSE TOTALS	\$83,900.00	\$0.00	\$83,900.00	\$12,676.63	\$40,405.00	\$38,993.72	\$4,501.28	95%	\$17,678.87
Fund 270 - HISTORICAL COMMISSION Totals									
REVENUE TOTALS	114,200.00	.00	114,200.00	10,308.77	.00	138,712.95	(24,512.95)	121%	83,814.26
EXPENSE TOTALS	83,900.00	.00	83,900.00	12,676.63	40,405.00	38,993.72	4,501.28	95%	17,678.87
Fund 270 - HISTORICAL COMMISSION Totals	\$30,300.00	\$0.00	\$30,300.00	(\$2,367.86)	(\$40,405.00)	\$99,719.23	(\$29,014.23)		\$66,135.39



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 271 - LIBRARY FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	4,192,780.00	.00	4,192,780.00	(903.05)	.00	4,222,374.82	(29,594.82)	101	4,050,259.34
REVENUE TOTALS	\$4,192,780.00	\$0.00	\$4,192,780.00	(\$903.05)	\$0.00	\$4,222,374.82	(\$29,594.82)	101%	\$4,050,259.34
EXPENSE									
Department 778 - CIVIC CENTER LIBRARY	3,407,992.00	234,220.00	3,642,212.00	226,183.06	128,882.72	2,166,106.45	1,347,222.83	63	2,049,766.17
Department 779 - NOBLE LIBRARY	20,000.00	.00	20,000.00	354.79	.00	4,322.22	15,677.78	22	8,531.78
Department 780 - SANDBURG LIBRARY	770,976.00	.00	770,976.00	45,938.19	7,715.00	517,532.20	245,728.80	68	498,809.01
EXPENSE TOTALS	\$4,198,968.00	\$234,220.00	\$4,433,188.00	\$272,476.04	\$136,597.72	\$2,687,960.87	\$1,608,629.41	64%	\$2,557,106.96
Fund 271 - LIBRARY FUND Totals									
REVENUE TOTALS	4,192,780.00	.00	4,192,780.00	(903.05)	.00	4,222,374.82	(29,594.82)	101%	4,050,259.34
EXPENSE TOTALS	4,198,968.00	234,220.00	4,433,188.00	272,476.04	136,597.72	2,687,960.87	1,608,629.41	64%	2,557,106.96
Fund 271 - LIBRARY FUND Totals	(\$6,188.00)	(\$234,220.00)	(\$240,408.00)	(\$273,379.09)	(\$136,597.72)	\$1,534,413.95	(\$1,638,224.23)		\$1,493,152.38



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 272 - ARTS COMMISSION FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	9,000.00	.00	9,000.00	1,444.63	.00	5,414.77	3,585.23	60	11,576.24
REVENUE TOTALS	\$9,000.00	\$0.00	\$9,000.00	\$1,444.63	\$0.00	\$5,414.77	\$3,585.23	60%	\$11,576.24
EXPENSE									
Department 000 - ACCOUNT BALANCES	13,000.00	.00	13,000.00	.00	.00	892.78	12,107.22	7	6,199.60
EXPENSE TOTALS	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$892.78	\$12,107.22	7%	\$6,199.60
Fund 272 - ARTS COMMISSION FUND Totals									
REVENUE TOTALS	9,000.00	.00	9,000.00	1,444.63	.00	5,414.77	3,585.23	60%	11,576.24
EXPENSE TOTALS	13,000.00	.00	13,000.00	.00	.00	892.78	12,107.22	7%	6,199.60
Fund 272 - ARTS COMMISSION FUND Totals	(\$4,000.00)	\$0.00	(\$4,000.00)	\$1,444.63	\$0.00	\$4,521.99	(\$8,521.99)		\$5,376.64



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 286 - TRANSIT & CAPITAL IMPR									
REVENUE									
Department 000 - ACCOUNT BALANCES	2,465,846.00	.00	2,465,846.00	284.61	.00	2,505,930.87	(40,084.87)	102	2,432,542.10
REVENUE TOTALS	\$2,465,846.00	\$0.00	\$2,465,846.00	\$284.61	\$0.00	\$2,505,930.87	(\$40,084.87)	102%	\$2,432,542.10
EXPENSE									
Department 000 - ACCOUNT BALANCES	2,465,846.00	.00	2,465,846.00	.00	.00	2,465,846.00	.00	100	2,407,245.00
EXPENSE TOTALS	\$2,465,846.00	\$0.00	\$2,465,846.00	\$0.00	\$0.00	\$2,465,846.00	\$0.00	100%	\$2,407,245.00
Fund 286 - TRANSIT & CAPITAL IMPR Totals									
REVENUE TOTALS	2,465,846.00	.00	2,465,846.00	284.61	.00	2,505,930.87	(40,084.87)	102%	2,432,542.10
EXPENSE TOTALS	2,465,846.00	.00	2,465,846.00	.00	.00	2,465,846.00	.00	100%	2,407,245.00
Fund 286 - TRANSIT & CAPITAL IMPR Totals	\$0.00	\$0.00	\$0.00	\$284.61	\$0.00	\$40,084.87	(\$40,084.87)		\$25,297.10



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 288 - COMMUNITY TRANSIT PROGRAM									
REVENUE									
Department 000 - ACCOUNT BALANCES	719,445.00	.00	719,445.00	2,406.60	.00	684,146.44	35,298.56	95	956,407.42
REVENUE TOTALS	\$719,445.00	\$0.00	\$719,445.00	\$2,406.60	\$0.00	\$684,146.44	\$35,298.56	95%	\$956,407.42
EXPENSE									
Department 606 - COMM TRANSIT DISPATCHERS	104,081.00	.00	104,081.00	7,471.76	.00	64,452.29	39,628.71	62	63,153.72
Department 607 - COMMUNITY TRANSIT ADMIN	159,222.00	.00	159,222.00	10,000.08	.00	91,193.99	68,028.01	57	91,004.53
Department 608 - COMMUNITY TRANSIT	1,040,913.00	.00	1,040,913.00	112,142.24	2,447.23	454,807.55	583,658.22	44	314,480.12
EXPENSE TOTALS	\$1,304,216.00	\$0.00	\$1,304,216.00	\$129,614.08	\$2,447.23	\$610,453.83	\$691,314.94	47%	\$468,638.37
Fund 288 - COMMUNITY TRANSIT PROGRAM Totals									
REVENUE TOTALS	719,445.00	.00	719,445.00	2,406.60	.00	684,146.44	35,298.56	95%	956,407.42
EXPENSE TOTALS	1,304,216.00	.00	1,304,216.00	129,614.08	2,447.23	610,453.83	691,314.94	47%	468,638.37
Fund 288 - COMMUNITY TRANSIT PROGRAM Totals	(\$584,771.00)	\$0.00	(\$584,771.00)	(\$127,207.48)	(\$2,447.23)	\$73,692.61	(\$656,016.38)		\$487,769.05



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 297 - CABLE TELEVISION FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	413,100.00	.00	413,100.00	72,143.77	.00	273,260.39	139,839.61	66	285,982.16
REVENUE TOTALS	\$413,100.00	\$0.00	\$413,100.00	\$72,143.77	\$0.00	\$273,260.39	\$139,839.61	66%	\$285,982.16
EXPENSE									
Department 806 - CABLE TELEVISION	554,196.00	.00	554,196.00	32,208.76	18,133.84	334,274.80	201,787.36	64	314,583.19
EXPENSE TOTALS	\$554,196.00	\$0.00	\$554,196.00	\$32,208.76	\$18,133.84	\$334,274.80	\$201,787.36	64%	\$314,583.19
Fund 297 - CABLE TELEVISION FUND Totals									
REVENUE TOTALS	413,100.00	.00	413,100.00	72,143.77	.00	273,260.39	139,839.61	66%	285,982.16
EXPENSE TOTALS	554,196.00	.00	554,196.00	32,208.76	18,133.84	334,274.80	201,787.36	64%	314,583.19
Fund 297 - CABLE TELEVISION FUND Totals	(\$141,096.00)	\$0.00	(\$141,096.00)	\$39,935.01	(\$18,133.84)	(\$61,014.41)	(\$61,947.75)		(\$28,601.03)



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 372 - D/S 2015 MBA REFUNDING									
REVENUE									
Department 000 - ACCOUNT BALANCES	180,382.00	.00	180,382.00	500.00	.00	173,959.75	6,422.25	96	175,997.50
REVENUE TOTALS	\$180,382.00	\$0.00	\$180,382.00	\$500.00	\$0.00	\$173,959.75	\$6,422.25	96%	\$175,997.50
EXPENSE									
Department 000 - ACCOUNT BALANCES	180,382.00	.00	180,382.00	500.00	.00	173,959.75	6,422.25	96	175,997.50
EXPENSE TOTALS	\$180,382.00	\$0.00	\$180,382.00	\$500.00	\$0.00	\$173,959.75	\$6,422.25	96%	\$175,997.50
Fund 372 - D/S 2015 MBA REFUNDING Totals									
REVENUE TOTALS	180,382.00	.00	180,382.00	500.00	.00	173,959.75	6,422.25	96%	175,997.50
EXPENSE TOTALS	180,382.00	.00	180,382.00	500.00	.00	173,959.75	6,422.25	96%	175,997.50
Fund 372 - D/S 2015 MBA REFUNDING Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 373 - D/S 2016 MBA REFUNDING									
REVENUE									
Department 000 - ACCOUNT BALANCES	547,400.00	.00	547,400.00	.00	.00	449,900.00	97,500.00	82	446,600.00
REVENUE TOTALS	\$547,400.00	\$0.00	\$547,400.00	\$0.00	\$0.00	\$449,900.00	\$97,500.00	82%	\$446,600.00
EXPENSE									
Department 000 - ACCOUNT BALANCES	547,400.00	.00	547,400.00	.00	.00	449,900.00	97,500.00	82	446,600.00
EXPENSE TOTALS	\$547,400.00	\$0.00	\$547,400.00	\$0.00	\$0.00	\$449,900.00	\$97,500.00	82%	\$446,600.00
Fund 373 - D/S 2016 MBA REFUNDING Totals									
REVENUE TOTALS	547,400.00	.00	547,400.00	.00	.00	449,900.00	97,500.00	82%	446,600.00
EXPENSE TOTALS	547,400.00	.00	547,400.00	.00	.00	449,900.00	97,500.00	82%	446,600.00
Fund 373 - D/S 2016 MBA REFUNDING Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 374 - D/S 2017 MBA REFUNDING									
REVENUE									
Department 000 - ACCOUNT BALANCES	1,992,150.00	.00	1,992,150.00	.00	.00	1,711,900.00	280,250.00	86	1,692,450.00
REVENUE TOTALS	\$1,992,150.00	\$0.00	\$1,992,150.00	\$0.00	\$0.00	\$1,711,900.00	\$280,250.00	86%	\$1,692,450.00
EXPENSE									
Department 000 - ACCOUNT BALANCES	1,992,150.00	.00	1,992,150.00	.00	.00	1,711,900.00	280,250.00	86	1,692,450.00
EXPENSE TOTALS	\$1,992,150.00	\$0.00	\$1,992,150.00	\$0.00	\$0.00	\$1,711,900.00	\$280,250.00	86%	\$1,692,450.00
Fund 374 - D/S 2017 MBA REFUNDING Totals									
REVENUE TOTALS	1,992,150.00	.00	1,992,150.00	.00	.00	1,711,900.00	280,250.00	86%	1,692,450.00
EXPENSE TOTALS	1,992,150.00	.00	1,992,150.00	.00	.00	1,711,900.00	280,250.00	86%	1,692,450.00
Fund 374 - D/S 2017 MBA REFUNDING Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 401 - CAPITAL PROJECTS									
REVENUE									
Department 000 - ACCOUNT BALANCES	1,915,846.00	1,000,000.00	2,915,846.00	(5,935.49)	.00	2,366,415.29	549,430.71	81	2,136,324.07
REVENUE TOTALS	\$1,915,846.00	\$1,000,000.00	\$2,915,846.00	(\$5,935.49)	\$0.00	\$2,366,415.29	\$549,430.71	81%	\$2,136,324.07
EXPENSE									
Department 000 - ACCOUNT BALANCES	3,794,896.00	6,890,455.00	10,685,351.00	261,912.11	274,007.94	2,360,497.55	8,050,845.51	25	940,730.52
EXPENSE TOTALS	\$3,794,896.00	\$6,890,455.00	\$10,685,351.00	\$261,912.11	\$274,007.94	\$2,360,497.55	\$8,050,845.51	25%	\$940,730.52
Fund 401 - CAPITAL PROJECTS Totals									
REVENUE TOTALS	1,915,846.00	1,000,000.00	2,915,846.00	(5,935.49)	.00	2,366,415.29	549,430.71	81%	2,136,324.07
EXPENSE TOTALS	3,794,896.00	6,890,455.00	10,685,351.00	261,912.11	274,007.94	2,360,497.55	8,050,845.51	25%	940,730.52
Fund 401 - CAPITAL PROJECTS Totals	(\$1,879,050.00)	(\$5,890,455.00)	(\$7,769,505.00)	(\$267,847.60)	(\$274,007.94)	\$5,917.74	(\$7,501,414.80)		\$1,195,593.55



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 409 - GOLF COURSE CAPITAL IMPR									
REVENUE									
Department 000 - ACCOUNT BALANCES	360,200.00	.00	360,200.00	41,172.48	.00	435,357.09	(75,157.09)	121	115,261.34
REVENUE TOTALS	\$360,200.00	\$0.00	\$360,200.00	\$41,172.48	\$0.00	\$435,357.09	(\$75,157.09)	121%	\$115,261.34
EXPENSE									
Department 000 - ACCOUNT BALANCES	280,000.00	90,000.00	370,000.00	151,884.00	28,724.00	180,404.05	160,871.95	57	112,388.22
EXPENSE TOTALS	\$280,000.00	\$90,000.00	\$370,000.00	\$151,884.00	\$28,724.00	\$180,404.05	\$160,871.95	57%	\$112,388.22
Fund 409 - GOLF COURSE CAPITAL IMPR Totals									
REVENUE TOTALS	360,200.00	.00	360,200.00	41,172.48	.00	435,357.09	(75,157.09)	121%	115,261.34
EXPENSE TOTALS	280,000.00	90,000.00	370,000.00	151,884.00	28,724.00	180,404.05	160,871.95	57%	112,388.22
Fund 409 - GOLF COURSE CAPITAL IMPR Totals	\$80,200.00	(\$90,000.00)	(\$9,800.00)	(\$110,711.52)	(\$28,724.00)	\$254,953.04	(\$236,029.04)		\$2,873.12



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 418 - BUILDING IMPROVEMENT FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	5,000.00	.00	5,000.00	(2,856.93)	.00	(22,577.74)	27,577.74	-452	1,518.82
REVENUE TOTALS	\$5,000.00	\$0.00	\$5,000.00	(\$2,856.93)	\$0.00	(\$22,577.74)	\$27,577.74	-452%	\$1,518.82
EXPENSE									
Department 000 - ACCOUNT BALANCES	300,000.00	.00	300,000.00	30,445.01	.00	97,956.81	202,043.19	33	5,951.93
EXPENSE TOTALS	\$300,000.00	\$0.00	\$300,000.00	\$30,445.01	\$0.00	\$97,956.81	\$202,043.19	33%	\$5,951.93
Fund 418 - BUILDING IMPROVEMENT FUND Totals									
REVENUE TOTALS	5,000.00	.00	5,000.00	(2,856.93)	.00	(22,577.74)	27,577.74	-452%	1,518.82
EXPENSE TOTALS	300,000.00	.00	300,000.00	30,445.01	.00	97,956.81	202,043.19	33%	5,951.93
Fund 418 - BUILDING IMPROVEMENT FUND Totals	(\$295,000.00)	\$0.00	(\$295,000.00)	(\$33,301.94)	\$0.00	(\$120,534.55)	(\$174,465.45)		(\$4,433.11)



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 470 - COURT BUILDING IMPROVEMENTS									
REVENUE									
Department 000 - ACCOUNT BALANCES	515,000.00	.00	515,000.00	22,333.85	.00	194,944.30	320,055.70	38	167,607.30
REVENUE TOTALS	\$515,000.00	\$0.00	\$515,000.00	\$22,333.85	\$0.00	\$194,944.30	\$320,055.70	38%	\$167,607.30
EXPENSE									
Department 000 - ACCOUNT BALANCES	547,400.00	.00	547,400.00	.00	.00	449,900.00	97,500.00	82	446,600.00
EXPENSE TOTALS	\$547,400.00	\$0.00	\$547,400.00	\$0.00	\$0.00	\$449,900.00	\$97,500.00	82%	\$446,600.00
Fund 470 - COURT BUILDING IMPROVEMENTS Totals									
REVENUE TOTALS	515,000.00	.00	515,000.00	22,333.85	.00	194,944.30	320,055.70	38%	167,607.30
EXPENSE TOTALS	547,400.00	.00	547,400.00	.00	.00	449,900.00	97,500.00	82%	446,600.00
Fund 470 - COURT BUILDING IMPROVEMENTS Totals	(\$32,400.00)	\$0.00	(\$32,400.00)	\$22,333.85	\$0.00	(\$254,955.70)	\$222,555.70		(\$278,992.70)



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 536 - NEWBURGH VILLAGE									
REVENUE									
Department 000 - ACCOUNT BALANCES	842,000.00	.00	842,000.00	68,580.45	.00	611,462.34	230,537.66	73	620,284.41
REVENUE TOTALS	\$842,000.00	\$0.00	\$842,000.00	\$68,580.45	\$0.00	\$611,462.34	\$230,537.66	73%	\$620,284.41
EXPENSE									
Department 677 - NEWBURGH VILLAGE	709,027.00	750,000.00	1,459,027.00	92,107.26	15,633.75	469,487.41	973,905.84	33	441,690.73
EXPENSE TOTALS	\$709,027.00	\$750,000.00	\$1,459,027.00	\$92,107.26	\$15,633.75	\$469,487.41	\$973,905.84	33%	\$441,690.73
Fund 536 - NEWBURGH VILLAGE Totals									
REVENUE TOTALS	842,000.00	.00	842,000.00	68,580.45	.00	611,462.34	230,537.66	73%	620,284.41
EXPENSE TOTALS	709,027.00	750,000.00	1,459,027.00	92,107.26	15,633.75	469,487.41	973,905.84	33%	441,690.73
Fund 536 - NEWBURGH VILLAGE Totals	\$132,973.00	(\$750,000.00)	(\$617,027.00)	(\$23,526.81)	(\$15,633.75)	\$141,974.93	(\$743,368.18)		\$178,593.68



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 538 - SILVER VILLAGE FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	688,620.00	.00	688,620.00	50,882.44	.00	467,498.61	221,121.39	68	489,176.77
REVENUE TOTALS	\$688,620.00	\$0.00	\$688,620.00	\$50,882.44	\$0.00	\$467,498.61	\$221,121.39	68%	\$489,176.77
EXPENSE									
Department 676 - SILVER VILLAGE	673,679.00	700,000.00	1,373,679.00	334,030.88	.00	675,448.20	698,230.80	49	325,803.15
EXPENSE TOTALS	\$673,679.00	\$700,000.00	\$1,373,679.00	\$334,030.88	\$0.00	\$675,448.20	\$698,230.80	49%	\$325,803.15
Fund 538 - SILVER VILLAGE FUND Totals									
REVENUE TOTALS	688,620.00	.00	688,620.00	50,882.44	.00	467,498.61	221,121.39	68%	489,176.77
EXPENSE TOTALS	673,679.00	700,000.00	1,373,679.00	334,030.88	.00	675,448.20	698,230.80	49%	325,803.15
Fund 538 - SILVER VILLAGE FUND Totals	\$14,941.00	(\$700,000.00)	(\$685,059.00)	(\$283,148.44)	\$0.00	(\$207,949.59)	(\$477,109.41)		\$163,373.62



BUDGET TO ACTUAL - COUNCIL SUMMARY -

08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 584 - GOLF COURSE FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	1,981,521.00	.00	1,981,521.00	507,607.70	.00	1,705,150.72	276,370.28	86	1,774,031.69
REVENUE TOTALS	\$1,981,521.00	\$0.00	\$1,981,521.00	\$507,607.70	\$0.00	\$1,705,150.72	\$276,370.28	86%	\$1,774,031.69
EXPENSE									
Department 000 - ACCOUNT BALANCES	250,000.00	90,000.00	340,000.00	.00	.00	340,000.00	.00	100	.00
Department 773 - WHISPERING WILLOWS	727,231.00	.00	727,231.00	58,286.74	.00	464,432.93	262,798.07	64	480,202.16
Department 774 - IDYL WYLD	544,731.00	.00	544,731.00	56,428.13	653.56	420,206.65	123,870.79	77	380,957.73
Department 775 - FOX CREEK	781,388.00	.00	781,388.00	64,920.51	653.56	499,863.90	280,870.54	64	460,736.00
EXPENSE TOTALS	\$2,303,350.00	\$90,000.00	\$2,393,350.00	\$179,635.38	\$1,307.12	\$1,724,503.48	\$667,539.40	72%	\$1,321,895.89
Fund 584 - GOLF COURSE FUND Totals									
REVENUE TOTALS	1,981,521.00	.00	1,981,521.00	507,607.70	.00	1,705,150.72	276,370.28	86%	1,774,031.69
EXPENSE TOTALS	2,303,350.00	90,000.00	2,393,350.00	179,635.38	1,307.12	1,724,503.48	667,539.40	72%	1,321,895.89
Fund 584 - GOLF COURSE FUND Totals	(\$321,829.00)	(\$90,000.00)	(\$411,829.00)	\$327,972.32	(\$1,307.12)	(\$19,352.76)	(\$391,169.12)		\$452,135.80



BUDGET TO ACTUAL - COUNCIL SUMMARY - 08/31/2022

Through 08/31/22

Prior Fiscal Year Activity Included

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 592 - WATER AND SEWER FUND									
REVENUE									
Department 000 - ACCOUNT BALANCES	43,315,647.00	.00	43,315,647.00	4,305,753.55	.00	30,692,813.19	12,622,833.81	71	29,775,726.94
REVENUE TOTALS	\$43,315,647.00	\$0.00	\$43,315,647.00	\$4,305,753.55	\$0.00	\$30,692,813.19	\$12,622,833.81	71%	\$29,775,726.94
EXPENSE									
Department 558 - W & S FINANCIAL ADMIN	34,316,085.00	.00	34,316,085.00	1,616,424.27	.00	22,871,223.38	11,444,861.62	67	25,493,697.91
Department 559 - W & S FIELD OPERATIONS	7,602,751.00	386,845.00	7,989,596.00	414,699.39	7,713.53	4,237,739.10	3,744,143.37	53	4,772,769.30
EXPENSE TOTALS	\$41,918,836.00	\$386,845.00	\$42,305,681.00	\$2,031,123.66	\$7,713.53	\$27,108,962.48	\$15,189,004.99	64%	\$30,266,467.21
Fund 592 - WATER AND SEWER FUND Totals									
REVENUE TOTALS	43,315,647.00	.00	43,315,647.00	4,305,753.55	.00	30,692,813.19	12,622,833.81	71%	29,775,726.94
EXPENSE TOTALS	41,918,836.00	386,845.00	42,305,681.00	2,031,123.66	7,713.53	27,108,962.48	15,189,004.99	64%	30,266,467.21
Fund 592 - WATER AND SEWER FUND Totals	\$1,396,811.00	(\$386,845.00)	\$1,009,966.00	\$2,274,629.89	(\$7,713.53)	\$3,583,850.71	(\$2,566,171.18)		(\$490,740.27)
Grand Totals									
REVENUE TOTALS	181,238,407.00	1,253,799.00	182,492,206.00	15,598,696.75	.00	157,061,116.75	25,431,089.25	86%	147,351,774.52
EXPENSE TOTALS	188,188,107.00	13,629,436.00	201,817,543.00	13,721,667.39	2,415,792.24	121,453,988.83	77,947,761.93	61%	118,682,584.33
Grand Totals	(\$6,949,700.00)	(\$12,375,637.00)	(\$19,325,337.00)	\$1,877,029.36	(\$2,415,792.24)	\$35,607,127.92	(\$52,516,672.68)		\$28,669,190.19

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD OCTOBER 17, 2022**

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Vice President Laura Toy, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre. Absent: None.

Elected and appointed officials present: Susan Nash, City Clerk, Paul Bernier, City Attorney, Todd Zilincik, City Engineer, LaShawn Thomas, Director of Governmental Affairs, Toni LaPorte, Library Director, Jacob Rushlow, Assistant Superintendent of Public Works.

1. AWARD OF BID: Livonia Public Library, re: for the air duct cleaning at the Livonia Bennett Civic Center Library, from budgeted funds.

Toni LaPorte, Library Director, presented the request to Council.

Councilmember Scott Bahr offered an approving resolution for the Consent agenda.

Council Vice President Laura Toy asked who is responsible for checking the ducts. Toni Laporte replied that she took action to get done, suggesting that maybe DPW didn't put money in their budget, and she had done so, in anticipation of this need. Council Vice President Toy noted there are a lot of other areas in other buildings that need cleaning and procedures need to be put in place to take care of these issues.

Councilmember Rob Donovic stated he was happy to see they went with a good company in Livonia and glad to see this issue is being taken care of.

Councilmember Brandon McCullough asked Toni LaPorte if she took this upon herself to make the request and she confirmed she did.

Council President Jim Jolly stated he was shocked to hear that the Director of the Library was the one who brought this to their attention, the cleanliness of the building should not be her responsibility.

Councilmember Brandon McCullough asked to put facility management practices into the Capital Outlay and Infrastructure Committee for further discussion. Council President Jim Jolly asked that he make that request at the Regular meeting for a vote.

Councilmember Kathleen McIntyre stated that she is disappointed the issue of keeping the buildings sanitary has to go into a committee for discussion.

Darryl Smith, 14406 Brookfield, suggested that a system is in place to pay attention to the cleanliness of buildings and how often areas are checked.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

1.

Library
September 30, 2022

MEETING DATE

S101722/R110222

PREPARED BY

Toni LaPorte, Library Director,

AGENDA ITEM

AWARD OF BID : Livonia Public Library, re: Air duct cleaning at the Livonia Bennett Civic Center Library, from budgeted funds.

BACKGROUND

It is respectfully requested that City Council approve the bid for DUCTZ of SE Michigan for air duct cleaning at the Bennett Civic Center Library. They are a Livonia Company that has been in business for 16 years. While this is not the low bid, the company with the lowest bid is out of state (New York) did not make an appointment or any attempt to contact us to ask questions about the building or to tour the building. Their hours are more limited, working only five days a week, between 8:00 am and 4:00 pm. DUCTZ of SE Michigan can perform the cleaning Monday through Friday, from 7:00 am to 5 pm, and on Saturday, from 7:00 am to 12:00 pm. This would allow for a large amount of the work to be done while the library is closed.

This bid includes the cleaning of four basement air handling units, associated ductwork, associated diffusers/vents and all ductwork associated with 38 missing boxes/vav's. This building is 34 years old and the air ducts have never been cleaned.

RECOMMENDATION

We are asking the Council to approve the bid in the amount of \$33,300 from DUCTZ of SE Michigan., 36955 Amrhein Road, Livonia, MI 48150.

FISCAL CONSIDERATION

Funding is available in budgeted funds in the amount of \$33,300 from account 271-778-976-000 - Capital Outlay, building improvement.

ATTACHMENTS

1. Duct Cleaning Bid Tabulation

APPROVED BY



Toni LaPorte, Library Director

Date: October 06, 2022



Michael Slater, Finance Director

Date: October 10, 2022



Paul Bernier, City Attorney

Date: October 10, 2022



Maureen Miller Brosnan, Mayor

Date: October 11, 2022

BID OPENING SHEET – DUCT CLEANING AT CIVIC CENTER LIBRARY – BID DUE DATE 09/20/2022

VENDOR NAME	Amistee Inc	DUCTZ of SE Michigan		
CITY/STATE	Farmington Hills, MI	Livonia MI		
COMPLETE FOR THE SUM OF:	\$37,380.00	\$33,300.00	\$	\$
NUMBER OF DAYS TO COMPLETE WORK	5-7 consecutive	8 days		
WAS SITE VISIT CONDUCTED	Yes	Yes		

VENDOR NAME	Hughes Environmental	Indoor Air Technologies	Sani-Vac Service Inc	
CITY/STATE	Louisville KY	Victor NY	Warren MI	
COMPLETE FOR THE SUM OF:	\$36,795.00	\$27,120.00	\$34,950.00	\$
NUMBER OF DAYS TO COMPLETE WORK	15 business days	5 Days	12 days	
WAS SITE VISIT CONDUCTED	No	No	Yes	

CITY REPRESENTATIVES: Enna Bachelor, Purchasing Manager Janet Douglas, Office of the City Clerk

BID OPENING SHEET – DUCT CLEANING AT CIVIC CENTER LIBRARY – BID DUE DATE 09/20/2022

VENDOR NAME	Amistee Inc	16 years DUCTZ of SE Michigan		
	CITY/STATE	Farmington Hills, MI	Livonia MI	
COMPLETE FOR THE SUM OF:	\$37,380.00	\$33,300.00	\$	\$
	NUMBER OF DAYS TO COMPLETE WORK	5-7 consecutive	8 days 1, 2, 3 shifts	
WAS SITE VISIT CONDUCTED	Yes	Yes Hours of work:		

M-F (7am - 5pm)
Sat (7am - 12pm)

VENDOR NAME	Hughes Environmental	Indoor Air Technologies	24 years Sani-Vac Service Inc	
	CITY/STATE	Louisville KY	Victor NY	Warren MI
COMPLETE FOR THE SUM OF:	\$36,795.00 Add'l charges for lifts/scaffolding	\$27,120.00	\$34,950.00	\$
	NUMBER OF DAYS TO COMPLETE WORK	15 business days	5 Days	12 days
WAS SITE VISIT CONDUCTED	No	No Hours of work:	Yes Hours of work:	

M-F (8am - 4pm) M-F (8am - 4:30pm)

CITY REPRESENTATIVES: Enna Bachelor, Purchasing Manager Janet Douglas, Office of the City Clerk

CITY OF LIVONIA REQUEST FOR QUOTE
AIR DUCT CLEANING AND LIVONIA CIVIC CENTER LIBRARY

Submitted by: DUCTZ OF SOUTHEAST Michigan
(COMPANY NAME)

The undersigned, by the submission of this proposal, represents that he is familiar with and has determined for himself the nature and extent of the proposal work and the conditions under which it must be performed and completed, and agrees that he will contract with the City of Livonia to furnish at and for the following monies all materials, labor, equipment, insurance, permits, supervision and all other things necessary or incidental to complete the entire work in accordance with the appended specifications, general conditions, and related contract documents. By the submission of this bid, the undersigned represents that he is familiar with and understands all of the above-referenced contract documents.

In accordance with the contract documents including the furnishing of all labor, material, equipment, permits, and insurance necessary to complete the work, I (we) agree to perform said project as follows:

AIR DUCT CLEANING

The undersigned has checked the bid figures carefully and understands that he shall be responsible for any error or omission in this bid offer and is in receipt of all addenda issued. Indicate addendum number to confirm receipt.

Addendum # 1 Addendum # _____ Addendum # _____

The undersigned agrees that, if the proposal made herein is accepted, he will satisfactorily perform and complete all of the work and meet all of the requirements and obligations imposed upon him by the contract including the plans, specifications and general conditions.

Also, the undersigned agrees that, if the above proposal is accepted, he will execute the contract and furnish the necessary proofs of insurance carriage within fifteen (15) calendar days from such acceptance.

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or informalities therein. It is agreed that this bid may not be withdrawn for sixty (60) days from the opening thereof.

The contractor and his subcontractors agree that they will not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his sex or age, except when based on a bona fide occupational qualification, or because of his race, color, religion, national origin or

ancestry (Act 251, P.A. 1955, as amended). The contractor further agrees that he will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this covenant may be regarded as a material breach of the contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Firm Name DUCTZ OF SOUTHEAST MICHIGAN Date 9-8-2022
(If corporation, partnership, or assumed name)

Signature Nem Hogg SALES MANAGER
(Person executing bid and official capacity)

(Names of principal officers and designate official capacity)
(If partnership or assumed name, indicate names of owners)

Address 36955 AMRHEIN RD

City/State/Zip LIVONIA, MI 48150

Phone 734-402-0440 FAX N/A

The contractor shall indemnify and hold harmless the City of Livonia and their employees from and against all claims, losses, and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

DESCRIPTION OF WORK TO BE PERFORMED:
AIR DUCT CLEANING FOR LIVONIA CIVIC CENTER LIBRARY
32777 FIVE MILE ROAD, LIVONIA, MI

SCOPE OF WORK:

Furnish all equipment, labor and materials to perform air duct cleaning at the Livonia Civic Center Library to include: source removal of dirt, dust, mold and contaminants in all air ducts interiors. Perform application of bactericide and fungicide using high production spray equipment. MSDS Sheets for bactericide and fungicide shall be included with bid response. Contact Margaret Hainsworth at 734.466.2452 to schedule site visit.

COMPLETE FOR THE SUM OF: \$ 33,300.00

NUMBER OF DAYS TO COMPLETE WORK 8 DAYS

WAS SITE VISIT CONDUCTED PRIOR TO BIDDING? X Y N IF YES, SITE VISIT DATE 9-8-2022

COMPANY NAME: DUCTZ OF SOUTHEAST MICHIGAN

All quotes submitted shall include:

- Form of Proposal Form
- References
- Statement of Qualifications
- Project Timeline & Project Approach

CONTACT PERSON WHO CAN RESPOND TO QUESTIONS REGARDING QUOTE SUBMISSION:

Name DUNCAN Hogg Title SALES MANAGER

Phone No. 734-309-8935 Email duncan.hogg@ductz.com

CITY OF LIVONIA REQUEST FOR QUOTE
AIR DUCT CLEANING AND LIVONIA CIVIC CENTER LIBRARY

Submitted by: Indoor Air Technologies, Inc.
(COMPANY NAME)

The undersigned, by the submission of this proposal, represents that he is familiar with and has determined for himself the nature and extent of the proposal work and the conditions under which it must be performed and completed, and agrees that he will contract with the City of Livonia to furnish at and for the following monies all materials, labor, equipment, insurance, permits, supervision and all other things necessary or incidental to complete the entire work in accordance with the appended specifications, general conditions, and related contract documents. By the submission of this bid, the undersigned represents that he is familiar with and understands all of the above-referenced contract documents.

In accordance with the contract documents including the furnishing of all labor, material, equipment, permits, and insurance necessary to complete the work, I (we) agree to perform said project as follows:

AIR DUCT CLEANING

The undersigned has checked the bid figures carefully and understands that he shall be responsible for any error or omission in this bid offer and is in receipt of all addenda issued. Indicate addendum number to confirm receipt.

Addendum # 1
Dated September 9, 2022

Addendum # _____

Addendum # _____

The undersigned agrees that, if the proposal made herein is accepted, he will satisfactorily perform and complete all of the work and meet all of the requirements and obligations imposed upon him by the contract including the plans, specifications and general conditions.

Also, the undersigned agrees that, if the above proposal is accepted, he will execute the contract and furnish the necessary proofs of insurance carriage within fifteen (15) calendar days from such acceptance.

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or informalities therein. It is agreed that this bid may not be withdrawn for sixty (60) days from the opening thereof.

The contractor and his subcontractors agree that they will not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his sex or age, except when based on a bona fide occupational qualification, or because of his race, color, religion, national origin or

4. EXPLANATION TO BIDDERS BY ADDENDUMS

- a. Neither the owner nor the Library Director will give verbal answers to inquiries, regarding the meaning of the drawings or specifications, or give verbal instructions, previous to the award of the contract. Any verbal statements regarding same by any person, previous to the award, shall be non-authoritative.
- b. Explanations desired by bidders shall be requested of the Purchasing Manager at ebachelor@livonia.gov, in writing; and, if explanations are necessary, a reply will be made in the form of a addendum posted to the MITN website.
- c. Addendums issued to bidders prior to date of receipt of proposals shall become a part of the specifications, and all proposals shall include the work described in the bulletins.
- d. No inquiry received within four (4) days of the date fixed for the opening of the bids will be given consideration.
- e. Failure of the Purchasing Manager to send, or the bidder to receive, any such interpretations shall not relieve the bidder from obligation under his bid as submitted.

ancestry (Act 251, P.A. 1955, as amended). The contractor further agrees that he will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this covenant may be regarded as a material breach of the contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Firm Name Inchoor Air Technologies, Inc. Date 09/14/2022
(If corporation, partnership, or assumed name)

Signature [Signature] Rebecca S. Melton, President
(Person executing bid and official capacity)

(Names of principal officers and designate official capacity)
(If partnership or assumed name, indicate names of owners)

Address 101 School Street, Suite B.

City/State/Zip Victor NY 14564

Phone (585) 924-2010 FAX _____

The contractor shall indemnify and hold harmless the City of Livonia and their employees from and against all claims, losses, and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

DESCRIPTION OF WORK TO BE PERFORMED:
AIR DUCT CLEANING FOR LIVONIA CIVIC CENTER LIBRARY
32777 FIVE MILE ROAD, LIVONIA, MI

SCOPE OF WORK:

Furnish all equipment, labor and materials to perform air duct cleaning at the Livonia Civic Center Library to include: source removal of dirt, dust, mold and contaminants in all air ducts interiors. Perform application of bactericide and fungicide using high production spray equipment. MSDS Sheets for bactericide and fungicide shall be included with bid response. Contact Margaret Hainsworth at 734.466.2452 to schedule site visit.

COMPLETE FOR THE SUM OF: \$ 27,120.00

NUMBER OF DAYS TO COMPLETE WORK Five Days

WAS SITE VISIT CONDUCTED PRIOR TO BIDDING? Y 1 N IF YES, SITE VISIT DATE _____

COMPANY NAME: Inchoor Air Technologies, Inc.

All quotes submitted shall include:

- Form of Proposal Form
- References
- Statement of Qualifications
- Project Timeline & Project Approach

CONTACT PERSON WHO CAN RESPOND TO QUESTIONS REGARDING QUOTE SUBMISSION:

Name Rebecca S. Meltun Title President

Phone No. (585) 924-2010 Email amanda@iatcorpusa.com

CITY OF LIVONIA REQUEST FOR QUOTE
AIR DUCT CLEANING AND LIVONIA CIVIC CENTER LIBRARY

Submitted by: Sani-Vac Service, Inc.
(COMPANY NAME)

The undersigned, by the submission of this proposal, represents that he is familiar with and has determined for himself the nature and extent of the proposal work and the conditions under which it must be performed and completed, and agrees that he will contract with the City of Livonia to furnish at and for the following monies all materials, labor, equipment, insurance, permits, supervision and all other things necessary or incidental to complete the entire work in accordance with the appended specifications, general conditions, and related contract documents. By the submission of this bid, the undersigned represents that he is familiar with and understands all of the above-referenced contract documents.

In accordance with the contract documents including the furnishing of all labor, material, equipment, permits, and insurance necessary to complete the work, I (we) agree to perform said project as follows:

AIR DUCT CLEANING

The undersigned has checked the bid figures carefully and understands that he shall be responsible for any error or omission in this bid offer and is in receipt of all addenda issued. Indicate addendum number to confirm receipt.

Addendum # 1 Addendum # Addendum #

The undersigned agrees that, if the proposal made herein is accepted, he will satisfactorily perform and complete all of the work and meet all of the requirements and obligations imposed upon him by the contract including the plans, specifications and general conditions.

Also, the undersigned agrees that, if the above proposal is accepted, he will execute the contract and furnish the necessary proofs of insurance carriage within fifteen (15) calendar days from such acceptance.

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or informalities therein. It is agreed that this bid may not be withdrawn for sixty (60) days from the opening thereof.

The contractor and his subcontractors agree that they will not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his sex or age, except when based on a bona fide occupational qualification, or because of his race, color, religion, national origin or

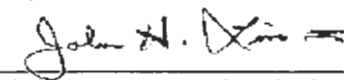
4. EXPLANATION TO BIDDERS BY ADDENDUMS

- a. Neither the owner nor the Library Director will give verbal answers to inquiries, regarding the meaning of the drawings or specifications, or give verbal instructions, previous to the award of the contract. Any verbal statements regarding same by any person, previous to the award, shall be non-authoritative.
- b. Explanations desired by bidders shall be requested of the Purchasing Manager at ebachelor@livonia.gov, in writing; and, if explanations are necessary, a reply will be made in the form of a addendum posted to the MITN website.
- c. Addendums issued to bidders prior to date of receipt of proposals shall become a part of the specifications, and all proposals shall include the work described in the bulletins.
- d. No inquiry received within four (4) days of the date fixed for the opening of the bids will be given consideration.
- e. Failure of the Purchasing Manager to send, or the bidder to receive, any such interpretations shall not relieve the bidder from obligation under his bid as submitted.

ancestry (Act 251, P.A. 1955, as amended). The contractor further agrees that he will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this covenant may be regarded as a material breach of the contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Firm Name Sani-Vac Service, Inc. Date 9-20-2022
(If corporation, partnership, or assumed name)

Signature  President
(Person executing bid and official capacity)

(Names of principal officers and designate official capacity)
(If partnership or assumed name, indicate names of owners)

Address 5750 Enterprise Court

City/State/Zip Warren, Michigan 48092

Phone 586-558-9200 FAX 586-558-9400

The contractor shall indemnify and hold harmless the City of Livonia and their employees from and against all claims, losses, and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

DESCRIPTION OF WORK TO BE PERFORMED:
AIR DUCT CLEANING FOR LIVONIA CIVIC CENTER LIBRARY
32777 FIVE MILE ROAD, LIVONIA, MI

SCOPE OF WORK:

Furnish all equipment, labor and materials to perform air duct cleaning at the Livonia Civic Center Library to include: source removal of dirt, dust, mold and contaminants in all air ducts interiors. Perform application of bactericide and fungicide using high production spray equipment. MSDS Sheets for bactericide and fungicide shall be included with bid response. Contact Margaret Hainsworth at 734.466.2452 to schedule site visit.

COMPLETE FOR THE SUM OF: \$ 34,950.00

NUMBER OF DAYS TO COMPLETE WORK 12

WAS SITE VISIT CONDUCTED PRIOR TO BIDDING? ☒ Y ☐ N IF YES, SITE VISIT DATE 9-12-2022

COMPANY NAME: Sani-Vac Service, Inc.

All quotes submitted shall include:

- Form of Proposal Form
- References
- Statement of Qualifications
- Project Timeline & Project Approach

CONTACT PERSON WHO CAN RESPOND TO QUESTIONS REGARDING QUOTE SUBMISSION:

Name John H. Line III Title President

Phone No. 586-558-9200 Email jline@sanivac.com



Date: September 9, 2022
From: Enna A. Bachelor, Purchasing Manager
To: Prospective Bidders
Subject: Addendum No. 1 – Air Duct Cleaning – Civic Center Library

Addendum No. 1 is being issued to provide the following information to potential bidders:

- Revised Scope of Work and Specifications
- Plans for the Civic Center Library

THE DUE DATE HAS CHANGED. BIDS ARE NOW DUE NO LATER THAN 2:00 P.M. ON TUESDAY, SEPTEMBER 20, 2022. Bid submissions must be submitted via the MITN website (www.mitn.info) as an Adobe PDF File. All other provisions of the solicitation remain the same. Firms should acknowledge receipt of this addendum with their bid response. Any further questions or clarifications desired by vendors shall be submitted in writing to Enna Bachelor, Purchasing Manager via email at ebachelor@livonia.gov. No phone calls will be accepted.

ADDENDUM NO.1 - AIR DUCT CLEANING - ACKNOWLEDGEMENT

Company Name: Amistee, Inc

Signature: Kevin Van Tien

Title: Estimator

Print Name: Kevin Van Tien Date: 9/19/2022

\$ 37,380.00





Date: Thursday September 8, 2022

Project: Bennett Civic Center Library – 32775 5 Mile Rd, Livonia MI 48154

- ❖ Proposal for cleaning 4 Basement Air Handling Units (AHU's), associated ductwork, and associated diffusers/vents. Includes cleaning of all ductwork associated with 38 mixing boxes/vav's*

SCOPE OF WORK – HVAC REMEDIATION

- 1.) Removal of all visible surface contaminants of the entire airside of the HVAC unit. In this proposal that shall mean:
 - Supply ductwork
 - Return air ductwork
 - Diffusers and/or vents
 - Dampers, turning vanes, and components inside ductwork
 - Coils, blowers, and air components of AHU's
- 2.) Collection equipment to be used will be a large vacuum truck with a minimum of 15,000 cfm's and portable HEPA vacuums.
- 3.) Various access ports will be opened in ductwork as needed for cleaning.
- 4.) High-pressure air and different agitation devices will be inserted into ductwork for cleaning.
- 5.) Reassemble with access doors where openings were cut.
- 6.) Follow up report provided to appropriate parties, including before and after pictures of the areas to be cleaned as well as any finds and/or suggestions.

I. GENERAL PROVISIONS

- A. In as much as the work to be performed under this contract is to be accomplished in occupied areas, Amistee, Inc. and Management will coordinate the work, whereby both management and Amistee, Inc. may continue their operations with the least possible interference and inconvenience. Amistee, Inc. shall notify Management approximately 24 hours before commencing work in order that Management may arrange a schedule of clearance in the buildings where the work is to be performed and set out the actual hours during which Amistee, Inc. may perform their duties. All tools, labor, and materials shall be at the site prior to the beginning of service in order to insure a minimum loss of time.
- B. Amistee, Inc. shall use drop cloths, shields, and other protective devices to prevent damage to mechanical equipment and/or to areas adjacent to units being decontaminated.
- C. All lint, dust, dirt, mold, and other combustible contaminants removed from any areas shall be gathered. Contained, and removed from each site by Amistee, Inc. and disposed of as directed by Management under strict standards of safety.
- D. Amistee, Inc. will comply with all regulations, security and otherwise, imposed by Management governing the conduct of outside personnel and will be held strictly responsible for the conduct of their employees.



- E. Amistee, Inc. shall employ only skilled mechanics and technicians and experienced supervisors. The work specified by the Contract shall be performed in the best and most workmanlike manner in strict accordance with specifications.
- F. All duct cleaning shall consist of the removal of all possible dirt, dust, mold, and other contaminants by the use of manual or pneumatic means.
- G. Amistee, Inc. shall, after the final completion of the source removal of dirt, dust, mold, and other contaminants from duct interiors, be required to apply a certified solution of a bactericide and fungicide product which shall effectively deter accumulation of mold, mildew, and disease-causing bacteria. Conventional high production spray equipment will be used to apply this solution. This solution will be EPA registered. Amistee, Inc. assumes no responsibility for anyone in the building with chemical allergies. Management must take responsibility for allowing Amistee, Inc. to use certified solution of bactericide and fungicide.
- H. Amistee, Inc. will provide insurance certificate upon request.
- I. Management will make available, at no cost to Amistee, Inc., all electricity necessary for Amistee, Inc. to operate their electrically powered equipment such as blowers, compressors, industrial vacuuming equipment, explosion-proof and conventional drop lights and all other electrical equipment necessary to the performance of the work.
- J. Management will designate areas in which Amistee, Inc. shall be permitted to park their trucks, utility trailers, trailer supply room, and other automotive equipment necessary while performing the work specified under this contract.
- K. Management will inspect for acceptance and so certify all work completed by Amistee, Inc. within a 24-hour period after being advised by Amistee, Inc. that work has been completed.
- L. Amistee, Inc., at their own expense, will repair any damage to property or equipment of management, which can be attributed to Amistee, Inc.

II. AFFILIATIONS AND SAFETY

- A. Affiliations: Amistee, Inc. will perform their work in strict accordance with the National Air Duct Cleaners Association standard ACR-2013, and all other accredited standards and codes.
- B. NADCA: A NADCA certified ASCS (Air System Cleaning Specialist), CVI (Commercial Ventilation Inspector), or VSMR (Ventilation System Mold Remediator) will be onsite throughout the entire job as the Project Manager.
- C. Safety Procedures: At minimum, the Project Manager, has been trained for Confined Space Training (CST), Personal Protection Equipment (PPE), and Hazard Communications. The Contractor will provide all training and equipment necessary to meet or exceed these guidelines.

III. SPECIAL CONDITIONS

- A. Measure of Payment: Upon the submission of properly certified invoices and vouchers, the amounts stipulated below as compensation for services rendered shall become **due and payable NET 30**. This is an estimate, price below subject to change between parties.



B. Smoke Duct Detectors: We do ask that these detectors be placed in "test" mode during cleaning hours.

C. Schedule: Cleaning will take 5-7 consecutive days, nights, and or weekends to complete.

A. DESCRIPTION

1. Supply Ductwork
2. Return Air Ductwork
3. Diffusers and/or Vents
4. Dampers, Turning Vanes, and Components inside ductwork
5. Coils, Blowers, and Air Components of AHU's
6. Coil Cleaner Applications (AHU's)
7. Scissor Lift (32ft, provided by Amistee)

Price: \$37,380

Respectfully submitted,

Kevin Van Tiem, ASCS, CVI, VSMR
Amistee Air Duct Cleaning & Insulation

Accepted: _____ Date: _____

P.O. #: _____

CITY OF LIVONIA REQUEST FOR QUOTE
AIR DUCT CLEANING AND LIVONIA CIVIC CENTER LIBRARY

Submitted by: Hughes Environmental, Inc
(COMPANY NAME)

The undersigned, by the submission of this proposal, represents that he is familiar with and has determined for himself the nature and extent of the proposal work and the conditions under which it must be performed and completed, and agrees that he will contract with the City of Livonia to furnish at and for the following monies all materials, labor, equipment, insurance, permits, supervision and all other things necessary or incidental to complete the entire work in accordance with the appended specifications, general conditions, and related contract documents. By the submission of this bid, the undersigned represents that he is familiar with and understands all of the above-referenced contract documents.

In accordance with the contract documents including the furnishing of all labor, material, equipment, permits, and insurance necessary to complete the work, I (we) agree to perform said project as follows:

AIR DUCT CLEANING

The undersigned has checked the bid figures carefully and understands that he shall be responsible for any error or omission in this bid offer and is in receipt of all addenda issued. Indicate addendum number to confirm receipt.

Addendum # 1

Addendum # _____

Addendum # _____

The undersigned agrees that, if the proposal made herein is accepted, he will satisfactorily perform and complete all of the work and meet all of the requirements and obligations imposed upon him by the contract including the plans, specifications and general conditions.

Also, the undersigned agrees that, if the above proposal is accepted, he will execute the contract and furnish the necessary proofs of insurance carriage within fifteen (15) calendar days from such acceptance.

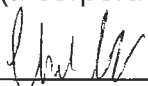
In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or informalities therein. It is agreed that this bid may not be withdrawn for sixty (60) days from the opening thereof.

The contractor and his subcontractors agree that they will not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his sex or age, except when based on a bona fide occupational qualification, or because of his race, color, religion, national origin or

ancestry (Act 251, P.A. 1955, as amended). The contractor further agrees that he will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this covenant may be regarded as a material breach of the contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Firm Name Hughes Environmental, Inc Date 9/20/2022
(If corporation, partnership, or assumed name)

Signature  Charles (Chuck) Cooper, President
(Person executing bid and official capacity)

R. Craig Rutledge, CEO

(Names of principal officers and designate official capacity)
(If partnership or assumed name, indicate names of owners)

Address 908 S 8th St, Ste 500

City/State/Zip Louisville, KY 40203

Phone 888.845.3952 FAX 502.213.3167

The contractor shall indemnify and hold harmless the City of Livonia and their employees from and against all claims, losses, and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

DESCRIPTION OF WORK TO BE PERFORMED:
AIR DUCT CLEANING FOR LIVONIA CIVIC CENTER LIBRARY
32777 FIVE MILE ROAD, LIVONIA, MI

SCOPE OF WORK:

Furnish all equipment, labor and materials to perform air duct cleaning at the Livonia Civic Center Library to include: source removal of dirt, dust, mold and contaminants in all air ducts interiors. Perform application of bactericide and fungicide using high production spray equipment. MSDS Sheets for bactericide and fungicide shall be included with bid response. Contact Margaret Hainsworth at 734.466.2452 to schedule site visit.

COMPLETE FOR THE SUM OF: \$ 36,795.00

NUMBER OF DAYS TO COMPLETE WORK approximately 15 business days

WAS SITE VISIT CONDUCTED PRIOR TO BIDDING? Y ☒ N IF YES, SITE VISIT DATE _____

COMPANY NAME: Hughes Environmental, Inc

All quotes submitted shall include:

- Form of Proposal Form
- References
- Statement of Qualifications
- Project Timeline & Project Approach

CONTACT PERSON WHO CAN RESPOND TO QUESTIONS REGARDING QUOTE SUBMISSION:

Name Chuck Cooper Title President

Phone No. 502.741.0670 Email ccooper@HughesEnv.com

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD OCTOBER 17, 2022**

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Vice President Laura Toy, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre. Absent: None.

Elected and appointed officials present: Susan Nash, City Clerk, Paul Bernier, City Attorney, Todd Zilincik, City Engineer, LaShawn Thomas, Director of Governmental Affairs, Toni LaPorte, Library Director, Jacob Rushlow, Assistant Superintendent of Public Works.

2. REQUEST FOR AUTHORIZATION TO PURCHASE ONE DIAMOND BRAND DIESEL CORE CUT WALK BEHIND SAW: Department of Public Works, re: from budgeted funds.

Jacob Rushlow, Assistant Superintendent of Public Works, presented the request to Council and introduced the new Superintendent of Public Works, Ryan Ferrell.

Council Vice President Laura Toy offered an approving resolution for the Consent agenda.

Councilmember Scott Morgan asked how many saw cutters the city owns. Jacob Rushlow replied they currently have one that is thirty years old, which they will keep as a backup.

Councilmember Rob Donovic stated he noticed there isn't a lead-time, or a warranty noted in the packet. Jacob Rushlow stated there is a one-year warranty and will take thirty days lead-time to take delivery of the equipment.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

2.

DPW

September 29, 2022

MEETING DATE

S101722/R110222

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO PURCHASE ONE DIAMOND BRAND DIESEL CORE CUT WALK BEHIND SAW: Department of Public Works, re: from budgeted funds.

BACKGROUND

The Department of Public Works recently went out to bid for a Concrete Cutting Saw for use in our Roads department. A request for bid was placed on BidNet (MITN) and bids were received from eight companies. After reviewing the bids received, looking into the companies providing the quotes and discussing our options with Mr. Slater, it was decided to go with the third lowest bidder, Ace Cutting Equipment, versus the first two lowest for a few reasons:

- 1) Ace is a local supplier, while the lowest bidder is from out of state and appears to be a middleman for this product (ie sells only, no repairs, etc)
- 2) Ace can deliver the product faster than the other bidders, allowing us to take possession this year, making a budget carry-forward unnecessary. The 2 lower bidders had a 5-8 month delivery time.
- 3) Ace can perform repairs and is a current supplier of much of our construction equipment and has a full service department for repairs.
- 4) The difference between the 1st and 3rd bids is a mere \$486.

The current saw is 30+ years old and is having issues, but will remain in inventory as a "spare".

RECOMMENDATION

It is the recommendation of the Department of Public Works that the bid for the DIAMOND BRAND DIESEL CORE CUT WALK BEHIND SAW, Model CC5048DC be awarded to Ace Cutting Equipment, 25806 Novi Rd., Novi, MI 48375 for the amount of \$29,136.00 from budgeted funds.

FISCAL CONSIDERATION

Funds have been budgeted for this purchase in account no. 401-000-987-000

ATTACHMENTS

1. S100522 LTC Req to purch cutting saw
2. Ace Cutting Eq Saw Bid

3. Concrete Cutting Saw - Bid Tab
4. cc5049dc Brochure

APPROVED BY



Date: September 21, 2022

Douglas L. Moore, MSA, Assistant Director of Public Works



Date: September 23, 2022

Don Rohraff, Director of Public Works



Date: September 23, 2022

Michael Slater, Finance Director



Date: September 26, 2022

Maureen Miller Brosnan, Mayor



**25125 TRANS X RD
NOVI, MI 48375
248.449.4944
ACECUTTING.COM**

PRICE QUOTE	
Quote #	00086315
Date	08/29/22
Ship Date	
Expiration Date	09/28/22
P/O #	
Job #	

Bill To	Cust# CITYOFLIVONIA	Ship To
CITY OF LIVONIA		CITY OF LIVONIA
SENT VIA EMAIL LIVONIA MI 48150		SENT VIA EMAIL LIVONIA MI 48150
Ph: 248-946-1954		Ph: 248-946-1954 BOB BANE

Contact		Sls	Ship Via	F.O.B.	Terms	User Defined		User Defined	Pg#
		Ron	PICKUP		NET 30				1
LN	Item #	Description				Qty.	UM	Unit Price	Total
001	DP-5801423	CC5048DC-30" DIESEL WALK BEHIND SAW 48.8 HP CAT ENGINE				1.00	EA	29,136.0000	29,136.00
Total Weight						0.00	Sub Total		29,136.00

PRICE QUOTE IS GOOD FOR 30 DAYS

Discount	0.00
Freight	0.00
COD/Insu/Misc	0.00
Tax (IND)	0.00
Total	29,136.00

BID OPENING SHEET CONCRETE CUTTING SAW - BID DUE DATE 09/06/2022

VENDOR	CITY/STATE	BID AMT	WARRANTY	LEAD TIME	PRICING VALID UNTIL	
EVERGREEN SERVICES	Commack, NY	\$ 28,650.00	12 months parts & labor	180 Days	11/30/2022	LOW BIDDER
COUGAR SALES & RENTAL	Novi, MI	\$ 28,939.00		5-8 months	11/1/2022	
ACE CUTTING EQUIPMENT & SUPPLY	Novi, MI	\$ 29,136.00	NOT STATED	NOT STATED	9/28.2022	
ALLIED EQUIPMENT RENTAL	Burton, MI	\$ 29,900.00	1 year	6-12 months	Jun-23	
HOLZBERG COMMUNICATIONS	Totowa, NJ	\$ 38,558.00	1 year	260 days	10/6/2022	
SJP (ENDLEIN CONSTRUCTION)	Dearborn, MI	\$ 38,935.00	30 days	90 days	9/30/2022	
DECIMA LLC	Detroit, MI	\$ 46,750.00	NOT STATED	150 days	10/1/2022	
PKJ INTERNATIONAL LLC	Stafford, TX	\$ 48,115.00	1 year	12 months	9/30/2022	

CC5049DC

Front Pivot Walk Behind Saw



**Features & Options
Booklet**

**CORE
CUT**



Diamond Products Ltd.
333 Prospect St.
Elyria, OH 44035 U.S.A.
800-321-5336
diamondproducts.com

CC5049DC FRONT PIVOT SAW



Website Product
Page

World-class product
support offered
through global CAT
dealer network.



