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, JANUARY 18, 2023 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.

1960th Regular Meeting Agenda of the Council of the City of Livonia
Wednesday, January 18, 2023

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 - Regular Meeting Minutes of December 14, 2022

AUDIENCE COMMUNICATION

REPORTS FROM THE MAYOR AND OTHER CITY OFFICIALS

CONSENT AGENDA

1. REQUEST FOR DESIGNATION AS A NON-PROFIT ORGANIZATION: Andrea Smith, Treasurer of Gridiron Cru Club, Inc., re: as required by the State of Michigan to obtain a Charitable Gaming License to allow raffle fundraisers in the future.

2. REAPPOINTMENT OF ANDREW LENDRUM TO THE LIVONIA BROWNFIELD REDEVELOPMENT AUTHORITY: Office of the Mayor; re: for a three-year term, which will expire on November 24, 2025.

3. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Fire Department, re: to replace outdated or decertified equipment, and is a critical piece of life-saving equipment, from budgeted funds.

4. REQUEST FOR AUTHORIZATION TO WAIVE THE FORMAL BIDDING PROCESS AND ENTER INTO A FIVE-YEAR MAINTENANCE AGREEMENT WITH SOLE SOURCE PROVIDER: Division of Police, re: for the replacement of the public safety audio recording system, from budgeted funds.

5. REQUEST FOR AUTHORIZATION TO WAIVE THE FORMAL BIDDING PROCESS AND ENTER INTO A ONE-YEAR SERVICE AGREEMENT WITH SOLE SOURCE PROVIDER: Division of Police, re: for the professional constitutional policing and policy advising services of Brett M. Naumcheff, through the Michigan Police Legal Advisor Group, from budgeted funds.

6. REQUEST TO APPROVE LOCATION AND SCHEDULE OF DATES AND TIMES FOR THE 2023 BOARD OF REVIEW MEETINGS, AS WELL AS COMPENSATION RATES FOR MEMBERS: Department of Assessment, re: per the requirements of State of Michigan Statute MCL 211.30.

7. REQUEST FOR A RESOLUTION OF SUPPORT FOR A 2023 CLG GRANT APPLICATION TO THE MICHIGAN HISTORIC PRESERVATION OFFICE: Department of Parks and Recreation, re: for rehabilitation planning for the south barn at Greenmead Historical Park.

8. AWARD OF BID: Community Resources, re: for the replacement of the Cablecast server for an amount not to exceed $31,657.50, from budgeted funds.

9. REQUEST TO AMEND THE ENGINEERING CONTRACT WITH OHM ADVISORS: Department of Public Works, re: for the 8 Mile Pressure Reducing Valve project, from budgeted funds. (CR 326-22)

10. REQUEST FOR AUTHORIZATION TO PURCHASE ELEVEN (11) EXMARK LAZER S-SERIES 749 MOWERS THROUGH THE STATE OF MICHIGAN BID PROCESS; Public Works Division, re: to replace comparable units that have exceeded their life expectancy, from budgeted funds.

11. REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) TRAILER MOUNTED ASPHALT HOTBOX THROUGH THE NATIONAL COOPERATIVE PURCHASE ALLIANCE: Public Works Division, re: for use by the Roads Department, from budgeted funds.

12. REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) CAT 420XE TRACTOR BACKHOE THROUGH THE SOURCEWELL CONTRACT (FORMERLY NJPA): Public Works Division, re: to be used by the Roads department, from budgeted funds.

13. REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) CAT 420XE TRACTOR BACKHOE THROUGH THE SOURCEWELL CONTRACT (FORMERLY NJPA): Public Works Division, re: to be used by the Water department, from budgeted funds.

14. AWARD OF BID: Public Works Division, re: for Aggregates (road gravel, slag and stone) for the City's 2023 calendar year requirements, from budgeted funds.

15. AWARD OF BID: Public Works Division, re: for water main repair clamps for the City's 2023 calendar year requirements, from budgeted funds.

16. AWARD OF BID: Public Works Division, re: for Ready-Mix Concrete for the City's 2023 calendar year requirements, from budgeted funds.

17. AWARD OF BID: Public Works Division, re: for supplying the Road Maintenance Section with hot and cold Bituminous Materials for the period of September 1, 2022, through October 30, 2023.

18. AWARD OF BID: Public Works Division, re: for the 2023 Right-Of-Way Tree & Stump Removal program, from budgeted funds.

19. REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Tooling & Equipment International Corporation in conjunction with the construction of a storm drain system that provides adequate drainage for the property developed on Tech Center Drive, north of Plymouth Road in the Southeast 1/4 of Section 26.

UNFINISHED BUSINESS – MEETINGS OF THE COMMITTEES

20. ECONOMIC DEVELOPMENT, STRATEGIC PLANNING & TECHNOLOGY COMMITTEE MEETING OF JANUARY 4, 2023
    a. The subject matter of a Master Plan for Greenmead Historical Park (CR 249-20)

21. COMMITTEE OF THE WHOLE MEETING OF JANUARY 11, 2023
    a. WAIVER PETITION: Planning Commission, re: Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.

    b. REQUEST TO APPROVE ADJUSTMENTS IN SALARY AND BENEFITS FOR APPOINTED DEPARTMENT HEADS FOR THE PERIOD DECEMBER 1, 2022, THROUGH NOVEMBER 30, 2025: Mayor's Office, re same.

UNFINISHED BUSINESS

NEW BUSINESS

22. REQUEST TO REFER THE SUBJECT MATTER OF A BUDGET AMENDMENT FOR A VACANT POSITION TO THE FINANCE AND BUDGET COMMITTEE: Councilmember Scott Bahr, to discuss the removal of funding for the position.

X-ITEM(S)

X1. REQUEST TO APPROVE A SETTLEMENT: Department of Law, re: for Frederick R. Wheeler and Marilyn Wheeler v City of Livonia, Wayne County Circuit Court Case No. 15-009025-NZ.

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 Your Government, City Council, Agendas & Minutes.

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

1. REQUEST FOR DESIGNATION AS A NON-PROFIT ORGANIZATION: Andrea Smith, Treasurer of Gridiron Cru Club, Inc., re: as required by the State of Michigan to obtain a Charitable Gaming License to allow raffle fundraisers in the future.

   Andrea Smith, Treasurer, and Renee Carrigan, President, of Gridiron Cru Club presented the request to Council.

   President Jolly asked if they are looking to hold a fundraiser. Andrea Smith indicated they would like to obtain the gaming license to hold 50/50 raffles at the Madonna University home football games.

   Councilmember Donovic asked if Madonna University is aware and supportive of this group's cause. Andrea indicated they are, and the group works with Coach Haygood, the Athletic Director and the President of Madonna University.

   Councilmember Donovic offered an approving resolution for the Consent agenda.

   DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

City Clerk
December 6, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Lori Miller, Deputy City Clerk,

AGENDA ITEM

REQUEST FOR DESIGNATION AS A NON-PROFIT ORGANIZATION: Andrea Smith, Treasurer of Gridiron Cru Club, Inc., re: as required by the State of Michigan to obtain a Charitable Gaming License to allow raffle fundraisers in the future.

BACKGROUND

Gridiron Cru Club, Inc. is a newly formed parent football booster club at Madonna University. They would like to support the football team at Madonna by providing additional equipment, team dinners, and on the road snack bags in addition to what the school provides. To raise funds for these items, they hope to hold 50/50 raffles at home football games and other fundraising events in the future.

RECOMMENDATION

Approve status as non-profit organization to obtain Charitable Gaming License from State of Michigan.

FISCAL CONSIDERATION

N/A.

ATTACHMENTS

1. S010423 LTC Gridiron Cru Club, Inc. gaming license
2. NonProfit letter request fr Madonna Football Booster Club (12-05-22)

APPROVED BY

December 5, 2022

City Council of Livonia, Michigan

Dear Council members,

Gridiron Cru Club, Inc is the newly formed parent football booster club at Madonna University. We are a non-profit 501(c)(3) organization. Our purpose is to support the football team by providing additional equipment, team dinners, and on the road snack bags in addition to what the school provides. To help raise funds, we would like to hold 50/50 raffles at home games and other fundraising events. We are starting the process to submit our paperwork for a Charitable Gaming License. Part of the process is to provide a resolution from our local government.

I have attached:

- IRS EIN Document
- Copy of Bylaws
- Articles of Incorporation
- Local Governing Body Resolution for Charitable Gaming Licenses – blank form

We are requesting approval from the City Council of Livonia.

If there are any questions, please contact me.

Respectfully,

Andrea Smith
Treasurer - Gridiron Cru Club, Inc
586-242-5102
momofacrusader@gmail.com

State of Michigan
Michigan Gaming Control Board
Millionaire Party Licensing
3062 W. Grand Blvd, Suite L-700
Detroit, MI 48202-6062
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(k)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL — TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION — CITY

county of _____, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL: Yeas: _____ Nays: _____ Absent: _____

DISAPPROVAL: Yeas: _____ Nays: _____ Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD — REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

_____
PRINTED NAME AND TITLE

_____
ADDRESS

Organization Information: _____
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

_____ ( ) _____
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE — PHONE NUMBER

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

GRIDIRON CRU CLUB INC
41700 WEST SIX MILE ROAD SUITE 101
NORTHVILLE, MI 48168

Date:
03/19/2022
Employer ID number:
87-4118035
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
December 7, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053453011462

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Filed by Corporations Division Administrator Filing Number: 221480771460 Date: 12/07/2021

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the ARTICLES OF INCORPORATION

for

GRIDIRON CRU CLUB, INC.

ID Number: 802774901

received by electronic transmission on December 07, 2021 ***, is hereby endorsed.***

Filed on December 07, 2021***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 7th day of December, 2021.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

BYLAWS OF
GRIDIRON CRU CLUB, INC.

ARTICLE I

Purpose, Principal Offices and Fiscal Year

Section 1. NAME:
The name of the Organization is the Gridiron Cru Club, Inc. The Organization shall operate on a non-stock basis.

Section 2. PURPOSE:

This organization is organized and operated as a charitable and educational organization within the meaning of and for the purposes described in Section 501(c)(3) of the Internal Revenue Code of 1954. This organization is furthermore organized and operated for the purpose of promoting athletics and assisting Madonna University in conducting athletic programs and events. Gridiron Cru Club, Inc. shall not engage in any transaction prohibited by Section 503(b) of the Internal Revenue Code of 1954 as such Code may be amended from time to time.

Section 3. LEGAL ORGANIZATION:
The Organization operates within the definition of United States Internal Revenue Code Section 501 (c)(3) and is incorporated as a Michigan Nonprofit Corporation. The Organization is organized on a Directorship basis.

Section 4. FISCAL YEAR:
The fiscal year of the Gridiron Cru Club shall begin on January 1st unless otherwise determined by the Executive Board.

Section 5. PRINCIPAL/REGISTERED OFFICE:
The Principal/Registered Office and Resident Agent of the Gridiron Cru Club shall be as designated in the initial or amended Articles. The Principal/Registered Office and/or Resident Agent may be changed from time to time. Any such change shall be made in accordance with current law. If the Resident Agent resigns, the Organization shall promptly appoint a successor.

ARTICLE II
Membership

Section 1. GENERAL MEMBERSHIP:
Membership of the organization shall not be limited but shall be open to anyone interested in athletic programs for Madonna University. Single family households, not including grandparents of said family, may purchase a Memberships at a rate of $100. Membership rates may be changed by an affirmative vote of a majority of the Executive Board members present and entitled to vote at any special or general meeting. Although not an exhaustive list, alumni, businesses and members of the community interested in the progress and development of the

football program at Madonna University who agree to abide by the bylaws of the organization are welcome to purchase a Membership. The Gridiron Cru Club is a service organization and members are encouraged to volunteer time in both fundraising and football support activities.

Section 2. GOVERNING BODY.

The affairs of the organization shall be managed and directed by the Executive Board. The Executive Board may enlist the services of non-voting advisors such as CPAs, attorneys, etc. in helping perform the duties of the Gridiron Cru Club. There shall be a maximum of six (6) Officers and four (4) Members at Large that comprises the Executive Board. The Executive Board shall consist of the following members:

Officers	Other Board Members
Head Football Coach (Ex-officio)	Four (4) Member at Large positions
President	
Vice President	
Secretary	
Treasurer	
Co-Treasurer	

The Executive Board terms shall be as follows:

President and Treasurer- 3-year term, -for inaugural term then 2-year terms after inaugural term
Vice President and Secretary- 2-year terms
Members at Large- 1 year minimum/2-year maximum term, a Member at Large can run for an Officer position after 1 year term as Member at Large

ARTICLE III
Executive Board Officers

Section 1. EXECUTIVE BOARD

- The Executive Board shall be composed of the officers and members at large of the organization. The Executive Board shall serve without compensation for their service. The Head Coach shall serve as an Ex-Officio member.
- The Executive Board shall have general supervision of the affairs of the organization.
- The Executive Board shall approve goals and budget targets annually at the Annual Meeting.
- The Executive Board shall review monthly financial reports, annual budget and monthly financial statements issued by the bank utilized to manage the funds of the Organization.
- The Executive Board needs to vote on and approve by majority vote the expenditure of all general funds above $10,000 per request. Any expenditure request made by an Executive Board member of general funds that is below

$10,000 must be approved in writing by the Head Coach at his or her sole discretion.

Section 2. ELECTIONS

- Nominations accepted up to and including the February Annual Meeting for each available Executive Board position. A member may only run for one office per election.
- All members are eligible to nominate another member for an office. Nominations may be submitted to the Executive Board, usually at the February Annual Meeting. The Head Coach maintains the exclusive right to veto any nomination for an officer position.
- To be eligible for office, a nominee must accept, either verbally or in writing, the nomination prior to the closing of the nomination period.
- The elected Executive Board members must have a child enrolled in the football program for the term of office. If the child leaves the program, the officer may complete the term of office for that fiscal year.
- The date of the election shall coincide with the date of an Annual Meeting, usually in February. New officers are expected to attend Executive Board and Annual Meetings following their election to shadow the current officer. Outgoing officers are encouraged to be available for consultation by the current board for the following year.
- If a nominee is unopposed at the closing nominations, an election for that office is waived and the nominee will become the officer-elect.
- The election of new Executive Board members shall be made by an affirmative vote of a majority of the Executive Board members present and entitled to vote at the Annual Meeting.
- After nominations are closed, each candidate may speak or allow another member to do so on their behalf. The candidates shall be excused while a vote is taken.
- The Executive Board may allow for an advisory vote to be made by non-voting General Members presents at an Annual Meeting on any number of matters.

Section 3. INSTALLATION

In the inaugural year of the Gridiron Cru Club, Executive Board members shall be appointed by the Head Coach.

Section 4. RESIGNATION

Any board member may resign at any time in writing to the President, Vice President or Secretary on the Executive Board, unless otherwise requested. The resignation shall be effective when tendered.

Section 5. REMOVAL

Any board member may be removed upon recommendation from the Executive Board or by an affirmative vote of a majority of the Executive Board members present and entitled to vote at any Annual Meeting.

Section 6. REPLACEMENTS

The Head Coach shall appoint, with the approval of the remaining members of the Executive Board by affirmative vote of a majority of the Executive Board members present and entitled to vote at any regular or special meeting, individuals to complete vacant or unexpired terms of office.

Section 7. NUMBER AND RESPONSIBILITIES
The officers of the Executive Board shall be as follows:

A. Head Coach (Ex-Officio)
Shall direct the priorities of the organization to ensure it is functioning in the best interest of the Madonna Football Program. If requested, shall be provided a debit card, linked to the Gridiron Cru Club bank account, to be used for purchasing items in support of the organization. The Head Coach shall provide the Treasurer a valid itemized receipt that clearly shows the purchased item(s), amount, and date of purchase within seven (7) business days of each purchase. The Head Coach may direct an Executive Board member, to make purchases on behalf of the organization. Shall be permitted to make purchases on behalf of the organization. To receive reimbursement, purchases must have a valid itemized receipt that clearly shows the purchased item(s), amount, and date of purchase that is provided to the Treasurer within seven business days.

B. President
The President shall have general supervision and management of all current affairs of this Organization; He/she shall preside at all meetings of the Organization, or designate a representative from the Executive Board to preside on their behalf. Shall set and regulate the agenda for each meeting of the organization and provide an agenda to the General Membership at meetings. He/she shall report on any matters that may be of importance to this Organization. He/she shall carry out the decisions of the Executive Board and shall appoint any special committee not otherwise provided for herein. He/she shall serve as an ex officio member of all committees. Shall ensure that the organization complies with all State and Federal regulations to the operation of the organization and maintain and be responsible for corporation papers and filings such as the original 501 (c)(3) IRS determination letter, State of Michigan non-profit incorporation registration, insurance and bonding policies, and these bylaws. Shall be permitted, or direct other members of the organization, to make purchases on behalf of the organization following the direction of the Head Coach. To receive reimbursement, purchases must have a valid itemized receipt that clearly shows the purchased item(s), amount, and date of purchase that is provided to the Treasurer within seven business days.

C. Vice President
The Vice President shall perform the duties of the President in his/her absence and shall undertake any duties assigned by the President and the Executive Board. Shall be the leader of the Audit Team and direct, at a minimum, one

Audit Team: In addition to the Vice President, the audit team shall also consist of the President and Treasurer, and if appointed, the Co-Treasurer. The Vice President may also invite a non-Executive Board member, provided they are not

related to any other Audit Team member, to participate in any audits. Audits are to include the reconciliation of financial accounts and selecting a sample of cash receipt/disbursement transactions to verify procedures are being followed. The result of the audit is to be documented with a report to the Executive Board that includes any procedures not being followed and/or any other recommendations

D. Secretary

Shall record, report and maintain minutes of all meetings. Shall coordinate all correspondence and provide direction to Standing or special committees including agenda items. Shall appoint an assistant who will assume all secretarial duties in their absence.

E. Treasurer

- Shall be responsible to maintain the ledger of all transactions of the organization.
- Shall document the organization's income and expenses
- Shall actively monitor the organization's bank and online financial institution accounts to help quickly identify any questionable or fraudulent activity
- Make regular reports to the Executive Board and General Membership regarding the organization's bank account balance(s), income, and expenses.
- The Executive Board approved third party shall provide to the State of Michigan and Internal Revenue Service all necessary reports at the end of each fiscal year
- Shall be responsible to ensure all funds due the organization are received and deposited in a timely manner in a local bank account that is legally owned by the Gridiron Cru Club, Inc.
- All checks and money orders received shall be immediately restrictively endorsed to the Gridiron Cru Club. A restrictive endorsement does not allow further transfer of a check. It will read "For Deposit Only", the bank name, and account number.
- Deposit slips shall be reconciled to receipts on a monthly basis.
- The Treasurer and Co-Treasurer shall be the legal signees for the organization's checks and share access to the organization's online financial institutions that are used to pay the financial obligations.
- The Treasurer or Co-Treasurer may reimburse expenses to members of the organization made on behalf of the organization provided the purchases were in support of the organization and with the approval of the Head Coach. A valid itemized receipt is presented within seven business days that clearly shows the purchased item(s), amount, and date of purchase.

- Checks shall be written in numerical order (voids shall be kept to account for sequence of checks).

- It is not permissible to sign a blank check.

- The Treasurer may, as necessary, provide the Head Coach and/or an Executive Board Member, after approval by the Head Coach, with a "pre -paid debit or gift card" (card) after receiving a written request by same, which includes the purpose, usage, and an estimated amount of funds needed to sufficiently support the organization's Purpose and Mission. Purchases must have a valid itemized receipt that clearly shows the purchased item(s), amount, and date of purchase that is provided to the Treasurer. Itemized receipts must be submitted within seven (7) business days following each use of the card. The card must be surrendered/returned to the Treasurer within seven (7) business days following its use. Should there be remaining funds available on the card, the Treasurer, with input from the Executive Board as needed, will be responsible for deciding how those funds will be returned to the General Fund, including the flexibility to determine if remaining funds should/can be used to pay and/or reimburse another expense, until all funds placed on the card are extinguished. Each issuance of a card is intended to serve a sole function and/or event and cannot be reloaded without Head Coach approval.

- Shall be responsible to ensure all payments due from the organization to external vendors are processed in a timely manner.

- Bank accounts shall be reconciled at the end of each statement period (usually monthly). All expenses, whether paid by check or an electronic/on-line method, must have a receipt that is printed and included in a paper file that shall be maintained by the Treasurer for audit purposes. All discrepancies shall be immediately investigated and records shall be adjusted accordingly.

- Shall turn all records over to a newly elected Treasurer or to the President if vacating office before term expiration. Records should be kept for a period of 7 years for audit purposes.

- Shall also perform other duties as assigned by the Executive Board or the President.

- Shall be permitted to make purchases on behalf of the organization following the direction of the Head Coach. To receive reimbursement, purchases must have a valid itemized receipt that clearly shows the purchased item(s), amount, and date of purchase.

- Should either the Treasurer or Co-Treasurer be unable to fulfill their duties as officers, another Executive Board member shall be added as a legal signee for checks and be given access to the organization's online financial institutions for the purpose of ensuring the Club's financial obligations are being met.

- Shall coordinate with the President to ensure that annual tax forms and Michigan Licensing and Regulatory Affairs annual statements are filed each year.

F. Co-Treasurer

The Co-Treasurer shall perform the duties of the Treasurer in his/her absence and shall undertake any duties assigned by the President or the Executive Board.

G. Member at Large Positions

Serves as a member of the Executive Board. Attends all Executive Board meetings. Attends all Annual Meetings of the organization. Shares ideas, guidance, and expertise with the Executive Board.

Section 9. CONSENT TO CORPORATE ACTIONS. Any action required or permitted to be taken pursuant to authorization of the Executive Board may be taken without a meeting if, before or after the action, all members consent to the action in writing, which shall include electronic mail, other digital transmission, or facsimile transmission. Written consents shall be filed with the minutes of the Executive Board's proceeding.

ARTICLE IV
Meetings

Section 1. GENERAL MEETINGS

General meetings of the Executive Board shall be held monthly on the first Monday of each month.

Section 2. ANNUAL MEETINGS. An annual meeting shall be held each year on the first Monday in February. If the annual meeting is not held at that time, the Executive Board shall cause the meeting to be held as soon thereafter as is convenient.

Section 3. SPECIAL MEETINGS

Special meetings may be called by the President, or at request of the Head Football Coach, with one week's notification for the Executive Board members. Said notification may be given orally, electronically or by written notification.

Section 4. QUORUM

A quorum of no less than six (6) Executive Board members, one of which must be President or Head Coach, must be present for any meeting to be called to order.

Section 5. PRESIDING AND RECORDING OFFICERS

In the event of the absence of the President and the Vice President, the Executive Board shall elect a temporary presiding Chairman. In the event of the absence of the Secretary, the presiding Chairman shall appoint a temporary recording officer.

Section 6. WAIVER OF NOTICE. The attendance of an Executive Board member at a board meeting shall constitute a waiver of notice of the meeting, except where a director attends a

meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. In addition, the Executive Board member may submit a signed waiver of notice that shall constitute a waiver of notice of the meeting.

Section 7. MEETING BY TELEPHONE OR SIMILAR EQUIPMENT. An Executive Board member may participate in a meeting by conference telephone, digital conference technology, or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting. In the event a notice of the time and place of a meeting is required, it is understood that a telephone number or internet link directing the user to teleconference or other digital conference shall be sufficient and such meeting is deemed to take place at the Principal Office of the Corporation.

ARTICLE V
Executive Board and Standing Committees

Section 1. EXECUTIVE BOARD
Executive Board shall be responsible for prioritizing proposed projects, recommending policies and presenting budget proposals to the General Membership.

Section 2. COMMITTEES

General Powers. The Executive Board, by resolution adopted by a vote of a majority of its directors, may designate one or more committees, each committee consisting of one or more directors. The board may also designate one or more directors as alternate committee members who may replace an absent or disqualified member at a committee meeting. If a committee member is absent or disqualified from voting, then members present at a meeting who are not disqualified from voting may, whether or not they constitute a quorum, unanimously appoint an alternate committee member to act at the committee meeting in place of the absent or disqualified member. All committees designated by the board shall serve at the pleasure of the board.

A committee designated by the board may exercise any powers of the board in managing the corporation's business and affairs, to the extent provided by resolution of the board. However, no committee shall have the power to

(a) amend the articles of incorporation;
(b) adopt an agreement of merger or consolidation;
(c) amend the bylaws of the corporation;
(d) fill vacancies on the board; or
(e) fix compensation of the directors for serving on the board or on a committee.

Meetings. Committees shall meet as directed by the board, and their meetings shall be governed by the rules provided in Article IV for meetings of the Executive Board. Minutes shall be recorded at each committee meeting and shall be presented to the Executive Board.

Consent to Committee Actions. Any action required or permitted to be taken pursuant to authorization of the Committee may be taken without a meeting if, before or after the action, all

Committee members consent to the action in writing, which shall include electronic mail, other digital transmission, or facsimile transmission. Written consents shall be filed with the minutes of the Committee's proceeding.

ARTICLE VI
Amendment of By-Laws

Section 1. BY-LAWS.
The Executive Board at any regular or special meeting may amend or repeal these bylaws, or adopt new bylaws by the affirmative vote of a majority of the Executive Board members present and entitled to vote at any regular or special meeting, if notice setting forth the terms of the proposal has been given in accordance with any notice requirement for such meeting of the Executive Board.

ARTICLE VII
Grievances

Section 1. GRIEVANCES
Grievances concerning Committee member's activities shall be directed to the Executive Board. The Executive Board shall act as arbitrator and shall call a meeting of the involved parties to seek a solution.

Section 2. FOLLOW-UP
In the event that the griever is not satisfied by the results of said arbitration meeting, the next step will be to file formal charges, in writing with the Executive Board. The President shall be the recipient of such charges, call a Board meeting, to act as a grievance committee, or he shall appoint a grievance committee and chairman for such meeting. The meeting shall be called within 7 days following of an officially scheduled Executive Board meeting after receipt of such charges. In the event the President is a party to a grievance, the Vice President shall act in the same manner as stated above.

ARTICLE VIII
Indemnification

Section 1. NONDERIVATIVE ACTIONS.
Subject to all of the other provisions of this article, the corporation shall indemnify any person who was or is a party, or is threatened to be made a party to, any threatened, pending, or completed action, suit, or proceeding. This includes any civil, criminal, administrative, or investigative proceeding, whether formal or informal (other than an action by or in the right of the corporation). Such indemnification shall apply only to a person who was or is a director or officer of the corporation or who was or is serving at the request of the corporation as a director, officer, partner, trustee, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, whether for profit or not for profit. The person shall be indemnified and held harmless against expenses (including attorney fees), judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with such action,

suit, or proceeding, if the person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation. With respect to any criminal action or proceeding, the person must have had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction or on a plea of *nolo contendere* or its equivalent, shall not by itself create a presumption that (a) the person did not act in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation, or (b) with respect to any criminal action or proceeding, the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. DERIVATIVE ACTIONS.
Subject to all of the provisions of this article, the corporation shall indemnify any person who was or is a party to, or is threatened to be made a party to, any threatened, pending, or completed action or suit by or in the right of the corporation to procure a judgment in its favor because (a) the person was or is a director or officer of the corporation, or (b) the person was or is serving at the request of the corporation as a director, officer, partner, trustee, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, whether or not for profit. The person shall be indemnified and held harmless against expenses (including actual and reasonable attorney fees) and amounts paid in settlement incurred by the person in connection with such action or suit if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation. However, indemnification shall not be made for any claim, issue, or matter in which the person has been found liable to the corporation unless and only to the extent that the court in which such action or suit was brought has determined on application that, despite the adjudication of liability but in view of all circumstances of the case, the person is fairly and reasonably entitled to indemnification for the expenses that the court considers proper.

Section 3. EXPENSES OF SUCCESSFUL DEFENSE.
To the extent that a person has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 or 2 of this article, or in defense of any claim, issue, or matter in the action, suit, or proceeding, the person shall be indemnified against expenses (including actual and reasonable attorney fees) incurred in connection with the action and in any proceeding brought to enforce the mandatory indemnification provided by this article.

Section 4. CONTRACT RIGHT; LIMITATION ON INDEMNITY.
The right to indemnification conferred in this article shall be a contract right and shall apply to services of a director or officer as an employee or agent of the corporation as well as in such person's capacity as a director or officer. Except as provided in Section 3 of this article, the corporation shall have no obligations under this article to indemnify any person in connection with any proceeding, or part thereof, initiated by such person without authorization by the board.

Section 5. DETERMINATION THAT INDEMNIFICATION IS PROPER.
Any indemnification under Sections 1 or 2 of this article (unless ordered by a court) shall be made by the corporation only as authorized in the specific case. The corporation must determine that indemnification of the person is proper in the circumstances because the person has met the applicable standard of conduct set forth in sections 8.01 or 8.02, whichever is applicable. Such determination shall be made in any of the following ways:

(a) By a majority vote of a quorum of the board consisting of directors who were not parties to such action, suit, or proceeding.
(b) If the quorum described in clause (a) above is not obtainable, then by a committee of directors who are not parties to the action. The committee shall consist of not less than two disinterested directors.
(c) By independent legal counsel in a written opinion.

Section 6. PROPORTIONATE INDEMNITY.
If a person is entitled to indemnification under Sections 1 or 2 of this article for a portion of expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement, but not for the total amount, the corporation shall indemnify the person for the portion of the expenses, judgments, penalties, fines, or amounts paid in settlement for which the person is entitled to be indemnified.

Section 7. EXPENSE ADVANCE.
Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Sections 1 or 2 of this article may be paid by the corporation in advance of the final disposition of the action, suit, or proceeding, on receipt of an undertaking by or on behalf of the person involved to repay the expenses, if it is ultimately determined that the person is not entitled to be indemnified by the corporation. The undertaking shall be an unlimited general obligation of the person on whose behalf advances are made, but need not be secured.

Section 8. NONEXCLUSIVITY OF RIGHTS.
The indemnification or advancement of expenses provided under this article is not exclusive of other rights to which a person seeking indemnification or advancement of expenses may be entitled under a contractual arrangement with the corporation. However, the total amount of expenses advanced or indemnified from all sources combined shall not exceed the amount of actual expenses incurred by the person seeking indemnification or advancement of expenses.

Section 9. INDEMNIFICATION OF EMPLOYEES AND AGENTS OF THE CORPORATION.
The corporation may, to the extent authorized from time to time by the board, grant rights to indemnification and to the advancement of expenses to any employee or agent of the corporation to the fullest extent of the provisions of this article with respect to the indemnification and advancement of expenses of directors and officers of the corporation.

Section 10. FORMER DIRECTORS AND OFFICERS.
The indemnification provided in this article continues for a person who has ceased to be a director or officer and shall inure to the benefit of the heirs, executors, and administrators of that person.

Section 11. INSURANCE.
The corporation may purchase and maintain insurance on behalf of any person who (a) was or is a director, officer, employee, or agent of the corporation, or (b) was or is serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise. Such insurance may protect against any liability asserted against the person and incurred by him or her in any such capacity or arising out of his or her status as

such, whether or not the corporation would have power to indemnify against such liability under this article or the laws of the state of Michigan.

Section 12. CHANGES IN MICHIGAN LAW.
If there are any changes in the Michigan statutory provisions applicable to the corporation and relating to the subject matter of this article, then the indemnification to which any person shall be entitled shall be determined by such changed provisions, but only to the extent that any such change permits the corporation to provide broader indemnification rights than such provisions permitted the corporation to provide before any such change.

ARTICLE IX
Corporate Document Procedure

All corporate documents (including stocks, bonds, agreements, insurance and annuity contracts, qualified and nonqualified deferred compensation plans, checks, notes, disbursements, loans, and other debt obligations) shall not be signed by any officer, designated agent, or attorney-in-fact unless authorized by the board or by these bylaws.

ARTICLE X
Interpretation, Conflicts and Dissolution

Section 1. INTERPRETATION
In the event there shall be two interpretations of any part of these By-Laws, one that would be illegal or invalid, and another, which would be legal or valid, then the interpretation, which would be legal or valid, shall be used. In any legitimate controversy to the interpretation of any part of these By-Laws, the decision of the Executive Board to the proper interpretation of those parts in controversy shall be final and binding.

Section 2. CONFLICTS
In the event that any part of these By-Laws shall conflict with other parts of these By-Laws, then the conflicting provision containing the strictest provision shall be valid, in the event that part of these By-Laws shall conflict with the purposes of the Organization, then the conflict shall be resolved in favor of the interpretation carrying forth the purposes of the Organization. In the event that any part of these By-Laws might disqualify the Organization from maintaining the status as an organization described in Section 501(c)(3) of the Internal Revenue Code, then such part shall be null, void and of no force and effect to the extent necessary, so that the Organization will be an organization described in Section 501(c)(3).

Section 3. DISSOLUTION
If at any time the need to disband and dissolve the Gridiron Cru Club arises, the Head Coach and Executive Board shall meet and vote to formally dissolve the organization, which shall be approved by the affirmative vote of a majority of the Executive Board members present and entitled to vote, if notice setting forth the terms of the proposal has been given in accordance with any notice requirement for such meeting of the board Executive Board. At the time of the dissolution any and all assets of the Gridiron Cru Club shall be disposed of exclusively to

Madonna University for the use of the Madonna Football Program. Should there be a dissolution, the Executive Board will have 30 days from the date of that decision to reconcile and turn over all bank account information, documentation kept and recorded by the board and ar- ng all information related to Gridiron Cru Club to the Head Football Coach and Principal of Madonna University.

I certify that I am the ex-officio of Gridiron Cru Club, Inc. and these Bylaws constitute the corporation's Bylaws. These Bylaws were hereby adopted by the Organization at its Executive Committee meeting, duly and validly held on the 26th day of Jan, 2022, at which a quorum of said Executive Board members were present, in attendance throughout, and voted in favor of said Bylaws.

Ex-officio of Gridiron Cru Club Signature: _____

Name: Herbert Haygood

Title: Head Coach

Dated: 1/26/22

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

2. REAPPOINTMENT OF ANDREW LENDRUM TO THE LIVONIA BROWNFIELD REDEVELOPMENT AUTHORITY: Office of the Mayor; re: for a three-year term, which will expire on November 24, 2025.

   Mark Taormina, Planning and Economic Director, presented the request to Council.

   Andrew Lendrum stated he appreciates the opportunity to give back to the City of Livonia.

   Councilmember McIntyre offered an approving resolution for Consent agenda.

   DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

2.

Mayor's Office
December 6, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Janice Centers, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

REAPPOINTMENT OF ANDREW LENDRUM TO THE LIVONIA BROWNFIELD REDEVELOPMENT AUTHORITY: Office of the Mayor; re: for a three-year term, which will expire on November 24, 2025.

BACKGROUND

Honorable Members of the City Council, City of Livonia
RE: Reappointment of Andrew Lendrum to the Brownfield Redevelopment Authority

Dear Council Members:

I am herewith submitting to you, for your consideration and approval, the reappointment of Andrew Lendrum, 19706 Osmus, Livonia, Michigan, 48152, as a member of the Livonia Brownfield Redevelopment Authority for a term that will expire on November 24, 2025.

Your approval on this reappointment is respectfully requested.

Sincerely,
Maureen Miller Brosnan, Mayor

RECOMMENDATION

Reappoint Andrew Lendrum to the Livonia Brownfield Redevelopment Authority for a three-year term.

FISCAL CONSIDERATION

ATTACHMENTS

None

APPROVED BY

Date: December 21, 2022

_____

Maureen Miller Brosnan, Mayor

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

3. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Fire Department, re: to replace outdated or decertified equipment, and is a critical piece of life-saving equipment, from budgeted funds.

   Livonia Fire Chief Jennison presented the request to Council.

   Councilmember McCullough offered an approving resolution for Consent agenda.

   Councilmember McIntyre thanked the Livonia Fire and Police Departments for their work during the holidays and asked for increased awareness as to the importance of CPR and perhaps additional training considering the recent event with the Buffalo Bills football player, Damar Hamlin.

   DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

3.

Fire
December 13, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Lori Arquette, Program Supervisor,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Fire Department, re: to replace outdated or decertified equipment, and is a critical piece of life-saving equipment, from budgeted funds.

BACKGROUND

It is respectfully requested that the City Council approve the purchase of one (1) Zoll Cardiac Monitor from ZOLL Medical Corporation, 269 Mill Road, Chelmsford, MA 01824-4105, a sole source vendor in the amount of $35,384.14. This new monitor will replace outdated or de-certified equipment, and is a critical piece of life-saving equipment utilized on a daily basis

RECOMMENDATION

It is the recommendation of the Fire Department that Council proceed as follows:

1. Waive the formal bidding process in accordance with Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the city would result from competitive bidding on this specialized type of equipment.

2. Authorize purchase from Zoll Medical Corp in the amount of $35,384.14 from funds already budgeted in account 101-338-979-000 (Capital Outlay-Fire Equipment).

FISCAL CONSIDERATION

Budgeted funds are available in Account No. 101-338-979-000.

ATTACHMENTS

1. ZOLL Quote-31294

APPROVED BY

Robert Jennison, Fire Chief

Date: December 13, 2022

Michael T Slater

Date: December 13, 2022

Michael Slater, Finance Director

Maureen Miller Brosnan

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Quote No: Q-31294 Version: 3

Livonia Fire and Rescue
14910 Farmington Road
Livonia, MI 48154

ZOLL Customer No: 7001

John McKee
(734) 466-2444
jmckee@lfdmail.com

Quote No: Q-31294
Version: 3

Issued Date: December 12, 2022
Expiration Date: December 30, 2022

Terms: NET 30 DAYS

FOB: Destination

Freight: Free Freight

Prepared by: James Callahan
EMS Territory Manager
jcallahan@zoll.com
+1 9172923822

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1	949804	601-2231011-01	**X Series Monitor/Defibrillator - 12-Lead ECG, Pacing, NIBP, SpO2, SpCO, EtCO2, CPR Expansion Pack** Includes: 4 trace tri-mode display monitor/ defibrillator/ printer, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5in (16.5cm) diagonal screen. Accessories Included: MFC cable and CPR connector, A/C power cord, One (1) roll printer paper, 6.6 Ah Li-ion battery, Carry case, Operator Manual, Quick Reference Guide, and One (1)-year EMS warranty. Parameter Details: Real CPR Help - Dashboard display of CPR Depth and Rate for Adult and Pediatric patients, Visual and audio prompts to coach CPR depth (Adult patient only), Release bar to ensure adequate release off the chest, Metronome to coach rate for Adult and Pediatric patients. See-Thru ® CPR artifact filtering • Interpretative 12-Lead ECG (Full 12 ECG lead view with both dynamic and static 12-lead mode display. 12-Lead OneStep ECG cable - includes 4-Lead limb lead cable and removable precordial 6-Lead set) • ZOLL Noninvasive Pacing Technology • Welch Allyn NIBP with Smartcuff. 10 foot Dual Lumen hose and SureBP Reusable Adult Medium Cuff • Masimo SpO2 & SpCO with Signal Extraction Technology (SET), Rainbow SET® • EtCO2 Oridion Microstream Technology. Microstream tubing set sold separately •	1	$45,343.00	$32,816.40	$32,816.40
2	949804	8000-0895	**Cuff Kit with Welch Allyn Small Adult, Large Adult and Thigh Cuffs**	1	$173.00	$133.87	$133.87

ZOLL Medical Corporation
269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Livonia Fire and Rescue
Quote No: Q-31294 Version: 3

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
3	949804	REUSE-10-2MQ	**Welch Allyn REUSE-10-2MQ Cuff, Small Adult, 2-Tube, Twist Lock connector**	1	$58.00	$44.62	$44.62
4	949804	REUSE-09-2MQ	**Welch Allyn REUSE-09-2MQ Cuff, Child, 2-Tube, Twist Lock connector**	1	$58.00	$44.62	$44.62
5	949804	REUSE-07-2MQ	**Welch Allyn REUSE-07-2MQ Cuff, Infant, 2-Tube, Twist Lock connector**	1	$58.00	$44.62	$44.62
6	949804	8000-0580-01	**Six hour rechargeable Smart battery**	1	$890.00	$421.00	$421.00
7	949804	8000-0345	**rainbow® DCI-P® SpO2/SpCO/SpMet Pediatric Reusable Patient Cable/Sensor (8 ft)**	1	$1,127.00	$686.55	$686.55
8	949804	8000-0343	**rainbow® DCI® SpO2/SpCO/SpMet Adult Reusable Patient Cable/Sensor (8 ft)**	1	$1,014.00	$671.25	$671.25
9	949804	8000-0100	**Replacement Power Cord**	1	$71.00	$44.73	$44.73
10		8300-0004	**Replacement AC Power adapter / charger, 120 - 240 VAC, 50, 60 400 Hz**	1	$514.00	$421.48	$421.48
11	949804	8300-0002-01	**Dual Lumen NIBP Tubing Assembly, 10 FT, X Series**	1	$138.00	$55.00	$55.00

Subtotal: $35,384.14

Total: $35,384.14

Contract Reference	Description
949804	Reflects GPO NPP 2020 - Contract No. PS20200 contract pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in NPP 2020 - Contract No. PS20200 shall apply to the customer's purchase of the products set forth on this quote.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at https://www.zoll.com/about-zoll/invoice-terms-and-conditions and for software products can be found at http://www.zoll.com/SSPTC and for hosted software products can be found at http://www.zoll.com/SSHTC. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. This Quote expires on December 30, 2022. Pricing is subject to change after this date.
2. Applicable tax, shipping & handling will be added at the time of invoicing.
3. All purchase orders are subject to credit approval before being accepted by ZOLL.
4. To place an order, please forward the purchase order with a copy of this quotation to esales@zoll.com or via fax to 978-421-0015.
5. All discounts from list price are contingent upon payment within the agreed upon terms.
6. Place your future accessory orders online by visiting www.zollwebstore.com.

LETTER TO THE LIVONIA CITY COUNCIL

4.

Police
December 14, 2022

MEETING DATE	PREPARED BY
S120522/R121422	Diane Warterian, Program Supervisor,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE FORMAL BIDDING PROCESS AND ENTER INTO A FIVE-YEAR MAINTENANCE AGREEMENT WITH SOLE SOURCE PROVIDER: Division of Police, re: for the replacement of the public safety audio recording system, from budgeted funds.

BACKGROUND

Background: The Police Department's current maintenance agreement for the public safety audio recording system is expiring on 1/21/2023. For the past eleven years, the Police Department has partnered with Equature to record radio transmissions and telephone calls. The department is requesting to enter into a new strategic recording plan and maintenance agreement that would extend over the next five years. Equature is uniquely qualified to provide the services required by the police department. Equature is a local manufacturer, situated in Southfield, Michigan and their locally based technicians are able to provide services 24/7/365.

RECOMMENDATION

The Division of Police recommends that the newly proposed five-year recording system maintenance agreement, with Equature be accepted. The 24/7/365 maintenance agreement includes replacement of existing hardware which is nearing end of life. The plan also provides next generation 911 capture software, unlimited client access licenses, lifetime software upgrades and training, 24/7/365 technical support (remote and on-site), 24/7/365 proactive alert and monitoring, self-healing software and internal and external archive data storage. The vendor is the sole source provider as it owns and maintains the necessary design and manufacturing data and intellectual property rights required to produce Equature, which meets the department's recording requirements from a local manufacturer. See attached Sole Source letter for more detail.

FISCAL CONSIDERATION

The cost of the first year of the agreement (beginning 1/21/2023) is $19,254. Years 2-5 will be expensed annually at $17,754 each. The total cost for all 5 years is $90,270. The funds for the first year have been budgeted and will be expensed from account number 101-306-851-020. Future years will be expensed from the same account number.

Vendor Name/Address:
Equature
18311 W. 10 Mile
Southfield, MI 48075
248-569-6440

ATTACHMENTS

1. S120522 LTC PD Recording system agr renew
2. Equature Proposal, Price Quotation, Premier Partner Program Agreement and Sole Source Letter.

APPROVED BY

Date: December 21, 2022

Thomas Goralski, Police Chief

Date: December 21, 2022

Michael Slater, Finance Director

Date: December 21, 2022

Paul Bernier, City Attorney

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

EQUATURE
18311 W. 10 Mile Road
Southfield, MI 48075
866.377.2677

Equature
BUILT TO SERVE PUBLIC SAFETY

November 11, 2022

Thank you for investing your valuable time in Equature! Having been an Equature recording partner for the past fifteen years, we are excited and grateful for the opportunity to continue our partnership into the future. With that in mind, we have created a Strategic Recording Plan with the highest level of recording capability.

The Strategic Recording Plan features:

- Replacement of Existing Hardware
- Next Generation 911 Capture Software
- Unlimited Client Access License(s)
- Lifetime Software Upgrades & Training
- 24/7/365 Technical Support (Remote & On-Site)
- 24/7/365 Proactive Alert & Monitoring
- Self-Healing Software
- Internal & External Archive Data Storage

As a true Public Safety focused firm Equature only works with PSAPs, providing mission critical recording systems, full-service dispatch training and video/AI technology to agencies across the country. Equature is proud to have been the recording partner to more than 3000 Police, Fire, EMS, Universities, Hospitals, Primary and Secondary PSAPs nationwide and we are looking forward to continuing our partnership with the Livonia Police Department!

Paul G. Frezza II, ENP, PMP
Public Safety Professional
Equature
A: 18311 W. Ten Mile Road, Southfield MI-48075
P: 248.281.1078 | **M:** 248.752.0115 | **F:** 248.569.6567
W: www.equature.com | **E:** pfrezza@equature.com

EQUATURE
18311 W. 10 Mile Road
Southfield, MI 48075
866.377.2677

Equature
BUILT TO SERVE PUBLIC SAFETY

Equature NG9-1-1 Solution Highlights

- Fully NG9-1-1 Compliant (NENA i3)
- Analog, Digital & VoIP Capture Engine
- Motorola P25 Compliant
- ANI/ALI & RapidSOS Data Integration

Equature Full-Service Agreement

Equature provides full hardware, software, and proactive alert response measures for the life cycle of the agreement.

Equature Software Agreement

Throughout the lifetime of our partnership, Equature *guarantees* you will have the latest, most up-to-date recording software available from Equature to the market. As an Equature partner you will receive annual software updates and enhancements at no additional costs or fees.

Equature Direct Advantage

Equature focuses on a direct marketing model. We manufacture, sell, support, service, and train all right here in the United States. We provide 24x7x365 Proactive Onsite Support anywhere in the U.S. within 4 hours. Our Equature Direct Advantage model allows us to build functionality faster based on our PSAP client's needs.

Equature Premier Partnership Program

The premier partnership program divides the total cost of the **recording server** and **maintenance** cost over a **five-year** period. By signing this document, you are acknowledging a five-year commitment to net amount listed. Equature will continue to keep your recording server's software updated and maintained throughout the contract's lifespan.

Equature Cost Analysis

Past 5-Years Cost Analysis		Next 5-Years Cost Analysis	
Year 1	$14,995.00	Year 1	$19,254.00
Year 2	$14,995.00	Year 2	$17,754.00
Year 3	$14,995.00	Year 3	$17,754.00
Year 4	$14,995.00	Year 4	$17,754.00
Year 5	$14,995.00	Year 5	$17,754.00
Total Cost of Ownership	**$74,975.00**	Total Cost of Ownership	**$90,270.00**

EQUATURE
18311 W. 10 Mile Road
Southfield, MI 48075
866.377.2677

Equature
BUILT TO SERVE PUBLIC SAFETY

Name:	Livonia Police Department
Address:	15050 Farmington Road Livonia MI 48154
Attn:	Steven Arslanian
Phone:	(734) 466-2390
Email:	Steven.arslanian@livoniapd.com

Date:	November 11, 2022
Contact:	Paul G. Frezza II
Phone:	(248) 281-1078
Email:	pfrezza@equature.com
Fax:	(248) 569-6567

Item	Qty	Model #	Deliverable	Investment
			Equature NG911 Core Solution – 77 Channel Capture (Expansion Ready)	
1	1	EQRECSRV	Equature **Advanced 3U Server** Chassis • Intel Gold Processor 3.1 GHz (20MB Cache) • 32GB RAM • Storage: 1TB SSD Mirrored Operating System • Storage: 1 TB SSD Mirrored SQL Server • Data Storage: 4 TB SATA Drive(s) RAID1 • Operating System: Windows Server 2022	INCLUDED
2	1	EQCORE	**Equature NG Virtual Core** Software Suite **Viewpoint Virtual Core** Site License Software	INCLUDED
3	1	EQLD1609	Equature **Analog** Recording Interface Card	INCLUDED
4	1	EQNGX8	Equature **Digital** Recording Interface Card	INCLUDED
5	1	EQMCC	Equature **MCC7500** Integration	INCLUDED
6	77	EQV001	Equature Voice Device License(s) 16 Analog Compliant 8 Digital/VoIP Compliant 53 MCC7500 RoIP Compliant	INCLUDED
7	1	EQANI	Equature DataFeed (ANI/ALI Integration)	INCLUDED
	1	MAINT	Equature Warranty/Maintenance 24x7x365 Support & Proactive Monitoring	INCLUDED
			Adjusted Annual Investment	**$17,754.00**
			Professional Services (One-Time)	$1,500.00

Assumptions:

(1) One Hundred (100%) percent of "**Annual Investment**" due upon receipt of equipment.
(2) Professional Services: Implementation, Quality Confirmation & Training.
(3) Fully Redundant Back-up Solution – **Included**

Premier Partnership Program - Client Acceptance

Signature: _____ Date: _____

Print Name: _____ Title: _____

Please fax to Paul G. Frezza II at (248) 569-6567 or E-Mail pfrezza@equature.com

EQUATURE
18311 W. 10 Mile Road
Southfield, MI 48075
866.377.2677

Equature
BUILT TO SERVE PUBLIC SAFETY

Equature Premier Partner Program Agreement

The Equature Premier Partner Program provides a full NG9-1-1 Recording solution along with full extended warranty. The program is an extended warranty program where CUSTOMER pays annually for five years at a locked in rate and receives full support, feature enhancements and software updates.

Equature (hereunder referred to as "PROVIDER"), upon acceptance of this Agreement by an authorized officer of its corporation, agrees to furnish to the above-designated entity (hereinafter referred to as "CUSTOMER") under the terms and conditions contained herein, warranty and service on the solution deliverables list.

Hardware Refresh	$17,754.00
Professional Services	$1,500.00

Payment Allocation Table		
Year 1	$19,254.00	Hardware Refresh, Maintenance & Professional Services
Year 2	$17,754.00	Annual Investment
Year 3	$17,754.00	Annual Investment
Year 4	$17,754.00	Annual Investment
Year 5	$17,754.00	Annual Investment

I. Terms of Agreement

This agreement between PROVIDER and CUSTOMER shall remain in force for an initial period of Five (5) years. The Maintenance Agreement shall be automatically renewed by CUSTOMER after the initial term in one-year increments. Details of the equipment serviced, and special terms are outlined in Exhibit A.

II. Maintenance Agreement Charge

a) This Maintenance Agreement charge is payable annually in advance at the beginning of each term. The Agreement price shall remain fixed during the initial period (5 years).

b) Charges include unlimited calls, 24 X7, 4-hour response time, software updates, remote access, remote alerts, all parts and labor not excluded in section c or d.

c) Charges do not include consumable, expendable, supply items, such as, CD disks, or External Archive Drives. The use of supplies other than those recommended by PROVIDER may cause adverse equipment performance. Maintenance required to correct inadequate performance or equipment malfunctions caused by inferior supplies shall be charged to the CUSTOMER at the current hourly maintenance rates.

d) Charges do not include labor costs, installation charges, or equipment costs associated with system upgrades or changes to the PROVIDER configured system recommended or mandated by either party. Changes to the PROVIDER configured systems made by the CUSTOMER or third parties not authorized causing malfunction will be fixed by PROVIDER on a time and material basis.

e) The PROVIDER is not responsible for data loss due to corruption, user error, computer error, computer failure, provider error, and power surges. The PROVIDER can recover data at a cost to the CUSTOMER.

f) The PROVIDER is not responsible for Microsoft Windows hot fixes, updates, and service packs. The PROVIDER is not responsible for anti-virus, anti-malware, and anti-spyware software. If the CUSTOMER encounters a virus the PROVIDER may assist at a cost and at the PROVIDERS discretion.

g) All invoices are due and payable upon receipt. Equature owns the equipment until year 5 payment is received.

EQUATURE
18311 W. 10 Mile Road
Southfield, MI 48075
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Equature
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III. Maintenance of Equipment

a) PROVIDER shall provide service on equipment covered by Maintenance Agreement 24 hours per day, seven days per week with a one-hour response time.
b) Upon notification of an equipment malfunction from the CUSTOMER, PROVIDER will assign a service technician to make necessary repairs. The customer shall permit the service technician free access to the equipment while making the repair, including relevant password for normal system use.
c) Maintenance required due to fault of negligence of the CUSTOMER shall be charged at the current hourly rates.
d) Preventative maintenance shall be performed on a scheduled basis according to data processing volume.

IV. Excusable Delays / Force Majeure

PROVIDER shall not be liable or deemed in default for any delay or failure in performance under this Agreement or interruption of service resulting directly from acts of God, acts of government, war or national emergence, accident, fires, riots, strikes, labor disputes, action or inaction where action is required by the CUSTOMER, damage to or delay of equipment in route, or for any indirect or consequential damage for any delay or failure or performance under this Agreement.

V. Default

In the event CUSTOMER fails to make the maintenance payment as herein provided or fails to observe or perform any term or conditions hereof, and such default shall continue for a period of twenty (20) days after PROVIDER shall have given written notice thereof, then PROVIDER may, at its option, and in addition and without prejudice to any other remedies, declare the entire amount of unpaid charges immediately due and payable, and/or terminate this Agreement.

VI. Transfer of Maintenance Service

If CUSTOMER relocates the equipment from the site shown herein, it shall be at the sole option of the PROVIDER to continue to provide maintenance under this Agreement, and this may result in additional cost to CUSTOMER. CUSTOMER should arrange for continuing maintenance with PROVIDER prior to relocation of equipment.

VII. Assignment

This Agreement may not be assigned, transferred, sublet, or pledged by the CUSTOMER without prior written consent of an authorized officer of the PROVIDER Corporation. However, this agreement may be assigned to an entity controlling, controlled by, or under common control with customer or any successor by merger.

VIII. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan exclusive of its conflicts of lay provisions.

IX. Survival of Obligations

All obligations accrued but unfulfilled prior to expiration or termination of this Agreement shall survive.

X. Entire Agreement

This document and the documents incorporated herein constitute the entire Agreement between the CUSTOMER and PROVIDER. This Agreement supersedes any prior proposals, agreements, commitments, or representations of any kind, whether oral or written, with respect to PROVIDER service.

Proposal Incentive Expiration Date: 1/20/2023

EQUATURE
18311 W. 10 Mile Road
Southfield, MI 48075
866.377.2677

Equature
BUILT TO SERVE PUBLIC SAFETY

SIMPLIFIED ACQUISITION – SOLE SOURCE
JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

1. Demonstration of Contractor's unique qualification. The supplies/services cannot be obtained from any other resource because:

   In accordance with 10 U.S.C. 2304(c)(2), as implemented by Federal Acquisition Regulation (FAR) 6.302-1, no other source(s) are available which can satisfy the agency's minimum needs. The unique function is only available from Dictation Sales & Service (dba **Equature**), 18311 West 10 Mile Road, Southfield Michigan, 48075. CAGE: 1Q5N2, which owns and maintains the necessary design and manufacturing data and intellectual property required to produce "Equature" operation that meet the agency's recording requirements from a local manufacturer.

2. Supporting facts:

   a. **Dispatch Improvement Cycle** – Equature is the only company that provides full dispatch improvement with recording, dispatcher training online and quality assessment. All of this is part of the Equature NG9-1-1 Performance Suite which provides improvement metrics for your center.

   b. **Direct Advantage** – This provides proactive 24x7x365 live monitoring of all your systems for errors or issues. Since we manufacture, sell, maintain, and support the product, we also provide unprecedented live monitoring.

   c. **Integrated Capture** – Equature provides all capture engines in a unified software suite without bolt on products. This means you can record 911 calls, voice calls, RoIP, VoIP, Video, Screens, Camera, Mobile, Text, and Chat and replay them all from one product.

   d. **Integrated Transcription** – Equature provides 100% content search. This gives users the ability to search 100% of their content using words and phrases spoken within the call recordings. We pioneered this functionality and are the only public safety provider who has delivered hundreds of systems with this feature implemented.

   e. **Mobile Capture** – Equature is the only provider that has integrated mobile capture for phone, text, SMS, MMS integrated with the full Equature suite. Since we are patent pending, no other vendor will be able to provide this functionality without infringing on our patent.

EQUATURE
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Southfield, MI 48075
866.377.2677

Equature
BUILT TO SERVE PUBLIC SAFETY

f. **100% Satisfaction Guarantee** – As the manufacturer and provider of the Equature Solution, we make sure our clients are very happy and put our money where our mouth is.

g. **GPU -** Equature is the only recording solution on the market today with a built-in GPU (Graphical Processing Unit) Engine. We understand that video is going to drive the PSAP market in the future with BWC (Body Worn Camera) initiatives across the country, along with other video needs within and around the PSAP.

h. **Equature Connect** provides advanced location and visual confirmation of citizens requiring help. The full interaction is recorded and stored allowing for full Scenario Reconstruction. This is required feature for court.

3. Actions taken to remove barriers to competition:

Equature is a technologically advanced Recording system that Equature Corp. owns the intellectual property rights. Without a full and complete data package, no other avenues, including reverse engineering, can provide an economical and time considerate solution to this sole source environment.

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

4. REQUEST FOR AUTHORIZATION TO WAIVE THE FORMAL BIDDING PROCESS AND ENTER INTO A FIVE-YEAR MAINTENANCE AGREEMENT WITH SOLE SOURCE PROVIDER: Division of Police, re: for the replacement of the public safety audio recording system, from budgeted funds.

   Livonia Police Chief Goralski presented the request to Council.

   Councilmember Morgan offered an approving resolution for Consent agenda.

   DIRECTION: APPROVAL CONSENT

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

5. REQUEST FOR AUTHORIZATION TO WAIVE THE FORMAL BIDDING PROCESS AND ENTER INTO A ONE-YEAR SERVICE AGREEMENT WITH SOLE SOURCE PROVIDER: Division of Police, re: for the professional constitutional policing and policy advising services of Brett M. Naumcheff, through the Michigan Police Legal Advisor Group, from budgeted funds.

   Livonia Police Chief Goralski present the request to Council.

   Brett Naumcheff introduced himself to Council and indicated grew up in Livonia and has been a police officer on the west side of the state for 27yrs and an attorney for 22 years.

   Councilmember McIntyre asked if the "constitutional holistic police model" is a recognized term or more of an art than a science.

   Chief Goralski explained that constitutional policing is a science and is based on the law. The holistic part is the application of policies. Mr. Naumcheff confirmed this information adding that the holistic piece is about problem solving.

   Councilmember McIntyre asked if this aligns with our partnership with the MMRMA. Chief Goralski said it does and indicated that the Police Department is already applying for a grant for half of these expenses.

   Councilmember Donovic shared his excitement about this opportunity to give our officers continued training.

   Councilmember Bahr asked how many communities the Michigan Police Legal Advisor Group serves, about the number of employees on staff, and if they would take a primary role in training or reviewing questionable cases. Mr. Naumcheff indicated he serves MSU, Lansing, Canton, and Redford Township and would deal with us directly. Chief Goralski said that our expectations are to receive training combined with modeling our policies and procedures to adhere to ever changing laws. Councilmember Bahr asked if this being done to streamline training in house which was confirmed by Chief Goralski.

Councilmember Bahr offered an approving resolution for the Consent Agenda.

President Jolly asked how our relationship with Lexipol will work if Mr.Naumcheff is drafting policies. Chief Goralski indicated Lexipol is a software and textbook guide for policies and that working with Mr. Naumcheff may allow us to switch to a less expensive software company in the future. President Jolly asked to what degree he would be a legal advisor to the Police Chief and how this would coordinate with our Law Department. City Attorney, Paul Bernier indicated that the services would not interfere with our cases but rather would be advice given to command staff as needed. He feels it is a great opportunity and will help the City with our civil cases and we will get legal updates as they become available. President Jolly asked if the Law Department would be copied on all legal advice given by Michigan Police Legal Advisor Group. Paul Bernier indicated they are committed to working together.

Councilmember McCullough asked about PowerDMS and becoming Calea certified. Chief Goralski indicated Calea is a National Accreditation Group while Lexipol is a National Policy Group. The Livonia Police Department is accredited through the Michigan Association of Chiefs of Police which is tailored for Michigan agencies, and he is not looking to become Calea certified.

DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

5.

Police
December 20, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Diane Warterian, Program Supervisor,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE FORMAL BIDDING PROCESS AND ENTER INTO A ONE-YEAR SERVICE AGREEMENT WITH SOLE SOURCE PROVIDER: Division of Police, re: for the professional constitutional policing and policy advising services of Brett M. Naumcheff, through the Michigan Police Legal Advisor Group, from budgeted funds.

BACKGROUND

Brett M. Naumcheff is admitted to practice before the United States Supreme Court, the Sixth Circuit Court of Appeals and all Michigan State Courts. He has 27 years of police experience and 22 years of public safety legal advice experience. As a Police Officer, he earned the Medal of Honor and the Meritorious Service Award while surviving three hand to hand deadly force encounters. He made a record number of drug and weapon seizures while assigned those focused duties. As a lawyer, Brett has represented his client base in State, Federal, Administrative and Tribal Courts throughout the State of Michigan.

Mr. Naumcheff holds a Bachelor's Degree in Sociology and a Master's Degree in Administration from Central Michigan University. He earned a Juris Doctorate from Thomas M. Cooley Law School. His client base includes public and private sector public safety departments and public and private sector unions. Mr. Naumcheff serves as a Police Legal Advisor to a variety of local, state and federal law enforcement entities and professionals, including Michigan State University and the cities of: Lansing, Redford Twp., Canton Twp., and Northville Twp.

On the national stage, Brett is a retained police law, practice and liability expert. He is the National Police Attorney Coordinator for the Professional Law Enforcement Association. In that position, he presents and teaches groups across the United States on topics such as Constitutional and Holistic Policing, Use of Force and Police Civil Liability. Mr. Naumcheff recently taught Constitutional and Holistic Police training programs for the Commission on Accreditation for Law Enforcement Agencies, National Association of Police Organizations and the FBI National Academy Associates.

His teaching experience includes Michigan Association of Chiefs of Police, Michigan Sheriff's Association, Fraternal Order of Police, Teamsters, Michigan Mutual Risk Management Authority, Northwestern University School of Police Staff and Command, Eastern Michigan University School of Police Staff and Command, Michigan Association of Campus Law Enforcement Administrators and Central Michigan University. In addition to responding to critical police matters, Brett teaches Criminal Law and Police Procedure, Officer Involved Shooting Law and Policy, Investigating Police Use of Force, Police Discipline and Discharge Law, Michigan School Resource Officers Law and Practice, Supervisor Liability Law and the Legal Aspects of Conducted Electronic Weapons for

Michigan Law Enforcement Training Associates.

The complexities and related liabilities of law enforcement are growing at a fast pace. Everything officers do is under the microscope of immediate scrutiny due to video and social media exposure. More is being asked of the police. Police Departments must progress out of this storm by creating quality trained police professionals. A Police Department now needs a Constitutional Policing and Policy Advisor (Police Attorney) that knows the unique legal world of policing in Michigan not by "theory" but by relevant, seasoned and real-world experience. Michigan Police Legal Advisor Group trains by following a Constitutional and Holistic Police Model. They provide officers with the legal training to be able to analyze, assess and address policing situations and use tools not found on their gun belt to solve problems. The training gives officers the confidence to identify solutions using a well-reasoned, Constitutional and holistic methodology.

In Michigan, a Police Legal Advisor is a licensed and insured Michigan lawyer that has a unique background and practice that is focused on law enforcement who is well versed in those aspects of the law that touch the policing profession, such as criminal law, search and seizure, constitutional law, police use of force, police discipline, police civil liability and best practices. Michigan Police Legal Advisor Group was established solely for that purpose. There is no other law firm in the State of Michigan that matches their unique credentials.

Inadequate police policy parameters along with unconstitutional practices and customs create liability for the officers, administration of that police department and the governing entity. The Police Legal Advisor Group assists the police administration with initial and continuous policy development, personnel issues, training and critical incident response. The Police Legal Advisor is focused on the Police Department, which in turn protects the organization. Michigan Police Legal Advisor Group provides 24/7/365 service from offices in Novi and Grand Rapids and represents law enforcement agencies ranging from 8 to 250 officers.

RECOMMENDATION

The Division of Police recommends entering into a one-year service agreement with Police Attorney Brett M. Naumcheff, on behalf of the Michigan Police Legal Advisor Group.

This agreement would provide for the following professional services:

- Augment current municipal legal services by providing public safety specific policy recommendations, training, consulting and advice.
- Provide 24/7 availability by phone, electronic communication or in person.
- Provide policy advice to Police Chief and Command Staff supervisors on administrative and operational issues.
- Responding to critical police incidents.
- Conduct research on a variety of issues, including court cases and legislative actions affecting public safety, utilizing computerized legal databases.
- Prepare opinions, including investigation of facts, legal research and the preparation of memoranda.
- Assist the Chief of Police with preparation of Law Enforcement Constitutional policy and process documents including, but not limited to, draft recommended orders and documents required for search, seizure, and forfeiture activities or other investigative purposes.

- Coordinate and conduct training on personnel related legal matters for administrative personnel to aid in compliance with current court decisions and best practices.
- Review operational training outlines and provide monthly legal updates for each shift.
- Participate in interdepartmental meetings to discuss questions, personnel policies, impacts of planning decisions and procedures to be followed in various actions.
- Ensure departmental field procedures, general orders and rules and regulations are in compliance with existing court and statutory requirements.
- Liaison with prosecuting attorneys and provide administrative advice for criminal investigations such as high-profile investigations, homicides, officer-involved shootings, in-custody deaths, etc., involving department members.
- Provide advice and make recommendations regarding the handling and disposition of evidence.
- Provide on-the-spot advice and recommendations to command staff when the advice affects an active, on-going criminal investigation or critical incident which cannot wait for research at the office.
- Assist line functions, and upon request, assist with legal research relative to ongoing investigations.
- Assist in compiling and summarizing the Public Safety Division's position in response to any claims to assist Municipal counsel.
- Assist municipal or assigned counsel with defending lawsuits by providing public safety legal perspective, policy, process and expertise to assigned defense counsel.
- Assist department members in preparation for court testimony in regard to police policy and practices.
- Provide regular and recurring legal and policy related to roll call training materials.
- Attend and participate in Command Staff meetings where important issues are on the agenda and/or anticipated.
- Perform other collateral and additional duties and projects as deemed necessary and requested by the Chief of Police or his designee.

This agreement would also provide for other potential training for Department personnel such as:

- Provide regular and recurring (monthly) legal updates on criminal law, police civil liability, use of force, police personnel law and labor law.
- Provide New Sergeant Law School Training.
- Provide Taser Law Training.
- Provide Police Civil Liability Training.
- Provide Use of Force Training.
- Provide Officer Involved Shooting (OIS) and Deadly Force Training.
- Provide Criminal Investigative Legal Training.
- Teach a course at the Department academy or training new officers.
- Provide face to face regular and recurring on-site training and advice.
- Establish, train and maintain OIS working protocol.
- Work with department personnel to establish relevant case law-based training scenarios.
- Provide a "retread" training program for Law Enforcement at an established experience level.

- Establish a Constitutional and legally defensible training program.
- Have an on-site presence at the Police Department on a monthly basis.
- Provide other training as agreed.

Summary of Proposal and Services to be Provided Over the Next Year:

- Serve as a Constitutional Policing and Policy Advisor.
- All professional services for the legal based consulting on Constitutional Policing, Police Law and Best Practice will be provided by Brett M. Naumcheff, a licensed and insured Michigan lawyer with 27 years of public safety experience in addition to 22 years as a Police Legal and Policy Advisor.
- 12 Month Term and 192 hours,24/7 availability for consultation and response.
- 4 - Monthly site visits to meet with the Police Administration and others as appropriate.
- Provide a Constitutional and Holistic Police Training program.
- Provide monthly and time sensitive verbal and written legal updates.
- Review and make recommendations for identified and current high-risk policies.
- Review, recommend and draft proposed high-risk policy amendments consistent with current Michigan, Sixth Circuit and United States Supreme Court law and precedent.
- Provide large group and small group departmental legal presentations.
- Provide on-site monthly briefing and legal updates.
- Provide individual and small group follow-up training for education-based discipline.
- Provide legal review of use of force encounters incidents and other police practice incidents.
- Assist with the creation and maintenance of a legal-based and defendable training program.
- Provide recommendations to LPD regarding public safety risk management issues.
- Respond to critical incidents.
- Other duties as assigned and agreed by the Chief of Police.

FISCAL CONSIDERATION

This expenditure will utilize budgeted funds from account number 101-304-818-000 (Contractual Services) at a cost of $36,000.00 for one year ($3,000.00 per month for 12 months beginning February 1, 2023). Michigan Police Legal Advisor Group (MPLAG) is the only law firm in the State of Michigan that provides the aforementioned professional services, unique legal training, consulting and advising on the narrow and specific legal aspects of police policy, practice, administration and constitutional law.

As such, MPLAG is a sole-source provider:

- MPLAG is the only firm dedicated to providing training, consulting and advising services to police agencies and has been doing so for over 22 years.
- MPLAG is the only firm that provides 24/7/365 emergency response to critical incidents and to assist the Police Department with operations and other issues that have legal aspects.
- MPLAG is the only firm that has a lead Police Advisor with more than 27 years as a police officer.

- MPLAG is the only firm that has a lead Police Advisor that has been a practicing attorney for over 22 years.
- MPLAG is the only firm that has a lead Police Advisor that has been involved with representing a party in more than 42 officer-involved shootings and critical incidents.
- MPLAG is the only firm that provides a monthly written legal update.
- MPLAG is the only firm that attends and provides a monthly briefing training for officers.
- MPLAG is the only firm that has a group of cooperating police advisors that are all former police officers and lawyers.
- MPLAG is fully insured with general liability insurance, workers' compensation insurance and professional liability insurance.
- MPLAG has client experience in local and state law enforcement and also represents college, university and municipal police departments.
- Mr. Brett Naumcheff is the only true Police Legal Advisor in Michigan. There is no attorney that can match his objective credentials and his practical experience as a police professional, lawyer, educator and police legal advisor.

Michigan Police Legal Advisor Group:
39555 Orchard Hill Place
Suite 600
Novi, MI. 48375
(248) 348-5777

ATTACHMENTS

1. MPLAG - Program Proposal

APPROVED BY

Date: December 21, 2022

Thomas Goralski, Police Chief

Date: December 21, 2022

Michael Slater, Finance Director

Date: December 21, 2022

Paul Bernier, City Attorney

Maureen Miller Brosnan

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

MICHIGAN POLICE LEGAL ADVISOR GROUP

Constitutional Policing and Policy Advisor

Livonia Police Subscription Program Proposal

Brett M. Naumcheff, M.S., J.D
Police Attorney

39555 Orchard Hill Place
Suite 600
Novi, MI 48375
(248) 348-5777

625 Kenmoor SE
Suite 301
Grand Rapids, MI 49546
(248) 348-5777

Michigan Police Legal Advisor Group

In the year 2020, the world of law enforcement changed. Forever. The complexities and related liability are growing at a fast pace. Everything we do is under the microscope of immediate scrutiny due to video and social media exposure. More is being asked of the police. We must progress out of this storm by creating quality trained police professionals. Checking "the box" or "doing it as it has always been done" is over. As such, the legal scope of liability, actual or implied, is at its highest level ever. A Police Department now needs a Constitutional Policing and Policy Advisor (Police Attorney) that knows the unique legal world of policing in Michigan not by "theory" but by relevant, seasoned and real-world experience as a Michigan police officer. We established, train and follow the Constitutional and Holistic Police Model. In short, we believe that officers that are provided proper legal training are able to analyze, assess and address policing situations and use tools not found on their gun belt to solve problems but have the confidence to identify solutions using a well-reasoned, Constitutional and holistic methodology.