14"-42" Blade Capacity Diesel

FEATURES

- Certified EPA/CARB Tier 4 Engine for clean reliable power with CAT latest engine technology
- Up to 17-1/2" deep sawing with 42" blade and 7" quick disconnect flanges
- Adjustable blade lowering speed that is dash mounted for quick, precise adjustment
- Single hand sawing control with forward/reverse/raise/lower all in one ergonomic grip
- Three position handle bars set and lock at comfortable, preferred angles
- Large 6 gallon fuel tank with convenient left side filler along with electronic low fuel level indication
- Quick access rear cover screen for inspecting and service with simple latch convenience
- Heavy duty wheels with durable polyurethane tread on front and thick rubber tread on the rear
- Automatic parking brake with hydraulic activation in stop position gate
- Robust blade shaft offers reliable support from 2 pillow block style, precision ball bearings
- Spline drive PTO gives precision zero side load drive to dampen vibration and shock loads
- Advanced air cleaner with radial seal primary and secondary filters with maintenance indicator
- Sealed electronic protection resists heat, moisture, shock and vibration



Includes: Telescoping front and rear pointers, fuel cooler, low coolant level sensor, oil drain valve, air restriction indicator, travel speed push/pull cable, positive front axle depth stop, slip-on blade flange guard, polycarbonate decals, blade shaft wrench

CC5049DC FRONT PIVOT SAW

CC5049DC FRONT PIVOT WALK BEHIND DIESEL SAW 49HP CAT®

Model #	Part #	Catalog #	Blade Capacity	Product Weight* (lbs.)
CC5049DC-14	5801420	102360	14"	1,703
CC5049DC-20	5801421	102361	20"	1,713
CC5049DC-26	5801422	101014	26"	1,735
CC5049DC-30	5801423	102363	30"	1,743
CC5049DC-36	5801424	102364	36"	1,764
CC5049DC-42	5801425	102365	42"	1,785

* With blade guard and full fuel tank - no blade

CC5049DC OPTIONS

Description	Part #	Catalog #
Blade Shaft Bearing Upgrade (installed on new saws) <i>Heavy duty, greaseable, double spherical roller bearings</i>	6001071	103393
Lighting Package <i>(includes LED spot, LED bar, and dual marker lights)</i>	6001070	102411
LED Spot Light Assembly- 1,600 lumens with 6 LEDs	6001050	103394
LED Light Bar Assembly - 10,000 lumens with 42 LEDs	6001060	103395
Bogie Wheel - <i>easy turn at fully raised saw position</i>	6001055	101866
On-board Blade Storage - <i>up to 36" blade</i>	6016033	103397
Pointer Rope Recoil - <i>retractable rope storage</i>	6016032	103398
Dual Rear Wheel Motor Upgrade Kit <i>(installed on new saws)</i>	6001079	103531

CC5049DC OPTIONS

Description	Part #	Catalog #
Blade Stacking Kit (up to 1-1/2" width)	6010630A	23186
Blade Spacing Kit (up to 2" width)	6010631A	23187
Blade Spacing Kit (up to 4" width)	6010632A	16558
Water Pump (electric, self-priming)	6001051	102375
Oil Bath Blade Shaft Upgrade	6001072	102410
Max Capacity Battery Upgrade <i>950 CCA (cold crank amps) rating</i>	6001076	103399
Auto Water System Kit	6001052	102376
Water Pressure Switch Kit	6001053	102377
Quick Set Power Handle Bar Upgrade	6001073	102412
Slurry Shield Kit <i>side shield, undercarriage flap</i>	6001074	102413
Weight Kit - <i>56 lbs. rear weight</i>	6001058	102378
Folding Foot Rest	6001075	102414
Air Pre-Cleaner Upgrade	6001078	102415

DIMENSIONS

DESCRIPTION	SIZE
Saw Height	52"
Saw Length - Minimum	57-1/2"
Saw Length - Maximum	134"
Handle Extension - Maximum	28"
Frame Length	47-1/2"
Wheel Base Length	23"
Saw Width	37"
Rear Frame Width	26"
Front Wheels Inside Width	17-1/2"
Rear Wheels Outside Width	24-1/4"
Inner Flange to Inner Flange Width	32"
Blade Raise Height - Maximum	23"

SPECIFICATIONS

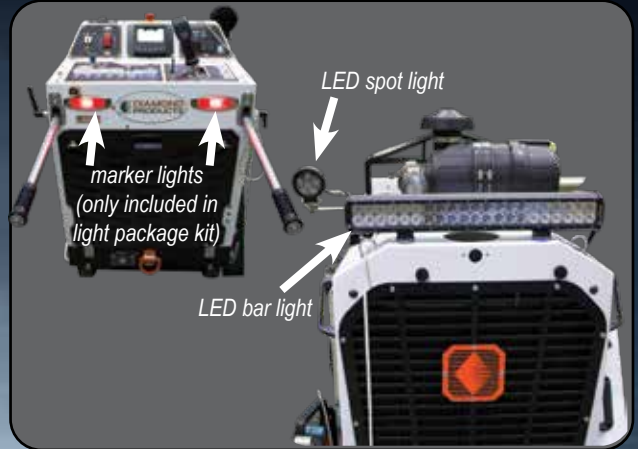
Max. Depth of Cut with 14" Blade	4.75" with 4.5" OD flange at 2800 RPM
Max. Depth of Cut with 20" Blade	7.75" with 4.5" OD flange at 2600 RPM
Max. Depth of Cut with 26" Blade	10.5" with 5" OD flange at 2000 RPM
Max. Depth of Cut with 30" Blade	12.5" with 5" OD flange at 1700 RPM
Max. Depth of Cut with 36" Blade	15" with 6" OD flange at 1400 RPM
Max. Depth of Cut with 42" Blade	17.5" with 7" OD flange at 1200 RPM
Engine Brand/Model	CAT C2.2 (DIT)
Engine Specification	2.2 liter, 4 cylinder, liquid-cooled, turbo diesel
Max Engine Power	48.8 HP @ 2800 RPM (CAT rating)
Peak Engine Torque	122 ft.-lbs. (165 Nm) @ 1800 RPM
Blade Arbor Size	1" diameter with drive pin
Blade Flange Type	Quick disconnect
Blade Shaft	1-3/4" OD with left/right side blade mounting
Blade Shaft Drive	8 V-Belts (3VX)
Blade Raise & Lower	Electro-hydraulic power unit with push button control
Blade Depth Control	Electronic depth indicator and depth stop
Drive Speed	0-220 FPM (2.5 mph) forward/reverse
Rear Wheel Transmission	Hydrostatic pump with push/pull cable control
Parking Brake	Automatic hydraulic lock at stop position
Handle Bar Adjustment	3 position with variable extension
Safety Alerts	Emergency stop, blade over-speed, neutral start
Front Wheel Dimensions	8" x 3" with 1/2" poly tread (sealed ball bearings)
Rear Wheel Dimensions	10" x 3" with 1" rubber tread (quick disconnect bushing)

CC5049DC FRONT PIVOT SAW



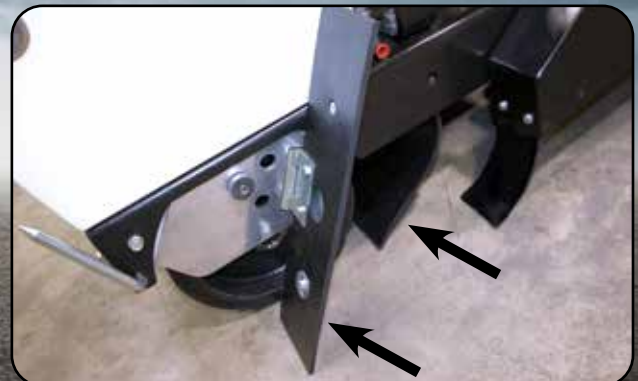
ADVANCED DIGITAL 4" DISPLAY

Enhanced, rich color graphics for superior visibility in sunlight. Three view modes to choose from: blade speed, engine speed and engine torque. Blade over speed alert that warns of blade RPM exceeding safe limit. Engine service alerts offer maintenance reminders for optimum engine function.



LIGHT PACKAGE OPTION

LED Light Bar, LED Spot Light and Back Marker Lights



SPLASH FLAP OPTION



OIL BATH BLADE SHAFT UPGRADE KIT

CC5049DC BLADE GUARDS

Description	Part #	Catalog #
14" Tapered Mount, Slip-On Blade Guard	6010950	20011
20" Tapered Mount, Slip-On Blade Guard	6010952	08213
26" Tapered Mount, Slip-On Blade Guard	6010954	19322
30" Tapered Mount, Slip-On Blade Guard	6010956	20456
36" Tapered Mount, Slip-On Blade Guard	6010958	13375
42" Tapered Mount, Slip-On Blade Guard	6010960	08216



Diamond Products Ltd.
333 Prospect Street
Elyria, OH 44035 U.S.A.
800-321-5336
diamondproducts.com

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD OCTOBER 17, 2022**

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Vice President Laura Toy, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre. Absent: None.

Elected and appointed officials present: Susan Nash, City Clerk, Paul Bernier, City Attorney, Todd Zilincik, City Engineer, LaShawn Thomas, Director of Governmental Affairs, Toni LaPorte, Library Director, Jacob Rushlow, Assistant Superintendent of Public Works.

3. REQUEST TO AUTHORIZE ADDITIONAL EXPENDITURE: Department of Public Works, for the additional scope of work through change order on the Fleet Maintenance Garage Electrical System replacement project and provide payment to Allied Building Service Co. and DiClemente Design Inc., from budgeted funds. (CR 221-21)

Jacob Rushlow, Assistant Superintendent of Public Works, presented the request to Council.

Councilmember Brandon McCullough offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

3.

DPW
October 4, 2022

MEETING DATE

S101722/R110222

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO AUTHORIZE ADDITIONAL EXPENDITURE: Department of Public Works, for the additional scope of work through change order on the Fleet Maintenance Garage Electrical System replacement project and provide payment to Allied Building Service Co. and DiClemente Design Inc., from budgeted funds. (CR 221-21)

BACKGROUND

The fleet maintenance garage electrical system replacement project was awarded to Allied Building Service Co. per Council Resolution 221-21. In order to accommodate a proposed new location for the stand-by generator, a change order was required to move the transfer switch and electrical service equipment with some rework of the electrical lines up and over the existing garage bay door. This change also required some additional effort by the electrical engineer to revise the construction drawings and record documents.

RECOMMENDATION

In order to proceed with payment for these additional scope of work items, the Department of Public Works requests that Council:

1. Approve an additional payment to Allied Building Service Co. in an amount not-to-exceed \$8,988.00;
2. Approve an additional payment to DiClemente Siegel Design, Inc. in an amount not-to-exceed \$2,500;
3. Authorize an additional expenditure not-to-exceed \$11,488.00 from budgeted funds (401-000-976-000).

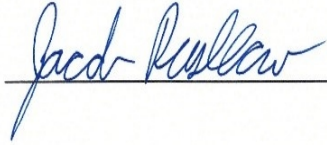
FISCAL CONSIDERATION

Budgeted funds available in account no. 401-000-976-000 in the amount of \$11,488.00

ATTACHMENTS

1. DSD CO1
2. Pending_CO1___Exterior_Rework_Project_Quote_3525_20220818_1002PM
3. R071221 Approval to amend CR 32-21 - Electrical System Replacement CR 221-21

APPROVED BY



Jacob Rushlow, P.E., Assistant Director of Public Works

Date: October 04, 2022



Don Rohraff, Director of Public Works

Date: October 04, 2022



Michael Slater, Finance Director

Date: October 04, 2022



Maureen Miller Brosnan, Mayor

Date: October 06, 2022



DiClemente Siegel Design Inc.
ENGINEERING & ARCHITECTURE
28105 Greenfield Road
Southfield, Michigan 48076
P: 248.569.1430 F: 248.569.0096

CONTRACT ADJUSTMENT MEMORANDUM (CAM)

TO: City of Livonia
Mr. Donald Rohraff
Director of Public Works

ATTN: Mr. Rohraff

DATE: May 10, 2022 Revised 9/12/22

PROJECT: Livonia Fleet Maintenance
Building Electrical Service Replacement
PO # 2021-00000243

DSD PROJECT NO.: 20-1301.01

SCOPE OF SERVICES REVISIONS:

Additional electrical engineering services are required for the following added scope of work:

- A. Provide changes to construction documents revising the location of the new CAM connector box south on exterior wall near the existing generator location.
- B. Provide additional construction administration services as follows:
 - 1. Review of RFI's.
 - 2. Site visits to observe and record progress.
 - 3. Preparation of as-constructed record drawings.

SCHEDULE REVISIONS:

In accordance with project schedule.

FEE REVISIONS:

Hourly not to exceed \$2,500.00.

Please sign and return one (1) copy of this Contract Adjustment Memo to our office.

APPROVED: _____

BY: 

Thomas Reschke

DATE: _____

Senior Electrical Engineer

FOR: DICLEMENTE SIEGEL DESIGN INC.

cc: Accounting File, PIC

/glm

QUOTE PQ-00003525

117623-ELECTRICAL SERVICE
REPLACEMENT - DPW FLEET
MAINTENANCE BUILDNG
Change Order 1



1801 Howard Street Detroit Mi 48216
313-230-0800 www.teamallied.com

Date: August 18, 2022

Attn: Jacob Rushlow

CUSTOMER

City Of Livonia
33000 Civic Center Dr
Livonia, MI 48154

LOCATION OF WORK

Livonia Fleet Maintenance
13405 Surrey St
Livonia, MI 48150

SCOPE OF WORK

Rework exterior conduits as specified in August 1st e-mail from customer.

Total \$8,988.00

TERMS (TO BE DETERMINED)

Price is firm / fixed

A firm fixed price is a fixed price agreed upon by both parties for the scope of work outlined in the proposal.

Pricing is subject to change with a change in scope of work, delays out of control of the contractor or other such items that change the fundamental direction, scope and ability to complete such work.

Regular Straight Time Wages

Regular and Overtime wages DO NOT include any Prevailing Wage, Davis bacon or Service Contract Act wages.
If required, pricing will increase.

If you should have any questions, please feel free to call or email me.

Sincerely,

Ron Kozlowski
rkozlowski@teamallied.com
5864191896

TO ACCEPT THIS PROPOSAL, please sign, date and return it, or you can forward an updated purchase order or work order.

CUSTOMER APPROVAL: _____ Printed Name: _____ Date: _____

Regular Meeting of July 12, 2021

On a motion by Jolly, supported by Toy, it was:

#221-21 RESOLVED, that having considered a communication from the Superintendent of Public Service, dated June 18, 2021, which bears the signatures of the Director of Public Works and the Director of Finance and is approved for submission by the Mayor, wherein it is requested that Council Resolution 32-21 be amended to award the contract for the removal and replacement of the fleet maintenance garage electrical system to Allied Building Service Co. of Detroit, Inc., 1801 Howard Street, Detroit, MI 48216, to complete the work unfulfilled by the original contractor, Decima LLC, the Council does hereby amend and revise Council Resolution 32-21 so as to read as follows:

RESOLVED, that having considered the report and recommendation of the Superintendent of Public Service, dated June 18, 2021, which bears the signatures of the Director of Public Works and the Director of Finance and is approved for submission by the Mayor, the Council does hereby accept the bid of Allied Building Service Co. of Detroit, Inc., 1801 Howard Street, Detroit, MI 48216 for completing all work required in connection with replacing the fleet maintenance garage electrical system, to include the disconnection and removal of existing incoming overhead electrical service and service equipment, providing new underground incoming electrical service and new service equipment, and extending all existing active branch circuits to new service equipment, for an amount not to exceed \$86,609.00; the same having been in fact the second lowest qualified bid received which meets all specifications, following the low bidder's failure or unwillingness to sign the contract; FURTHER, as \$81,000.00 has already been appropriated pursuant to CR 32-21, adopted on February 8, 2021, the Council does hereby authorize an additional expenditure in an amount not to exceed \$5,509.00 from funds already budgeted in Account No. 401-000-976-000 for this purpose; and the Mayor and City Clerk are hereby authorized to execute a contract, approved as to form and substance by the Law Department, for and on behalf of the City of Livonia with the aforesaid bidder and to do all other things necessary or incidental to the full performance of this resolution.

<i>CONSENT ITEM 5 (Regular Meeting of July 12, 2021)</i>
--

Motion by: Jolly

Seconded by: Toy

ROLL CALL:

Ayes: McCullough, Donovic, Jolly, Toy, Bahr, White, McIntyre

Nays: None

Absent: None

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD OCTOBER 17, 2022**

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Vice President Laura Toy, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre. Absent: None.

Elected and appointed officials present: Susan Nash, City Clerk, Paul Bernier, City Attorney, Todd Zilincik, City Engineer, LaShawn Thomas, Director of Governmental Affairs, Toni LaPorte, Library Director, Jacob Rushlow, Assistant Superintendent of Public Works.

4. AWARD OF CONTRACT AND REQUEST TO AUTHORIZE EXPENDITURE: Department of Public Works, re: for the construction of the 8 Mile Pressure Reducing Valve (PRV) Project, in an amount not to exceed \$522,275.00, from budgeted funds of the Water and Sewer Fund.

Jacob Rushlow, Assistant Superintendent of Public Works, presented the request to Council.

Councilmember Rob Donovic noted the location and asked if Farmington Hills or Oakland County share any of the burden of the water system. Jacob Rushlow replied this only serves the Livonia water customers. Councilmember Donovic commended the construction company for their hard work and offered an approving resolution for the Consent agenda.

Councilmember Kathleen McIntyre asked that for the pressure reducing valve if this is the best practice. Jacob Rushlow replied that it is, explaining the process of the pressure of the water system. Councilmember McIntyre noted this is a second connection. Jacob explained the two pressure zones along with the route of water flow and how it provides better pressure for the residents in certain areas.

Council Vice President Laura Toy when the pressure if this system helps to control the pressure. Jacob Rushlow explained the pressure reducing valve helps to dampen the surge of pressure from Great Lakes Water System and protect our pipes.

Council President Jim Jolly stated that in 2016 there was an issue with a water pressure due to a power outage and resulted in a section of the city unable to consume water for a few days and asked if the pressure reducing valve project is reliant on electricity. Jacob Rushlow replied that the pressure reducing valve is not reliant on electricity, only responds to pressure in the system. The only piece reliant on electronics are the systems control and data analytic system (SCADA) that helps to know what is going on in the system and pinpoint where the pressure is lower. President Jim Jolly asked if more of these requests would be coming forward because of the SCADA system. Jacob replied there would be, based on the contract with OHM for SCADA. This will be going out for bid shortly to expand and improve the SCADA system throughout.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

4.

DPW
October 4, 2022

MEETING DATE

S101722/R110222

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO AUTHORIZE ADDITIONAL EXPENDITURE: Department of Public Works, for the additional scope of work through change order on the Fleet Maintenance Garage Electrical System Replacement Project and provide payment to Allied Building Service Co. and DiClemente Design Inc., from budgeted funds. (CR 221-21)

BACKGROUND

The fleet maintenance garage electrical system replacement project was awarded to Allied Building Service Co. per Council Resolution 221-21. In order to accommodate a proposed new location for the stand-by generator, a change order was required to move the transfer switch and electrical service equipment with some rework of the electrical lines up and over the existing garage bay door. This change also required some additional effort by the electrical engineer to revise the construction drawings and record documents.

RECOMMENDATION

In order to proceed with payment for these additional scope of work items, the Department of Public Works requests that Council:

1. Approve an additional payment to Allied Building Service Co. in an amount not-to-exceed \$8,988.00;
2. Approve an additional payment to DiClemente Siegel Design, Inc. in an amount not-to-exceed \$2,500;
3. Authorize an additional expenditure not-to-exceed \$11,488.00 from budgeted funds (401-000-976-000).

FISCAL CONSIDERATION

Budgeted funds available in account no. 401-000-976-000 in the amount of \$11,488.00

ATTACHMENTS

1. DSD CO1
2. Pending_CO1___Exterior_Rework_Project_Quote_3525_20220818_1002PM
3. R071221 Approval to amend CR 32-21 - Electrical System Replacement CR 221-21

APPROVED BY

A handwritten signature in blue ink that reads "Jacob Rushlow".

Jacob Rushlow, P.E., Assistant Director of Public Works

Date: October 04, 2022

A handwritten signature in black ink that reads "Don Rohraff".

Don Rohraff, Director of Public Works

Date: October 04, 2022

A handwritten signature in black ink that reads "Michael T Slater".

Michael Slater, Finance Director

Date: October 04, 2022

A handwritten signature in black ink that reads "Maureen Miller Brosnan".

Maureen Miller Brosnan, Mayor

Date: October 06, 2022



September 29, 2022

Mr. Jacob Rushlow, P.E., Assistant Director of Public Works
City of Livonia
12973 Farmington
Livonia, MI 48150

Re: 8 Mile PRV
Contractor Recommendation

Dear Mr. Rushlow:

Two (2) sealed contractor bids were received via electronic submission to the City Clerk's office via Bidnet for the 8 Mile PRV project on September 27, 2022, at 2:00 pm. The bids ranged from \$522,725 to \$540,900 (with inspector days). Bidigare Contractors, Inc. was the lowest bidder with an amount of \$522,725 (\$505,725, not including Inspector Days). Bidigare's bid was \$18,175 (3.4%) less than the second low bid submitted by L. D'Agostini and Sons, Inc. We have checked the results and attached the Bid Tabulation (including inspector days) for your review and information. The proposed project work includes the installation of a pressure reducing valve vault with electrical utility connection.

Based on our past experience working with Bidigare Contractors, Inc., they are qualified to perform the work for the 8 Mile PRV Project. Bidigare Contractors, Inc. has completed work for many other municipalities within Southeast Michigan on underground watermain work and specialized valve vaults. Their history of being involved in many watermain replacement projects, providing a quality product, and their good working relationship with the City and OHM make them a good candidate for this project.

If you wish to discuss this recommendation, please call me at 734-466-4594.

Sincerely,
OHM ADVISORS

A handwritten signature in black ink that reads "Jessica Katers". The signature is fluid and cursive.

Jessica Katers, P.E.
Principal

Enclosure: Bid Tabulation

cc. Don Rohraff, DPW Director, City of Livonia
Ryan Ferrell, Water and Sewer Superintendent, City of Livonia

Tabulation for Bids Received on 9/27/2022
 8 Mile PRV
 City of Livonia , Wayne County, State of Michigan
 OHM Job No.: 0090-20-0090

Bidigare Contractors, Inc.
 939 S Mill St
 Plymouth, MI 48170

L D'Agostini and Sons, Inc.
 15801 23 Mile Rd
 Macomb, MI 48042

Phone: (248) 735-1113

Phone: (586) 781-5800

Item No.	Description	Estimated Quantity	Unit Price	Amount	Unit Price	Amount
1)	Permit and Inspection Fee Allowance	1 Dlr	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
2)	DTE Electrical Allowance	1 Dlr	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
3)	Mobilization, Max 10%	1 LSUM	\$45,000.00	\$45,000.00	\$26,000.00	\$26,000.00
4)	Maintenance of Traffic	1 LSUM	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
5)	Exploration Excavation	1 Ea	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
6)	Sidewalk, Rem, Modified	17 Syd	\$35.00	\$595.00	\$40.00	\$680.00
7)	Sewer, Rem, Less than 24 inch	20 Ft	\$55.00	\$1,100.00	\$20.00	\$400.00
8)	Sewer, Corrugated Polyethylene, 12 inch	20 Ft	\$70.00	\$1,400.00	\$150.00	\$3,000.00
9)	Storm Sewer, C900 PVC, 12 inch	36 Ft	\$200.00	\$7,200.00	\$165.00	\$5,940.00
10)	Storm Manhole, 48-inch dia	2 Ea	\$8,500.00	\$17,000.00	\$7,000.00	\$14,000.00
11)	Steel Sheet Piling, Permanent	100 Sft	\$450.00	\$45,000.00	\$425.00	\$42,500.00
12)	Flowable Fill	65 Cyd	\$150.00	\$9,750.00	\$300.00	\$19,500.00
13)	Pressure Reducing Valve System	1 LSUM	\$65,000.00	\$65,000.00	\$43,000.00	\$43,000.00
14)	Concrete Vault and Appurtenances	1 LSUM	\$140,000.00	\$140,000.00	\$150,000.00	\$150,000.00
15)	Vault Plumbing and Mechanical Appurtenances	1 LSUM	\$50,000.00	\$50,000.00	\$59,000.00	\$59,000.00
16)	Electrical Equipment, Controls, and Connections	1 LSUM	\$55,000.00	\$55,000.00	\$88,000.00	\$88,000.00
17)	Water Main and Appurtenances, DI	1 LSUM	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
18)	Gate Valve, Flanged	2 Ea	\$7,450.00	\$14,900.00	\$4,000.00	\$8,000.00
19)	Sidewalk, Conc, 4 inch	150 Sft	\$12.00	\$1,800.00	\$40.00	\$6,000.00
20)	Irrigation and Landscape Repair Allowance	1 Dlr	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
21)	Surface Restoration, Seeding	112 Syd	\$40.00	\$4,480.00	\$40.00	\$4,480.00
22)	Inspector Days	680 \$/Wday	25 Wday	\$17,000.00	30 Wday	\$20,400.00
TOTAL BID AMOUNT				<u>\$522,725.00</u>	¹	<u>\$540,900.00</u>

CORRECTIONS

¹ Bidder's summation error corrected

8 MILE PRV
CITY OF LIVONIA, MICHIGAN
PROPOSAL

City of Livonia
33000 Civic Center Drive
Livonia, Michigan 48154

The undersigned, by submission of this proposal, represents that he/she is familiar with and has determined for himself/herself the nature and extent of the proposed work and the conditions under which it must be performed and completed, and agrees that he/she will contract with the City of Livonia to furnish at and for the following monies, all materials, labor, equipment, insurance, supervision, and all other things necessary or incidental to complete the entire work in accordance with the appended plans, specifications, general conditions and related contract documents. By submission of this bid, the undersigned represents that he/she is familiar with and understands all of the above referenced contract documents.

The undersigned agrees that if the proposal made herein is accepted, he/she will satisfactorily perform and complete all of the work and meet all of the requirements and obligations imposed upon him/her by the contract including the plans, specifications, and general conditions between November 7, 2022 and June 16, 2023. The Contractor will be limited to thirty (30) days on site for the construction of this project.

Also, the undersigned agrees that if the above proposal is accepted, he/she will execute the contract and furnish acceptable bonds, all on forms attached, within ten (10) calendar days from such acceptance.

To guarantee his/her fulfillment of the foregoing covenants, the bidder attaches hereto his/her bid bond in the sum of 5% of the Proposal and agrees that same shall be forfeited to the City of Livonia, in the event of his/her failure to execute the contract or furnish acceptable bonds, not as a penalty but as actual liquidated damages. The bidder further agrees to pay as liquidated damages the sum of \$1,000.00 for each consecutive calendar day after the required completion date as hereinafter called for in this Proposal and provided in Paragraph 39 of the General Conditions. The City shall not be required to prove or show such liquidated damages.

No bid shall be withdrawn for at least one hundred twenty (120) days after the scheduled closing time for receiving bids.

The undersigned agrees that the City of Livonia may increase or decrease the quantity of work without changing the unit price bid for the work.

The undersigned represents that he acknowledges that the City reserves the right to accept or reject any bid or all bids and to waive irregularities in bids.

Bidder shall not add any conditions or qualifying statements to the bid. If statements are added, the bid may be declared irregular and not responsive to the Advertisement for Bids.

TIME OF COMPLETION

Construction with final restoration shall be completed no later than **June 16, 2023** for this project.

It is hereby understood and mutually agreed, by and between the Contractor and Owner, that the time of completion as specified is an essential condition of this contract.

The Contractor agrees that said work shall be prosecuted regularly, diligently and uninterruptedly at such rate of progress as will ensure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and Owner, that the time for completion of the work described herein are reasonable times for the completion of same, taking into consideration the average climate range and usual industrial conditions prevailing in this locality.

If the said Contractor fails to perform the work within the times herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the sums as specified below, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default each of the times stipulated in the contract for completing the work.

The amount of liquidated damages for this project shall be as follows:

\$1,000.00 per day for each calendar day that the project is not substantially complete and accepted by Owner by May 15, 2023.

Substantial Completion shall include major work items including but not limited to PRV installed, tested, connected and in service.

Final Completion shall include surface restoration (seeding and sodding), landscaping, final clean-up of all debris and spoil piles, removal of temporary traffic control signs, and completion of all punch list items. Final cleanup, landscaping and surface restoration shall be finished by the final completion date, unless otherwise directed in writing by the OWNER or its ENGINEER.

Final Payment includes all items of work complete including acceptance of surface restoration (seed) and acceptable documentation required to close out the project including warranties and sureties as defined in the General Conditions.

In the event that multiple cases of liquidated damages are to be assessed, the amounts shall be combined and assessed. There is no maximum on the amount of liquidated damages that can be assessed.

No incentive will be given for work completed and accepted by the Owner prior to the completion date set forth in this contract. Each calendar day that the project is not substantially completed by the date in this contract, the above liquidated damages shall be enforced.

It is agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract and additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract.

It is further agreed that should there be an increase or reduction of the amount of work specified within the contract that would increase or reduce the number of calendar days required to complete the project, a revision shall be made to reflect this change in the scope of work, and shall be agreed upon between the Owner's Representative and the Contractor.

Calendar Day is defined as every day shown on the calendar beginning and ending at midnight. Unless otherwise designated, the word "day" shall mean calendar day.

WAIVER

The Bidder does hereby represent and warrant that the price bid in this proposal is a complete and correct statement of the price bid for the work included in said proposal is complete, correct and submitted as intended by him and does hereby waive any right or claim he may now or hereafter have by reason of errors, mistakes or omissions made by him in said proposal.

BID NON-COLLUSIVE

The Bidder does hereby represent and warrant that this proposal is genuine and not collusive or sham, and that he has not in any manner, directly or indirectly agreed or colluded with any other person, firm or association to submit a sham bid or to refrain from bidding or in any way fix this proposal or that of the other bidder, or to secure any advantage against the Owner.

The Bidder does hereby represent and warrant that no officer or employee of the Owner is directly or indirectly interested in this proposal or in any contract which may be made under it, or any expected profits to arise there from.

NOTE: Bidder hereby acknowledges that the unit prices quoted represent all labor, and materials necessary to perform and complete the work in accordance with the current standards of the City of Livonia Engineering Department, MDOT 2020 Standard Specifications for Construction and the requirements of applicable regulatory agencies and accordance with the intent, extent and scope of work so described in the Contract Documents. All related items of work necessary to complete the project which are not detailed above, shall be incidental to the construction of the project. The Contractor shall specify material lead times in their bid and additionally provide warranty information for the parts and labor. Should material lead times affect the project schedule, the City and Contractor shall discuss and determine a revised schedule based on materials.

NOTICE TO BIDDERS: Bidders must submit unit prices for all items in the Proposal to be considered a successful responsible bidder. The completed proposal shall be submitted via MITN website (www.mitn.info) with the Contractor's Bid.

ATTACHMENTS: The following documents are attached to and made a condition of this bid:

- a. Bid Security in the form of a bid bond on the Michigan Standard Form issued by an approved Surety Company.
- b. A listing of Subcontractors and other persons and organizations required to be identified in the Bid.
- c. Statement of Qualifications.
- d. Legal Status of Bidder
- e. Iran Linked Business Certification Form

BULLETINS: Bidder acknowledges receipt of the following bulletins:

No. <u>1</u>	Date: <u>09/19/2022</u>
No. _____	Date: _____
No. _____	Date: _____

The Bidder hereby declares that he has inspected the site of the work and further declares that no charges in addition to the unit prices shall be made on account of it.

The undersigned agrees, if awarded the contract, to deliver the executed contract and bonds and furnish evidence of insurance within ten (10) days after date of award. In addition, the undersigned shall begin work within ten (10) days after receipt of written notice to proceed, unless otherwise directed by the Engineer, and complete the proposed work as outlined in the Special Conditions.

If this Proposal is accepted by the City of Livonia, and the undersigned shall fail to contract as aforesaid and to furnish the required surety bonds within ten (10) days of being notified of the acceptance of his/her bid, then the undersigned shall be considered due and payable to the Owner.

If the undersigned enters into the contract in accordance with the Proposal or if his/her Proposal is rejected then the accompanying bid guarantee shall be voided.

In submitting this bid, it is understood that the right is reserved by the Owner to reject any or all bids, reject any bids that may include unbalanced items, to waive irregularities and/or formalities and, in general, to make award in any manner deemed by it, in its sole discretion, to be in the best interest of the Owner.

SIGNED AND SEALED THIS 27th DAY OF SEPTEMBER, 2022.

MAILING ADDRESS:

939 S. MILL STREET

BIDIGARE CONTRACTORS, INC
Firm Name

PLYMOUTH, MICHIGAN 48170

JOHN BIDIGARE
Representative

Authorized Signature JOHN BIDIGARE

VICE-PRESIDENT
Title

248-735-1113
Telephone Number

248-735-1114
Fax Number

Name of firm's representative must be clearly printed or typed under signature.

3 MILE PRV

CITY OF LIVONIA, MICHIGAN

OHM Job number: 0090-20-0090

Item	Description	Estimated Quantity	Unit Price	Amount
1	Permit and Inspection Fee Allowance	Dlr 5000	\$ 5,000	\$ 5,000
2	DTE Electrical Allowance	Dlr 5000	\$ 5,000	\$ 5,000
3	Mobilization, Max 10%	LSUM 1	\$ 45000. ⁰⁰	\$ 45000. ⁰⁰
4	Maintenance of Traffic	LSUM 1	\$ 10000. ⁰⁰	\$ 10000. ⁰⁰
5	Exploration Excavation	Ea 1	\$ 2500. ⁰⁰	\$ 2500. ⁰⁰
6	Sidewalk, Rem, Modified	Syd 17	\$ 35. ⁰⁰	\$ 595. ⁰⁰
7	Sewer, Rem, Less than 24 inch	Ft 20	\$ 55. ⁰⁰	\$ 1,100. ⁰⁰
8	Sewer, Corrugated Polyethylene, 12 inch	Ft 20	\$ 70. ⁰⁰	\$ 1,400. ⁰⁰
9	Storm Sewer, C900 PVC, 12 inch	Ft 36	\$ 200. ⁰⁰	\$ 7200. ⁰⁰
10	Storm Manhole, 48-inch dia	Ea 2	\$ 8500. ⁰⁰	\$ 17000. ⁰⁰
11	Steel Sheet Piling, Permanent	Sft 100	\$ 450. ⁰⁰	\$ 45000. ⁰⁰
12	Flowable Fill	Cyd 65	\$ 150. ⁰⁰	\$ 9,750. ⁰⁰
13	Pressure Reducing Valve System	LSUM 1	\$ 65000. ⁰⁰	\$ 65000. ⁰⁰
14	Concrete Vault and Appurtenances	LSUM 1	\$ 140000. ⁰⁰	\$ 140,000. ⁰⁰
15	Vault Plumbing and Mechanical Appurtenances	LSUM 1	\$ 50000. ⁰⁰	\$ 50,000. ⁰⁰
16	Electrical Equipment, Controls, and Connections	LSUM 1	\$ 55000. ⁰⁰	\$ 55,000. ⁰⁰
17	Water Main and Appurtenances, DI	LSUM 1	\$ 20000. ⁰⁰	\$ 20,000. ⁰⁰
18	Gate Valve, Flanged	Ea 2	\$ 7450. ⁰⁰	\$ 14,900. ⁰⁰
19	Sidewalk, Conc, 4 inch	Sft 150	\$ 12. ⁰⁰	\$ 1,800. ⁰⁰
20	Irrigation and Landscape Repair Allowance	Dlr 5000	\$ 5,000	\$ 5,000
21	Surface Restoration, Seeding	Syd 112	\$ 40. ⁰⁰	\$ 4,480. ⁰⁰
22	Inspector Days	WDay 25	\$ \$680/Wday	\$ 17,000. ⁰⁰
Total				\$ 523,475. ⁰⁰

LEGAL STATUS OF BIDDER

(The Bidder shall fill out the appropriate section and strike out the other two).

A Corporation duly organized and doing business under the laws of the State of

MICHIGAN, for whom JOHN BIGARE

whose signature is affixed to this Proposal, is duly authorized to execute contracts.

~~A Partnership, all members of which, with addresses, are.~~

~~An Individual, whose signature is affixed to this Proposal:~~

SUBCONTRACTOR LIST

ITEM

NAME, ADDRESS & PHONE # OF CONTRACTOR

HMA Paving

Phone: _____

Concrete

Phone: _____

Underground

Phone: _____

Restoration Items

Phone: _____

Other (Specify)

Phone: _____

____ Union ____ Non-Union

**STATEMENT OF QUALIFICATIONS
PROJECT REFERENCES**

List similar municipal projects completed within the last (5) years:

Project Title: WARREN ROAD P.R.V.
Client: CHARTER TOWNSHIP OF CANTON
Contact Person: MATT KENNEDY Phone: 734-522-6711
Contract Amount: \$291,300
Start Date: 06/10/2020 Completion Date: 10/08/2020
Project Description: INSTALLATION OF 8" P.R.V. & VAULT.

Project Title: BECK ROAD BY-PASS VALVE PROJECT
Client: VAN BUREN CHARTER TOWNSHIP
Contact Person: KEVIN LAWRENCE Phone: 734-699-8900
Contract Amount: \$282,600
Start Date: 02/15/21 Completion Date: 03/10/22
Project Description: INSTALLATION OF 8" PRV & RETRO-FIT EXISTING
8" P.R.V.

STATEMENT OF QUALIFICATIONS
PROJECT REFERENCES

Project Title: 2021 PRV RENASILITATION PROJECT

Client: BLOOMFIELD TOWNSHIP

Contact Person: _____ Phone: _____

Contract Amount: \$269915

Start Date: T.B.D. Completion Date: _____

Project Description: RENASILITATION OF THREE(3)
EXISTING P.R.V.

Project Title: _____

Client: _____

Contact Person: _____ Phone: _____

Contract Amount: _____

Start Date: _____ Completion Date: _____

Project Description: _____

Form Completed by: JOHN J. DiPonio

Name

Signature

Date

SEPTEMBER 29 2022

STATEMENT OF QUALIFICATIONS

Bidder must answer all questions. If more space is needed to complete a question, attach a separate sheet. Bidder may submit any additional information.

Name: BIDIGARE CONTRACTORS, INC.

Address: 939 S. MILL STREET Phone: 248-735-1113
PLYMOUTH, MICHIGAN 48170

Number of years operating under your present name: 28

General nature of work performed by your company: _____

DIRECTIONAL DRILLING, PIPE BURSTING, WATER MAIN/INSTALLATION
SEWERS

Background and experience of the principal members of your organization including officers: _____

MIKE BIDIGARE PRESIDENT - 38 YEARS
JOHN BIDIGARE, VICE-PRESIDENT 37 YEARS
MARK JOHNSON - Supt. - 40 YEARS
JEREMY OSBORNE - Supt. - 30 YEARS

Major equipment available for this contract: _____

LINK-BELT 3900 EXCAVATOR
CAT 950 LOADER
GREUE R.T.C.

IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan Public Act 517 of 2012, any Bidder that submits a bid on a request for proposal with the City of Livonia shall certify that Bidder is not an Iran linked business. An Iran linked business is not eligible to submit a bid on a request for proposal with the City. See attached definitions regarding this certification.

The undersigned Bidder does hereby certify, pursuant to Michigan Public Act 517 of 2012, that:

Bidder is not a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, or

Bidder is not a financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

Date: 09/20/2022

BIOIGRE CONTRACTS INC

By: JOHN BIOIGRE

Its: VICE - PRESIDENT

Subscribed and sworn to before me, a Notary Public on this 20 day of September 2022

JENNIFER TURNER
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF OAKLAND
My Commission Expires June 12, 2024
Acting in the County of Wayne

Notary Public

Debra K. Kaut

Wayne County, Michigan

My Commission Expires:

June 12, 2024

DEFINITIONS

- (A) "Energy sector of Iran" means activities to develop petroleum or natural gas resources or nuclear power in Iran.
- (B) "Investment" means 1 or more of the following:
 - i. A commitment or contribution of funds or property.
 - ii. A loan or other extension of credit.
 - iii. The entry into or renewal of a contract for goods or services.
- (C) "Investment activity" means 1 or more of the following:
 - i. A person who has an investment of \$20,000,000.00 or more in the energy sector of Iran.
 - ii. A financial institution that exceeds \$20,000,000.00 or more in credit to another person, for 45 days or more, if that person will use the credit for investment in the energy sector of Iran.
- (D) "Iran" means any agency or instrumentality of Iran.
- (E) "Iran linked business" means either of the following:
 - i. A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.
 - ii. A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.
- (F) "Person" means any of the following:
 - i. An individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group.
 - ii. Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in section 1701(c) (3) of the international financial institutional act, 22 USC 262r(c) (3).
 - iii. Any successor, subunit, parent company, or subsidiary of, or company under common ownership or control with, any entity described in subparagraph (i) or (ii).
- (G) "Public entity" means this state or an agency or authority of this state, school district, community college district, intermediate school district, city, village, township, county, public authority, or public airport authority.

ACKNOWLEDGEMENT of RECEIPT OF ADDENDUM

ATTENTION:

Please complete this form and return immediately by email to kim.klieber@ohm-advisors.com or by facsimile to Orchard, Hiltz & McCliment, Inc. at 734-522-6427.

Our company: BIDIGARE CONTRACTORS INC.

has received from Orchard, Hiltz, & McCliment, Inc., d/b/a OHM Advisors

Addendum No. 1 for: 8 Mile Pressure Reducing Valve

City of Livonia

0090-20-0090

Today, SEPTEMBER 19 2022 (date) at 11:59 (time) (a.m.) p.m. (circle one)

Signature of recipient: John J. DiPavio

Printed name of recipient: John J. DiPavio

End of Addendum No. 1



AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Bidigare Contractors, Inc.

939 S. Mill Street

Plymouth, MI 48170

OWNER:

(Name, legal status and address)

City of Livonia

33000 Civic Center Dr.

Livonia, MI 48154

BOND AMOUNT: Five Percent (5%) of Amount Bid

SURETY:

(Name, legal status and principal place of business)

Hudson Insurance Company

100 William Street, 5th Floor

New York, NY 10038

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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

PROJECT:

(Name, location or address, and Project number, if any)

8 Mile Pressure Reducing Valve - OHM Job No. 0090-20-0090

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of September, 2022

(Witness)

(Witness)

Bidigare Contractors, Inc.

(Principal)

(Seal)

(Title)

Hudson Insurance Company

(Surety)

(Seal)

(Title)

Susan L Small, Attorney-in-Fact

Init.



BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Alan P. Chandler, Robert Trobec, Jeffrey A. Chandler, Kathleen M. Irelan, Ian J. Donald, Susan L. Small, John L. Budde
of the state of Michigan

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds for any and all purposes.

Such bid bonds, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 3rd day of June, 20 22 at New York, New York.



Attest
Dina Daskalakis
Dina Daskalakis, Corporate Secretary

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

HUDSON INSURANCE COMPANY

By *Michael P. Cifone*
Michael P. Cifone, Senior Vice President

On the 3rd day of June, 20 22 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the Company described herein and which executed the above instrument, that he knows the seal of said Company, that the seal affixed to said instrument is the corporate seal of said Company, that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order.

(Notarial Seal)



Ann M. Murphy
ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2025

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

The undersigned Dina Daskalakis hereby certifies:

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertaking made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

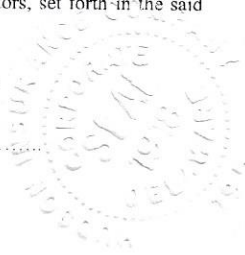
FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.



Witness the hand of the undersigned and the seal of said Company this 20th day of September, 2022.

By *Dina Daskalakis*
Dina Daskalakis, Corporate Secretary



CAPITAL OUTLAY AND INFRASTRUCTURE COMMITTEE MEETING
MONDAY, OCTOBER 10, 2022
7:00PM

5

A Capital Outlay and Infrastructure Committee meeting was held on Monday, October 10, 2022 at Livonia City Hall in the City Council Chambers on the 2nd floor.

Committee Members Present: Brandon McCullough, Chair
Scott Bahr, Vice Chair
Kathleen E. McIntyre, Member

Committee Members Absent: None

City Council Members Present: Jim Jolly, Council President
Rob Donovic, Councilmember
Scott Morgan, Councilmember

City Officials and Others Present: Maureen Miller Brosnan, Mayor
Paul Bernier, City Attorney
Toni LaPorte, Library Director
Jacob Rushlow, Assistant Director of Public Works
Todd Zilincik, City Engineer

Carrie Budzinski, Library Commissioner
Carol Bagazinski, Library Commissioner
Mary Morrison, Library Commissioner
Andy Fountain, Plante Moran Cresa

1. CR 122-18 and CR 253-22 The subject matter of City Library improvements.
--

The meeting convened at 7:05PM

A presentation was given from the mayor's office on the current condition of the Noble library. A recommendation was given to demolish the facility. In addition, Mayor Brosnan presented on the future planning study for libraries as they pertain to our city. Councilmembers asked questions regarding this topic and both Mayor Brosnan and Library Director, Toni LaPorte, provided direction.

A discussion took place regarding the subject matter of the Sandburg roof.

Two resolutions were offered:

1. Councilmember Scott Bahr offered to keep the subject matter of the Sandburg roof in Committee.
2. Councilmember Scott Morgan offered to approve the roof replacement.
3. Committee Chair, Brandon McCullough, offered to keep the subject matter of library improvements in Committee.

The Committee recommends the following resolutions:

1. Councilmember Scott Bahr offered to keep the subject matter of the Sandburg roof in Committee.
2. Councilmember Scott Morgan offered to approve the roof replacement.
3. Committee Chair, Brandon McCullough, offered to keep the subject matter of library improvements in Committee.

2. CR 04-22 The subject matter of Bell Creek's erosion issue(s).

A discussion was led by the City Engineer, Todd Zilincik, who provided update on the three erosion projects that are currently underway via the State grant as follows:

Bell Creek Court: Project scope was created by OHM and is being approved by the state.

Denmar Drain: Design is being completed to extend sleeve for drain.

Greenmead: The retention pond is being designed just south of the soccer fields.

Committee Chair, Brandon McCullough, offered to keep the subject matter of the Bell Creek's erosion issue(s) in Committee.

The Committee recommends:

This item to remain in Committee.

3. CR 262-16 The subject matter of road construction communications.

A discussion was led by Committee Chair, Brandon McCullough, noting this item was added to the Committee to ensure we are communicating to residents and businesses proactively on any road or city construction projects. The Administration has already taken steps to be more collaborative with the State and County.

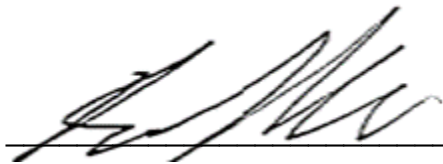
Councilmember Scott Bahr offered a motion to remove this item from Committee.

The Committee recommends:

A Resolution to remove this item from Committee.

This item is to be placed on the **Regular Meeting Agenda of November 2, 2022**

The meeting was adjourned at 8:16PM

A handwritten signature in black ink, appearing to read 'B. McCullough', is written over a horizontal line.

Brandon McCullough, Chair



LETTER TO THE LIVONIA CITY COUNCIL

5.a.

Council Office
October 11, 2022

MEETING DATE

COI092822/R101722

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of City library improvements. (CR 122-18 and 253-22)

BACKGROUND

A discussion regarding City library improvements.

RECOMMENDATION

To report the dicussion at the Regular meeting of November 2, 2022

FISCAL CONSIDERATION

ATTACHMENTS

1. R082222 Subject matter of library updates to COI CR 253-22
2. R040918 Subject matter of library improvements CR 122-18 REFER TO COI

APPROVED BY

Councilmember McCullough stated he felt the state of the City's libraries should be investigated further by the Council and was open to discussion on the subject matter.

On a motion by McCullough, seconded by Bahr, and unanimously adopted, it was:

#253-22 RESOLVED, that upon a motion made by Councilmember Brandon McCullough, seconded by Councilmember Scott Bahr, at the Regular Meeting of Council held August 22, 2022, the Council does hereby refer the subject matter of the physical City libraries to the Capital Outlay and Infrastructure Committee for its report and recommendation.

<i>RESOLUTION REQUESTED BY COUNCIL (Regular Meeting of August 22, 2022)</i>

Motion:	McCullough
Second:	Bahr
Ayes:	Morgan, McCullough, Bahr, Donovic, McIntyre
Nays:	None
Absent:	Jolly, Toy

LIBRARY – General

(Council Vice President Jim Jolly)

Subject of development of a Master Plan for library improvements.

(Refer to the Capital Outlay and Infrastructure Committee for its report and recommendation)

#122-18 RESOLVED, that upon the proposal by Council Vice President Jim Jolly at the Study Meeting held March 26, 2018, to develop a Master Plan for library improvements, the Council does hereby refer the subject matter of City Library improvements to the Capital Outlay and Infrastructure Committee for its report and recommendation.

CONSENT AGENDA ITEMS (Regular Meeting of April 9, 2018)
--

Motion by: *Kritzman*

Seconded by: *Bahr*

ROLL CALL:

Ayes: *Bahr, McIntyre, Meakin, Kritzman, and Toy*

Nays: *None*

Absent: *White and Jolly*

7. REQUEST TO STUDY A MASTER PLAN FOR LIBRARY IMPROVEMENTS:
Council Vice President Jim Jolly, re: to send the subject matter of City Library improvements to the Capital Outlay and Infrastructure Committee for its report and recommendation.

(NO BACKUP MATERIAL)



LETTER TO THE LIVONIA CITY COUNCIL

5.b.

Council Office
October 11, 2022

MEETING DATE

COI092822/R101722

PREPARED BY

Sara Kasprovicz, Council Office Manager,

AGENDA ITEM

The subject matter of Bell Creek's erosion issue(s). (CR 04-22)

BACKGROUND

A discussion regarding the subject matter of Bell Creek's erosion issue(s).

RECOMMENDATION

To report the discussion at the Regular meeting of October 17, 2022

FISCAL CONSIDERATION

ATTACHMENTS

1. R011922 Subject matter of Bell Creek's erosion issue(s) to COI CR 04-22 REFER TO COI

APPROVED BY

On a motion by McCullough, seconded by Donovic, and unanimously adopted, it was:

#04-22 RESOLVED, that upon the motion by Councilmember Brandon McCullough, seconded by Councilmember Rob Donovic, at the Regular Meeting held January 19, 2022, The Council does hereby refer the subject matter of Bell Creek's erosion issue(s) to the Capital Outlay and Infrastructure Committee for its report and recommendation.

<i>RESOLUTION REQUESTED BY COUNCIL (Regular Meeting of January 19,2022)</i> REFER TO CAPITAL OUTLAY AND INFRASTRUCTURE COMMITTEE
--

Motion by: McCullough

Seconded by: Donovic

ROLL CALL:

Ayes: Bahr, Donovic, Morgan, McCullough, McIntyre, Jolly

Nays: None

Absent: Toy



LETTER TO THE LIVONIA CITY COUNCIL

5.c.

Council Office
October 11, 2022

MEETING DATE

COI092822/R101722

PREPARED BY

Sara Kasprovicz, Council Office Manager,

AGENDA ITEM

The subject matter of road construction communications. (CR 186-22)

BACKGROUND

A discussion regarding the subject matter of road construction communications.

RECOMMENDATION

To report the discussion at the Regular meeting of October 17, 2022.

FISCAL CONSIDERATION

ATTACHMENTS

1. R062722 Subject matter of road construction communications CR 186-22 REFER TO CO COI

APPROVED BY

Regular Meeting Minutes of June 27, 2022

On a motion by McCullough, seconded by Donovic, and unanimously adopted, it was:

#186-22 RESOLVED, that upon the motion by Councilmember Brandon McCullough, seconded by Councilmember Rob Donovic, at the Regular Meeting held June 27, 2022, the Council does hereby refer the subject matter of road construction communications with the public to the Capital Outlay and Infrastructure Committee for its report and recommendation.

<i>RESOLUTION REQUESTED BY MCCULLOUGH (Regular Meeting of June 27, 2022)</i>
--

Motion:	McCullough
Second:	Donovic
Ayes:	Donovic, McCullough, McIntyre, Jolly
Nays:	None
Absent:	Morgan, Toy, Bahr

**ECONOMIC DEVELOPMENT, STRATEGIC PLANNING
AND TECHNOLOGY COMMITTEE MEETING
WEDNESDAY, OCTOBER 19, 2022
7:00PM**

6

An Economic Development, Strategic Planning and Technology Committee meeting was held on Wednesday, October 19, 2022 at Livonia City Hall in the City Council Chambers on the 2nd floor.

Committee Members Present: Rob Gjonaj-Donovic, Chair
Laura Toy, Vice Chair
Scott Bahr, Member

Committee Members Absent: None

Council Members Present: Kathleen McIntyre, Councilmember
Scott Morgan, Councilmember

City Officials Present: Lynda Scheel, City Treasurer
Leo Neville, Assistant City Attorney
Mark Taormina, Planning and Economic Dev. Director
Ted Davis, Superintendent Parks and Rec
Michelle Koppin, Assist. Superintendent Parks and Rec
Jacob Uhazie, Planning Department

Emily Tchorz-Fielder, Greenmead
Elizabeth Calhoun, Chair, Historic Preservation Commission
Dupuis, Vice Chair, Historical Commission
Paul Condon, Parks and Recreation Commission
Kevin Summers, Parks and Recreation Commission
Omar Farris, Chair, PRDA
Brandon Kritzman, Historic Preservation Commission
Richard Strzalkowski, Community Gardens
Kathy Gibson
Jill Goryea
Mary Goryea
Kathy Bilger
Brenda Musinski
Diane Policelli
Rita Adams
Richard Adams
Devon Eidson
Tom Eidson
Sue Bunton
Jill Paulat
Dan Paulat
Jim McConnell
Karen Sangregorio
Kevin Shonce
Jan Shonce
William R. Allen
Carol McKinley
Paula Gearin

1. **CR 312-19** The subject matter of exploring what economic tools are available and strategic moves that might be made to kickstart and spur redevelopment of Plymouth Road, between Inkster and Middlebelt Roads, as identified in the Master Plan as one of three focus zones.

The meeting convened at 7:03PM

A discussion was led by Mark Taormina, Planning and Economic Director, noting that Livonia Vision 21 Master Plan addresses the need to rebuild the Plymouth Road corridor. Various strategies are out there to help build up the area and to work with local developers. Parcels available for development have been identified, the first being the Alfred Noble Library. This location has been discussed with Council and will be addressed by the end of this year or early next year for the best use to integrate into Sheldon Park. PRDA is looking at several initiatives to be brought forward next month to establish more landscaping and maintain the irrigation system.

Omar Ferris, Chair of PRDA, stated their focus has been on curb appeal in that area, including the removal of trash receptacles, removing rusted equipment like benches and iron rod decreitive fencing.

Committee Vice Chair Laura Toy offered to keep the item in Committee for further discussion.

Note: This item will remain in Committee

This item is to be placed on the **Regular Meeting Agenda of November 2, 2022**

2. **CR 249-20** The subject matter of a Master Plan for Greenmead Historical Park.

A discussion was led by Ted Davis, Superintendent of Parks and Recreation, noting this has taken two years to get to the is point. The last Master Plan was when the property was purchased in 1976. There has been feedback from various groups, offering ideas for the property.

Arthur Mullen, Wade Trim, went through the details of what they are proposing for the property, noting their efforts for public engagement and high number of responses from the public of ideas of what they want to see done.

Representatives of Wade Trim presented their proposed ideas for the area. They are focused on bringing the public to the park yet retaining the historical value of the property.

Some of the ideas proposed were:

- Adding a large parking area
- Adding a large playground
- Replacing the driving areas with accessible walkways to each structure
- Picnic areas
- Bike and walking trails through the woods, and paths connecting victor parkway to Newburgh
- Adding historic park entry signs among directional signs
- A seasonal pavilion in the center of the park, containing an interpretive center

A building Assessment, went over the facility plan, explaining the rating system for the twenty buildings evaluated.

They have established five phases:

- Phase 1, develop the central plaza along with the North and South barns and staffing issues
- Phase 2, Village improvements; road construction/paved surface, Farmhand's house, adding restrooms and pavilions
- Phase 3, site improvements, landscaping, overflow parking lot issues, adding an orchard with geo tile, creating partnership opportunities with Schoolcraft College
- Phase 4, Greenmead Farm Complex, enhanced event space, improvements in the Simmons/Hill House, additional improvements are suggested, if funding is available
- Phase 5, event load and staffing

The Capital Improvement Plan was addressed, noting the cost would be over \$17million.

A discussion of the signs took place, noting the importance of what is stated on each sign. Focus groups pointed out the question of how to tell a unified, yet separate story for each area of the property.

Representatives of Wade Trim presented the collections portion and shared her findings:

- 1,200 linear feet of shelving materials were found and needs to be updated to tell the appropriate story for the city.
- Storage is in every building in the park and the items have not been properly preserved.
- The print shop building is suggested to be expanded to house collection items, utilizing compact shelving.
- A plan will be put in place to properly remove the items that no longer need to remain at the facility.

Parking was addressed and proposed to be larger than it is now, due to the possibility of adding future events.

Partnerships were noted to be possibilities for funding on various portions of this project.

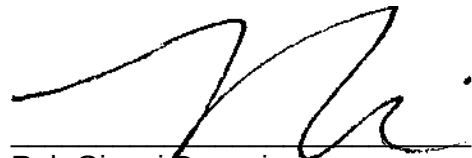
Concerns were addressed regarding the current versus proposed size of the gardens as well as preserving the history of the property.

The Committee Recommends:

Note: This item will remain in Committee

This item is to be placed on the **Regular Meeting Agenda of November 2, 2022**

The meeting was adjourned at 9:06PM



Rob Gjonaj-Donovic



LETTER TO THE LIVONIA CITY COUNCIL

2.

Council Office
September 21, 2022

MEETING DATE

EDSPT101922/R110222

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of exploring what economic tools are available and strategic moves that might be made to kickstart and spur redevelopment of Plymouth Road, between Inkster and Middlebelt Roads, as identified in the Master Plan as one of three focus zones, to committee for report and recommendation. (CR 312-19)

BACKGROUND

The subject matter of exploring what economic tools are available and strategic moves that might be made to kickstart and spur redevelopment of Plymouth Road, between Inkster and Middlebelt Roads, as identified in the Master Plan as one of three focus zones, to committee for report and recommendation. (CR 312-19)

RECOMMENDATION

To discuss the subject matter of exploring what economic tools are available and strategic moves that might be made to kickstart and spur redevelopment of Plymouth Road, between Inkster and Middlebelt Roads, as identified in the Master Plan as one of three focus zones, to committee for report and recommendation.

FISCAL CONSIDERATION

ATTACHMENTS

1. R092319 Subject matter of redevelopment of Plymouth Road, between Inkster Road and Middlebelt 312-19

APPROVED BY

Regular Meeting Minutes of September 23, 2019

On a motion by Bahr, supported by White, and unanimously adopted, it was:

#312-19 RESOLVED, that upon the motion by Councilmember Scott Bahr, seconded by Councilmember Cathy White, at the Regular Meeting held September 23, 2019, regarding the subject matter of exploring what economic tools are available and strategic moves that might be made to kickstart and spur redevelopment of Plymouth Road, between Inkster Road and Middlebelt, as identified in the Master Plan as one of three focus zones, the Council does hereby refer this item to the Economic Development, Strategic Planning and Technology Committee for its report and recommendation.

AUDIENCE COMMUNICATION <i>(Regular Meeting of September 23, 2019)</i>
--

Motion by: *Bahr*

Seconded by: *White*

ROLL CALL:

Ayes: *Jolly, Kritzman, Bahr, White, McIntyre and Toy*

Nays: *None*

Absent: *Meakin*



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
September 21, 2022

MEETING DATE

EDSPT101922/R110222

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of a Master Plan for Greenmead Historical Park (CR 249-20)

BACKGROUND

The subject matter of a Master Plan for Greenmead Historical Park (CR 249-20)

RECOMMENDATION

To discuss the subject matter of a Master Plan for Greenmead Historical Park.

FISCAL CONSIDERATION

ATTACHMENTS

1. LTC EDSPT101922 Greenmead Master Plan
2. R090920 Subject matter of a Master Plan for Greenmead Historical Park 249-20
3. AchitecturalSiteInventory
4. Appendices
5. CollectionsAppendicesSmall
6. ConceptualSitePlan
7. Greenmead Capital Plan_Final Draft_10-7-22

APPROVED BY

Greenmead Historic Village

BUILDING ASSESSMENT

Final Report

October 4, 2022

Condition Assessment

The conditions assessment has two primary purposes. First, is to provide a holistic view and to create a baseline of the site building's condition at the time of the master plan. As restoration and rehabilitation ensue on the buildings, referral of the baseline condition can track progress either towards the desired goals or as deviant from original intentions. The second purpose is to illustrate the existing patterns of defects currently affecting the structure. For example, areas of plaster loss indicate severe water penetration through the envelope either in the past before repairs were made, or more recent damage that now requires repair.

Methodology

The TRA team assembled on-site to collect data on the current conditions of the Greenmead Historic Village. The configuration of the site is such that all areas of the buildings were readily accessible, making close-up and detailed examination relatively easy.

During the initial organizational phase, TRA reviewed copies of drawings and compiled photographs of the Greenmead Historic Village as well as a detailed review of previous studies. The findings established in these reports are referenced throughout this section and included in the Appendices at the end of this condition assessment. Afterward, TRA completed field work and verified details throughout the interior and exterior of the building. Detailed building assessment were provided for the Alexander Blue Office, Nankin Mills School, and the South Barn and a general building assessment was provided for the remaining resources. The findings were recorded on copies of the drawings provided by Greenmead that served as record for the project. All photographs were taken by TRA unless otherwise noted.

No destructive inspection or test methods were employed in the completion of this condition assessment, and most building systems and components were observed. The physical condition was assessed based on three major categories outlined by state and federal preservation guidelines and are as follows:

Good: Indicates that minimum maintenance and simple repair is needed.

Fair: Indicates that minor maintenance or repair is needed.

Poor: Indicates that major repair or replacement is warranted.

TRA also identified areas or components of the building requiring immediate attention as elements to be selectively removed to prevent further damage and locations to be monitored regularly. The team met to share findings of the assessment and discuss pertinent issues and subsequently met with the stakeholders to review findings and gain feedback. Digital photograph documentation was made of all building features during the assessment. The images were logged and serve to illustrate defects and conditions of materials and systems as recorded in field notes. Data collected in the field was organized and incorporated into this document.

Preliminary Estimate of Probable Costs

The estimate of probable costs was assessed to each building based on five major categories outlined including site work, exterior, interior, building systems, and structural stabilization. Estimates of costs did not include future building expansions and exhibits and are based on 2022 construction costs.

Greenmead Historic Village BUILDING ASSESSMENT

Table of Contents

Site Context Map	3
Detailed Building Assessment	
Alexander Blue Office	4
Nankin Mills School	9
South Barn	18
General Building Assessment	
A.J. Geer Store	32
Alexander Blue House	35
Bungalow	40
Cranson-Hinbern House	44
Detroit United Railway Waiting Room	48
Farmhands House	51
Friends Meeting House	54
Greenhouse / Caretakers House	57
Hill House Museum	60
History House	63
Kingsley House	66
Newburg Church	70
Newburgh School	74
North Barn	78
Parsonage	81
Print Shop	83
Shaw House	85
Appendix	
Greenmead Historic Site Long Range Planning 1977	
Site Survey & Analysis of Future Growth and Development 1998	
Barrier Free Assessment 1997	
Greenmead Master Plan 2015	

Greenmead Historic Village SITE CONTEXT MAP



Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Alexander Blue Office
Original Construction Date: 1850's
Relocation Date: 1979
Open Date: NA
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including modest patch and painting the wood siding and trim and minor roof repairs. Pathways to the building do not exist and should be provided. ADA access to the building does not exist and should be provided. Gutters and downspouts do not exist on the building and should be considered. The interior is unfinished. Original remaining material should be stabilized and restored.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Miscellaneous repairs
Gutters & Downspouts	No	-	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Fair/Good	Scrape & Paint
Windows	Wood	Good	Scrape & Paint
Doors	Wood	Good	Scrape & Paint
Foundation	CMU	Good	No apparent issues
HVAC/Ventilation	No	-	-
Power/Lighting	Yes	-	Minimal service
Plumbing	No	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Replace missing spindles on rear porch.
3. Extensive exterior siding and trim repair required prior to scraping and painting.
4. Exterior paint scheme should consider multi-color solution.
5. Masonry chimneys appear to be in good condition but should be inspected.
6. Antenna mounted to north chimney should be inspected.
7. Exterior hose bibs on east and south elevations.
8. Interior of the building was not accessed.

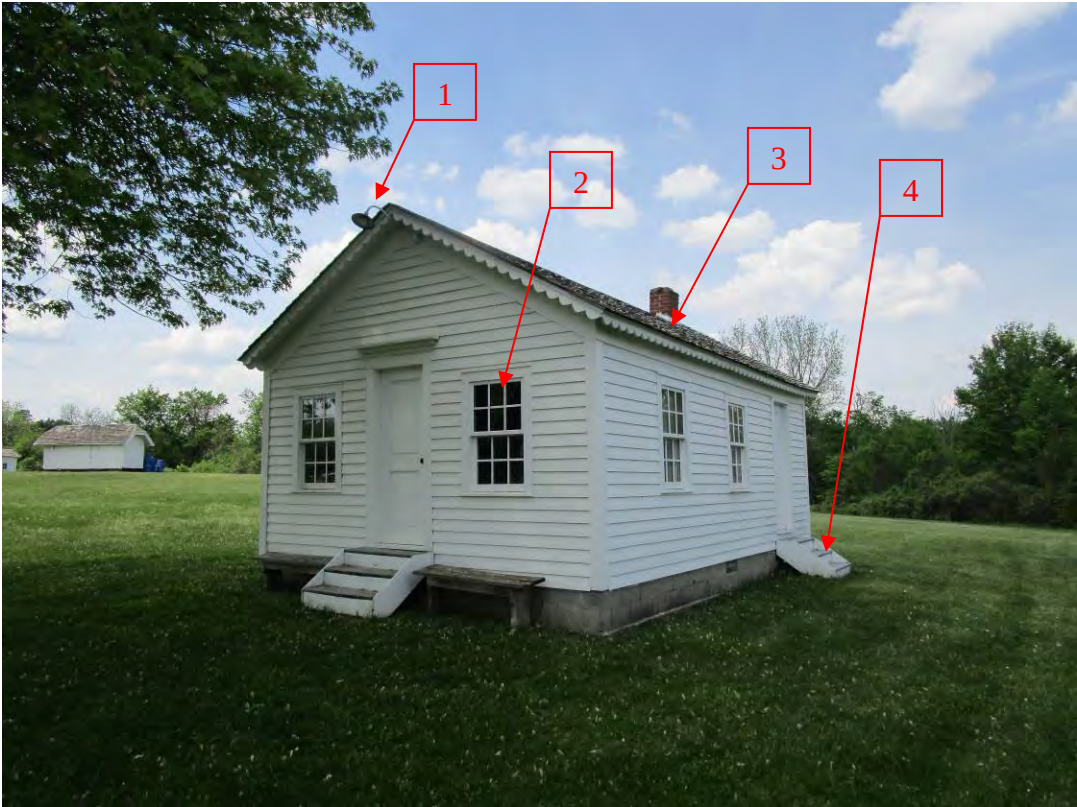
Key Notes:

1. Light above South and North Entrance
2. 6 over 6 Double Hung Windows Not Original
3. Cedar Shake Roof
4. Access Approach Not ADA
5. Mix of Original Wood Sides and New
6. Chimney and Chimney Cap
7. Vent
8. CMU Foundation with Crawl Space
9. Cedar Shake on 1x Deck on 2x Rafters
10. Significant Deflection in Ceiling Joists

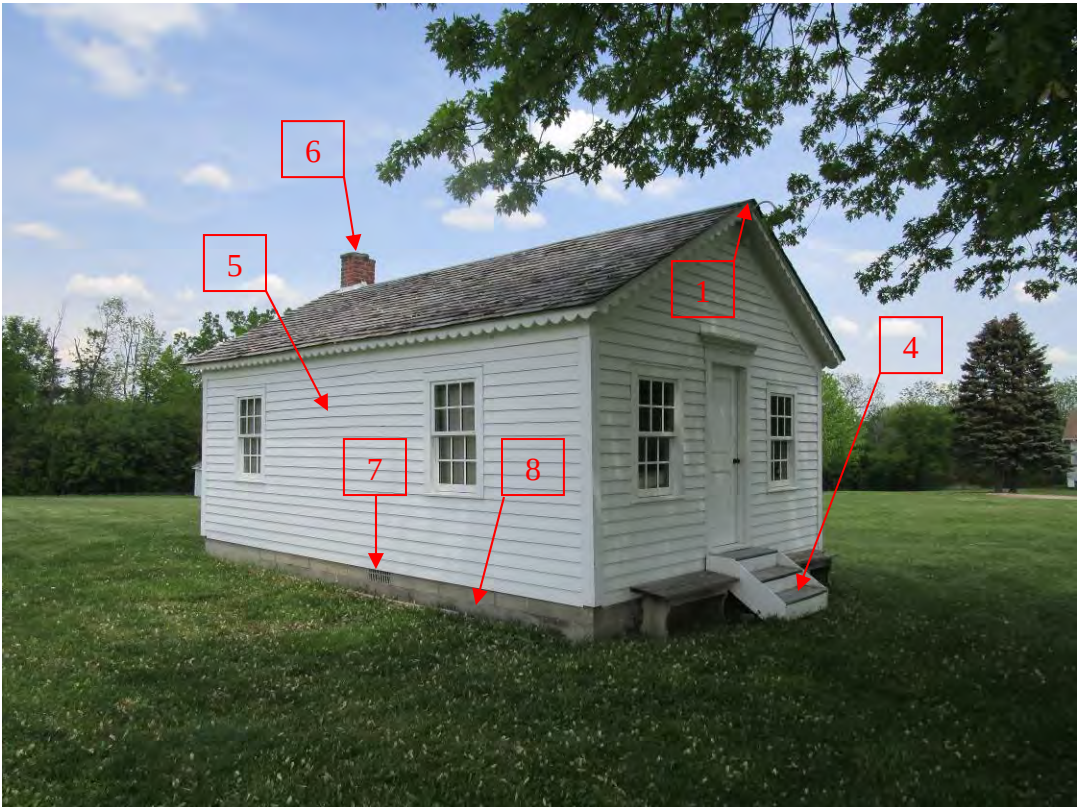
11. Light Socket
12. Plaster on Wood Lathe
13. 1x Pine Tongue and Groove Floor
14. Backside of Exterior Siding: No Sheathing or Insulation
15. Actual 2x4 Balloon Framing
16. 2x6 Framing with no Failure while Supporting Original Plaster and Lathe Ceiling
17. Wood Chair Rail
18. Wood Base

Estimate of Probable Cost:

Site Work	\$25,000
Building Exterior	\$35,000
Building Interior	\$30,000
Building Systems	\$10,000
Structural Stabilization	\$5,000
Total	\$105,000



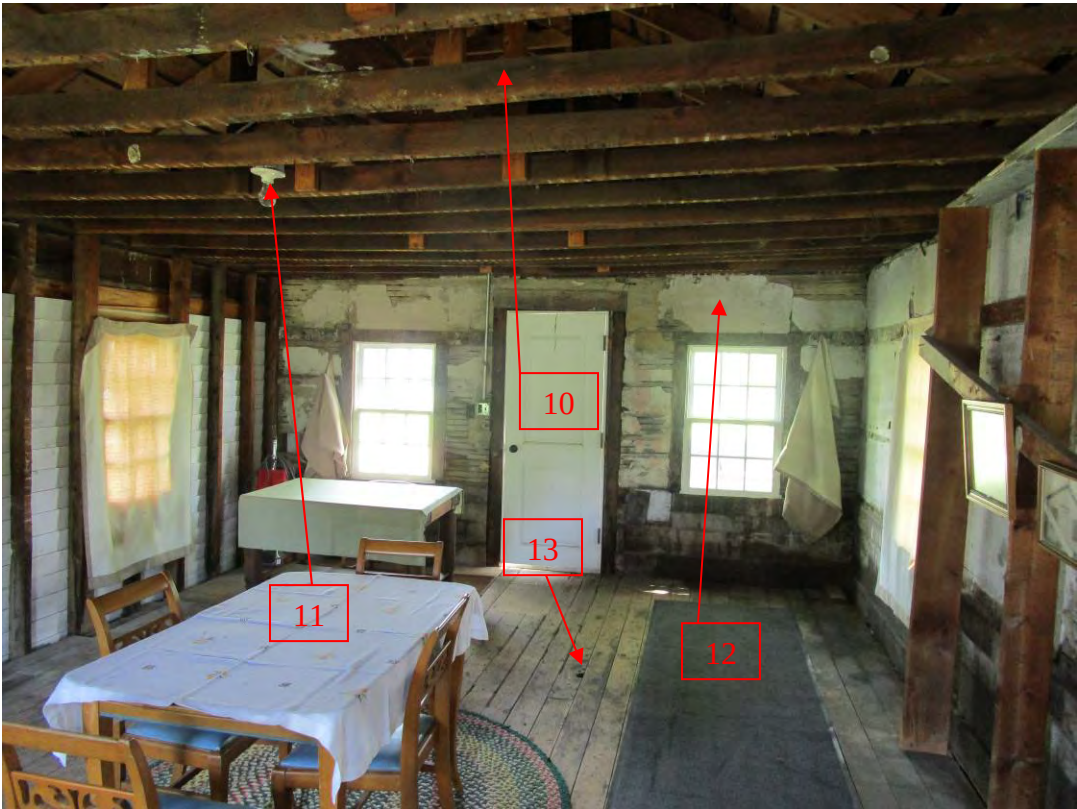
Southeast Corner



Northwest Corner



Interior Looking North



Interior Looking South



Interior Looking East



Interior Looking West

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Nankin Mills School
Original Construction Date: 1937
Relocation Date: 2016
Open Date: NA
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in fair condition. The building exterior requires general maintenance including masonry tuckpointing, patch and painting the wood cupola and modest roof repairs. Pathways to the building do not exist and should be provided. ADA access to the building does not exist and should be provided. Gutters and downspouts exist on the building, but they are in poor condition and need to be replaced and the metal fascia and soffit should be restored.

Building System	Material	Condition	Notes
Roof	Slate	Fair	Miscellaneous repairs
Gutters & Downspouts	Alum. (Half Round)	Poor	Add 5' extensions
Building Structure	Brick	Good	Miscellaneous pointing
Exterior Skin	Brick	Good	Miscellaneous pointing
Windows	Wood	Fair	Restore
Doors	Wood	Fair	Restore
Foundation	CMU	Good	No apparent issues
HVAC/Ventilation	No	-	-
Power/Lighting	No	-	-
Plumbing	Yes	-	Sump pump only
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Basement is accessed by small stair in entry vestibule and exterior airway.
3. No building systems or service mains are existing other than a functioning sump pump located in the basement.
4. Structural reinforcement from building relocation remains.
5. Cupola appears to be in fair condition based on visual inspection from grade but should be inspected at roof level.

Key Notes:

1. Missing Downspout
2. No Stair Access
3. Sump Pump
4. CMU Foundation
5. 9 Over 9 Wood Double Hung Windows
6. Metal Fascia and Soffit
7. Gutter and Downspout
8. Missing Chimney / Open Roof
9. Hollow Metal Door
10. Wood Reinforcement from Relocation
11. Stair Access

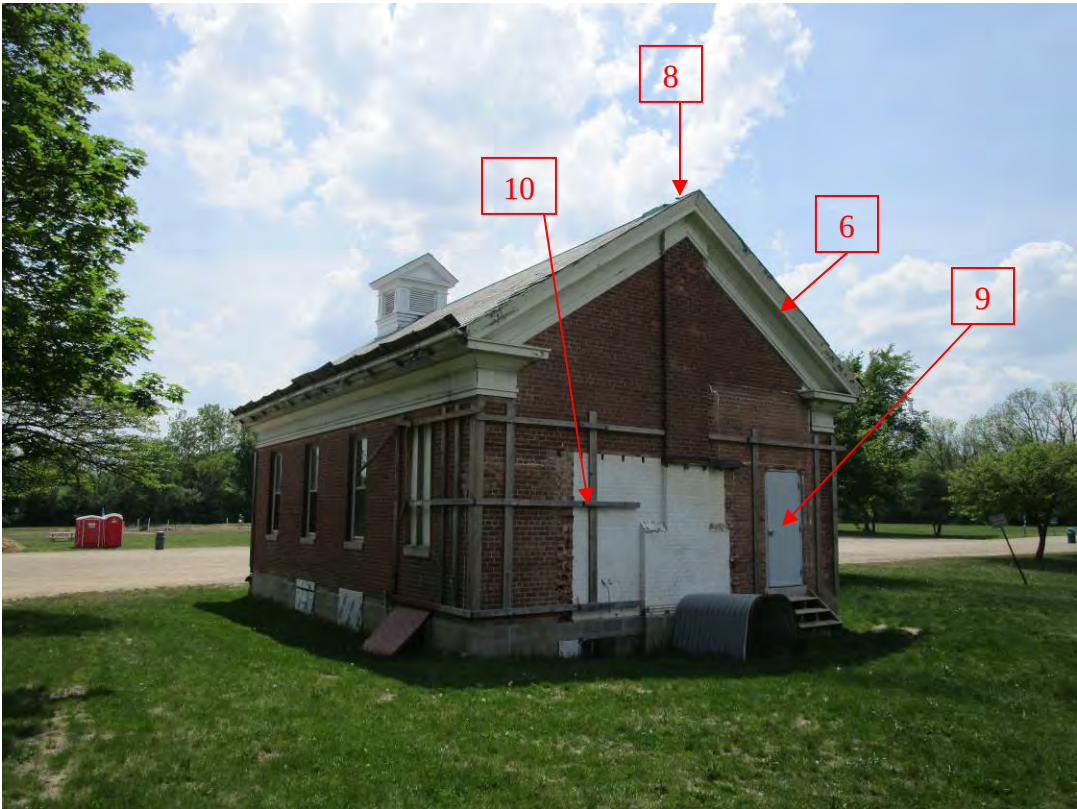
12. Basement Windows
13. Missing Downspout
14. Gutter
15. Tuckpointed joist pockets
16. Painted Brick
17. Wood Cupola / Attic Vent
18. Power with Extension and in Basement Sump Pump
19. PVC Sump Drain
20. 24x24 Attic Access Hatch
21. Significant Paint Chipping
22. 1x Tongue and Groove Deck (Width Varies)
23. Fluorescent Lighting
24. Significant Cracking
25. Cement Plaster / Unknown Composition / Most Likely on Wood Lathe
26. Peeling Paint / Cracked Plaster / Throughout
27. Wood Crown Molding
28. Missing Base Molding
29. Through Wall Penetration for Tie Rods from Building Relocation
30. Vent
31. No Window
32. Moisture
33. Open to Basement No Stair
34. Wood Guardrail Approximately 30" Above Finish Floor
35. Cement Plaster with Peeling Paint
36. Wood Reinforced with Tie Rod
37. Chalk Board with Wood Frame
38. Wood Base
39. Area of Old Plumbing
40. Added with Relocation Framing
41. 1x Roof Deck Appears to be Moisture and Mold Free
42. Insulation

Estimate of Probable Cost:

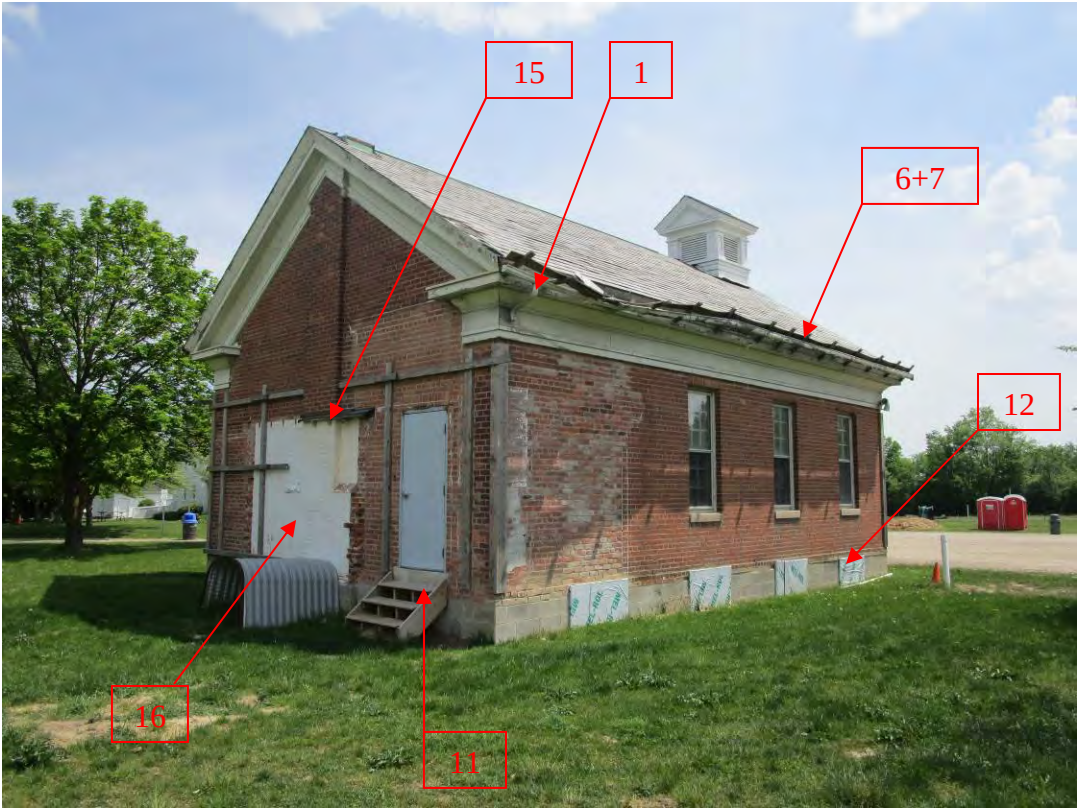
Site Work	\$85,000
Building Exterior	\$125,000
Building Interior	\$145,000
Building Systems	\$85,000
Structural Stabilization	\$15,000
Total	\$455,000



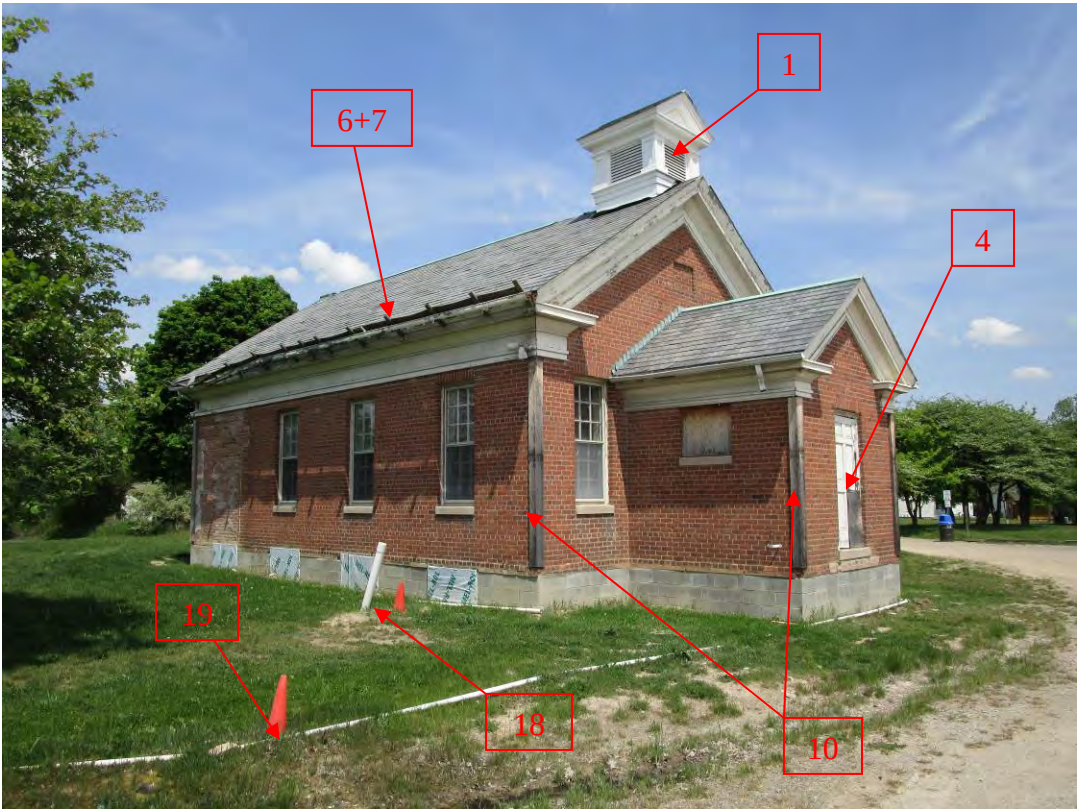
Southeast Corner



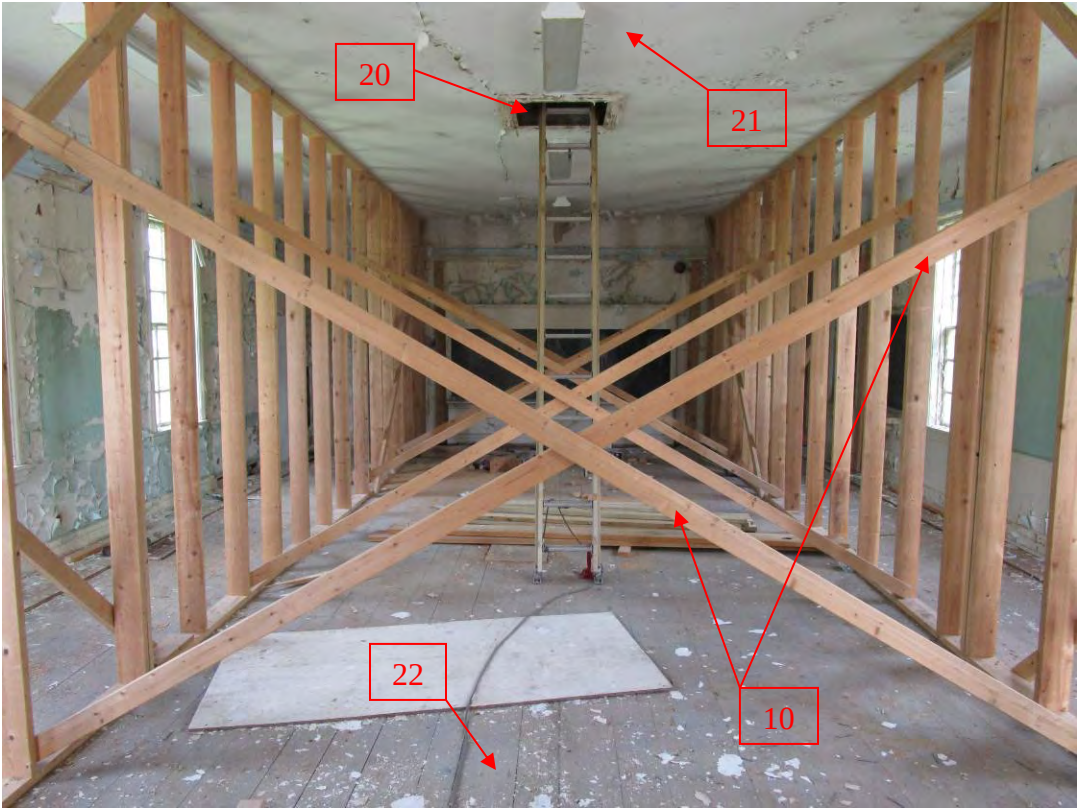
Northeast Corner



Northwest Corner



Southwest Corner



Interior Looking North



Interior Looking South



Interior Looking West



Interior Looking East



Vestibule Looking West at Access to Basement



Vestibule Looking East



Interior Looking West at Chalkboard



Floor Detail



Attic Looking North



Attic Looking Northwest

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site South Barn
Original Construction Date: NA
Relocation Date: NA
Open Date: NA
Inspection Date: June 3, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in poor condition. The building exterior requires significant maintenance including patch and painting the wood siding and trim and major roof repairs. The barns timber structure requires major reinforcement and stabilization. The masonry silo is in fair condition. Pathways to the building do not exist and should be provided. ADA access to the building does not exist and should be provided. Gutters and downspouts exist on the building and extensions should be provided to move water way from the building's foundation.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Miscellaneous repairs
Gutters & Downspouts	Alum. (K Style)	Good	Add 5' extensions
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Fair	Scrape & Paint
Windows	Wood	Good	Scrape & Paint
Doors	Wood	Good	Scrape & Paint
Foundation	CMU/Brick Veneer	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

- See exterior photo summary on following pages.
- Replace missing spindles on rear porch.
- Extensive exterior siding and trim repair required prior to scraping and painting.
- Exterior paint scheme should consider multi-color solution.
- Masonry chimneys appear to be in good condition but should be inspected.
- Antenna mounted to north chimney should be inspected.
- Exterior hose bibs on east and south elevations.
- Interior of the building was not accessed.

Key Notes:

- | | | |
|--------------------------|---|--------------------------|
| 9. Milk Room |  | ORIGINAL STRUCTURE |
| 10. Wood Rot | | |
| 11. Barn Door |  | ADDED STRUCTURAL SUPPORT |
| 12. Cupola Vent | | |
| 13. Gutter and Downspout | | |
| 14. Asphalt Shingles | | |
| 15. Door / Window | | |
| 16. Ridge Deflector | | |
| 17. No Leader Extension | | |
| 18. CMU Foundation | | |

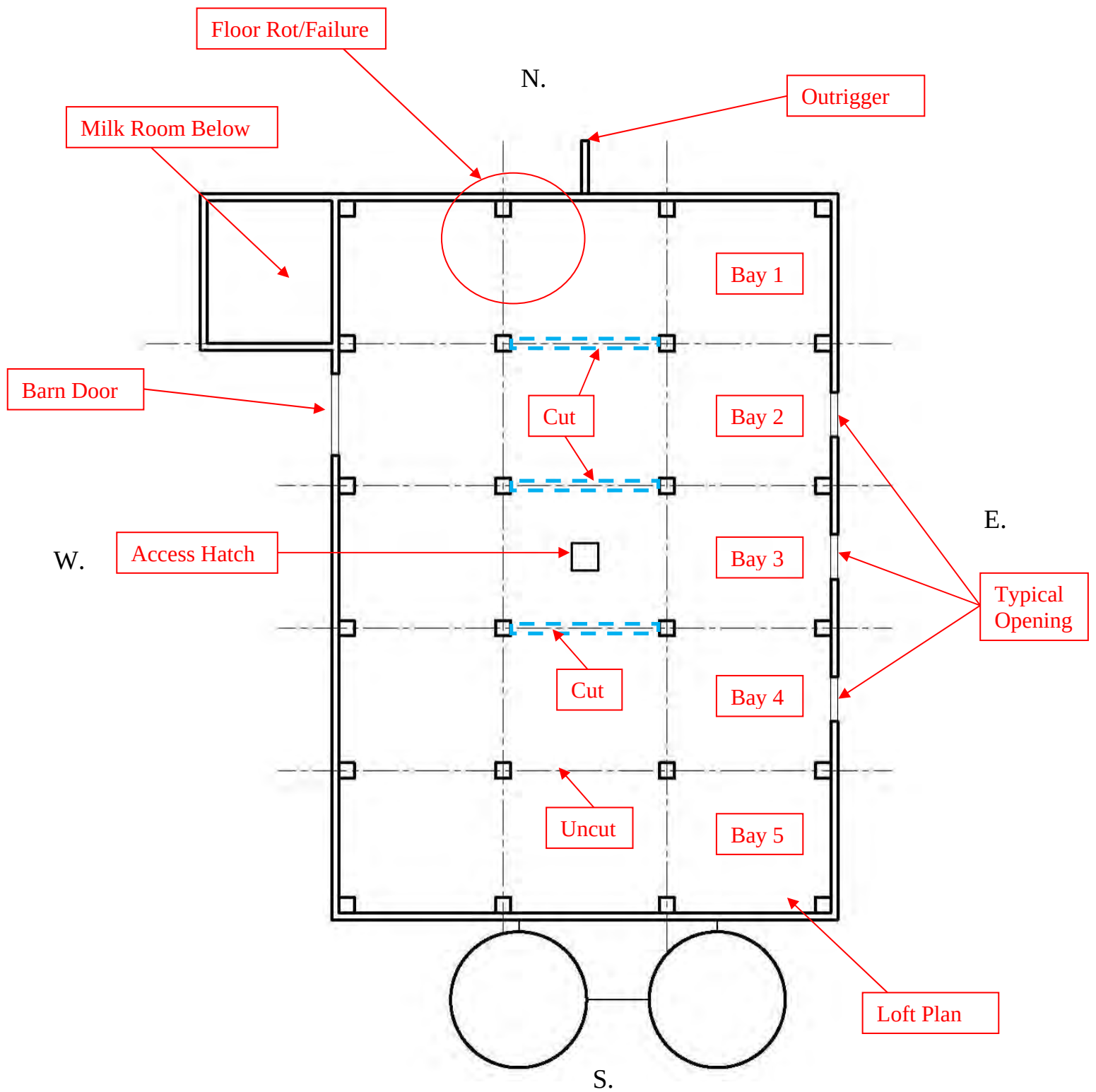
19. Painted Wood Siding
20. Silo Access
21. Poured Concrete Silo Walls
22. Vent
23. Metal Domed Silo Roof
24. Coral
25. Closed Windows
26. Pantry Door
27. Outrigger for Hay
28. Door / Opening
29. Plywood Door
30. Milk Shed
31. Downspout Leader
32. Plywood Cover
33. Latch
34. Hinge
35. Vent with Mesh Screen
36. Foundation Crack
37. Wood Awning Window
38. Exhaust Fan
39. Masonry Pier
40. Concrete Floor
41. Log Joist
42. Timber Column Capital
43. 6x6 Joist
44. Misc. Junk
45. Timber Beam
46. Mix of Log and Timber Joists
47. Steel / Cast Iron Pipe Column
48. 6x6 Reinforced Post
49. Steel Pipe Stalls and Gates
50. Timber Beam at Pier
51. Farm Equipment
52. Steel Column / Cast Iron Column with Wood Capital
53. Concrete Curb
54. 6x6 Support
55. Access Ladder to Hay Loft
56. Trough with Opening to Below
57. Timber
58. Log
59. Timber Sill Plate
60. Wood Deck Rot
61. Log Joist
62. Wood Deck
63. North Door
64. Steel Tie Rod
65. Cut Timber
66. Deflector
67. Added Reinforcement
68. Wood Deck Replacement
69. Uncut Beam
70. Cut Beam
71. Wood Reinforcement
72. Floor Failure
73. Missing Old Timber Member Location
74. Timber Log Structure

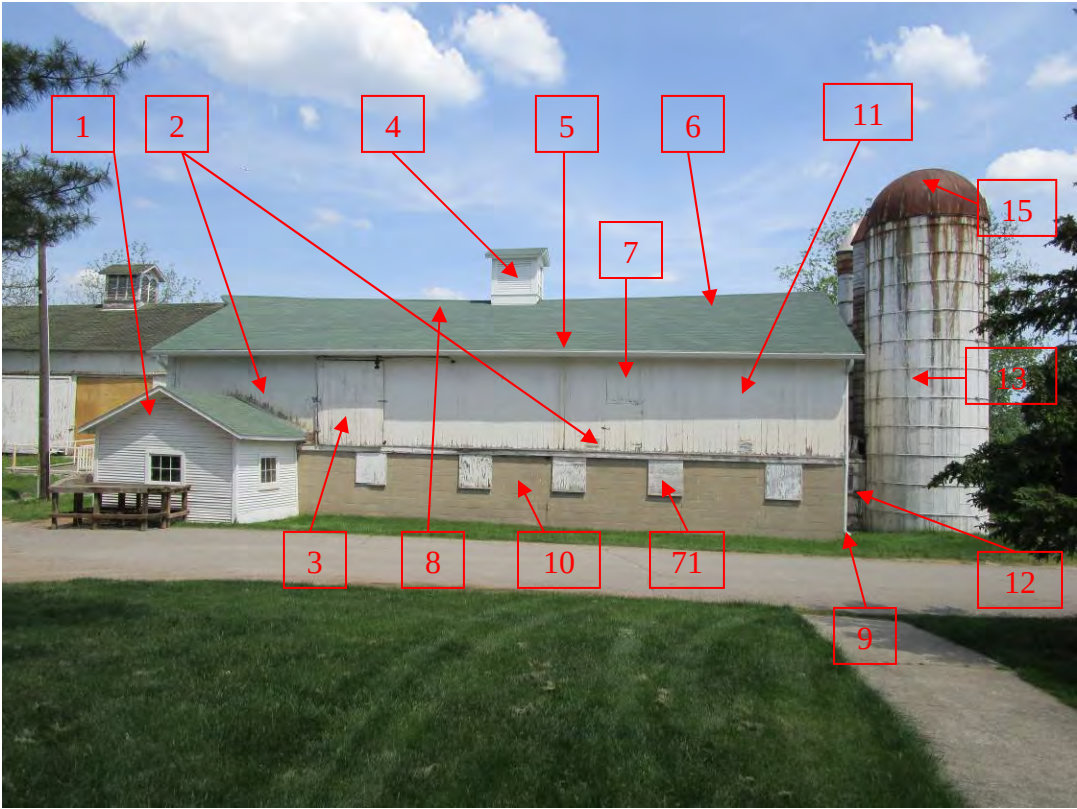
- 75. Wood Splice Plate
- 76. Original Roof Deck
- 77. New Roof Deck
- 78. Timber Post 2 Parts
- 79. Wood Cover
- 80. Vent
- 81. Timber Post Column with Wood Peg
- 82. Opening West Elevation

Estimate of Probable Cost:

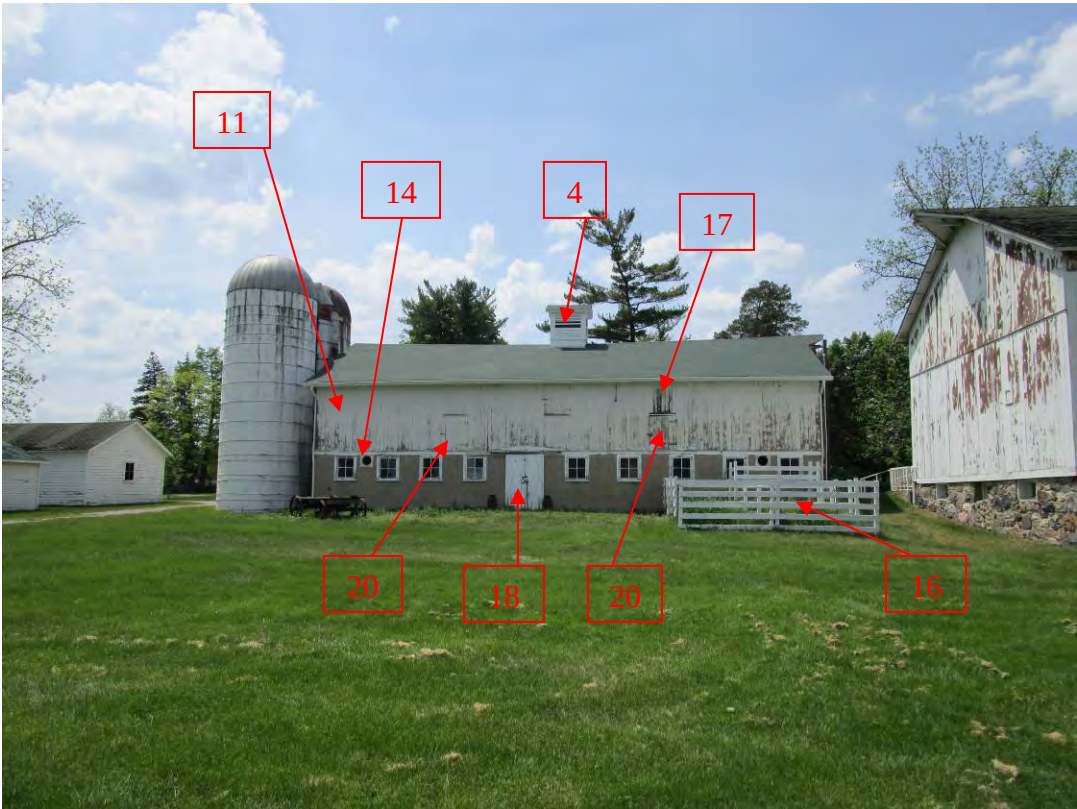
Site Work	\$50,000
Building Exterior	\$450,000
Building Interior	\$50,000
Building Systems	\$50,000
Structural Stabilization	\$100,000
Total	\$700,000