In Michigan, a Police Legal Advisor is a licensed and insured Michigan lawyer that has a unique background and practice that is focused on law enforcement who is well versed on those aspects of the law that touch the policing profession such as criminal law, search and seizure, constitutional law, police use of force, police discipline, police civil liability and best practices. Michigan Police Legal Advisor Group was established solely for that purpose. There is no other law firm in the State of Michigan that can match our unique credentials. In Michigan, there is one true Police Attorney and his name is Brett Naumcheff.

Inadequate police policy parameters along with unconstitutional practices and customs create liability for the officers, administration of that police department and the governing entity. The Police Legal Advisor Group assists the police administrator with initial and continuous policy development, personnel issues, training and critical incident response. The Police Legal Advisor is focused on the Police Department, which in turn protects the organization. In Michigan, the individual departmental needs for a Police Legal Advisor have grown to the point that we provide service from offices in Novi and Grand Rapids and represent law enforcement agencies ranging from 8 to 250 officers.

You do not need a full time Police Legal Advisor. However, you do need one on a regular and recurring basis that is available 24/7/365. Hopefully, you will be able to review the following pages that outline the usual and customary work of a Police Legal Advisor. Importantly, the program can be somewhat tailored to your individual department size and needs. We are not "off the rack" but "personally tailored" for Michigan police departments.

Michigan Police Legal Advisor Group

EXHIBIT #1-A

EIN # 46-3866775

Constitutional Policing and Policy Advisor Training and Consulting Subscription

Date: October 19, 2022

Agency:
Livonia Police Department
Attn: Chief Tom Goralski
15050 Farmington Road
Livonia, MI 48154

Proposal

- Serve a Constitutional Policing and Policy Advisor
- All professional services for the legal based consulting on Constitutional Policing, Police Law and Best Practice will be provided by Brett M. Naumcheff, a licensed and insured Michigan lawyer with 27 years of public safety experience in addition to 22 years as a Police Legal and Policy Advisor,
- 12 Month Term and 192 hours,
- 24/7 availability for consultation and response,
- 4 - Monthly site visits to meet with Police Administration and others as appropriate,
- Provide a Constitutional and Holistic Police Training program
- Provide monthly and time sensitive verbal and written legal updates,
- Review and make recommendations for identified and current high-risk policies,
- Review, recommend and draft proposed high-risk policy amendments consistent with current Michigan, Sixth Circuit and United States Supreme Court law and precedent,
- Provide large group and small group departmental legal presentations,
- Provide on-site monthly briefing legal updates,
- Provide individual and small group follow-up training for education-based discipline,
- Provide legal review of use of force encounters incidents and other police practice incidents,
- Assist with the creation and maintenance of a legal based and defendable training program,
- Provide recommendations to LPD regarding public safety risk management issues,
- Respond to critical incidents and
- Other duties as assigned and agreed by the Chief of Police.

Cost: $36,000.00

Michigan Police Legal Advisor Group
39555 Orchard Hill Place
Suite 600
Novi, MI 48375
(248) 348-5777

Exhibit # 1

Constitutional Policing and Policy Advisors

625 Kenmoor SE
Suite 301
Grand Rapids, MI 49546

EIN # 30-0112166

Constitutional Policing and Policy Training Advisor Proposal

Date: December 1, 2022

Agency:
Livonia Police Department
Attn: Chief Thomas Goralski
15050 Farmington Road
Livonia, Michigan 48154

January 1, 2023 – December 31, 2023

- **Brett Naumcheff will be the lead Constitutional Policing, Policy and Training Consultant**
- **Using a Constitutional and Holistic Based Policing Model provide the following:**

- **Assist with creating a Constitutional and Holistic based Police Training Program,**
- **Make reviews and recommendations related to department policies and procedures,**
- **Provide Constitutional Police Use of Force Training to the Police Department members,**
- **Integrate ICAT based de-escalation training into the department training curriculum,**
- **Provide training on police topics within the CPPA area of expertise as agreed by the parties,**
- **Provide monthly Decision-Making training evolutions via Zoom/taped media,**
- **Provide police relevant training on United States Supreme Court, Untied States Sixth Circuit Court of Appeals and Michigan published cases, as they are released,**
- **Provide training and make recommendations for real time amendments to policy, practice or custom, consistent with current and changing federal and state laws, cases and doctrines and policing best practices,**
- **Provide training to Chief and Administration regarding emerging police risk management issues,**
- **Assist is creating a post OIS protocol,**
- **Work with the training division to implement scenario-based training into the curriculum,**
- **Provide additional training and consulting as agreed by the parties,**
- **Provide 192 hours of site visits (generally 4 per month on a once per week schedule) during the term of the contact to accommodate the training and to facilitate the goals of the Chief of Police.**

Cost: $36,000.00

Exhibit # 2

Brett M. Naumcheff, M.S., J.D.
Constitutional Policing and Policy Advisor

Brett M. Naumcheff is Constitutional Policing and Police Practice expert and practitioner who is admitted to practice before the United States Supreme Court, the Sixth Circuit Court of Appeals and all Michigan State Courts. He has 27 years of police experience and 22 years of public safety legal advising experience. As a Police Officer he earned the Medal of Honor and the Meritorious Service Award while surviving three hand-to-hand deadly force encounters. His record on drug and weapon seizures is historically unmatched within the department. As a lawyer, Brett has represented his client base in State, Federal, Administrative and Tribal Courts. To date, he has been involved in over 50 Officer involved shootings as the Union Counsel, Officer Defense Lawyer or Department Police Legal Advisor.

Naumcheff holds a bachelor's degree in Sociology and a master's degree in Administration from Central Michigan University. He earned a Juris Doctorate from Thomas M. Cooley Law School. His client base includes public and private sector public safety departments and public and private sector unions. Naumcheff serves as a Constitutional Policing Advisor to a variety of local, state and federal law enforcement entities and professionals.

On the national stage, Brett is a retained legal police practice and liability expert. He is also the National Police Attorney Coordinator for the Professional Law Enforcement Association. In that position, he teaches police professionals and organizations across the United States on topics such as Constitutional and Holistic Policing, Officer Involved Shootings, Use of Force and Police Civil Liability. Naumcheff recently taught Constitutional and Holistic Police training programs for CALEA, NAPO and the FBINAA.

Sole Source Professional Services

The investigation has found that it is the only firm in the state of Michigan of its kind as it provides unique legal training, consulting and advising on the narrow and specific legal aspects of police policy, practice, administration and Constitutional law.

The investigation has found that it is the only firm dedicated to providing training, consulting and advising services to police agencies and has been doing so for over 22 years.

The investigation has found that it is the only firm that provides 24/7/365 emergency response to critical incidents and to assist the police department with operation and other issues that have legal aspects.

The investigation has found that it is the only firm that has a lead Police Advisor with more than 27 years as a police officer.

The investigation has found that it is the only firm that has a lead Police Advisor that has been a practicing attorney for over 22 years.

The investigation has found that it is the only firm that has a lead Police Advisor that has been involved with representing a party in more than 42 Officer involved shootings and critical incidents.

The investigation has found that it is the only firm that provides a monthly written legal update.

The investigation has found that it is the only firm that attends and provides a monthly briefing training for officers.

The investigation has found that it is the only firm that has a group of cooperating police advisors that are all former police officers and lawyers.

The investigation has found that the firm is fully insured with general liability insurance, workers compensation insurance and professional liability insurance.

The investigation has found that the firm has client experience in local and state law enforcement and also represents college, university and municipal police departments.

The investigation has found that Mr. Brett Naumcheff is the only true Police Legal Advisor in Michigan. There is no attorney that can match his objective credentials and his practical experience as police professional, lawyer, educator and police legal advisor.

EXHIBIT # 1
Constitutional Policing and Policy Advisor Program

Upon the request of the Police Administration, the following available professional services for a Constitutional and Holistic Policing Model:

- Augment the current Municipal legal services by providing public safety specific policy recommendations, training, consulting and advice.
- Provide 24/7 availability by phone, electronic communication or in person,
- Provide policy advice to Director and Command Staff supervisors on administrative and operational issues,
- Respond to police critical incidents,
- Conduct research on a variety of issues, including court cases and legislative actions affecting public safety, utilizing computerized legal databases,
- Prepare opinions, including investigation of facts, legal research and the preparation of memoranda,
- Assist Director with preparation of Law Enforcement Constitutional policy and process documents including, but not limited to, draft recommended orders and documents required for search, seizure, and forfeiture activities or other investigative purposes,
- Coordinate and conduct training on personnel related legal matters for administrative personnel to aid in compliance with current court decisions and best practices,
- Review operational training outlines and provide monthly legal updates for each shift,
- Participate in interdepartmental meetings to discuss questions, personnel policies, impacts of planning decisions and procedures to be followed in various actions,
- Ensure departmental field procedures, general orders and rules and regulations are in compliance with existing court and statutory requirements,
- Liaison with prosecuting attorney and provide administrative advice for criminal investigations such as high-profile investigations, homicides, officer involved shootings, in custody deaths, etc., involving department members,
- Provide advice and make recommendations regarding the handling and disposition of evidence,

- Provide on-the-spot advice and recommendations to command when the advice affects an active, on-going criminal investigation or critical incident which cannot wait for research at the office,
- Assist line functions, and upon request, assist with legal research relative to ongoing investigations,
- Assist in compiling and summarizing the Public Safety Division's position in response to any claims to assist Municipal counsel,
- Assist Municipal or assigned counsel with defending lawsuits by providing public safety legal perspective, policy, process and expertise to assigned defense counsel,
- Assist department members in preparation for court testimony in regard to police policy and practices,
- Provide regular and recurring legal and policy related roll call training materials,
- Attend and participate in Command Staff meetings where important issues are on the agenda and/or anticipated,
- Perform other collateral and additional duties and projects as deemed necessary and requested by the Director and agreed by the parties.

Potential Training for Department Personnel:

- Provide regular and recurring (monthly) legal updates on criminal law, police civil liability, use of force, police personnel law and labor law.
- Provide New Sergeant Law School Training
- Provide Taser Law Training
- Provide Police Civil Liability Training
- Provide Use of Force Training
- Provide OIS and Deadly Force Training
- Provided Criminal Investigative Legal Training
- Teach course at department academy or training of new officers
- Provide face to face regular and recurring on-site training and advising
- Establish, train and maintain OIS working protocol
- Work with department personnel to establish relevant case law-based training scenarios
- Provide "retread" training program for LE at established experience level
- Establish a Constitutional and legally defensible training program
- Have on site presence at HQ on monthly basis.
- Provide other training as agreed

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made on this _____ day of _____, 2022, between Constitutional Policing and Policy Advisors, ("CPPA" or "Contractor") and City of Livonia ("CITY").

Recitals
The parties agree that CPPA shall provide Constitutional Policing and Policy training and consulting services to CITY under this Agreement. The parties engage each with CPPA as an Independent Contractor to provide the agreed upon services, based on the circumstances of the engagement and requests of CITY. Now, therefore, the parties agree as follows:

Scope of Work and Pricing
The scope of work to be performed and pricing shall be consistent with Exhibit #1. CPPA, with its unique background shall augment the current CITY professional service providers by providing Constitutional Policing and Policy consulting related to public safety policy and practice. Mr. Naumcheff and CPPA will provide training and Constitutional Policing and Policy consultation services. Mr. Naumcheff, absent a subsequent written agreement, will not be providing legal advice to the police department on specific legal matters or litigation. When the need for legal advice on specific legal issues presents itself, Naumcheff will defer to and/or consult with the City attorney representative on the matter. Brett M. Naumcheff, whose credentials are outlined in Exhibit #2, is the CPPA representative. The cost for the initial one-year contact is $36,000.00.

Term
The term of this agreement shall commence as of the date first written above and continue for a term of one (1) year.

Independent Contractor
The parties acknowledge that CPPA, a Michigan company, is an Independent Contractor as defined by Michigan law and there is no employee/employer relationship between CPPA and CITY.

Services and Assignment
CPPA represents and warrants that the services to be provided will be in accordance with the highest professional standards and ethics. This Agreement is binding on the heirs, successors and assigns of the parties. Assignment of any interest herein must be pursuant to the prior written consent of the other party.

Time of Performance
The parties understand that time is of the essence for this project and all work contracted for will be done at a mutually agreeable time when scheduling and weather conditions permit.

Force Majeure
Neither party shall be deemed in default of the Agreement or any duty hereunder to the extent that any delay or failure in the performance of its obligations results, without its fault or negligence, from any cause beyond reasonable control, including, but without limitation, acts of God, acts of any governmental body, acts or delays of other subcontractors or suppliers, supplies, flood, fire, labor disturbances or severe weather.

Confidentiality
Except as required by law, each party agrees that it will maintain in confidence and not disclose to others information acquired in performance of the work under this Agreement without prior written consent from the other.

Insurance
CPPA affirms that it has and shall maintain, in full force and affect a policy of liability insurance, at the usual and customary limits, as specified as follows:

a. Commercial General Liability
b. Automobile Liability
c. Workers Compensation
d. Professional Liability

Certificate Holder
CITY shall be a Certificate Holder on the above listed Certificate of Liability Insurance.

Governing Law
This Agreement is to be construed and enforced according to the laws of the State of Michigan without regard to choice or conflict of law principles or provisions of any other jurisdiction. The parties irrevocably consent to the jurisdiction of the State of Michigan and Wayne County for any and all disputes.

Arbitration
Any and all disputes between the parties, absent injunctive relief, shall, at the demand of either party, be submitted to the American Arbitration Association, under its then current Rules for hearing in metro-Detroit, Michigan. The matter shall be heard by one Arbitrator. The award of the Arbitrator is binding upon the parties and may be enforced in a court of record.

Entire Agreement
This document and its related counterparts shall encompass the entire agreement of the parties. Any changes to these terms must be agreed to in writing and signed by both of the parties.

Captions
The captions contained in this Agreement are for convenience only, are without substantive meaning and should not be construed to modify, enlarge or restrict any provision.

Severability
If any provision of this Agreement found to be unenforceable, it shall be deemed severed and the remainder shall continue in full force and effect.

In witness hereto, the parties have executed this agreement on _____, 2022

_____	_____
Printed name:	Printed name:
Title: President	Title:
On Behalf of:	On Behalf of:
Constitutional Policing and Policy Advisors	CITY

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

6. REQUEST TO APPROVE LOCATION AND SCHEDULE OF DATES AND TIMES FOR THE 2023 BOARD OF REVIEW MEETINGS, AS WELL AS COMPENSATION RATES FOR MEMBERS: Department of Assessment, re: per the requirements of State of Michigan Statute MCL 211.30.

   Assistant City Assessor, Jake Liberati, presented the request to Council.

   Councilmember Bahr offered an approving resolution for the Consent agenda.

   DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

6.

Assessing
December 20, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jacob Liberati, Assistant City Assessor,

AGENDA ITEM

REQUEST TO APPROVE LOCATION AND SCHEDULE OF DATES AND TIMES FOR THE 2023 BOARD OF REVIEW MEETINGS, AS WELL AS COMPENSATION RATES FOR MEMBERS: Department of Assessment, re: per the requirements of State of Michigan Statute MCL 211.30.

BACKGROUND

Dear Council Members:

According to Chapter VIII, Section VI of the City Charter, the Council shall designate the time and place of the Board of Review meetings. Attached find a recommended schedule of dates and compensation for the 2023 meetings, which complies with the requirements of the State of Michigan statute, MCL 211.30.

Council Resolution No. 06-22 previously determined the daily rate of compensation paid to the members of the Board to be $120.00 for the Chairperson and $100.00 for other members. Please incorporate these rates in this year's resolution as maximum daily rates.

RECOMMENDATION

For the 2023 meetings, I recommend the Council:

1. Designate the place as the Board of Review conference room; Assessor's Office 33000 Civic Center Drive.
2. Approve the attached schedule of dates and times.
3. Approve the daily rate of compensation as follows:
    1. Chairperson: $120
    2. Members: $100

March Board of Review Meeting Dates and Times:

Tuesday	March 7, 2023	Organizational Meeting	9:00 A.M. – 3:00 P.M.
Monday	March 13, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Tuesday	March 14, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Wednesday	March 15, 2023	5:00 P.M. – 9:00 P.M.	
Thursday	March 16, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Friday	March 17, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.

FISCAL CONSIDERATION

ATTACHMENTS

1. 2023 March Board Dates and Times

APPROVED BY

Date: December 20, 2022

Linda Gosselin, City Assessor

Date: December 20, 2022

Michael Slater, Finance Director

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

PUBLIC NOTICE
TO ALL PROPERTY OWNERS IN THE
CITY OF LIVONIA
BOARD OF REVIEW MEETING - 2023

You are hereby notified pursuant to chapter VIII Section 6, of the Charter of Livonia, the Board of Review will conduct Public Hearings on the following dates in the Board of Review Conference Room of the Assessor's Office in the City Hall, 33000 Civic Center Drive, Livonia, Michigan and such additional meetings as may be necessary for the purpose of reviewing the assessment roll for the year 2023 and hearing any taxpayers deeming themselves aggrieved by the said assessments.

The meetings of the Board of Review provide the only opportunity after March 7, 2023 for property owners to present protests or suggestions relative to the assessed valuation placed on property by the Assessor for the year 2023. Property owners deeming themselves aggrieved by the assessments will have the opportunity to be heard and may obtain further information from the Department of Assessing.

First Session

Tuesday	March 7, 2023	Organizational Meeting	9:00 A.M. – 3:00 P.M.
Monday	March 13, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Tuesday	March 14, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Wednesday	March 15, 2023	5:00 P.M. – 9:00 P.M.	
Thursday	March 16, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.
Friday	March 17, 2023	9:00 A.M. – 12:00 P.M.	1:30 P.M. – 4:00 P.M.

Pursuant to Public Act No. 165, Public Acts of 1971, we hereby give notice that the following tentative ratio and multipliers will be used to determine the State Equalized Value (S.E.V.) for the year 2023.

CLASS	RATIO	S.E.V. FACTOR (MULTIPLIER)
Agricultural	50.00	1.0000
Commercial	50.00	1.0000
Industrial	50.00	1.0000
Residential	50.00	1.0000
Personal	50.00	1.0000

Note: Appointments for the Board of Review may be made for 2023 by calling the Assessor's Office at 734.466.2220.

Linda Gosselin, City Assessor

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

7. REQUEST FOR A RESOLUTION OF SUPPORT FOR A 2023 CLG GRANT APPLICATION TO THE MICHIGAN HISTORIC PRESERVATION OFFICE: Department of Parks and Recreation, re: for rehabilitation planning for the south barn at Greenmead Historical Park.

   Parks and Recreation Superintendent, Ted Davis presented the request to Council.

   Councilmember McCullough offered approving resolution to the Consent agenda.

   Councilmember Bahr asked who finds and requests available grants for items such as this. Ted Davis indicated it is done by his office and approval is required from the Historical Preservation Commission, the Mayor, and Council.

   DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

7.

Parks and Recreation
December 20, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST FOR A RESOLUTION OF SUPPORT FOR A 2023 CLG GRANT APPLICATION TO THE MICHIGAN HISTORIC PRESERVATION OFFICE: Department of Parks and Recreation, re: for rehabilitation planning for the south barn at Greenmead Historical Park.

BACKGROUND

The Department of Parks and Recreation respectfully requests that the Council approve a resolution supporting the application for the Michigan Historic Preservation Office (SHPO) 2023 CLG Grant for Rehabilitation Planning for the South Barn at Greenmead Historical Park.

The CLG Grant was created to provide Certified Local Governments with access to funds for rehabilitation planning and projects on historic properties. With the recent completion of our Greenmead Master Plan we have identified areas of immediate need. Our application is for rehabilitation planning for the structural issues with the South Barn. The grant schedule for this round of funding has a deadline of February 1, 2023. The grant requires a resolution from City Council that supports the application.

The scope of the South Barn project falls within both our Capital Plan and the Greenmead Master Plan. The proposed renovation plan includes detailed structural analysis of the wood timber frame to identify the historically accurate repairs and bid documents prepared for future rehabilitation.

RECOMMENDATION

A sample resolution has been attached

FISCAL CONSIDERATION

The proposed project total is $60,000. The maximum grant amount awarded is $100,000, which will be reimbursed to the City after City funds are expended. This grant does not require a match for the total project cost.

ATTACHMENTS

1. 2023 South Barn CLG Grant Program resolution-example

APPROVED BY

Date: December 20, 2022

Ted Davis, CPRP, Superintendent of Parks and Recreation

Date: December 20, 2022

Michael Slater, Finance Director

Date: December 20, 2022

Paul Bernier, City Attorney

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

MICHIGAN STATE HSITORIC PRESERVATION OFFICE
CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

EXAMPLE RESOLUTIONS

The following examples have been provided for the benefit of local units of government applying for a grant from the Certified Local Government Grant Program. Resolutions do not have to match the example word-for-word but must include the major components, including the identification of the project, the funding request, acknowledgement that this is a reimbursable grant program, the project manager, and the name of the person authorized to execute the grant agreement and related documentation. For rehabilitation projects, this includes the historic preservation easement.

Please also note the following:

- *Individuals cannot authorize themselves and sign the resolution. The authorizing official or body, per the organization/government unit bylaws (e.g., Clerk), must authorize an individual to act in accordance with the responsibilities as outlined in the resolution and sign the regulation accordingly.*

- *SHPO encourages applicants to submit a draft resolution to Alan Higgins at higginsS3@michigan.gov to ensure it meets grant program requirements before the resolution is submitted for approval by the local body.*

EXAMPLE #1: PLANNING, DOCUMENTATION, OR EDUCATION PROJECT

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (description of project) and;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges it will be responsible for paying invoices as they become due and that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, and SHPO audit and acceptance of financial documentation for eligible costs, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, (name of person and title) is appointed as the Grant Project Manager who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;

RESOLVED, that (name of organization) directs the (title) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (title) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

_____

Signature of (title)

EXAMPLE #2: REHABILITATION PROJECT WHERE THE APPLICANT IS THE PROPERTY OWNER

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (name of project) for the resource located at (address of resource) and;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, (name of person and title) is appointed as the Grant Project Manager who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;

Whereas, upon completion of the project, the (title) shall be required to and is authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that (name of organization) directs the (title) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (title) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

_____

Signature of (title)

EXAMPLE #3: REHABILITATOIN PROJECT WHERE THE APPLICANT IS NOT THE PROPERTY OWNER

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) has entered into an agreement with (name of owner) to complete the preservation work for the resource located at (address of resource), and;

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (name of project) for the resource located at (address of resource) and;

Whereas, the (name of applicant) and (property owner name), owner of the property at (address of resource), have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the (name of applicant) has appointed (name of person and title) as the Grant Project Manager;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges that reimbursements will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO)) of the (name of applicant) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, the (name of property owner) shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that (name of applicant) directs the (applicant title of authorized official) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (applicant title of authorized official) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

_____

Signature of (title)

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

8. AWARD OF BID: Community Resources, re: for the replacement of the Cablecast server for an amount not to exceed $31,657.50, from budgeted funds.

   Josh Sabo, Directory of Community Resources, presented the request to Council.

   Councilmember Donovic commented that accessibility to our meetings is great and offered an approving resolution for the Consent Agenda.

   Councilmember McIntyre asked if this is the server that plays videos in the City Hall Lobby. Josh Sabo indicated it is not.

   DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

8.

Community Resources
December 19, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Josh Sabo, Director of Community Resources,

AGENDA ITEM

AWARD OF BID: Community Resources, re: for the replacement of the Cablecast server for an amount not to exceed $31,657.50, from budgeted funds.

BACKGROUND

Over eight years ago, the City of Livonia's Cable staff purchased a Cablecast Server, which plays the programming on the City's local access channel and YouTube livestream. The current system has run 24/7/365 for at least the last eight years, and it is now obsolete, no longer supporting the latest features and upgrades. Importantly, it is also no longer eligible for technical support. Put simply, if this equipment malfunctions or breaks, Livonia Television is off the air. This equipment is essential to our ability to continue our broadcasts uninterrupted for Livonia residents.

This new equipment provides all current services, alongside the ability to integrate optional features including cloud-based closed captioning and the ability to send our programming to streaming services such as Roku, Apple TV and Fire TV. As cable subscriptions continue to decline, these services, alongside the City's YouTube channel, are important access points for the present and future of Livonia Television. Providing closed captioning would be a significant improvement to the accessibility of Council meetings -- currently, closed captions are not available on our livestream, and only become available on YouTube after the completion of a meeting.

The City of Livonia requested bids in November for this equipment, and Filmtools Inc. was the only respondent. Filmtools is the company from which we purchased our current equipment, and we have maintained a valuable, in-person support relationship with them. The total cost of the new server is $31,657.50, and the full breakdown of hardware and software features and costs, alongside ongoing warranties and technical support, can be found attached to this submission.

RECOMMENDATION

The Community Resources Department asks Council to accept the low bid from FilmTools Inc., 1015 N. Hollywood Way, Burbank, CA 91505, for an amount not to exceed $31,657.50 for the purchase of the new Cablecast server.

FISCAL CONSIDERATION

Budgeted funds are available in 297-806-987-000.

ATTACHMENTS

1. RFB-11042022B-LIVTV - Filmtools

APPROVED BY

Michael T Slater

Date: December 19, 2022

Michael Slater, Finance Director

Date: December 19, 2022

Paul Bernier, City Attorney

Maureen Miller Brosnan

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

ADVERTISEMENT - SERVER, STORAGE, SOFTWARE LICENSES- CITY OF LIVONIA

S[illegible]d [illegible]d [illegible] to provide **SERVER, STORAGE, SOFTWARE LICENSES,** [illegible] [illegible] r[illegible]d [illegible] [illegible] C[illegible] [illegible] L[illegible], M[illegible], [illegible] [illegible]r, [illegible] 2:00 [illegible]. LOCAL TIME, [illegible] **NOVEMBER 22, 2022** via the MITN website (www.mitn.info) [illegible] [illegible] [illegible]d [illegible]d [illegible] [illegible] [illegible] [illegible]d [illegible]d [illegible] r[illegible]d. L[illegible] [illegible]d [illegible] [illegible] [illegible] [illegible] [illegible]d[illegible]d. Physical bid submissions will not be accepted. Bid responses must be uploaded to the MITN website in Adobe Acrobat PDF format.

Bids received via the MITN website by the specified due date and time will be publicly opened at the due date and time via Zoom. Vendors may attend the bid opening virtually by using the following credentials:

By Computer: https://us02web.zoom.us/j/82294127641

By Phone: Phone (312) 626-6799 Webinar ID: 822 9412 7641

I[illegible]r[illegible] [illegible] [illegible]dd[illegible]r[illegible] [illegible]d [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d
[illegible]r[illegible]r[illegible] [illegible] [illegible] M[illegible] I[illegible]r-[illegible]r[illegible] [illegible]Tr[illegible]d[illegible]
N[illegible]r[illegible] (MITN) [illegible]

B[illegible]d [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible]d [illegible] [illegible]r[illegible] [illegible]r[illegible]d [illegible] [illegible] D[illegible]r[illegible]r [illegible]F[illegible] [illegible] C[illegible] [illegible]L[illegible]. I[illegible]r[illegible] [illegible] B[illegible]d[illegible]r[illegible] [illegible]d S[illegible] [illegible]r [illegible] [illegible]r[illegible]d [illegible] [illegible] [illegible] [illegible]d [illegible] from the Purchasing Manager via email at ebachelor@livonia.gov or via the MITN website (www.mitn.info).

T[illegible] C[illegible]r[illegible]r[illegible] [illegible] r[illegible] r[illegible]r [illegible]r [illegible]d [illegible]r[illegible] [illegible] [illegible] [illegible]r [illegible] [illegible]r[illegible]d [illegible] [illegible] [illegible]r[illegible]r[illegible] [illegible]r[illegible].

Questions may be submitted regarding the bid until November 16, 2022. Submit all inquiries IN WRITING to Enna Bachelor, Purchasig Manager at ebachelor@livonia.gov. No phone calls will be accepted.

INSTRUCTIONS TO BIDDERS FOR

SERVER, STORAGE, SOFTWARE

LICENSES

1. S[illegible]d [illegible] r[illegible]d [illegible] C[illegible] [illegible]L[illegible], M[illegible], [illegible] r, VIA THE MITN WEBSITE ONLY (WWW.MITN.INFO) [illegible]2:00 [illegible]., [illegible], [illegible] NOVEMBER 22, 2022. All [illegible]d [illegible]d [illegible]r[illegible]d on Zoom as per the instruction in the advertisement for bids.

2. B[illegible] [illegible] [illegible]r [illegible] [illegible] [illegible]d [illegible] [illegible]d Pr[illegible]F[illegible]. A M[illegible]r[illegible] S[illegible] S[illegible]r [illegible] [illegible]d[illegible]r [illegible] [illegible] [illegible] [illegible]d [illegible] [illegible] [illegible]d [illegible]. NO ALTERNATES WILL BE ACCEPTED. MUST BID AS SPECIFIED.

3. B[illegible] [illegible] uploaded to the MITN website (www.mitn.info) in Adobe Acrobat PDF format. No physical bids will be accepted. Pr[illegible] [illegible]d [illegible]r[illegible]rd[illegible] [illegible] C[illegible] [illegible]L[illegible] [illegible] [illegible]r [illegible] [illegible] [illegible]d [illegible]r[illegible]. A[illegible] [illegible]d [illegible]r[illegible] [illegible]r [illegible] [illegible] [illegible]r[illegible] [illegible] [illegible]d [illegible] [illegible]d[illegible]. B[illegible] [illegible] [illegible]d [illegible] FAX [illegible]r[illegible]. L[illegible] [illegible]d[illegible] [illegible]d[illegible]r[illegible]d.

4. E[illegible] [illegible]r[illegible] [illegible] **submitted** on forms provided by the City of Livonia.

5. I[illegible] [illegible]r[illegible] [illegible]r[illegible]d[illegible] [illegible]r[illegible]d [illegible] [illegible] [illegible]r[illegible] [illegible] [illegible]dd[illegible]r [illegible] [illegible] [illegible] [illegible]r[illegible]d, [illegible] [illegible]r[illegible]d [illegible] [illegible] [illegible]d [illegible] [illegible] [illegible]r[illegible] [illegible]r[illegible]d [illegible] [illegible]r [illegible] [illegible]d [illegible]d [illegible] [illegible] [illegible]dd[illegible]r.

6. T[illegible] [illegible]r[illegible] [illegible] [illegible]r[illegible]d [illegible]r[illegible] [illegible]d[illegible]d.

7. T[illegible] [illegible]d [illegible] C[illegible]-[illegible]d [illegible] [illegible] [illegible] d[illegible] [illegible]d [illegible]r [illegible]d [illegible] [illegible] [illegible]d [illegible] [illegible] [illegible] [illegible] [illegible] C[illegible]-[illegible]d, [illegible] [illegible]r [illegible] [illegible]d [illegible] [illegible] [illegible] [illegible] [illegible]r [illegible] [illegible] [illegible] [illegible]r[illegible] [illegible]r [illegible] [illegible] [illegible]d [illegible] C[illegible]-[illegible]d [illegible] [illegible] [illegible] [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]100,000 [illegible]r [illegible], [illegible]d [illegible] [illegible] [illegible] [illegible]r[illegible] [illegible]r [illegible] [illegible] [illegible] [illegible]d [illegible] [illegible]x[illegible] [illegible]r[illegible]. T[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d [illegible] [illegible] d[illegible] [illegible]d [illegible] [illegible] [illegible] [illegible]dd[illegible]r. (S[illegible] 3.04.140.E. [illegible] L[illegible] C[illegible]d[illegible] [illegible]Ord[illegible], [illegible] [illegible]d[illegible]d).

8. I[illegible] [illegible]d[illegible]r[illegible]d [illegible] [illegible] [illegible] [illegible] [illegible]r[illegible] [illegible] [illegible]r[illegible]d [illegible] [illegible]d [illegible] [illegible] [illegible]r[illegible] [illegible]r[illegible] [illegible]r[illegible]x[illegible] [illegible] [illegible]d [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]r [illegible] [illegible]r[illegible] [illegible]d[illegible].

9. U[illegible] [illegible]r[illegible] [illegible] [illegible]d, d[illegible]r[illegible] [illegible] [illegible] C[illegible] [illegible]L[illegible]-Livonia Television, 33000 Civic Center Drive, Livonia, MI, ATTENTION: M. DIFAZIO.

10. Invoice shall be submitted to the City of Livonia - Livonia Television as specified above.

CITY OF LIVONIA REQUEST FOR: SERVER, STORAGE, SOFTWARE LICENSES

Submitted by: Filmtools 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:

SERVER, STORAGE, SOFTWARE LICENSES

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 #_____ 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 Filmtools Inc. Date 11-15-2022

(If corporation, partnership, or assumed name)

Signature _____

Person executing bid and official capacity)

Jon Stilson

Title Chief Sales Engineer (Michigan Office)

(Names of principal officers and designate official capacity)

NAME OF OFFICER	TITLE
Ken Kist	Vice President of Sales

(If partnership or assumed name, indicate names of owners)

Address 1015 N Hollywood Way (Headquarters)

City/State/Zip Burbank CA 91505

Phone (818) 845-8066 FAX (818) 845-4237

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.

EQUIPMENT LEAD TIME UPON RECEIPT OF PURCHASE ORDER: 30 DAYS
PRICING VALID UNTIL 12-22-2022 (DATE)

CONTACT PERSON WHO CAN RESPOND TO QUESTIONS REGARDING BID SUBMISSION:

Name Jon Stilson Title Chief Sales Engineer

Phone No. 313-819-9485 Email jons@filmtools.com

ALL EQUIPMENT OFFERED SHALL BE NEW AND UNUSED.

NO SUBSTITUTIONS ACCEPTED. BID AS SPECIFICED

PRICE SHEET - SERVER, STORAGE, WARRANTIES AND SOFTWARE LICENSES

COMPANY NAME:

#	QTY	Manufacturer	Product	Description	Cost
				VIDEO PLAYBACK/RECORD SERVER	
1	1	Cablecast	CBL-VIO2-600	2 channel configurable 1x1 or 0x2 SD/HD SDI encode/decode, multi-format server with 10TB of usable RAID5 storage in a 3 RU chassis. Selectable SD or HD SDI with embedded audio. Pulls in RTP, RTMP and HLS streams. Includes Cablecast Automation, Video and CG server Software. Cablecast CG Player Software is optional. Includes graphics, crawl, bug, bug text on output. 3 year hardware warranty, system commissioning and one year of software assurance included.	$ 15895.00
				OPTIONAL EXTENDED HARDWARE WARRANTY YEARS 4 AND 5	
2	2	Cablecast	CBL-VIO2-HA	Annual hardware assurance contract for the CBL-VIO2-600. First 3 years are included with the purchase.	$ 3000.00
3	2	Cablecast	DISCOUNT	Up to 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires. 25% discount on years 4 and 5 if purchased with initial system purchase.	$ Included
				OPTIONAL STORAGE EXPANSION	
4	1	Cablecast	CBL-STRUPG-20TB	Ten TB storage upgrade for Cablecast VIO and VOD servers to increase content storage to 20TB. Must be ordered at time of purchase.	$ 1275.00
				BULLETING BOARD SOFTWARE LICENSE	
5	1	Cablecast	CBL-CGPLAYER-LIC	Cablecast CG bulletin board software for installation in Cablecast VIO video servers. All bulletin board features and native integration with the Cablecast schedule for display of "Airs Again On", "Coming up Next" and Cablecast schedule bulletins, updated dynamically throughout the day. Includes 1 hour of remote installation support.	$ 1315.00
				Optional Bulletin Board/Digital Signage Server License can be installed on ViIO Server as well	
6	1	Cablecast	CBL-VIOLITE-CG-SVR	Cablecast VIO server hardware with 8TB storage in a 1RU chassis configured for CG playout on up to two (2) channels. Suitable forthat are not utilizing Cablecast Automation or Video Servers. SDI outputs, genlock input, hardware accelerated graphics. 3 year hardware warranty and system commissioning included.	$ 4200.00
				OPTIONAL EXTENDED HARDWARE WARRANTY YEARS 4 AND 5	
7	2	Cablecast	CBL-VIOLITE-CG-HA	Annual hardware assurance contract for the CBL-VIOLITE-CG-SVR. First 3 years are included with the purchase.	$ 742.50
8	2	Cablecast	Discount 25%	Up to 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires. 25% discount on years 4 and 5 if purchased with initial system purchase.	$ included

PRICE SHEET PG. 2 - SERVER, STORAGE, WARRANTIES AND SOFTWARE LICENSES

COMPANY NAME:

				OPTIONAL EXTENDED SOFTWARE WARRANTY YEARS 2 AND 5	
9	8	Cablecast	CBL-SAS-CH-1YR	Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO4 = 4 I/O.	$ 2880.00
10	1		INSTALLATION	Installation and configuration of new system, work with Cablecast to migrate data and commission system for operation. Includes Travel	$ 2000.00
				Freight	$350.00
11				TOTAL ALL ITEMS	$ 31657.50

NOTE: ON SITE LOCAL SERVICE AND SUPPORT MUST BE PROVIDED BY BIDDER. NO EXCEPTIONS.

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

9. REQUEST TO AMEND THE ENGINEERING CONTRACT WITH OHM ADVISORS: Department of Public Works, re: for the 8 Mile Pressure Reducing Valve project, from budgeted funds. (CR 326-22)

   Don Rohraff, Department of Public Works Director, presented request to Council.

   Councilmember McIntyre offered an approving resolution for the Consent agenda.

   Councilmember McIntyre also mentioned that our trash collection services by GFL are running behind and their staff is working hard to catch up which was confirmed by Don Rohraff.

   DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

9.

DPW
November 30, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO AMEND THE ENGINEERING CONTRACT WITH OHM ADVISORS: Department of Public Works, re: for the 8 Mile Pressure Reducing Valve project, from budgeted funds. (CR 326-22)

BACKGROUND

The construction contract for the installation of a new pressure reducing valve (PRV) on 8 Mile Road just west of Ellen Dr was recently approved by City Council (CR 326-22).

In order to proceed with construction, a proposal was requested from OHM Advisors for construction related engineering services, inspection, and contract administration. Their proposal and the corresponding contract amendment exhibits are provided in accordance with the existing QBS contract (CR 336-21).

RECOMMENDATION

Accept the proposed contract amendment from OHM Advisors, Inc. 34000 Plymouth Rd, Livonia, MI 48150 for construction engineering, inspection, and contract administration in an amount not to exceed $75,000.

Authorize an expenditure not to exceed $75,000 from budgeted funds of the Water and Sewer Fund (592-158-000).

FISCAL CONSIDERATION

592-158-000
$75,000.00
2022-2023 budget

ATTACHMENTS

1. PRV at 8 Mile and Ellen CE Scope Package 11.08.2022
2. R110222 OHM contract for 8 mile PRV CR 326-22

APPROVED BY

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

Date: November 30, 2022

Don Rohraff, Director of Public Works

Date: December 01, 2022

Michael Slater, Finance Director

Date: December 01, 2022

Maureen Miller Brosnan, Mayor

Date: December 02, 2022

ARCHITECTS. ENGINEERS. PLANNERS.

OHM Advancing Communities℠

November 8, 2022

Jacob Rushlow, P.E.
Assistant Director of Public Works
33000 Civic Center Dr.
Livonia, MI 48154

Regarding: PRV at 8 Mile and Ellen Drive
Proposal for Construction Engineering Services

Dear Mr. Rushlow:

The City has proposed capital projects that are planned to enhance the reliability and redundancy of the water system. One such project is the connection between two pressure districts that will provide more system safety in the event of multiple potential system emergencies.

It is our understanding the City would like OHM to provide construction engineering and administration services to support the City during this installation effort. Based on that effort, we have prepared the attached Scope of Services, Schedule and Proposed Fees to assist the City. We have based our proposal on the terms and conditions of the current Professional Services agreement. The proposed project Supplements (A-C) for this project, as well as a draft of Exhibit A, are included.

We appreciate this opportunity to provide professional services to the City and look forward to executing the plan that allows the City to improve the safety and reliability of their water system.

Sincerely,
OHM Advisors

Jessica Katers

Jessica Katers, PE
Project Manager

CC: Don Rohraff, Director of Public Works

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com

CITY OF LIVONIA

PRV AT EIGHT MILE AND ELLEN DRIVE PROJECT

PROJECT UNDERSTANDING

The project site is on 8 Mile Road to the west of Ellen Drive. The project will install a pressure reducing valve (PRV) on an existing 12-inch ductile iron water main that will connect two water system pressure districts (Northwest and North). This connection will provide greater system reliability in the event of a main break or equipment failure in other parts of the water system. The vault will be placed alongside an existing 42-inch concrete water main owned by Great Lakes Water Authority (GLWA).

Engineering services are divided into two (2) phases. This scope of services covers Phase 2. Phase 2 includes construction engineering.

PHASE 2: CONSTRUCTION ENGINEERING & CONTRACT ADMINISTRATION

The project consists of installing a PRV, vault and appurtenances on a previous water main extension to complete a connection between two pressure districts in the northwest corner of Livonia.

The **Construction Engineering Services** shall include the following:

1. **Contract Administration Services** shall consist of preparing monthly pay estimates based on quantities provided with field representative's daily reports to meet CITY deadlines for payment purposes. Work shall also include assistance with CITY staff (i.e., Project Manager) in the resolution of claims, contract interpretations, and review of project schedules and deadlines. CONSULTANT will provide project closeout, consisting of final pay estimate preparation, closeout documentation from the contractor, a balancing Change Order identifying adjustments to the construction contract and record drawings of the work completed. In addition, the CONSULTANT will make field visits to project sites to observe the work in progress and assist in review of contractor's work in general compliance with the contract.

2. **Stakeout Services** during the construction phase shall consist of limited staking for line and elevation of water main infrastructure, i.e. the vault and connection points.

3. **Construction Observation Services** shall consist of full-time observation of the work progress by the contractor(s) on days when work is performed. Construction Daily Reports (CDR's) will be prepared documenting pay item quantities and the general work progress for the day. Checking line and elevation for compliance with the survey stakes will also be provided as part of the CONSULTANT'S regular responsibilities. The CONSULTANT will also interact with the contractor's supervisory staff to notify them when work is unacceptable and in need of correction, or removal and replacement of specific work elements when necessary.

Soil erosion control reviews will be conducted as needed to maintain appropriate control over the proposed work in accordance with EGLE rules and regulations.

4. **Construction Engineering Services** shall consist of a senior construction engineer/technician who will supervise and direct the CONSULTANT's field staff to provide appropriate project documentation, shop drawing review, resolution of construction issues/problems that may arise, provide recommendations to the CITY as it relates to claims from the contractor(s) including preparation of change orders if required, responsive complaint resolution, review of project progress for compliance with approved schedule and recommendations to the CITY'S Project Manager for penalties and/or changes in the time of completion of projects. CONSULTANT shall coordinate with a local material testing agency for required material testing. The CONSULTANT shall lead the preconstruction conference and weekly progress meetings. The CONSULTANT shall also assist with the CONTRACTOR's coordination efforts with GLWA to comply with construction requirements due to the proximity of the activities to the GLWA infrastructure.

5. **Complaint Resolution Services** is included as a part of observation and construction engineering. This may include notifying the CITY of:
   - Violations of the CITY ordinance for construction traffic on roads within the CITY.
   - Concerns raised by property owners during the construction phase of the project.

6. **System Operational Testing and Startup** shall consist of technical assistance to the contractor and the City of Livonia during the system startup period to evaluate system functions and help identify necessary control refinements.

CITY OF LIVONIA

PRV AT EIGHT MILE AND ELLEN DRIVE PROJECT

CONSULTANT shall provide services for the Phases and Tasks outline on Supplement A according to the approximate timeframe below.

Milestone	Date
Construction Contract Award	October 2022
Construction State Date	Winter 2022-2023
Final Completion Date	Summer 2023

CITY OF LIVONIA

PRV AT 8 MILE AND ELLEN DRIVE PROJECT

Design Phase

The CITY agrees to pay the CONSULTANT on an hourly basis, billed monthly, per the 2022 Rate Schedule at the not-to-exceed amount of seventy-five thousand dollars and zero cents ($75,000).

Due to the unique nature of this project and the significant potential utility impact within the Right of Way, this project falls outside the typical criteria for a water main project as intended on the QBS chart. Therefore, the anticipated additional costs for construction services are included in the above amount.

Additional Services

Additional services, if approved by City Council, shall be paid at the current hourly rate schedule or at an agreed upon price between the CITY and CONSULTANT.

Notes

- Invoices shall be submitted monthly.
- 2022 Hourly Rate Schedule is attached for reference.

OHM Advancing Communities

OHM ADVISORS
2022 HOURLY RATE SCHEDULE

Professional Engineer IV / Architect IV / Senior Interior Designer IV	$188.00
Professional Engineer III / Architect III / Senior Interior Designer III	$170.00
Professional Engineer II / Architect II / Senior Interior Designer II	$155.00
Professional Engineer I / Architect I / Senior Interior Designer I	$145.00
Project Specialist II	$160.00
Project Specialist I	$130.00
Graduate Engineer IV	$145.00
Graduate Engineer III	$140.00
Graduate Engineer II	$135.00
Graduate Engineer I	$125.00
Graduate Architect III / Landscape Architect III / Interior Designer III	$138.00
Graduate Architect II / Landscape Architect II / Interior Designer II	$115.00
Graduate Architect I / Landscape Architect I / Interior Designer I	$105.00
Technician IV	$143.00
Technician III	$125.00
Technician II	$108.00
Technician I	$87.00
Engineering / Architectural / Interior Design Aide	$70.00
Professional Surveyor III	$162.00
Professional Surveyor II	$150.00
Professional Surveyor I	$135.00
Graduate Surveyor	$120.00
Surveyor III	$120.00
Surveyor II	$110.00
Surveyor I	$90.00
Surveyor Aide	$70.00
Planner IV	$160.00
Planner III	$144.00
Planner II	$120.00
Planner I	$105.00
Planner Aide	$70.00
Graphic Designer	$110.00
Administrative Support	$80.00
Clerical Aide	$68.00
Principal	$215.00
Sr. Associate	$198.00
Associate	$187.00

Rates as reflected subject to review and adjustment on an annual basis.
2022 Public Rates

EXHIBIT A

PROJECT SPECIFIC SCOPE OF SERVICES, PROJECT SCHEDULE, PAYMENTS TO CONSULTANT

The information contained in this Exhibit applies only to the following project:

Project Title:
PRV AT EIGHT MILE AND ELLEN DRIVE PROJECT

Dated:_____, 2022

This is an Exhibit to the Professional Services Contract dated December 1, 2021 between the City of Livonia, and Orchard, Hiltz & McCliment, Inc. (OHM Advisors), whose address is 34000 Plymouth Road, Livonia, MI 48150.

This Exhibit acts as a duly executed written instrument that amends, supplements, modifies, or cancels certain portions of the contract, as provided in Article 8.01 of the contract.

A. SCOPE OF SERVICES

CONSULTANT is requested to provide Design and Construction Phase Services for the proposed improvements in accordance with attached Supplement A, dated November 8, 2022.

B. PROJECT SCHEDULE

The Project Schedule is attached as Supplement B, dated November 8, 2022.

C. PAYMENTS TO CONSULTANT

CONSULTANT shall be paid on an hourly basis up to an amount not-to-exceed seventy-five thousand dollars and zero cents ($75,000) in accordance with the tasks and payment terms on Supplement C, dated November 8, 2022.

In Witness Whereof, the City and Consultant, by and through their duly authorized officers and representatives, have executed this Contract.

In the Presence of:

CITY OF LIVONIA, a Michigan Municipal Corporation

_____

By:_____
Maureen Miller Brosnan, Mayor

_____

By:_____
Susan M. Nash, City Clerk

In the Presence of:

OHM Advisors

_____

By:_____
Rhett A. Gronevelt, PE

Its: Principal

Approved:

_____
Donald R. Rohraff
Director of Public Works

Approved:

_____
Todd J. Zilincik, PE
City Engineer

Pursuant to Council Resolution

Approved:

No.:_____

_____
Michael Slater
Director of Finance

Adopted on:_____

Approved:

_____
Paul A. Bernier
Department of Law

O[illegible] C[illegible] B[illegible]r, [illegible] V[illegible] Pr[illegible] T[illegible] [illegible]:

> **#326-22** RESOLVED, [illegible] A[illegible] D[illegible] P[illegible] W[illegible], [illegible] O[illegible] 6, 2022, [illegible] D[illegible] P[illegible] W[illegible], [illegible] D[illegible] F[illegible] C[illegible] A[illegible], [illegible] M[illegible], [illegible] OHM Ad[illegible], 34000 P[illegible] R[illegible], L[illegible], MI 48150, [illegible] S[illegible] 29, 2022, [illegible] C[illegible] B[illegible] C[illegible], I[illegible], 939 S. M[illegible] S[illegible], P[illegible], MI 48170, [illegible] 8 M[illegible] Pr[illegible] (PRV) [illegible] [illegible] $522,275.00 [illegible] FURTHER, [illegible] $522,275.00 [illegible] A[illegible] N[illegible] 592-158-000 (W[illegible] S[illegible] F[illegible]) [illegible] M[illegible] C[illegible] L[illegible] D[illegible], [illegible] C[illegible] L[illegible], [illegible]

A [illegible]:

AYES: M[illegible], M[illegible], T[illegible], B[illegible], D[illegible], [illegible] J[illegible]

NAYS: N[illegible]

CONSENT AGENDA ITEM 4 (Regular Meeting of November 2, 2022)

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

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

10. REQUEST FOR AUTHORIZATION TO PURCHASE ELEVEN (11) EXMARK LAZER S-SERIES 749 MOWERS THROUGH THE STATE OF MICHIGAN BID PROCESS; Public Works Division, re: to replace comparable units that have exceeded their life expectancy, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember McCullough asked if the mowers would arrive before spring. Don Rohraff indicated they would.

    Councilmember McCullough offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

10.

DPW
November 29, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO PURCHASE ELEVEN (11) EXMARK LAZER S-SERIES 749 MOWERS THROUGH THE STATE OF MICHIGAN BID PROCESS; Public Works Division, re: to replace comparable units that have exceeded their life expectancy, from budgeted funds.

BACKGROUND

The Sourcewell bid process (contract No. 062117-TTC), is an extended purchasing program made available to local governments through the State of Michigan. Pricing reflects a 28% cost savings versus retail. The contract this year was awarded to Weingartz (formerly Commercial Lawnmower), 32098 Plymouth Road, Livonia, MI 48150. This purchase will replace eleven comparable units. The replaced units will be disposed of through the auction process.

RECOMMENDATION

That having considered the report and recommendation of the Assistant Director of Public Works, dated November 29, 2022, 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 authorize the purchase of eleven (11) Exmark Lazer S-Series 749 mowers from Weingartz (formerly Commercial Lawnmower), 32098 Plymouth Road, Livonia, MI 48150, at a cost of $12,799.00 each, for a total amount not to exceed $140,789.00; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed $140,789.00 from funds already budgeted in Account No. 401-000- 987-000 for this purpose; FURTHER, the Council does hereby determine to authorize the said purchase without competitive bidding inasmuch as the same is based upon the low State of Michigan bid price under MI-Deal Contract No. 0-71B7700085 and through Sourcewell (formerly NJPA) Contract #062117-TTC; and no advantage to the City would result from competitive bidding, and such action is taken in accordance with the provisions set forth in Section 3.04.140.D.4 of the Livonia Code of Ordinances, as amended; FURTHER, the Council does hereby authorize the disposal of the replaced mowers at public auction hosted by the Michigan Inter-governmental Trade Network (MITN) or commercial auction after receipt of the new mowers.

FISCAL CONSIDERATION

2022-2023 Budget
401-000-987-000
$140,789.00

ATTACHMENTS

1. Mowers Exmark Lazer S Series - 11

APPROVED BY

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

Date: November 29, 2022

Don Rohraff, Director of Public Works

Date: November 29, 2022

Michael Slater, Finance Director

Date: November 29, 2022

Maureen Miller Brosnan, Mayor

Date: December 01, 2022

– WEINGARTZ –

EVERYTHING FROM LAWN TO SNOW

32098 Plymouth Rd
Livonia, MI 48150
(734) 525-0980 Fax: (734) 525-3010
info@weingartz.com
www.weingartz.com

ORDER ACKNOWLEDGEMENT

Inside Rep	Ack Date	Order #
3031	11/21/22	40132485-00
Outside Rep	**PO #**	**Page #**
HSE	Spring 2023	1
Taken By	**Instructions**	
3031		

Bill To: 47580	CITY OF LIVONIA EQUIP. MAINT. 13405 SURREY LIVONIA, MI 48150

Ship To:	CITY OF LIVONIA EQUIP. MAINT. 13405 SURREY LIVONIA, MI 48150

Terms	Ship Point	Ship Via	Shipped
Net 10th	Weingartz - Livonia	Cust Pickup	

Line #	Product And Description	Quantity Ordered	Quantity B/O	Quantity Shipped	Qty U/M	Unit Price	Ext. Price
1	**EXLZS749AKC604A1**	13		13	each	12799.00	166387.00
	Exmark Lazer S-Series 749 Kohler EFI 60", Seat GO TO WWW.EXMARK.COM/SERVICE-AND-SUPPORT/UHT-HYDRO-LIFE-EXTENSION AND ENROLL YOUR MOWER IN THE HYDRO DRIVE LIFE EXTENSION PROGRAM AND READ DETAILS						
2	**Zero Down Time**	13		13	each	0.00	0.00
	Weingartz Commercial 1 Hour Service Program						
3	**RTEXBIDLZS749AKC604A1**	13-		13-	each	0.00	0.00 -
	Exmark Bid Pricing for LZS749AKC604A1						
3	***Lines Total***		***Qty Shipped Total***	***26***		***Total***	166387.00
						Invoice Total	166387.00

... Last Page

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

11. REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) TRAILER MOUNTED ASPHALT HOTBOX THROUGH THE NATIONAL COOPERATIVE PURCHASE ALLIANCE: Public Works Division, re: for use by the Roads Department, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember Morgan offered an approving resolution for the Consent agenda. He also asked that DPW check road conditions on Newburgh Road.

    DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

11.

DPW
December 7, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) TRAILER MOUNTED ASPHALT HOTBOX THROUGH THE NATIONAL COOPERATIVE PURCHASE ALLIANCE: Public Works Division, re: for use by the Roads Department, from budgeted funds.

BACKGROUND

The purchase will be made through the National Cooperative Purchasing Alliance, contract number 05-25, an extended purchasing program made available to local governments through the National Cooperative Purchasing Alliance (NCPA) which meets our Finance ordinance. The contract this year was awarded to Alta Equipment Co., 56195 Pontiac Trail, New Hudson MI 48165. This purchase will not increase our fleet size, it will replace an older unit which will be disposed of at public auction.

RECOMMENDATION

Recommendation to purchase one Trailer Mounted Four-Ton Asphalt Hotbox (Model KM8000TEDX) to be used by the Roads Department (ID #124) for a cost of $32,845.00

FISCAL CONSIDERATION

401-000-987-000 = $32,845.00 (Budgeted Funds - 2022-2023 Budget)

ATTACHMENTS

1. LTC-2022 Hotbox Asphalt

APPROVED BY

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

Date: December 07, 2022

Date: December 07, 2022

Don Rohraff, Director of Public Works

Michael T Slater

Date: December 08, 2022

Michael Slater, Finance Director

Maureen Miller Brosnan

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION
FLEET MAINTENANCE

GARY T. GARRISON
FLEET MANAGER

JAMES (BUZZ) KIRBY
ASST. FLEET MANAGER

13405 SURREY STREET
LIVONIA, MICHIGAN 48150-1527
(734)-466-2604
FAX: (734)-466-2662

November 29, 2022

Purchase of One Trailer Mounted Four Ton Asphalt Hotbox. The City Identification number will be #124.

It is my recommendation that we purchase from Alta Equipment Company, 56195 Pontiac Trail, New Hudson, MI 48165, one diesel fired four-ton asphalt hotbox, model number KM 8000TEPX. This purchase will be made through the National Cooperative Purchasing Alliance, under the roadway maintenance category contract number 05-25, which follows our purchasing Bid requirements.

This unit will come complete with a battery charger, tool rack, solvent tank and a safety directional arrow board. The total cost per unit is $32,845.00

The cost of this purchase will come from the capital outlay fund account number 401-000- 987-000

If you have any questions, or require additional information, I can be reached at ext. 2641

Gary T. Garrison
Fleet Manager

ALTA EQUIPMENT COMPANY

56195 Pontiac Trail • New Hudson, MI 48165 • Office (248) 356-5200 • Fax (586) 356-2029

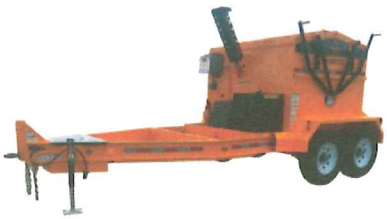
11 18 2022

City of Livonia Public Works
13405 Surrey Street
Livonia MI 48150
Attn: Gary T. Garrison

Alta equipment is pleased to provide you a quote on the following KM 8000TEDX Asphalt Hotbox Reclaimer

- KM 8000TEDX - 16' M1 - 4 TON ASPHALT
- HOTBOX/RECLAIMER DIESEL BURNER HEATED,
- TRAILER WITH ELECTRIC BRAKES
- SOLVENT TANK, 7 GAL, LATCHED HINGED LID, 3/4"
- BOTTOM DRAIN W/ PLUG,
- LIGHT BAR (8000) KM 8000 LIGHT BAR; DIRECTIONAL ARROW BOARD &
- CONTROLLER (TRAFFICMASTER)
- TOOL RACK OPTION; HOLDS 4-6 TOOLS - INCLUDED
- SPARE TIRE LOOSE, NOT MOUNTED ON TRAILER,ST235/80R16 TIRE AND RIM - INCLUDED
- 7 Way Round Trailer Plug
- Battery charger
- Parts Manual
- 5 year frame warranty, 2 year on remainder of unit
- 30 Day Delivery After Receipt Of Order
- NCPA Pricing
- NCPA Contract 05-25 under the road way maintenance category

Price - $32,845



Thank you for this opportunity,
Dan Flis
586-295-4446

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

12. REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) CAT 420XE TRACTOR BACKHOE THROUGH THE SOURCEWELL CONTRACT (FORMERLY NJPA): Public Works Division, re: to be used by the Roads department, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember Morgan offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

12.

DPW
December 12, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) CAT 420XE TRACTOR BACKHOE THROUGH THE SOURCEWELL CONTRACT (FORMERLY NJPA): Public Works Division, re: to be used by the Roads department, from budgeted funds.

BACKGROUND

This purchase will be made through the Sourcewell contract number 032119-CAT, an extended purchasing program made available to local governments through the Sourcewell Contract (formerly NJPA) which meets our Finance ordinance. The contract this year was awarded to Michigan CAT, 24800 Novi Rd., Novi, MI 48375, Vendor #3732. Purchase will not increase fleet size. A comparable unit that has outlived its life expectancy will be disposed of through the auction process.

RECOMMENDATION

Recommendation to purchase one new CAT 420XE Tractor Backhoe to be used by the Roads Department (ID #402) for a cost of $163,526.74.

FISCAL CONSIDERATION

Budget funds in the amount of $163,526.74 are available in account no. 401-000-987-000.

ATTACHMENTS

1. LTC-2022 Backhoe Loader-Roads #402 Quote

APPROVED BY

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

Date: December 12, 2022

Don Rohraff, Director of Public Works

Date: December 12, 2022

Michael T Slater

Date: December 13, 2022

Michael Slater, Finance Director

Maureen Miller Brosnan

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

Michigan CAT

November 12, 2022

City of Livonia
12973 FARMINGTON RD DEPT OF PUBLIC WORKS
Livonia, Michigan 48150

******SOURCEWELL CONTRACT 032119-CAT******

City of Livonia (Roads Department) Equipment # 402

Dear **City of Livonia**,

Thank you for this opportunity to quote a solution from Michigan CAT for your business needs. We are pleased to submit the following for your purchase consideration.

One (1) New CATERPILLAR Model: 420XE AMPR Backhoe Loader with the following factory and dealer options included below:

MACHINE – CAT 420XE

CAB / AIR / HEAT / RIDE CONTROL / 4x4 / IT FRONT / MP HYDRAULICS ON FRONT / HAMMER PLUMBING ON REAR / E-STICK

BELT, SEAT, 2" SUSPENSION

SERIALIZED TECHNICAL MEDIA KIT

TIRES, 340 80-18/500 70-24, MX

ENGINE, 74.5KW, C3.6 DITA, T4F

BUCKET 24" – 308 LINKAGE

MANUAL COUPLER – TO GRAB 308 LINKAGE

BUCKET-GP, 1.31 YD3, IT, BOCE

STABILIZER PADS, FLIP-OVER

EXTRA SET OF FILTERS & SPARE FRONT RIM & TIRE

WARRANTY

Standard Warranty:	Michigan CAT 12 Month, Unlimited Hour Standard Full Machine Warranty Service Agreement with 6 Months Mileage
Extended Warranty:	84 MONTH / 4,500 HOUR PREMIER WARRANTY (Tier 4)

F.O.B/TERMS: Corporate

24800 Novi Rd.
Novi 48375
(VDR# 3732)

Base Unit:

SELL PRICE 420XE	$152,494.74

Requested Options:

BUCKET-HD, 24", 6.2 FT3	219-3387	1	$1,757.00
36" DIG to DITCHING	212-8738	1	$2,500.00
CASE TO IT MAN. FRONT COUPLER	WB	1	$6,775.00

Price with requested Options:

Sell Price 420XE	$163,526.74

We believe the equipment as quoted will exceed your expectations. On behalf of Michigan CAT, thank you for the opportunity to supply Caterpillar machinery. This quotation is subject to machine availability and valid for 30 days, after which time we reserve the right to update the quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Evan Meinicke
Account Representative
evan.meinicke@michigancat.com
248-444-6045

- SOURCEWELL CONTRACT 032119-CAT
- CAT List with Jan 2023 increase = $191,534.28 – 22% SOURCEWELL DISCOUNT = $149,396.74
- CAT Loose Work Tool List = $11,295.00 – 15% = $9,600.75
- $149,396.74 + $9,600.75 = $158,997.49 BASE MACHINE PRICE FOR CAT COMPONENTS

****

- CAT List without anticipated Jan 2023 increase = $179,004.00 – 22% = $139,623.12
- CAT Loose Work Tool List = $11,295.00 – 15% = $9,600.75
- $139,623.12 + $9,600.75 = $149,223.87 BASE MACHINE PRICE FOR CAT COMPONENTS

****

Additional Items that are not included in the above discounts.

- Prep and Delivery
- Strobe / Corner Marker
- Extra Loose Set of Filters
- Manual Quick Coupler to Grab 308
- Extra Rim and Tire Front
- Case to CAT IT
- Extended Warranty

Michigan CAT is dealer discounting all items including the machine for this quote.

DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION
FLEET MAINTENANCE

GARY T. GARRISON
FLEET MANAGER

JAMES (BUZZ) KIRBY
FLEET SUPERVISOR

13405 SURREY STREET
LIVONIA, MICHIGAN 48150-1527
(734)-466-2704
FAX: (734)-466-2662

December 9, 2022

Purchase of One New Caterpillar Backhoe Tractor Model 420XE to be used by the Roads Section of the DPW. Our city unit number will be #402

The Roads section is seeking to purchase a new Cat 420XE Tractor Backhoe. It will be used in a variety of projects normally performed by this section, such as lawn repair, leaf pickup, storm damage and construction work. We have Included in this quote a manual coupler to grab and use the Water section excavator attachments if available and a bucket to bucket 84 month / 4,500-hour premier warranty.

This purchased will be made through Sourcewell Contract Number 032119-CAT. This meets our financial ordnance for purchasing and provides us the best possible pricing.
The savings discounts are listed in the quote.

The total cost for this unit is $163,526.74. This purchase will be made using carried forwarded funds in account 401-000-987-000

If you have any questions or require additional information, I can be reached at ext. 2641.

Gary T. Garrison
Fleet Manager

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

13. REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) CAT 420XE TRACTOR BACKHOE THROUGH THE SOURCEWELL CONTRACT (FORMERLY NJPA): Public Works Division, re: to be used by the Water department, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember Morgan offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

13.

DPW
December 12, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) CAT 420XE TRACTOR BACKHOE THROUGH THE SOURCEWELL CONTRACT (FORMERLY NJPA): Public Works Division, re: to be used by the Water department, from budgeted funds.

BACKGROUND

This purchase will be made through the Sourcewell contract number 032119-CAT, an extended purchasing program made available to local governments through the Sourcewell Contract (formerly NJPA) which meets our Finance ordinance. The contract this year was awarded to Michigan CAT, 24800 Novi Rd., Novi, MI 48375, Vendor #3732. Purchase will not increase fleet size. A comparable unit that has outlived its life expectancy will be disposed of through the auction process.

RECOMMENDATION

Recommendation to purchase one new CAT 420XE Tractor Backhoe to be used by the Water Department (ID #438) for a cost of $166,705.74

FISCAL CONSIDERATION

Budget funds in the amount of $166,705.74 are available in account no. 592-140-000.

ATTACHMENTS

1. LTC-2022 Backhoe Loader-Water #438 Quote

APPROVED BY

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

Date: December 12, 2022

Don Rohraff, Director of Public Works

Date: December 12, 2022

Michael T Slater

Date: December 13, 2022

Michael Slater, Finance Director

Maureen Miller Brosnan

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

November 14, 2022

City of Livonia
12973 FARMINGTON RD DEPT OF PUBLIC WORKS
Livonia, Michigan 48150

******SOURCEWELL CONTRACT 032119-CAT******

City of Livonia (Water Department) Equipment # 438

Dear **City of Livonia**,

Thank you for this opportunity to quote a solution from Michigan CAT for your business needs. We are pleased to submit the following for your purchase consideration.

One (1) New CATERPILLAR Model: 420XE AMPR Backhoe Loader with the following factory and dealer options included below:

MACHINE – CAT 420XE

CAB / AIR / HEAT / RIDE CONTROL / 4x4 / IT FRONT / MP HYDRAULICS ON FRONT / HAMMER PLUMBING ON REAR / E-STICK

BELT, SEAT, 2" SUSPENSION

SERIALIZED TECHNICAL MEDIA KIT

TIRES, 340 80-18/500 70-24, MX

ENGINE, 74.5KW, C3.6 DITA, T4F

BUCKET 24" – 308 LINKAGE

MANUAL COUPLER – TO GRAB 308 LINKAGE

MULTI PURPOSE - IT FRONT BUCKET

CASE TO CAT MANUAL IT COUPLER (to be loose)

STABILIZER PADS, FLIP-OVER

EXTRA SET OF FILTERS & SPARE FRONT RIM & TIRE

WARRANTY

Standard Warranty:	Michigan CAT 12 Month, Unlimited Hour Standard Full Machine Warranty Service Agreement with 6 Months Mileage
Extended Warranty:	84 MONTH / 4,500 HOUR PREMIER WARRANTY (Tier 4)

SELL PRICE	**$166,705.74**

We believe the equipment as quoted will exceed your expectations. On behalf of Michigan CAT, thank you for the opportunity to supply Caterpillar machinery. This quotation is subject to machine availability and valid for 30 days, after which time we reserve the right to update the quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Evan Meinicke
Account Representative
evan.meinicke@michigancat.com
248-444-6045

- SOURCEWELL CONTRACT 032119-CAT
- CAT List with Jan 2023 increase = $191,534.28 – 22% SOURCEWELL DISCOUNT = $149,396.74
- CAT Loose Work Tool List = $11,295.00 – 15% = $9,600.75
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- $139,623.12 + $9,600.75 = $149,223.87 BASE MACHINE PRICE FOR CAT COMPONENTS

****

Additional Items that are not included in the above discounts.

- Prep and Delivery
- Strobe / Corner Marker
- Extra Loose Set of Filters
- Manual Quick Coupler to Grab 308
- Extra Rim and Tire Front
- Case to CAT IT
- Extended Warranty

Michigan CAT is dealer discounting all items including the machine for this quote.

DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION
FLEET MAINTENANCE

GARY T. GARRISON
FLEET MANAGER

JAMES (BUZZ) KIRBY
FLEET SUPERVISOR

13405 SURREY STREET
LIVONIA, MICHIGAN 48150-1527
(734)-466-2704
FAX: (734)-466-2662

December 9, 2022

Purchase of One New Caterpillar Backhoe Tractor Model 420XE to be used by the Water Section of the DPW. Our city unit number will be #438.

I am recommending the purchase of a new Cat 420XE backhoe to be used primarily by the Water Section. This will be a front-line unit used for the repair of water main breaks and other projects performed by this section. Included in this quote is a manual coupler to grab and use our excavator attachments making this tractor essentially a wheeled version of our excavators. We have also included a bucket to bucket 84 month / 4,500-hour premier warranty.

This purchased will be made through Sourcewell Contract Number 032119-CAT. This meets our financial ordnance for purchasing and provides us the best possible pricing.
The savings discounts are listed in the quote.

The total cost for this unit is $166,705.74. The funds for this purchase have been approved and budgeted in account 592-559-140-000.

If you have any questions or require additional information, I can be reached at ext. 2641.

Gary T. Garrison
Fleet Manager

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

14. AWARD OF BID: Public Works Division, re: for Aggregates (road gravel, slag and stone) for the City's 2023 calendar year requirements, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember Morgan offered an approving resolution for the Consent agenda.