South Barn Structural Diagram

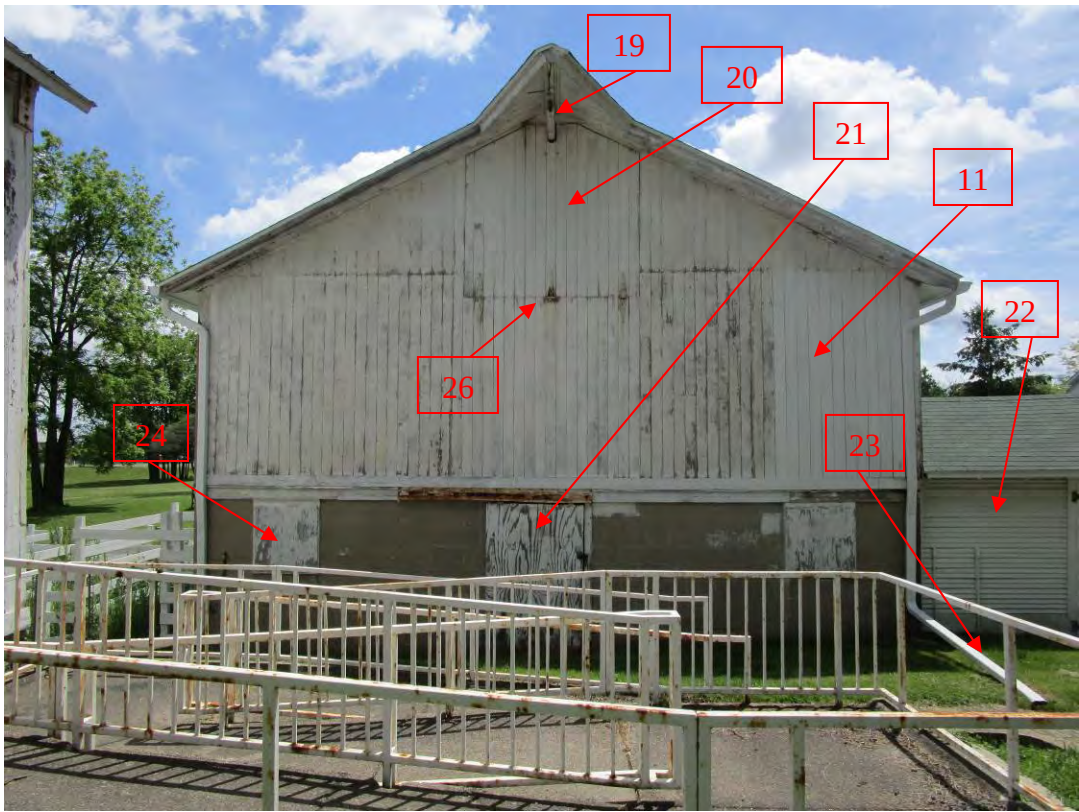




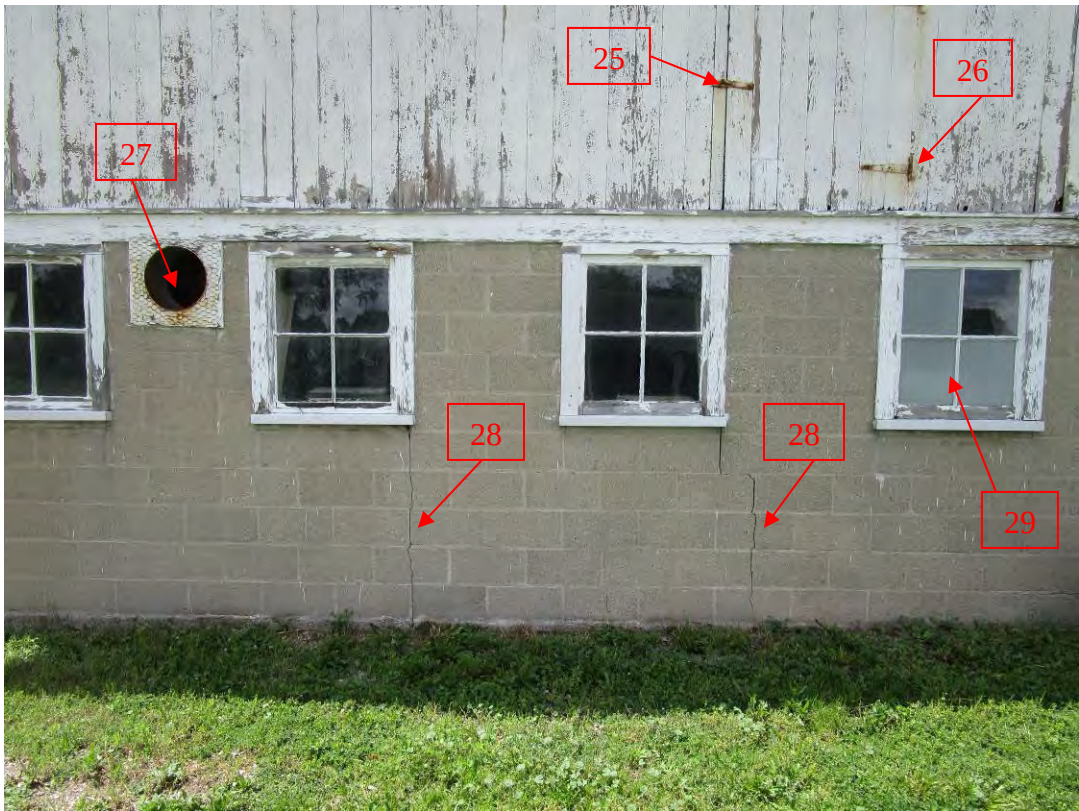
West Elevation



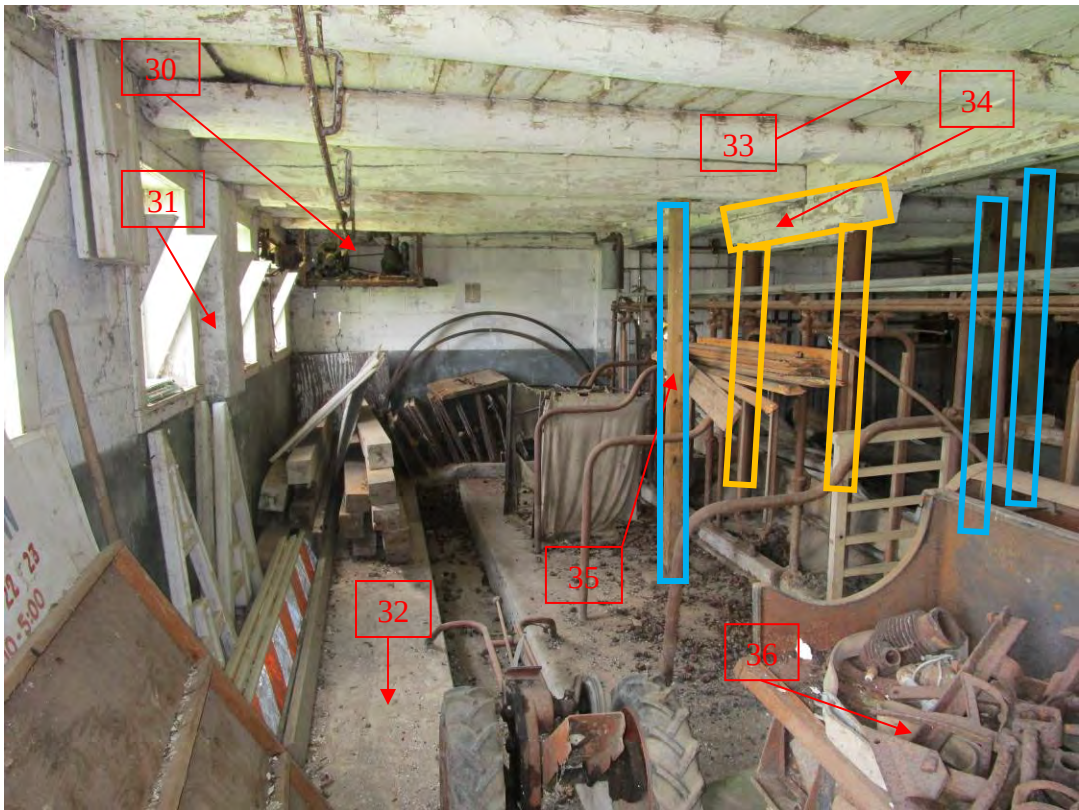
East Elevation



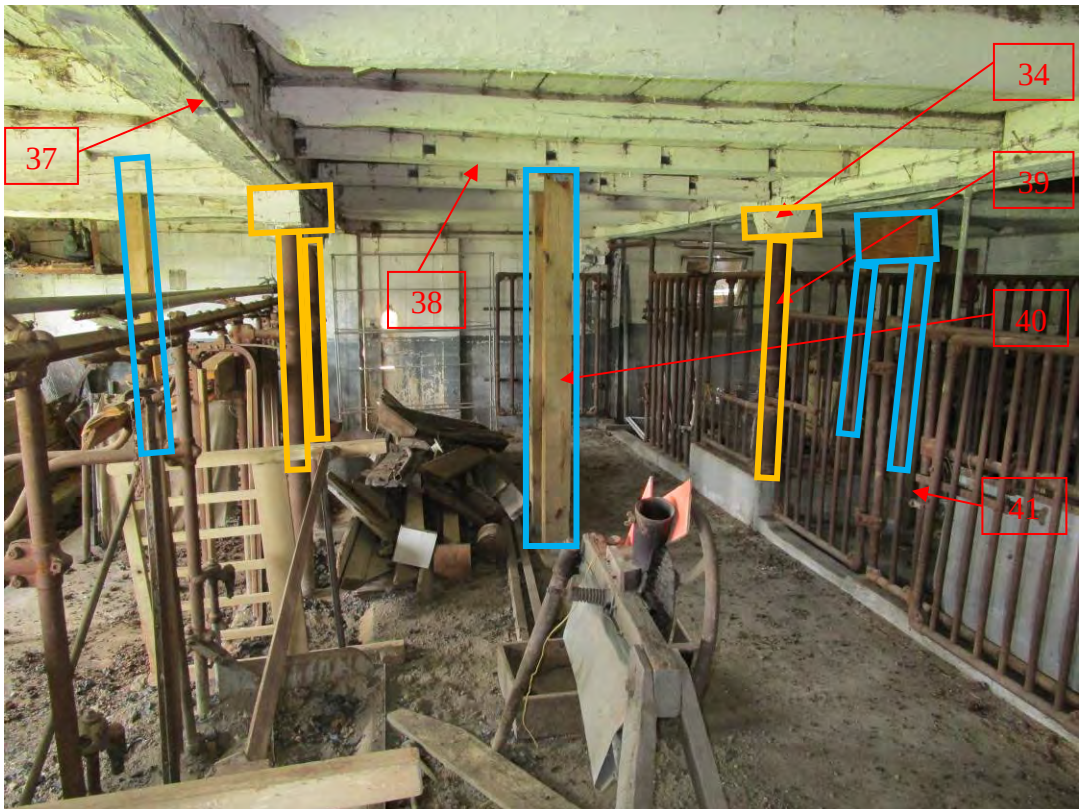
North Elevation



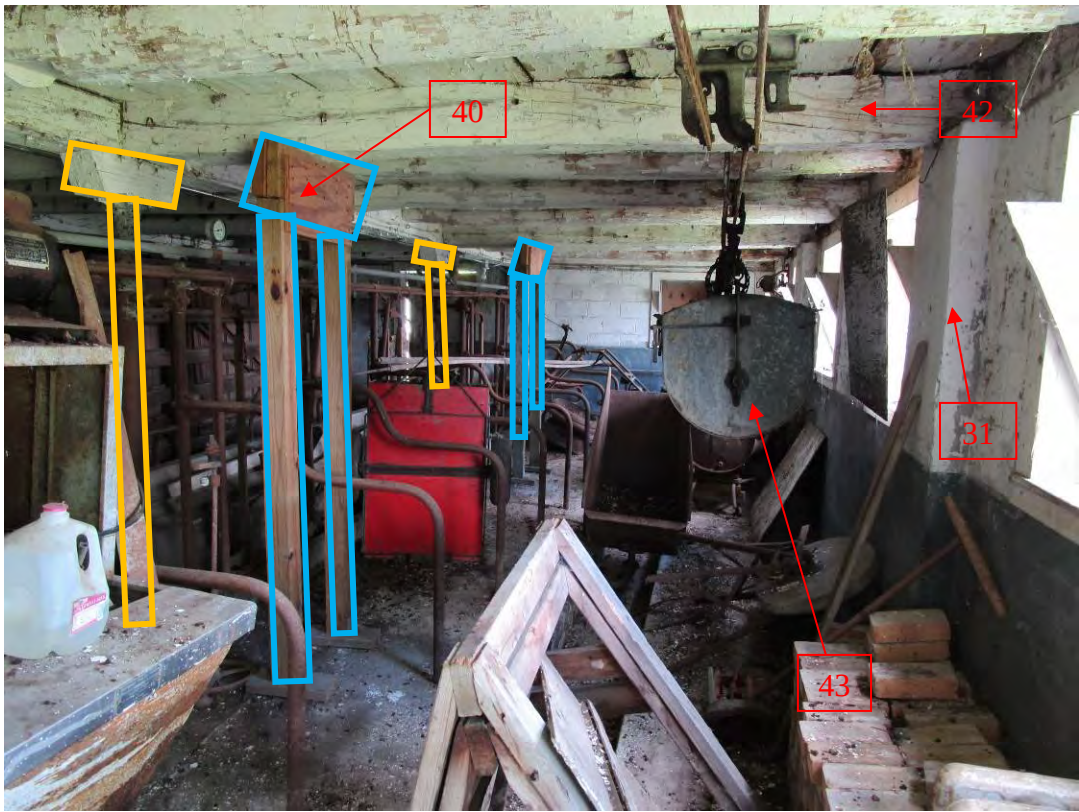
Southeast Corner Detail



North Elevation Looking South



North Elevation Looking South



East Elevation Detail Looking North



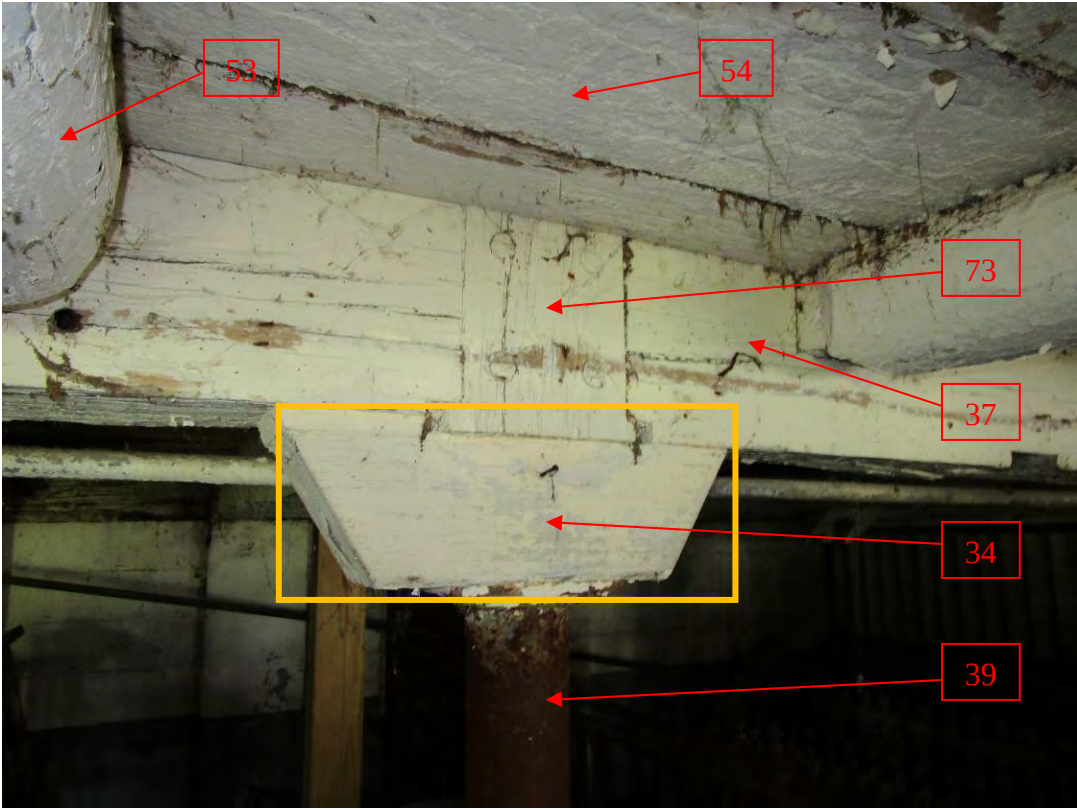
East Elevation Detail Looking Northwest



East Elevation Detail Looking Northeast



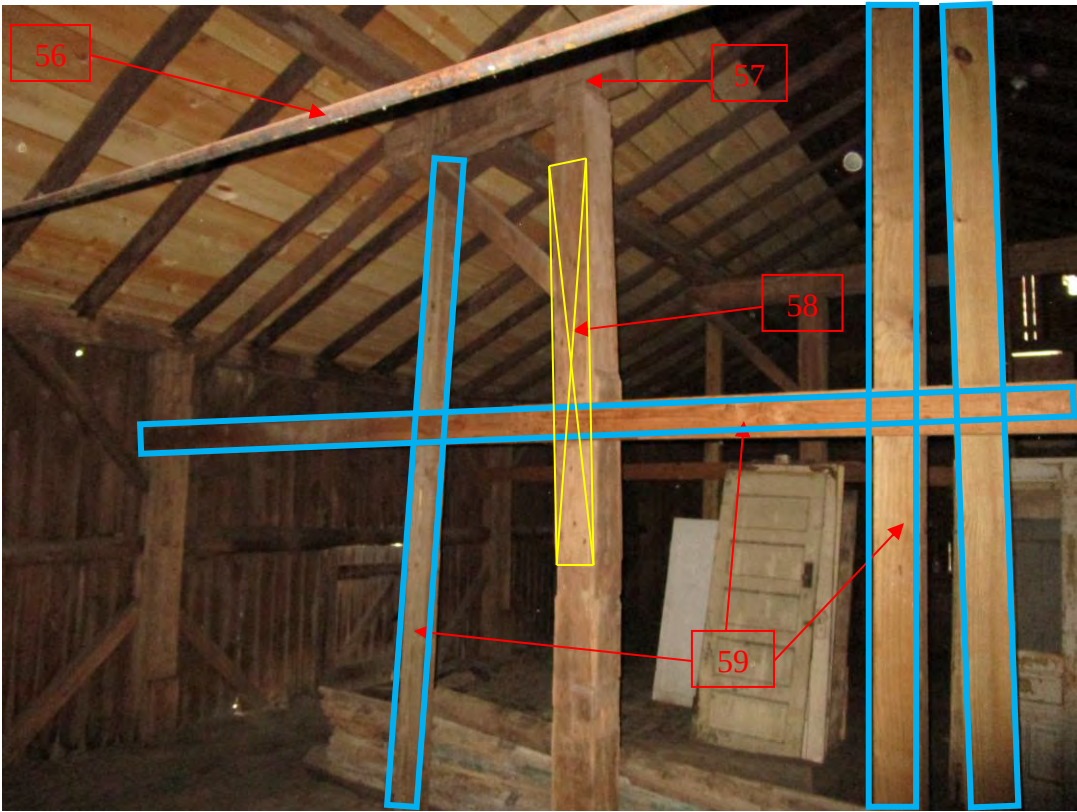
East Elevation Detail Looking West



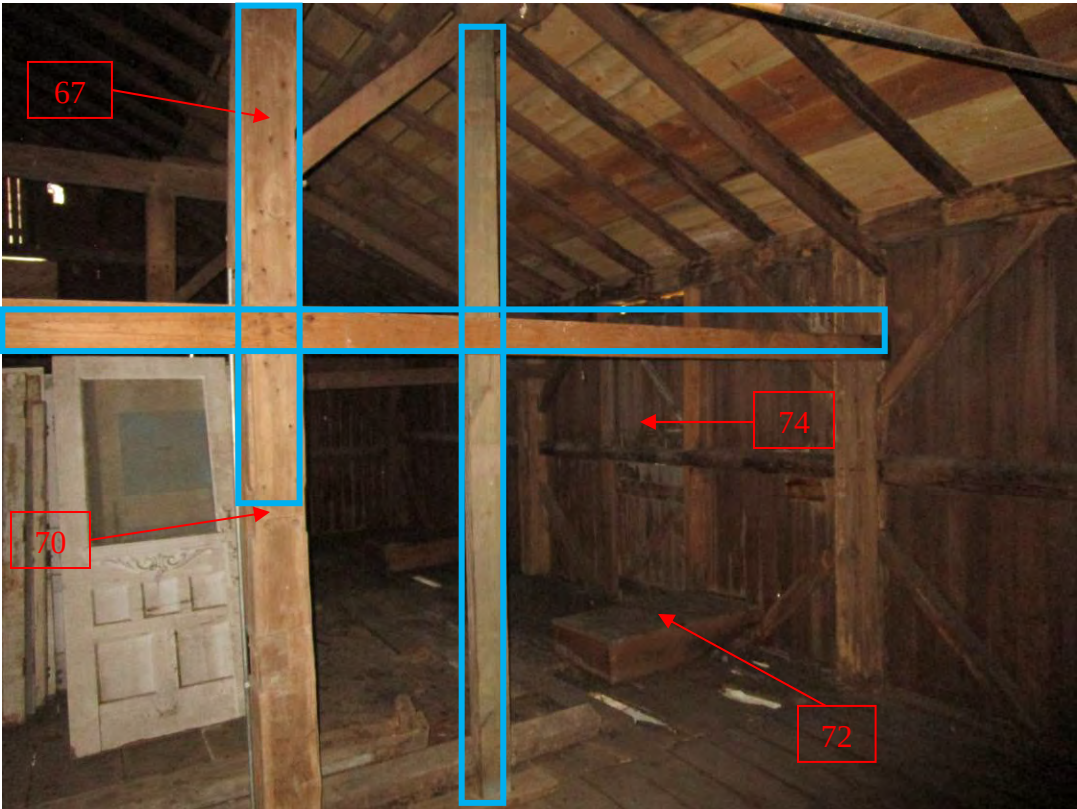
Typical Column and Capital



Floor Failure Northwest Corner



East Elevation Detail Looking Southeast



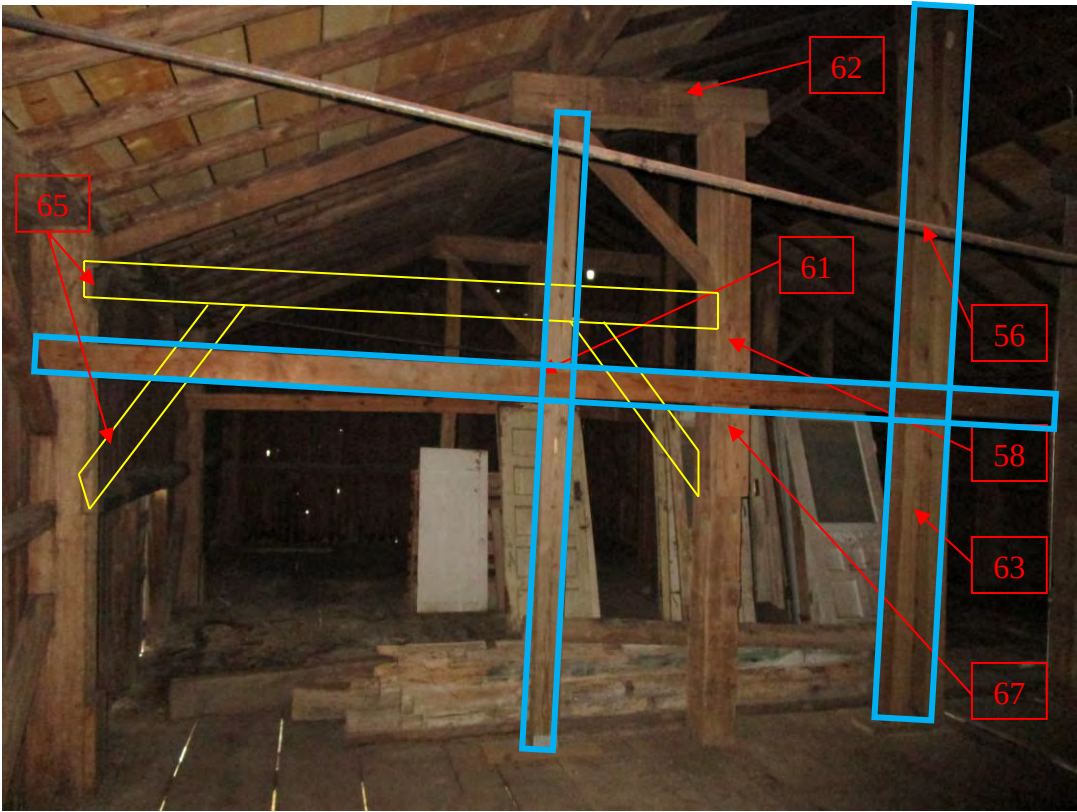
East Elevation Detail Looking Southwest



East Elevation Detail Southeast Corner (Bay 5)



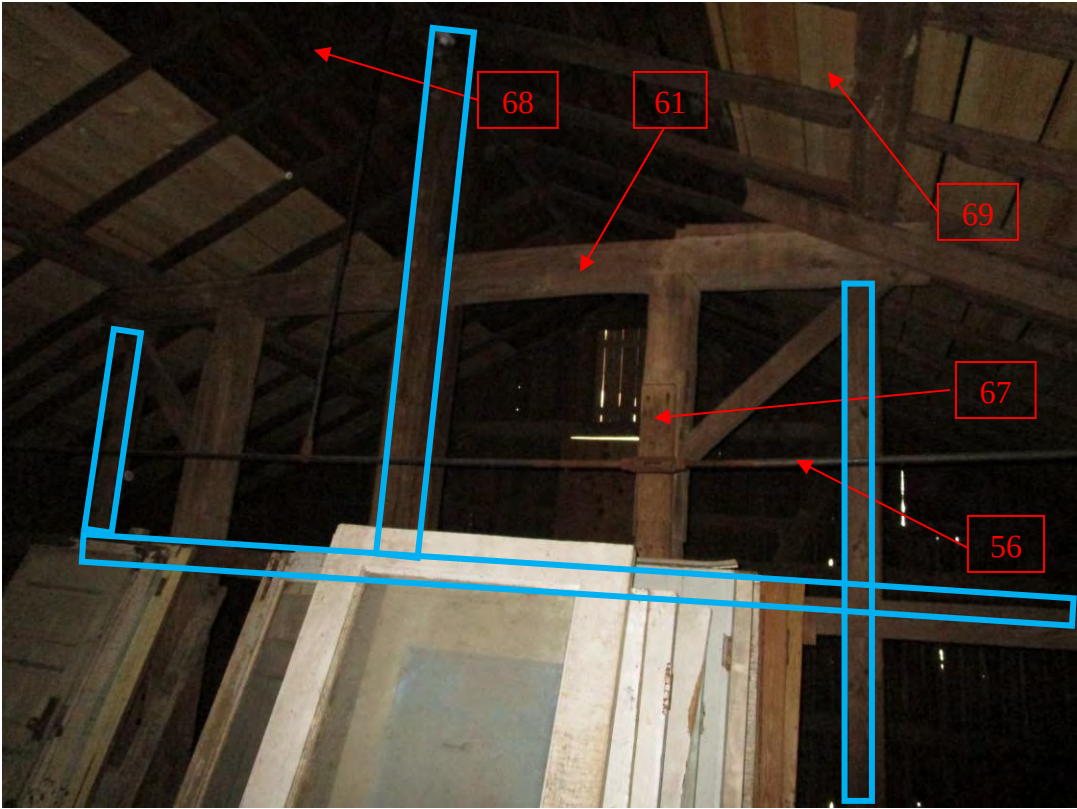
East Elevation Detail Looking East (Center Bay)



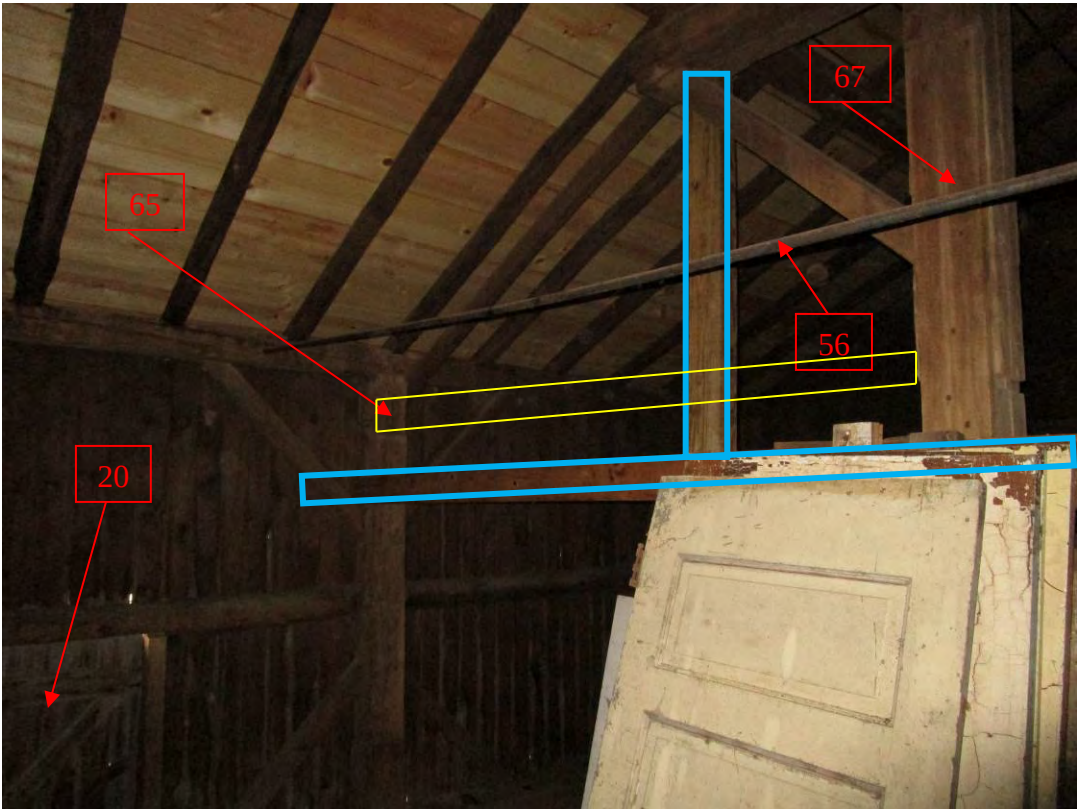
East Elevation Detail Looking South



East Elevation Detail Northwest Corner (Bay 1)



East Elevation Detail Looking South at Uncut Timber Post/Beam



East Elevation Detail Looking Southeast

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site A.J. Geer Store
Original Construction Date: 1908
Relocation Date: 1976
Open Date: 1982
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including painting the wood siding and trim and minor roof repairs. Pathways to the building are poor and should be improved. ADA access to the building should also be provided. There are no gutters and downspouts on the building, and they should be provided to move water way from the building's foundation.

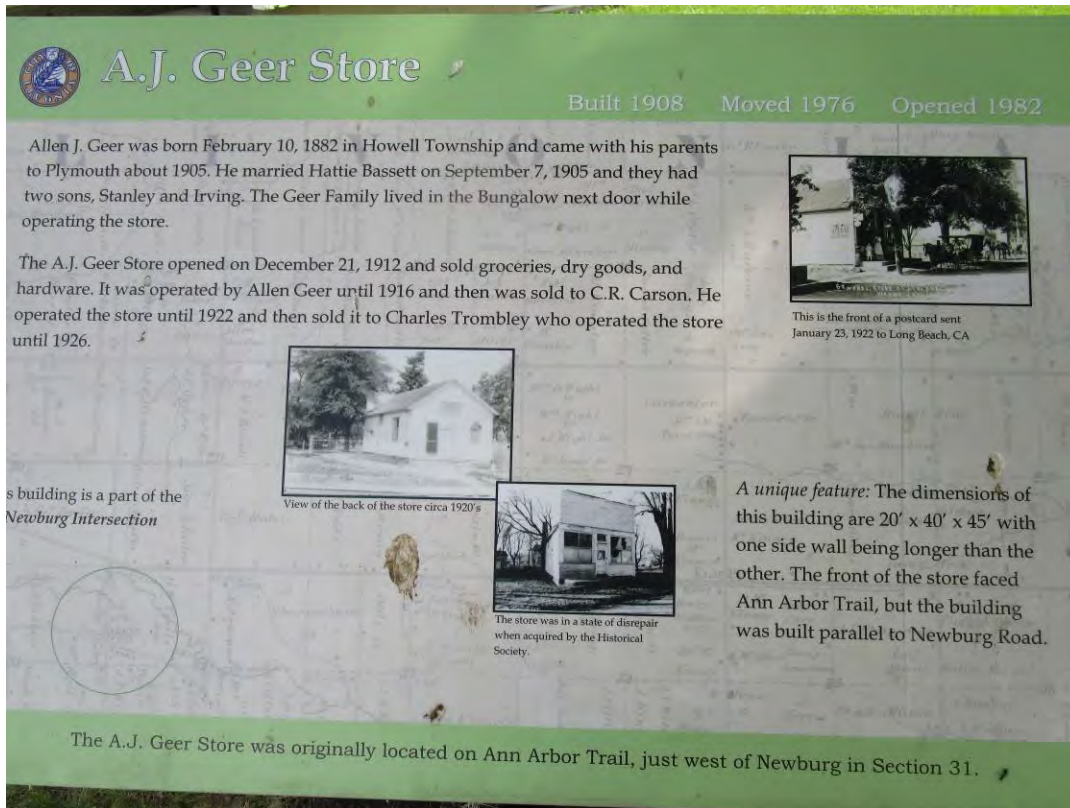
Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Repair ridge cap
Gutters & Downspouts	NA	-	-
Building Structure	Wood	-	-
Exterior Skin	Wood	Fair	Scrape & Paint
Windows	Wood	Fair	Scrape & Paint
Doors	Wood	Fair	Scrape & Paint
Foundation	CMU	Fair/Good	-
HVAC/Ventilation	TBD	-	Vents on west elev.
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Basement/crawl space access hatch on south façade.
3. Front & rear stoop is poured concrete.
4. Front façade lighting is one light that is off center.
5. Steel handrails should be painted white to match building.
6. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$15,000
Building Exterior	\$30,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$65,000



Building Signage



North Elevation



West Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Alexander Blue House
Original Construction Date: 1850's
Relocation Date: NA
Open Date: NA
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including modest patch and painting the wood siding and trim and minor roof repairs. Pathways to the building exist and are in good condition. ADA access to the building exists and is in good condition. Gutters and downspouts do not exist on the building and should be considered. The interior is finished and in good condition. Original remaining material should be stabilized and restored.

Building System	Material	Condition	Notes
Roof	Cedar shake	Good	Miscellaneous repairs
Gutters & Downspouts	No	-	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Fair/Good	Scrape & Paint
Windows	Wood	Good	Scrape & Paint
Doors	Wood	Good	Scrape & Paint
Foundation	CMU	Good	No apparent issues
HVAC/Ventilation	Yes	Good	No apparent issues
Power/Lighting	Yes	Good	No apparent issues
Plumbing	Yes	Good	No apparent issues
ADA Accessibility	Yes	Good	No apparent issues
Life Safety	Yes	Good	No apparent issues
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Extensive scraping and painting required on the north elevation.
3. Masonry chimneys appear to be in good condition but should be inspected.
4. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$45,000
Building Interior	\$20,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$85,000



Building Signage



East Elevation



Partial North Elevation



Partial North Elevation



West Elevation



Partial South Elevation



Partial South Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Bungalow
Original Construction Date: 1913
Relocation Date: 1979
Open Date: 1992
Inspection Date: May 21, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including painting the wood siding and trim and minor roof repairs. Specific attention should be given to the front and rear porch. Pathways to the building do not exist and should be provided. ADA access to the building does not exist and should be provided. There are no gutters and downspouts on the building, and they should be provided to move water away from the building's foundation. Bushes around the front porch should be removed and new planting provided. Existing bushes retain moisture and is not a good condition adjacent to the wood siding.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Repair shed addition
Gutters & Downspouts	NA	-	-
Building Structure	Wood	-	-
Exterior Skin	Wood	Poor/Fair	Scrape & Paint
Windows	Wood	Fair	Scrape & Paint
Doors	Wood	Fair	Scrape & Paint
Foundation	TBD	TBD	Verify CMU condition
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Basement accessed through shed on west façade.
3. Handrails at front porch should be replaced with similar design that are on rear porch.
4. Anachronistic exterior lighting should be replaced with period appropriate fixtures.
5. Exterior paint scheme should consider multi-color solution.
6. Masonry chimney appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
7. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$15,000
Building Exterior	\$30,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$65,000



Building Signage



North Elevation



East Elevation



South Elevation



West Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Cranson-Hinbern House
Original Construction Date: 1840's
Relocation Date: 1985
Open Date: 1987
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including extensive patch and painting the wood siding and trim and minor roof repairs. Brick paver pathways exist to the buildings front entrance and ADA ramp, but do not exist for the south entry porch and should be provided. Gutters and downspouts exist on the front porch, but there are no gutters and downspouts on the rest of the building, and they should be provided to move water way from the building's foundation. Bushes around the front porch and foundation should be removed and new planting provided. Large bushes and plantings retain moisture and is not a good condition adjacent to the wood siding and foundations.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Miscellaneous repairs
Gutters & Downspouts	Alum. (K Style)	Fair	Front porch only
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Poor	Scrape & Paint
Windows	Wood	Fair	Scrape & Paint
Doors	Wood	Fair	Scrape & Paint
Foundation	Poured Concrete	Good	Scrape & Paint
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	Fair	No handrails at ramp
Life Safety	TBD	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Replace missing spindles on rear porch.
3. Extensive exterior siding and trim repair required prior to scraping and painting.
4. Exterior paint scheme should consider multi-color solution.
5. Masonry chimneys appear to be in good condition but should be inspected.
6. Antenna mounted to north chimney should be inspected.
7. Exterior hose bibs on east and south elevations.
8. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$5,000
Building Exterior	\$40,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$65,000



Building Signage



West Elevation



South Elevation



Southeast Corner



North Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Detroit United Railway Waiting Room
Original Construction Date: 1899
Relocation Date: 1976
Open Date: 1982
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including minor painting and minor roof repairs. Pathways to the building do not exist and should be provided. ADA access to the building does not exist and should be provided. There are no gutters and downspouts on the building, but there are large overhangs that help keep water away from the building's foundation. Elevation of grade should be lowered around the perimeter of the building to expose foundation to eliminate contact of wood siding with grade.

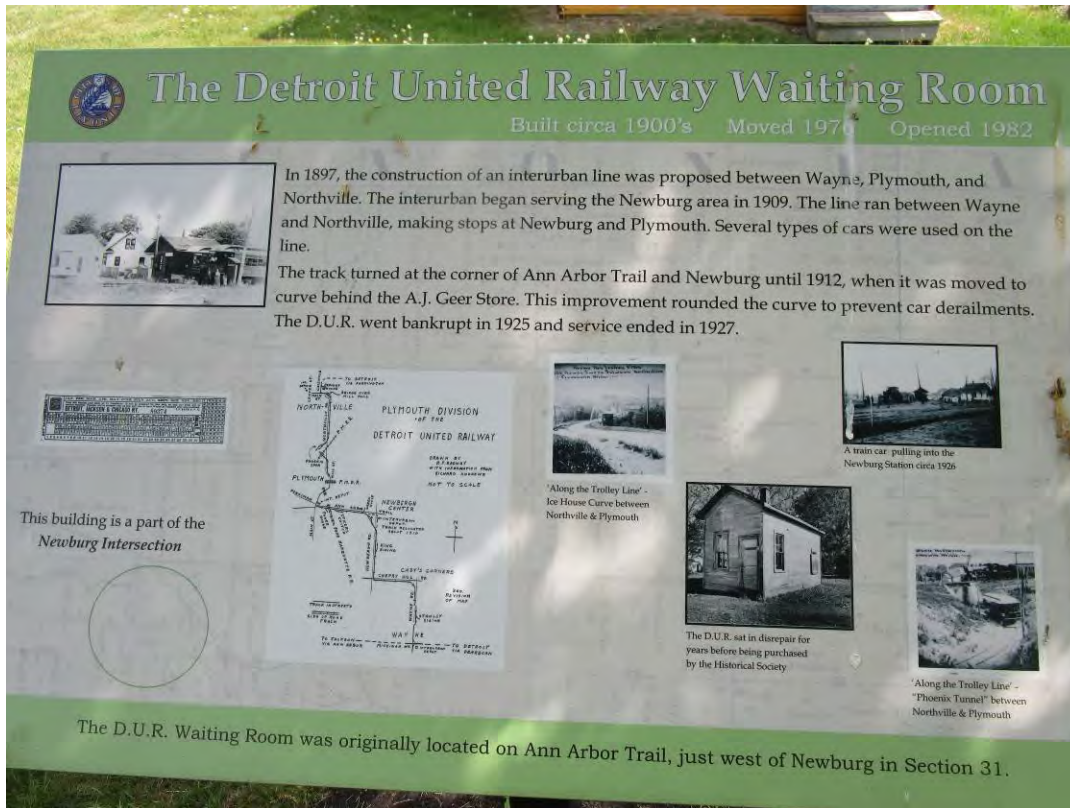
Building System	Material	Condition	Notes
Roof	Cedar shake	Good	-
Gutters & Downspouts	NA	-	Large overhangs
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Good	Misc. paint touch up
Windows	Wood	Good	Misc. paint touch up
Doors	Wood	Good	Misc. paint touch up
Foundation	Poured Concrete	Good	Lower grade
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Masonry chimney appears to be in good condition but should be inspected.
3. The exterior railroad track exhibit appears in good condition.
4. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$10,000
Building Interior	\$5,000
Building Systems	\$5,000
Structural Stabilization	\$0.00
Total	\$30,000



Building Signage



North Elevation



Northeast Corner



Southeast Corner

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Farmhands House
Original Construction Date: 1841
Relocation Date: NA
Open Date: 1977
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including cleaning and minor painting the wood siding and trim and minor roof repairs. Poured concrete pathway exists to the buildings ADA ramp, but do not exist for the front and side entry porches and should be provided. Gutters and downspouts do not exist on the building, and they should be provided to move water away from the building's foundation.

Building System	Material	Condition	Notes
Roof	Asphalt	Good	No apparent issues
Gutters & Downspouts	NA	-	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Good	Scrape & Paint
Windows	Wood	Good	Scrape & Paint
Doors	Wood	Good	Scrape & Paint
Foundation	CMU	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	Good	No handrails at ramp
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Minimal exterior siding and trim repair required prior to scraping and painting.
3. Exterior paint scheme should consider multi-color solution.
4. Masonry chimney appears to be in good condition but should be inspected.
5. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$15,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$45,000



Northwest Corner



Southwest Corner



Southeast Corner

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Friends Meeting House
Original Construction Date: 1846
Relocation Date: 1981
Open Date: 1994
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including painting the wood siding and trim and minor roof repairs. Specific attention should be given to the front and rear porch. Pathways to the building are good and provide ADA access to the building.

Building System	Material	Condition	Notes
Roof	Cedar shake	Good	-
Gutters & Downspouts	Yes	Good	Add 5' extensions
Building Structure	Wood	Good	-
Exterior Skin	Wood	Fair/Good	Scrape & Paint
Windows	Wood	Fair/Good	Scrape & Paint
Doors	Wood	Fair/Good	Scrape & Paint
Foundation	Stone	Good	-
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	Good	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Basement accessed through hatch on south façade.
3. Existing storm windows are discolored and should be replaced.
4. Exterior paint scheme should consider multi-color solution.
5. Masonry chimney appears to be in good condition but should be inspected.
6. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$10,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$40,000



Building Signage



North Elevation



Northeast Corner



South Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Greenhouse / Caretakers House
Original Construction Date: 1841
Relocation Date: NA
Open Date: 1977
Inspection Date: May 25, 2021
Prepared by: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including minor patch and painting the wood siding and trim and minor roof repairs. Brick paver pathways exist to the buildings front entrance and ADA ramp, but do not exist for the south entry porch and should be provided. Gutters and downspouts do not exist on the front porch and side porch, and they should be provided to move water way from the building's foundation.

Building System	Material	Condition	Notes
Roof	Asphalt	Good	Miscellaneous repairs
Gutters & Downspouts	Alum. (K Style)	Good	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Good	Scrape & Paint
Windows	Wood	Good	Scrape & Paint
Doors	Wood	Good	Scrape & Paint
Foundation	Poured Concrete	Good	No apparent Issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	Yes	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Building is used for maintenance crew vehicles. Vehicle parking presents poor image from approach path to the Hill House Museum.
3. Exterior paint scheme should consider multi-color solution.
4. Masonry chimney appears to be in good condition but should be inspected.
5. Cupola appears to be in good condition but should be inspected.
6. Greenhouse appears to be in good condition but should be inspected.
7. Exterior hose bibs on east and south elevations.
8. Trees overhanging the roof need to be cut down or cut back beyond the roof line.
9. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$10,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$40,000



East Elevation



North Elevation



Northwest Corner



Southeast Corner

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Hill House Museum
Original Construction Date: 1841
Relocation Date: Original Site
Open Date: 1977
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance. Brick paver pathway exist to the buildings front entrance and a poured concrete sidewalk leads to the ADA ramp on the east. No pathway exists for the west entry porch and should be provided. Gutters and downspouts do not exist on the building, and they should be provided to move water way from the building's foundation. Bushes around the front porch and foundation should be removed and new planting provided. Large bushes and plantings retain moisture and is not a good condition adjacent to the wood siding and foundations.

Building System	Material	Condition	Notes
Roof	Asphalt	Good	-
Gutters & Downspouts	NA	-	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Good	-
Windows	Wood	Good	-
Doors	Wood	Good	-
Foundation	Field Stone	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	Good	-
Life Safety	TBD	-	-
Lightning Protection	Yes	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Masonry chimney appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
3. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$10,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$40,000



East Elevation



North Elevation



Northwest Corner



South Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site History House
Original Construction Date: 1950's
Relocation Date: NA
Open Date: NA
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in fair condition. The building exterior and site requires general maintenance including power washing siding, cleaning roof, and trim vegetation. Pathways to the building exist and are in fair condition. ADA access to the building does not exist and should be provided. Gutters and downspouts do not exist on the building and should be considered. The interior was not accessed but is assumed to be in fair condition. Existing building systems were not accessed but are assumed to be in fair condition.

Building System	Material	Condition	Notes
Roof	Asphalt	Good	Miscellaneous repairs
Gutters & Downspouts	No	-	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Alum	Fair/Good	Clean
Windows	Wood	Good	Scrape & Paint
Doors	Wood	Good	Scrape & Paint
Foundation	CMU	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Minor clean up is required on the exterior and site.
3. Masonry chimneys appear to be in good condition but should be inspected.
4. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$10,000
Building Interior	\$5,000
Building Systems	\$5,000
Structural Stabilization	\$0.00
Total	\$30,000



South Elevation



East Elevation



North Elevation



West Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Kingsley House
Original Construction Date: 1843
Relocation Date: 1977
Open Date: 1986
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including patch and painting the wood siding and trim and modest roof repairs. ADA access to the building is provided by a ramp, but there are no existing pathways to the building and should be provided. Gutters and downspouts do not exist on the building, and they should be provided to move water way from the building's lower roof and foundation.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Miscellaneous repairs
Gutters & Downspouts	NA	-	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Fair	Scrape & Paint
Windows	Wood	Fair	Scrape & Paint
Doors	Wood	Fair	Scrape & Paint
Foundation	Field Stone	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	Fair	No handrails at ramp
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Basement accessed through hatch on north elevation.
3. Modest exterior siding and trim repair required prior to scraping and painting.
4. Exterior paint scheme should consider multi-color solution.
5. Masonry chimney appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
6. Trees overhanging the roof need to be cut down or cut back beyond the roof line.
7. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$15,000
Building Exterior	\$45,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$80,000



Building Signage



South Elevation



East Elevation



North Elevation



Northwest Corner



West Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Newburg Church
Original Construction Date: 1848
Relocation Date: 1977
Open Date: 1984
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including extensive patch and painting the wood siding and trim and minor roof repairs. Brick paver pathways exist to the buildings front entrance and ADA ramp, but do not exist for the south entry porch and should be provided. Gutters and downspouts exist on the front porch, but there are no gutters and downspouts on the rest of the building, and they should be provided to move water way from the building's foundation.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Misc. repairs
Gutters & Downspouts	Alum. (Half Round)	Fair	Add 5' extensions
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Fair/Good	Scrape & Paint
Windows	Wood	Fair/Good	Scrape & Paint
Doors	Wood	Fair/Good	Scrape & Paint
Foundation	CMU	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	Good	No apparent issues
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Modest exterior siding and trim repair required prior to scraping and painting.
3. Exterior paint scheme should consider multi-color solution.
4. CMU foundation has an existing brick ledge, and it appears that the brick/stone veneer was never installed.
5. Masonry chimney appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
6. Bell tower appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
7. Basement window wells need to be cleaned of debris.
8. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$35,000
Building Interior	\$20,000
Building Systems	\$15,000
Structural Stabilization	\$0.00
Total	\$80,000



Building Signage



South Elevation



East Elevation



West Elevation



North Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Newburg School
Original Construction Date: 1861
Relocation Date: 1987
Open Date: 1990
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including modest patch and painting the wood siding and trim and minor roof repairs. Pathways to the building do not exist and should be provided. ADA access to the building does not exist and should be provided. Gutters and downspouts exist on the rear addition, but there are no gutters and downspouts on the rest of the building, and they should be provided to move water way from the building's foundation.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Miscellaneous repairs
Gutters & Downspouts	Alum. (K Style)	Good	Add 5' extensions
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Fair	Scrape & Paint
Windows	Wood	Good	Scrape & Paint
Doors	Wood	Good	Scrape & Paint
Foundation	CMU/Brick Veneer	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Porch on the north elevation is in poor condition.
3. Modest exterior siding and trim repair required prior to scraping and painting.
4. Exterior paint scheme should consider multi-color solution.
5. Masonry chimney appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
6. Bell tower appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
7. Outhouse appears to be in good condition.
8. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$20,000
Building Exterior	\$45,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$85,000



Building Signage



Southeast Corner



East Elevation



Northeast Corner



Southwest Corner



Outhouse East Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site North Barn
Original Construction Date: 1841
Relocation Date: Original Site
Open Date: 1977
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in poor condition. The building exterior requires general maintenance including extensive patch and painting the wood siding and trim and roof replacement. Poured concrete pathway is the ADA ramp to the buildings front entrance on the upper level, but pathways do not exist around the other sides of the building. Doors and windows are in poor condition and should be restored to working order. Gutters and downspouts do not exist on the building, and they should be provided to move water way from the building's foundation.

Building System	Material	Condition	Notes
Roof	Asphalt	Poor	Replace roof
Gutters & Downspouts	NA	Fair	-
Building Structure	Wood	Poor/Fair	Requires inspection
Exterior Skin	Wood	Poor	Scrape & Paint
Windows	Wood	Fair	Scrape & Paint
Doors	Wood	Poor	Scrape & Paint
Foundation	Field Stone	Good	Misc. tuckpoint
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	Fair	No handrails at ramp
Life Safety	TBD	-	-
Lightning Protection	Yes	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Extensive exterior siding and trim repair required prior to scraping and painting.
3. Exterior paint scheme should consider multi-color solution.
4. ADA ramp and railings require modest repair including patching and painting.
5. Cupola appears to be in poor condition based on visual inspection from grade but should be inspected at roof level.
6. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$30,000
Building Exterior	\$375,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$50,000
Total	\$490,000



West Elevation



Southeast Corner



Equipment Storage Shed



Northwest Corner

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Parsonage
Original Construction Date: 1924
Relocation Date: 1977
Open Date: NA
Inspection Date: May 21, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance. Pathway to the front porch is on good condition. ADA access to the building does not exist and should be provided.

Building System	Material	Condition	Notes
Roof	Asphalt	Good	No apparent issues
Gutters & Downspouts	Alum. (K Style)	Good	Add 5' extensions
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Fair/Good	No apparent issues
Windows	Wood	Fair/Good	No apparent issues
Doors	Wood	Fair/Good	No apparent issues
Foundation	CMU	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Exterior paint scheme should consider multi-color solution.
3. CMU foundation has an existing brick ledge, and it appears that the brick/stone veneer was never installed.
4. Masonry chimney appears to be in good condition based on visual inspection from grade but should be inspected at roof level.
5. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$10,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$40,000



Northwest Corner



Southeast Corner

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Print Shop
Original Construction Date: 2001
Relocation Date: NA
Open Date: NA
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior and site requires general maintenance including power washing siding, cleaning roof and windows. Pathways to the building exist and are in fair condition. ADA access to the building exists. Gutters and downspouts exist on the building and should be cleaned. The interior was not accessed but is assumed to be in fair condition. Existing building systems were not accessed but are assumed to be in fair condition.

Building System	Material	Condition	Notes
Roof	Asphalt	Good	-
Gutters & Downspouts	Yes	Good	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Good	Misc. paint touch up
Windows	Wood	Good	Misc. paint touch up
Doors	Metal	Good	-
Foundation	Slab on Grade	Good	-
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	Yes	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. The building requires minimal work.
3. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$10,000
Building Exterior	\$10,000
Building Interior	\$5,000
Building Systems	\$5,000
Structural Stabilization	\$0.00
Total	\$30,000



East Elevation

Greenmead Historic Village BUILDING ASSESSMENT FORM

Building/Site Shaw House
Original Construction Date: 1843
Relocation Date: 1981
Open Date: 1983
Inspection Date: May 25, 2021
Prepared By: Thomas Roberts, AIA

General Conditions and Potential Problem Areas:

All elements of the building exterior appear to be in good condition. The building exterior requires general maintenance including extensive patch and painting the wood siding and trim and minor roof repairs. Gravel pathways to the buildings front entrance is in poor condition and no path exists for the north entry porch and should be provided. Gutters and downspouts do not exist on the building, and they should be provided to move water way from the building's foundation.

Building System	Material	Condition	Notes
Roof	Cedar shake	Fair	Miscellaneous repairs
Gutters & Downspouts	NA	-	-
Building Structure	Wood	Good	No apparent issues
Exterior Skin	Wood	Poor	Scrape & Paint
Windows	Wood	Fair	Scrape & Paint
Doors	Wood	Fair	Scrape & Paint
Foundation	Field Stone	Good	No apparent issues
HVAC/Ventilation	TBD	-	-
Power/Lighting	TBD	-	-
Plumbing	TBD	-	-
ADA Accessibility	No	-	-
Life Safety	TBD	-	-
Lightning Protection	No	-	-

Additional Observations:

1. See exterior photo summary on following pages.
2. Modest exterior siding and trim repair required prior to scraping and painting. Wood base water table requires extensive patching and new flashing.
3. Exterior paint scheme should consider multi-color solution.
4. Masonry chimneys appear to be in good condition based on visual inspection from grade but should be inspected at roof level. Chimney support on north elevation requires stabilization.
5. Trees overhanging the roof need to be cut down or cut back beyond the roof line.
6. Interior of the building was not accessed.

Estimate of Probable Cost:

Site Work	\$20,000
Building Exterior	\$75,000
Building Interior	\$10,000
Building Systems	\$10,000
Structural Stabilization	\$0.00
Total	\$115,000



Building Signage



South Elevation



Southeast Corner



North Elevation



Northwest Corner



Main Approach



Public Engagement

Appendix



Touch a Truck Wrap-up Notes

August 30, 2021

As a part of the Touch a Truck event, the consultant team was present at the Park and with the assistance of Greenmead staff, had a couple pop-up tents set up across from the Blue House. One tent was filled with displays about the park and the Greenmead365 project while the other tent had a display on traditional ice cream making and two machines that kids could take their turn churning to make ice cream from scratch. The vanilla recipe that Emily Tchorz-Fielder found was delicious.

Saturday was eye-opening about what families do with small children on the weekend. Both the parents and the children are laser-focused on accomplishing what they've set out to do – see big trucks and equipment. It was difficult for members of the consultant team to engage with parents about the park directly, but the team did have some success talking to the parents while their kids were grinding the ice cream maker.

The interactions with the parents and kids confirmed many concerns/issues facing the park:

- 1) Many people who live in Livonia or nearby have never heard of/visited Greenmead before or that they come to visit once per year for a special event, like Touch a Truck
- 2) The web presence of Greenmead is lacking right now. Due to the regional draw and uniqueness of this asset, there will likely be recommendations that its online profile be elevated and work to increase the exposure of the park not just in Livonia but across the region
- 3) Families love going to Greenfield Village
- 4) Families love a petting zoo
- 5) Families enjoy going on nature walks on the weekends
- 6) Families are looking for events/activities to go with their children on the weekends
- 7) Families love to go to playgrounds
- 8) Families are looking for engaging exhibits that are tactile and interactive
- 9) People are looking for activities to do together, and walking through the Village while it is open is something that they'd consider doing, but having the facility open more frequently would be necessary
- 10) More shade is needed in the Village
- 11) Improved signage – people have driven by for years and don't know that the park is there or what it is
- 12) Water fountains and rest facilities

Can Greenmead be better positioned to be a better host to special events so that more events take place at the park that are prepared and hosted by other groups? Due to staffing constraints, the team recognizes that special events organized and hosted by the City cannot be the only way to try to enliven the park. There isn't enough City staffing and won't likely be and special events can only be a part of the solution. Special events-only effort becomes a cyclical activity that isn't sustainable (drawing an audience interested in that specific activity once per year, often unable to turn them into repeat customers without the event) and special events can easily be washed out by bad weather. Special events may be part of the solution, but it is only a small component. Special events should be used to expose Greenmead to folks who wouldn't have come before but that may come back on their own or for another event/activity.

Greenmead Park in Livonia is 'underutilized.' Officials want it to reach its potential.

[Shelby Tankersley](#)

Published 8:45 AM ET Oct. 15, 2021 [Hometownlife.com](#)



Livonia Councilman Jim Jolly likes that Greenmead Historical Park allows his children to see history with their own eyes.

"I think what is particularly drawing for my kids is they like seeing these old buildings," he said. "They learn about history in school and it kind of seems like a faraway thing... But they can see a general store, a church and different buildings that were actually here in this community."

Jolly is chairing the steering committee to create a master plan for Greenmead, at the corner of Eight Mile and Newburgh roads, that will guide the site for several decades.

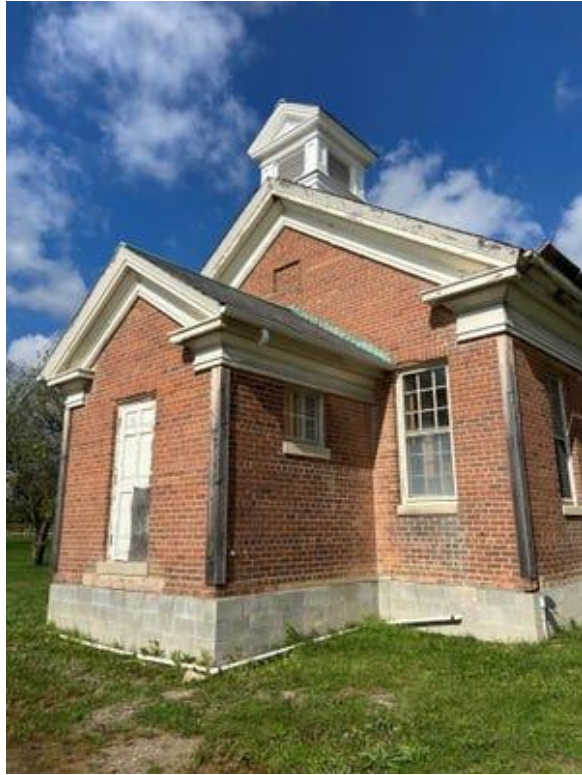
The park is currently open to the public for free and hosts a number of events — [Night of Lights](#) in December and the Motor City Irish Fest in the summer are two — held there. Greenmead has a variety of historical buildings previously used elsewhere in Livonia and surrounding cities and has a sledding hill and walking trail, as well.

"We want this to be a site that is utilized and a park that is valued by our residents as somewhere they can go 365 days a year," Jolly said. "It's exciting. We have this great asset in Livonia and it's been completely underutilized, underfunded, under-thought-through."

Hearing from the people on what they'd like to see

The Greenmead 356 Master Plan committee created a website, greenmead365.com, where people can learn more about the park, the planning process and share their own ideas for its future. The committee also plans to send another survey to residents to gather more feedback.

"Public input does have a lot of say into it because ultimately it's a democracy," said Dan West, CEO of the Livonia Chamber of Commerce.



West said one of his personal hopes for the site is for it to give families a community asset to enjoy. He lives near the park and visits it often.

"We believe this could be a prime regional attraction," he said. "Greenfield Village has their thing; we could have our thing here for western Wayne and southern Oakland County."

Jolly and Ted Davis, the city's parks and recreation superintendent, said their biggest hope is to see the park well-used all year long. Another local leader, Councilman Brandon McCullough, has floated the idea of [a live music venue](#) at Greenmead.

"At one point the Hill House had a working farm on the property," Jolly said. "It would be great to have some degree of a petting zoo or farm animals to kind of bring back the feel of what that site was originally back in the day ... It would be

great when we have these fall days instead of going out to a cider mill or apple orchard outside of Livonia, we could have some of those experiences here at Greenmead."

But, at this point, Jolly said the committee is "considering everything" and looking for the public's guidance.

Fixing up the historical buildings

One thing the committee knows needs to happen is a capital needs plan for the historical buildings at the park. While some are open to the public, others are not.

"Imagine if you owned a historic home," Davis said. "It's a great house built 100-plus years ago. You're going to have daily, weekly and monthly maintenance. We have a lot of that."

Davis hopes to give four of the structures new roofs next year and is looking forward to having a plan to improving all the buildings. The master plan should be completed in early 2022 and cost roughly \$80,000 to create.



"Doing a needs assessment for each one of the buildings is a specific part of the plan," Jolly said. "We've had experts in all of these buildings as part of 365 to tell us what needs to be done and give us a roadmap to actually accomplishing that."

The city will look to get local cooperate partners to help fund building rehab projects. Davis said potentially charging a small per-car fee at the park for future upkeep isn't completely out of the question, either.

Between repairs and new additions, the master plan should, in Jolly's words, help Greenmead be "what it should have been from the beginning."

"This is distinct to our community," West said. "Not everybody has a historical village like this."

Contact reporter Shelby Tankersley at stankersle@hometownlife.com or 248-305-0448. Follow her on Twitter [@shelby_tankk](https://twitter.com/shelby_tankk).

How do you and how would you use Greenmead?

SURVEY RESPONSE REPORT

30 August 2021 - 01 November 2021

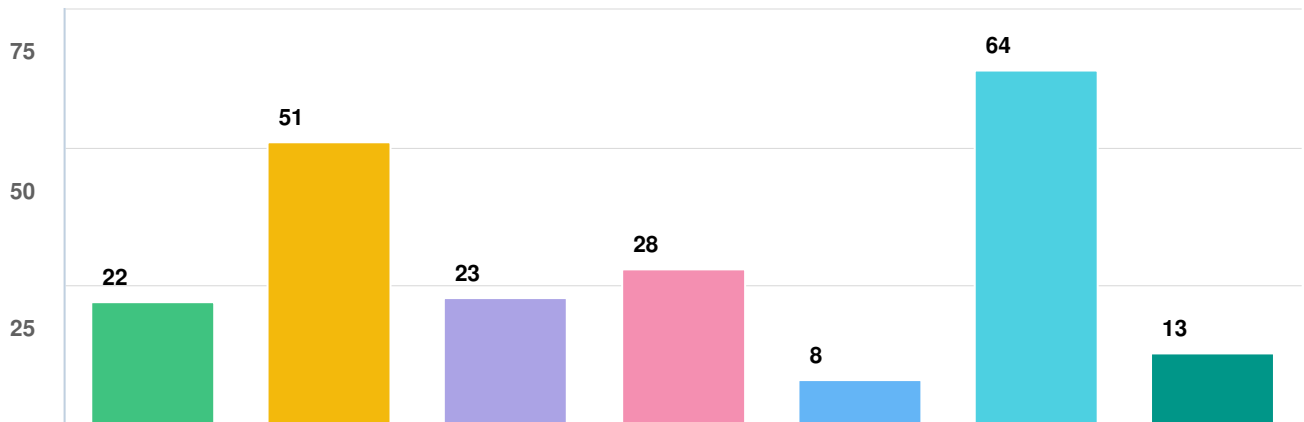
PROJECT NAME:

About Greenmead 365



SURVEY QUESTIONS

Q1 What is your favorite facility/place/activity at Greenmead Historical Park that you like to visit?



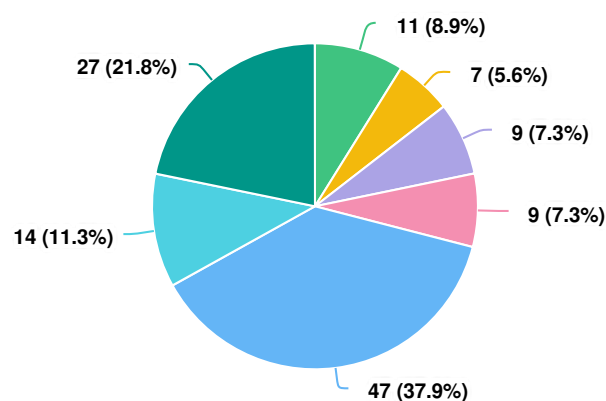
Question options

- Simmons-Hill House and Garden
- Greenmead Historical Village
- Greenmead Community Garden
- Virginia B. Matley Nature Trail
- Soccer fields
- Special events
- Other (please specify)

Optional question (125 response(s), 3 skipped)

Question type: Checkbox Question

Q2 How often do you visit Greenmead Historical Park?



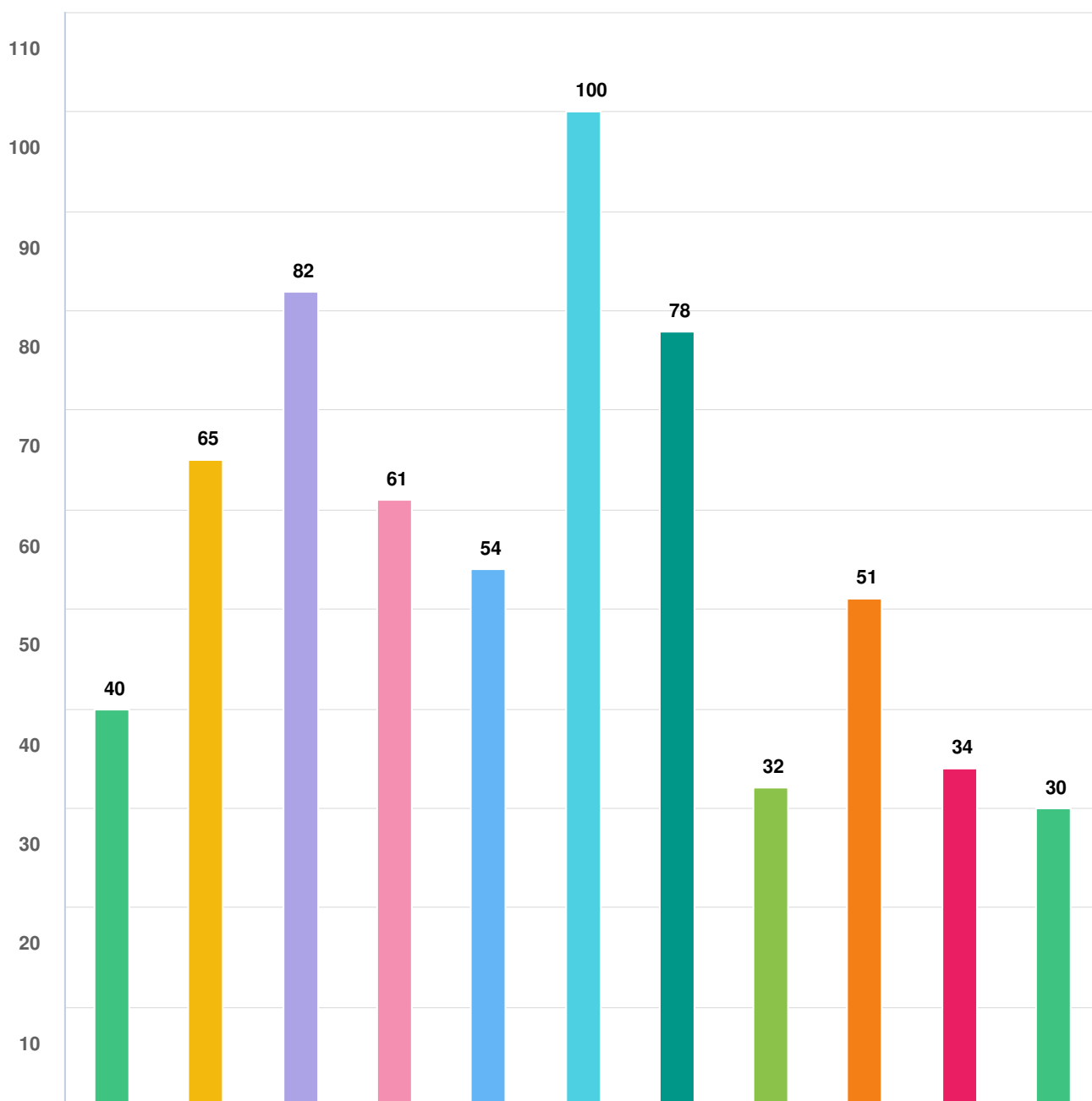
Question options

- Multiple times per week
- Weekly
- Several times per month
- Monthly
- A few times per year
- Yearly
- Yearly - for a special event

Optional question (124 response(s), 4 skipped)

Question type: Radio Button Question

Q3 What type of event would bring you to visit Greenmead Historical Park more often?
Please select all that apply



Question options

- Petting Zoo ● Expanded Greenmead Historical Village building display ● Expanded Nature Walk
- Specialty stores at the Village ● On-site interpreters/docents and live farm-life demonstrations
- History-themed events held on-site (Christmas Market) ● Concerts and special city events hosted at the park
- Agricultural teaching facility ● Historical displays of Victorian life ● Environmental teaching facility
- Other (please specify)

Optional question (127 response(s), 1 skipped)

Question type: Checkbox Question

Q4 | In 20 years, what will successful development at Greenmead look like?