DIRECTION: APPROVING CONSENT

BID TAB - 2023 AGGREGATES

Bid Opening: November 22, 2022

Item	Est Qty	Price per Ton: Jackies	Price per Ton: Osburn	Price per Ton: AMS	Price per Ton: Farmer	Total Based On Estimated Usage: Jackies (Lowest Bidder)	Total Based On Estimated Usage: Osburn	Total Based On Estimated Usage: AMS (2nd Lowest Bidd
M.D.O.T. - 21AA Limestone	3,000	$ 21.99	$ 19.75	$ 22.30	$ 21.65	$ 65,970.00	$ 59,250.00	$ 66,900.00
M.D.O.T. - 6A Limestone	600	$ 24.99	$ 28.00	$ 30.00	$ 24.40	$ 14,994.00	$ 16,800.00	$ 18,000.00
M.D.O.T. - 22A	600	$ 22.99	$ 21.00	$ 22.85	$ 22.15	$ 13,794.00	$ 12,600.00	$ 13,710.00
W.C.D.P.S. - 30A (Blast Furnace Slag)	300	$ 24.79	$ -	$ 30.70	$ -	$ 7,437.00	$ -	$ 9,210.00
M.D.O.T. - Class 1	400	$ 32.99	$ -	$ 34.75	$ 24.50	$ 13,196.00	$ -	$ 13,900.00
M.D.O.T. - Class II	4,000	$ 11.19	$ 12.00	$ 13.71	$ 12.65	$ 44,760.00	$ 48,000.00	$ 54,840.00
M.D.O.T. - 2NS - Natural Sand	100	$ 19.99	$ 20.00	$ 21.83	$ 20.25	$ 1,999.00	$ 2,000.00	$ 2,183.00
M.D.O.T. - 2MS - Mortar Sand	100	$ 15.69	$ -	$ -	$ 15.55	$ 1,569.00	$ -	$ -
M.D.O.T. - 60-40 Washed Conc	200	$ 32.99	$ -	$ -	$ 25.00	$ 6,598.00	$ -	$ -
1 TO 3 Cushed Concrete	500	$ 17.49	$ -	$ 20.89	$ 21.75	$ 8,745.00	$ -	$ 10,445.00
M.D.O.T. - 6A Natural Stone	500	$ 24.99	$ 23.00	$ -	$ 23.50	$ 12,495.00	$ 11,500.00	$ -
M.D.O.T. - 5G	600	$ 28.99	$ -	$ -	$ 25.90	$ 17,394.00	$ -	$ -
Ag-Lime (Parks)	200	$ 34.99	$ 22.50	$ 25.57	$ 22.80	$ 6,998.00	$ 4,500.00	$ 5,114.00
						$ 62,941.00	**$ 87,850.00**	

der

e

Farmer
$ 64,950.00
$ 14,640.00
$ 13,290.00
$ -
$ 9,800.00
$ 50,600.00
$ 2,025.00
$ 1,555.00
$ 5,000.00
$ 10,875.00
$ 11,750.00
$ 15,540.00
$ 4,560.00
$ 46,535.00

Aggregate Purchases: 2023	Primary	Per Ton $	Alt	Per Ton $
M.D.O.T. - 21AA Limestone	Osburn	$ 19.75	Farmer	$ 21.65
M.D.O.T. - 6A Limestone	Farmer	$ 24.40	Jackies	$ 24.99
M.D.O.T. - 22A	Osburn	$ 21.00	Farmer	$ 22.15
W.C.D.P.S. - 30A (Blast Furnace Slag)	Jackies	$ 24.79	AMS	$ 30.70
M.D.O.T. - Class 1	Farmer	$ 24.50	Jackies	$ 32.99
M.D.O.T. - Class II	Jackies	$ 11.19	Osburn	$ 12.00
M.D.O.T. - 2NS - Natural Sand	Jackies	$ 19.99	Osburn	$ 20.00
M.D.O.T. - 2MS - Mortar Sand	Farmer	$ 15.55	Jackies	$ 15.69
M.D.O.T. - 60-40 Washed Conc	Farmer	$ 25.00	Jackies	$ 32.99
1 TO 3 Cushed Concrete	Jackies	$ 17.49	AMS	$ 20.89
M.D.O.T. - 6A Natural Stone	Osburn	$ 23.00	Farmer	$ 23.50
M.D.O.T. - 5G	Farmer	$ 25.90	Jackies	$ 28.99
Ag-Lime (Parks)	Osburn	$ 22.50	Farmer	$ 22.80

LETTER TO THE LIVONIA CITY COUNCIL

14.

DPW
November 30, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF BID: Public Works Division, re: for Aggregates (road gravel, slag and stone) for the City's 2023 calendar year requirements, from budgeted funds.

BACKGROUND

The Department of Public Works has taken bids for aggregates – road gravel, slag and stone in accordance with the requirements of the Finance Ordinance and the 2022-2023 approved budget for the Road Maintenance Section (Account No. 101-463-782-000). Specifications were prepared by the Division and bid invitations were placed on BidNet. Three companies submitted Proposals which were opened at 2:00 p.m. on Tuesday, November 22, 2022.

Attached is the "Tabulation of Bids for Aggregates – Road Gravel, Slag and Stone". The Department, as in the past, is recommending awarding each individual aggregate to the lowest bidder, with the second lowest bidder becoming the alternate supplier. Prices of the material are shipped Direct-to-Yard (DTY) – the City's Glendale bulk storage facility.

RECOMMENDATION

That having considered the report and recommendation of the Assistant Director of Public Works, dated November 30, 2022, 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 following low bids which meet specifications for supplying the Public Service Division (Road Maintenance Section) with **aggregate** materials specified at the unit prices bid for the 2023 calendar year requirements:

Aggregate Purchases: 2023	**Primary**	**Per Ton $**	**Alt**	**Per Ton $**
M.D.O.T. - 21AA Limestone	Osburn	$ 19.75	Farmer	$ 21.65
M.D.O.T. - 6A Limestone	Farmer	$ 24.40	Jackies	$ 24.99
M.D.O.T. - 22A	Osburn	$ 21.00	Farmer	$ 22.15
W.C.D.P.S. - 30A (Blast Furnace Slag)	Jackies	$ 24.79	AMS	$ 30.70
M.D.O.T. - Class 1	Farmer	$ 24.50	Jackies	$ 32.99
M.D.O.T. - Class II	Jackies	$ 11.19	Osburn	$ 12.00
M.D.O.T. - 2NS - Natural Sand	Jackies	$ 19.99	Osburn	$ 20.00
M.D.O.T. - 2MS - Mortar Sand	Farmer	$ 15.55	Jackies	$ 15.69

M.D.O.T. - 60-40 Washed Conc	Farmer	$	25.00	Jackies	$	32.99
1 TO 3 Crushed Concrete	Jackies	$	17.49	AMS	$	20.89
M.D.O.T. - 6A Natural Stone	Osburn	$	23.00	Farmer	$	23.50
M.D.O.T. - 5G	Farmer	$	25.90	Jackies	$	28.99
Ag-Lime (Parks)	Osburn	$	22.50	Farmer	$	22.80

FISCAL CONSIDERATION

Budgeted funds are available in the amount of $140,000 in account no. 101-463-782-000

ATTACHMENTS

1. 2023 Aggregates BID TAB

APPROVED BY

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

Date: November 30, 2022

Don Rohraff, Director of Public Works

Date: December 01, 2022

Michael Slater, Finance Director

Date: December 01, 2022

Maureen Miller Brosnan, Mayor

Date: December 02, 2022

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

15. AWARD OF BID: Public Works Division, re: for water main repair clamps for the City's 2023 calendar year requirements, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember Donovic asked if these are clamps to be used on watermain breaks. Don Rohraff confirmed that they are.

    Councilmember Donovic offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVING CONSENT

BID TAB - 2022 WATER MAIN REPAIR

DESCRIPTION	SIZE		ETNA $ 73,315.60			Core & Main $ 76,671.70		
			EST. QTY.	UNIT PRICE	TOTAL PRICE	EST. QTY.	UNIT PRICE	TOTAL PRICE
1. PIPE SIZE: 3" O.D. range 2.97 minimum; 3.25 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 83.95	$ 167.90	2	$ 90.35	$ 180.70
2. PIPE SIZE: 3" O.D. range 3.46 minimum; 3.70 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 89.40	$ 178.80	2	$ 96.22	$ 192.44
3. PIPE SIZE: 3" O.D. range 3.73 minimum; 4.13 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 89.40	$ 178.80	2	$ 96.22	$ 192.44
4. PIPE SIZE: 3" O.D. range 3.96 minimum; 4.25 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 93.30	$ 186.60	2	$ 100.42	$ 200.84
5. PIPE SIZE: 4" O.D. range 4.45 minimum; 4.73 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 95.75	$ 191.50	2	$ 103.05	$ 206.10
6. PIPE SIZE: 4" O.D. range 4.74 minimum; 5.14 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 95.75	$ 191.50	2	$ 103.05	$ 206.10
7. PIPE SIZE: 4" O.D. range 4.95 minimum; 5.35 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 95.75	$ 191.50	2	$ 103.05	$ 206.10
8. PIPE SIZE: 4" O.D. range 5.22 minimum; 5.62 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 95.75	$ 191.50	2	$ 103.05	$ 206.10
9. PIPE SIZE: 6" O.D. range 6.84 minimum; 7.24 maximum. Single-sided bolts.	6" x 7½"	3 bolt min.	75	$ 64.20	$ 4,815.00	75	$ 66.22	$ 4,966.50
	6" x 12½"	5 bolt min.	50	$ 104.90	$ 5,245.00	50	$ 108.15	$ 5,407.50
	6" x 15"	6 bolt min.	20	$ 124.50	$ 2,490.00	20	$ 128.38	$ 2,567.60
	6" x 20"	8 bolt min.	8	$ 174.20	$ 1,393.60	8	$ 187.43	$ 1,499.44
	6" x 30"	12 bolt min.	5	$ 256.35	$ 1,281.75	5	$ 274.48	$ 1,372.40
	6" x 36"	12 bolt min.	5		$ -	5		$ -
10. PIPE SIZE: 6" O.D. range 6.84 minimum; 7.24 maximum. Single-sided bolts with 1" CC tap.	6" x 7½"	3 bolt min.	15	$ 85.90	$ 1,288.50	15	$ 91.96	$ 1,379.40
	6" x 12½"	5 bolt min.	20	$ 126.75	$ 2,535.00	20	$ 130.05	$ 2,601.00
	6" x 15"	6 bolt min.	2	$ 145.75	$ 291.50	2	$ 150.29	$ 300.58
	6" x 20"	8 bolt min.	4	$ 196.40	$ 785.60	4	$ 210.29	$ 841.16
	6" x 30"	12 bolt min.	6	$ 295.80	$ 1,774.80	6	$ 318.35	$ 1,910.10
	6" x 36"	12 bolt min.	6		$ -	6		$ -
11. PIPE SIZE: 6" O.D. range 6.84 minimum; 7.24 maximum. Single-sided bolts with 2" CC tap.	6" x 15"	6 bolt min.	2	$ 165.25	$ 330.50	2	$ 177.83	$ 355.66
12. PIPE SIZE: 8" O.D. range 8.99 minimum; 9.39 maximum. Single-sided bolts.	8" x 7½"	3 bolt min.	75	$ 73.45	$ 5,508.75	75	$ 75.78	$ 5,683.50

	8” x 12½” 5 bolt min.	50	$ 119.80	$ 5,990.00	50	$ 123.57	$ 6,178.50
	8” x 15” 6 bolt min.	20	$ 144.60	$ 2,892.00	20	$ 149.11	$ 2,982.20
	8” x 20” 8 bolt min.	8	$ 197.00	$ 1,576.00	8	$ 210.95	$ 1,687.60
	8” x 30” 12 bolt min.	5	$ 280.15	$ 1,400.75	5	$ 299.95	$ 1,499.75
	8” x 36” 12 bolt min.	5		$ -	5		$ -
13. PIPE SIZE: 8" O.D. range 8.99 minimum; 9.39 maximum. Single-sided bolts with 1" CC tap.	8” x 7½” 3 bolt min.	20	$ 95.00	$ 1,900.00	20	$ 97.68	$ 1,953.60
	8” x 15” 6 bolt min.	5	$ 167.25	$ 836.25	5	$ 178.45	$ 892.25
	8” x 20” 8 bolt min.	5	$ 218.35	$ 1,091.75	5	$ 233.80	$ 1,169.00
	8” x 30” 12 bolt min.	2	$ 334.90	$ 669.80	2	$ 360.44	$ 720.88
	8” x 36” 12 bolt min.	2		$ -	2		$ -
14. PIPE SIZE: 8" O.D. range 8.99 minimum; 9.39 maximum. Single-sided bolts with 2" CC tap.	8” x 20” 8 bolt min.	2	$ 229.00	$ 458.00	2	$ 246.78	$ 493.56
15. PIPE SIZE: 10" O.D. range 10.70 minimum; 11.50 maximum. Single-sided bolts or Double band.	10” x 20” 8 bolt min.	2	$ 245.85	$ 491.70	2	$ 264.61	$ 529.22
16. PIPE SIZE: 12" O.D. range 13.10 minimum; 13.50 maximum. Single-sided bolts.	12” x 7½” 3 bolt min.	25	$ 104.15	$ 2,603.75	25	$ 106.89	$ 2,672.25
	12” x 12½” 5 bolt min.	25	$ 169.00	$ 4,225.00	25	$ 173.64	$ 4,341.00
	12” x 15” 6 bolt min.	20	$ 209.00	$ 4,180.00	20	$ 215.00	$ 4,300.00
	12” x 20” 8 bolt min.	15	$ 276.00	$ 4,140.00	15	$ 284.27	$ 4,264.05
	12” x 30” 12 bolt min.	4	$ 419.00	$ 1,676.00	4	$ 448.68	$ 1,794.72
	12” x 36” 12 bolt min.	4		$ -	4		$ -
17. PIPE SIZE: 12" O.D. range 13.10 minimum; 13.50 maximum. Single-sided bolts with 1" CC tap.	12” x 12½” 5 bolt min.	5	$ 190.00	$ 950.00	5	$ 204.05	$ 1,020.25
	12” x 15” 6 bolt min.	5	$ 230.50	$ 1,152.50	5	$ 247.21	$ 1,236.05
	12” x 20” 8 bolt min.	6	$ 284.00	$ 1,704.00	6	$ 304.27	$ 1,825.62
	12” x 30” 12 bolt min.	2	$ 417.00	$ 834.00	2	$ 449.08	$ 898.16
	12” x 36” 12 bolt min.	2		$ -	2		$ -
18. PIPE SIZE: 12" O.D. range 13.10 minimum; 13.50 maximum. Single-sided bolts with 2" CC tap.	12” x 15” 6 bolt min.	2	$ 249.00	$ 498.00	2	$ 268.22	$ 536.44
	12” x 20” 8 bolt min.	2	$ 301.00	$ 602.00	2	$ 324.28	$ 648.56

19. PIPE SIZE: 18" O.D. range 19.23 minimum; 19.98 maximum. Double band type.	18” x 10” 8 bolt min.	2	$ 367.00	$ 734.00	2	$ 395.40	$ 790.80
	18” x 15” 12 bolt min.	2	$ 429.00	$ 858.00	2	$ 462.29	$ 924.58
	18” x 30” 24 bolt min.	2	$ 929.00	$ 1,858.00	2	$ 1,000.69	$ 2,001.38
20. PIPE SIZE: 18" O.D. range 19.23 minimum; 19.98 maximum. Double band type with 2" CC tap.	18” x 10” 8 bolt min.	2	$ 388.00	$ 776.00	2	$ 417.81	$ 835.62
				$ 73,315.60			**$ 76,671.70**

FERGUSON		$ 105,339.30
EST. QTY.	UNIT PRICE	TOTAL PRICE
2	$ 108.40	$ 216.80
2	$ 108.40	$ 216.80
2	$ 111.00	$ 222.00
2	$ 111.00	$ 222.00
2	$ 111.00	$ 222.00
2	$ 111.00	$ 222.00
2	$ 121.50	$ 243.00
2	$ 121.50	$ 243.00
75	$ 86.30	$ 6,472.50
50	$ 139.50	$ 6,975.00
20	$ 157.30	$ 3,146.00
8	$ 230.00	$ 1,840.00
5	$ 339.10	$ 1,695.50
5	$ 374.40	$ 1,872.00
15	$ 119.80	$ 1,797.00
20	$ 172.90	$ 3,458.00
2	$ 190.70	$ 381.40
4	$ 263.40	$ 1,053.60
6	$ 372.60	$ 2,235.60
6	$ 407.90	$ 2,447.40
2	$ 210.80	$ 421.60
75	$ 97.80	$ 7,335.00

50	$ 158.00	$ 7,900.00
20	$ 182.50	$ 3,650.00
8	$ 256.50	$ 2,052.00
5	$ 369.40	$ 1,847.00
5	$ 428.70	$ 2,143.50
20	$ 131.20	$ 2,624.00
5	$ 215.90	$ 1,079.50
5	$ 290.00	$ 1,450.00
2	$ 402.80	$ 805.60
2	$ 488.60	$ 977.20
2	$ 310.10	$ 620.20
2	$ 440.50	$ 881.00
25	$ 135.70	$ 3,392.50
25	$ 218.30	$ 5,457.50
20	$ 249.10	$ 4,982.00
15	$ 345.20	$ 5,178.00
4	$ 501.90	$ 2,007.60
4	$ 525.60	$ 2,102.40
5	$ 251.70	$ 1,258.50
5	$ 282.60	$ 1,413.00
6	$ 378.60	$ 2,271.60
2	$ 535.40	$ 1,070.80
2	$ 612.70	$ 1,225.40
2	$ 302.70	$ 605.40
2	$ 398.70	$ 797.40

2	$ 349.40	$ 698.80
2	$ 510.40	$ 1,020.80
2	$ 1,041.80	$ 2,083.60
2	$ 402.90	$ 805.80
		$ 105,339.30

BID TAB - 2023 WATER MAIN REPAIR
CLAMPS

DESCRIPTION	SIZE		ETNA		$ 94,319.40	Core & Main		$ 127,515.36	FERGUSON		$ 96,196.00
			EST. QTY.	UNIT PRICE	TOTAL PRICE	EST. QTY.	UNIT PRICE	TOTAL PRICE	EST. QTY.	UNIT PRICE	TOTAL PRICE
1. PIPE SIZE: 3" O.D. range 2.97 minimum; 3.25 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 111.75	$ 223.50	2	$ 146.28	$ 292.56	2	$ 114.00	$ 228.00
2. PIPE SIZE: 3" O.D. range 3.46 minimum; 3.70 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 111.75	$ 223.50	2	$ 155.79	$ 311.58	2	$ 114.00	$ 228.00
3. PIPE SIZE: 3" O.D. range 3.73 minimum; 4.13 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 111.75	$ 223.50	2	$ 155.79	$ 311.58	2	$ 114.00	$ 228.00
4. PIPE SIZE: 3" O.D. range 3.96 minimum; 4.25 maximum. Single-sided bolts.	3" x 12½"	3 bolt min.	2	$ 111.75	$ 223.50	2	$ 162.58	$ 325.16	2	$ 114.00	$ 228.00
5. PIPE SIZE: 4" O.D. range 4.45 minimum; 4.73 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 111.75	$ 223.50	2	$ 166.84	$ 333.68	2	$ 114.00	$ 228.00
6. PIPE SIZE: 4" O.D. range 4.74 minimum; 5.14 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 122.40	$ 244.80	2	$ 166.84	$ 333.68	2	$ 114.00	$ 228.00
7. PIPE SIZE: 4" O.D. range 4.95 minimum; 5.35 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 122.40	$ 244.80	2	$ 166.84	$ 333.68	2	$ 124.00	$ 248.00
8. PIPE SIZE: 4" O.D. range 5.22 minimum; 5.62 maximum. Single-sided bolts.	4" x 12½"	3 bolt min.	2	$ 122.40	$ 244.80	2	$ 166.84	$ 333.68	2	$ 124.00	$ 248.00
9. PIPE SIZE: 6" O.D. range 6.84 minimum; 7.24 maximum. Single-sided bolts.	6" x 7½"	3 bolt min.	75	$ 82.35	$ 6,176.25	75	$ 111.88	$ 8,391.00	75	$ 84.00	$ 6,300.00
	6" x 12½"	5 bolt min.	50	$ 125.65	$ 6,282.50	50	$ 182.71	$ 9,135.50	50	$ 128.00	$ 6,400.00
	6" x 15"	6 bolt min.	20	$ 150.00	$ 3,000.00	20	$ 216.89	$ 4,337.80	20	$ 153.00	$ 3,060.00
	6" x 20"	8 bolt min.	8	$ 207.25	$ 1,658.00	8	$ 303.46	$ 2,427.68	8	$ 211.00	$ 1,688.00
	6" x 30"	12 bolt min.	5	$ 305.60	$ 1,528.00	5	$ 444.39	$ 2,221.95	5	$ 312.00	$ 1,560.00
	6" x 36"	12 bolt min.	5	$ 357.50	$ 1,787.50	5	$ -	$ -	5	$ 365.00	$ 1,825.00
10. PIPE SIZE: 6" O.D. range 6.84 minimum; 7.24 maximum. Single-sided bolts with 1" CC tap.	6" x 7½"	3 bolt min.	15	$ 101.55	$ 1,523.25	15	$ 148.33	$ 2,224.95	15	$ 104.00	$ 1,560.00
	6" x 12½"	5 bolt min.	20	$ 146.60	$ 2,932.00	20	$ 219.70	$ 4,394.00	20	$ 149.00	$ 2,980.00
	6" x 15"	6 bolt min.	2	$ 171.85	$ 343.70	2	$ 253.90	$ 507.80	2	$ 176.00	$ 352.00
	6" x 20"	8 bolt min.	4	$ 223.40	$ 893.60	4	$ 340.47	$ 1,361.88	4	$ 228.00	$ 912.00
	6" x 30"	12 bolt min.	6	$ 316.00	$ 1,896.00	6	$ 515.42	$ 3,092.52	6	$ 323.00	$ 1,938.00
	6" x 36"	12 bolt min.	6	$ 389.20	$ 2,335.20	6	$ -	$ -	6	$ 397.00	$ 2,382.00
11. PIPE SIZE: 6" O.D. range 6.84 minimum; 7.24 maximum. Single-sided bolts with 2" CC tap.	6" x 15"	6 bolt min.	2	$ 190.00	$ 380.00	2	$ 287.91	$ 575.82	2	$ 194.00	$ 388.00
12. PIPE SIZE: 8" O.D. range 8.99 minimum; 9.39 maximum. Single-sided bolts.	8" x 7½"	3 bolt min.	75	$ 93.25	$ 6,993.75	75	$ 128.01	$ 9,600.75	75	$ 95.00	$ 7,125.00
	8" x 12½"	5 bolt min.	50	$ 134.00	$ 6,700.00	50	$ 208.75	$ 10,437.50	50	$ 136.00	$ 6,800.00
	8" x 15"	6 bolt min.	20	$ 174.00	$ 3,480.00	20	$ 251.91	$ 5,038.20	20	$ 178.00	$ 3,560.00
	8" x 20"	8 bolt min.	8	$ 231.15	$ 1,849.20	8	$ 341.53	$ 2,732.24	8	$ 236.00	$ 1,888.00
	8" x 30"	12 bolt min.	5	$ 372.00	$ 1,860.00	5	$ 485.64	$ 2,428.20	5	$ 380.00	$ 1,900.00
	8" x 36"	12 bolt min.	5	$ 386.40	$ 1,932.00	5	$ -	$ -	5	$ 394.00	$ 1,970.00

BID TAB - 2023 WATER MAIN REPAIR CLAMPS

DESCRIPTION	SIZE	ETNA		$ 94,319.40	Core & Main		$ 127,515.36	FERGUSON		$ 96,196.00
		EST. QTY.	UNIT PRICE	TOTAL PRICE	EST. QTY.	UNIT PRICE	TOTAL PRICE	EST. QTY.	UNIT PRICE	TOTAL PRICE
13. PIPE SIZE: 8" O.D. range 8.99 minimum; 9.39 maximum. Single-sided bolts with 1" CC tap.	8" x 7½" 3 bolt min.	20	$ 111.25	$ 2,225.00	20	$ 165.02	$ 3,300.40	20	$ 114.00	$ 2,280.00
	8" x 15" 6 bolt min.	5	$ 183.10	$ 915.50	5	$ 288.92	$ 1,444.60	5	$ 187.00	$ 935.00
	8" x 20" 8 bolt min.	5	$ 246.00	$ 1,230.00	5	$ 378.54	$ 1,892.70	5	$ 251.00	$ 1,255.00
	8" x 30" 12 bolt min.	2	$ 384.40	$ 768.80	2	$ 583.57	$ 1,167.14	2	$ 393.00	$ 786.00
	8" x 36" 12 bolt min.	2	$ 392.00	$ 784.00	2	$ -	$ -	2	$ 400.00	$ 800.00
14. PIPE SIZE: 8" O.D. range 8.99 minimum; 9.39 maximum. Single-sided bolts with 2" CC tap.	8" x 20" 8 bolt min.	2	$ 263.00	$ 526.00	2	$ 399.54	$ 799.08	2	$ 269.00	$ 538.00
15. PIPE SIZE: 10" O.D. range 10.70 minimum; 11.50 maximum. Single-sided bolts or Double band.	10" x 20" 8 bolt min.	2	$ 397.00	$ 794.00	2	$ 428.21	$ 856.42	2	$ 405.00	$ 810.00
16. PIPE SIZE: 12" O.D. range 13.10 minimum; 13.50 maximum. Single-sided bolts.	12" x 7½" 3 bolt min.	25	$ 122.25	$ 3,056.25	25	$ 180.58	$ 4,514.50	25	$ 125.00	$ 3,125.00
	12" x 12½" 5 bolt min.	25	$ 196.75	$ 4,918.75	25	$ 293.36	$ 7,334.00	25	$ 201.00	$ 5,025.00
	12" x 15" 6 bolt min.	20	$ 224.50	$ 4,490.00	20	$ 363.25	$ 7,265.00	20	$ 229.00	$ 4,580.00
	12" x 20" 8 bolt min.	15	$ 292.75	$ 4,391.25	15	$ 480.24	$ 7,203.60	15	$ 299.00	$ 4,485.00
	12" x 30" 12 bolt min.	4	$ 425.75	$ 1,703.00	4	$ 726.43	$ 2,905.72	4	$ 435.00	$ 1,740.00
	12" x 36" 12 bolt min.	4	$ 502.00	$ 2,008.00	4	$ -	$ -	4	$ 512.00	$ 2,048.00
17. PIPE SIZE: 12" O.D. range 13.10 minimum; 13.50 maximum. Single-sided bolts with 1" CC tap.	12" x 12½" 5 bolt min.	5	$ 200.15	$ 1,000.75	5	$ 330.36	$ 1,651.80	5	$ 204.00	$ 1,020.00
	12" x 15" 6 bolt min.	5	$ 239.65	$ 1,198.25	5	$ 399.63	$ 1,998.15	5	$ 245.00	$ 1,225.00
	12" x 20" 8 bolt min.	6	$ 341.20	$ 2,047.20	6	$ 492.61	$ 2,955.66	6	$ 348.00	$ 2,088.00
	12" x 30" 12 bolt min.	2	$ 482.50	$ 965.00	2	$ 727.09	$ 1,454.18	2	$ 493.00	$ 986.00
	12" x 36" 12 bolt min.	2	$ 519.70	$ 1,039.40	2	$ -	$ -	2	$ 531.00	$ 1,062.00
18. PIPE SIZE: 12" O.D. range 13.10 minimum; 13.50 maximum. Single-sided bolts with 2" CC tap.	12" x 15" 6 bolt min.	2	$ 256.75	$ 513.50	2	$ 434.27	$ 868.54	2	$ 262.00	$ 524.00
	12" x 20" 8 bolt min.	2	$ 338.15	$ 676.30	2	$ 525.02	$ 1,050.04	2	$ 345.00	$ 690.00
19. PIPE SIZE: 18" O.D. range 19.23 minimum; 19.98 maximum. Double band type.	18" x 10" 8 bolt min.	2	$ 277.80	$ 555.60	2	$ 640.16	$ 1,280.32	2	$ 284.00	$ 568.00
	18" x 15" 12 bolt min.	2	$ 406.00	$ 812.00	2	$ 748.46	$ 1,496.92	2	$ 414.00	$ 828.00
	18" x 30" 24 bolt min.	2	$ 828.00	$ 1,656.00	2	$ 1,620.16	$ 3,240.32	2	$ 846.00	$ 1,692.00
20. PIPE SIZE: 18" O.D. range 19.23 minimum; 19.98 maximum. Double band type with 2" CC tap.	18" x 10" 8 bolt min.	2	$ 321.00	$ 642.00	2	$ 676.44	$ 1,352.88	2	$ 327.00	$ 654.00
			2023	**$ 94,319.40**			**$ 127,515.36**			**$ 96,196.00**
			2022	$ 73,315.60			$ 76,671.70			$ 105,339.30
			More/(less)	$ 21,003.80			$ 50,843.66			$ (9,143.30)
			Percent Incr/(Decr)	28.65%			66.31%			-8.68%

LETTER TO THE LIVONIA CITY COUNCIL

15.

DPW
November 30, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF BID: Public Works Division, re: for water main repair clamps for the City's 2023 calendar year requirements, from budgeted funds.

BACKGROUND

The Department of Public Works has taken bids for Water Main Repair Clamps in accordance with the requirements of the Finance Ordinance and the 2022-2023 approved budget for the Water & Sewer section. Specifications were prepared by the Department and bid invitations were placed on BidNet. Three companies submitted proposals which were opened at 2:00 p.m. on Tuesday, November 22, 2022.

The bid tab is attached.

RECOMMENDATION

Due to the nationwide shortage of parts and to help insure the City can secure said clamps in a timely fashion, the Department is recommending awarding the bid for Water Main Repairs Clamps to the lowest **two** bidders at the unit prices bid for the period from January 1, 2023 to December 31, 2023:
Primary Award - ETNA Supply Company, 4901 Clay Ave., SW, Grand Rapids, MI 49548
Secondary Award - Ferguson Waterworks, 24425 Schoenherr Rd., Warren, MI 48089

FISCAL CONSIDERATION

Sufficient budgeted funds are available in account no. 592-109-020 (Water & Sewer Fund/Inventory, Mat'ls & Supplies) in the total estimated cost of $100,000.00

ATTACHMENTS

1. 2023 Bid Tab - Repair Clamps

APPROVED BY

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

Date: December 01, 2022

Date: December 01, 2022

Don Rohraff, Director of Public Works

Date: December 01, 2022

Michael Slater, Finance Director

Date: December 02, 2022

Maureen Miller Brosnan, Mayor

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

16. AWARD OF BID: Public Works Division, re: for Ready-Mix Concrete for the City's 2023 calendar year requirements, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember McCullough offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVING CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

16.

DPW
December 15, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF BID: Public Works Division, re: for Ready-Mix Concrete for the City's 2023 calendar year requirements, from budgeted funds.

BACKGROUND

The Department of Public Works has taken bids for Ready-Mix Concrete in accordance with the requirements of the Finance Ordinance and the 2022-2023 approved budget for the Road Maintenance Section. Specifications were prepared by the Department and bid invitations were placed on BidNet. Two companies submitted proposals which were opened at 2:00 p.m. on Tuesday, December 13, 2022.

Attached is the "Tabulation of Bids for Ready-Mix Concrete".

RECOMMENDATION

The Department is recommending awarding the bid for ready-mix concrete at the unit prices bid for the period from January 1, 2023 to December 31, 2023 to Piedmont Concrete 29934 Eight Mile, Farmington Hills, MI 48336, and listing Superior Materials, 30701 W. 10 Mile, Farmington Hills, MI 48336 as the secondary supplier in the event the primary supplier is unable to provide the product in a timely fashion.

FISCAL CONSIDERATION

Sufficient funds are budgeted in accounts no. 101-463-782-000 and 592-559-787-060 in the estimated total amount of $50,000.

ATTACHMENTS

1. Ready-Mix 2023 BID TAB
2. Piedmont 2023 Bid
3. Superior Matls 2023 Bid

APPROVED BY

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

Date: December 15, 2022

Date: December 15, 2022

Don Rohraff, Director of Public Works

Date: December 15, 2022

Michael Slater, Finance Director

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

BID OPENING SHEET – READY MIX CONCRETE – BID DUE DATE 12/13/22 Page __1___ of __1___

VENDOR	Superior Materials, LLC		
CITY/STATE	Farmington Hills, MI		
ITEMS	**TOTAL**	**TOTAL**	**TOTAL**
1. P1 C□□□r□□□ M□x.	$30,600.00		
2. HE with mid-range water reducer and non-chloride accelerator	$16,900.00		
GRAND TOTAL ALL ITEMS	$47,500.00		

VENDOR	Piedmont Concrete		
CITY/STATE	Farmington Hills, MI		
ITEMS	**TOTAL**	**TOTAL**	**TOTAL**
1. P1 C□□□r□□□ M□x.	$30,600.00		
2. HE with mid-range water reducer and non-chloride accelerator	$15,500.00		
GRAND TOTAL ALL ITEMS	$46,100.00		

CITY REPRESENTATIVES: Janet Douglas, City Clerk's Office Enna Bachelor, Purchasing Manager

CITY OF LIVONIA – REQUEST FOR

BID READY MIX CONCRETE 2023

The City of Livonia Michigan will receive sealed bids for **READY MIX CONCRETE 2023** according to the specifications herein. Sealed bids will be received until 2:00 p.m., on DECEMBER 13, 2022. No faxed bids will be accepted. Bids may be uploaded to the MITN website at www.mitn.info **or** they may be submitted in person at the Office of the City Clerk, 33000 Civic Center Drive, Livonia, MI 48150. City Clerk's Office**. Forms provided by the City of Livonia must be used to respond to the Request for Bid.** Firms opting to submit their bids in person shall provide their bid response in a **sealed** envelope. The outside of the envelope shall prominently display the following:

- Company Name
- Company Address
- Bid Title (Ready Mix Concrete 2023)
- Bid Due Date

Bids submitted in person at the Office of the City Clerk must be in a SEALED envelope which prominently displays on the **outside** of the sealed envelope:

- Company Name and Address
- Name of Bid (Ready Mix Concrete 2023)
- Bid Due Date 12/13/2022

Please include in your sealed envelope: One (1) original (with original ink signatures) and three (3) copies of your bid submission. Copies shall be mirror images of the original bid. Please label copies as such for ease of identification. **PRICING MUST BE PROVIDED ON CITY OF LIVONIA BID FORMS.**

Bids submitted electronically shall be in Adobe Acrobat format uploaded to the MITN website. LATE BIDS WILL NOT BE CONSIDERED.

Bids received via the MITN website and the City Clerk's Office by the specified due date and time will be publicly opened at the due date and time via Zoom. Vendors may attend the bid opening virtually by using the following credentials:

By Computer:

https://us02web.zoom.us/j/82294127641

By Phone:

Phone (312) 626-6799
Webinar ID: 822 9412 7641

The City reserves the right to reject in whole or in part any and all bids received, to waive any irregularities or informalities or both; as it is determined to be in the best interests of the City of Livonia to do so.

The City of Livonia officially distributes bid documents through the Michigan Intergovernmental Trade Network (BidNet). **Bid documents obtained from any other source are not considered official copies.** The City of Livonia cannot guarantee the accuracy of any information not obtained from the MITN website and or the City of Livonia directly. The City of Livonia is not responsible for any errors contained by any information received from alternate sources. Only those firms who obtain the bid documents from authorized channels are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy or request a copy from the Purchasing Manager in writing by emailing ebachelor@livonia.gov.

INSTRUCTIONS TO BIDDERS
FOR
READY MIX CONCRETE

1. Sealed bids will be received by the City of Livonia, Michigan, as owner, until 2:00 p.m. on DECEMBER 13, 2022 Late bids will not be considered. Facsimile bids will not be accepted.

2. Physical bid submission AND electronic bid submission will be permitted for this bid solicitation. In order to be considered firms must submit their bids by uploading their bid response in Adobe Acrobat PDF Format to the MITN website (www.mitn.info) or by physical bid submission to the City Clerk's Office located at 33000 Civic Center Drive, Livonia, Michigan at the due date and time specified in the bid advertisement. Bids received by the due date and time will be recorded by the City Clerk and posted to the MITN website. The name and location of bidders will be posted. Bid opening will be conducted on Zoom. Refer to the bid advertisement for information on how to access the Zoom bid opening.

3. Bids shall be for items as specified on attached Specifications and Proposal Form. A Manufacturer Specification Sheet for each model or style of item to be supplied shall accompany the bid when applicable.

4. Proposals shall be submitted in strict accordance with the City of Livonia specifications for the items listed herein. All variations from the specifications are to be stated in the bids. Bids submitted by FAX are not acceptable.

5. Each bid must be submitted with Certification of Compliance attached.

6. If any figure already entered on the proposal form by the bidder is to be altered, it shall be crossed out with ink and the new unit price entered above it or below it and initialed by the bidder.

7. The unit price shall be entered where indicated.

8. The vendor must be able to provide proof of insurance as listed in the attached example insurance certificate.

9. The bid of any City-based firm may be deemed a better bid than the bid of any competing firm which is not City-based, whenever the bid of such competing firm shall be less than three percent lower than the bid of the City-based firm on any contract in an amount of $100,000 or less, and less than one percent lower on any amount bid in excess thereof. The firm making the lowest bid thus evaluated shall be deemed the lowest bidder. (Section 3.04.140.E. of the Livonia Code of Ordinances, as amended).

10. It is understood that the quantities of materials to be furnished as stated in the proposal are approximate and are given only as a basis for comparing bids. It is further understood that this agreement is not for any predetermined quantity but is for the entire requirement for the City of Livonia for the period **JANUARY 1, 2023 – December 31, 2023.**

11. Delivery shall be to various locations within the City of Livonia as needed.

12. All invoices shall be submitted monthly by supplier to the City of Livonia based on the unit prices bid within the contract period specified.

FORM OF PROPOSAL

READY MIX CONCRETE

Honorable Members of the Council
33000 Civic Center Drive
Livonia, Michigan 48154

Dear Council Members:

The undersigned, as bidder, declares that they have familiarized themselves with the type of material desired and have carefully examined the specifications and instructions to bidders, which they understand and accept as sufficient for the purpose and agree they will furnish to the City of Livonia the specified items and will accept in full payment therefore the following amounts:

Furnish Ready Mix Concrete in accordance with requirements listed below.

COMPANY NAME:_____

ITEM	MATERIALS TO BE FURNISHED	EST. QTY.	UNIT PRICE	TOTAL AMOUNT
1	P1 Concrete Mix. (150 cuyd estimated qty) All readymix concrete shall conform to meet the most current edition of the Michigan Department of Transportation's "Standard Specifications for Construction". The coarse aggregate used in the concrete must be 6AA aggregate meeting the grading and physical requirements of Section 902 of the 2003 MDOT Standard Specifications for Construction. No flyash will be allowed in any concrete mix. The minimum 28 day compressive strength of all concrete shall be 3500 psi. Concrete utilized under this specification shall be Grade P1 meeting the requirements of Section 601 of the 2003 MDOT Specifications for Construction. Brand Preference: All Brands are Acceptable	200 Cubic Yards	$ 153.00	$ 30,600.00
2	HE with mid-range water reducer and non-chloride accelerator. (100 cuyd est qty) All readymix concrete shall conform to meet the most current edition of the Michigan Department of Transportation's "Standard Specifications for Construction". The coarse aggregate used in the concrete must be 6AA aggregate meeting the grading and physical requirements of Section 902 of the 2003 MDOT Standard Specifications for Construction. No flash will be allowed in any concrete mix. The minimum 28 day compressive strength of all concrete shall be 3500 psi. Concrete utilized under this specification shall be Grade HE meeting the requirements of Section 601 of the 2003 MDOT Specifications for Construction, however Grade HE must include a mid-range water reducer and a non-chloride accelerator may be requested.	100 Cubic Yards	$ 155.00	$ 15,500.00
3	GRAND TOTAL (ITEMS 1-2)		$ 46,100.00	

All unit prices shall be firm for the period January 1, 2023- December 31, 2023.

Form of Proposal for Ready Mix Concrete

- Indicate mileage between asphalt manufacturing plant and the Farmington Road exit of I-96: 4.5 miles
- Hours & Days of Operation: 6:00 AM - 6:00 PM Approx.
- Address of Mfg Ptant 29934 W. 8 Mile, Farmington Hills, MI 48336

State maximum time required for delivery F.O.B. Livonia, unless otherwise stated, and/or installation after order: 1 Day / other Sooner days. Payment Terms are net 30 days.

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 formalities therein. It is agreed that this bid may not be withdrawn for ninety (90) 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 ensure 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 Predmore Concrete Inc Date 12/8/22
(If corporation, partnership, or assumed name)

Address 29934 W. 8 Mile Signature
(Person executing bid and official capacity)

City/State/Zip Farmington Hills MI 48336 Phone (248) 474-7740 FAX (248) 474-1209

David Guidobono (President) Anthony Guidobono (Vice President)
(Names of principal officers and designate official capacity) (If partnership or assumed name, indicate names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: David Guidobono **TITLE:** President

PHONE: (248) 474-7740 **EMAIL:** TGUIDO1@Prodigy.Net

Bid submission shall include the following documents in the order listed below. It is not necessary to return copies of any other pages from the bid document. It is only necessary to return the pages listed below with your bid response.

- ☐ Form of Proposal (FP1-FP6)
- ☐ Statement of Qualifications
- ☐ Certification of Compliance
- ☐ References

PROVIDE PRICING ON CITY OF LIVONIA FORMS INCLUDED WITH BID DOCUMENTS.

STATEMENT OF QUALIFICATIONS
READY MIX CONCRETE

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Piedmont Concrete Inc

Address 29934 W. 8 Mile; Farmington Hills MI 48336

Contact Person: David Guiddano Title President

Phone No. (248) 474-7746 Email TGUIDO1@Prodigy.Net

1. Number of years operating under you present name: Since 1958 - 64 Years

2. Number of years present owners have owned the company: Same

3. How many years of experience does your company have providing ready mix concrete?
Coll Years

4. List municipalities who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service
Farmington Hills City of	
Farmington Wood, City of	
Farmington, City of	

5. General nature of work performed by your company:
Supplier of Ready-Mix Concrete

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided
Uncertain / Many	Road & Sidewalk Service	Supply Ready Mix Concrete
Won 2022 Bid		

COMPANY NAME: Piedmont Concrete, Inc

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience
David Guidotti	President	General Operations	31 Years
Anthony Guidotti	Vice President	General Operations	31 Years

8. What challenges to you foresee?

None

9. What is included in your base price for services? What services will incur additional fees:

Ready Mix Concrete – Extras may Include Water Service Charge for Short loads, Fibermesh, Expansion Joint, Accelerators

10. Provide Phone Numbers for Customer contact during normal business hours. Provide phone number for 24-hour contact by City of Livonia personnel.

Company Phone No.: (248) 474-7740

24-Hour Phone No.: (248) 382-4512 David

11. Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday	6:00 AM – 6:PM
Saturday	6:00 AM – 12 Noon
Sunday	Special Request
Holidays	Special Request

12. What value added services in addition to those specified can your company provide?

DESCRIPTION	FEE
Water Service	$14.00 per yard
Fibermesh	6.50/yard – 8.50 yard
Accelerators –	3.00/yard
Expansion Joint	TBD on Size

COMPANY NAME: Piedmont Concrete

REFERENCES

READY MIX CONCRETE

COMPANY NAME: Piedmont Concrete

Reference Company Name:	
City/State:	City of Farmington Hills
Summary of Work Performed:	Ready Mix Concrete
Dates of Work:	
Company Contact Person: Brian	Title:
Phone Number: (248) 237-8565	Email:

Reference Company Name:	
City/State:	City of Harrington Woods
Summary of Work Performed:	Ready Mix Concrete
Dates of Work:	
Company Contact Person: Brian	Title: (248) -925 6765
Phone Number:	Email:

Reference Company Name:	
City/State:	Merlo Construction Co.
Summary of Work Performed:	Ready Mix Concrete
Dates of Work:	
Company Contact Person: Ray Merlo	Title:
Phone Number: (248) 640-2144	Email:

CERTIFICATION OF COMPLIANCE

CITY OF LIVONIA SPECIFICATIONS
for
READY MIX CONCRETE

City of Livonia
Livonia, Michigan 48154

Gentlemen:

I, David Guiddone (Name), President (Title)
an authorized representative of Redmont Concrete Inc (Company)
do hereby certify to the City of Livonia that the bid amount of $_____

for_____

☐ Meets or exceeds all requirements in the City's specifications.

☐ Meets or exceeds all requirements in the City's specifications with the following noted exceptions:

☐ Does not comply with the City's specifications (see detailed explanation attached).

☐ A copy of the above-referenced specifications is attached.

Very truly yours,

12/8/22 (Date)

Redmont Concrete, Inc (Company)

(248) 474-7746 (Phone Number)

(Signature)

NOTE: This certification is a part of the bidding documents and must accompany bidder's proposal and any other information useful to the City in determining satisfactory compliance.

SECURA INSURANCE COMPANIES
PO Box 819
Appleton, WI 54912-0819
(920) 739-3161

SECURA Supreme Insurance Company

COMMERCIAL PROTECTION POLICY

Commercial General Liability Coverage Part

RENEWAL DECLARATIONS

POLICY NO. 80-CP-003222721-12

RENEWAL OF 80-CP-003222721-11

ACCOUNT NUMBER: 7291197

NAMED INSURED AND MAILING ADDRESS

PIEDMONT CONCRETE INC
29934 W 8 MILE RD
FARMINGTON HILLS, MI 48336

AGENCY AND MAILING ADDRESS 210806

VTC INSURANCE GRP
#200
1175 W LONG LAKE
TROY, MI 48098

(248) 828-3377

POLICY PERIOD: FROM 05/02/2022 TO 05/02/2023 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

Michigan – This policy is exempt from the filing requirements of the Michigan insurance code (MCL 500.2236).

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

COMMERCIAL GENERAL LIABILITY COVERAGE

LIMITS OF INSURANCE		
GENERAL AGGREGATE LIMIT	$2,000,000	
PRODUCTS - COMPLETED OPERATIONS AGGREGATE LIMIT	$2,000,000	
PERSONAL INJURY & ADVERTISING INJURY LIMIT	$1,000,000	
EACH OCCURRENCE LIMIT	$1,000,000	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	$100,000	ANY ONE PREMISES
MEDICAL EXPENSE LIMIT	$10,000	ANY ONE PERSON

ALL PREMISES YOU OWN, RENT OR OCCUPY:	
LOC	ADDRESS
1	29934 W 8 Mile Rd, Farmington Hills, MI 48336

PROOF OF INSURANCE FOR CITY OF LIVONIA

Information required by the Federal specifications for Highway construction and/or Act 327, P.A. of 1945 to verify insurance.

The subscribing insurance company certifies that insurance of the types and for limits of liability covering the work under contract with City of Livonia has been obtained by the contractor named below and that the City of Livonia is an additional insured as to all General Liability/commercial General Liability coverage. Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals or rules and rate, except (1) the insurance shall not be subject to the usual "x" – explosion, "c" – collapse or "u" – underground property.

The insurer shall agree to provide the City of Livonia, in writing, the following:

1. A 30-day prior notice of any insurer-initiated cancellation or reduction in coverage for reasons other than nonpayment of the premium.
2. A 10-day prior notice of any cancellation or reduction in coverage for nonpayment of the premium.
3. Immediate notice of Contractor's cancellation or reduction of coverage.

The contractor shall cease operations if any insurance is cancelled or reduced, and shall not resume operations until new insurance is in force.

NAME OF INSURED			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.		

TYPE OF INSURANCE	POLICY NUMBER & NAME OF INSURANCE COMPANY (If more than one)	POLICY DATES EFFECTIVE	POLICY DATES EXPIRATION	LIMITS: Each Occurrence: $1,000,000 Aggregate: $2,000,000 BODILY INJURY AND PROPERTY DAMAGE LIABILITY	
☐ General Liability				General Aggregate	$
☐ Commercial General Liability				Prods. comp/ops Aggregate	$
☐ Claims Made ☐ Occurrence				Personal &Advertising Inj.	$
☐ $_____ P.D. Deductible				Each Occurrence	$
☐ XCU Exclusion				Fire Damage (any one fire)	$
☐ Owners/Contractors Protective				Medical Exp. (any one person)	$
AUTOMOTIVE LIABILITY				Combined Single Limit (Minimum $2,000,000.00)	$
☐ Any Auto					
☐ All Owned Autos				Bodily Injury (per person) (Minimum $500,000.00)	$
☐ Scheduled Autos					
☐ Hired Autos				Bodily Injury (per accident) (Minimum $1,000,000.00)	$
☐ Non-Owned Autos					
☐ Garage Liability				Property Damage (Minimum $1,000,000.00)	$
☐ Umbrella				Each Occurrence	$
				Aggregate	$
☐ Excess Liability Other Than Umbrella				Each Occurrence	$
				Aggregate	$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				**STATUTORY**	
				$ (Each Accident)	
				$ (Disease- Policy Limit)	
				$ (Disease- Each Emply.)	
☐ Other					

NAME OF AGENCY	NAME OF INSURANCE COMPANY (If only one for all policies)		
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO	FAX NO.		

Michigan Department of Transportation

1304A (05/06)
City of Livonia

CERTIFICATE OF INSURANCE FOR CITY OF LIVONIA PROJECTS

INSTRUCTIONS: All information must be submitted on Form 1304A. Any other form is invalid.

The subscribing insurance company certifies that insurance of the types and for limits of liability covering the work under contract with City of Livonia has been obtained by the contractor named below and that the City of Livonia is an additional insured as to all General Liability/Commercial General Liability coverage. Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals of rules and rates, except (1) the insurance shall not be subject to the usual "x" - explosion, "c" - collapse or "u" - underground property damage exclusions.

The insurer shall agree to provide the City of Livonia, in writing, the following:

1. A 30-day prior notice of any insurer-initiated cancellation or reduction in coverage for reasons other than nonpayment of the premium.
2. A 10-day prior notice of any cancellation or reduction in coverage for nonpayment of the premium.
3. Immediate notice of Contractor's cancellation or reduction of coverage.

The contractor shall cease operations if any insurance is canceled or reduced, and shall not resume operations until new insurance is in force.

NAME OF INSURED			
THE SMITH COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
12345 AVENUE	LIVONIA	MI	12345
TELEPHONE NO.	FAX NO.		
(734)123-4567			

ALL WORK PERFORMED FOR THE CITY OF LIVONIA AS A PRIME OR SUBCONTRACTOR

TYPE OF INSURANCE	POLICY NUMBER & NAME OF INSURANCE COMPANY (If more than one)	POLICY DATES EFFECTIVE	POLICY DATES EXPIRATION	LIMITS: Each Occurrence: $1,000,000 Aggregate: $2,000,000 BODILY INJURY AND PROPERTY DAMAGE LIABILITY	
☒ General Liability				General Aggregate	$ 2,000,000.00
☐ Commercial General Liability				Prods. comp/ops Aggregate	$ 2,000,000.00
☐ Claims Made ☒ Occurrence				Personal &Advertising Inj.	$ 1,000,000.00
☐ $_____ P.D. Deductible				Each Occurrence	$ 1,000,000.00
☐ XCU Exclusion				Fire Damage (any one fire)	$
☒ Owners/Contractors Protective				Medical Exp. (any one person)	$ 5,000.00
AUTOMOTIVE LIABILITY				Combined Single Limit (Minimum $2,000,000.00)	$ 2,000,000.00
☒ Any Auto					
☐ All Owned Autos				Bodily Injury (per person) (Minimum $500,000.00)	$ 500,000.00
☐ Scheduled Autos					
☐ Hired Autos				Bodily Injury (per accident) (Minimum $1,000,000.00)	$ 1,000,000.00
☐ Non-Owned Autos					
☐ Garage Liability				Property Damage (Minimum $1,000,000.00)	$ 1,000,000.00
☒ Umbrella				Each Occurrence	$ 1,000,000.00
				Aggregate	$ 1,000,000.00
☒ Excess Liability Other Than Umbrella				Each Occurrence	$ 1,000,000.00
				Aggregate	$ 1,000,000.00
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				STATUTORY	
				$ 500,000.00	(Each Accident)
				$ 500,000.00	(Disease- Policy Limit)
				$ 500,000.00	(Disease- Each Emply.)
☐ Other					

NAME OF AGENCY	NAME OF INSURANCE COMPANY (If only one for all policies)		
AMERICA*S INSURANCE COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
54321 STREET	ANY CITY	MT	54321
TELEPHONE NO.	FAX NO.		
(734)765-4321			

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Michigan Department of Transportation

1304A (05/06)
City of Livonia

CERTIFICATE OF INSURANCE FOR CITY OF LIVONIA PROJECTS

INSTRUCTIONS: All information must be submitted on Form 1304A. Any other form is invalid.

The subscribing insurance company certifies that insurance of the types and for limits of liability covering the work under contract with City of Livonia has been obtained by the contractor named below and that the City of Livonia is an additional insured as to all General Liability/Commercial General Liability coverage. Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals of rules and rates, except (1) the insurance shall not be subject to the usual "x" - explosion, "c" - collapse or "u" - underground property damage exclusions.

The insurer shall agree to provide the City of Livonia, in writing, the following:

1. A 30-day prior notice of any insurer-initiated cancellation or reduction in coverage for reasons other than nonpayment of the premium.
2. A 10-day prior notice of any cancellation or reduction in coverage for nonpayment of the premium.
3. Immediate notice of Contractor's cancellation or reduction of coverage.

The contractor shall cease operations if any insurance is canceled or reduced, and shall not resume operations until new insurance is in force.

NAME OF INSURED			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.		

ALL WORK PERFORMED FOR THE CITY OF LIVONIA AS A PRIME OR SUBCONTRACTOR

TYPE OF INSURANCE	POLICY NUMBER & NAME OF INSURANCE COMPANY (If more than one)	POLICY DATES EFFECTIVE	POLICY DATES EXPIRATION	LIMITS: Each Occurrence: $1,000,000 Aggregate: $2,000,000 BODILY INJURY AND PROPERTY DAMAGE LIABILITY	
☐ General Liability				General Aggregate	$
☐ Commercial General Liability				Prods. comp/ops Aggregate	$
☐ Claims Made ☐ Occurrence				Personal &Advertising Inj.	$
☐ $_____ P.D. Deductible				Each Occurrence	$
☐ XCU Exclusion				Fire Damage (any one fire)	$
☐ Owners/Contractors Protective				Medical Exp. (any one person)	$
AUTOMOTIVE LIABILITY				Combined Single Limit (Minimum $2,000,000.00)	$
☐ Any Auto					
☐ All Owned Autos				Bodily Injury (per person) (Minimum $500,000.00)	$
☐ Scheduled Autos					
☐ Hired Autos				Bodily Injury (per accident) (Minimum $1,000,000.00)	$
☐ Non-Owned Autos					
☐ Garage Liability				Property Damage (Minimum $1,000,000.00)	$
☐ Umbrella				Each Occurrence	$
				Aggregate	$
☐ Excess Liability Other Than Umbrella				Each Occurrence	$
				Aggregate	$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				STATUTORY	
				$	(Each Accident)
				$	(Disease- Policy Limit)
				$	(Disease- Each Emply.)
☐ Other					

NAME OF AGENCY	NAME OF INSURANCE COMPANY (if only one for all policies)		
Amerus Back Office			
ADDRESS: 54321 Street	CITY: Any City	STATE: MI	ZIP CODE: 54321
TELEPHONE NO.: (734) 765-4321	FAX NO.		

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADVANCE NOTICE OF CANCELLATION, NONRENEWAL OR COVERAGE REDUCTION OR RESTRICTION PROVIDED BY US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Person(s) or Organization(s)	Address
CITY OF LIVONIA	12973 FARMINGTON ROAD LIVONIA, MI 48150

Number of Days Notice 30

If this policy is cancelled (other than nonpayment of premium) or nonrenewed or if the coverage provided by this policy is reduced or restricted (except for any reduction in the Limits of Insurance due to claims payments), we will provide written notice to the person(s) or organization(s) listed in the Schedule.

We will provide this notice by mail 30 days in advance of any policy cancellation, nonrenewal or coverage reduction or restriction or as indicated in the Number of Days Notice in the Schedule.

All terms and conditions of this policy apply unless modified by this endorsement.

INS-5

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

FORM OF PROPOSAL

READY MIX CONCRETE

Honorable Members of the Council
33000 Civic Center Drive
Livonia, Michigan 48154

Dear Council Members:

The undersigned, as bidder, declares that they have familiarized themselves with the type of material desired and have carefully examined the specifications and instructions to bidders, which they understand and accept as sufficient for the purpose and agree they will furnish to the City of Livonia the specified items and will accept in full payment therefore the following amounts:

Furnish Ready Mix Concrete in accordance with requirements listed below.

COMPANY NAME:_____

ITEM	MATERIALS TO BE FURNISHED	EST. QTY.	UNIT PRICE	TOTAL AMOUNT
1	P1 Concrete Mix. (150 cuyd estimated qty) All readymix concrete shall conform to meet the most current edition of the Michigan Department of Transportation's "Standard Specifications for Construction". The coarse aggregate used in the concrete must be 6AA aggregate meeting the grading and physical requirements of Section 902 of the 2003 MDOT Standard Specifications for Construction. No flyash will be allowed in any concrete mix. The minimum 28 day compressive strength of all concrete shall be 3500 psi. Concrete utilized under this specification shall be Grade P1 meeting the requirements of Section 601 of the 2003 MDOT Specifications for Construction. Brand Preference: All Brands are Acceptable	200 Cubic Yards	$ 153.00	$ 30,600
2	HE with mid-range water reducer and non-chloride accelerator. (100 cuyd est qty) All readymix concrete shall conform to meet the most current edition of the Michigan Department of Transportation's "Standard Specifications for Construction". The coarse aggregate used in the concrete must be 6AA aggregate meeting the grading and physical requirements of Section 902 of the 2003 MDOT Standard Specifications for Construction. No flash will be allowed in any concrete mix. The minimum 28 day compressive strength of all concrete shall be 3500 psi. Concrete utilized under this specification shall be Grade HE meeting the requirements of Section 601 of the 2003 MDOT Specifications for Construction, however Grade HE must include a mid-range water reducer and a non-chloride accelerator may be requested.	100 Cubic Yards	$ 169.00	$ 16,900
3	GRAND TOTAL (ITEMS 1-2)		$ 47,500	

All unit prices shall be firm for the period January 1, 2023- December 31, 2023.

Form of Proposal for Ready Mix Concrete

- Indicate mileage between ~~asphalt~~ Concrete manufacturing plant and the Farmington Road exit of I-96: _____miles
- Hours & Days of Operation: 7-5 M-F SAT 7-12 noon
- Address of Mfg Ptant MULTIPLE PLANTS - NOVI + ROMULUS

State maximum time required for delivery F.O.B. Livonia, unless otherwise stated, and/or installation after order:_____ days. Payment Terms are net 30 days.

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 formalities therein. It is agreed that this bid may not be withdrawn for ninety (90) 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 ensure 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 Superior MATERIALS LLC Date 12/1/22
(If corporation, partnership, or assumed name)

Address 30701 W 10 MILE Signature [signature]
(Person executing bid and official capacity)

City/State/Zip FARMINGTON HILLS, MI 48336 Phone 313-215-1873 FAX_____

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

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: JOHN WERNER **TITLE:** DIRECTOR OF SALES

PHONE: 313-215-1873 **EMAIL:** jmwerner@superiormaterials.net

STATEMENT OF QUALIFICATIONS
READY MIX CONCRETE

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Superior Materials LLC

Address 30701 W 10 Mile Ste #300 Farmington Hills, MI 48336

Contact Person: John Werner Title Director of Sales

Phone No. 313-215-1873 Email jmwerner@superiormaterials.net

1. Number of years operating under you present name: 23

2. Number of years present owners have owned the company: 23

3. How many years of experience does your company have providing ready mix concrete?
50 + Company

4. List municipalities who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service
Macomb County Road Comm	Current
Wayne County DPW	Current Thru 24
City of Garden City	Current

5. General nature of work performed by your company:

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided
Last 10 on + off	DPW	Ready mix concrete

COMPANY NAME: Superior Materials LLC

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience
DAVE MORALES	CUST. SERVICE	CUSTOMER SERVICE MANAGER	25+

8. What challenges to you foresee?

NONE

9. What is included in your base price for services? What services will incur additional fees:

SEE MISC. PRODUCT PRICE LIST.

10. Provide Phone Numbers for Customer contact during normal business hours. Provide phone number for 24-hour contact by City of Livonia personnel.

Company Phone No.: 888-988-4400

24-Hour Phone No.: 248-804-4939 / 313-215-6873

DAVE MORALES JOHN WERNER

11. Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday 7-5	7-5 pm
Saturday	7-12 noon
Sunday	ON REQUEST
Holidays	ON REQUEST

12. What value added services in addition to those specified can your company provide?

DESCRIPTION	FEE
SEE MISC. PRODUCT PRICE LIST	
MIX LOADS / ADMIXES	
ETC	

COMPANY NAME: SUPERIOR MATERIALS LLC

REFERENCES

READY MIX CONCRETE

COMPANY NAME: Superior Material

Reference Company Name: Wayne County DPW	
City/State: Wayne County, Michigan	
Summary of Work Performed: Ready Mix Concrete 5 yr contract	
Dates of Work:	
Company Contact Person: Kevin Gunn	Title: DPW Director
Phone Number: 734-576-9607	Email: kgunn1@waynecounty.com

Reference Company Name: Road Comm Macomb County	
City/State:	
Summary of Work Performed: Ready Mix Concrete Current Supplier	
Dates of Work:	
Company Contact Person: Sara Lozen	Title: Purchasing
Phone Number: 586-791-3081	Email:

Reference Company Name: Oakland County Road Commission	
City/State: Ready Mix Concrete	
Summary of Work Performed: Current Supplier	
Dates of Work:	
Company Contact Person: Gary Allison	Title: DPW Director/Purchasing
Phone Number: 248-736-9458	Email:

CERTIFICATION OF COMPLIANCE

CITY OF LIVONIA SPECIFICATIONS
for
READY MIX CONCRETE

City of Livonia
Livonia, Michigan 48154

Gentlemen:

I, JOHN M. WERNER (Name), DIRECTOR OF SALES (Title)
an authorized representative of SUPERIOR MATERIALS LLC (Company)
do hereby certify to the City of Livonia that the bid amount of $ 42,500
for READY MIX CONCRETE 2023

☒ Meets or exceeds all requirements in the City's specifications.

☐ Meets or exceeds all requirements in the City's specifications with the following noted exceptions:

☐ Does not comply with the City's specifications (see detailed explanation attached).

☐ A copy of the above-referenced specifications is attached.

Very truly yours,

12/1/22 (Date)

313-215-1873 (Phone Number)

SUPERIOR MATERIALS LLC (Company)

(Signature)

NOTE: This certification is a part of the bidding documents and must accompany bidder's proposal and any other information useful to the City in determining satisfactory compliance.

Form of Proposal for Ready Mix Concrete

Bid submission shall include the following documents in the order listed below. It is not necessary to return copies of any other pages from the bid document. It is only necessary to return the pages listed below with your bid response.

- ☑ Form of Proposal (FP1-FP6)
- ☑ Statement of Qualifications
- ☑ Certification of Compliance
- ☑ References

PROVIDE PRICING ON CITY OF LIVONIA FORMS INCLUDED WITH BID DOCUMENTS.

To Be Issued upon Award

City of Livonia
1304A (03/15)

PROOF OF INSURANCE FOR CITY OF LIVONIA

Information required by the Federal specifications for Highway construction and/or Act 327, P.A. of 1945 to verify insurance.

The subscribing insurance company certifies that insurance of the types and for limits of liability covering the work under contract with City of Livonia has been obtained by the contractor named below and that the City of Livonia is an additional insured as to all General Liability/commercial General Liability coverage. Such insurance, here certified, is written in accordance with the company's regular policies and endorsements subject to the company's applicable manuals or rules and rate, except (1) the insurance shall not be subject to the usual "x" – explosion, "c" – collapse or "u" – underground property.

The insurer shall agree to provide the City of Livonia, in writing, the following:

1. A 30-day prior notice of any insurer-initiated cancellation or reduction in coverage for reasons other than nonpayment of the premium.
2. A 10-day prior notice of any cancellation or reduction in coverage for nonpayment of the premium.
3. Immediate notice of Contractor's cancellation or reduction of coverage.

The contractor shall cease operations if any insurance is cancelled or reduced, and shall not resume operations until new insurance is in force.

NAME OF INSURED			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.		

TYPE OF INSURANCE	POLICY NUMBER & NAME OF INSURANCE COMPANY (If more than one)	POLICY DATES EFFECTIVE	POLICY DATES EXPIRATION	LIMITS: Each Occurrence: $1,000,000 Aggregate: $2,000,000 BODILY INJURY AND PROPERTY DAMAGE LIABILITY	
□ General Liability				General Aggregate	$
□ Commercial General Liability				Prods. comp/ops Aggregate	$
□ Claims Made □ Occurrence				Personal &Advertising Inj.	$
□ $_____ P.D. Deductible				Each Occurrence	$
□ XCU Exclusion				Fire Damage (any one fire)	$
□ Owners/Contractors Protective				Medical Exp. (any one person)	$
AUTOMOTIVE LIABILITY				Combined Single Limit (Minimum $2,000,000.00)	$
□ Any Auto					
□ All Owned Autos				Bodily Injury (per person) (Minimum $500,000.00)	$
□ Scheduled Autos					
□ Hired Autos				Bodily Injury (per accident) (Minimum $1,000,000.00)	$
□ Non-Owned Autos					
□ Garage Liability				Property Damage (Minimum $1,000,000.00)	$
□ Umbrella				Each Occurrence	$
				Aggregate	$
□ Excess Liability Other Than Umbrella				Each Occurrence	$
				Aggregate	$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				STATUTORY	
				$	(Each Accident)
				$	(Disease- Policy Limit)
				$	(Disease- Each Emply.)
□ Other					

NAME OF AGENCY	NAME OF INSURANCE COMPANY (If only one for all policies)		
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO	FAX NO.		

Concrete Order Desk

Toll Free 888-988-4400

SERVING ALL OF SOUTHEASTERN MICHIGAN

SUPERIOR MATERIALS

City of Livonia 2023

Price List
2023
Effective 01-01-2023

MINIMUM LOAD CHARGES

1 - 2.75 Cubic Yards	$ 120.00	5 - 5.75 Cubic Yards	$ 70.00
3 - 3.75 Cubic Yards	$ 90.00	6 - 6.75 Cubic Yards	$ 55.00
4 - 4.75 Cubic Yards	$ 80.00		

For deliveries during the period of Frost Law Enforcement, Minimum load cartage charges will apply.

ADDITIONAL SERVICE CHARGES

Monday through Friday – loads before 7:00 AM & After 5:00 PM	ADD $ 7.25 per cubic yard, plus $2,000.00 Plant opening charge
Saturday – loads between 7:00 AM – 12 Noon	ADD $ 7.25 per cubic yard, plus $2,000.00 Plant opening charge if necessary*
Saturday – loads Before 7:00 AM & after 12 Noon	ADD $ 7.25 per cubic yard, plus $2,500.00 plant opening charge

* *Opening plants for Saturday deliveries is volume dependent with a minimum plant target production level. In the event the minimum target yardage is not obtained the plant opening charge will apply.*

Sunday or Holiday Delivery – all loads	ADD $ 18.00 per cubic yard, plus $3,500.00 plant opening charge
Unloading time allowance is 6 minutes per cubic yard	
Unloading time in excess of 6 minutes per cubic yard:	$ 120.00 / hour ($ 2.00 per minute)
Split Load (Per extra stop)	$ 125.00
Extra Load Charge (Applies if customer required 2 loads for orders of 9 yards or under)	Min-Load charges apply
Pump Prime Grout	$ 243.00
Washout charge – color purchased from Superior Materials	$ 125.00 / truck
Washout charge – color not purchased from Superior Materials	$ 200.00 / truck
Fuel Surcharge	Variable rate – Contact Salesman
Environmental Fee	$ 20.00 / load

SEALERS, CURING COMPOUNDS, SURFACE TREATMENTS **

***Properly curing and sealing exterior flatwork is essential for long lasting / durable concrete. Superior Materials will accept no liability for any concrete that has not been properly cured at time of placement. ***

Please contact us for all other Concrete Product Needs

SUPERIOR MATERIALS

CLEAR PLASTIC VISQUEEN

10' x 100' (6 Mil)	$ 76.00 Each
20' x 100' (6 Mil)	$ 121.00 Each

REINFORCEMENT PRODUCTS

3/8" x 20' (#3) Rebar	$ 11.60 Each
1/2" x 10' (#4) Rebar	$ 9.60 Each
1/2" x 20' (#4) Rebar	$ 18.00 Each
5/8" x 20' (#5) Rebar	$ 28.00 Each
Commercial Poly Fiber 1.5#	$ 9.50 /yd
Residential Poly Fiber 1.0#	$ 9.50 /yd
Steel Fibers	Quoted upon request

ADMIXTURES

1% Calcium Chloride	$ 2.75 /yd
2% Calcium Chloride	$ 5.50 /yd
1% Non-Calcium Chloride Accel.	$ 7.75 /yd
Mid-Range Water Reducer	$ 4.75 /yd
Superplasticizer	Quoted Upon Request
Retarder	$ 5.75 /yd

EXPANSION JOINT

3" x 1/2" x 5' Fiber	$ 1.90 Each	6" x 1/2" x 5' Fiber	$ 3.75 Each
4" x 1/2" x 5' Fiber	$ 2.60 Each		

WINTER SERVICE CHARGES

November 1st through April 15th

Under 7 yards ADD $ 10.00 per yard plus minimum load charge

7 yards or more ADD $ 10.00 per yard

Heated Sand:	$ 6.75 /cyd
Type III Cement :	$ 9.00 /cyd

For deliveries during the period of Frost Law Enforcement, Minimum Load Cartage charges will apply.

DECORATIVE CONCRETE MATERIALS

We carry the full line of decorative concrete products. Call for details!

SALES TAX: All sales subject to Michigan Sales Tax unless exemption certificate provided.

TERMS: Net 30 days.

A finance charge of 1.5% per month (18% per annum) will be charged on past due accounts.

THE ABOVE PRICES SHALL APPLY TO ALL JOBS UNLESS SPECIFICALLY QUOTED OTHERWISE.

SUPERIOR MATERIALS SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE DUE TO STRIKES, RAW MATERIAL SHORTAGES, FIRE, LOCKOUTS, ACCIDENTS OR ANY OTHER CAUSES BEYOND OUT CONTROL.

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

17. AWARD OF BID: Public Works Division, re: for supplying the Road Maintenance Section with hot and cold Bituminous Materials for the period of September 1, 2022, through October 30, 2023.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember Morgan offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVAL CONSENT

BITUMINOUS BID TAB

Opening: 11/15/2022

	Vendor:	Ace Saginaw Paving		Ajax Materials Corp		Cadillac Asphalt		Nagle Paving	
Material	**Est. Qty. (Tons)**	**Price**	**Total**	**Price**	**Total**	**Price**	**Total**	**Price**	**Total**
M.D.O.T. 13A HMA	100	$ -	$ -	$ 90.50	**$ 9,050.00**	$ 91.50	$ 9,150.00	$ 92.50	$ 9,250.00
M.D.O.T. 36A HMA	200	$ -	$ -	$ 92.50	**$ 18,500.00**	$ 90.00	$ 18,000.00	$ 95.00	$ 19,000.00
Cold Patch - Pave 192 (delivered)	50	$ -	$ -	$ 125.00	**$ 6,250.00**	$ -	$ -	$ -	$ -
Cold Patch - QPR (delivered)	500	$ 135.00	$ 67,500.00	$ -	**$ -**	$ -	$ -	$ -	$ -
Cold Patch - UPM (delivered)	500	$ -	$ -	$ -	**$ -**	$ 139.00	$ 69,500.00	$ -	$ -
M.D.O.T. 1500 T 20 AAA	50	$ -	$ -	$ -	**$ -**		$ -	$ 92.50	$ 4,625.00
			$ 67,500.00		**$ 33,800.00**		**$ 27,150.00**		**$ 28,250.00**

FORM OF PROPOSAL

Bituminous Materials and Cold Patching Mixture

Honorable Members of the Council

33000 Civic Center Drive

Livonia, Michigan 48154

Dear Council Members:

The undersigned, as bidder, declares that he has familiarized himself with the type of material desired and has carefully examined the specifications and instructions to bidders, which he understands and accepts as sufficient for the purpose and agrees he will furnish to the City of Livonia the specified items and will accept in full payment therefor the following amounts:

COMPANY NAME: Ajax Materials Corporation

ITEM	MATERIALS TO BE FURNISHED	ESTIMATED QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	M.D.O.T. 13A HMA	100 tons	$ 90.50	$ 9,050.00
2	M.D.O.T. 36A HMA	20 Tons	$ 92.50	$ 1,850.00
3	Cold Patch Asphaltic Material – Pave 192, delivered	50 Tons	$ 125.00	$ 6,250.00
4	Cold Patch Material – Q.P.R. delivered	500 Tons	$ NO BID	$ -0-
5	Cold Patch Material –U.P.M. delivered	500 Tons	$ 135.00	$ 67,500.00
6	MDOT 1500 T 20 AAA	50 Tons	$ NO BID	$ -0-
7	**TOTAL ALL ITEMS (1-6)**		$ 84,650.00	

indicate mileage between asphalt manufacturing plant and the Farmington Road exit off I-96:
12.3 miles

- Hours & Days of Operation: Mon-Fri 7:30am-4:00pm Winter Hours Mon & Wed. 8am-2:00pm
- Address Mfg Plant Plant #5, Inkster 8744 S. Inkster Rd., Romulus, MI 48174

All unit prices shall hold firm September 1, 2022 through August 31, 2023

State maximum time required for delivery F.O.B. Livonia, unless otherwise stated, and/or installation after order: 24-48 hrs days. Payment Terms are net 30 days.