Musiclady

9/21/2021 04:43 AM

An active area that looks inviting to explore as you drive by. A place easily accessible by bicycle from Newburgh Rd corridor.

Octavia

9/21/2021 02:47 PM

A place where historical demos and hands-on learning occurs. Every school child in Livonia (public and private) attending a one room schoolhouse lesson field trip (give our residents ownership of the site)

Scatterd

9/22/2021 04:40 PM

A go to destination for families that is open all year round and offers events for all types of people.

Marie

9/25/2021 07:56 AM

A mix of community and historical programming. Greenmead has the potential to be a gathering place, something along the lines of Kellogg Park in Plymouth.

CKlockner

9/29/2021 02:09 PM

See above

Lefollmer

9/29/2021 06:24 PM

Not sure

Simone

9/29/2021 06:57 PM

A small version of Greenfield Village in Dearborn.

kellyd415

9/30/2021 05:50 AM

It would be nice to have a playground, paved paths for easy access for those with strollers and wheelchairs, and pavilions for hosting events.

dmcdonald

9/30/2021 06:37 AM

Keep the historical nature of the venue, but with lots of special events and concerts. Perhaps the addition of a small amphitheater

Zack R.

9/30/2021 06:48 AM

More interesting, signature landscaping on berms along Newburgh and 7 Mile. Right now the roadside appearance is lackluster and just another field to drive by.

Deborah

9/30/2021 07:55 AM

expansion and accessibility.

Jason

9/30/2021 08:52 AM

An even center for concerts fairs, and family evens

Crscott

9/30/2021 01:50 PM

The stores and building opened and staffed more.

Gail McKillop

9/30/2021 06:22 PM

Handicapped accessable walkways.

Lindsay Kemp

9/30/2021 07:19 PM

Beautiful park and pavilions

Stephanie I

10/01/2021 05:20 AM

Development that embraces climate change and positions Livonia as a forward-thinking community with demonstrative learning facilities to help Livonia residents and neighbors embrace sustainability. Green roofs, water catchment, and other installations would be a great way to engage students, families, and other visitors. Ideally there would be a real effort to making the facilities accessible to all abilities and inclusive of all families.

Joe

10/01/2021 06:19 AM

Natural. Please do not cement everything and cut down trees (plant more). It is one area in Livonia that is not over developed. Livonia already has too much cement and traffic.

lindseyrennie

10/02/2021 12:50 PM

People wanting to come weekly

Jodi

10/02/2021 06:58 PM

Events that are free

Dylan E

10/04/2021 04:47 AM

Promotion of the parks existence. I have been there once and forget about it only because I hear of the park once a year AFTER an even had already taken place.

nojokes

10/04/2021 08:52 AM

expansion of historical buildings/events.

brian

10/04/2021 06:21 PM

More community events like the autumn festival

Z

10/05/2021 07:27 PM

More historical buildings and well kept up. More frequent city events.

christine

10/07/2021 10:42 AM

a multi purpose victorian village with year round events and access

JaneyG

10/11/2021 09:27 AM

Family events, events for Teenagers and college age students would be great. There is not much for them to do but hang out at the skate park and get in fights or hang out behind the Kroger Plaza on 5 Mile and East of Merriman and smoke weed. Or they meet at the Creek and drink and smoke weed. You will need to hire someone just to make programs and fun events for the 15-21 year olds. I like the Christmas Walk I hope that continues.

John Avgoustis

10/15/2021 07:17 AM

A working cider mill would be a HUGE draw. Also, I would be in favor of permanent weekend flea markets during the warm months. It would drive weekly traffic and be a steady source of revenue. The markets should also incorporate a permanent Farmer's Market. It's a much bigger footprint that Wilson Barn and needs events to be more regular to drive traffic and revenue. An small stage for performing arts would be appropriate as well.

KA

10/15/2021 06:26 AM

I'd love to see family friendly activities come here, and in a reasonable manner. Meaning we avoid some of the events because of traffic and rude people, having it open some weeknights would be really nice to help avoid the rush for people that need it. Accommodating, like rotary park.

MaddyD

10/15/2021 06:49 AM

I think a place for community engagement and get togethers. Farmers Markets, craft shows, holiday themed events, tours and historical staging, summer concerts, etc.

Heather

10/15/2021 07:17 AM

I thinks cute shops, maybe a place for small food and a farm.

Robin Persiconi

10/15/2021 07:45 AM

Farmers markets, many more special events, markets, holiday markets, expanded paved biking and walking trails, permanent restroom facilities like at parks.

Alan

10/15/2021 09:01 AM

The multiple historical related commissions/boards should be transitioned into one oversight entity to facilitate decision-making and progress onsite.

Dave MacFarland

10/15/2021 10:12 AM

Regular and unique events that drive enough revenue to take care of maintenance and continued beautification.

AlgiersGirl

10/15/2021 12:10 PM

Earn enough revenue to maintain buildings, maybe even add some. I am glad they added the schoolhouse.

PamE

10/15/2021 01:05 PM

Expansion of building use, becoming the central gathering space for Livonia with summer weekly music events. Food vendors on site during all events, possibly local food trucks setting up at events.

theresafrost@gmail.com

10/15/2021 02:01 PM

Venue for holiday events and outdoor concerts and festivals

Park lover

10/15/2021 02:13 PM

The large open spaces and gardens will remain no matter what else changes. I need to walk in that large field and go there almost daily.

Anna

10/15/2021 02:24 PM

Buildings open on a more regular basis, better building upkeep, regular historical events

Dan

10/15/2021 02:25 PM

Very much like today

Lindsay Cragel

10/15/2021 02:29 PM

More focus on history

Laura Roaden

10/15/2021 03:52 PM

Events like a farmers market every weekend. Holiday celebrations. School field trips to learn about local history with a working farm. Summer camps for kids.

Stephanie Edwin

10/16/2021 05:49 AM

Splash pad for community use, play equipment for kids, picnic areas similar to Heritage Park, move farmers market, nice

bandshell for Music from the Heart, sidewalks on Newburgh to increase accessibility, shop for ice cream/coffee, ice rink in winter similar to Downtown Farmington. Historical buildings refinished similar to Greenfield Village - many are showing their age now.

Newburgh

10/16/2021 07:26 AM

Well maintained facility that is accessible by bikes or walking. Location will be a gathering place for Livonia events. It will also celebrate Livonia's history and key industries that lead to Livonia's development. Greenmead will be supported in part by corporate sponsorships.

ssherry734

10/16/2021 08:17 AM

I've visited hundreds of historical parks throughout the USA. I think the most successful ones retain the historical integrity of the site, focus on a clear theme, have a mixture of historical buildings to visit plus related retail and event venues, and host a variety of historical themed events throughout the year.

Melissa Raveed

10/16/2021 07:46 AM

A place where the story of what life was like in this part of Michigan can be taught to all generations, as well as a dynamic site where events focusing on the arts, music and food can happen.

rugged artistry

10/16/2021 08:11 AM

I think Greenmead is far underused. I did happen to drive by recently and saw a craft show and BBQ event happening. I think that's great but I'm not aware of any advertising for this event. I missed the AMC car event because I didn't find out about it until after it had happened. Advertising is very important.

Kathy

10/16/2021 10:51 AM

It could be like a regional Greenfield Village.

elizabeth j

10/17/2021 12:15 AM

I'd love to see it be a bigger staple in the community. Like this initiative states... Greenmead is sadly underutilized. I'm 23 and have lived very close to Greenmead my whole life, but I've only ever been there a handful of times. I think people just need to be reminded or told that it exists and having more events and programs is a great way to do that!! I also think it will be successful if people from all sorts of backgrounds are able to go and enjoy themselves at Greenmead; more promotions and events geared towards those who wouldn't traditionally think to explore a/ this historical sight (eg those from lower income households, younger people or residents from neighboring cities).

jimcarravallah

10/17/2021 06:34 AM

Greenmead is not only a historical park, but also one of the last relics of a 19th century working farm. Perhaps installing plaques at various locations in the farm describing farming operations that took place in the various locations -- the work buildings use, how the wooded area served as fuel for wood fired fires in the house, and how the rest was used to grow crops and raise livestock in Greenmead would serve as a historical reference for future generations.

Juliecab1

10/17/2021 10:10 AM

Na

Bills

10/17/2021 10:26 AM

A safe haven for all creatures, large and small. Historical exhibits for us humans.

Kristen Hjelmstad

10/17/2021 10:38 AM

People visiting daily- not just for special events

Emgostomski

10/17/2021 10:50 AM

More options of things to look at and do, some kind of paved or gravel path to walk on

Rainman2005

10/17/2021 11:15 AM

More densely populated buildings or activities within the street of the historical village

Lokabradly

10/17/2021 11:20 AM

Keep the community garden as is. Don't overcrowd the serenity of the park.

Christine Srock

10/17/2021 03:13 PM

A more formalized site, sort of a mini Greenfield Village hosting community events.

Nicole Sutter

10/17/2021 04:44 PM

Greenmead must preserve history and charm while offering community events and engagement opportunities.
Overdevelopment/over commercialization would be disastrous.

Gardner12

10/17/2021 05:13 PM

Having events and holiday themed events

Downsmi1

10/17/2021 07:48 PM

Improved parking, better rainwater management, more advertising for events held at greenmead, and a bigger diversity of events than just craft shows and historic/cultural events.

Katekeith

10/18/2021 01:55 AM

Community space that brings people and history together

Bruce Rossler

10/18/2021 05:09 AM

Something more in the lines of Greenfield Village would be awesome!

Mrs. D.

10/18/2021 11:26 AM

Preserving what is there; designing programs and opportunities to attract a larger cross-section of people. Nothing with animals -- petting zoo. That is a huge liability to the city and not something necessary on a daily basis. It would be a drain on the budgets.

Dklisz

10/18/2021 11:15 AM

A place that is actually utilized all year long

Dean

10/18/2021 03:25 PM

Band shell, expanded walking trails, farmers markey

L45ryder

10/19/2021 04:46 AM

Lots of people visiting every weekend

Nomad

10/19/2021 06:08 AM

Returning the corner back to the tax rolls.

MotownSandy

10/21/2021 07:19 AM

I thought at one time they were talking about moving a Cider Mill (Parmenters) there - is this still a possibility/

Greenmeadwalker

10/21/2021 06:52 AM

Making Greenmead Accessible without making it into a gross theme park. Beyond adding historical buildings, which stays true to Greenmead's original mission, and doing only what's necessary to make the park accessible, why is it necessary to "develop" Greenmead? I mean, a petting zoo?? All the animal life that is appropriate to the park is already there.

Orange juice

10/21/2021 08:10 AM

Orange juice

Kris

10/21/2021 05:28 PM

More walking areas that go in and out of village area. I would like to walk the area for exercise. Also would like to interact with the history of the buildings.

Catherine Nazark

10/22/2021 08:37 PM

More history-themed events along with historical displays depicting Victorian life or early 1900's plus life, for e.g, a Victorian wedding with costumes of the era.

Jlm

10/22/2021 11:01 PM

Greenmead is already successfully developed. Maintenance of buildings and grounds should continue to be funded as needed. Overdevelopment would only add to these costs and further burden already overtaxed residents.

Michael

10/23/2021 06:16 AM

Much the same as it is now.

catlap

10/25/2021 01:21 PM

Greenmead will be a predecessor to Greenfield village. There will be lots of events going on and many people from all around Michigan will want to visit.

srus11

10/28/2021 11:09 AM

Preserving historical physical assets and learning for the future generations. But acknowledging how that can apply to the new needs/technology/etc. basically how the past impacts the future.

Emily Buchan

10/28/2021 12:45 PM

Increased native plant species

ColleenBadgero

10/28/2021 03:32 PM

Preservation of a maximum amount of green space! Continued gardening/farming. Increased nature and environmental programming with focus on families and kids. Playground with natural elements. A broader, more diverse representation of history of the land (native culture and life prior to "settlement", the land before human life, the good bad and hard truths about the real history of different time periods.

friend83

10/29/2021 07:10 AM

I do believe things need to be repaired and fixed up. Would like to still see that this is used for weddings, graduations, and such events that bring people to our city.

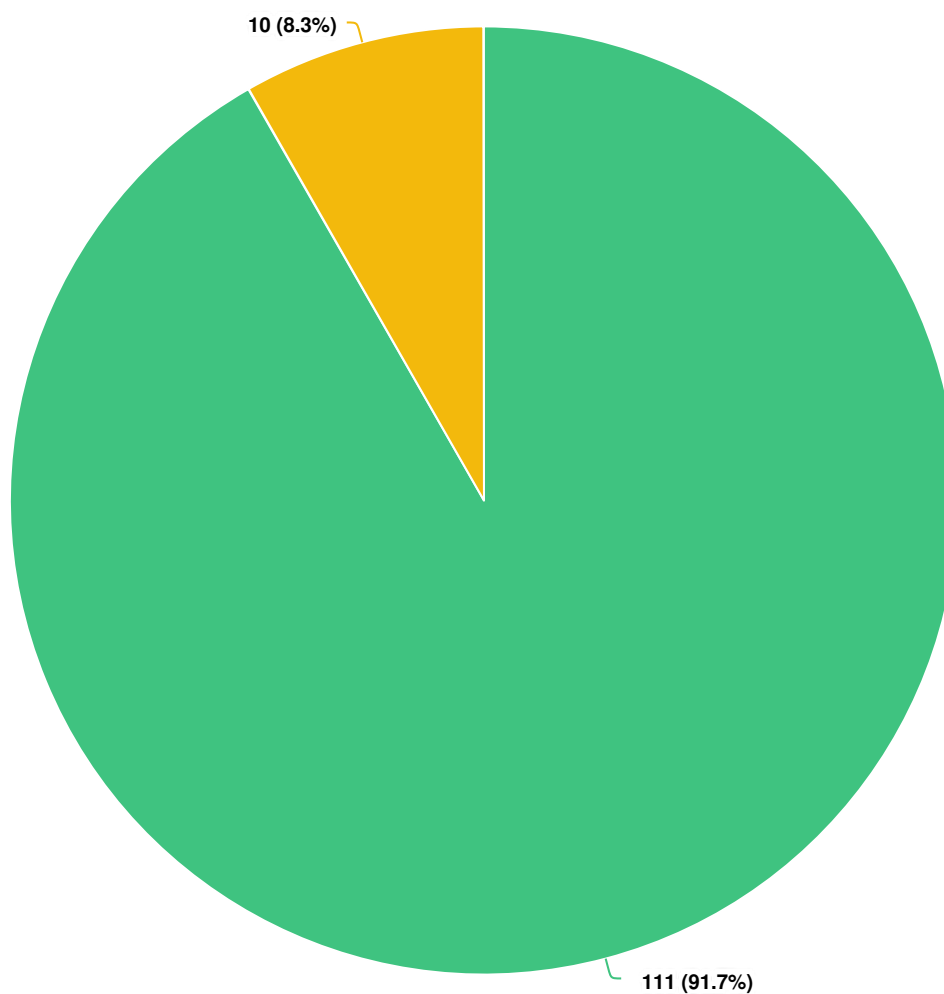
Mardi Cragel 10/29/2021 07:42 AM	Able to have revenue to keep up buildings. Mini Greenfield Village.
Debs1128 10/29/2021 01:24 PM	Ice skating rink , New Years Eve celebration, Halloween maze and camp fire with hot chocolate, Pastry Bake Sale to benefit a charity in Livonia served with coffee & tea, Summertime picnic hot dogs, corn on the cob, baked beans, and watermelon, Overnight camp out bring your own tent with movies, popcorn, etc.
Judy 10/29/2021 02:44 PM	More events and expanded trails
Karen L 10/29/2021 05:50 PM	It should be a space that can be open all weather for all ages. I love the idea of having Christmas Markets and festivals year round!
Wommer 10/30/2021 06:52 AM	You may consider modeling your efforts after what has been shown to be successful at Greenfield Village. I think a Christmas Market during December is a great idea.
Lori_v_johnson@hotmail.com 10/31/2021 04:20 AM	Organized property with additional buildings some historic for touring and others are shops open daily and a couple eateries/ coffee shop. Don't be so afraid to add things not historic, make it viable with a mix so that what is historic will survive. Which means allow credit cards in the shops!! There will be an outdoor amphitheater/gazebo for concerts/ plays with great seating (ala milford's wonderful outdoor theater). Maybe even athletic exercise circuit area with volleyball/badminton area, exercise circuit area with posts showing type of exercise to do and could always make the m look historic. I can see this as a great family friendly go to area.
Lori_v_johnson@hotmail.com 10/31/2021 05:15 AM	There would be no gaps between buildings as it would be filled in with shops, covered picnic areas, cozy eateries, misc historic monuments/ devices/ story boards, craft buildings to watch crafters and maybe create something at the same time. There would also be an outdoor fitness area with historic twist, ice rink and sledding hill in winter, and for summer gaming area like giant checkers or chess board or tables, horseshoe area, badminton courts, putt putt area with historic landmarks. Disc golf area. And of course a concert theater area with weekly entertainment whether music or theater.. on weekends to compete with the neighboring cities which have better attractions. Not Thursday's where many don't go

because of working the next morning.

Optional question (84 response(s), 44 skipped)

Question type: Essay Question

Q5 Would you attend events at a new community events barn?

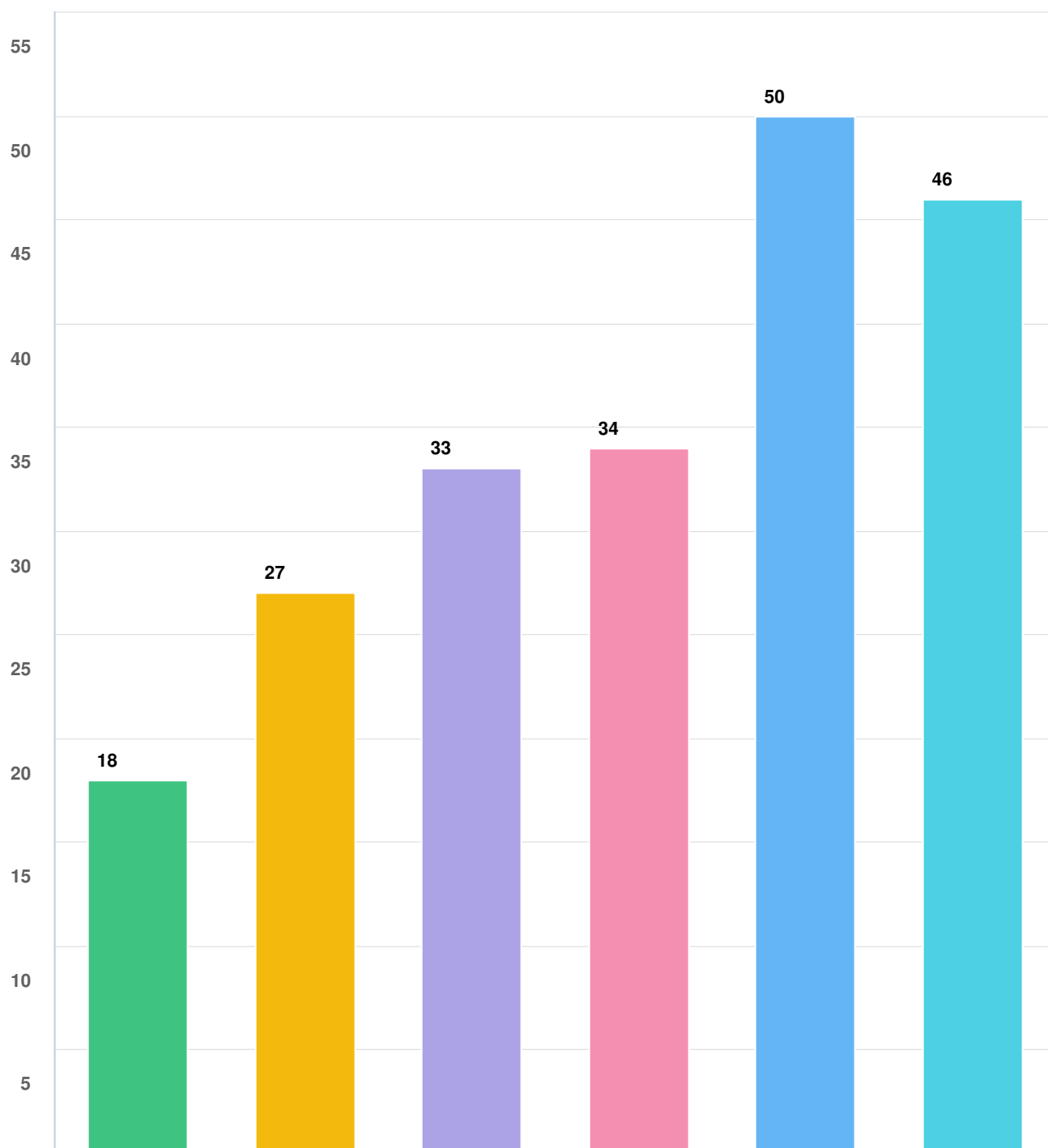


Question options

● Yes ● No

*Optional question (121 response(s), 7 skipped)
Question type: Dropdown Question*

Q6 If there was a _____, I would increase my frequency of visits to Greenmead Historical Park significantly. Select all that apply



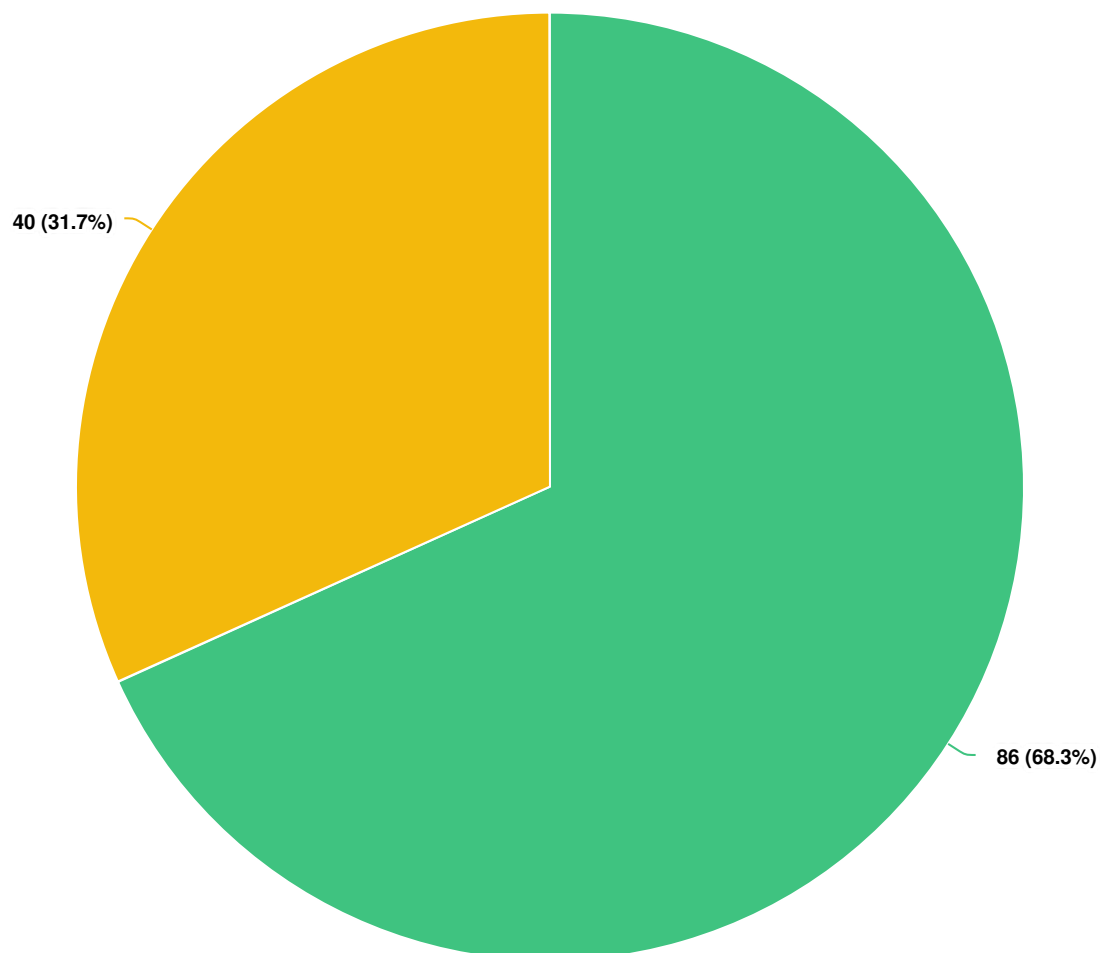
Question options

- Dog park ● Larger sledding hill ● Ice skating/hockey rinks ● History-inspired playground equipment
● Natural outdoor playground ● Other (please specify)

Optional question (107 response(s), 21 skipped)

Question type: Checkbox Question

Q7 | Would you be willing to pay an annual membership fee to support added programming at Greenmead?

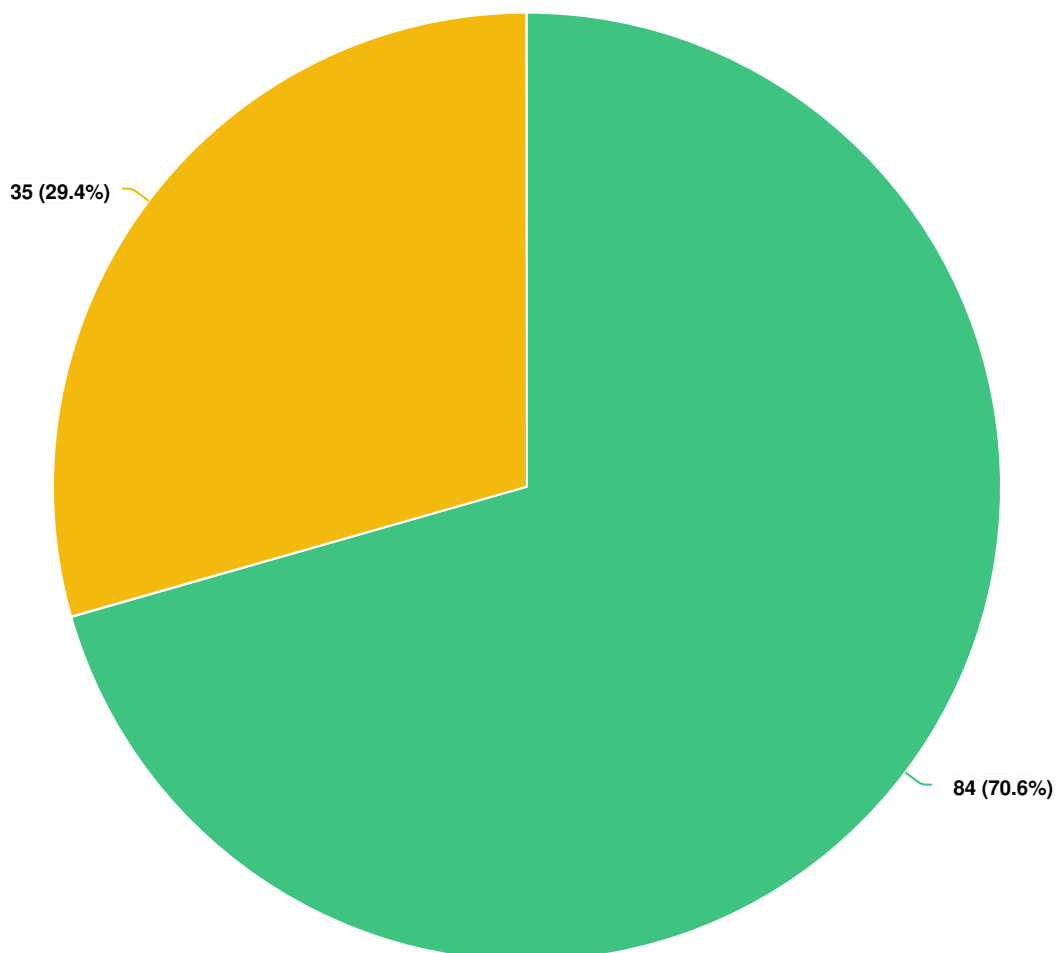


Question options

☒ Yes ☐ No

Optional question (126 response(s), 2 skipped)
Question type: Radio Button Question

Q8 | If there was added historical programming at Greenmead, would you be willing to pay an entrance fee to visit the historical village and Simmons-Hill House?



Question options

● Yes ● No

Optional question (119 response(s), 9 skipped)
Question type: Dropdown Question



January Focus Group Schedule –

- 6:00 – 6:15 Welcome and Introductions
- 6:15 – 6:30 Greenmead 365 Project Description
- 6:30 – 6:50 Discussion of Survey Results
- 6:50 – 7:10 Presentation of Recreation and Cultural Heritage Tourism
- 7:10 – 7:20 Break
- 7:20 – 8:00 Discussion of Five + Big Questions
- 8:00 – 8:30 Review of Prospective Projects



Focus Group Wrap-up Report
Two Groups Held – January 24 & 27, 2022

Prospective Projects –	Focus Group Score Total
Development of Natural Playground	91
New Interpretive Programming	97
Covered Skating/Concert Pavilion	67
Additional Event Spaces	58
Expansion of Nature Trail	83
New Event/Interpretive/Storage Facility	59
New Facility for City Maintenance Equipment	24
Planting of Orchards	59
Increasing Height of Sledding Hill	53
Removal of the Community Garden	23
Petting Zoo/Working Farm	64
Improved Accessibility – on-site and off site	89
On-site Restaurant Facility	37
Creating Regular Living History Exhibits/Programming	97

Score each project 1 to 10 with 10 being the highest score
14 individual scores tallied and added together for each project

Scores – from 14 Focus Group participants, held January 24th and January 27th



Five + Big Questions Discussion:

Answers to these following questions (ended up with more than five questions) will help to inform the consultant team in developing a master plan that is not only implementable but also desirable

- What is Greenmead?
- Should the Master Plan for Greenmead Historical Park make the park more relevant as a history-preserved place or focus it on becoming visited more frequently?
- What makes Greenmead unique as compared to the other parks in Livonia?
- What are the other parks outside of Livonia that you frequent often? What makes them special?
- Should one of the goals be to make Greenmead a regional (Metro Detroit) attraction?
- In the ideal Greenmead, is history the attraction or simply the backdrop?
- What prevents you from visiting Greenmead?
- How important should it be for Greenmead to have a more recognizable entry/better street appeal?
- Should additional historic buildings be added to the Greenmead Historical Village?
- If you could change one thing about Greenmead, what would it be? Is it feasible?
- How important is it to keep Greenmead as historically accurate as possible or should there be greater flexibility to allow for other modern facilities and attractions?
 - Greenmead as a whole should remain historic and all future improvements should be to retain a historic theme
 - The existing buildings and structures at Greenmead should remain historic, but other areas of the park should be developed with modern facilities and amenities
 - Some of the buildings and structures at Greenmead should be modernized and other areas of the park should be developed with modern public amenities and attractions
- What forms of revenue do you believe are needed to maintain and improve Greenmead?
 - Admission fees
 - Tax increase
 - State and/or Federal grants
 - Revenue derived large and small events/rental income
 - Revenue derived from the construction of major infrastructure on-site
 - Sell portions of the park



Focus Group Comments from Discussion on the Five Big One

What are the parks outside of Livonia that you frequent?

Farmington Hill's Heritage Park – several mentioned over both days
Meijer Gardens
Cranbrook
Various historical parks
Rotary Park Playscape
Maybury
Belle Isle – Anna Scripps Whitcomb Conservatory
Elizabeth Park – ponies and concerts
Huckleberry RR
Cass County Underground RR Society driving tour
Westland's Civic Center Park & movies
Plymouth – music in the park with bathrooms, have a meal downtown
Kensington Metropark – playgrounds
Taylor's Heritage Park

Widespread agreement that Greenmead should be targeted to a regional market. Priority given to Livonia residents in ticket-buying for certain events and higher prices for non-residents

Is history the attraction or just the backdrop? The first group asked if it couldn't be both, depending upon the event/audience

Should new buildings be added to the Village – only if it ties into the story that is being told at the park

If you could change one thing – get ride of the gardens; more lighting; more programming; make history come alive for the youth; make the farm a focus; improve security

Other thoughts – can the story be told online; yoga classes outside; more easily accessible outdoor bathrooms; improve handicap accessibility; outdoor natural playground; have historical games available for check out; have store open; improve connectivity - nonmotorized into the park from adjacent neighborhoods; new signage at corner of Eight Mile and Newburg Roads; improve the marketing of the Village and the events – concern that site is underutilized; could increase exposure with kid's garden club; interpret nature history and sustainability together; create a learning center on-site;



on-phone interpretation; what is that window of history that will be told/what story are we telling?

Focus on authentic and unique experiences – make the sites and programs come alive for the visitor, allow for an immersive experience. Ensure that the story is inclusive, that most everyone has a connection to the story. Story ties community's past to the present.

Greenmead Unified Interpretation Story – the Migration and Settlement Story of the Midwest, a unified Greenmead story, would accomplish pulling all of the various historical stories together into a larger more powerful story – the development history of Livonia is similar to most every suburban community in SE Michigan, just the time-frame changes depending upon the community – the various currently siloed individual site-related stories at the park need to be knit together into a comprehensive whole

The Farm – Opening of Michigan and the Midwest through multiple treaties with the Indians, Early history of European settlement, Erie Barge Canal opening up the Midwest to settlement; first settlement of Livonia; history of homesteading;

Early Farming – the early homestead farms (Cranson-Hinbern, Kingsley, and Shaw houses and the Quaker Meeting House interpret farming life in the Mid-19th Century

Early Four-Corners Settlements – the Newburg intersection tells the history of where the farming communities came together for church, shopping, and moving goods to Detroit for sale via the interurban. These centers played an important role in rural American life. Several similar hamlets/four corners were located throughout Livonia and duplicated across communities in SE Michigan and beyond.

The American Midwestern settlement story can be illustrated at Greenmead, at it is a unifying story for a currently disjointed facility.

To accomplish the unified interpretive story, we have to gather agreement from the Historic Preservation community that the unified story makes the Greenmead story a more powerful one that more people will engage with. The individual family stories reflected at the farm and the individual structures have limited ability to capture the broader level of interest. To create a broader story, the Greenmead stories will play the role of providing the detail and local color to a broader more encompassing narrative. This change will likely concern some local interests, but these stories aren't being diminished but placed in a broader unified whole – watch out Einstein and the unified string theory!



Phone Interview Notes

Patrick Lydon – National Park Service Rivers Trails and Conservation Assistance Program - Michigan Field Representative
18 Feb. 2022

Patrick attended the January 27th Focus Group

- He was surprised by the confrontational nature of two of the attendees at the beginning of the meeting
- The Focus Group was comprised mainly of average citizens which limited the hoped for in-depth discussion about Greenmead, tourism, heritage development, and its future
- The youth representative was happy to participate in the discussion but she indicated that even as a volunteer at Greenmead, she and her fellow basketball player/volunteers had not absorbed much of the history of Greenmead. Patrick was concerned about this fact and wondered if it is illustrative of a larger issue with youth and interest in history

Results of his investigations with fellow RTCA field representatives around the country

- None of his fellow RTCA members were familiar with any municipal or private non-profit recreated historical villages that were successfully interpreting their stories to a new/wider audience. It was felt that many of them were in similar situations as to Greenmead with declining numbers of volunteers and lukewarm visitorship numbers
- The most cutting edge interpretation was being completed at Cahokia Mounds Historic Site in Illinois where they've utilized computer modeling and sketch up to recreate the appearance of the Cahokia Mound complex during the different years of habitation through an app that could be downloaded onto a person's phone and used like VR glasses to look at the evolution and history site in a three dimensional format.
- He is still looking to hear from Harper's Ferry, which leads the NPS interpretive efforts and results from other RTCA members regarding local historical villages that are successfully expanding their base of supporters

In addition to wayside interpretive panels, he does see an opportunity to utilize comparison photos at the various locations at the park including the farm complex, the various historic farm buildings, and in the village. These displays help to engage the visitor and their imagination. This may include a historic photograph juxtaposed against a current view.



Patrick felt there was an opportunity to get visitors to engage with the complex if the focus was on engaging in history in unique and creative ways instead of just trying to preserve the structures statically in place. He feels that the City must determine Greenmead's primary goal –

What is the focus of the park? Is it to preserve the buildings or is it to interpret the history of the complex to a wider audience?

NYC's High Line retained much of the original character of the place while still creating a new unique space that allows visitors to engage in the City of a unique perch while many of the historical features of the High Line as an elevated trainline were retained.

What are the park's most important aspects? The Farm is the most important and integral to preserve. Would it make sense to place the Natural Playground in the Village? It would get the users of the playground to actively see and visualize the history of the park instead of having the Natural Playground separated from the Village. This will be a challenge for the most traditional preservationists, but the natural playground could be built on interpretation. The short-term impact of the natural playground can easily be removed in the future without impacting the historical buildings, and it wouldn't be at the farm complex, which is a historical treasure to be preserved.



Existing Conditions

Architectural Site Inventory

Appendix

See separate attachment



Existing Conditions

Building Descriptions and Historical Significance Statements

Appendix

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location



Street Address	20501 Newburgh Road				
City/Township, State, Zip Code	Livonia, Mi 48152-1075				
County	Wayne				
Assessor's Parcel #	46021990001001				
Latitude/Longitude (to the 6 th decimal point)	Lat:42.43779	Long: -83.41773			
Ownership	Private ☐	Public-Local ☒	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

(Insert primary photograph below.)

Building ☐ select sub-type below	Structure ☐
Commercial ☐	Object ☐
Residential ☒	
Industrial ☐	
Other ☐	



Architectural Information

Construction Date	ca. 1835, addition ca. 1850
Architectural Style	Greek Revival with Queen Anne features on west facade
Building Form	Two joined rectilinear forms
Roof Form	Cross gabled front section, gabled original portion, and elongated ½ hipped porch
Roof Materials	Wood shakes
Exterior Wall Materials	Wood clapboard
Foundation Materials	Cinderblock
Window Materials	Wood
Window Type	1 X 1 double hung
Outbuildings	Yes ☒ No ☐
Number/Type:	One, not original

Eligibility

Individually Eligible	Criterion A ☒	Criterion B ☐	Criterion C ☒	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☒	Non-contributing to a district ☐	Historic District Name	Greenmead/Meadowbrook Farm – Livonia Historical Village
Not Eligible ☒				
Area(s) of Significance	Architecture; Exploration/Settlement			
Period(s) of Significance	1835-1900, 1902-1925; 1987-present			
Integrity – Does the property possess integrity in all or some of the 7 aspects?				
Location ☐	Design ☒	Materials ☒	Workmanship ☒	Setting ☐ Feeling ☐ Association ☐
General Integrity:	Intact ☐	Altered ☐	Moved ☒	Date(s):ca. 1985
Historic Name	Samuel Cranson House			
Current/Common Name	Cranson-Hilbern House			
Historic/Original Owner	Samuel Cranson			
Historic Building Use	Single family residence			
Current Building Use	Historical village welcome center			
Architect/Engineer/Designer	Unknown			

Builder/Contractor	Unknown
--------------------	---------

Survey Date	May 28, 2021	Recorded By	Arthur F. Mullen, AICP	Agency Report #	
-------------	--------------	-------------	------------------------	-----------------	--

For SHPO Use Only	SHPO Concurrence?: Y / N	Date:	
-------------------	--------------------------	-------	--

Narrative Architectural Description

Provide a detailed description of the property, including all character-defining features and any accessory resources. This is required for all properties.

The original structure is now at the back of the house utilizing whole logs for timber framing. This small one-story rectangular structure is now clad with white clapboard siding, which is likely not original to the structure. It has a simple gable roof and the entrances and window opening on this structure are likely not original. A Greek Revival addition was added to the front facing gable side of the original house circa 1850, with the gable of the new addition facing the opposite direction. Two brick chimneys, one each are located near the gabled end of the addition. Near the turn of the Twentieth Century, the façade of the house (the roof side of the gable portion of the Greek Revival addition) received a modest Queen Anne remodeling with the original taller than wide ground floor windows being replaced by much wider windows and the doorway being offset. A half hipped porch roof was also added the façade, extending almost the entire width of the façade. The original broken pediment two over two windows on the side elevations have been replaced with one over one windows and the elevations have limited adornment.

History of the Resource

Provide information on previous owners, land use(s), and construction and alteration dates in a narrative format. This is required for all intensive level surveys, NRPOs, and nominations, and recommended for other identification efforts.

The Cranson family purchased 78.44 acres of land in Section 6 of Redford Township on December 19, 1831 and farmed the land. They purchased the 1.3 acre original site of the Cranson-Hinbern House, at the SW corner of Seven Mile and Inkster Roads adjacent to the farm site, in 1832. The original log-framed structure was likely built shortly after, which is now the small rectangular structure furthest east from the present-day façade. At some point, estimated to be around 1850, the current front of the house, the Greek Revival addition, was built with the main entrance located on the non-gable side of the house.

In 1902, Reke Hinbern purchased the property from the Cranson family. At about the time of the property being sold to the Reke Hinbern, the façade was modestly remodeled in the Queen Anne style with larger windows, an asymmetrical front door, and a half hipped porch roof were added.

In 1984, the Hinbern family sold the house to the Southland Corporation, which donated it to the City of Livonia for relocation to Greenmead Historical Park. After its move, the house was rehabilitated with funding from a Michigan Equity Grant. Its dedication as Greenmead's historic village interpretive center was held on November 22, 1987.

Statement of Significance/Recommendation of Eligibility

Provide a detailed explanation of the property's eligibility for the National Register. Include an evaluation under at least one of the four National Register Criteria and one Area of Significance. Include a discussion of the seven aspects of integrity, and make a recommendation about eligibility. This is required for all properties.

Due to the relocation from its original location, the Cranson-Hinbern House Interpretive Center is not eligible for listing on the National Register of Historic Places. If the building remained in its original location, the house would be eligible under Criteria C – the building form, architectural style, and method of construction that all tell the story of agrarian development in Wayne County in the Nineteenth and early Twentieth Centuries.

Early homesteaders would build utilitarian structures when they first reached the land for shelter. As they grew in prosperity, often they would build an addition in the current architectural style. The buildings would also evolve

over time and ownership, and new changes would illustrate the architectural style of the time of the renovation. The Cranson-Hinbern Interpretive Center illustrates this evolution over the last nearly two centuries.

References

List references used to research and evaluate the individual property. For NRPQ's include copies of key documents.

Greenmead Tour Guide Book

Cranson-Hinbern Interpretive Center Opening Pamphlet – November 22, 1987

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location



Street Address	20501 Newburgh Road					
City/Township, State, Zip Code	Livonia, MI 48152-1075					
County	Wayne					
Assessor's Parcel #	46021990001001					
Latitude/Longitude (to the 6 th decimal point)	Lat: 42.438163		Long: -83.418119			
Ownership	Private ☐	Public-Local ☒	Public-State ☐	Public-Federal ☐	Multiple ☐	

Property Type

(Insert primary photograph below.)

Building ☒ select sub-type below	Structure ☐
Commercial ☐	Object ☐
Residential ☒	
Industrial ☐	
Other ☐	



Architectural Information

Construction Date	1843
Architectural Style	Greek Revival
Building Form	Rectangular with full front porch
Roof Form	Front gable with side shed roofs meeting front porch roof as hipped
Roof Materials	Wood shakes
Exterior Wall Materials	Wood clapboard
Foundation Materials	Cobblestone
Window Materials	Wood
Window Type	6 X 6 double hung
Outbuildings	Yes ☒ No ☐
Number/Type:	1 – Smokehouse

Eligibility

Individually Eligible	Criterion A ☒	Criterion B ☐	Criterion C ☒	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☐	Non-contributing to a district ☐	Historic District Name	
Not Eligible ☒				
Area(s) of Significance	Architecture; Exploration/Settlement			
Period(s) of Significance	Pre-1850s – 1977, 1986 - present			
Integrity – Does the property possess integrity in all or some of the 7 aspects?				
Location ☐	Design ☒	Materials ☐	Workmanship ☒	Setting ☐ Feeling ☐ Association ☒
General Integrity:	Intact ☐	Altered ☐	Moved ☒	Date(s):
Historic Name	Kingsley House			
Current/Common Name	Kingsley House			
Historic/Original Owner	Nathan B. Kingsley			
Historic Building Use	Single family resident			
Current Building Use	Interpretive house museum			
Architect/Engineer/Designer	Unknown			
Builder/Contractor	Unknown			

Survey Date	May 28, 2021	Recorded By	Arthur F. Mullen, AICP	Agency Report #	
-------------	--------------	-------------	------------------------	-----------------	--

Narrative Architectural Description

Provide a detailed description of the property, including all character-defining features and any accessory resources. This is required for all properties.

The eight-room house basilica Greek Revival farmhouse has a two story front facing gable with two "side-aisles", widening the structure. A covered porch extends across the entire front. It is likely that the porch column capitals are not original. The second floor is a broken pediment with a single six-over-six wooden double-hung window. Two small window openings on the second floor are placed above the basilica side-aisle roofs. The front door is slightly offset to the west with a pair of six-over-six wooden double-hung windows on each side of the entrance. The entire structure is clad with wooden clapboard siding.

The home rests on a cobblestone foundation.

According to the 1977 Building Structure Inventory Form, the outside cellar entrance and interior stairway to the basement were added in 1917. A brick fireplace was added at this time, which is located in the center of house piercing the roof at the peak of the roof, approximately ½ to the rear from the front façade. It is at this time that the windows were added on the second floor above the basilica roof.

After the purchase of the home by the Allen's in 1963, shutters were added, modern gas furnace and a kitchen and bathroom were made from the original large country kitchen.

A handicapped accessible ramp has been added to rear of the house, entering a centered door.

History of the Resource

Provide information on previous owners, land use(s), and construction and alteration dates in a narrative format. This is required for all intensive level surveys, NRPQs, and nominations, and recommended for other identification efforts.

Nathan B. Kingsley (born -February 7, 1820 – Stuben, NY, died May 1, 1898) began construction of the Kingsley House in 1843. He purchased a farmstead NW of Farmington and Five Mile Roads in that year. He was the son Nathan (August 2, 1796 – December 18, 1873) and Martha Kingsley (December 7, 1802 – January 7, 1855). His parents farm was located less than a mile away in Section 21 – Farmington Road between Lyndon and Schoolcraft Roads, which they purchased in 1831.

On November 16, 1843, Nathan B. married Mary G. Lambert (December 22, 1822 – Mary 24, 1902) at her parent's farm by Justice of the Peace James Gunning. The Lamberts had purchased a 160-acre farm in Section 12 of Livonia in 1833. They have four children (Robert, Horace, Clare, and Emma) with Horace and Emma living to adulthood.

It is reported that the house was constructed from logs that were felled on the farm. A woodshed originally extended off of the rear of the house.

Blanche Martin, Livonia's Treasurer sold the home to Mr. and Mrs. Charles Allen, Sr. in June 1963. Previous residents of Ms. Martin's were Kingsley family descendants. The Allens rented the home to tenants from June 1963 to June 1977. The home was donated to the City of Livonia for relocation to Greenmead Historical Village by Mrs. Edith Allen along with \$1,000 on February 2, 1976. A portion of the original farm was developed into the southern half of the Coventry Gardens subdivision.

The home was moved to the Greenmead Historical Village site in the late fall of 1977. The Livonia Chamber of Commerce made a major contribution to fund the restoration of the house, which opened to the public in September 1986. Funding for purchase of furnishings for the parlor was made from several area Questors groups.

Statement of Significance/Recommendation of Eligibility

Provide a detailed explanation of the property's eligibility for the National Register. Include an evaluation under at least one of the four National Register Criteria and one Area of Significance. Include a discussion of the seven aspects of integrity, and make a recommendation about eligibility. This is required for all properties.

Due to the relocation from its original location, the Kingsley House is not eligible for listing on the National Register of Historic Places. If the building remained in its original location, the house would be eligible under Criteria A – patterns of an area's development and Criteria C – the building form, architectural style, and method of construction that all tell the story of agrarian development in Wayne County in the Nineteenth and early Twentieth Centuries.

Due to family living in the immediate area, the Kingsleys were able to construct this home onsite without the need for a settler's log cabin or other makeshift structure. This house illustrates the typical evolution over time and ownership. The Kingsley House illustrates this evolution of residential architecture and technological advancement over the last nearly two centuries.

References

List references used to research and evaluate the individual property. For NRPQ's include copies of key documents.

Greenmead Tour Guide Book

Building Structure Inventory Form – February 7 1977, Shirley Bishop and Jessie Sanderson

Real Estate Papers

Observer article, September 23, 1974, Eddie Edgar

Letter to Livonia Mayor McNamara from Mrs. Oren Millard (Her husband's great grandfather, Nathan B. Kingsley, built the house. She also told a story that the farm was a stop on the Underground Railroad, which hasn't been further substantiated.)

"Salmon Kingsley" Sarah Ann Cochrane Chapter – D.A.R.

Research Paper prepared for Livonia Historical Preservation Commission – Flo Noble, for Wayne State University term paper, December 1976

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location



Street Address	20501 Newburgh Road				
City/Township, State, Zip Code	Livonia, Mi 48152-1075				
County	Wayne				
Assessor's Parcel #	46021990001001				
Latitude/Longitude (to the 6 th decimal point)	Lat: 42.438383	Long: -83.417731			
Ownership	Private ☐	Public-Local ☒	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

(Insert primary photograph below.)

Building ☐ select sub-type below	Structure ☐
Commercial ☐	Object ☐
Residential ☒	
Industrial ☐	
Other ☐	



Architectural Information

Construction Date	1843
Architectural Style	Greek Revival
Building Form	Rectangular
Roof Form	Cross gabled with rear additions
Roof Materials	Wood shakes
Exterior Wall Materials	Wood clapboard
Foundation Materials	Cinderblock
Window Materials	Wood
Window Type	6 X 6 double hung
Outbuildings	Yes ☐ No ☒
Number/Type:	

Eligibility

Individually Eligible	Criterion A ☒	Criterion B ☐	Criterion C ☒	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☐	Non-contributing to a district ☐	Historic District Name	
Not Eligible ☒				
Area(s) of Significance	Architecture; Exploration/Settlement			
Period(s) of Significance	1843-1904; 1973; 1983-			
Integrity – Does the property possess integrity in all or some of the 7 aspects?				
Location ☐	Design ☒	Materials ☒	Workmanship ☒	Setting ☐ Feeling ☐ Association ☐
General Integrity:	Intact ☐	Altered ☐	Moved ☒	Date(s): 1973 & 1981
Historic Name	Shaw House			
Current/Common Name	Shaw House			
Historic/Original Owner	Thomas Shaw			
Historic Building Use	Single family residence			
Current Building Use	Interpretive house museum			
Architect/Engineer/Designer	Unknown			
Builder/Contractor	Unknown			

Survey Date	June 24, 2021	Recorded By	Arthur F. Mullen, AICP	Agency Report #	
-------------	---------------	-------------	------------------------	-----------------	--

For SHPO Use Only	SHPO Concurrence?: Y / N	Date:	
-------------------	--------------------------	-------	--

Narrative Architectural Description

Provide a detailed description of the property, including all character-defining features and any accessory resources. This is required for all properties.

The façade of the house is a one-story Greek Revival side-facing gable with a hidden attic second story that has only windows visible on the side elevations. A rectangular kitchen addition is located on the northeastern corner of the house, which received a one-bay wide addition at some point, extending the addition beyond the eastern side of the house in the northeast rear corner. A third addition extends across the remainder of the rear of the house.

The front doorway has decorative Ionic capitals surmounted by dentils and molding. The doorway detailing surrounds a two-paneled door with side lites. There are pair of double-hung six-over-six windows symmetrically placed on each side of the entry. Engaged full-height pilasters are located at four corners of the main structure.

Unique design feature is the stairway to the second floor, which are wide but shallow in depth with 12 tall steps, similar to the stairways found in Wysall, England, where the Shaws had lived prior to immigrating to the United States.

The house was originally heated by wood stoves and the two chimneys were never functional. They only begin on the second floor and do not extend to the ground.

History of the Resource

Provide information on previous owners, land use(s), and construction and alteration dates in a narrative format. This is required for all intensive level surveys, NRPQs, and nominations, and recommended for other identification efforts.

Thomas Shaw, son of Samuel and Catherine Shaw, was born in Wysall, Nottinghamshire, England on March 4, 1786. On February 22, 1819, he married Hannah Daft Hopkinson (June 19, 1782 – September 26, 1856), daughter of John and Ann Hopkinson at Hicking, Nottinghamshire.

While in England, they had three children (Ann, Eliza, and John). They decided to immigrate to America in 1836 with their children settling on an 80 acre farm in Section 18, Livonia Township, which was located Six Mile Road, between Haggerty and Newburg Roads. They originally lived in a log cabin on the farm, and construction of the Shaw house was begun in 1842 and completed in 1843. Thomas Shaw died the following year in 1844. Son John took over operation of the farm after his father's death.

In 1850, John added 40 additional acres to the farm, and he married Mary Ann Maiden of Redford, MI. They had three children, Emma, John Thomas, and William Robert. Mary died August 14, 1875. On September 13, 1876, John Shaw remarried, to Myra Hodge of Plymouth, MI. With three hired hands, he expanded the farm to 260 acres. In 1904 at 80 years of age, he and his wife retired to 226 Union Street in Plymouth, MI, leaving the farming operation in the care of his farm hand, Alfred White. John Shaw died in 1916.

John Shaw's son William was living in Ovid, Michigan at the time, but returned to the Plymouth house and operated the farm into the 1920s. He sold the farm on land contract to Mr. Millard, but the title did not leave the family until after 1940.

The house remained at its original location until being moved in 1973 due to the construction of I-275 to the City of Livonia's Quaker Acres Historical Village. The house remained at Quaker Acres until being moved to the Greenmead Historical Village site in 1981. Building was open to the public in 1983.

Statement of Significance/Recommendation of Eligibility

Provide a detailed explanation of the property's eligibility for the National Register. Include an evaluation under at least one of the four National Register Criteria and one Area of Significance. Include a discussion of the seven aspects of integrity, and make a recommendation about eligibility. This is required for all properties.

Due to the relocation from its original location, the Shaw House is not eligible for listing on the National Register of

Historic Places. If the building remained in its original location, the house would be eligible under both Criteria A - patterns of an area's development and Criteria C – the building form, architectural style, and method of construction that all tell the story of agrarian development in Wayne County in the Nineteenth and early Twentieth Centuries.

Early homesteaders would live in utilitarian structures when they first reached the land for shelter. As they grew in prosperity, often they would build a new home in the then current architectural style. The buildings would also evolve over time and ownership, and new changes would illustrate the architectural style of the time of the renovation. The Shaw House and its additions illustrates this evolution over the last nearly two centuries.

References

List references used to research and evaluate the individual property. For NRPQ's include copies of key documents.

Greenmead Tour Guide Book

Building Structure Inventory Form – Prepared by Suzanne Daniel, February 1980

Tract book for Wayne County. Tract Index Dept.: City County Building, Detroit, MI

Shaw, Robert Doane, *Thomas and Hannah Shaw and Descendants in America*, private papers, 1958

Ann Shaw diary – oldest daughter of Thomas Shaw

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location



Street Address	20501 Newburgh Road				
City/Township, State, Zip Code	Livonia, MI 48152-1075				
County	Wayne				
Assessor's Parcel #	46021990001001				
Latitude/Longitude (to the 6 th decimal point)	Lat: 42.438158	Long: -83.418129			
Ownership	Private ☐	Public-Local ☒	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

(Insert primary photograph below.)

Building ☒ select sub-type below	Structure ☐
Commercial ☐	Object ☐
Residential ☐	
Industrial ☐	
Other ☒ Religious	



Architectural Information

Construction Date	1846
Architectural Style	Utilitarian
Building Form	Rectangular
Roof Form	Side facing gable with shed roof across entire front
Roof Materials	Wood shakes
Exterior Wall Materials	Wood clapboard
Foundation Materials	Cobblestone
Window Materials	Wood
Window Type	9 X 6 double hung
Outbuildings	Yes ☐ No ☒
Number/Type:	

Eligibility

Individually Eligible	Criterion A ☒	Criterion B ☐	Criterion C ☒	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☒	Non-contributing to a district ☐	Historic District Name	Greenmead/Meadowbrook Farm – Livonia Historical Village
Not Eligible ☒				
Area(s) of Significance	Architecture; Exploration/Settlement			
Period(s) of Significance	1846-1860; 1994 - present			
Integrity – Does the property possess integrity in all or some of the 7 aspects?				
Location ☐	Design ☒	Materials ☒	Workmanship ☒	Setting ☐ Feeling ☒ Association ☒
General Integrity:	Intact ☐	Altered ☐	Moved ☒	Date(s): 1981
Historic Name	Friends Meeting			
Current/Common Name	Quaker House, Friends Meeting House			
Historic/Original Owner	Religious			
Historic Building Use	Religious meeting house			
Current Building Use	Interpretive history museum			
Architect/Engineer/Designer	Unknown			
Builder/Contractor	Unknown			

Survey Date	June 24, 2021	Recorded By	Arthur F. Mullen, AICP	Agency Report #	
-------------	---------------	-------------	------------------------	-----------------	--

Narrative Architectural Description

Provide a detailed description of the property, including all character-defining features and any accessory resources. This is required for all properties.

Symmetrical utilitarian single story simple structure with a central inset porch with two simple square wooden columns on a fieldstone basement. The main mass of the structure is a side facing gable structure with partial eave returns.

The porch has a shed roof with two side rooms with walls are flush with the front of the porch. The porch's shed roof meets the front wall of the main structure at the eave line with the eave providing relief between the main portion of the side-facing gable roof and the porch/side room roof. Each side room has a symmetrically spaced 9 X 6 double-hung window on the primary façade, and the porch has paired doors separated by a pair of double-hung windows. The doors were to be used by the different sexes for entry into the meeting space.

There is a central brick chimney that pierces the roof at its peak, and the chimney is capped with four rows of decorative corbelling. There are single 9 X 6 double-hung windows on each sidewall of the building, centered within the central mass of the structure.

An accessibility ramp is now located on the eastern side of the building and enters the structure through a modern doorway next to the window.

History of the Resource

Provide information on previous owners, land use(s), and construction and alteration dates in a narrative format. This is required for all intensive level surveys, NRPQs, and nominations, and recommended for other identification efforts.

In 1827-28, the Friends broke into two main group – the Hicksite and Orthodox groups. The Quaker Meeting House is the first Hicksite Friends Meeting in Michigan. This group first met in members houses, starting 1833, and they were recognized as member of the Genesee Year Meeting in January 1834. A simple log meeting house was erected in 1838 near Farmington and Seven Mile Roads, and in 1846, the Quaker Meeting House was constructed. Many members of the meeting joined the split from the Genesee Yearly Meeting to join the more radical humanist Michigan Yearly Meeting of Friends of Human Progress, and they continued to meet at the meeting house until 1860. After the Civil War, the Michigan group rejoined the Genesee Yearly Meeting with meetings being recorded in the Livonia area in Plymouth in 1878.

The property was purchased by Daniel and David Lapham in 1827, members of the Nankin/Livonia meeting. A member of the Friends, William Roberts, purchased the Quaker Meeting House in 1860. He and his wife Sarah converted the meeting house into a home, and the family lived there with their three daughters and a son until 1895.

Rudolph Kahrl family bought the property that year and lived in the house until 1903.

In 1903, the Kahrl family sold the Quaker House to the Dietrich family. Fredrick and Frederica lived there with their six daughters: Minnie, Bertha, Elizabeth, Emma, Edith, and Martha. In 1943, Bertha Dietrich Nightingale sold the property to Lloyd and Annie Gullen.

The Gullen's made several modifications to the house including added chimneys to both ends of the building, and they lowered the ceiling with the attic space serving as an artist studio space for Mrs. Gullen. They also converted the pantry into a bathroom and the kitchen into a breakfast room. They lived in the house until 1962.

The City of Livonia purchased the Quaker Meeting House and one acre of land at 34004 W. Seven Mile Road for \$24,000, which was called Quaker Acres.

In 1973, the Shaw House was moved to Quaker Acres, and in 1975, the A.J. Geer Store and DUR were moved to Quaker Acres. The Quaker Meeting House and parts of the Shaw House were opened as a museum in that year. In 1981, the Quaker Meeting House was moved from the Quaker Acres site, and it was rehabilitated and opened as a museum on May 15, 1994 in the Greenmead Village.

Statement of Significance/Recommendation of Eligibility

Provide a detailed explanation of the property's eligibility for the National Register. Include an evaluation under at least one of the four National Register Criteria and one Area of Significance. Include a discussion of the seven aspects of integrity, and make a recommendation about eligibility. This is required for all properties.

The Quaker Meeting House meets Criterion A for an event that demonstrates the patterns of an area's development. The Livonia area was only beginning to be settled in the 1830s, and the Nankin/Livonia meeting was the first Hicksite Friends group that established a meeting in Michigan. This group built the Nankin/Livonia Quaker Meeting House in 1846, and they met there until 1860.

The Quaker Meeting House meet Criterion C for an example of an early Quaker meeting house with two similar meeting houses at West Unity, OH and Coldstream Poplar Hill, Ontario. The building is an example of the simple and unadorned architectural style that Quaker meeting houses used at the time.

Regarding the seven aspects of integrity, the Quaker Meeting House has been significantly altered during its existence including being converted into a residence in 1860 and significant modifications being made to the structure under the Gullen's ownership during the 1940s-1960s. The structure was relocated from its original location in 1981. Due to these alterations, the building no longer retains its integrity aspects regarding location and setting. The structure does still retain its design, materials, workmanship, feeling, and association.

References

List references used to research and evaluate the individual property. For NRPQ's include copies of key documents.

Greenmead Tour Guide Book

Daniel, Suzanne. *Quaker House* Building Structure Inventory Form. Michigan History Division – Michigan Department of State. February 1980.

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location



Street Address	20501 Newburgh Road				
City/Township, State, Zip Code	Livonia, Mi 48152-1075				
County	Wayne				
Assessor's Parcel #	46021990001001				
Latitude/Longitude (to the 6 th decimal point)	Lat: 42.43807	Long: -83.41663			
Ownership	Private ☐	Public-Local ☒	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

(Insert primary photograph below.)

Building ☐ select sub-type below	Structure ☐
Commercial ☐	Object ☐
Residential ☒	
Industrial ☐	
Other ☐	



Architectural Information

Construction Date	ca. 1899
Architectural Style	Simple unadorned shed
Building Form	Single rectilinear forms
Roof Form	Gable
Roof Materials	Wood shakes
Exterior Wall Materials	Wood clapboard
Foundation Materials	Concrete
Window Materials	Wood
Window Type	2 X 2 double hung
Outbuildings	Yes ☐ No ☒
Number/Type:	

Eligibility

Individually Eligible	Criterion A ☒	Criterion B ☐	Criterion C ☐	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☒	Non-contributing to a district ☐	Historic District Name	Greenmead/Meadowbrook Farm – Livonia Historical Village
Not Eligible ☒				
Area(s) of Significance	Architecture; Exploration/Settlement			
Period(s) of Significance	1899-1927; 1982-present			
Integrity – Does the property possess integrity in all or some of the 7 aspects?				
Location ☐	Design ☒	Materials ☒	Workmanship ☒	Setting ☐ Feeling ☒ Association ☐
General Integrity:	Intact ☐	Altered ☐	Moved ☒	Date(s): 1975 and 1976
Historic Name	Detroit United Railway Waiting Room			
Current/Common Name	DUR Waiting Room			
Historic/Original Owner	Plymouth, Northville Railway, Detroit United Railway			
Historic Building Use	Interurban waiting room			
Current Building Use	Interpretive history museum			
Architect/Engineer/Designer	Unknown			
Builder/Contractor	Unknown			

Survey Date	September 12, 2021	Recorded By	Arthur F. Mullen, AICP	Agency Report #	
-------------	--------------------	-------------	------------------------	-----------------	--

Narrative Architectural Description

Provide a detailed description of the property, including all character-defining features and any accessory resources. This is required for all properties.

The interurban station is an unadorned small wooden structure with minimal decoration. The rectangular structure measures 12' 4½" wide by 21'4" long. The long side of the structure was parallel to the interurban tracks, and the waiting room entrance is on the short side of the building. The building is finished with clapboard siding. Both the passenger and baggage doors are located on the short sides of the building closest to the tracks.

The waiting room doorway is a five-panel doorway with a sign mounted over the passenger doorway. The passenger waiting room occupies approximately 1/3 of the building with the baggage room behind. The waiting room is entered by a two-step exterior wooden staircase, and there are single 2 X 2 double-hung window centered between the doorway and the opposite corner of the building. This is a single 2 X 2 double hung windows on each of the long sides of the building, providing natural light to the waiting room..

The gabled roof is orientated with the gable end facing the short side of the building. The roof has a single pair of simple brackets where the wall meets the roof, and on the long side, the corners include simple wooden braces. A plain brick chimney is located at the ridge of the roof, and it is not located directly in the middle of the building but slightly toward the passenger-door end of the building.

The baggage room floor was located up three steps from the waiting room floor with the baggage door on the side opposite the from the pedestrian entrance that was raised so that deliveries could be received directly from the floor level of a wagon. This room had windows on the long sides of the building to provide light into the baggage room.

History of the Resource

Provide information on previous owners, land use(s), and construction and alteration dates in a narrative format. This is required for all intensive level surveys, NRPQs, and nominations, and recommended for other identification efforts.

The Plymouth Northville Railway began interurban serving the Newburg four-corner settlement in 1899 when a line was built between Wayne and Northville. This line was purchased by the Detroit United Railway in 1907, and this line operated until 1927 when it was abandoned.

From 1899 to 1912, the interurban tracks made the turn at the corner of Ann Arbor Trail and Newburg Roads, but in 1912, the tracks were moved from the intersection to a location SW of the AJ Geer Store. When the buildings were relocated to Greenmead, the buildings from the Ann Arbor Trail/Newburg Road intersection were placed in their original orientation with the DUR Waiting Room in the post-1912 configuration.

In 1922, Northville Road was paved. The DUR went bankrupt in 1925, once-a-day service was started in 1926, the service was stopped on April 8, 1927, and the tracks were removed in 1928.

The building was purchased by the Livonia Historical Society in 1974 and moved to the Quaker Acres village site in 1975. In 1976, the building was relocated to the Livonia Historical Village at Greenmead, and it was rehabilitated with funds from the Livonia Historical Society.

Statement of Significance/Recommendation of Eligibility

Provide a detailed explanation of the property's eligibility for the National Register. Include an evaluation under at least one of the four National Register Criteria and one Area of Significance. Include a discussion of the seven aspects of integrity, and make a recommendation about eligibility. This is required for all properties.

The DUR Waiting Room qualifies for listing in the National Register under Criterion A as the interurban train

service played an important role in suburban development within Metro Detroit prior to the advent of regular automobile travel. The interurbans provided regular passenger service around the region by connecting smaller communities to adjacent larger communities for jobs and shopping while allowing for agricultural goods to most often be sent to Detroit for processing or sale. The closure of the interurban network represents the ascendancy of the motorcar for commuting and that a significant enough number of roads began to be improved and/or paved so that four-season travel was possible.

The DUR Waiting Room retains its integrity for its design, materials, workmanship, and feeling and even though the Newburg four-corner intersection has been recreated in its historic alignment, the DUR Waiting Room does not retain the location, setting, and association integrity characteristics.

References

List references used to research and evaluate the individual property. For NRPQ's include copies of key documents.

Greenmead Tour Guide Book

Michigan SHPO Architectural Properties Identification Form

Property Overview and Location



Street Address	20501 Newburgh Road				
City/Township, State, Zip Code	Livonia, MI 48152-1075				
County	Wayne				
Assessor's Parcel #	46021990001001				
Latitude/Longitude (to the 6 th decimal point)	Lat: 42.43824	Long: -83.41651			
Ownership	Private ☐	Public-Local ☒	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

(Insert primary photograph below.)

Building ☒ select sub-type below	Structure ☐
Commercial ☒	Object ☐
Residential ☐	
Industrial ☐	
Other ☐ Religious	



Architectural Information

Construction Date	1912
Architectural Style	Utilitarian Storefront
Building Form	Rectangular
Roof Form	Front facing gable
Roof Materials	Wood shakes
Exterior Wall Materials	Wood clapboard
Foundation Materials	Cinderblock
Window Materials	Wood
Window Type	Two large four-pane storefront windows with single 1 X 1 double-hung windows on sides and rear with single side window
Outbuildings	Yes ☐ No ☒
Number/Type:	

Eligibility

Individually Eligible	Criterion A ☒	Criterion B ☐	Criterion C ☒	Criterion D ☐
Criteria Considerations:	a. ☐ b. ☐ c. ☐ d. ☐ e. ☐ f. ☐ g. ☐			
Component of a Historic District	Contributing to a district ☒	Non-contributing to a district ☐	Historic District Name	Greenmead/Meadowbrook Farm – Livonia Historical Village
Not Eligible ☒				
Area(s) of Significance	Commerce; Social History			
Period(s) of Significance	1908-1950; 1982 - present			
Integrity – Does the property possess integrity in all or some of the 7 aspects?				
Location ☐	Design ☒	Materials ☒	Workmanship ☒	Setting ☐ Feeling ☒ Association ☐
General Integrity:	Intact ☐	Altered ☐	Moved ☒	Date(s): 1975 & 1976
Historic Name	A.J. Geer General Store			
Current/Common Name	A.J. Geer General Store			
Historic/Original Owner	A.J. Geer			
Historic Building Use	Rural general store			
Current Building Use	Interpretive history museum & gift shop			
Architect/Engineer/Designer	Unknown			
Builder/Contractor	Unknown			

Survey Date	Sept. 14, 2022	Recorded By	Arthur F. Mullen, AICP	Agency Report #	
-------------	----------------	-------------	------------------------	-----------------	--

For SHPO Use Only	SHPO Concurrence?: Y / N	Date:
-------------------	--------------------------	-------

Narrative Architectural Description

Provide a detailed description of the property, including all character-defining features and any accessory resources. This is required for all properties.

This rectangular structure has the short storefront side of the building facing north, towards what would have been Ann Arbor Trail. The front of the store is not fully rectangular with the storefront slightly angled with the eastern wall slightly longer than the western wall, allowing the storefront to line up with the road right-of-way. The building generally measures 20 feet wide by 40' to 45' feet long.

The north façade is a traditional storefront with modest detailing with a central door flanked by large store windows on either side. The wooden storefront advertising panel extends above the windows to the top of the building's roof peak and is finished with clapboard siding. Simple advertising is painted on this wall surface with A.J. Geer in large black block letters centered and two smaller message boxes – Dry Goods Hardware Groceries on the left and General Store on the right

The bulkhead is approximate 30 inches tall with the store windows divided into large four divided lites. The storefront windows are surrounded by unadorned squared trim boards. The entrance door is located up two concrete steps, and the front entrance door has a simple surround that extends up into the storefront's beam. There is a transom window located above the door.

The entire building is finished in Novelty Drop siding that is painted white. Each sidewall has a double-hung 1 X 1 window and the eastern wall also includes a three-paned window under the eaves halfway to the rear of the building. There is a small brick chimney on the eastern wall, located towards the rear of the structure, and it runs up through the eaves/roof. A secondary entrance is located at the left rear of the building, with a 1 X 1 double-hung to the east, located over the external cellar entrance.

History of the Resource

Provide information on previous owners, land use(s), and construction and alteration dates in a narrative format. This is required for all intensive level surveys, NRPOs, and nominations, and recommended for other identification efforts.

According to City records, the building was constructed in 1908.

From 1912-1916, the building was operated as a general store by Mr. A.J. Geer, selling a variety of groceries, dry goods, and hardware materials.

Between 1917 and 1924, the building was operated by C.R. Carson.

Research indicates that businesses operated at the site from 1924 to approximately 1950, but no details are known.

From 1950-1974, the building sat vacant.

In 1974, the Livonia Historical Society purchased the building, and in 1975, it was moved to the Quaker Acres historical site on Seven Mile Road west of Farmington Road.

In 1976, the building was relocated from Quaker Acres to Livonia's Historical Village at Greemead.

The building was restored and opened to the public on December 19, 1982. It has operated as one of the main attractions of the Greenmead Historical Village, interpreting rural farming life from early in the 20th Century and as the site's gift shop.

Statement of Significance/Recommendation of Eligibility

Provide a detailed explanation of the property's eligibility for the National Register. Include an evaluation under at least one of the four National Register Criteria and one Area of Significance. Include a discussion of the seven aspects of integrity, and make a recommendation about eligibility. This is required for all properties.

The A.J. Geer General Store meets Criterion A for an event that demonstrates the patterns of an area's development. The store illustrates the general stores that often would have been located in four-corners commercial districts, serving the area farmers. These districts were a centralized force for the rural residents as they often included houses of worship, general stores, post offices, and other specialty businesses, meeting the Social History Area of Significance.

The A.J. Geer General Store meets Criterion C for an example of typical general store that would have been located in most every rural community, and this meets the Commerce Area of Significance. Though it is a very simple structure, it is indicative of the style that would have been found in rural America at this time. Few intact examples this type of commercial store remain. This building's interior has received little modification as it closed in 1950

Regarding the seven aspects of integrity, the A.J. Geer General Store is nearly in its original form and the interior wasn't significantly modified after it began operations. However, due to its relocation, the building doesn't meet the qualifications for integrity related to Location, Setting, or Association.

References

List references used to research and evaluate the individual property. For NRPQ's include copies of key documents.

Greenmead Tour Guide Book



Existing Conditions

Collections

Appendix

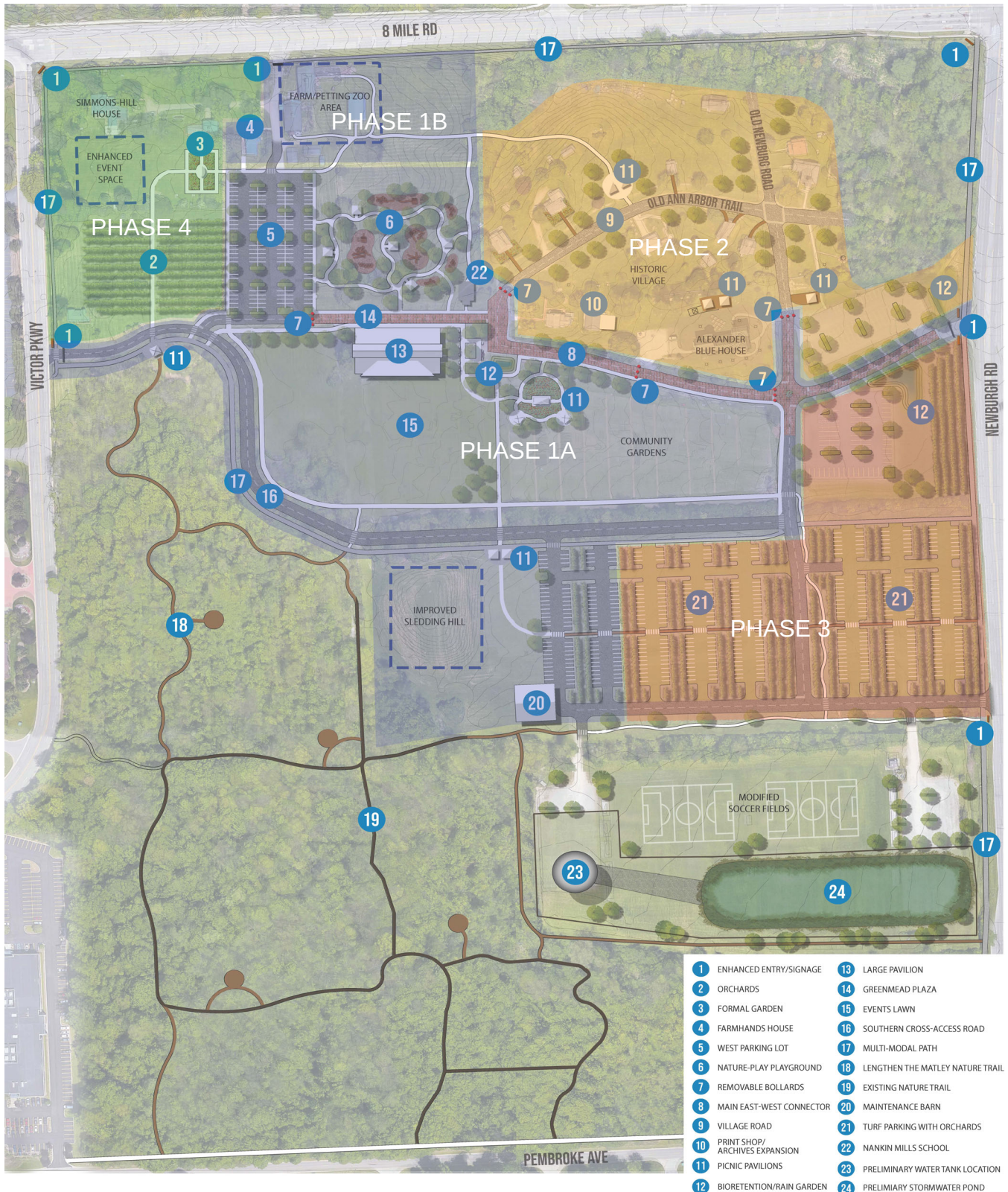
See separate attachment



Capital Improvement Plan

Appendix

Greenmead Historic Village CAPITAL PLAN SITE CONTEXT MAP



Greenmead Historic Village

CAPITAL IMPROVEMENT PLAN FINANCING

MAJOR CAPITAL IMPROVEMENT PROJECT PHASING			
PHASE	ZONE	DESCRIPTION	COST
1A	Site	Utility infrastructure, roads, parking, pathways, and landscaping.	\$1,950,000
	Site	Enhanced entries and signage	\$150,000
	Site	Nature play playground	\$350,000
	Site	Improved sledding hill	\$80,000
	Exist. Bldg.	Nankin Mills School rehabilitation	\$405,000
	New Bldg.	Nankin Mills School expansion	\$350,000
	New Bldg.	Greenmead Plaza, Large Pavilion, and Picnic Pavilions	\$2,750,000
	New Bldg.	Maintenance Building	\$920,000
	Exhibits	Interpretive signage, displays, and collections	\$500,000
		Sub-Total Cost	\$7,455,000
		Design and Construction Engineering (Estimated 15%)	\$1,120,000
		Contingencies (18%)	\$1,320,000
		Total Cost	\$9,895,000
1B	Site	Utility infrastructure, roads, pathways, landscaping, and petting farm.	\$550,000
	Exist. Bldg.	North Barn stabilization and rehabilitation	\$490,000
	Exist. Bldg.	South Barn stabilization and rehabilitation	\$700,000
	Exist. Bldg.	Convert Farmhands House to public restrooms	\$250,000
	Exist. Bldg.	Misc. site structure renovations	\$150,000
	Exhibit	Interpretive signage, displays, and collections	\$350,000
		Sub-Total Cost	\$2,490,000
		Design and Construction Engineering (Estimated 15%)	\$375,000
		Contingencies (18%)	\$450,000
		Total Cost	\$3,315,000
2	Site	Utility infrastructure, roads, pathways, and landscaping.	\$685,000
	Exist. Bldg.	Alexander Blue Office restoration	\$105,000
	Exist. Bldg.	Print Shop renovation	\$45,000
	New Bldg.	Print Shop Expansion for collection archives	\$350,000
	New Bldg.	Picnic pavilions	\$75,000
	Exhibit	Interpretive signage, displays, and collections	\$250,000
		Sub-Total Cost	\$1,510,000
		Design and Construction Engineering (Estimated 15%)	\$220,000
		Contingencies (18%)	\$255,000
		Total Cost	\$1,985,000
3	Site	Utility infrastructure, roads, pathways, and green overflow parking lot.	\$905,000
	Site	Edge landscaping/hardscaping improvements	\$95,000
	Site	Enhanced entries and signage	\$50,000
		Total Hard Cost	\$1,050,000
		Design and Construction Engineering (Estimated 15%)	\$155,000
		Contingencies (18%)	\$185,000
		Total Cost	\$1,390,000

4	Site	Utility infrastructure, roads, pathways, and landscaping.	\$175,000
	Site	Formal Garden and Orchard	\$255,000
	Exist. Bldg.	Update Simmons Hill House to support enhanced event space	\$215,000
	Exhibit	Interpretive signage, displays, and collections	\$50,000
		Sub-Total Cost	\$695,000
		Design and Construction Engineering (Estimated 15%)	\$105,000
		Contingencies (18%)	\$125,000
		Total Cost	\$925,000

PROJECT NEEDS DISTRIBUTION OVER 10-YEAR TERM

PHASE	YEAR	DESCRIPTION	COST
1A	1-3	Major site infrastructure, central plaza, and large pavilion	\$9,895,000
1B	1-3	Convert the North Barn to event space and the South Barn and site to petting zoo and farm	\$3,315,000
2	3-5	Site infrastructure and building improvements in the historic village	\$1,985,000
3	5-7	Turf parking with orchards and edge treatments	\$1,390,000
4	8-10	Greenmead Farm Complex improvements and enhanced exterior event space	\$925,000
		Total Distribution	\$17,510,000

ANNUAL NEEDS DISTRIBUTION OVER 10-YEAR TERM

YEAR	DESCRIPTION				COST
	Site & Landscaping	Building Maintenance	Programming	Exhibits	
1	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
2	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
3	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
4	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
5	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
6	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
7	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
8	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
9	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
10	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
	(17.5%) \$875,000	(32.5%) \$1,625,000	(27.5%) \$1,375,000	(22.5%) \$1,125,000	\$5,000,000
			Total Distribution		\$5,000,000

CONDITIONS

Totals costs require adjustment annually for inflation and escalation.

Individual building improvements and site maintenance will be included in the annual capital improvement budget summary.

Petting farm costs do not include expenses associated with live animal acquisition and feed.



**Precedence Boards and Other
Design Materials
Appendix**



MIDDLEBURG FLOWER GARDEN



CELERY FLATS



FOUNTAIN POINT PORCH



PUBLIC RESTROOMS



GRAIN ELEVATOR INTERIOR - CELERY FLATS



PICNIC TABLES - MILL RACE



WHITE PINE SCHOOLHOUSE



MAIN STREET - CHARLTON PARK



HOLIDAY DECORATIONS

SITE CHARACTER



OUTDOOR ICE RINK



CHRISTMAS AT GREENFIELD VILLAGE



FARMERS MARKET



MAPLE SYRUP DAYS - TROY



HOLIDAY MARKET



OUTDOOR WEDDING - MILL RACE



SUMMER CAMP



OLD TIME BASE BALL



YOUTH CAMPS



GARDENING - MACKINAW HISTORICAL SOCIETY



HALLOWEEN - WHITE PINE VILLAGE



ADDISON FARMS BANDSTAND



CHARLTON PARK



CAR SHOW - CORUNNA VILLAGE



FOUNTAIN POINT RESORT



GEOCACHING



HISTORICAL TRAIL



HISTORIC GARDEN



NATURAL PLAYGROUND



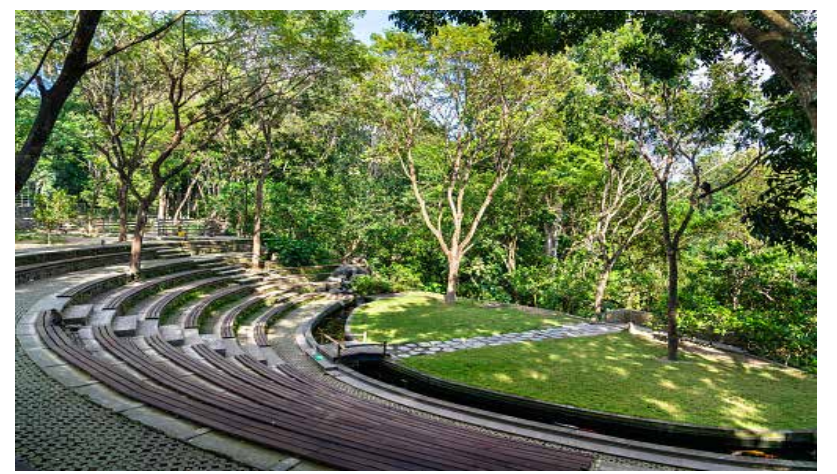
MAYBURY WORKING FARM



HISTORY ALIVE - CHESTERFIELD



CHILDRENS GARDEN



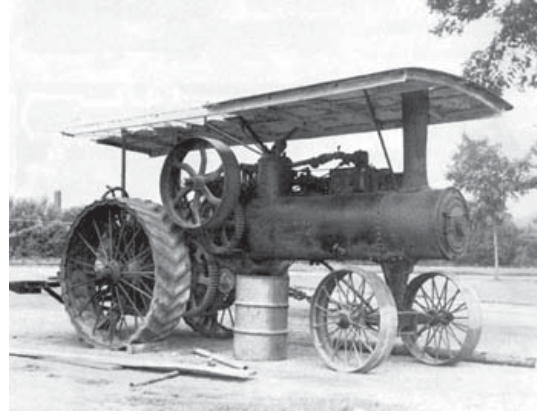
AMPHITHEATRE



PETTING ZOO



KIDS TOUR - TROY



FARM HISTORY

ATTRACTIONS AND AMENITIES



**Listing of Historical Villages In Michigan
& Major American Living History
Museums
Appendix**

Historical Villages & Living History Museums - Michigan

Greenfield Village – Dearborn

Buildings/Attractions: Henry Ford Museum of American Innovation, Greenfield Village, Ford Rouge Factory Tour, Giant Screen Experience – stories of America’s past, present, and future on 4k digital projection, and Firestone Farm

Events and Extra: Annual Memberships: Student, Companion, Family, Individual, Family Flex (\$55-\$260) Historic Baseball in the Village, twilight bike ride, farm work, lunch with the ranger

Website: Good <https://www.thehenryford.org/visit/greenfield-village/>

Mill Race Village – Northville

Buildings/Attractions: Barr Sculpture, Cady Inn, General Store, New School Church, Yerkes House, Hunter House, Weavers Cottage, Hirsch Blacksmith Shop, Wash Oak School, Interurban Station, The Bridge, The Bell Pier

Events and Extra: Weddings, private parties, tours (1 hour guided, school tours, private tours), commercial use (photography, commercial making, music videos, etc.), Northville High School Prom photos, Memberships: Individual, Family, Organizational (\$25-\$75)

Website: good <https://www.metroparks.com/parks/wolcott-mill-metropark/>

Westland Village Historic Park – Westland

Buildings/Attractions: Felton Farmhouse, Carriage Shed, Collins House, Guthrie Octagon House, Eloise Hospital Museum at the Rowe House, McKee Barn, Norris Well, Garden in the Park, Guthrie Outbuilding, Bert Ott’s Farm Windmill, Wnuk Garage

Extra: Master plan created in 2017 for expansion. Abandoned neighboring lot purchased and demolished for future use

Website: good info, poor graphics/layout <http://whvp66.weebly.com/>

Troy Historic Village – Troy

Buildings/Attractions: Caswell house, chapel, gazebo, general store, Niles Barnard House, log cabin, print shop, parsonage, Poppleton school, Troy town hall, wagon shop

Events and Extra: fold art workshops, roaring twenties night, raffle and garden walk, fresh conversations and vegetable gardening, teas for a few (staff lead history walks), preservation conversations, constitution cafes, blacksmithing classes, yoga at the village, walking group, family history concierge, grown-up group gathers, weddings, private events, memorial services, photoshoots and film

Website: <https://www.troyhistoricvillage.org/buildings/>

Chesterfield Township Historical Park

Attractions: schoolhouse, outhouse, log cabin, cobbler shop, blacksmith shop, Kolping Chapel

Events and Extra: Ste. Claire Voyageurs and History Alive, Michigan Log Cabin Day, World War II Reenactment, Vietnam Era Reenactment, Heritage Days, Harvest Dinner, Tree Lighting, weddings

Meridian Historical Village – Meridian Township

Buildings/Attractions: Summer Day Camp, The Farmhouse, The Barnes House, Schoolhouse, The Barn, The General Store, The Tollgate House, The Log Cabin

Events and Extra: building rentals, outdoor education and pioneer living (the log cabin), guided tours, school tours, private tours, weddings, Christmas in the Village,

Corunna Historical Village – Corunna

Buildings/Attractions: Bicycle Museum, farmhouses, New Haven Township Hall, German Lutheran Church, Barn, School, Western Caboose, Blacksmith Shop, Tinsmith Shop, Log House, Pavilion, Garden Arch, Windmill, Schmidt Village Clock

Events and Extra: Christmas in the Village, 4th of July, School Tours, Weddings, Volunteer, Membership (\$20-\$300), private tours, guided tour (elementary and middle school aged children), photography

Livingston Centre Historical Village – Fowlerville

Buildings/Attractions: School House, Barber Shop, Methodist Episcopal Church, Clinton Shoe Repair shop, Kirkland House, Fowlerville Village Farm (used as an Agricultural science classroom), Pere Marquette Depot (model train displays)

Website: <https://www.fowlervillefamilyfair.com/historical-village.html>

Historic White Pine Village – Ludington

Buildings/Attractions: 30 historic exhibit buildings, first-person early settler interpreters with scripts, 2 hour family friendly guided tour, White Pine Chapel,

Events and Extra: open May-October, memberships \$40-\$1000, online education programming, past events: Pioneer Kids Day and Civil War Muster, Sports Hall of Fame Induction Ceremony, Old Time Baseball Game, Lumber Day, Trick-or-Treat, Pioneer Christmas, History in Action Day, Living History Day, Pioneer Day Camp, History Hunt, Geocaching

Sanilac County Historic Village – Port Sanilac

Buildings/Attractions: The Mansion, Museum Tours, Dairy Museum, The Barn Theatre (one of Michigan's most popular performance venues), multiple barns, Hunting and Fishing Cabin, Blacksmith Shop, Train Depot, The Museum Church, Cottage, Cabin

Events and Extra: Memberships (\$25-\$500), marine shipwreck items, military memorabilia, Native American Artifacts, elementary school tours in one room schoolhouse

Glen Haven Village – Empire

Buildings/Attractions: General Store, Cannery Boathouse, Blacksmith Shop (demonstrations)

Events and Extra: on Lake Michigan shoreline

Crossroads Village & Huckleberry Railroad – Flint

Buildings/Attractions: Huckleberry Railroad, Day out with Thomas (Thomas the Tank Engine and Party Train Tour), Farm Museum, Wisner Carriage Barn, Buzzell House, Eldridge-Hamner House, Clayton Town Hall, Davison Depot, Stanley School, General Store, Opera House, Grist Mill, vintage amusement rides, The Genesee Belle (1800's style paddlewheel riverboat)

Events and Extra: School Field Trips, Halloween Ghosts and Goodies (cider, doughnuts, monsters, trick or treating, magic show, etc month of October), Christmas Holiday Magic, Ladies Night Out, Railfans Weekend (history lesson Huckleberry Railroad)

Heritage Village – Sidney

Buildings/Attractions: 28 buildings on Montcalm Community College's Sidney campus (including: Tool Shed, McBride Depot, Blacksmith Shop, Bandstand Gazebo, Doctor's House, Gaffield School, Children's Playhouse, Ehle Barn, Sidney General Store, Print Shop, etc.)

Events and Extra: Heritage Festival (3 days, reenactments, historic displays, crafts, vendors, music, vintage baseball, etc) Log Cabin Day, rentals, tours

Mackinaw Area Historic Society Heritage Village – Mackinac City

Buildings/Attractions: Plowing of the Fields, Anishinaabe Settlement, Art Trail, Nature Center, Community Garden, Detweiler Log House, Freedom School, General Store, Chapel, Historic Festival, May Woods, Pest House, Raising of the Cross, Sawmill, Simpson Homestead

Events and Extra: School Groups, Weddings, Lecture Series, Ghost Supper (Native American dinner), Christmas in Mackinaw, Cabin Fever Dinner, Rentals

Fort Michilimackinac – Mackinac City

Buildings/Attractions: 14 original buildings: Biddle House, Post Guardhouse, North Blockhouse, Sutler's Museum and Store, Tea Room, etc. Exhibits: An Island Famous in These Regions (history of Mackinac Island), Military Medicine at Mackinac, Kids' Quarters

Events and Extra: Live Programs and Tours, firing the Fort Mackinac Cannon, archeology, garden

Historic Adventist Village – Battle Creek

Buildings/Attractions: Adventist Church, Log Cabin, Meeting House, John Kellogg Discovery Center (artifacts from the sanitarium), Home of James and Ellen White,

Events and Extra: Great Controversy written in Home of the White's, Children's Tours, family tours, Christmas Stroll (community wide), meetings held here, special church services, weddings, photography
limited info on website

Fayette Historical Park - Garden

Buildings/Attractions: 20 restored historic buildings located in their original setting, illustrating 19th Century life in an industrial community

Events and Extra: gift shop, camping, hiking area, and picnic area

Historical Charlton Park – Hastings

Buildings/Attractions: Charlton Memorial Museum, Barber Shop, Blacksmith Shop, Bristol Inn, Carlton Center Church, Gas and Steam Club Barn, General Store, Sawmill, Hardware Store, Hall House, Lee School, Print Shop, Sutter Row (shopping)

Events and Extra: Civil War Muster (re-enactment), parlor games, military demonstrations, self-guided tours

Vicksburg Historical Village – Vicksburg

Buildings/Attractions: Depot Museum, Caboose and Boxcar, Cemetery, Farmstead, Gazebo, Newspaper Office, Print Shop, Railway Express, Strong School, Township Hall, Village Garage, General Store/Sweet Shop

Events and Extra: History Day (kids conduct research on a topic to win awards), Speaker Series (presenters from the community discuss topics relating to the area's past), Harvest Festival (fall celebration of Vicksburg agricultural heritage - fundraiser)

Pioneer Log Village – Bad Axe

Buildings/Attractions: largest collection of authentically restored pioneer log buildings in Michigan – pioneer home, general store, one room school, chapel, barn, blacksmith shop

Events and Extra: Last Sunday in June each year is Log Cabin Day, hours: Sunday 2pm-4pm, free admission

Old Victoria – Rockland

Buildings/Attractions: Arvola House, Usimaki House, Victoria Copper Mine

Events and Extra: guided tours daily, Arts and Crafts Fair third Sunday in August – arts and crafts, music, food

Celery Flats – Portage

Buildings/Attractions: Amphitheatre, Grain Elevator, Hayloft Theatre, Schoolhouse, Stuart Manor

Events and Extra: picnic area, playground, trails (North half is “modern” outdoor space and South half is historic village)

Clare County Historical Society – Clare

Buildings/Attractions: Dover one-room schoolhouse, Ott Family Log Cabin, blacksmith shop, museum

Events and Extra: Hours: Saturdays May-September 1pm-4pm , group tours by appointment , access to photos, books, old newspapers and documents by appointment, free admission

Sauder Village Historic Village – Archbold, OH

Buildings/Attractions: Erie’s Farm Shop, Cabinet Shop, St. Mark’s Lutheran Church, Dr. McGuffins Office, District 16 school, W.O. Taylor Printing Office, Water-Powered Grist Mill, Welcome Center, Festival Barn, Harvesting Building, Cider Mill, Museum - Greenburg Gallery,

Events and Extra: traditional quilt shop, Craftsmen at Sauder Village – basket making, blacksmithing, broom making, coopering, glass blowing, native crafts, pottery, quilting, spinning, tin smithing, weaving, woodcarving, woodworking. Sauder Village campground, Barn Restaurant, Village Café, 1920’s Soda Fountain, Speakeasy Experience (introduction to the history of specific topic)

Historical Farms - Michigan

Wolcott Mill Historic Center – Ray

Historic grist and feed mill, greenhouse and gardens, barn museum

250-acre working farm

- All 6 heritage breeds of dairy cow
- Miniature and draft horses
- Sheep and goats
- Farm fowl

Horse-drawn wagon ride through crop fields

Van Hoosen Farm at Stoney Creek Village – Rochester

Dairy Barn (cultural, educational, and recreational facility), Milk House, Calf Barn, Bull Barn, Big Barn, Equipment Barn, Chicken Coops, Van Hoosen Farmhouse

Sarah Van Hoosen-Jones’ Childhood Pets

Axford-Coffin Farm – Oakland Twp (Cranberry Lake Farm)

Original Farmhouse

Four major outbuildings: caretakers house, greenhouse, carriage house, springhouse

Two more small outbuildings, a silo, and remains of a barn

Waterloo Farm Museum – Grass Lake

Realy House, Realy Barn, Log House, Workshop, Milk Cellar, Ice House, Granary, Dewey School
Events

- Blacksmith, Soldiers and Log Cabin Weekend
- Antique Truck, Tractor and Farm Equipment Show
- Pioneer Day
- Christmas on the Farm

Fisk Farm - White Lake

Farmhouse, Memorial Rose Garden, Kelley-Fisk Farmhouse, Thompson One-Room School

Events

- Fisk Farm Festival and Craft Show
- Fisk Farm Halloween
- Christmas Open House with Santa

Eastmanville Farm – Coopersville

Former Ottawa County “poor farm” with educational farm facilities for the public and school groups

- Equestrian trials
- Hiking trails
- Parking lot for horse trailers
- Rustic toilets
- Picnic tables

Maybury Farm – Northville Twp

85 acre farm, operated by Northville Community Foundation that is to connect community to animals and agriculture through hands-on experiences. Farm includes dozens of animals, farm garden, playground and general store.

Website: <https://www.mayburyfarm.org/>

Kensington Metropark Farm Center – Milford

Operated by the Huron-Clinton Metroparks Authority to present a glimpse into rural life

Website: <https://www.metroparks.com/facilities-education/kensington-farm-center/>

Living History Museums – National

Selection of the most prominent living history museums operating across the United States:

Greenfield Village – Dearborn, MI

Founded by Henry Ford, this living history museum has many relocated historic buildings from America's engineering past with some recreations.

Williamsburg Historical Area – Williamsburg, VA

18th Century American colonial life is interpreted in a large historic complex founded in the 1920s by JD Rockefeller and his wife Abby Aldrich Rockefeller.

Plimoth Plantation – Plymouth, MA

Recreated 17th Century colonial life is interpreted illustrating Pilgrim life. Open March through Thanksgiving.

Mystic Seaport – Mystic, CT

Traditional seafaring trades are presented to visitors at this maritime museum and village with several historic ships on display. It includes a re-created 19th Century village with 30 shops.

Old Sturbridge Village – Sturbridge, MA

Recreated New England village with costumed interpreters with working farm and mill and stagecoach and riverboat rides

Roscoe Village – Coshocton, OH

Historic canal town with interpreters along the Ohio and Erie Canal

Old Cowtown Museum – Wichita, KS

Costumed interpreters greet visitor and answer questions about the 54 historic buildings, recreating a frontier town on the Chisholm Trail.

Connor Prairie Interactive History Park

An 1836 Indiana prairie town is interpreted including local Lenape Indian tribe and three other areas to interpret to visitors. Open year round, but some outdoor exhibits close during the winter months.

Shaker Village of Pleasant Hill – Harrodsburg, KY

A thirty-four building village and 3,000 acre community is interpreted for visitors to learn about 1800s Shaker life

Old World Wisconsin – Eagle, WI

One of the largest outdoor museums dedicated to the history of rural life. Sixty historic structures include exhibits including a working farm and livestock display demonstrating rural Wisconsin settler life. May to October with limited programming – Nov.-Dec.

Spring Mill State Park – Mitchell, IN

Restored pioneer village with 20 historic buildings, operating gristmill with interpreters recreating life in 1863

Vermilionville Living History Museum and Folklife Park – Lafayette, LA

Interpreters present several period crafts in several historic homes and structures while giving information about Acadian, Native American, and Creole cultures

Living History Farms – Urbandale, IA

Three farms from 1700 Indian farm, 1850 pioneer farm, and 1900 horse-powered farms are interpreted with an 1875 town. It operates Wednesday through Sundays.

Old Salem Museum – Winston-Salem, NC

18th and 19th Century life of Moravian settlers is interpreted

Shoal Creek Living History Museum – Kansas City, MO

This smaller 80-acre village complex includes 21-structures dating from the 19th Century. Not open daily.

Genesee County Village and Museum – Mumford, NY

This Western NY living history museum contains 68 buildings divided into three time periods: 1790-1820, 1830-1860, and 1860-1900.

Overview

Common Themes:

- Memberships
- Events
 - Christmas in the Village/Farm
 - Halloween Events – Trick or Treating
 - War Reenactments
- School Visits/Tours
- Guided Tours
- Old Time Base Ball Day
- Giftshop in General Store
- Classes – basket weaving, woodshop, blacksmith, native crafts, pottery
- Weddings
- Photography

Unique Attractions:

- Geocaching
- Family History Concierge
- Yoga in the Village
- Ladies Night Out

Greenmead Masterplan Collections Inventory and Assessment

During the development of the Greenmead Historical Park Master Plan, the project's archivist and collections consultant, Sharon Carlson, conducted a collections inventory and assessment of the materials held by Greenmead. This report details the findings of this assessment that was conducted throughout the spring, summer, and fall of 2021.

Cranson/Hinberg House (Gift Shop) - 136 linear feet, 3 File Cabinets

This residential structure built in the 1840s has a gift shop on the lower level and storage on the second floor. This storage site has adequate climate controls, although sometimes the upstairs gets warmer than the rest of the building. Another drawback to this site is the weight-bearing capacity of the second floor. It was built as a residential structure over 150 years ago and cannot accommodate too many shelves loaded with boxes. That said, it offers a secure site for limited materials on the second floor. There are limited climate controls in this building.

The second floor storage includes plat maps, scrapbooks and oversized materials.

This site has most of the audiovisual formats. There are reel-to-reel recordings, video cassettes, 8 mm film, negatives, filmstrips, and slides. Some of the filmstrips have accompanying scripts.

Reel to reel records: Rosedale Life in Livonia, Tour of Livonia, Ryder Trip to Livonia, and some interviews by Howard Middlewood (Historical Society of Livonia).

Photographic negatives donated by Sue Daniels.

Film Strips – Changed World of Farmer Brown.

Slides of buildings, slideshow/tape of Shaw Family, slides/script FrankWilson 1890-1952.

Scrapbooks, photo albums

Ledger from an 1897 business, presumably located in Livonia.

Records of the Livonia Health Guild 1969-1971

1913 – Band No. 3 Ladies' Aid Society materials.

1830s Record of Estrays, records of loose animals, horses

George Hinsch 1913 Daily account of fares, DUR.

DUR 1875-1947 materials.

Recommendation(s):

- 1) As funds become available, migrate analog formats to digital. Priority for digitization should be given to unique films, recordings, and slides.

- 2) Create finding aids for some of the paper and photo based collections.
- 3) Consider digitizing the photos and slides for inclusion on a website.
- 4) Move materials to a central location with more consistent climate conditions.

Print Shop - 276 Linear Feet, 42 bins, 13 file cabinets, 2 half-size file cabinets

The Print Shop was constructed in 2001 for a program that never fully materialized. The building has a printing press, paper cutters, paperweights, movable type, and movable type cabinets. The provenance of this equipment is unknown. The program's high point was an exhibit in the City's gallery in 2016 that also involved the Monks and Friars Letterpress Arts organization. This group is the only entity that has expressed an interest in the press. While it has origins dating to 1962, the website for the group is no longer active. The equipment is a mix of old and contemporary. The paper cutter was manufactured by the E. L. Miller Paragon Company of Philadelphia in the late nineteenth century. The movable type is much more contemporary. Advertising blocks date from the 1980s.

This building has become a collections storage area, seemingly by default. The building has adequate climate controls. It contains most of the books held by Greenmead, and it also has some of the papers of Greenmead's first families. Photos are also in this location. There are several vertical files that should be retained.

Recommendation(s):

- 1) Deaccession printing equipment. There does not seem to be interest or expertise in printing and there is no history of a printing press operating in the Newburg settlement. It is an artificially constructed program that was probably developed because of somebody's interest and/or the donation of the presses. There are similar programs nearby, most notably the Printing Office & Tin Shop at Greenfield Village, an attraction that has existed since 1933.
- 2) Expand the Print Shop building to house the collections. The building has good climate controls and appears to be in good condition and secure. It already houses collections. The floor appears to have greater weight-bearing capacity because it is built on a slab and has no basement. The storage of extremely heavy printing equipment does not seem to have caused problems to the structure. With additional shelving, the building could become the primary collections storage area for Greenmead.
- 3) Create finding aids for the family papers.

Newburg Church - 461 linear feet, 12 feet hanging storage, 18 bins

The Newburg Church, built in 1848, is another dual-purpose building. This building is associated with the Reverend Marcus Swift, an abolitionist. The church is used for weddings, and the lower level is used for storage. The building is dry and the climate is controlled by heating/cooling and dehumidifiers.

The lower level is not actively used except for the changing rooms. A secured storage area has been outfitted with shelves. The stored materials include primarily textiles and radios. There are also a couple of the acquired collections, including a collection of candlesticks and an extensive glassware collection donated by various members of the Santo family. There are also school related materials, including records of the Pierson School PTA. There is an extensive collection of pens/pencils. The textiles are stored in boxes and tissue paper has been used to ease folds, creases, and gathers in the assorted types of clothing.

Recommendation(s):

- 1) Deaccession acquired personal collections. The candlestick and glassware collection donated by the Santo family should be deaccessioned.
- 2) Evaluate textile collection and consider deaccessioning the following categories: items that are not from Livonia or have no provenance, items that are in poor condition, items that have minimal value for display or programming.

Newburg School - 71 Linear Feet

There are limited artifacts in this building. It is primarily used for hands-on learning and groups, school kids. There are State Road markers stored on this site. The lower level has limited storage capacity. It is a large basement but has had problems with moisture in the past. Books that were stored in the basement and moved to the Print Shop have a mildew odor. While the area is spacious and heated, it is not a good place for paper, fabric, leather, or metallic materials. There are metal and wooden shelves in the basement but they are largely unused. There are limited climate controls in this building.

Recommendation(s):

- 1) Move State Road markers to another location.
- 2) Do not use this building for storage of any materials.

Bungalow, Geers Bungalow – 268 Linear Feet

This residential structure was built in 1913. There are household artifacts on display. The main floor has household furnishings and a kitchen with examples of small household implements and appliances. The second floor has bedrooms with household furnishings, piano rolls, and a family photo. The basement had storage space and includes collections of toys, irons, toasters, banks, and fans. The salt and peppershaker collection is also located in this building. This residential structure has a 1920s kitchen. Upstairs, there are two bedrooms furnished with household goods. Family photos and piano rolls are also stored upstairs. There are limited climate controls in this building.

Recommendation(s):

- 1) Deaccession acquired personal collections, i.e., salt and peppershakers, banks.
- 2) Deaccession duplicates of common household objects, i.e., irons, toasters, fans.

Geer Store

The Allen J. Geer Store was opened in 1912 and the structure was moved to the site in the 1970s. The building has a mix of historical objects and some reproduction items to illustrate representative store goods from the early 20th century. Most of the items in the store are accessioned and the long-term plan includes a collections survey. There are limited climate controls in this building. Because of the mix of artifacts and reproductions, materials stored in this building were not measured.

Recommendation(s):

- 1) Distinguish between artifacts and reproduction items. Consider removing some of the display items and opening up the building for more programming. The replica items are perfect for hands-on programming.

Shaw House

This house was built in 1843 for the Shaw family. It contains many pieces of furniture and some clothing, largely period appropriate to the Shaw's tenure in the house. There are limited climate controls in this building. Furniture and implements on exhibit were not measured.

Recommendation(s):

- 1) Be judicious in the selection of artifacts displayed in the house. Less is more. Find ways to tell the Shaw story.
- 2) Move collections to a central storage area for collections security and to provide additional space for interpretation.

Kingsley House – 84 Linear Feet, 9 bins, 3 files cabinets

Nathan and Mary Kingsley built this Greek Revival farmhouse in 1843. The downstairs has furnishings. The upstairs has a mix of items that include various City of Livonia promotional materials, 1979 Livonia tax assessment rolls, and a Herman Miller chair. There are limited climate controls in this building.

Recommendation(s):

- 1) Find appropriate repository for the 1979 tax assessment rolls. Tax rolls are valuable for conducting property research but one year doesn't reveal much. These records fall under the State of Michigan's records retention policy. According to the policy, they are to be retained for 20 years so the retention period of these records has passed. If the others remain in the City offices, they should be reunited. If not, they may be appropriate for deaccessioning. See https://www.michigan.gov/-/media/Project/Websites/dtmb/Services/Records-Management/rms_GS28.pdf?rev=88b8775ed1af4df491fadea9a57bc3e3
- 2) Deaccession items that do not fit the collecting policy. It is not clear why a Herman Miller chair is part of the collection.

- 3) Move collections to a central storage area for collections security and to provide additional space for interpretation.

Hired Hand's House –

This house likely pre-dates the Simmons-Hill House. There are displays on the first floor. It houses a chair collection, tools, hardware, and a vacuum cleaner collection in the basement. There are some Livonia newspapers in this structure. Greenmead is presently scanning these. There are limited climate controls in this building. Furniture and implements on exhibit were not measured.

Recommendation(s):

- 1) Deaccession items that do meet the collecting plan.
- 2) Move collections to a central storage area for collections security and to provide additional space for interpretation.
- 3) Store Livonia newspapers in archival boxes and folders. In general, deaccession newspapers held by other repositories. A good source of information about available newspaper is the Michigan Newspaper Portal, hosted by Central Michigan University. See <https://www.cmich.edu/research/clarke-historical-library/services/digmich-newspaper-preservation/newspaper-digitization-and-microfilming>

Simmons-Hill House –

This house was constructed in 1841 for the Simmons family. It underwent a major remodeling in the 1920s by the Hill family. The Simmons-Hill House, and associated artifacts, has been maintained to keep the house as it was in the middle 1970s when the City of Livonia acquired the property. Though, it is locked in the 1970s, there are numerous pieces of furnishing and artifacts that pre-date the 1970s, which is logical since a family residing in a house will have contemporary and older objects. Furniture and implements on exhibit were not measured.

Recommendation(s):

- 1) Some rooms contain a mix of artifacts associated with both families. Consider moving collections within the house to focus on the story of one family at a time. Include the stories of the children and hired labor who also lived in the house.
- 2) Move collections to a central storage area for collections security and to provide additional space for interpretation.
- 3) Deaccession items that do meet the collecting plan.

North Barn –

This area is under repair but was accessible with considerable effort to move the door and climb over interior dividers. It contains some exhibits and farm implements. Built in 1829, it is one of the oldest barns in Michigan. Implements on exhibit were not measured.

There are no climate controls in this structure.

Recommendation(s):

- 1) Determine whether old exhibits are useful or part of the Greenmead story. Deaccession as appropriate.

Alexander Blue House -

This residential structure was built in the 1850s. It has been expanded to include meeting and office space. It includes tea sets and china storage and the wedding dress collection. The china sets are likely used for programming and should be retained if they're being periodically used. The china and dress collection were not measured. This building has adequate climate controls.

Recommendation(s):

- 1) The wedding dress collection should be analyzed to determine if there is a connection to Greenmead and/or if it is used for programming. If it is not, the collection should be deaccessioned.

COLLECTIONS POLICY OF THE LIVONIA HISTORICAL COMMISSION

PURPOSE:

The Livonia Historical Commission was created for the purpose of preserving the history of early Livonia and the surrounding area.

A. Acquisition & Collection Objective:

Acquisition to the Commission's collections, whether by purchase, gift, loan, bequest, excavations or other means, shall be in accordance with the following rules:

1. Objects will be accepted if they are indicative of the life, customs, dress and resources of the early residents of Livonia, Michigan and have historical importance to this and future generations of Livonia residents.
2. Emphasis will be placed on documents and objects of use from the period 1826 to 1950. as well as materials documenting the earliest settlement of the region and other four-corner intersections/villages of Livonia Township. Artifacts collected from 1950 to the present must have direct significance to the lifestyle, customs, dress and resources of residences, businesses, government of the City of Livonia.
3. The collection shall consist of -----types of artifacts:
 - a. Archival and documentary
 - b. Domestic and agricultural implements
 - c. Textiles and clothing
 - d. Business and industry
 - e. Study collection for hands on use
4. No acquisition shall be appraised by anyone associated with Greenmead, but impartial assistance may be rendered to donors seeking independent, licensed appraisers.
5. Objects will be collected for two purposes:
 - a. Preservation and exhibit
 - b. Program use: The Livonia Historical Commission, in addition to exhibiting artifacts for public view, is dedicated to offering historical knowledge and information to the Museum/Village visitors, schools and other interested groups. This educational program will include special exhibits, demonstration of crafts, handling of selected artifacts by visitors and other programming related to history.
 - c. The Livonia Historical Commission must be in a position to properly care, both physically and financially, for a proposed acquisition.
6. The following types of objects and artifacts are generally not collected or accepted.
 - a. Items that have no connection to the people, industries, or history of Livonia.

- b. Collectibles, including but not limited to, collections of decorative glassware, commemorative plates/souvenirs, dolls/figurines, or published commemorative editions.
- c. Duplicates of items already held in the Museum and/or widely available at other cultural institutions in the region.
- d. Materials that have limited educational or programmatic uses.
- e. Oversized furnishings that have no relationship to Livonia, including pianos, organs, bed frames, and dressers.