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 formalities therein. It is agreed that this bid may not be withdrawn for ninety (90) 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 ensure 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 Ajax Materials Corporation Date Nov. 15, 2022
(If corporation, partnership, or assumed name)

Address 1957 Crooks Rd., Suite 100A Signature Sales Manager
(Person executing bid and official capacity)

City/State/Zip Troy, MI 48084 Phone (248) 244-3355 FAX (248) 244-3484

James H. Jacobs, CEO Mark Johnston President, Paul Swatek CEO
(Names of principal officers and designate official capacity) (If partnership or assumed name, indicate names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: Brian Borich **TITLE:** Sales Manager

PHONE: (248) 244-3337 or (248) 388-1687

EMAIL: bborich@ajaxpaving.com

Bid submission shall include the following documents in the order listed below. It is not necessary to return copies of any other pages from the bid document. It is only necessary to return the pages listed below with your bid response.

- ❑ Form of Proposal (FP1-FP3)
- ❑ Certification of Compliance
- ❑ References

REMINDER: Bids are only being accepted online via the www.mitn.info website. No faxes or hard copy bids will be accepted.

CERTIFICATION OF COMPLIANCE

CITY OF LIVONIA SPECIFICATIONS
for
BITUMINOUS MATERIALS AND COLD PATCHING MIXTURE

City of Livonia
Livonia, Michigan 48154

Gentlemen:

I, Brian Boich (Name), Sales Manager (Title)
an authorized representative of Ajax Materials Corporation (Company)
do hereby certify to the City of Livonia that the bid amount of $ 84,650.00
for Bituminous Materials

☑ Meets or exceeds all requirements in the City's specifications.

☐ Meets or exceeds all requirements in the City's specifications with the following noted exceptions:

☐ Does not comply with the City's specifications (see detailed explanation attached).

☐ A copy of the above-referenced specifications is attached.

Very truly yours,

Nov. 15, 2022
(Date)

(248) 244-3355
(Phone Number)

Ajax Materials Corporation
(Company)

(Signature)

NOTE: This certification is a part of the bidding documents and must accompany bidder's proposal and any other information useful to the City in determining satisfactory compliance.

CITY OF LIVONIA – REQUEST FOR BID

BITUMINOUS MATERIALS AND COLD PATCHING MIXTURE

The City of Livonia Michigan will receive sealed bids via the MITN WEBSITE ONLY (www.mitn.info) for **Bituminous Materials and Cold Patching Mixture** according to the specifications herein. Sealed bids will be received until 2:00 p.m., on NOVEMBER 15, 2022. No faxed bids will be accepted. No late bids will be accepted. No physical bids will be accepted. All bid responses must be submitted in Adobe Acrobat PDF format via the MITN website. Forms provided by the City of Livonia must be used to respond to the Request for Bid.

Bids received via the MITN website by the specified due date and time will be publicly opened at the due date and time via Zoom. Vendors may attend the bid opening virtually by using the following credentials:

By Computer:

https://us02web.zoom.us/j/82294127641

By Phone:

Phone (312) 626-6799
Webinar ID: 822 9412 7641

The City reserves the right to reject in or in part any and all bids received, to waive any irregularities or informalities or both; as it is determined to be in the best interests of the City of Livonia to do so.

The City of Livonia officially distributes bid documents through the Michigan Intergovernmental Trade Network (BidNet). **Bid documents obtained from any other source are not considered official copies.** The City of Livonia cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those firms who obtain the RFB documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.

INSTRUCTIONS TO BIDDERS
FOR
BITUMINOUS MATERIALS AND COLD PATCHING MIXTURE

1. Sealed bids will be received by the City of Livonia, Michigan, as owner, until 2:00 p.m. on NOVEMBER 15, 2022, via the MITN website at www.mitn.info ONLY. at which time said bids will be opened and read. Bid results will be posted to the MITN website.

2. Physical bid submission is Prohibited.
   In order to be considered firms must submit their bids using tvia upload to the MITN website at www.mitn.info. Bids received by the due date and time will be recorded by the City Clerk and posted to the MITN website. The name and location of bidders will be posted.

3. Bids shall be for items as specified on attached Specifications and Proposal Form. A Manufacturer Specification Sheet for each model or style of item to be supplied shall accompany the bid when applicable.

4. Proposals shall be submitted in strict accordance with the City of Livonia specifications for the items listed herein. All variations from the specifications are to be stated in the bids. Bids submitted by FAX are not acceptable.

5. Each bid must be submitted with Certification of Compliance attached.

6. If any figure already entered on the proposal form by the bidder is to be altered, it shall be crossed out with ink and the new unit price entered above it or below it and initialed by the bidder.

7. The unit price shall be entered where indicated.

8. The vendor must be able to provide proof of insurance as listed in the attached example insurance certificate.

9. The bid of any City-based firm may be deemed a better bid than the bid of any competing firm which is not City-based, whenever the bid of such competing firm shall be less than three percent lower than the bid of the City-based firm on any contract in an amount of $100,000 or less, and less than one percent lower on any amount bid in excess thereof. The firm making the lowest bid thus evaluated shall be deemed the lowest bidder. (Section 3.04.140.E. of the Livonia Code of Ordinances, as amended).

10. It is understood that the quantities of materials to be furnished as stated in the proposal are approximate and are given only as a basis for comparing bids. It is further understood that this agreement is not for any predetermined quantity but is for the entire requirement for the City of Livonia for the period May 1, 2023 through April 30, 2024.

11. Unless otherwise specified, delivery shall be to the Department of Public Works Yard, 12973 Farmington Road, Livonia, Michigan 48150.

12. All invoices shall be submitted monthly by supplier to the City of Livonia based on the unit prices bid within the contract period specified.

FORM OF PROPOSAL

Bituminous Materials and Cold Patching Mixture

Honorable Members of the Council

33000 Civic Center Drive

Livonia, Michigan 48154

Dear Council Members:

The undersigned, as bidder, declares that he has familiarized himself with the type of material desired and has carefully examined the specifications and instructions to bidders, which he understands and accepts as sufficient for the purpose and agrees he will furnish to the City of Livonia the specified items and will accept in full payment therefor the following amounts:

COMPANY NAME: Cadillac Asphalt, LLC

ITEM	MATERIALS TO BE FURNISHED	ESTIMATED QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	M.D.O.T. 13A HMA	100 tons	$ 91.50	$ 9,150.00
2	M.D.O.T. 36A HMA	20 Tons	$ 90.00	$ 1,800.00
3	Cold Patch Asphaltic Material – Pave 192, delivered	50 Tons	$ NO BID	$ NO BID
4	Cold Patch Material – Q.P.R. delivered	500 Tons	$ NO BID	$ NO BID
5	Cold Patch Material –U.P.M. delivered	500 Tons	$ 139.00	$ 69,500.00
6	MDOT 1500 T 20 AAA	50 Tons	$ NO BID	$ NO BID
7	**TOTAL ALL ITEMS (1-6)**		$ 80,450.00	

indicate mileage between asphalt manufacturing plant and the Farmington Road exit off I-96: 17 miles

- Hours & Days of Operation: Monday thru Friday 7am-5pm
- Address Mfg Plant 51777 W 12 Mile Rd. Wixom MI 48393

All unit prices shall hold firm September 1, 2022 through August 31, 2023

State maximum time required for delivery F.O.B. Livonia, unless otherwise stated, and/or installation after order: 2 days. Payment Terms are net 30 days.

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 formalities therein. It is agreed that this bid may not be withdrawn for ninety (90) 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 ensure 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 Cadillac Asphalt, LLC Date 11/4/2022
(If corporation, partnership, or assumed name)

Address 39255 Country Club Dr. Suite B20 Signature Jason Teper
(Person executing bid and official capacity)

City/State/Zip Farmington Hills, MI 48331 Phone 248-228-6281 FAX N/A

Dven Rau - VP and GM Duane Gaedcke- Sales Manager Jason Teper- sales rep.
(Names of principal officers and designate official capacity)

CRH and Edw. C. Levy Co.
(If partnership or assumed name, indicate names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: Jason Teper **TITLE:** Sales Rep.

PHONE: 248-228-6281

EMAIL: jason.teper@cadillacasphalt.com

Bid submission shall include the following documents in the order listed below. It is not necessary to return copies of any other pages from the bid document. It is only necessary to return the pages listed below with your bid response.

- ☑ Form of Proposal (FP1-FP3)
- ☑ Certification of Compliance
- ☑ References

REMINDER: Bids are only being accepted online via the www.mitn.info website. No faxes or hard copy bids will be accepted.

CITY OF LIVONIA
DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION

SPECIFICATIONS FOR BITUMINOUS MATERIALS AND COLD PATCH MIXTURE

1. The 36A and 13A bituminous materials to be supplied shall meet the requirements of applicable sections of the current edition of the Michigan Department of Transportation's "Standard Specifications for Highway Construction."

2. The 1500 T 20 AAA bituminous materials to be supplied shall meet the requirements of applicable sections of the 1990 edition of the Michigan Department of Transportation's "Standard Specifications for Highway Construction."

3. Cash discounts not exceeding 2% for the prompt payment of invoices will not be considered in the awarding of the bids, unless the bids are equal. Discounts over 2% will be considered a "trade discount" and will be considered in awarding of the bid.

4. The M.D.O.T. 36A hot mix asphalt and 13A hot mix asphalt, as specified, shall have a mixture composition meeting the requirements as specified under MDOT's special provision for "Marshall Hot Mix Asphalt Mixture."

5. The award of a contract to provide M.D.O.T. 36A, 13A, and 1500 T 20 AAA will be determined on the basis on both the unit price bid and the hauling cost incurred by the City. All bidders, therefore, are requested to determine mileage from their asphalt plant location to the Farmington Road exit of I-96.

SPECIFICATIONS FOR COLD PATCHING MIXTURE – PAVE 192

1. GENERAL

The intent of this specification is to obtain a high-quality cold patching mixture for the City of Livonia's use in its maintenance operations. The mixture shall be composed of an asphaltic binder containing 3% Pave 192 produced by Thiokol/Carstab Corporation in combination with a crushed limestone aggregate, both of which shall meet the specification of the Wayne County Department of Public Service.

2. PREPARATION OF MIXTURE

a. The asphaltic binder shall be heated to a temperature between 170°F. and 270°F.

b. When heat is applied to the aggregate, the temperature of the mixture shall not exceed 155°F.

c. The combined materials shall be mixed until all the aggregate particles are uniformly coated.

d. The finished mixture shall be proportioned to contain from 5.5% to 6.5% asphaltic binder.

e. The finished mixture shall be placed on an approved base and cured for a minimum of 16 hours before delivery.

3. SPECIFIC REQUIREMENTS

a. The cold patching mixture shall remain workable for a period of up to six (6) months at a temperature of 15ºF.

b. The cold patching mixture shall not strip more than 5% when placed in water and agitated.

c. The cold patching mixture shall conform to the following composition of mixture:

Gradation, % Passing:

Sieve ½"	100
Sieve 3/8"	95-100
Sieve #4	35-65
Sieve #8	0-25
Sieve #200	0-4

Bitumen, % by weight 5.5-7.0

SPECIFICATIONS FOR COLD PATCH MATERIAL – Q.P.R. OR U.P.M.

1. GENERAL

This bituminous patching mix is designed for use when the outside ambient temperature is in the range of –15ºF. to 100ºF. The cold mix shall be effective for wet or dry weather conditions, as well as during hot weather in bituminous and concrete pavement.

2. PREPARATION OF MIXTURE

Bituminous material shall be prepared from a base asphalt stock of either 85-100 pen., 120-150 pen., AC-5, AC-10, AC-20, and shall comply with the following:

Kinematic Viscosity @ 140ºF (60ºC)	ASTM C 2170	300 to 4000 cSt
Flash Point, Tab Open Cup	ASTM D 1310	200ºF (93ºC) min
Percentage of Water	ASTM D 95	Less Than 0.2%
Distillation to 680ºF (360ºC)	ASTM D 402	See Values Below

	Volume % Total Distillate		Volume % Original Sample	
Temperature	Minimum/Maximum		Minimum/Maximum	
to 437ºF (225ºC)	0	0	0	0
to 500ºF (260ºC)	0	0.5	0	0
to 600ºF (316ºC)	10	65	0	18
Residue from distillation to 380ºF (360ºC) % Volume by Difference			73	95

The aggregate shall be crushed limestone and shall meet the requirements specified for Coarse Aggregate 31A in Section 7.11 of the 1990 Standard Specifications of M.D.O.T. and the additional requirement of 2% maximum absorption when tested in accordance with ASTM C-127.

The aggregate shall meet the following requirements:

Soundness Loss (Sodium, 5 Cycles)	ASTM C 88	12.0 maximum
Loss Angeles Abrasion Loss	ASTM C 131	45.0% maximum
Specific Gravity	ASTM C 127	2.45-2.75
Absorption	& 128	1.0%-3.0%
Minus 200 Sieve Wash Loss	ASTM C 117	2.5% maximum

SIEVE ANALYSIS* ASTM C 136

Sieve	#9 ASTM D 448 Percent Passing	#89 ASTM D 448 Percent Passing	Between #9 & #89 Percent Passing
½"	-	100	100
3/8"	100	90 – 100	90 - 100
# 4	85 – 100	15 – 55	55 – 85
# 8	10 – 40	0 – 30	5 – 40
# 16	0 – 10	0 – 10	0 – 10
# 50	0 – 5	0 – 5	0 – 5
#200		0 – 4	

Note: * The number #9 gradation is the preferred sieve analysis followed by the #89 gradation.

The mixture shall be prepared whenever possible with no heat applied to the aggregate and the asphalt heated to a temperature between 190°-275°F.

Moderate heat, not exceeding 170°F., may be applied to the aggregate under the following conditions: Frozen aggregate, plant has a bag system for dust collection, screens are clogged because of moisture, or when determined as necessary by laboratory testing.

Mixing in the pug mill should be for 30 to 45 seconds or until the aggregate is uniformly coated.

The mixture shall consist of an aggregate and asphalt combined in a pug mill in the following proportions:

Aggregate 93.5% to 95.0%
Asphalt 5.0% to 6.5%

The asphalt cold mix shall meet the following requirements:

Coating and Stripping		Above 95%
Extraction of Bituminous Material	ASTM D 2172	3.5% min. 9.0% max.
Shelf Life	Visual	One Year Minimum

3. SPECIFIC REQUIREMENTS

The material shall remain workable, in an uncovered stockpile, if applicable, for a period of not less than twelve (12) months. Repaired potholes shall not show any significant signs of shoving, rutting, tracking, kick-up or ravel-out within a period of twelve (12) months from the time of repair.

4. SAMPLING AND TESTING

Sampling and testing shall be in accordance with the 2003 M.D.O.T. Standard Specifications and the Wayne County Department of Public Service methods.

The unit prices quoted for bituminous materials and cold patching mixture shall remain firm May 1, 2020 through April 30, 2021.

C[illegible] L[illegible]
1304A (03/15)

PROOF OF INSURANCE FOR CITY OF LIVONIA

Information required by the Federal specifications for Highway construction and/or Act 327, P.A. of 1945 to verify insurance.

T[illegible] C[illegible] L[illegible] G[illegible] L[illegible]/[illegible] G[illegible] L[illegible]. S[illegible] (1) [illegible].

T[illegible] C[illegible] L[illegible], [illegible]:

1. A 30-d[illegible]
2. A 10-d[illegible].
3. I[illegible] C[illegible].

T[illegible].

NAME OF INSURED			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.		

TYPE OF INSURANCE	POLICY NUMBER & NAME OF INSURANCE COMPANY (I[illegible])	POLICY DATES EFFECTIVE	POLICY DATES EXPIRATION	**LIMITS:** E[illegible] O[illegible]: □1,000,000 A[illegible]: □2,000,000 **BODILY INJURY AND PROPERTY DAMAGE LIABILITY**	
□ G[illegible] L[illegible]				G[illegible] A[illegible]	□
□ Commerc[illegible] G[illegible] L[illegible]				Pr[illegible] A[illegible]	□
□ Claims Made □ O[illegible]				P[illegible] &Ad[illegible] I[illegible]	□
□ [illegible] P.D. D[illegible]				E[illegible] O[illegible]	□
□ XCU Ex[illegible]				F[illegible] D[illegible] (E[illegible])	□
□ O[illegible]/C[illegible] Pr[illegible]				M[illegible] Ex[illegible] (E[illegible])	□
AUTOMOTIVE LIABILITY				C[illegible] S[illegible] L[illegible] (M[illegible] □2,000,000.00)	□
□ A[illegible] A[illegible]					
□ A[illegible] O[illegible] A[illegible]				B[illegible] I[illegible] (E[illegible]) (M[illegible] □500,000.00)	□
□ S[illegible] A[illegible]					
□ H[illegible] A[illegible]				B[illegible] I[illegible] (E[illegible]) (M[illegible] □1,000,000.00)	□
□ N[illegible]-O[illegible] A[illegible]					
□ G[illegible] L[illegible]				Pr[illegible] D[illegible] (M[illegible] □1,000,000.00)	□
□ U[illegible]				E[illegible] O[illegible]	□
				A[illegible]	□
□ Ex[illegible] L[illegible] O[illegible] T[illegible] U[illegible]				E[illegible] O[illegible]	□
				A[illegible]	□
WORKERS COMPENSATION AND EMPLOYERS LIABILITY				**STATUTORY**	
				□ (E[illegible] A[illegible])	
				□ (D[illegible] - P[illegible] L[illegible])	
				□ (D[illegible] - E[illegible] E[illegible])	
□ O[illegible]					

NAME OF AGENCY	NAME OF INSURANCE COMPANY (I[illegible])		
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO	FAX NO.		

CERTIFICATION OF COMPLIANCE

CITY OF LIVONIA SPECIFICATIONS
for
BITUMINOUS MATERIALS AND COLD PATCHING MIXTURE

City of Livonia
Livonia, Michigan 48154

Gentlemen:

I, Jason Teper, Sales Rep.
(Name) (Title)
an authorized representative of Cadillac Asphalt, LLC
(Company)
do hereby certify to the City of Livonia that the bid amount of $ 80,450.00

for Bituminous materials and cold patch

☑ Meets or exceeds all requirements in the City's specifications.

☐ Meets or exceeds all requirements in the City's specifications with the following noted exceptions:

☐ Does not comply with the City's specifications (see detailed explanation attached).

☐ A copy of the above-referenced specifications is attached.

Very truly yours,

11/4/2022	Cadillac Asphalt, LLC
(Date)	(Company)
248-228-6281	Jason Teper
(Phone Number)	(Signature)

NOTE: This certification is a part of the bidding documents and must accompany bidder's proposal and any other information useful to the City in determining satisfactory compliance.

References

Wayne County

Wafa Najim

WNajim@waynecounty.com

City of Detroit

Patricia Hendersen

313-903-4220

City of Ann Arbor

Tracy Pennington

734-355-7233

FORM OF PROPOSAL

Bituminous Materials and Cold Patching Mixture

Honorable Members of the Council

33000 Civic Center Drive

Livonia, Michigan 48154

Dear Council Members:

The undersigned, as bidder, declares that he has familiarized himself with the type of material desired and has carefully examined the specifications and instructions to bidders, which he understands and accepts as sufficient for the purpose and agrees he will furnish to the City of Livonia the specified items and will accept in full payment therefor the following amounts:

COMPANY NAME: Ace-Saginaw Paving Co

ITEM	MATERIALS TO BE FURNISHED	ESTIMATED QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	M.D.O.T. 13A HMA	100 tons	$ No Bid	$ —
2	M.D.O.T. 36A HMA	20 Tons	$ No Bid	$ —
3	Cold Patch Asphaltic Material – Pave 192, delivered	50 Tons	$ No Bid	$ —
4	Cold Patch Material – Q.P.R. delivered	500 Tons	$ 135.00	$ 67,500.00
5	Cold Patch Material –U.P.M. delivered	500 Tons	$ No Bid	$ —
6	MDOT 1500 T 20 AAA	50 Tons	$ No Bid	$ —
7	**TOTAL ALL ITEMS (1-6)**		$ 67,500.00	

indicate mileage between asphalt manufacturing plant and the Farmington Road exit off I-96:
N/A miles

- Hours & Days of Operation: N/A
- Address Mfg Plant N/A

All unit prices shall hold firm September 1, 2022 through August 31, 2023

State maximum time required for delivery F.O.B. Livonia, unless otherwise stated, and/or installation after order: 2 days. Payment Terms are net 30 days.

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 formalities therein. It is agreed that this bid may not be withdrawn for ninety (90) 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 ensure 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 Ace-Saginaw Paving Co Date 11-11-22
(If corporation, partnership, or assumed name)

Address 2981 Carrollton Rd Signature
(Person executing bid and official capacity)

City/State/Zip Saginaw MI 48604 Phone 989-755-8147 FAX 989-755-0426

(Names of principal officers and designate official capacity)

(If partnership or assumed name, indicate names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: Nathan Gotts **TITLE:** Estimator

PHONE: 989-727-2863

EMAIL: ngotts@acesaginawpaving.com

LETTER TO THE LIVONIA CITY COUNCIL

17.

DPW
December 15, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF BID: Public Works Division, re: for supplying the Road Maintenance Section with hot and cold Bituminous Materials for the period of September 1, 2022 through October 30, 2023.

BACKGROUND

The Public Works Division has taken bids for bituminous materials, such as cold patch, and various sizes of asphalt, in accordance with the requirements of the Finance Ordinance and the 2022-2023 approved budget for the Road Maintenance Section (Account No. 101-463-782-000). Bid invitations were placed on the Michigan Inter-governmental Trade Network (MITN) on November 2, 2022. Four (4) bids were received and opened in the presence of the Bid Committee at 2:00 p.m. on November 15, 2022.

Except for the cold patch, all materials are picked up at the vendor's plant location by DPW personnel and equipment. It is important to note that the final pricing reflects round trip mileage to and from the vendor's plant at $0.415 per ton/mile. All mileage is confirmed via the most direct route according to Google Maps.

RECOMMENDATION

It is the recommendation of the Public Works Division that the following bid, for both hot and cold bituminous material, which meet specifications, be accepted to supply the Public Works Division (Road Maintenance Section) with the bituminous materials specified at the unit prices bid for the period September 1, 2022 through October 30, 2023:

<u>Ajax Materials, 1957 Crooks Rd., Suite #A, Troy, MI 48084</u>
M.D.O.T. 13A HMA $ 90.50 per ton
Cold Patch 192 *Delivered* $125.00 per ton

<u>Nagle Paving, 36780 Amrhein Rd, Livonia, MI 48150</u>
M.D.O.T. 1500 T 20 AAA HMA $ 92.50 per ton (sole bidder)

<u>Ace Saginaw, 2981 Carrollton Rd., Saginaw, MI 48604</u>
Cold Patch QPR Delivered $135.00 per ton (sole bidder)

<u>Cadillac Asphalt, 39255 Country Club Dr., Suite B20, Farmington Hills MI 48331</u>
M.D.O.T. 36A HMA $ 90.00 per ton
Cold Patch UPM Delivered $139.00 per ton(sole bidder)

It is further recommended that, in the event the lowest bidder is unable to furnish the materials, the second lowest bidder, which also meets specifications, be accepted as alternates to supply the Public Works Division (Road Maintenance Section) with the bituminous materials specified at the unit prices bid for the period September 1, 2022 through October 30, 2023.

FISCAL CONSIDERATION

Sufficient funds are budgeted in the amount of $90,000 in account no. 101-463-782-000.

ATTACHMENTS

1. Bituminous - BID TAB 2022-2023
2. Ajax BID
3. Cadllac Asphalt BID
4. Ace Saginaw BID

APPROVED BY

Douglas L. Moore, MSA, Assistant Director of Public Works — Date: December 16, 2022

Don Rohraff, Director of Public Works — Date: December 16, 2022

Michael Slater, Finance Director — Date: December 19, 2022

Maureen Miller Brosnan, Mayor — Date: December 21, 2022

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

18. AWARD OF BID: Public Works Division, re: for the 2023 Right-Of-Way Tree & Stump Removal program, from budgeted funds.

    Don Rohraff, Department of Public Works Director, presented the request to Council.

    Councilmember McIntyre asked who is responsible for checking road conditions when bad weather occurs on a holiday. Don Rohraff explained it is the responsibility of the DPW on call foreman and assured her that roads are checked during any weather event.

    Councilmember McIntyre offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

18.

DPW
December 16, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF BID: Public Works Division, re: for the 2023 Right-Of-WayTree & Stump Removal program, from budgeted funds.

BACKGROUND

The Department of Public Works has taken bids for the removal of approximately 460 trees on the City right-of-way. As required by Finance Ordinance specifications were prepared and bid invitations were posted on the BidNet website. Three companies submitted bids which were opened on November 22, 2022. The bid tab is attached.

RECOMMENDATION

It is the recommendation of the Department of Public Works that the contract for the 2023 ROW Tree & Stump Removal program be awarded to the lowest bidder, G's Trees, Inc., 1665 Layayette, Lincoln Park, MI 48146 for an amount not to exceed $293,510.00. G's Trees was awarded the same contract for the 2022 season and we found their work to be very professional and up to City standards.

FISCAL CONSIDERATION

Approve the expenditure of $293,510.00 from budgeted funds from G/L account 226-528-818-045

ATTACHMENTS

1. 2023 Street Tree & Stump Removal BID TAB

APPROVED BY

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

Date: December 16, 2022

Date: December 16, 2022

Don Rohraff, Director of Public Works

Michael T Slater

Date: December 19, 2022

Michael Slater, Finance Director

Maureen Miller Brosnan

Date: December 21, 2022

Maureen Miller Brosnan, Mayor

CITY OF LIVONIA - TREE AND STUMP REMOVAL BID

Bid Opening: November 22, 2022

		2023		
TREE REMOVAL	**Qty**	**Limb**	**G's**	**Ashton**
Up to 12"	61	$ 300.00	$ 150.00	$ 106.00
13" to 18"	26	$ 1,375.00	$ 200.00	$ 156.00
19" to 24"	68	$ 2,525.00	$ 250.00	$ 350.00
25" to 30"	78	$ 2,900.00	$ 350.00	$ 800.00
31" to 36"	62	$ 3,300.00	$ 800.00	$ 1,125.00
37" to 42"	32	$ 3,500.00	$ 1,350.00	$ 1,500.00
43" to 48"	9	$ 3,900.00	$ 2,500.00	$ 1,875.00
49", and over	9	$ 4,250.00	$ 3,200.00	$ 2,375.00
Up to 12"	61	$ 18,300.00	$ 9,150.00	$ 6,466.00
13" to 18"	26	$ 35,750.00	$ 5,200.00	$ 4,056.00
19" to 24"	68	$ 171,700.00	$ 17,000.00	$ 23,800.00
25" to 30"	78	$ 226,200.00	$ 27,300.00	$ 62,400.00
31" to 36"	62	$ 204,600.00	$ 49,600.00	$ 69,750.00
37" to 42"	32	$ 112,000.00	$ 43,200.00	$ 48,000.00
43" to 48"	9	$ 35,100.00	$ 22,500.00	$ 16,875.00
49", and over	9	$ 38,250.00	$ 28,800.00	$ 21,375.00
REMOVAL TOTAL		**$ 841,900.00**	**$ 202,750.00**	**$ 252,722.00**

STUMP REMOVAL				
Up to 12"	61	$ 168.00	$ 110.00	$ 70.00
13" to 18"	26	$ 252.00	$ 140.00	$ 90.00
19" to 24"	68	$ 336.00	$ 170.00	$ 150.00
25" to 30"	78	$ 425.00	$ 200.00	$ 200.00
31" to 36"	62	$ 504.00	$ 275.00	$ 250.00
37" to 42"	32	$ 588.00	$ 625.00	$ 350.00
43" to 48"	9	$ 672.00	$ 800.00	$ 450.00
49", and over	9	$ 686.00	$ 1,000.00	$ 500.00
Up to 12"	61	$ 10,248.00	$ 6,710.00	$ 4,270.00
13" to 18"	26	$ 6,552.00	$ 3,640.00	$ 2,340.00

19" to 24"	68	$ 22,848.00	$ 11,560.00	$ 10,200.00
25" to 30"	78	$ 33,150.00	$ 15,600.00	$ 15,600.00
31" to 36"	62	$ 31,248.00	$ 17,050.00	$ 15,500.00
37" to 42"	32	$ 18,816.00	$ 20,000.00	$ 11,200.00
43" to 48"	9	$ 6,048.00	$ 7,200.00	$ 4,050.00
49", and over	9	$ 6,174.00	$ 9,000.00	$ 4,500.00
STUMP TOTAL		**$ 135,084.00**	**$ 90,760.00**	**$ 67,660.00**
BID TOTAL		**$ 976,984.00**	**$ 293,510.00**	**$ 320,382.00**

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

19. REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Tooling & Equipment International Corporation in conjunction with the construction of a storm drain system that provides adequate drainage for the property developed on Tech Center Drive, north of Plymouth Road in the Southeast 1/4 of Section 26.

    Dave Lear, Assistant City Engineer, presented request to Council,

    Councilmember McCullough offered an approving resolution for the Consent agenda.

    DIRECTION: APPROVAL CONSENT

LETTER TO THE LIVONIA CITY COUNCIL

19.

Engineering
December 15, 2022

MEETING DATE	PREPARED BY
S010423/R011823	Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT:
Engineering Division, re: from Tooling & Equipment International Corporation in conjunction with the construction of a storm drain system that provides adequate drainage for the property developed on Tech Center Drive, north of Plymouth Road in the Southeast 1/4 of Section 26.

BACKGROUND

In conjunction with the development of the property located on Tech Center Drive, north of Plymouth Road, the City of Livonia required the proprietor to construct a storm drainage system to provide adequate drainage for the site at their own expense. In reference to this storm sewer system, the office has received the attached storm water maintenance agreement from the owner, Tooling & Equipment International Corporation, 12550 Tech Center Drive, Livonia, Michigan 48150 requiring them to reimburse the City for any such maintenance that may become necessary.

RECOMMENDATION

The Engineering Division has approved the storm sewer plans and respectfully recommends that the City Council take the actions:

- Accept the Storm Water Management System (SWMS) for the Tooling & Equipment International Foundry Addition located on Tech Center Drive, north of Plymouth Road in the S.E. ¼ of Section 26.

- Authorize the Mayor and the City Clerk to execute the Storm Water Facilities Maintenance Agreement on behalf of the City.

FISCAL CONSIDERATION

None

ATTACHMENTS

1. Signed Storm Water Maintenance Agreement - Tooling & Equipment Internation

APPROVED BY

Todd Zilincik, P.E., City Engineer

Date: December 16, 2022

Don Rohraff, Director of Public Works

Date: December 16, 2022

Paul Bernier, City Attorney

Date: December 16, 2022

Maureen Miller Brosnan, Mayor

Date: December 21, 2022

STORM WATER FACILITIES MAINTENANCE AGREEMENT

TOOLING & EQUIPMENT INTERNATIONAL FOUNDRY ADDITION, 12550 AND 12560 TECH CENTER DRIVE

THIS AGREEMENT is made this 4TH day of MAY, 2021, by and between the City of Livonia, a municipal corporation, with principal offices located at 33000 Civic Center Drive, Livonia, Michigan 48154, hereafter "City" and Tooling & Equipment International Corporation, a Michigan corporation with principal offices located at 12550 Tech Center Drive, Livonia, Michigan 48150, hereafter collectively "Proprietor".

RECITALS

1. The Proprietor has completed the development located in the City of Livonia, Wayne County, Michigan, as Tooling and Equipment International Foundry Addition, 12550 and 12560 Tech Center Drive ("Development"), as more particularly described in Exhibit "A" attached hereto.

2. In conjunction with the Development, the Proprietor has constructed a storm drainage system to provide adequate drainage for the Development.

3. Such storm drainage system will encompass or impact storm runoff from the Development into the City of Livonia's storm system.

4. The City issued a permit authorizing the construction, operations and maintenance of the storm drainage system which is located within the Development and/or the City of Livonia's right-of-way and/or drain, on or adjacent to the Development described in Exhibit "A" attached hereto and incorporated herein by reference.

5. The Permit included the Storm Water Management System – Long Term Maintenance Plan described in Exhibit" A" attached to said Permit, which is attached hereto and incorporated herein as Exhibit "B".

6. The Permit signed by the City will benefit the Proprietor and the proposed Development.

NOW, THEREFORE, for and in consideration of the mutual covenants and benefits to be derived hereunder, the receipt, adequacy and sufficiency of which is hereby acknowledged, the City and the Proprietor agree as follows:

1. The Proprietor shall assume the obligations of the City under the Permit, as follows:

    a. The Proprietor agrees that Proprietor will maintain, at its own cost and expense, the storm drainage system which is located within the Development and/or the City of Livonia's right-of-way and/or drain, and on or adjacent to the Development described in the Permit as

Exhibit "A" attached hereto to the Permit and incorporated herein by reference as Exhibit "B".

b. In the event the Proprietor fails to maintain the storm drainage system as herein agreed and after the City has notified Proprietor in writing of such failure, the City may enter upon said premises for the purposes of maintaining said storm drainage system, in which event the Proprietor agrees to pay the City all reasonable charges and expenses incurred thereon. The City will provide sufficient written notice prior to performing any work for which the Proprietor will be charged.

c. In the event of any failure or settlement in the Development, resulting from said storm drainage system, the City shall take immediate steps, after providing written notice to the Proprietor (unless emergency conditions and the delay caused by written notice would threaten public health, safety and welfare) to correct the situation so that the public health, safety and welfare shall not be endangered nor the road improvement damaged. All reasonable expenses to perform the foregoing, including engineering will be remitted by the Proprietor to the City.

d. If it is found necessary to repair all or any portion of said storm drainage system within the Development because of work initiated by Proprietor, the City shall cause such repair to be accomplished, after providing written notice to the Proprietor, and all reasonable expenses to perform the foregoing, including engineering, will be remitted by the Proprietor to the City. Prior to any work being performed in a City of Livonia road right-of-way, a separate permit shall be secured from the Engineering Department.

2. Without limitation of the foregoing, Proprietor, its successors and assigns, at its sole cost and expense shall perform maintenance of the storm water facilities described in the City of Livonia's Storm Water Management and Long Term Maintenance Plan as Exhibit "B" attached hereto and incorporated herein by reference.

3. The Proprietor, its agents, representatives, successors and assigns shall defend, indemnify and hold the City harmless from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever, hereinafter "Claims", fixed or contingent, known or unknown, arising out of or in any way connected with the maintenance or repair (or omission in such regard) of the storm drainage system referred to in the permit as Exhibit "A" hereto, appurtenances, connections and attachments thereto which are the subject of this Agreement (except those Claims caused in whole or in part by the willful or negligent acts or omissions of the City, its employees or agents). This indemnity and hold harmless shall include any costs, expenses and attorney fees reasonably incurred by the City in connection with such Claims or the enforcement of this Agreement.