B. Rules governing acceptance of gifts:

- 1. All donations are to be presented as outright and unconditional gifts to be used at the Livonia Historical Commission's discretion.
- 2. No gift will be accepted with the condition that it is to be permanently exhibited.
- 3. No collection will be accepted with the condition that it is to be kept intact.
- 4. Any article or artifact deposited with, owned by and accessioned by the Livonia Historical Commission may not be reclaimed by the donor or his/her heirs at any time hereafter.
- 5. The Livonia Historical Commission will request of the donor that permission be granted for the use of any original written or photographic material donated to the Commission providing proper credit is given to the creator of the material.
- 6. The Livonia Historical Commission retains the right to dispose of gifts by sale or exchange with other cultural institutions.
- 7. All structures donated must meet the approval of the Mayor, the City Council and the Livonia Historical Commission.

C. Provenance (History of)

- 1. The Livonia Historical Commission will not acquire or accept as a gift or loan any item that is either known or suspected to be stolen property, or which may be in the United States illegally.
- 2. It is the responsibility of the person accepting a donation of artifacts to ascertain the provenance from the donor of the artifacts. The following information is collected when an object is accessioned:
 - a. Accession number

- b. Name of artifact and any background or identifying information
- c. Date donated
- d. Donor's name

D. Loans

1. Loans to Greenmead:

Generally, long-term loans are not accepted by the Livonia Historical Commission. The Livonia Historical Commission may, however, negotiate limited or short-term loans to fill special needs for special exhibits.

2. Loans from the Museum:

- a. All requests for the loan of artifacts will first be considered by the Greenmead Program Supervisor or Collections Manager, who will make recommendation to the Livonia Historical Commission. The Livonia Historical Commission carries the ultimate responsibility for all loans made from the Greenmead collections.

- b. Generally, objects are loaned to other museums, archives, or libraries. The Livonia Historical Commission may require an inspection and approval of the facility as a condition of the loan at the expense of the Borrower. Objects are loaned for the following reasons:

- 1. Research.

- 2. Special projects or exhibits.

- 3. Any other reasons may be considered individually and must be approved by the Greenmead Program Supervisor and the Livonia Historical Commission.

- c. Greenmead will loan objects according to the following rules:

- 1. Loaned objects shall be in the exclusive care and custody of the Borrower during the term of the loan, and will be given special care at all times, consistent with current museum practices, to prevent loss, damage, or deterioration.
 - 2. Objects must be maintained in a secure building protected from extreme temperatures, humidity, excessive light, or other environmental hazards. Only authorized individuals or trained representatives may handle.
 - 3. The borrower will provide a security deposit equal to 50% of the value of the loaned item.
 - 4. The borrower must sign the *Livonia Historical Commission Agreement for Outgoing Loan* stating the items as mentioned above, giving date of loan, date to be returned, purpose of loan, name, address, and phone number of the borrower and name of

- organization represented. This form will list completely the items to be borrowed including their accession numbers, condition at time of loan, and monetary value according to Museum records. The Greenmead Program Supervisor must then sign and date the Loan Agreement.
5. Objects lent must be returned to the Livonia Historical Commission in satisfactory condition by the stated termination date. Any extension of the loan period must be approved in writing by the Livonia Historical Commission and covered by parallel extension of the insurance coverage.
 6. Objects not returned by the agreed upon return date will be subject to financial and legal penalties.
 7. The Livonia Historical Commission reserves the right to recall objects from the loan on short notice if necessary.

E. Deaccessioning Procedures:

1. The Greenmead Program Supervisor or Collections Manager will make the recommendations for deaccessioning.
2. Museum objects to be considered for deaccessioning must meet at least one of the following criteria:
 - a. The object is outside the scope of the Museum's purpose and its acquisition policy.
 - b. The object has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for longer than two years.
 - c. The object is a duplicate.
 - d. The Museum is unable to preserve it properly.
 - e. The object has deteriorated beyond usefulness.
 - f. The object has doubtful potential utilization in the foreseeable future.
3. The following information will be required for the object to be deaccessioned:
 - a. Accession number
 - b. Name of artifact to be deaccessioned.
 - c. Date donated.
 - d. Donor's name
 - e. Reason for deaccession
4. The deaccession request and information will be presented by the Greenmead Program Supervisor to the Livonia Historical Commission for consideration.
5. If approved, deaccession will be noted on the following, as applicable:
 - a. Accession Book
 - b. Gift receipt
 - c. Accession sheet
 - d. Catalog cards
 - e. PastPerfect software

6. Disposal:

The artifact will be disposed of in a discreet manner that will not compromise the Museum's reputation. Donating the artifact to another museum will be considered.

Greenmead Masterplan

Collections Storage and Curatorial Recommendations

The following are general recommendations regarding improvements to the storage of the historical and archive materials at Greenmead including the implementation of museum/archives quality practices for the storage of materials.

Institute a strict collections policy that adheres to the Livonia Historical Society's adopted policy for acquiring new items. Ensure that all historical materials on display are protected from damage and inappropriate handling by the public or docents and ensure that all materials that may degrade from exposure or handling are rotated from display to storage on a regular basis.

Having an ever-changing display is also important to visitors. To ensure that displays are refreshed periodically, institute a policy that will review the displays within each of the buildings and the interpretive center on a regular three-to-five-year basis. Rotation will also ensure that more of the collection is on display and that the public is exposed to a wider part of Greenmead's collection.

Expand the print shop building and create one central storage facility

Greater security and efficiency would be gained by expanding the former print shop building and creating a single climate-controlled facility to store the majority of Greenmead collections. This will minimize the risk of damage or loss. The print shop/storage facility's footprint should be expanded to include shelving for at least 1,300 linear feet of materials and about twenty file cabinets with a specialized work area that may be used by staff, volunteers, and interns. Since the work area may be used by the occasional researcher, a separate reading or research center is not required. For added collections security, an enclosed study room within the collections building is recommended.

Greenmead staff receive most queries for information by email and phone. At one time, some consideration was given to establishing a research center within the Nankin/Perrinsville School but the foot-traffic does not support establishing a dedicated research facility. It would require additional staffing with a low number of annual users. Other institutions in the area provide researcher space and materials so it would be a duplication of efforts for very little return.

Remove the printing equipment

This will require removing a sizable collection of printing equipment from the building. The provenance of this equipment is unknown. It was used a couple of times for programming but the staff do not know how to operate the equipment and there seems to be little interest in creating a program that is largely duplicated by other attractions in the area. The equipment is a mix of vintages and includes a nineteenth century paper cutter, as well as movable type and printing blocks that are much more recent and date from the 1980s.

Some of the items may be suitable for selling to hobbyists or book arts groups. A contact at the Kalamazoo Book Arts Center suggested that the book press and letterpress may both have monetary value to bookbinders or linocut printers. The type may also be sold, but the value will depend on the font, font sizes, and whether it is metal type. The metal type is harder to sell. She also suggested selling in batches, rather than separating the type from the drawers. The cost of shipping will be prohibitive, except for wood type and cuts, so local pickup or options where the buyer pays for shipping are the most practical. There are also a few Facebook groups where these types of materials are being bought, sold, and traded.

<https://www.facebook.com/groups/745025778976939> – Letterpress Sale – Private or Press to Press

<https://www.facebook.com/groups/1758340951076072> - Letterpress USA, CA – Buy, Sell & Trade

<https://www.facebook.com/groups/1791829717787407> – Orphaned or Unwanted Letterpress Cuts and Type

Invest in standard library storage shelving.

The shelving used across the buildings is a mix of many types of shelving and housing a total collection of just under 1,300 linear feet. Some of the most efficient shelving in use appears to be industrial shelving that may have been used in a commercial kitchen. It is present in several of the buildings. Wooden shelves and other metal shelving are in use throughout the park. Greenmead also acquired some map cases that are located in the Newberg School basement. These should be moved to a dryer location.

Shelving should be a non-reactive, heavy gauge metal shelving that is stabilized. Each linear foot of materials requires approximately .5 square feet of storage space. For example, 500 square feet are required to accommodate shelving holding 1,000 linear feet of materials. There are two basic choices in shelving, static or mobile. Static shelving for 1,300 linear feet would cost approximately \$30,000. Mobile shelving provides more efficiency in storage space but the costs are higher, approximately \$85,000. There are also built-in options for storage of textiles and odd sized artifacts. See appendices with Spacesaver product information and pricing.

Improve the Intellectual Control of Collections

Collections are managed through PastPerfect. Accessions from 2010 forward have been tracked. Accessions from 1974 to 2010 are in an excel spreadsheet. As staffing or time permits, input the information from the earliest spreadsheets into PastPerfect. PastPerfect also has modules that allow for public viewing of items. For individually acquired items, the record in PastPerfect is appropriate. As staffing permits, explore the options available in PastPerfect to present selected items from the collections. Several libraries/archives/museums in Michigan use PastPerfect to present objects from collections. See <http://pastperfect-online.com/collections.html>

Additional intellectual control would be gained by creating finding aids for selected collections. The papers of Greenmead's first families would be a good start. Archival finding aids describe collections of papers at the folder or series level and not the individual piece of paper. This would facilitate processing of the collection and make it easier for staff and other researchers to find information. With the exception of nationally important figures or leaders, archival collections are never described at the individual piece of paper level. *Using Archives: A Guide to Effective Research* by Laura Schmidt includes a sample finding aid and is included in an appendix.

General Collections Storage Guidelines

Develop and institute a detailed internal process that illustrates and describes the appropriate methods for storage of written records, artifacts, clothing, household wares, and other materials within the collection. Ensure that there is a supply of archival quality storage items including envelopes, sleeves, folders, paper, and boxes that may be used during the conversion of the Greenmead collection from its present disbursed locations into the new collections building. Create a plan to move the collections out of their existing locations into the collections building and develop a multi-year timeline to process the transfer of the materials from their current storage environment (tubs and boxes) into new appropriate packaging. At the time of transfer, all materials should be digitally copied and entered into PastPerfect. Work with colleges and universities that offer library sciences and archives programs to utilize interns to assist with this cataloguing and storage conversion.

The following generally accepted collections storage practices should be instituted:

Keep items in a secure storage area that is clean, food-free, and has minimal fluctuation in temperature and humidity. Aim for constant temperature and relative humidity levels (68°F] $\pm 2^\circ$ and 45% RH $\pm 2\%$).

Control light and avoid unnecessary light because it causes fading.

Store materials at least four to six inches off the floor.

House items in folders, within archival boxes.

Store items on shelves of inert material (heavy-gauge, powder-coated steel shelves). Avoid wooden shelving or shelves created by wood boards, plywood.

Use folders and map-cases to house oversize materials, such as blueprints, architectural drawings, and maps.

The nature of museum collection makes pest management a key concern. Textiles, paper, and glue are attractive to a number of pests who either eat the materials or destroy them to create habitats. Clean each item at the time of accession (books may be dusted, textiles may be gently vacuumed to remove soil). Set glue traps in the collections storage area to monitor the insects and rodents that may access the collections area and take action as needed.

Books

Books should be kept because they facilitate research or programming. They may also have associational value, meaning that they are kept because of the people who once used or owned them. Light and excessive temperature and humidity shifts are hard on books. Store small- to medium-sized books upright on bookshelves. Shelf books together so they will support one another. Store large volumes, such as atlases flat or in a book box. Preservation-quality boxes for individual volumes will protect books from excess light exposure and keep pieces of damaged bindings together, such as detached or loose covers. Use a digital camera for making copies from books. Consider managing the book collection in PastPerfect or LibraryThing. To determine if books have monetary value, check them in a meta bookselling site such as <https://www.abebooks.com/>. Amazon and Ebay also provide information on used book prices. To determine how many libraries hold a particular book, <https://www.worldcat.org/> provides information from libraries around the world. The focus is primarily college/university libraries and larger public libraries.

Scrapbooks

The first step in preserving scrapbooks is to determine their condition and any handling limitations. Many scrapbooks used different types of materials and different types of glue to affix the items in the scrapbook. Store scrapbooks flat in boxes to support the binding and to keep detached items from becoming lost. If there are problems with different materials touching and staining other items in the scrapbook, use a high quality bond paper or an acid-neutral paper and interleaf between the pages. It will not stop the deterioration but it will preserve objects affixed to the pages. When copying or scanning, use a digital camera rather than placing a scrapbook on a scanner or copier.

Glass and Ceramics

Store ceramics and glass on study surfaces that are secure from bumps. The main enemy of ceramics is impact damage. When possible cover objects or store them in a size-appropriate box or enclosure to protect objects from dirt and dust. Use acid-neutral tissue-paper or a plain cotton/flannel fabric to pad objects and provide additional protection. Spacesaver offers built-in storage containers that fit into shelving. This may be a consideration for some of the objects that need more protection.

Place small objects in rows with ample space to reach one object without touching another. Store the heaviest objects on the bottom shelves. Don't stack plates, cups, and bowls, but if stacking is necessary, use padding between each object. Pieces of broken glass and ceramic objects should be kept together. Use dust covers for objects on open shelving. Use dust covers for oversized objects stored in the open.

Textiles and Clothing Accessories

Textiles and clothing accessories are among the most fragile of all artifacts. They are easily damaged by heat/humidity fluctuations, insects, mold, and also the damage that occurred during their original use (dirt, body oils). In addition to the general storage recommendations, there are a couple more considerations for textiles. You can never go wrong storing a single textile in a box. Start by selecting a box that fits the textile. Use unbuffered tissue for silk, wool and dyed fabrics or unknown fabrics or washed cotton sheeting to line the box or to reduce folds or creases that may break over time. If storing multiple items in a box, place the heaviest item on the bottom and use acid-free tissue to separate items. Items that are still intact and safe to hang, use padded hangers that are available from museum vendors, or making them by wrapping a conventional hanger with resin-free polyester batting and veering it with an unbleached cotton fabric. The item of clothing should only come in contact with the padded hanger.

Photographs and AV Materials

Photographs and AV materials also face storage challenges because of their physical composition. These items are also among the most valuable and may be of the most interest to researchers. The same guidelines as far as temperature/humidity/light apply to photographs and audiovisual material.

Photographs and slides may be stored individually but often space/supplies/time considerations may make it more practical to store photos in collections. Storing a set of photos also may preserve information about the relationships that exist within collection. For example, a series of photos from a single source depicting a particular event may provide additional information if those photos are stored together. The least expensive way is often storing individual photos in buffered folders for photographs and placing interleaving paper between the photos. Slides are easily stored in pages created for individual slides. These have the advantage that provides a limited view of the slide in a protected enclosure.

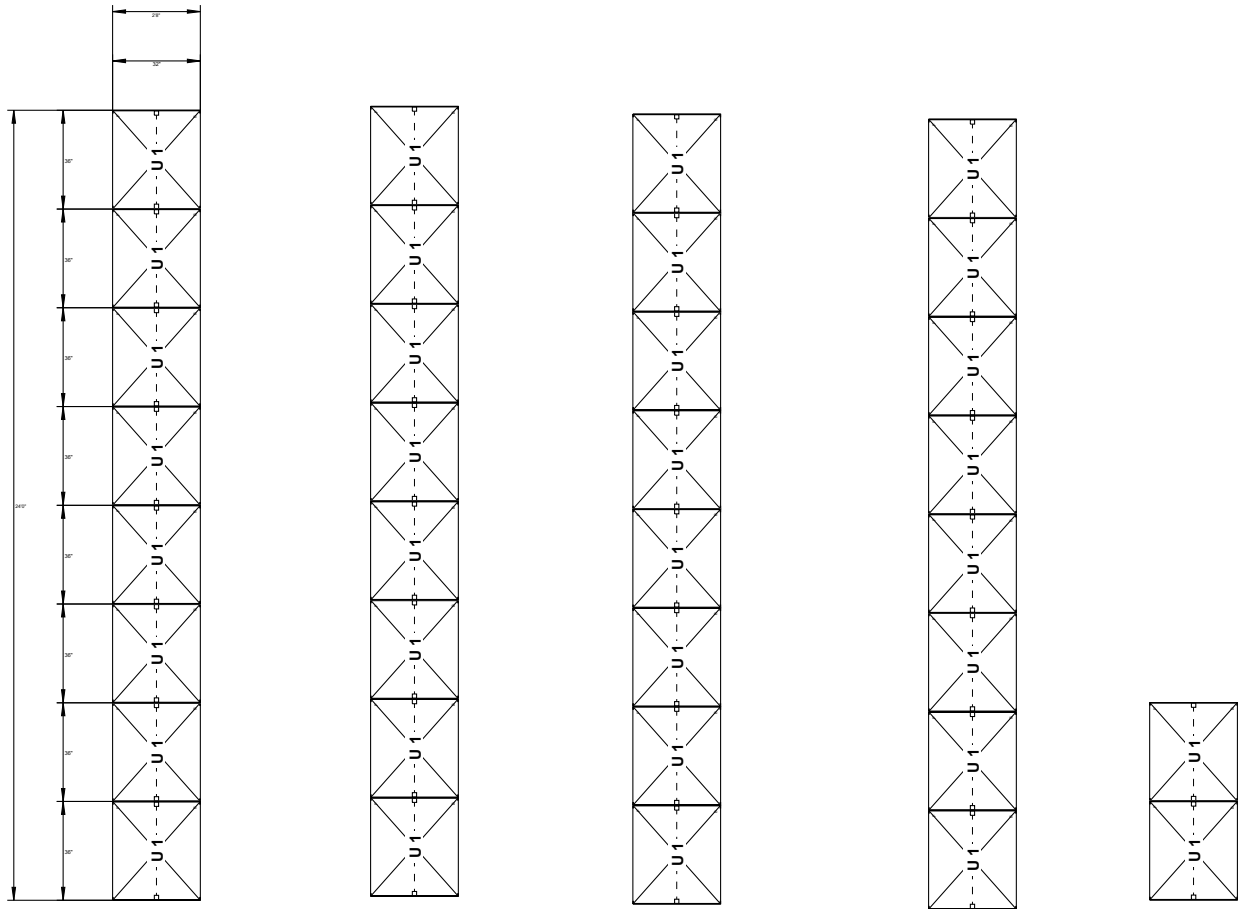
Migrate older formats, reel-to-reel, VHS tapes, slides to digital formats. Priority should be given to productions created for/by Greenmead or the City of Livonia.

Store photographs without a frame. The only reason to store a photo in a frame is if the frame provides historical information or context. Even so, consider removing the photo from the frame and retaining the frame.

If photos and slides are not in individual enclosures, use white cotton gloves while handling or viewing the items.

Static

Filing Capacity	
Static	
Actual LFI	13,872"
Nominal LFI	14,688"
Actual LFF	1156'0"
Nominal LFF	1224'0"
☒ Include Existing	



The Casper Corporation
Corporate (Detroit) Headquarters (248) 442-9000
Okemos (Lansing) Office (517) 321-4697
Grand Rapids Office (616) 866-1606
Kalamazoo Office (269) 344-7588
Saginaw Office (989) 799-1312

Project Name:

Archives

Project #:
GM 20470

Drawn by:
GMM

Date Printed:
09/08/2022

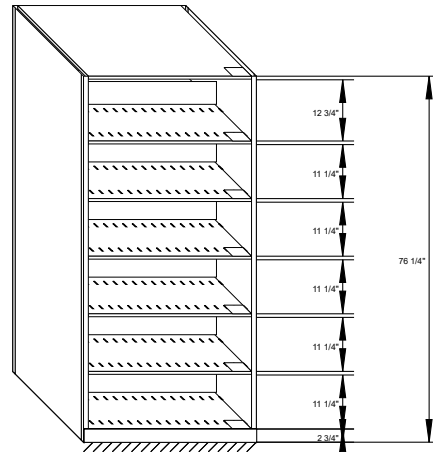
Scale
1:70

Rev level:

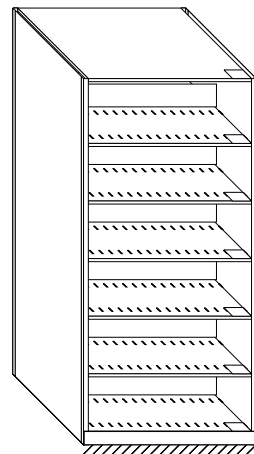
APPROVAL
This drawing Approved By:

Dated _____

H76 1/4"
76 1/4" x 36" x 32"



U 1-F



U 1-B



The Casper Corporation
Corporate (Detroit) Headquarters (248) 442-9000
Okemos (Lansing) Office (517) 321-4697
Grand Rapids Office (616) 866-1606
Kalamazoo Office (269) 344-7588
Saginaw Office (989) 799-4312

Project Name:

Archives

Project #:
GM 20470

Drawn by:
GMM

Date Printed:
09/08/2022

Scale
1:40

Rev level:

APPROVAL
This drawing Approved By:

Dated _____

Casper Corporation, The
24081 Research Drive
Farmington, MI 48335
Phone: (248) 442-9000
Fax: (248) 442-9010
<http://www.caspercorp.com>



CUSTOMER QUOTE

20470-50103

Expires: 11/11/2022

Bill To

Archival Consultant
7435 Westshire Drive
Lansing, MI 48917

Install To

Archival Consultant
7435 Westshire Drive
Lansing, MI 48917

project #	salesperson	quote name	payment terms	print date
20470	Gary Manogue	GM20470-1A - Shelving	Deposit / Balance Upon Receipt	9/12/2022

line	qty	unit	part # / description	price ea	ext price
1	1.00	EA	Static Shelving	\$24,544.03	\$24,544.03
line	qty	unit	part # / description	price ea	ext price
2	1.00	EA	Installation Services	\$4,175.00	\$4,175.00
line	qty	unit	part # / description	price ea	ext price
3	1.00	EA	Freight Charges	\$812.50	\$812.50

GM20470-1A - Shelving (Option Total)

subtotal	\$29,531.53
sales tax	\$1,521.39
total	\$31,052.92

Casper Corporation, The
24081 Research Drive
Farmington, MI 48335
Phone: (248) 442-9000
Fax: (248) 442-9010
<http://www.caspercorp.com>



CUSTOMER QUOTE

20470-50103

Standard Terms and Conditions

Delivery (Dock, Elevator, and Dumpster): The Casper Corporation will notify your designated contact person twenty-four (24) hours prior to delivery. Dock space and /or elevator availability will be arranged by you and made available at no cost to The Casper Corporation. A dumpster for removal of all shipping and packing materials will be provided at no charge to The Casper Corporation. Dumpster must be conveniently located and easily accessible at all times during installation of the equipment.

Storage: If, for any reason, you are not ready to receive the materials and storage is required, storage and handling fees will be added to your invoice. If product is stored on site, it must be in a dry environment and kept in the same packaging materials as delivered. If product is stored by customer, customer takes responsibility for product at time of delivery.

Space Requirements: The space shall be ready for installation and free and clear of all obstructions. If it is not and there is a resulting delay, then the additional man hours will be billed. The space shall be properly lighted. If additional lighting is required to perform the work safely, the additional cost will be invoiced. It is your responsibility to be certain the space is suitable for the installation of this equipment, i.e., adequate fire protection, clearances, and floor load capacity.

Electrical: Electrical power for tools, equipment and lighting will be supplied to The Casper Corporation at no cost.

Freight: Materials will be shipped pre-paid and added to the invoice if necessary. If any freight damage occurs, please notify The Casper Corporation within 24 hours to report back to vendor.

Installation: Installation is in addition to the price of the materials. Labor is planned as straight time unless otherwise noted. Overtime occurring not at Casper's discretion will be added to your invoice.

Taxes: All applicable sales taxes, as required by law, will be billed.

Payment: This product has been specifically designed and will be specifically manufactured for your unique requirements. A non-refundable down payment of 50% of the contract amount is due within ten (10) calendar days of contract award. The balance will be invoiced upon substantial completion and is due net ten (10) days. One and one-half percent (1.5%) interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not totally complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges.

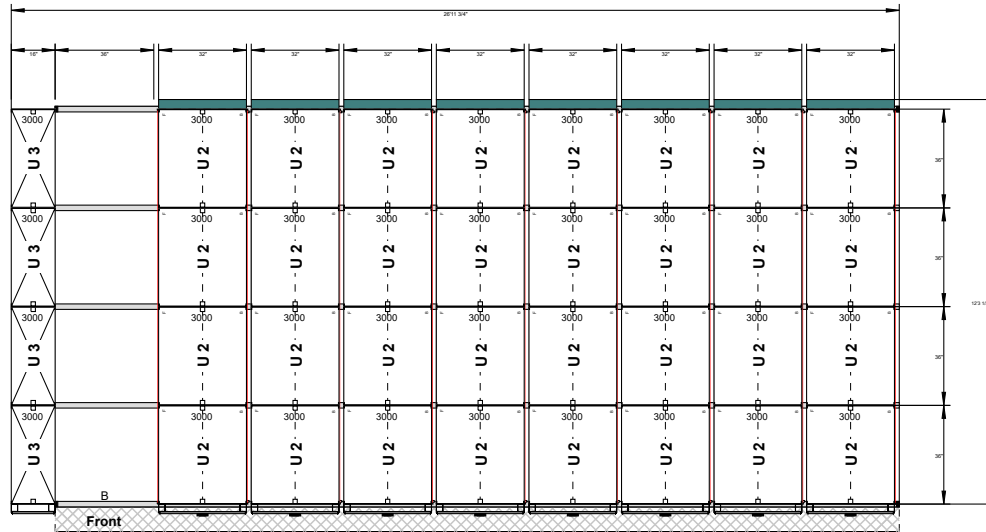
Warranty: See Manufacturers Warranty.

Insurance Certificates, Permits, and Fees: We reserve the right to pass on any additional costs to obtain insurance certificates, building permits, or miscellaneous fees that have not been previously identified and/or specified in our proposal but are required to complete the project.

Change Orders and / Or Cancellation: If, for any reason, you cancel the order, any cancellation, restocking and handling charges will be invoiced. Change orders requested after receipt of your purchase order may also incur additional charges.

_____ **Initial for Acceptance of Terms**

Mobile



Filing Capacity

Mobile

Actual LFI 13,872"
Nominal LFI 14,688"

Actual LFF 1156'0"
Nominal LFF 1224'0"

☒ Include Existing

System Weight Summary Report

Total media weight	20,808.00 lbs
Total equipment weight	9,389.95 lbs
Total picklist weight	0.00 lbs
Total aisle weight (15 lbs/ft²)	1,648.01 lbs
Total system (media, equipment and aisle) weight	31,845.96 lbs
Total Foot-Print area	420.76 ft²
Total weight load per square foot (avg unit load)	75.69 lbs/ft²
Maximum Deflection Allowed is:	L/480
Weight load (line load*) under front rail	4,171.26 lbs 162.65 lbs/ft
Weight load (line load*) under rail no. 2	6,686.53 lbs 260.73 lbs/ft
Weight load (line load*) under rail no. 3	6,686.53 lbs 260.73 lbs/ft
Weight load (line load*) under rail no. 4	6,686.53 lbs 260.73 lbs/ft
Weight load (line load*) under back rail	3,395.26 lbs 132.39 lbs/ft

*Line Load calculations do not include weight of adjacent static shelving, floor, ramp, or aisles.



The Casper Corporation

Corporate (Detroit) Headquarters (248) 442-9000
Okemos (Lansing) Office (517) 321-4697
Grand Rapids Office (616) 866-1606
Kalamazoo Office (269) 344-7588
Saginaw Office (989) 799-1312

Project Name:

Archives

Project #:
GM 20470

Drawn by:
GMM

Date Printed:
09/08/2022

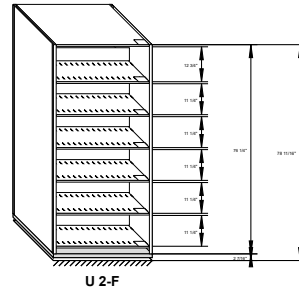
Scale
1:70

Rev level:

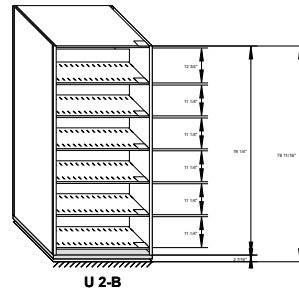
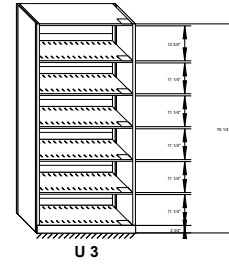
APPROVAL
This drawing Approved By:

Dated _____

H78 11/16"
76 1/4" x 36" x 32"



H76 1/4"
76 1/4" x 36" x 16"



The Casper Corporation
Corporate (Detroit) Headquarters (248) 442-9000
Okemos (Lansing) Office (517) 321-4697
Grand Rapids Office (616) 866-1606
Kalamazoo Office (269) 344-7588
Saginaw Office (989) 799-4312

Project Name:

Archives

Project #:
GM 20470

Drawn by:
GMM

Date Printed:
09/08/2022

Scale
1:70

Rev level:

APPROVAL
This drawing Approved By:

Dated _____

Casper Corporation, The
24081 Research Drive
Farmington, MI 48335
Phone: (248) 442-9000
Fax: (248) 442-9010
<http://www.caspercorp.com>



CUSTOMER QUOTE

20470-50104

Expires: 11/11/2022

Bill To

Archival Consultant
7435 Westshire Drive
Lansing, MI 48917

Install To

Archival Consultant
7435 Westshire Drive
Lansing, MI 48917

project #	salesperson	quote name	payment terms	print date
20470	Gary Manogue	GM20470-1A - Mobile	Deposit / Balance Upon Receipt	9/12/2022

line	qty	unit	part # / description	price ea	ext price
1	1.00	EA	Mobile Storage System	\$65,073.37	\$65,073.37
line	qty	unit	part # / description	price ea	ext price
2	1.00	EA	Installation Services	\$18,750.00	\$18,750.00
line	qty	unit	part # / description	price ea	ext price
3	1.00	EA	Freight Charges	\$1,125.00	\$1,125.00

GM20470-1A - Mobile (Option Total)

subtotal	\$84,948.37
sales tax	\$3,971.87
total	\$88,920.24

Casper Corporation, The
24081 Research Drive
Farmington, MI 48335
Phone: (248) 442-9000
Fax: (248) 442-9010
<http://www.caspercorp.com>



CUSTOMER QUOTE

20470-50104

Standard Terms and Conditions

Delivery (Dock, Elevator, and Dumpster): The Casper Corporation will notify your designated contact person twenty-four (24) hours prior to delivery. Dock space and /or elevator availability will be arranged by you and made available at no cost to The Casper Corporation. A dumpster for removal of all shipping and packing materials will be provided at no charge to The Casper Corporation. Dumpster must be conveniently located and easily accessible at all times during installation of the equipment.

Storage: If, for any reason, you are not ready to receive the materials and storage is required, storage and handling fees will be added to your invoice. If product is stored on site, it must be in a dry environment and kept in the same packaging materials as delivered. If product is stored by customer, customer takes responsibility for product at time of delivery.

Space Requirements: The space shall be ready for installation and free and clear of all obstructions. If it is not and there is a resulting delay, then the additional man hours will be billed. The space shall be properly lighted. If additional lighting is required to perform the work safely, the additional cost will be invoiced. It is your responsibility to be certain the space is suitable for the installation of this equipment, i.e., adequate fire protection, clearances, and floor load capacity.

Electrical: Electrical power for tools, equipment and lighting will be supplied to The Casper Corporation at no cost.

Freight: Materials will be shipped pre-paid and added to the invoice if necessary. If any freight damage occurs, please notify The Casper Corporation within 24 hours to report back to vendor.

Installation: Installation is in addition to the price of the materials. Labor is planned as straight time unless otherwise noted. Overtime occurring not at Casper's discretion will be added to your invoice.

Taxes: All applicable sales taxes, as required by law, will be billed.

Payment: This product has been specifically designed and will be specifically manufactured for your unique requirements. A non-refundable down payment of 50% of the contract amount is due within ten (10) calendar days of contract award. The balance will be invoiced upon substantial completion and is due net ten (10) days. One and one-half percent (1.5%) interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not totally complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges.

Warranty: See Manufacturers Warranty.

Insurance Certificates, Permits, and Fees: We reserve the right to pass on any additional costs to obtain insurance certificates, building permits, or miscellaneous fees that have not been previously identified and/or specified in our proposal but are required to complete the project.

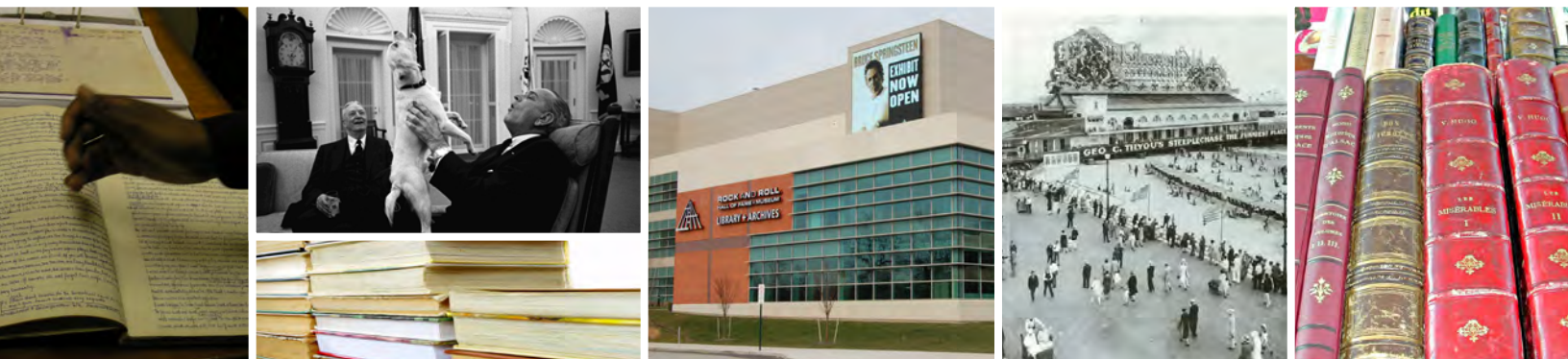
Change Orders and / Or Cancellation: If, for any reason, you cancel the order, any cancellation, restocking and handling charges will be invoiced. Change orders requested after receipt of your purchase order may also incur additional charges.

_____ **Initial for Acceptance of Terms**

Using Archives

A Guide to Effective Research

by Laura Schmidt



CONTENTS

Introduction	1
What are Archives and How do They Differ from Libraries?	2
Types of Archives	3
Finding and Evaluating Archives	4
Requesting Materials Remotely	6
Planning to Visit an Archives	7
Typical Usage Guidelines in Archival Repositories	8
Notes on Copyright, Restrictions, and Unprocessed Collections	9
Visiting an Archives	10
A Final Word and Additional Resources	11
Appendix: Sample Finding Aid with Annotations	13



Introduction

Archives exist both to preserve historic materials and to make them available for use. This guide addresses the second purpose by outlining the functions and procedures of archives, and is designed both for first-time archives users and scholars who have already conducted research in archives. The content covers:

- How archives function
- How to identify appropriate archives for your research
- How to access historical materials and research at an archives

Repositories and their collecting scopes and practices may differ, but the principles in this guide should assist you in accomplishing your research goals at any archival institution.

Photos from left to right:

The Nelson Mandela Papers feature letters he wrote to family and friends while in prison. *Photo courtesy of Elizabeth W. Adkins, CA.*

LBJ howling with his dog Yuki while visiting with the U.S. Ambassador to England. *Photo courtesy of Lyndon Baines Johnson Library and Museum.*

The Rock and Roll Hall of Fame and Museum opened in 2010. *Courtesy of the Rock and Roll Hall of Fame and Museum.*

Steeplechase Pier and the Boardwalk, 1920. *Photo courtesy of Atlantic City Free Public Library.*

Archives preserve historic materials, including manuscripts and books.

What Are Archives and How Do They Differ from Libraries?

Libraries in towns (public libraries) or universities (academic libraries) can generally be defined as “collections of books and/or other print or nonprint materials organized and maintained for use.”¹ Patrons of those libraries can access materials at the library, via the Internet, or by checking them out for home use. Libraries exist to make their collections available to the people they serve.

Archives also exist to make their collections available to people, but differ from libraries in both the types of materials they hold, and the way materials are accessed.

- **Types of Materials:** Archives can hold both published and unpublished materials, and those materials can be in any format. Some examples are manuscripts, letters, photographs, moving image and sound materials, artwork, books, diaries, artifacts, and the digital equivalents of all of these things. Materials in an archives are often unique, specialized, or rare objects, meaning very few of them exist in the world, or they are the only ones of their kind.

¹ Joan M. Reitz, ODLIS – Online Dictionary for Library and Information Science (Libraries Unlimited, 2010), http://lu.com/odlis/odlis_1.cfm#library.

Examples of archival materials include: letters written by Abraham Lincoln (Abraham Lincoln Presidential Library and Museum, Springfield, Illinois), Frank Lloyd Wright’s architectural drawings (Avery Architectural and Fine Arts Library, Columbia University, New York), photographs documenting the construction of the Panama Canal (Transportation History Collection, University of Michigan Special Collections), and video footage from *I Love Lucy* television episodes (the Paley Center for Media, New York and Los Angeles).

- **Access to Materials:** Since materials in archival collections are unique, the people (archivists) in charge of caring for those materials strive to preserve them for use today, and for future generations of researchers. Archives have specific guidelines for how people may use collections (which will be discussed later in this guide) to protect the materials from physical damage and theft, keeping them and their content accessible for posterity.

Example: Checking out a book from a library causes it to eventually wear out, and then the library buys a new copy

of the same book. Checking out the handwritten diary of a historic figure from an archives would cause the same physical deterioration, but the diary is irreplaceable.

Note that there is a great deal of overlap between archives and libraries. An archives may have *library* as part of its name, or an archives may be a department within a library.

Example: The Performing Arts Reading Room in the Library of Congress.

Photos top row - left to right:

New York Cubans players’ contract (dated 1947) for Silvio Garcia. Photo courtesy of the Negro League Baseball Museum.

Detail of a 1916 original pen and ink cartoon drawing, “Remove this blot!” From the Carey Orr Cartoons, Special Collections Research Center, Syracuse University Library.

The Hollinger box is a revolutionary storage container that can be found in every archives.

Photos bottom row - left to right:

Barbara Smith Conrad’s May 14, 1957 letter to the University of Texas President Logan Wilson. Photo courtesy of Dolph Briscoe Center for American History.

A news clip from *The Daily Texan* in 1957, which is part of the Barbara Conrad Papers at the Dolph Briscoe Center for American History. Photo courtesy of Dolph Briscoe Center for American History.

Negro National League of Professional Baseball Clubs

UNIFORM PLAYER’S CONTRACT

Parties The New York Cubans Baseball Club I.N.C.
herein called the Club, and Silvio Garcia
of Habana Cuba

Recital The Club is a member of the Negro National League, and the Player is a member of the Club, and the Club has agreed to accept the terms and conditions of the contract.

Agreement In view of the facts above recited the parties agree that the Club hereby employs the Player to play for the Club during the year 1947.

Employment 1. The Club hereby employs the Player to play for the Club during the year 1947, including the Club’s training season, the Club’s games and the Negro World Series (or any other professional baseball for which the Player may be entitled with diligence and fidelity and service stated and agreed to by the Player).

Salary 2. For the service aforesaid the Club will pay the Player the sum of Five Hundred Dollars per month from May First to October First 1947.

In semi-monthly installments after the completion of each month covered by the contract for the purpose of playing games, in which case the Player shall be entitled to the salary above mentioned, as the number of days in said month.

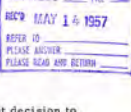
President Logan Wilson
University of Texas
Austin, Texas

Dear Sir:

We wish to voice our strong opposition to the recent decision to remove Barbara Smith from the cast of “Dido and Aeneas.” We feel this decision was a reversal of the previously stated policy that the University would be open to all students who met the academic standards. We sympathize with the pressure and responsibility the administration must have felt in this situation, but we feel that this decision may undermine academic freedom by leading the public to believe that the University administration submits to outside pressure.

We know that this decision cannot now be reversed, but we are concerned about future situations which may arise and the precedent which this decision has established which might guide the manner in which these future situations are dealt with. There are many students on this campus who would have supported you strongly had you allowed Miss Smith to remain in the cast of the opera and we will support similar

May 14, 1957



Sunday, May 12, 1957 THE DAILY TEXAN Page 4

Opera Incident' Ignites University Controversy

Disclosure of a Negro girl's removal from a Department of Music opera Tuesday—soon a national incident—overshadowed all other campus news last week, including such events as Spring-Out, the Rectors' meeting, and a blood drive. A few ill-fated raindrops during the May 3 Spring-Out were sent hundreds of participants and spectators running from the Main Building terrace to the Texas Union Main Building. Nancy Gaston, Sylvia May, and Harriet Clark were announced as the University's outstanding students and received the traditional caps. The Board of Regents revoked the soprano's cap which was to go into effect.

On Wednesday, April 24, Dr. William Doty, dean of the College of Fine Arts, called Miss Smith into his office and told her she would not appear in the opera. The story was not made public until Tuesday when it appeared in the Houston Post. Representative Joe Chapman said Tuesday that he called President Wilson and suggested that Miss Smith, a music education major, be dropped from the opera. “It would be bad public relations for the University to cast a Negro in the script,” the representative said. Dr. Wilson was quoted as having told a student the preceding week that he had been made to Miss Smith to Dean Doty immediately after the cast had been named, according to Bobby Jacobs, chairman of the Human Relations Committee of the Students' Association. Eight legislators released a letter to Miss Smith Thursday afternoon after calling off speeches protest of the action taken by the University Administration. The legislators had planned to make their protesting speeches Thursday before the House, but decided against it because “it would have looked like we were putting this on for publicity.” The legislators expressed their regret for any actions of any legislators played in the removal of Miss

An advertisement for Ford Motor Company that appeared in the *Saturday Evening Post*, 1925. Photo courtesy of Ford Motor Company.



Finding and Evaluating Archives

How do you locate archives that might have materials appropriate for your research? In addition to using online search engines like Google, here are some resources to consult:

- Consult **bibliographies** and works cited sections in books on your topic. Where did the information come from?
- Contact other **experts** in the field. Which repositories did they visit for their research?
- Look for **websites** dedicated to your topic. Do they list any archives?
- Talk to a reference librarian at your local library about accessing the **WorldCat** database, which includes listings for archival materials stored in libraries all over the world.
- Check **Archive Finder** at <http://archives.chadwyck.com/home.do>. This site contains listings from thousands of American and British archives (requires purchase or subscription).
- Check **Archive Grid** at <http://beta.worldcat.org/archivegrid/>. This database contains nearly a million collection descriptions from thousands of libraries, archives, and museums.
- Check **ARCHIVESCANADA.ca** at <http://www.archivescanada.ca/>. This gateway to archival resources from over 800 repositories across Canada contains linked archival repository databases for each province.
- Check **Archives Wiki** at http://archiveswiki.historians.org/index.php/Main_Page. Sponsored by the American Historical Association, this page links to several archives from around the world and provides commentary about the archives from a researcher perspective.
- Browse the website of the **Library of Congress** at <http://www.loc.gov/index.html>. The Library of Congress is America's national library, and the world's largest.
- Visit the website of the **National Archives and Records Administration (NARA)** at <http://www.archives.gov/>. NARA oversees the preservation of United States federal government materials. There are two additional resources that can be accessed through NARA:
 - **AAD** (Access to Archival Databases) at <http://aad.archives.gov/aad/> is a search engine for some of NARA's holdings of electronic records.
 - **ARC** (The Archival Research Catalog) at <http://www.archives.gov/research/arc/> is an online catalog of NARA's nationwide holdings in the Washington, DC area, regional archives, and presidential libraries.

- Search the **National Union Catalog of Manuscript Collections (NUCMC)** at <http://www.loc.gov/coll/nucmc/>. NUCMC provides descriptions of manuscript and archival collections from a wide variety of American repositories. The information produced by NUCMC is shared with the WorldCat database (mentioned above).
- Explore the **Smithsonian Institution Archives** at <http://siarchives.si.edu/>. The Smithsonian Institution Archives is the record keeper of the Smithsonian—collecting, preserving, and making available the official records of the Smithsonian's 19 museums, nine research centers, and the National Zoo.

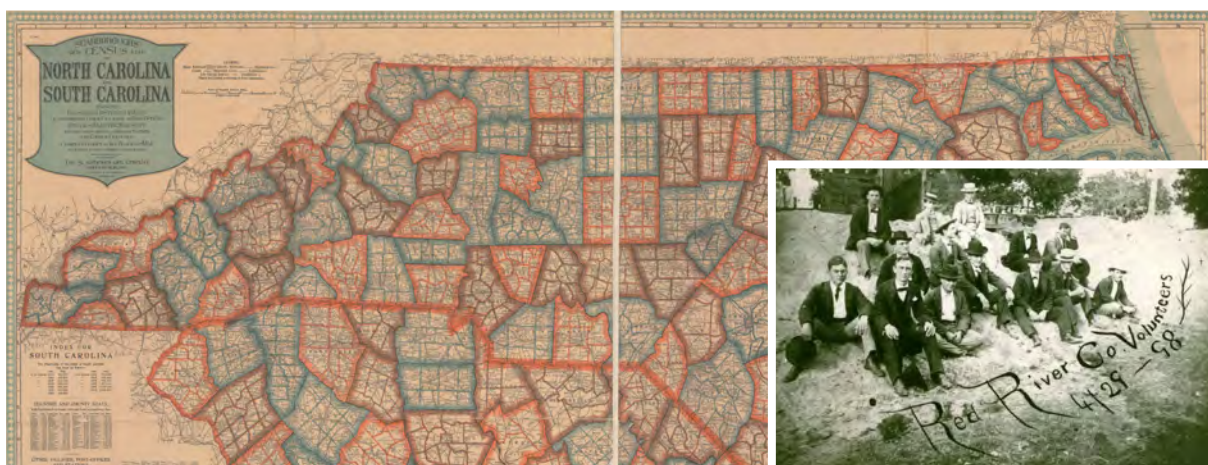
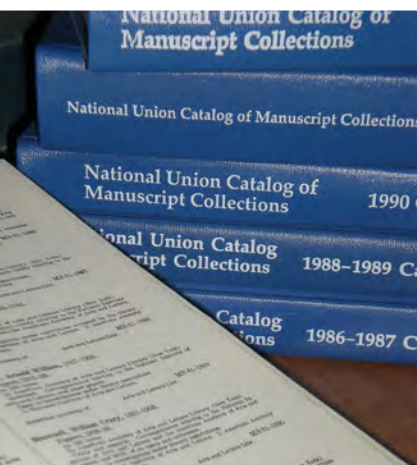
The next step is determining the extent of materials that suit your research needs in an individual archives. Since every

Photos from left to right:

The National Union Catalog of Manuscript Collections is a source for locating information on archival and manuscript collections held by U.S. repositories.

Scarborough's census map of North and South Carolina, 1911. Photo courtesy of the North Carolina State Archives.

Spanish-American War volunteers from Red River County, Texas. From the Red River Country Public Library Digital Collection.



repository is different (by size, funding, technological advancement, hours, collecting areas, regulations, etc.), even experienced researchers must familiarize themselves with how a given repository describes its holdings. Utilizing the tools listed below will help ensure a thorough evaluation of an archives:

- **Websites:** Check the website of the archives you are evaluating, which will often list the repository's main collection strengths and the topics the materials address. Monitor websites for updates such as new collection descriptions and the addition of digital resources.
- **Catalogs and Databases:** Determine whether the archives you are evaluating has a link on its website to catalogs or databases (similar to those in a library) allowing you to search holdings by subject, keyword, title, author, etc. Many catalogs and databases will link you to *finding aids* (see below), which will provide more detail about what a specific collection holds. If searching catalogs is new for you, ask a reference librarian at a local library for assistance.
- **Finding Aids:** A finding aid (sometimes called inventory, collection listing, register, or calendar) is a text document providing a description of the contents of a collection, just like a table of contents outlines the contents of a book. By using a finding aid, a researcher gets an understanding of a collection in its entirety, sees the relationships between its component parts, and locates the portions of a collection pertinent to research. Finding aids sometimes

provide narrative portions describing the background of a collection (how and when it was formed, how the archives acquired it, etc.), and how the archival staff has arranged or ordered the materials in the collection.

If the archives you are evaluating provides direct access to finding aids on its website, browse or search the finding aids for content relating to your research. See the Appendix of this guide for a sample finding aid with annotations.

Examples of a variety of finding aids can be viewed through these finding aid consortia websites:

- Arizona Archives Online <http://azarchivesonline.org/>
- The Online Archive of California <http://www.oac.cdlib.org/>
- Archives West <https://archiveswest.orbiscascade.org/>
- Rocky Mountain Online Archive <http://rmoa.unm.edu>
- Texas Archival Resources Online <http://lib.ntexas.edu/taro>

Note that finding aids come in all kinds of formats. Some archives just have paper copies to use on-site, while others have word processing documents, PDF, or HTML/XML finding aids that can be viewed on their websites. Downloading and print options vary by repository. Some archives may provide digital copies of finding aids upon request.

- **Digital Collections:** Many archives digitize materials (photographs, meeting minutes, reports, letters, audiovisual recordings, etc.) from their collections and make them available on their websites. Digitization enables the researcher to view materials without visiting the archives in person. Some digital content is full-text searchable, allowing you to enter words pertinent to your research (such as names or terms) into a search box and then search the document to see whether instances of those words appear. Examine the repository website, catalogs, databases, and finding aids to see whether links to digital collections exist. *However, be aware that digital collections often reflect just a fraction of the total holdings of a repository.* There may be nondigitized materials at the same institution that are also pertinent to your research. Search holdings listings carefully and ask the archival staff for assistance in accessing nondigitized content.

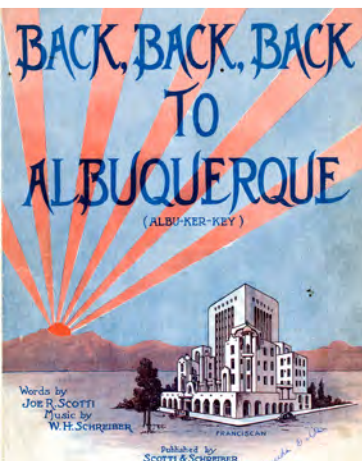
Note that when searching digital collections online it can sometimes be unclear whether the items you are viewing represent a complete collection or are part of a larger collection. Try to determine the

Photos from left to right:

Sheet music cover from the Southwest Travel Literature Collection, Center for Southwest Research, University Libraries, University of New Mexico. *Photo courtesy of the University of New Mexico.*

In 1961 Stanley Ann Obama lived with her infant son Barack in a second-floor apartment in this Capitol Hill home in Seattle while she attended the University of Washington. *Courtesy of Washington Digital Archives.*

Three skaters circa 1920. From the Stuart Thomson fonds, Hikeilla & Hind-Connaught Skating Club Arena, in Vancouver, B.C., Canada. *Photo courtesy of the City of Vancouver Archives.*



highest collection level for the most complete overview of related items.

Examples of digitized collections may be viewed on the Minnesota Digital Library website at <http://www.mndigital.org/reflections/>.

- **Archival Staff:** One of the most important ways to evaluate the holdings of an archives is contacting an archival professional who oversees the collections. Archival staff can point you toward resources you may have overlooked. Job titles for such staff positions include archivist, librarian, reference archivist, reference librarian, curator, and records manager. After you have examined the catalogs, finding aids, and website of an

archives, call or email the repository to confirm your findings and conclusions. If you find specific materials that seem particularly important during your search, write down the titles, call numbers, or other unique methods of identification from those materials and share them with the staff.

Inquire whether you should set up an appointment time to visit and view the materials.

Example: "I am doing a research project involving [describe the purpose, background, and context of your project]. I have already viewed the following [finding aids, catalogs, etc.] on your website, and thought that these specific resources would be useful for my research: [List

finding aid or collection titles, book titles, etc. that you have found. Be as specific as possible.] Do you have any recommendations of other relevant materials in your collections? May I visit your repository next Wednesday afternoon to view these items?"

In the case of an archives that does not list collections on its website (or does not have a website), contacting the staff is the only way to ascertain its holdings. Inform the staff of your research project and intent, ask them to clarify what materials are held at the repository, and ask how materials are accessed by researchers. If you are not getting the help you need from one staff member, try another one at the same institution.

Requesting Materials Remotely

Once you have identified materials that will aid your research, the question then becomes how to access them. Policies regarding access vary among archives, but here are some questions to ask yourself, or the archival staff, to determine whether you can obtain access to materials without visiting the archives in person:

- Are the materials you want to see available through **interlibrary loan**, meaning that the archives would send them to a library near you where you could view or borrow them? Some archives do lend out select materials (such as printed materials or microfilm), but rarely loan primary or original documents.
- Are the materials you want **available through libraries** other than the

repository at which you found them? Especially in the case of published and printed materials, other libraries might own the same materials and allow them to be loaned. The WorldCat database (mentioned in the "Finding and Evaluating Archives" section of this guide) is an excellent resource when looking for alternate lending libraries.

- Will the archives provide **scans or photocopies** of the materials you wish to consult? What are the fees for those services? Are there limits on the amount of material that can be requested? Look for policies on photocopying and digital reproduction on the repository's website, or contact a staff member and inquire.

- Will the archives allow a **research assistant** to access materials on your behalf? Some archives may have recommended assistants or research services available to patrons unable to visit the archives in person. If not, hiring someone to help with your research can be a great option for remote access. Consider hiring a local graduate student or ask a friend living near the repository.
- Do you have a **simple question** that can be answered by having the archival staff view the materials on your behalf? Archivists routinely answer reference questions for researchers, so if the information you need can be retrieved in a short amount of time, there is a good chance they can relay it to you without having you come in person.



Planning to Visit an Archives

If you cannot view the materials you want via the repository's website or through the above-mentioned methods, you will need to visit the archives in person. Whether you are traveling a long distance to visit the archives or visiting a local one, it is always a good idea to plan ahead for your visit. Here are some arrangements to consider:

- **Inform the archival staff** of the date(s) of your visit and the materials you would like to see. The staff can notify you of any special circumstances where either the facility or the materials are unavailable. Many archives store materials in off-site facilities, typically due to space constraints. If the materials you are requesting are stored off-site, they may take several hours or days to retrieve. Alerting the staff to your visit and the materials you want to see may enable you to access those materials upon your arrival instead of having to wait for them.
- Confirm the repository's scheduled **visiting hours**. Are there any special closings on the dates you intend to visit? If the hours are too limited to accommodate your schedule, can any alternative arrangements be made? Many repositories lack the staffing and funding required for having extensive hours, but some may offer options to meet researcher needs. If a repository has weekend and evening hours, professional archival staff may not be present at those times. This may limit the services available (such as photocopying, material retrieval, etc.), so ask if any services are limited during those hours. Additionally, ask whether there are any **entrance fees** to conduct research there.
- Examine the available options for **accommodations, food, and transportation**. The archives may have special arrangements that researchers can utilize. Inquire about **parking** near the repository if you are bringing a vehicle with you.
- Check to see whether there are any **limits on the amount of materials** you may request or specific **request times**. Some archives may allow you to have multiple boxes of materials at a time; others only a single box, book, or folder at a time. The amount of materials you may access could impact your work flow and time spent at the archives, so it is best to inquire ahead about material request limits. The times when material requests may be placed can also vary by repository.
- Review **guidelines** for using materials at the archives. Look for these to be posted on the repository website, or ask a staff member. Typical repository guidelines will be explained in more detail in the next section, but guidelines between archives will vary.
- Examine the **reproduction policies** of the archives. Regulations and fees for requesting photocopies, scans, digital photography, microfilming, and reproductions of photos and audio-visual materials vary among archives.
- Ascertain whether the archives offers **Internet access** and accommodates personal **laptop computers**, and clarify the Internet access procedures. If Internet access is not available, determine the nearest location where researchers may access the web.
- Ask whether any materials in the collection **circulate** or are **loaned out**. Are there other libraries nearby that offer guest library accounts? Sometimes a local library will have resources to aid your research that are available for loan or accessible when the archives is closed.
- Inquire whether any opportunities for **research grants** or **funding** are offered by the archives. Extensive research projects may require spending a large amount of time at one or several archives. Some repositories (or related organizations or academic institutions) may offer financial assistance to researchers.
- Schedule some additional **time for the unexpected**. Discoveries and new questions unearthed during research may lead you down different avenues than you had originally anticipated. Certain tasks—like deciphering hard-to-read handwritten documents or researching primary materials—may take more time. Also, consider the option of a return visit to the archives in case you need to verify information, check additional materials, or pursue something you had not thought of earlier.

Photos from left to right:

The main reading room of the Center for Jewish History. Photo courtesy of the Center for Jewish History.

Spacesaver Corporation designed pull-out compact shelving for the National Archives to provide additional storage. Photo by Darryl Herring, courtesy of the National Archives and Records Administration.

The building entrance of the Center for Jewish History. Photo courtesy of the Center for Jewish History.

The reading room at the Schlesinger Library, Radcliffe Institute, Harvard University.



Typical Usage Guidelines in Archival Repositories

Researchers may be surprised initially at how different it is to use materials in an archives versus a public or academic library. Archives have access guidelines designed both to help preserve materials and protect them from theft, thus ensuring they will remain available for future researchers. This section will list some typical usage guidelines found at archives and the reasons behind them. Guidelines will differ between repositories, so always check what guidelines an archives has in place.

- **Registry and personal identification:** Many archives ask researchers to fill out an application, registry card, online form, or acquire a researcher card before they begin using materials. The forms typically include name, address, institutional affiliation, materials to be used, and a description of the research project. Photo IDs may also be requested. Such registration practices familiarize the archival staff with the researchers to better serve their research needs and interests, and may also be used to aid a criminal investigation in the event that theft is discovered. Some archives also require a note of recommendation or special permissions before admitting researchers.
- **Removal of coats and bags:** Another method used to discourage theft is requiring that researchers remove bulky outer clothing and store purses, bags, binders, and laptop cases outside of the research area. Many archives have lockers or other monitored areas that researchers can use to store personal possessions. If the only storage option is a nonsecure environment, such as a public coat rack, be sure to remove valuable items like keys and wallets from bags and pockets.
- **No food, drink, or gum:** This guideline is designed to help preserve the collections. Spills can irreparably damage documents or require costly repairs by a conservator. The presence of food may also attract insects or rodents that infest archival materials.
- **Use of pencil only:** This is a preservation practice in case accidental marks are made on archival materials; pencil can be erased while pen marks cannot.
- **Request forms:** Forms are used in a variety of situations, from “call slips” that specify the boxes or books a researcher would like to see, to forms requesting reproductions (such as photocopies). Some forms have very practical uses, like verifying that the correct materials are retrieved, calculating fees, or keeping track of usage for statistical and preservation purposes. By recording exactly which materials were used and by whom, forms can also serve as a theft deterrent. Finally, forms can be useful in notifying the researcher of any legal requirements to take into consideration for how materials are used. Example: Photocopies of unpublished materials provided for a researcher may require additional permissions before they are published. The researcher’s signature on the request form indicates that the signer has read and understood these stipulations, and that the archival repository has done its duty informing researchers that those conditions exist.
- **Gloves:** In most cases clean hands free of lotions or perfumes are sufficient for handling materials. Gloves may be necessary for handling objects or photographs in order to protect the materials from the oils and other residues left by hands. The archives should provide gloves if they are required.
- **Laptops, cell phones, cameras, recorders, and personal scanners:** Many archives allow the use of cameras, laptops, and other personal digital devices, but restrictions may exist. Materials may require permissions before they are reproduced, and the lights used by cameras and scanners can cause text and images on documents to fade if they are overexposed. Hence, guidelines in these areas are for security and preservation purposes, as well as for ensuring that all researchers can work in a relatively quiet, distraction-free environment. Archival staff may also ask to inspect any devices researchers bring with them before entering or leaving the research area.
- **Careful handling and maintaining order:** To ensure that materials are maintained for future use, all archives ask researchers to handle materials carefully. While older materials are generally thought to be more fragile, even new materials need to be handled with care so they remain available to the next generation of researchers. Archives may provide specialized tools like book pillows to help preserve materials during use.

It is also important that materials remain in the order in which the researcher received them so they can be located later and observed in their proper contexts. Misfiling or changes in order can lead the archival staff to assume that items are missing and inconvenience future researchers. Repositories generally provide place markers to help a researcher keep materials in order and to mark items requested for photocopying. An archives may have additional guidelines like removing one folder from a box at a time, leaving reshelving to archival staff, etc.

Notes on Copyright, Restrictions, and Unprocessed Collections

In certain instances, materials may not be accessed, or may have stipulations on use and access. Reasons for limited access to materials generally fall into three categories:

- **Copyright:** Copyright legislation in the United States protects authors of original works in any form, including literary, dramatic, pictorial, musical, etc. The copyright holder has the right to control the use, reproduction, and distribution of those works, as well as the ability to benefit from works monetarily and otherwise. Archives must abide by these laws, which can be complex. In other words even if the archives physically owns a particular document, the copyright of the document and stipulations on how it can be used may be managed by another individual or institution. While amendments to copyright law have been made to help archives and libraries better serve researchers, limitations still exist on what materials repositories can provide.

Archives may require donors to give both property and copyright to the archives upon donation. However, donors can only give an archives copyright to materials that they created, so many documents in collections remain under copyright. It is the responsibility of researchers to find the copyright holder in order to publish or cite from the materials.

Examples: Photocopying an entire copyright-protected book that a researcher can purchase or obtain through other avenues would be a violation of copyright law. Publishing an unpublished poem without consent from the author of the poem, or that author's estate, would also violate copyright law. Placing a copyrighted photograph on a website without the consent of its copyright holder would be another violation example.

- **Restrictions:** Restrictions come in many varieties, but they generally exist because an archives must serve the interests of some other group or entity and hence cannot allow researchers to access certain materials. Reasons for restrictions include:

- The **donor** who originally gave materials to the archives set a time limit or certain stipulations on how those materials could be used, generally due to privacy concerns or sensitive materials.
- **Laws or other legislation** exist which dictate how certain materials may be used.

Examples: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects the medical records of individuals. U.S. Census records are restricted for seventy-two years before they become available to researchers to protect personal information. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records.

- Materials may be considered **classified** if they endanger the security of a governmental body (such as the federal or state governments), or if they compromise the health of a profit-based company (such as the design plans for an automobile or the recipe of a commercial food product).

Most restricted materials will be made available for researchers to view once the restriction stipulations are no longer deemed necessary or have expired after a certain amount of time has passed. Researchers may, in some cases, gain access to restricted materials if they file a petition or request permission from the appropriate entity.

- **Unprocessed collections:** These collections contain materials that the archival staff has received—but has not yet examined, identified, and organized for researchers to use. The work that archivists do in preparing materials for research use is called “processing.” Here are some reasons materials require processing before use:

- Archivists need to **identify and describe** materials so that they can create the finding aids, database records, and other tools that will help researchers locate materials to aid their research.
- **Poor storage methods** may contribute to the rapid deterioration of materials, so archivists often remove rubber bands, metals, plastics, boxes, folders, and other items that are harming materials, replacing them with archival-standard enclosures (such as acid-free folders) that will support preservation needs.
- Contaminants that pose certain **health risks** to humans, like mold or chemicals, may be present in materials that arrive at archives. Archivists are trained to identify these problems and treat the materials so that they are safe to use.

Overall, the work of processing makes materials safe for researchers to use, and helps protect and preserve those materials for long-term use at an archives. There are repositories that may allow researchers to use unprocessed materials, depending on the individual collection and the policies of the institution. If you know of an unprocessed collection you want to use, talk to the archival staff as far ahead of your visit as possible and inquire about use policies.

Visiting an Archives

Once you have arrived at an archives, here are a few things to consider to maximize your time and efficiency, and to help the research process go smoothly:

- **Prioritize your requests:** What are the materials that would be most helpful for you to view? Make plans to see those first and ask the archival staff for them promptly to ensure you have time to see them. This is especially important for materials you would not be able to get anywhere else. Do you have any questions that need to be addressed before other work can be done? Tackle those first.
- **Balance your work flow with the policies of the archives:** After familiarizing yourself with the policies of an archives, you can better adapt your work flow to those criteria when conducting your research.
- **Examples:** Will certain materials take time to retrieve? Do photocopy requests need to be submitted twenty-four hours in advance? Planning to have some materials to view while you wait for others to arrive, and submitting your photocopy request the day before your departure, helps you meet your research goals and honors the policies outlined by the archives.
- **Ask for assistance:** The archival staff is there to help you. If you have questions, ask them. You are your first and best advocate for accomplishing your goals.
- **Bring appropriate supplies:** Have pencils, notepaper, and a pencil sharpener handy. Some archives may provide these things for you, but do not assume they will be provided. Carry a magnifying glass in case you run across difficult handwriting or need to examine some small detail. And since books and papers are better preserved in cooler temperatures, archives can sometimes be on the chilly side. Have a lightweight sweater on hand in case you get cold.
- **Take thorough citations:** While you are working, make sure to take full citations for the materials you are viewing, including any unique identification assigned to the materials by the archives such as the call number, collection title, etc. If you need to go back and reference something in those materials again, or if another researcher is later trying to track your sources from a published work, this will help the archival staff locate the materials.
- **Point out corrections:** Mistakes or omissions sometimes occur in finding aids, websites, and descriptions of materials. If you, the researcher, notice some of these errors or are an expert in a particular area and can fill in some information gaps, point those out to the archival staff. If possible, cite another authoritative source to support your corrections.
- **Connect with other researchers:** Archives are unique places where specialists gather from all over the world. Introduce yourself to other researchers and see if anyone else shares your topic of interest. You never know what future benefits can come from a smile and a greeting. Also, inform the archival staff if you are looking to locate other researchers working on your research topic. They may be able to connect you with people who share your interests. However, note that archivists keep researcher names, projects, and material request records confidential and will not divulge such information without consent.

Photos from left to right:

Archives are institutions where specialists gather and preserve historical documents from around the world.

Adam Winger (head of special collections) and Stephanie Wilson (archivist) process the De Divina Proportione. *Photo courtesy of Adam Winger.*

Butler High School students examine manuscripts, bindings, and wax seals during a hands-on table talk at Morristown National Historic Park. *Photo courtesy of Sarah Minegar.*

Archives students explore documents at Dalkeith House during a visit to the Royal Commission on Ancient and Historical Manuscripts of Scotland. *Photo courtesy of Ellen Engseth, University of Wisconsin-Milwaukee.*



A Final Word

With good preparation and an understanding of how archives function, archival research can be very rewarding. Archives have incredible materials waiting for you to explore and archivists ready to help. Good luck with your research—wherever it takes you.

Here are some additional resources, organized by topic, that may be of interest:

The Archival Profession

The Society of American Archivists, *A Glossary of Archival and Records Terminology*, <http://www2.archivists.org/glossary>. A very thorough resource outlining the terms and definitions used in the archival profession.

“So You Want to be an Archivist: An Overview of the Archival Profession,” <http://www2.archivists.org/careers/beanarchivist>. Information on what archivists do and a short video on “A Day in the Life of an Archivist.”

Fleckner, John. “Dear Mary Jane: Some Reflections on Being an Archivist.” *American Archivist* 54, no. 1 (Winter 1991): 8–13.

Access

Chute, Tamar G., and Ellen D. Swain. “Navigating Ambiguous Waters: Providing Access to Student Records in the University Archives.” *American Archivist* 67, no. 2 (Fall–Winter 2004): 212–33.

Cox, Dwayne. “The Rise of Confidentiality: State Courts on Access to Public Records during the Mid-twentieth Century.” *American Archivist* 68, no. 2 (Fall–Winter 2005): 312–22.

Johnson, Catherine A., and Wendy M. Duff. “Chatting Up the Archivist: Social Capital and the Archival Researcher.” *American Archivist* 68, no. 1 (Spring–Summer 2005): 113–29.

Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts*. Chicago: Society of American Archivists, 2005.

Ramsey, Alexis E., Wendy B. Sharer, Barbara L’Eplattenier, and Lisa S. Mastrangelo, eds. *Working in the Archives: Methods, Sources, Histories*. Carbondale, IL: Southern Illinois University Press, 2010.

From the conference Access to Archives: The Japanese and American Practices, held in Tokyo, Japan, on May 9–11, 2007:

David J. Mengel, “Access to United States Government Records at the U.S. National Archives and Records Administration,” http://www.archivists.org/publications/proceedings/accesstoarchives/07_David_MENGEL.pdf.

Mark Greene, “Access to Institutional Archives and Manuscript Collections in U.S. Colleges and Universities,” http://www.archivists.org/publications/proceedings/accesstoarchives/08_Mark_GREENE.pdf

Richard Pearce-Moses, “Caught in the Middle: Access to State Government Records in the United States,” http://www.archivists.org/publications/proceedings/accesstoarchives/09_Richard_Pearce-MOSES.pdf

Becky Haglund Tousey and Elizabeth W. Adkins, “Access to Business Archives: U.S. Access Philosophies,” http://www.archivists.org/publications/proceedings/accesstoarchives/10_B-TOUSEY_E-ADKINS.pdf

Trudy Huskamp Peterson, “Attitudes and Access in the United States of America,” http://www.archivists.org/publications/proceedings/accesstoarchives/11_Trudy_PETERSON.pdf

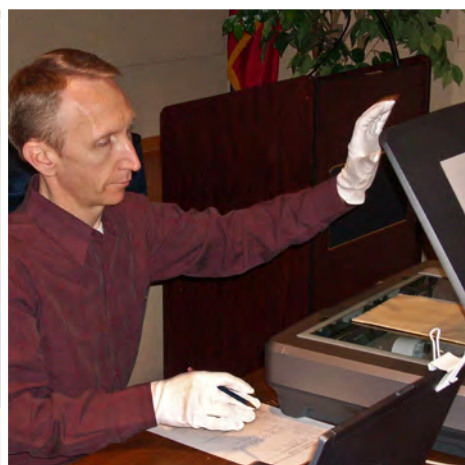
Photos from left to right:

A letter to Andrew Jackson from Junius Brutus Booth (father of the notorious assassin, John Wilkes Booth), July 4, 1835. *From the Andrew Jackson Papers, Vol. 91, Manuscript Division, Library of Congress.*

Archivist Kim Mills (Tennessee State Library and Archives) examines a document. *Photo courtesy of Gwynn Thayer.*

Conservator Tony Teal (Tennessee State Library and Archives) scans an object for the *Looking Back at the Civil War* project. *Photo courtesy of Gwynn Thayer.*

Atlantic City Free Public Library Archivist Heather Halpin Perez assists with HBO’s production of the documentary, “Atlantic City: The Original Sin City.” *Photo courtesy of Heather Halpin Perez.*



Family History Resources

Merriman, Brenda Dougall. *Genealogical Standards of Evidence: A Guide for Family Historians* (Genealogist's Reference Shelf). Toronto: Dundurn, 2010. A best practices methodology guide to genealogy.

Christian, Peter. *The Genealogist's Internet*. Fourth edition. Surrey, England: National Archives of England, 2009. A book on how to utilize online genealogy resources.

Ancestry.com, www.ancestry.com. One of the world's largest online family history resources containing historical records, photos, stories, family trees and a collaborative community of millions of people (requires purchase or subscription).

Ellis Island Records, <http://www.ellisland.org/>. Online access to various immigration records.

FamilySearch, <https://www.familysearch.org/>. The largest genealogy organization in the world provided by The Church of Jesus Christ of Latter-day Saints.

US Census Records, <http://www.archives.gov/research/census/>. Locate names, ages, origins, occupations, marital status, and more.

USGenWeb Project, <http://www.usgenweb.org/>. A group of volunteers working together to provide free genealogy websites for genealogical research in every county and every state of the United States.

Preservation

Ritzenthaler, Mary Lynn, and Diane L. Vogt-O'Connor. *Photographs: Archival Care and Management*. Chicago: Society of American Archivists, 2006.

Ritzenthaler, Mary Lynn, *Preserving Archives and Manuscripts*. 2nd ed. Chicago: Society of American Archivists, 2010.

Williams, Don, and Louisa Jagger. *Saving Stuff: How to Care for and Preserve Your Collectibles, Heirlooms, and Other Prized Possessions*. New York: Fireside, 2005. A reference book on preserving materials at home, written by a senior conservator of the Smithsonian Institution.

Conserve-O-Grams, http://www.nps.gov/museum/publications/conserveogram/cons_toc.html. Brief online guides distributed by the National Park Service that discuss methods of caring for all kinds of materials. See Conserve-O-Gram 19/3 for "Use and Handling of Rare Books."

CoOL (Conservation OnLine), <http://cool.conservation-us.org/>. Site sponsored by the Foundation of the American Institute for Conservation of Historic and Artistic Works (FAIC) covering a wide variety of conservation topics.

Northeast Document Conservation Center, <http://www.nedcc.org/home.php>. A website with information and resources regarding the preservation of paper-based materials.

Preservation 101, <https://www.nedcc.org/free-resources/preservation-101>. An online guide about preservation care for paper and media collections.

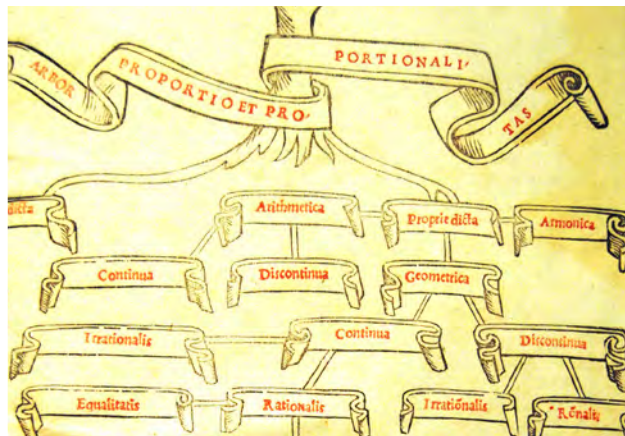
Stored Alive, <https://www.imagepermanenceinstitute.org/resources/stored-alive>. An interactive website showing how time and storage environments impact different objects.

Photos from left to right:

One family history resource to search genealogy is www.familysearch.org.

The *De Divina Proportione* by Paciolo Luca from 1509 addressed mathematical and artistic proportion, and included illustrations by Leonardo da Vinci. *Photo courtesy of Special Collections Williams Library, Stevens Institute of Technology.*

Archives come in all shapes and sizes, and they hold incredible material waiting your to exploration.



Appendix

Sample Finding Aid with Annotations

Below is an example of a finding aid describing an archival collection. This annotated model is designed to help define the separate parts of a finding aid and the standard formatting of finding aids in archives. Not all finding aids will incorporate these elements, but this sample should reflect a range of options researchers might encounter in finding aid formats.

[Title Page: The beginning of the finding aid includes the name of the archival repository, the title of the archival collection, finding aid creation information, and a date range for the materials in the archive. "Bulk dates" refers to the date range where most of the materials in the collection originate.]



CORINTH HISTORICAL SOCIETY



Finding aid for Corinth Chamber Of Commerce Records

Date range: 1921–2005

Bulk dates: 1975–1997

Finding Aid created by Laura Schmidt, 2010

Copyright Corinth Historical Society

[Summary Information: This section lists the creator of the materials in the archive, the size and extent of the collection (in boxes and linear feet), call numbers and storage locations, language(s) represented in the collection, and a brief description (abstract) of the collection contents.]

Creator: Corinth Chamber of Commerce

Extent: 2.5 linear feet (2 boxes and 1 oversize scrapbook)

Abstract: The records of the Corinth Chamber of Commerce include correspondence, events files, meeting minutes, newspaper clippings concerning community projects, and a scrapbook of photographs.

Call number: 85741 PUm – 2nd floor and Oversize Section

Language: The material is in English

[Access and Use: If there are any restrictions placed on an archival collection, those should be noted here. Other information in this section includes how the archives received the collection, and copyright and citation notes.]

Acquisition Information: These records came to the historical society in 2008, deposited by the Corinth Chamber of Commerce (donor no. 1297). Future additions to the records are expected.

Access Restrictions: The record group is open to research.

Copyright: Copyright remains with the Corinth Chamber of Commerce.

Cite as: [item], folder, box, Corinth Chamber of Commerce records, Corinth Historical Society.

[Background Information: *This section details the history or biographical information relating to the collection and how it was created.]*

History: The Corinth Chamber of Commerce was established in 1922 and is dedicated to helping the businesses of Corinth grow and promoting the economic development of the region. The chamber is run by a combination of volunteers and professional staff. Local activities and events are also sponsored by the chamber. These records were created and deposited by the Corinth Chamber of Commerce.

[Scope and Content and Arrangement: *This section provides an overview of the types of materials in the collection and how they have been arranged. The different sections of the collection (series and subseries) organize collection content by type of material, format, topic, or some other filing system determined by the archival staff, and/or the original creator of the collection.]*

Scope and Content: The records of the Corinth Chamber of Commerce include correspondence, events files, meeting minutes, newspaper clippings concerning community projects, and one scrapbook. The strength of the collection is found with the correspondence, meeting minutes, and newspaper clippings series. These series give a historical overview of the involvement and impact the chamber has had in the city of Corinth.

The *correspondence* series ranges from 1921 to 1996 and includes correspondence from staff members, local business owners, and other civic leaders, arranged by date. Of particular prominence is the correspondence with Mayor Thaddeus Gladstone (1945–1959), who worked very closely with the Chamber on city improvements during his tenure.

The *events files* contain materials relating to various events sponsored by the chamber from 1965 to 2005, including the annual town Christmas play. Arrangement is first by date and then by event title.

Meeting minutes are from the Board of Directors quarterly meetings, filed by date.

The *newspaper clippings* series contains a wide range of articles on community projects sponsored by the chamber and chamber activities, filed by date.

The *scrapbook* was created by chamber staff and is stored separately from the rest of the collection. It contains photographs from 1926 to 1965 of town storefronts and events.

[Subject Terms: *This section includes a list of terms, topics, etc. covered in the collection and usually linked to a library catalog to provide the researcher with materials in similar categories.]*

Subjects:

- Boards of trade—Corinth
- Corinth—History
- Municipal government—Corinth
- Corinth—Social life and customs—20th century

[Related Materials: *This section of the finding aid points the researcher to other items in the archives (or elsewhere) that are closely related to the collection described in the finding aid. The items may be related by origin, subject matter, etc.]*

Related Materials:

Researchers interested in this archive may also wish to consult the following resources in the Corinth Historical Society holdings:

Corinth Community Park Project Records – A collection documenting a landscaping project partly sponsored by the Corinth Chamber of Commerce

Corinth Photograph Collection – contains photos of local homes and businesses

Other materials in the historical society holdings may relate to the topics in this archive. See the archivist for further research assistance.

[Contents listing: Sometimes also called “container contents.” This is a box-by-box, folder-by-folder listing of the materials stored in the collection. The level of detail in this section may vary depending on collection scope and individual repository practices.]

<u>Folder #</u>	<u>Description</u>
-----------------	--------------------

BOX 1

Correspondence (1921–1996)

- | | |
|---|---------------------------|
| 1 | Correspondence, 1921–1931 |
| 2 | Correspondence, 1932–1940 |
| 3 | Correspondence, 1941–1955 |
| 4 | Correspondence, 1956–1967 |
| 5 | Correspondence, 1968–1975 |
| 6 | Correspondence, 1976–1985 |
| 7 | Correspondence, 1985–1996 |

Events Files (1965–2005)

- | | |
|----|--|
| 8 | Christmas play publicity, programs, and ticket stubs, 1965–1975 |
| 9 | Christmas play materials continued, 1978–1993 |
| 10 | “Party in the Park” Corinth Community Park dedication, 1994.
Includes publicity, a transcript of the speech by the mayor, and 6 photographs. |
| 11 | Main Street beautification project, 1994–1996. Includes planning documents, items from grand opening ceremony, and a piece of fabric from the ribbon-cutting ceremony. |
| 12 | Christmas play materials continued, 1995–2005 |

Meeting Minutes (1935–2005)

- | | |
|----|---|
| 13 | Board of Directors meeting minutes, 1935–1952 |
| 14 | Meeting minutes continued, 1956–1963 |
| 15 | Meeting minutes continued, 1964–1975 |
| 16 | Meeting minutes continued, 1976–1984 |
| 17 | Meeting minutes continued, 1985–1996 |

BOX 2

- | | |
|----|--------------------------------------|
| 18 | Meeting minutes continued, 1997–2000 |
| 19 | Meeting minutes continued, 2001–2003 |
| 20 | Meeting minutes continued, 2004–2005 |

Newspaper Clippings (1945–2003)

- | | |
|----|--|
| 21 | Articles relating to Chamber of Commerce events and activities, 1945–1963. |
| 22 | Articles continued, 1969–1975 |

BOX 2 (cont.)

<u>Folder #</u>	<u>Description</u>
23	Articles continued, 1976–1977
24	Articles continued, 1979–1985
25	Articles continued, 1987–1995
26	Articles continued, 1996–2000
27	Articles continued, 2001–2003

Scrapbook (1926–1965)

Contains photographs from 1926 to 1965 of town storefronts and events.
Stored separately from the collection in the oversize section. Ask archival staff for retrieval.

Visit the online guide at www2.archivists.org/usingarchives.



The Society of American Archivists was founded in 1936 and is North America's oldest and largest national archival professional association. SAA's mission is to serve the education and information needs of its members and provides leadership to help ensure the identification, preservation, and use of the nation's historical record. Visit www.archivists.org.

© 2011 by Laura Schmidt.



About the Author

Laura Schmidt graduated with a master's degree in archives and records management from the University of Michigan's School of Information in 2005. She has served as archivist for six years at The Marion E. Wade Center, Wheaton College, Wheaton, Illinois, and is also involved as a volunteer at a local historical society and as a church librarian.

MUSEUM PRESERVATION

ENDURING SOLUTIONS FOR COLLECTIONS CARE



G4-7

G4-8

G4-9

G4-10

G4-12

0785.11.171

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

0785.12.3

YOUR PARTNER IN COLLECTIONS CARE

For half a century, Spacesaver has helped protect and preserve some of the world's most interesting and important objects. Our comprehensive approach to collections storage includes everything from space planning assistance, to product design and manufacturing, to installation and long-term maintenance.

Our expertise, offered in partnership with your nearby Spacesaver distributorship, results in an unparalleled experience and exceptional collections care solutions.

We invite you to explore our products and get in touch to learn more.

OUR COMPREHENSIVE APPROACH

- Space Planning and Product Design
- Expert Craftsmanship
- Product Installation and Long-Term Maintenance
- Protecting and Preserving Collections



HIGH-DENSITY MOBILE STORAGE SYSTEMS

OPTIMIZING SPACE. PROTECTING COLLECTIONS.

HIGH-DENSITY MOBILE STORAGE SYSTEMS (COMPACTORS)

- The right system for your collections
- Double your capacity or store the same number of objects in half the space
- Accommodate all types of shelving, cabinets, and racks
- Reconfigure systems as collections change
- Protect against seismic events with anti-tip rails and bin fronts to prevent items from sliding off shelves



MECHANICAL-ASSIST STORAGE SYSTEMS

- Move thousands of pounds with minimal effort
- Prevent unexpected system movement with manual safety locks





POWERED SYSTEMS

- Protect objects from abrupt movement with soft stop, soft start function
- Keep users safe with patented safety systems
- Restrict access to culturally sensitive or particularly valuable objects with optional PIN feature
- Space aisles evenly for better ventilation or keep most frequently accessed aisle in open position
- Operate system remotely and help reduce high-touch surfaces with mobile app





VIKING MUSEUM CABINETS BY SPACESAVER

THE GOLD STANDARD FOR COLLECTIONS CARE

920 PRESERVATION CABINET

- Reconfigure interior as collections change over time
- Stack, gang, or mount on mobile systems to accommodate growing collections
- Create a work surface with counter-height cabinets
- Add mobility with optional casters



BOTANY CABINETS



ENTOMOLOGY CABINETS



GEOLOGY CABINETS



FLAT FILES



TRAYS AND DRAWERS



OVERSIZED TRAYS AND DRAWERS



MUSEUM SHELVING

THE PERFECT PLATFORM

SHELVING

- Choose from standard or custom sizes and styles
- Add optional lockable doors, drawers and trays, and pull-out reference shelves
- Reconfigure without special tools to optimize space as collections change



NANTUCKET DRAWERS AND TRAYS ON 4-POST SHELVING

- Value-engineered alternative to museum cabinets for collections that don't need a sealed interior environment
- Optimize vertical space
- Endless sizes offer limitless configurations and design possibilities.
- Museum-quality drawers and trays integrate with other 4-Post shelving accessories
- Trays are fully removable by disengaging safety stop
- Reconfigure and add accessories as your needs change
- Add optional locking doors for security





EXTRA-WIDE TRAYS ON RAPTORRACT™ WIDESPAN SHELVING

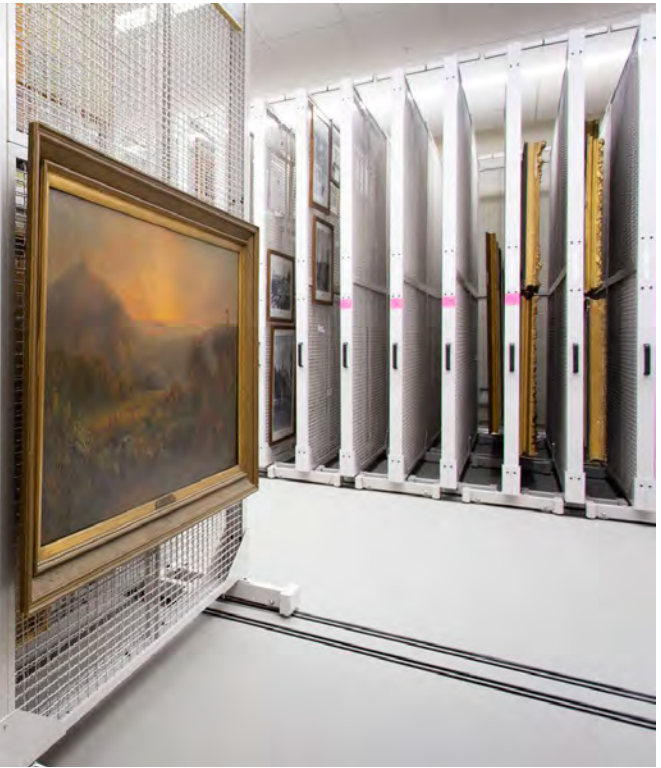


ART ON HIGH-BAY SHELVING



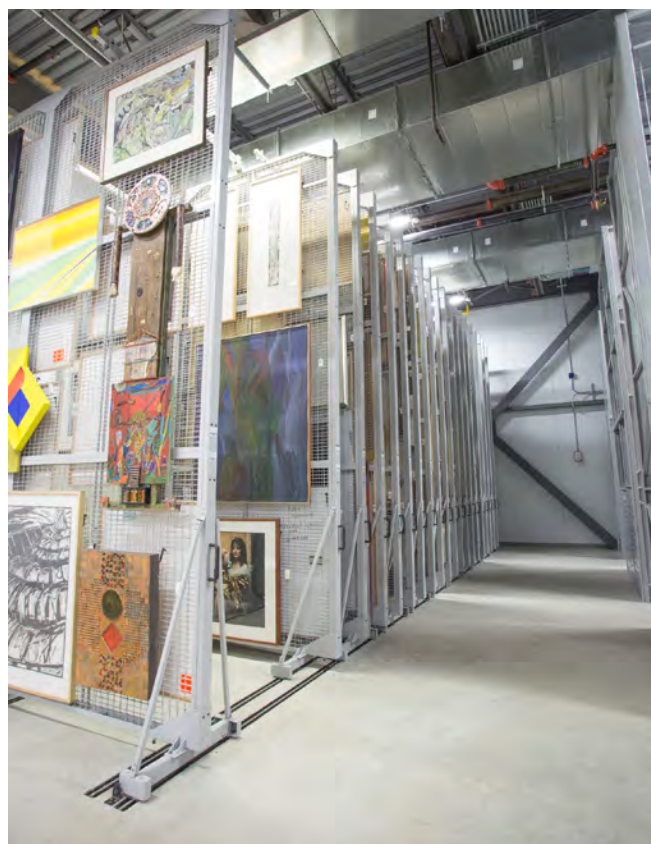
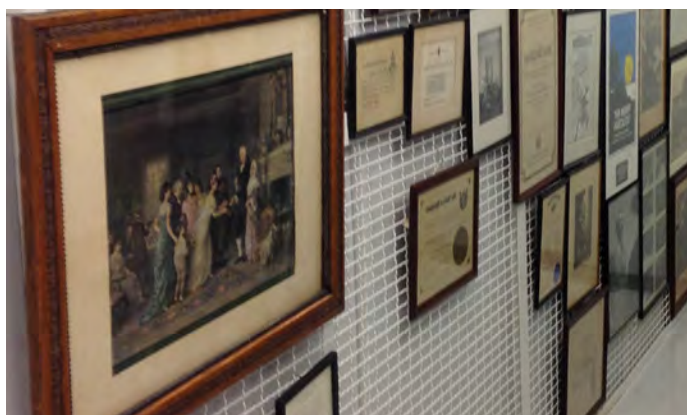
COMPLETE SOLUTIONS

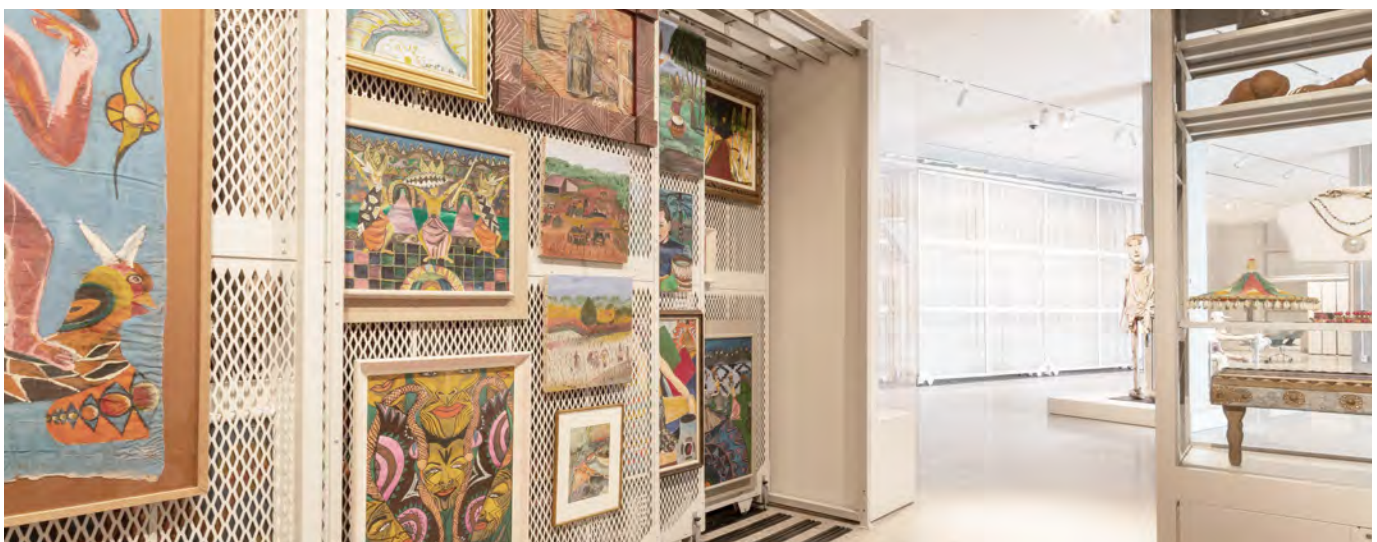
PROVIDER



ART RACKS

- Compactly store framed art and other hanging objects.





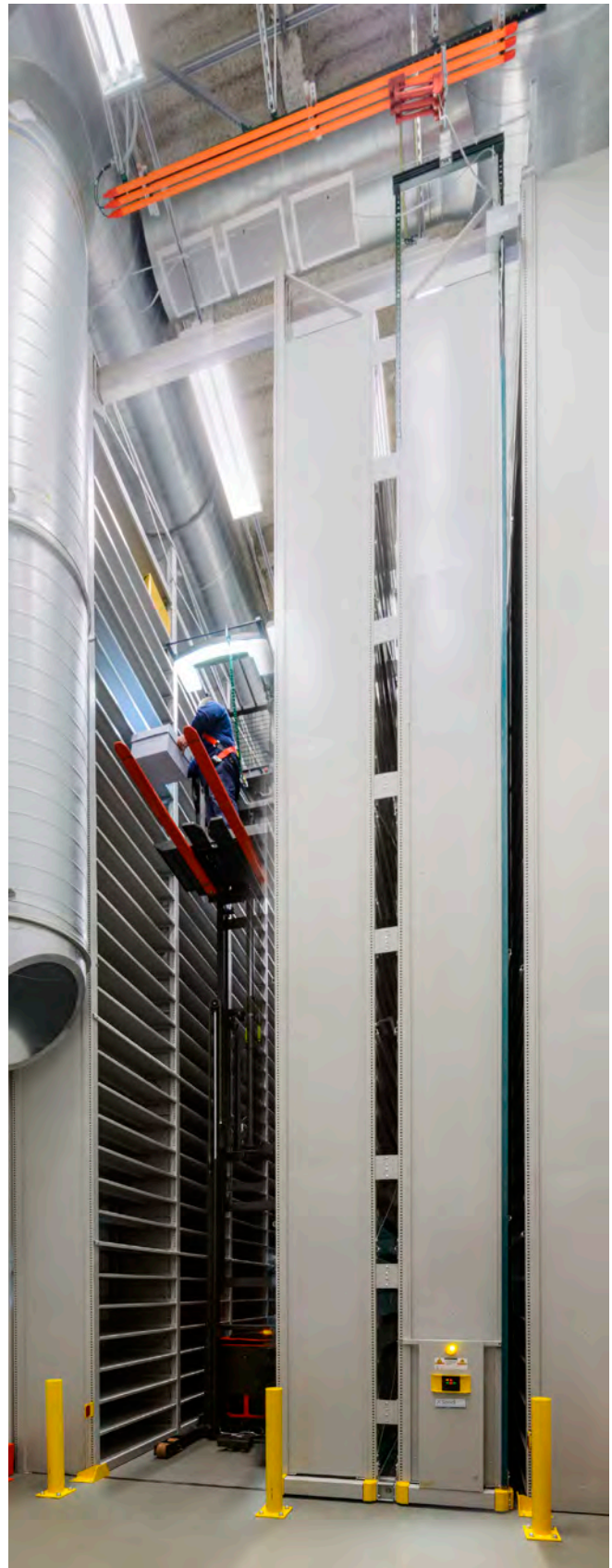
TEXTILE RACKS

- Prevent damage from creases and folds
- Reconfigure racks without special tools
- Mount on stationary bases, casters, or high-density mobile systems



HIGH-BAY

- Consolidate collections
- Take full advantage of vertical space



THE SPACESAVER ADVANTAGE

PROTECT THE PAST AND PREPARE FOR THE FUTURE

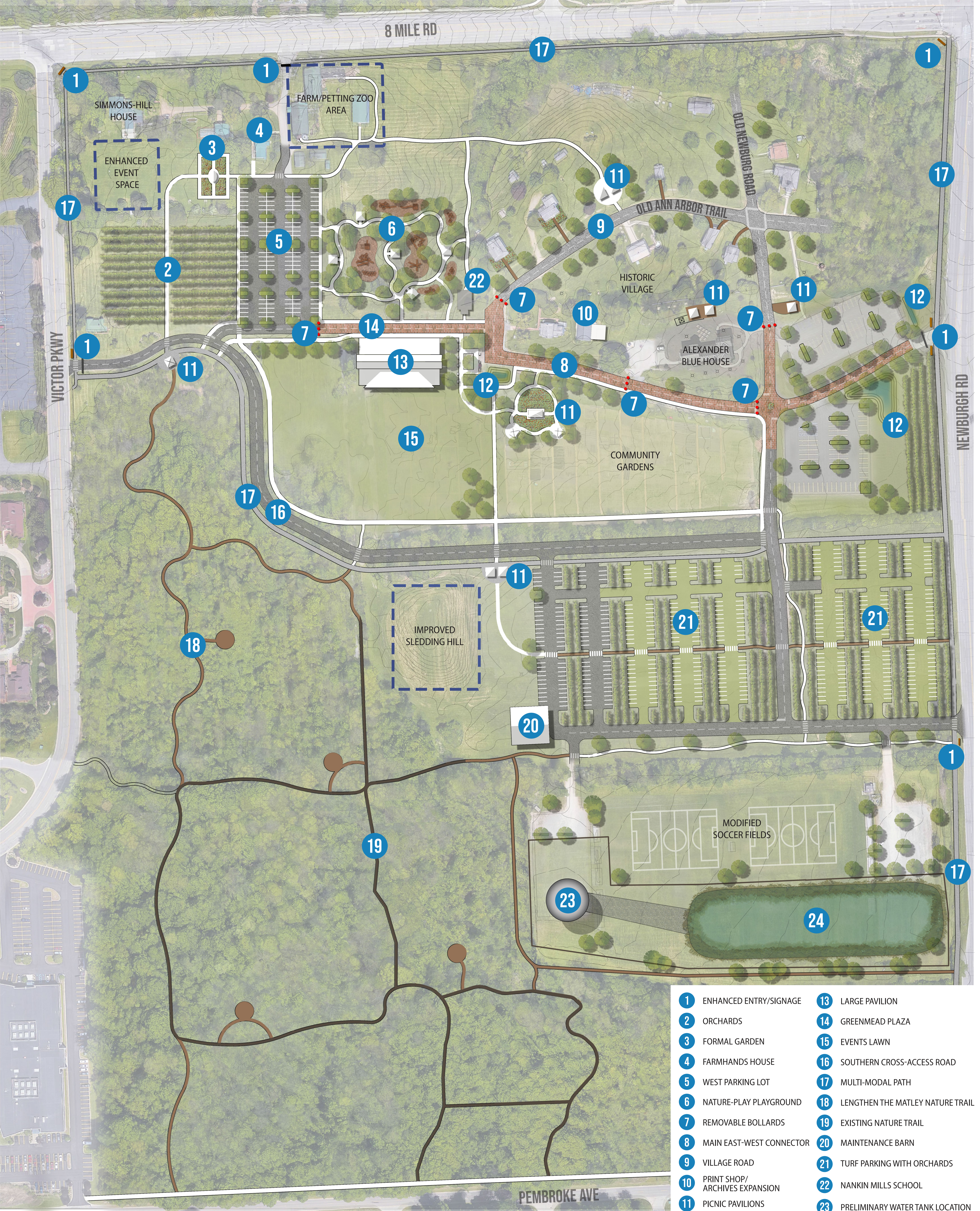
We know that planning a renovation or new collections storage area can be a daunting task. That's why your local Spacesaver consultants, backed up by our world-class engineering and project management professionals, can partner with your team to design, install, and maintain complete solutions. We look forward to protecting your collections for generations to come.

Contact us today to arrange a free, no-obligation consultation.

Spacesaver.com | 800.492.3434



Spacesaver Corporation
1450 Janesville Avenue
Fort Atkinson, WI 53538-2798
800.492.3434
www.spacesaver.com



Greenmead Historic Village CAPITAL PLAN

Capital Plan Overview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Zones of Focus

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Site - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Existing Buildings - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

New Buildings - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Exhibits - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Major Planning Needs and Priorities

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Phase 1A - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 1B - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 2 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 3 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 4 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Annual Planning Needs and Priorities

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Year 1 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 2 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 3 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 4 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 5 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 6 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

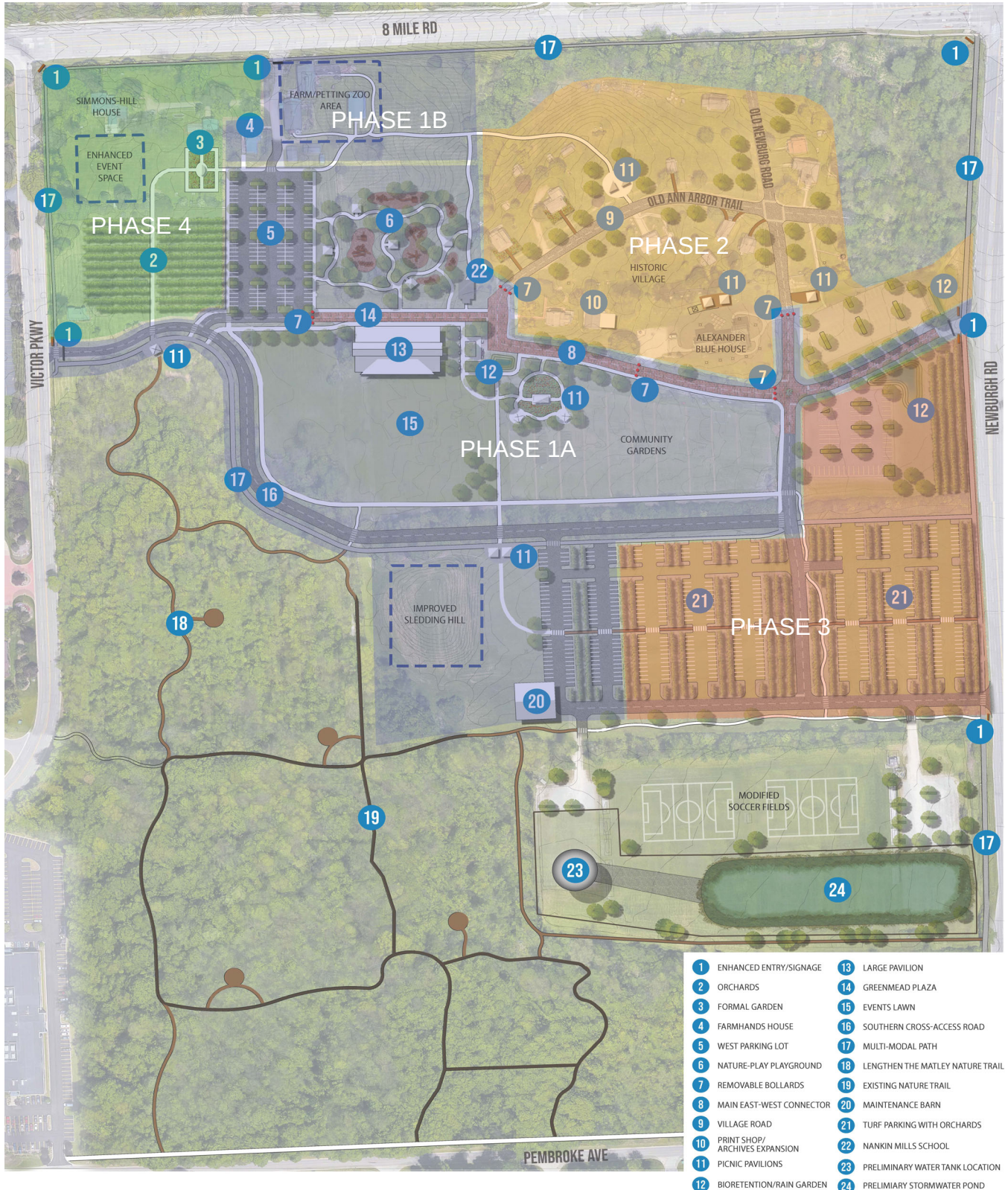
Year 7 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 8 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 9 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 10 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Greenmead Historic Village CAPITAL PLAN SITE CONTEXT MAP



Distribution of Funds Overview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Project Funds Distribution over 10-year term

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 1A - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 1B - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 2 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 3 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Phase 4 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Annual Funds Distribution over 10-year term

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 1 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 2 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 3 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 4 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 5 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 6 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 7 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 8 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 9 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Year 10 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Greenmead Historic Village

CAPITAL IMPROVEMENT PLAN FINANCING

MAJOR CAPITAL IMPROVEMENT PROJECT PHASING			
PHASE	ZONE	DESCRIPTION	COST
1A	Site	Utility infrastructure, roads, parking, pathways, and landscaping.	\$1,950,000
	Site	Enhanced entries and signage	\$150,000
	Site	Nature play playground	\$350,000
	Site	Improved sledding hill	\$80,000
	Exist. Bldg.	Nankin Mills School rehabilitation	\$405,000
	New Bldg.	Nankin Mills School expansion	\$350,000
	New Bldg.	Greenmead Plaza, Large Pavilion, and Picnic Pavilions	\$2,750,000
	New Bldg.	Maintenance Building	\$920,000
	Exhibits	Interpretive signage, displays, and collections	\$500,000
		Sub-Total Cost	\$7,455,000
		Design and Construction Engineering (Estimated 15%)	\$1,120,000
		Contingencies (18%)	\$1,320,000
		Total Cost	\$9,895,000
1B	Site	Utility infrastructure, roads, pathways, landscaping, and petting farm.	\$550,000
	Exist. Bldg.	North Barn stabilization and rehabilitation	\$490,000
	Exist. Bldg.	South Barn stabilization and rehabilitation	\$700,000
	Exist. Bldg.	Convert Farmhands House to public restrooms	\$250,000
	Exist. Bldg.	Misc. site structure renovations	\$150,000
	Exhibit	Interpretive signage, displays, and collections	\$350,000
		Sub-Total Cost	\$2,490,000
		Design and Construction Engineering (Estimated 15%)	\$375,000
		Contingencies (18%)	\$450,000
		Total Cost	\$3,315,000
2	Site	Utility infrastructure, roads, pathways, and landscaping.	\$685,000
	Exist. Bldg.	Alexander Blue Office restoration	\$105,000
	Exist. Bldg.	Print Shop renovation	\$45,000
	New Bldg.	Print Shop Expansion for collection archives	\$350,000
	New Bldg.	Picnic pavilions	\$75,000
	Exhibit	Interpretive signage, displays, and collections	\$250,000
		Sub-Total Cost	\$1,510,000
		Design and Construction Engineering (Estimated 15%)	\$220,000
		Contingencies (18%)	\$255,000
		Total Cost	\$1,985,000
3	Site	Utility infrastructure, roads, pathways, and green overflow parking lot.	\$905,000
	Site	Edge landscaping/hardscaping improvements	\$95,000
	Site	Enhanced entries and signage	\$50,000
		Total Hard Cost	\$1,050,000
		Design and Construction Engineering (Estimated 15%)	\$155,000
		Contingencies (18%)	\$185,000
		Total Cost	\$1,390,000

4	Site	Utility infrastructure, roads, pathways, and landscaping.	\$175,000
	Site	Formal Garden and Orchard	\$255,000
	Exist. Bldg.	Update Simmons Hill House to support enhanced event space	\$215,000
	Exhibit	Interpretive signage, displays, and collections	\$50,000
		Sub-Total Cost	\$695,000
		Design and Construction Engineering (Estimated 15%)	\$105,000
		Contingencies (18%)	\$125,000
		Total Cost	\$925,000

PROJECT NEEDS DISTRIBUTION OVER 10-YEAR TERM

PHASE	YEAR	DESCRIPTION	COST
1A	1-3	Major site infrastructure, central plaza, and large pavilion	\$9,895,000
1B	1-3	Convert the North Barn to event space and the South Barn and site to petting zoo and farm	\$3,315,000
2	3-5	Site infrastructure and building improvements in the historic village	\$1,985,000
3	5-7	Turf parking with orchards and edge treatments	\$1,390,000
4	8-10	Greenmead Farm Complex improvements and enhanced exterior event space	\$925,000
		Total Distribution	\$17,510,000

ANNUAL NEEDS DISTRIBUTION OVER 10-YEAR TERM

YEAR	DESCRIPTION				COST
	Site & Landscaping	Building Maintenance	Programming	Exhibits	
1	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
2	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
3	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
4	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
5	(25%) \$125,000	(45%) \$225,000	(10%) \$50,000	(20%) \$100,000	\$500,000
6	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
7	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
8	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
9	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
10	(10%) \$50,000	(20%) \$100,000	(45%) \$225,000	(25%) \$125,000	\$500,000
	(17.5%) \$875,000	(32.5%) \$1,625,000	(27.5%) \$1,375,000	(22.5%) \$1,125,000	\$5,000,000
			Total Distribution		\$5,000,000

CONDITIONS

Totals costs require adjustment annually for inflation and escalation.

Individual building improvements and site maintenance will be included in the annual capital improvement budget summary.

Petting farm costs do not include expenses associated with live animal acquisition and feed.

Conclusions

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Regular Meeting Minutes of September 9, 2020

On a motion by Jolly, supported by Bahr, and unanimously adopted,

it was:

CITY COUNCIL

(Jim Jolly)
Subject matter of a
Master Plan for
Greenmead Historical
Park.

**(Refer to Economic
Development,
Strategic Planning
and Technology
Committee)**

#249-20 RESOLVED, that upon the motion by Councilmember Jim Jolly, seconded by Council Vice President Scott Bahr, at the Regular Meeting held September 9, 2020, the Council does hereby refer the subject matter of a Master Plan for Greenmead Historical Park to the Economic Development, Strategic Planning and Technology Committee for its report and recommendation.

ITEM PROPOSED DURING AUDIENCE COMMUNICATION (Regular Meeting of September 9, 2020)

Motion by: Jolly

Seconded by: Bahr

ROLL CALL:

Ayes: Toy, Bahr, White, McCullough, Donovic, Jolly, McIntyre

Nays: None

Absent: None



LETTER TO THE LIVONIA CITY COUNCIL

7.

Engineering
October 18, 2022

MEETING DATE

Regular Meeting of
November 2, 2022

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST FOR ADDITIONAL APPROPRIATION AND EXPENDITURE: Engineering Division; re: to close out the 2022 Asphalt Paving Program, Contract 22-A, in the amount of \$150,000 and the new total of \$4,150,000 (CR 154-22)

BACKGROUND

Pursuant to Council Resolution No. 154-22, adopted May 2, 2022, the City Council approved the award of a \$4,000,000 contract to Nagle Paving for the 2022 Asphalt Paving Program. At that time and in order to stay within the budget, three (3) street segments had to be postponed; Maplewood (Seven Mile to Elmira), St. Francis (Bridge to End) and Jarvis (Plymouth Road to End).

Nagle Paving completed the road segments in late August that were part of the awarded contract. At that time the City approached Nagle Paving about adding two of the postponed streets; Maplewood (Seven Mile to Elmira) and a major portion of St. Francis (Bridge to Pembroke) and (Long to the Dead End) using some available funding from this years' road program. In addition to these segments, we also asked Nagle Paving to provide some emergency repairs on Levan Road (southbound from the railroad tracks to just south of Commerce). Finally, we requested Nagle Paving to provide some asphalt conditioning on West Chicago (Harrison to just west of Inkster) to address the severely deteriorated areas. This asphalt conditioning consists of milling down these areas and placing hot mix asphalt until the permanent reconstruction of this segment occurs in 2024 with a major portion being funded with Federal funds.

RECOMMENDATION

Please refer to the Fiscal Consideration section for additional information.

FISCAL CONSIDERATION

In order to take advantage of the unit pricing from Contract 22-A and to close-out this project, we respectfully request that the City Council approve the following:

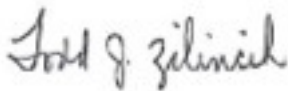
- Approve a budget transfer of funds in the amount of \$80,000 from budgeted funds in Account #204-463-818-102 (Consultant) for Contract 22-A, 2022 Asphalt Road Program to Account #204-463-818-112 (Rehabilitation).

- Approve a budget transfer of funds in the amount of \$50,000 from budgeted funds in Account #204-463-818-114 for Asphalt Overlay in Subdivisions to Account #204-463-818-112 (Rehabilitation).
- Approve an additional appropriation and expenditure in the amount of \$20,000 from the Unexpended Fund Balance of the Road, Sidewalk and Tree Fund (204) for Contract 22-A, Rehabilitation, Account #204-463-818-112.
- Approve a payment to Nagle Paving Company, Inc., 36780 Amrhein Road, Livonia, Michigan 48150 in a not-to-exceed amount of \$150,000 and increasing the overall contract amount for 22-A from \$4,000,000 to \$4,150,000 to close out the contract for the work performed.
- Authorize the City Engineer to approve minor adjustments in the work, as required.

ATTACHMENTS

1. CR 154-22

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: October 18, 2022



Don Rohraff, Director of Public Works

Date: October 18, 2022



Michael Slater, Finance Director

Date: October 19, 2022



Maureen Miller Brosnan, Mayor

Date: October 19, 2022

#154-22 RESOLVED, that having considered the report and recommendation of the City Engineer, dated April 7, 2022, which bears the signatures of the Director of Finance, the Director of Public Works and the City Attorney, and is approved for submission by the Mayor, the Council does hereby accept the quote of Nagle Paving Company, 36780 Amrhein, Livonia, Michigan 48150, for completing all work required in connection with the 2022 Asphalt Road Repair Program (Contract 22-A) on various asphalt streets throughout the City of Livonia, by extending their Contract 20-A unit prices for Contract 22-A, with the exception of the revised unit prices for some select bid items and the new quantities and unit prices necessary to complete the proposed improvements and the mutually agreed upon inspector days consisting of 180 days, for an estimated total cost of \$4,000,000.00, based on the Engineering Division's estimate of units of work involved and subject to the final payment based on the actual units of work completed in accordance with the unit prices accepted herein; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$4,000,000.00 from funds in the following accounts:

Account No. 204-463-818-112 (Rehabilitation)	\$3,382,800.00
--	----------------

Account No. 204-463-818-114 (Maintenance)	\$ 617,200.00
---	---------------

FURTHER, the Council does hereby authorize an additional appropriation and expenditure in an amount not to exceed \$200,000.00 from the Unexpended Fund Balance of the Roads, Sidewalk and Tree Fund (204) for this purpose; FURTHER, the Council does hereby authorize the action herein without competitive bidding in accordance with Section 3.04.140D3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding; and the City Engineer is hereby authorized to approve minor adjustments in the work as it becomes necessary but this authorization does not entitle the City Engineer to authorize any increase in the not to exceed amount or to contract with other parties; and the Mayor and City Clerk are hereby authorized to execute a contract, approved as to form and substance by the Department of Law, for and on behalf of the City of Livonia with Nagle Paving Company and to do all other things necessary or incidental to the full performance of this resolution.

#155-22 RESOLVED, that having considered the report and recommendation of the City Engineer, dated April 7, 2022, submitted pursuant to Council Resolution No. 336-21, which bears the signatures of the Finance Director, the Director of Public Works and the City Attorney, and is approved for submission by the Mayor, to which is attached a proposed amendment to the Engineering contract between the City of Livonia and OHM Advisors, 34000 Plymouth Road, Livonia, Michigan 48150 for the 2022 Asphalt Road Program, the Council does hereby authorize the Mayor and City Clerk, for and on behalf of the City of Livonia,