4. In accordance with 1976 PA 453, the parties hereto covenant: (1) not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, sex, age, height, weight or marital status.

5. That this Agreement shall be recorded at the Proprietor's expense with the Wayne County Register of Deeds.

IN WITNESS WHEREOF, the Proprietor and City have executed this Agreement on the day and year first above written.

WITNESSES:

Tooling & Equipment International Corp.
a Michigan corporation

Lindsay Kosinski

By: Oliver Johnson
Oliver Johnson
Its: President

STATE OF MICHIGAN)
) ss.
COUNTY OF Wayne)

On this 4th day of May, 2021, before me personally appeared Oliver Johnson to me personally known, who being sworn, did for himself say that he is the President of Tooling & Equipment International Corp., a Michigan corporation which executed the within instrument and said instrument was signed on behalf of said corporation in accordance with its Operating Agreement and Articles of Organization, and said Oliver Johnson acknowledged said instrument to be the free act and deed of said corporation.

Angela Lorrene Smith
Notary Public

ANGELA LORRENE SMITH
NOTARY PUBLIC - MICHIGAN
WAYNE COUNTY
MY COMMISSION EXPIRES JULY 2024
ACTING IN WAYNE COUNTY

Wayne County, Michigan
My Commission Expires On: July 10, 2024

CITY OF LIVONIA
a municipal corporation

By: _____
Maureen Miller Brosnan

Its: Mayor

By:_____
Susan M. Nash

Its: City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

On this _____day of _____, 20_____, before me, a Notary Public in and for said County, appeared Maureen Miller Brosnan and Susan M. Nash to me personally known, who, being sworn, did for themselves say that they are respectively the Mayor and the City Clerk of the City of Livonia, the municipal corporation named in and which executed the within instrument and acknowledged said instrument the free act and deed of said municipal corporation.

_____
Notary Public

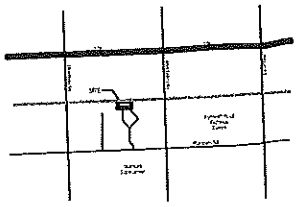
_____ County, Michigan
My Commission Expires On:

INSTRUMENT DRAFTED BY:
Todd J. Zilincik, P.E.
City Engineer
City of Livonia
33000 Civic Center Drive
Livonia, MI 48154

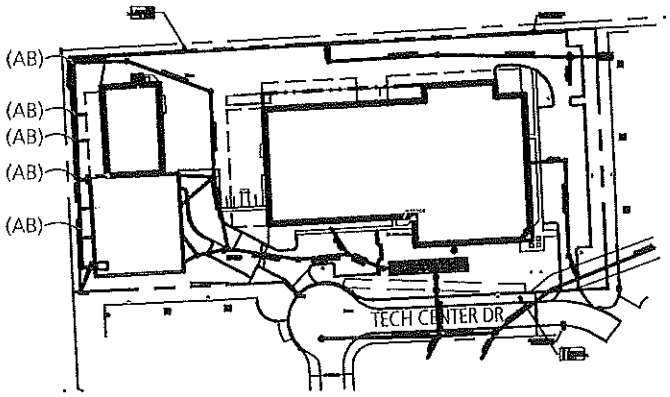
WHEN RECORDED RETURN TO:
City of Livonia
Attn: Engineering Division
Todd J. Zilincik, P.E.
33000 Civic Center Drive
Livonia, MI 48154

EXHIBIT "A" (AB)

PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM

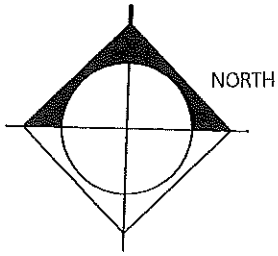


LOCATION MAP
N.T.S.



LEGEND

- — — PROPERTY LINE
- TOOLING AND EQUIPMENT INT UNDERGROUND DETENTION MAINTENACE RESPONSIBILITY
- —— TOOLING AND EQUIPMENT INT MAINTENANCE RESPONSIBILITY



SCALE: 1/200" =1' 0"
20 APRIL 2021

LEGAL DESCRIPTION:

LAND IN THE CITY OF LIVONIA, COUNTY OF WAYNE, STATE OF MICHIGAN, DESCRIBED AS:

UNIT 5, LIVONIA TECH CENTER CONDOMINIUM

A PARCEL OF LAND SITUATED IN THE SOUTHEAST 1/4 OF SECTION 26, TOWN 1 SOUTH, RANGE 9 EAST, CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN BEING PART OF A UNIT 5 REPLAT NO. 1 OF WAYNE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 331 DESCRIBED AS: BEGINNING AT A POINT DISTANT N00°26'43" WEST, 2257.92 FEET AND N89°33'17" EAST, 10.00 FEET FROM THE SOUTH 1/4 CORNER OF SECTION 26 SAID POINT BEING A CORNER OF UNIT 3 OF THE REPLAT NO. 1 OF THE CONDOMINIUM PLAND AND PROCEEDING THENCE N 00°26'43" W, 321.81 FEET; THENCE N 89°34'53", 724.78 FEET; THENCE S 00°26'43" E, 356.81 FEET TO A POINT ON THE RIGHT-OF-WAY LINE OF TECH CENTER DRIVE; THENCE S 89°39'25" WEST 74.75 FEET; THENCE N 89°58'59" WEST, 248.25 FEET; THENCE 31.29 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE NORTH WITH A RADIUS OF 40.00 FEET, A CENTRAL ANGLE OF 44°49'12" AND A CHORD OF 30.50 FEET BEARING N 67°34'23" WEST; THENCE 82.01 FEET ALONG THE ARC OF A CURVE CONCAVE TO THE SOUTH WITH A RADIUS OF 52.21 FEET A CENTRAL ANGLE OF 90°00'00" A CHORD OF 73.84 FEET BEARING S 89°50'13" W; THENCE N 45°09'47" W, 26.33 FEET; THENCE N 89°58'59" W, 281.33 FEET TO THE POINT OF BEGINNING. CONTAINING 5.656 ACRES MORE OR LESS.

PROPERTY INFORMATION:	PROPERTY OWNER:	ENGINEER:	DATE: 12/15/2022
Tooling and Equipment Int Foundry Addition 12550 and 12560 Tech Center Drive Livonia, MI 48150-2192	Oliver Johnson, President (734) 522-1422	Beckett & Raeder Inc. 535 W. William St. #101 Ann Arbor, MI 48103 Phone: (734) 662-2622	SHEET: 1 OF 2

EXHIBIT "B" - STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN

A. Physical Limits of the Storm Water Management System

The storm water management system (SWMS) subject to this long-term maintenance plan (Plan) is depicted on Exhibit A to the permit and includes without limitation the storm sewers, catch basins, and vegetated swales that convey flows to the underground detention system. For the purposes of this plan, this storm water management system (SWMS) and all of its components as shown in Exhibit A is referred to as "Tooling Equipment Int".

B. Time Frame for Long-Term Maintenance Responsibility

Tooling Equipment Int is responsible for maintaining the Tooling Equipment Int SWMS, including complying with applicable requirements of the City of Livonia soil erosion and sedimentation control grogram until the City of Livonia releases the construction permit. Long-term maintenance responsibility for the Tooling Equipment Int SWMS commences when defined by the maintenance permit issued by the City. Long-term maintenance continues in perpetuity.

C. Manner of Insuring Maintenance Responsibility

The City of Livonia has assumed responsibility for long-term maintenance of Tooling and Equipment Int SWMS. The Tooling Equipment Int, through a maintenance agreement with the City of Livonia, has agreed to perform the maintenance activities required by this plan. The City of Livonia retains the right to enter the property and perform the necessary maintenance of the Tooling Equipment Int SWMS if the Tooling Equipment and Int fails to perform the required maintenance activities. To ensure that the Tooling Equipment Int SWMS is maintained in perpetuity, the map of the physical limits of the storm water management system (Exhibit A), this plan (Exhibit B), and the maintenance agreement between the City of Livonia and the property owner will be recorded with the Wayne County Register of Deeds.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance maintenance and remedial actions). While performing maintenance, chemicals should not be applied to the forebay, detention basin, buffer strip, or watercourses. Table 1 also identifies site-specific work needed to ensure that the storm water management system functions properly as designed.

MAINTENANCE ACTIVITIES	SYSTEM COMPONENTS	Storm Collection System (Inlets, Catch Basins, Vegetated Swales, etc)	Storm water Treatment Devices	Underground Detention	Pavement Areas, Others,			FREQUENCY
Monitoring/Inspection								
Inspect for Sediment Acumulation		X	X	X				Annually
Inspect for Floatables, Dead Vegetation & Debris		X	X	X				Annually & After Major Events
Inspect for Erosion And Integrity of Banks & Berms		X		X				Annually & After Major Events
Monitor Plantings/Vegetation				X				2 Times per Year
Inspect All Components During Wet Weather & Compare to As-Built Plans		X	X	X	X			Annually
Ensure Maintenance Access Remain Open/Clear		X	X	X	X			Annually
Preventative Maintenance								
Mowing				X				As Needed, select areas only*
Remove Accumulated sediments		X	X	X				As Needed
Remove Floatables, Debris, Invasive & Dead Vegetation		X	X	X				As Needed
Re-Apply/Replace Mulch Layer								Re-apply every 6 Months, Replace every 2 years
Replace Bioretention Subsurface components								Every 5 years / or if water ponds > 6 hours
Sweeping of Paved Surfaces, Others					X			As Needed
Remedial Actions								
Repair/Stabilize Areas of Erosion		X		X				As Needed
Replace Dead Plantings and Trees, Reseed Bare Areas				X				As Needed
Structural Repairs		X	X					As Needed
Make Adjustments/Repairs to Ensure Proper Functioning		X	X	X	X			As Needed

NOTES: *Not to exceed the length allowed by local community ordinance.

PROPERTY INFORMATION:	PROPERTY OWNER:	ENGINEER:	DATE: 12/15/2022
Tooling and Equipment Int Foundry Addition 12550 and 12560 Tech Center Drive Livonia, MI 48150-2192	Oliver Johnson, President (734) 522-1422	Beckett & Raeder Inc. 535 W. William St. #101 Ann Arbor, MI 48103 Phone: (734) 662-2622	SHEET: 2 OF 2

ECONOMIC DEVELOPMENT, STRATEGIC PLANNING AND TECHNOLOGY COMMITTEE MEETING
WEDNESDAY, JANUARY 4, 2023
7:00PM

An Economic Development, Strategic Planning and Technology Committee meeting was held on Wednesday, January 4, 2023, 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:	Paul Bernier, City Attorney Ted Davis, Superintendent Parks and Rec Michelle Koppin, Assist. Superintendent Parks and Rec Emily Tchorz-Fielder, Greenmead

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

The meeting was called to order at 7:00PM.

A presentation to Council was led by Arthur Mullin of Wade Trim, addressing the main points of modifications to the plan to address some concerns of the community gardens:

- An emphasis was made to make sure drainage and soil are done correctly.
- They are working to strengthen a public and private partnership.
- The addition of a petting zone and hobby farm.
- Partnering with educational institutions was suggested, as there are potential opportunities with different universities.
- Rehabilitation of different buildings on the site, bringing them back to their true charm.
- Ideas of how to interpret the cohesive story surrounding the park.
- This plan is a living document, not a binding document, and is meant to look at it from a 50,000ft preceptive, as things will change and evolve over time.
- The plan is a guide for the future, setting us in the right direction. The plan has been approved by the Parks and Rec and Historical Commission.

Councilmember Scott Bahr offered and approving motion for the Greenmead Master Plan

The Committee Recommends:
An approving resolution drafted by the Law Department

Note:
This item will be out of Committee.

This item is to be placed on the **Regular Meeting Agenda of January 18, 2023.**

The meeting was adjourned at 7:19PM

Rob Gjonaj Donovic

NEW DATA FOR EDSPT COMMITTEE
MEETING OF 01/04/2023

January 3, 2023

Mayor Maureen Brosnan
Livonia City Council
Jim Jolly, Council President
Laura M. Toy, Council Vice President
Scott Bahr
Rob Gjonaj Donovic
Brandon McCullough
Kathleen E. McIntyre
Scott Morgan
Livonia City Hall
33000 Civic Center Drive
Livonia, MI 48154

Dear Mayor and City Council Members,

The Executive Board of the Livonia Historical Society endorses the goals stated in the Greenmead Master Plan and urges your support in implementation of the Plan's objectives.We understand that the document is a work in progress that will be implemented in an evolving process with continuing community participation as the key goals of the Plan move forward over the upcoming years.

At its Monday, Nov. 14, 2022, Historical Society Membership Meeting, the attendees heard a presentation on the Greenmead Master Plan from Ted Davis, CPRP, Superintendent, Parks and Recreation Department. We commend the City for initiating this review process in Fall 2020 and selecting Wade Trim to draft a plan in consultation with citizens and city officials. The Society Board supports the nine objectives stated in the report submitted by Wade Trim.

The Society Board believes that immediate attention needs to focus on Objectives 5, 6, and 7. The building assessment evaluations clearly indicate a need to swiftly act to preserve our historic structures. We also support the development of a theme telling the story of Livonia as a model midwestern community. In addition, the City of Livonia needs a facility that can best preserve the archival documents and artifacts that tell our community's story.

Founded in 1956, just six years after the City of Livonia was established on May 23, 1950, the Livonia Historical Society has actively supported historical preservation initiatives in the city, including the acquisition of Quaker Acres in 1962 and of Greenmead in 1976. Working with other community organizations and with city departments, the Livonia Historical Society has consistently participating in raising funds for improving our city's historical facilities.

We believe that taking positive action now on this Greenmead Master Plan will guarantee the preservation and enhancement of the facilities and resources of Greenmead Historical Park. We support prompt approval of the Master Plan by the Livonia City Council and implementation by the Mayor and Council .

Sincerely,

Executive Board
Livonia Historical Society
President: Jim McConnell
Vice President: Gene Kramer
Recording Secretary: Jill Pavlat
Corresponding Secretary: Annette McConnell
Treasurer: Marilyn (Mare) Kramer

Livonia Historical Society
Greenmead Historical Park
Livonia Dept. of Parks & Recreation
20501 Newburgh Road
Livonia, MI 48154
248- 477-7375
Website:. livoniahistoricalsocietymi.org
Email: livoniahistoricalsocietymi@gmail.com

LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
December 7, 2022

MEETING DATE	PREPARED BY
EDSPT010423	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. GreenmeadMPFinalDraftSmallCityReview7Dec22
2. updated letter for Greenmead Master Plan
3. LTC EDSPT101922 Greenmead Master Plan
4. R110222 subject matter of Greenmead Master Plan withdrew motion (remain in EDSPT)
5. AchitecturalSiteInventory
6. Appendices
7. CollectionsAppendicesSmall
8. ConceptualSitePlan
9. Greenmead Capital Plan_Final Draft_10-7-22
10. EDSPT010423 Greenmead Master Plan
11. R090920 Subject matter of a Master Plan for Greenmead Historical Park 249-20
12. additional greenmead survey results
13. CollectionsAppendicesSmall
14. 2022_1018 Greenmead Building AssessmentFinalSmall
15. Appendices

APPROVED BY

City of Livonia

Greenmead Historical Park Master Plan

2022

Final Draft

City Review

December 7, 2022

Adopted December XX, 2022

GREENMEAD HISTORICAL PARK MASTER PLAN

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

City of Livonia
Wayne County, Michigan

Adopted December XX, 2022

With assistance from:

WADETRIM
500 Griswold Street, Suite 2500
Detroit, MI 48226

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Introduction

Greenmead Historical Park Master Plan

The City of Livonia released a Request for Proposals on November 20, 2020, for the development of a Master Plan for Greenmead Historical Park. A consultant team comprised of Wade Trim (project manager/team leader with historic preservation and urban planning experience, additional planners, landscape architects, and surveyors), Tom Roberts Architects (historic architects), Sharon Carlson (collections), and Integrity Building Group (constructability review) was selected with a contract being signed in March 2021.

The City had requested proposals from teams that would include community analysis, technical assistance, and recommendations regarding a 20-year master plan for the future development and operations of Greenmead Historical Park. This effort was to engage with a variety of stakeholders in the development of this Plan.

Greenmead Historical Park is located on the site of the Simmons-Hill Farm on land that was first purchased in 1824. The Simmons family actually moved from New York state in 1826 to first settle the land. The farm complex retains most of the historic structures from the period of the farm operations including one of the earliest barns erected in Livonia Township, the North Barn in 1829. The site also includes the Livonia Historical Village that includes the buildings relocated from the Newburg Road/Ann Arbor Trail intersection and other historic buildings from Livonia that would have been lost to suburbanization. The overall site, which measures approximately 95 acres, also includes soccer fields, event parking, and a woodlands with nature trails.

The City is desirous of a new implementable master plan to help guide the rehabilitation and future improvements and development of Greenmead. This plan was developed to be aspirational yet recognize the City's financial, staffing, and operational constraints. The plan scope and objectives of the master plan are to:

1) Conduct an Existing Conditions Analysis of the historical buildings and features of the site including the historical significance of each
2) Develop a Mission and Vision that achieves a unifying direction for development of the site
3) Formulate specific Goals and Actions that grew out of public engagement efforts that will be implemented during the Plan
4) Create a comprehensive Site Plan that stitches together the features of the site and illustrates where improvements will be made
5) Develop a Facility Plan that lays out the timing for physical improvements and identifies facility and staffing issues/locations/constraints
6) Draft a new Interpretation Strategy that brings together the site's various historical narratives into a unified whole that tells the story of the settlement and development of America's Midwest
7) Adopt a Collections Plan that ensures that the site's important artifacts are properly stored and catalogued, items that are collected further the Park's Mission and Vision, and the deaccession of any materials that do not meet these goals

8) Build a phased Capital Improvements Plan that utilizes the results from the public engagement efforts and the Site and Facility Plan recommendations into a comprehensive plan with cost estimates and priorities
9) Complete a Constructability Analysis of the first phase of the Capital Improvement Plan that will kick-off this project and illustrate the broad goals of the Master Plan.

This plan received public input through surveys, focus groups, and engagement with the Greenmead Historical Park Steering Committee. The plan includes analysis of the site along with background materials, and all of the relevant information is included in the various sections of the Plan or in the Plan's Appendices.

The overarching goal of the Steering Committee in guiding the development of this Plan was the development of an implementable vision paired with concrete actions that would create a facility that will bring visitors to Greenmead Historical Park 365 days a year for unique experiences that cannot be achieved anywhere else in Metro Detroit.

Public Engagement

Public Engagement

Multiple public engagement efforts were utilized to gain input from the general public and interested parties in the development of the Greenmead Master Plan. These activities included the formation of the Project's Steering Committee, the development of a promotional video, creation of a project website, deployment of multiple messages via the City's social media outlets, hosting an informational booth at a major City event, and the convening two focus groups.

The Steering Committee, representing a cross-section of City officials and staff, was convened to guide the project team throughout the Plan's development. City Council Member Jim Jolly served as the chair of the Steering Committee. The Steering Committee members were:

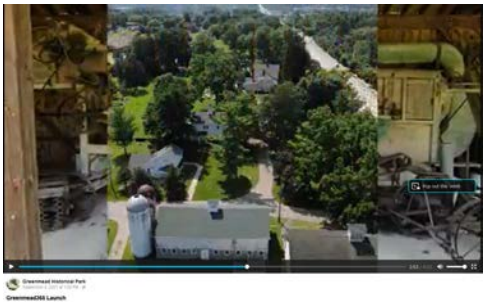
Jim Jolly	Livonia City Council
Scott Bahr	Livonia City Council
Paul Condon	Parks and Recreation Commission
Ted Davis	Superintendent – Parks and Recreation
Lindsey Hakala	Historical Commission
Kathy Johnson-Bartshe	Historic Preservation Commission
Cathy Kevra	Parks and Recreation Commission - alternate
Brandon McCullough	City Council
Mark Taormina	Planning & Development Dept. Director
Emily Tchorz-Fielder	Greenmead Program Supervisor

Throughout the planning process, the Steering Committee met to provide input to the consultant team and react to a variety of materials presented to them. This group met at key stages of the Plan's development including conducting an off-site visit to Northville's Mill Race Village.

With the project occurring during the COVID-19 pandemic, public engagement included a specialized online engagement platform from Bang-the-Table. Their internet-based engagement tool is specifically designed to promote and support robust civic engagement and information sharing in a moderated supportive environment. A project logo was developed with guidance from the Steering Committee. A project website was created, https://greenmead365.com (since decommissioned) that provided a significant amount of information about the scope of the master planning effort and included specific pages about the project in general, public outreach efforts, site analysis, mission & vision and goals and objectives development, site planning and programming, collections planning, and the capital improvements plan. The website included polling functions, surveys, and mapping opportunities.

One of the most utilized portions of the website was a survey that asked respondents how they currently use and how they would use Greenmead Historical Park. It asked respondents how often they visited the Park and for what type of event, what types of events would encourage them to return more often, what success would look like at the Park in 20 years, would they attend special events at a new community space, and would they be willing to pay for special programming. These survey results are included in the Public Engagement appendix.

Touch-a-Truck Info Booth - Aug. 30, 2021



Greenmead 365 Video

Social Media Promotion

A three-minute promotional aerial video was created to help drive interest in the Park and the Greenmead 365 planning efforts. Set to music, the video highlighted the existing historical features in a cinematographic way. The City promoted the video on its social media platforms and on cable TV as well.

To engage with Park users, a Greenmead 365 informational booth was strategically located between two main parts of the Touch-a-Truck event that was held on August 30, 2021. One-half of the booth provided displays and information about the Greenmead 365 project while the other half included a display on historical ice cream making. To engage with families, kids could churn modern hand-crank ice cream makers. Once parents realized this was free and their child would receive a tasty treat, they would briefly engage with the Greenmead 365 staff. This provided the opportunity to interact with the parents about Greenmead, what they'd like to see, and what they're looking for on weekends to do with their families. A wrap-up report is included in the Public Engagement appendix.

To gain additional insight into people's desires for the Park, two focus groups were held on January 24 and 27, 2022. Attendees were selected from a number of volunteers with each group balanced by age, location of residence, interests and profession, and other characteristics.

The groups were led through facilitated discussion to generate interesting ideas about the future of the Park. Brainstorming discussions occurred about opportunities and options for Greenmead and five big questions that need to be addressed during the development of the Plan. At the end of each evening, the attendees were asked to rank prospective projects. The results of the Focus Group interactions is found in the Public Engagement appendix.

The results of these engagement efforts were shared with the consultant team and the Steering Committee, and this input was important in the Plan's overall development. The overwhelming comments were that the public would like the Park to be developed in a way that preserves the Park's historic components, but that ensures that the Park has events, facilities, and programming that made it a year-round destination.

One of the overwhelmingly public responses throughout all of the engagement was that many respondents would like to see the Park operate like Greenfield Village. The ability for the City of Livonia to develop and operate a living history museum with a historical village of only 12 buildings and a single farm is unlikely, and this type of facility would be extremely expensive to operate and would require significant capital and annual operating subsidies from the City. Instead, this Plan delineates numerous ways to leverage Greenmead's unique historic assets more effectively while adding complimentary facilities and activities that will enliven the Park year-round while creating opportunities for public-private partnerships that could be developed by non-City of Livonia entities.

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Existing Conditions

Existing Conditions

Architectural Site Inventory

Thomas Roberts Architects conducted a building assessment of the current conditions within Greenmead Historical Village and the two barns of the Farm complex.

These assessments are to provide a holistic view of the complex and its conditions at the time of the preparation of the Master Plan. They also provide a sense of the existing patterns of defects affecting the structures.

The physical conditions of building systems and components were assessed and placed into three categories as outlined by state and federal preservation guidelines:

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.

The assessment also identified areas or components that required immediate attention and locations that should be monitored.

Detailed building assessments were completed for the Alexander Blue Office, Nankin Mills School, and the South Barn. General building assessments were completed for the remaining resources.

Preliminary estimates of probable costs were developed for site work, exterior, interior, building systems, and structural stabilization. These costs are based on 2022 construction estimates.

The full Building Assessment Final Report may be found in the Existing Conditions Appendix.

Architectural Properties Identification Forms

New State of Michigan State Historic Preservation Office Architectural Properties Identification Forms for individual resources with Greenmead Historical Village have been completed. Most of the existing property identification forms were completed around 1980, and the minimum standards and level of detail that is expected on the forms has changed significantly since that period. To meet today's standards, all of the property identification forms have been updated to meet these more intensive requirements.

These survey forms provide information regarding location, property type, architectural and eligibility information, narrative architectural description, history of the specific resource, and a written statement of significance including eligibility determination for listing in the National Register of Historic Places.

Interior Looking West

2927 4th Street Wyandotte, MI 48192 734.250.4032

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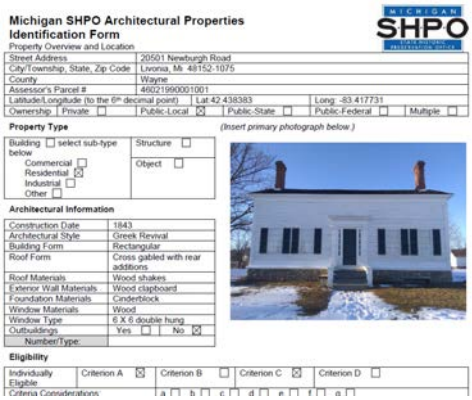
Thomas Roberts Architects

Greenmead Historic Village
BUILDING ASSESSMENT FORM

Building/Site	Nankin Mills School
Original Construction Date:	1837
Relocation Date:	2016
Open Date:	NA
Inspection Date:	May 25, 2021
Prepared By:	Thomas Roberts, AIA

Detailed Building Assessment Report



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 6th decimal point)	Lat 42.438383	Long: -83.417731		
Ownership: Private ☐	Public-Local ☒	Public-State ☐	Public-Federal ☐	Multiple ☐

Property Type

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

Structure ☐
Object ☐

(Insert primary photograph below.)

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 ☐			

Building Descriptions and Historical Significance Statements

Due to the relocation of the resources to the Livonia Historical Village, the buildings have been determined not be eligible for listing in the National Register. This determination does not impact the National Register listing of the Greenmead Farm.

For listing in the National Register, the property/resource must be evaluated to determine if it meets one of the four criteria for evaluation in the National Register:

- **Criteria A** - Illustrates an event, series of events or activities or patterns of an area's development
- **Criteria B** - Connects to the life of an important person
- **Criteria C** - Exemplifies a building form, architectural style, engineering technique, or artistic value, or a person associated with those features
- **Criteria D** - Associated with sites with potential to yield information, often archaeological features.

The Area of Significance for the resource is to be identified, and then the seven features of Integrity are to be assessed in respect to the resource. The National Register guidance identifies seven integrity aspects including: location, design, setting, materials, workmanship, feeling, and association. For a resource to be listed, it must retain several if not all of these integrity features. These features are predominately associated with the structural and locational integrity of the resource. A resource that has been moved severs this locational connection that underpins several of these integrity qualities, impacting the overall integrity potential, thus eliminating the ability for its listing.

In certain unique cases, special exceptions may be warranted. We recommend that the Michigan State Historic Preservation Office evaluate if the buildings recreating the Ann Arbor Trail/Newburg Road intersection merit listing in the National Register of Historic Places. Their matching orientation and relocation en masse does impact the overall integrity evaluation for this grouping of buildings, and a strong argument can be made that they would meet the eligibility criteria for listing.

Copies of the completed survey forms may be found within the Existing Conditions Appendix.

Greenmead 365 Revitalization Plan

This section of the Greenmead Historical Park Master Plan outlines the specific components of the Master Plan including the Mission and Vision; Site Plan; Goals and Actions; Facility Plan; Interpretation Plan; Collections Plan; Capital Improvements Plan, and Specific Cost Estimates for the identified priority project.

This plan has been formulated with the goal of increasing the number of year-round visitors to Greenmead Historical Park and to create a cohesive interpretive message that leverages the unique qualities of the Park to a larger audience. The overarching goal of the Master Plan is to create facilities at the Park that will encourage more frequent visitors to the park while leveraging the City's constrained financial and staffing assets.

Mission and Vision

Through an extensive public engagement process and discussions with the Master Plan Steering Committee, the following Mission and Vision were developed:

MISSION - To create a historical park that inspires visitors to learn about the developmental history of our region through Greenmead's uniquely assembled collection

VISION - Greenmead will become a vibrant park that promotes repeated use where the Greenmead Farm and Village tell the story of Midwestern settlements with facili ties and programs that inspire people to learn from these traditions to help shape a better future

This Mission and Vision have been developed to create a unified guide to propel the park forward, focusing on realigning the Park's interpretive message to weave the various existing stories associated at Greenmead Historical Park into a singular message. This expanded and interconnected story will enable more visitors to be able to connect with the message and learn how Greenmead uniquely illustrates the rapid growth of the Midwest in the 19th Century and the suburbanization of America in the 20th Century.

Bungalow Move - circa 1979
Courtesy of Greenmead Historical Park

View of Greenmead Barns from future site of Livionia Historical Village
Courtesy of Greenmead Historical Park

Greenmead 365 Conceptual Site Plan

One key component of this Master Plan is the development of a Site Plan that illustrates the physical improvements envisioned by the Plan over the next twenty years. This plan has been developed with careful guidance from the City of Livonia and the Master Plan Steering Committee. The Site Plan graphically illustrates the physical steps that will support accomplishing the Plan's Mission and Vision while achieving the City's broad goals for the development of Greenmead Historical Park over the Master Plan's term.

This Plan recognizes that all of the Greenmead Farms National Register Historic District is an important historical asset, and every effort should be made to retain the site under single ownership. This plan has been developed to limit the permanent physical interventions closest to Greenmead Farm and the Historical Village while allowing for some newer public facility interventions further south within the Park. The proposed interventions at the north end of the Park are focused on adding facilities that will allow for expanding programming and activities year-round. Per the Secretary of the Interior's Standard's, these modern interventions could be removed in the future without lasting or irreversible impact on Greenmead Farm or the Historical Village. This Plan recognizes the heightened significance of the site in the core Farm building complex, within the Village, and visually adjacent areas to these spaces while allowing for the southern end of the site, which was always agricultural in use, to accept more intensive interventions. Rows of historical farm field tree lines exist between the proposed municipal infrastructure facilities and the historical core found in the northern part of the Park.

An important benefit of the proposed site plan is that it diverts the existing east-west vehicular traffic from the core of the historical site through the Village and along the current roadway south of the Alexander Blue House to a location further south. This change will improve the overall visitor experience by creating a pedestrian-focused realm for the visitor. Currently, this vehicular traffic is often traveling at high rates of speed and often just cutting through the site.

A core organizing principal of the Site Plan is the development of a central gathering feature that will serve as an organizing tool for the entire Park. Currently, the Park has disparate assets that are spread throughout site. This Site Plan creates a new plaza that is located between the two main historical features – Greenmead Farm and the Historical Village -- creating a major new visitor feature while establishing a centralizing organization to the Park.

The rehabilitated Nankin Mills School will front onto this plaza, and the facility will serve as an orientation point to the historical features at the Park. It

Kingsley House Move - circa 1977
Courtesy of Greenmead Historical Park

DUR Waiting Room and A.J. Geer Store shortly after arriveal at Greenmead - circa 1976
Courtesy of Greenmead Historical Park

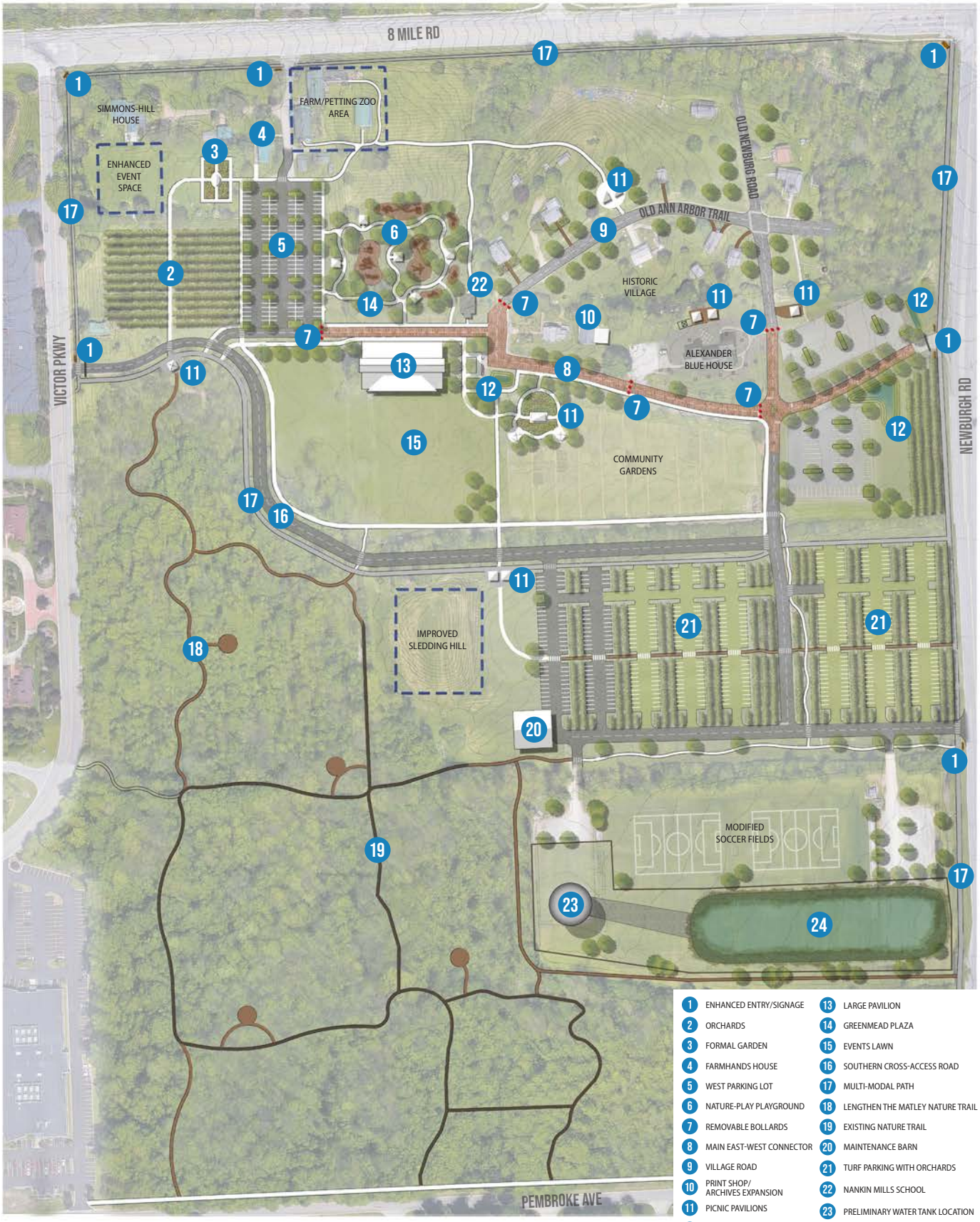
will house interpretive exhibits that illustrate the settlement of the Midwest and how Greenmead Historical Park uniquely tells this nationally significant story. To further the plaza's centralizing role at the Park, a new multi-season pavilion will occupy the southern side of this feature. This pavilion will include a covered ice skating rink in the winter that can function as a covered event space in the summer along with a stage facing south onto a large open events lawn. The pavilion will be designed so that its appearance fits into this historic agrarian landscape.

A natural playground has been strategically located to act as a linkage between the petting zoo/farm, the Greenmead Farm complex, and the Village. This playground is to be constructed with a design intent that is based on telling the farming and rural development story. All of the play features will be built using natural materials and designed to create an experience for the children about clearing a woodland and developing and operating a frontier farm. There are few natural playgrounds in Metro Detroit so this feature will be a draw to families across the region, and a tool to market the historical activities at the Park.

Recognizing the City's constraints, the Greenmead 365 Conceptual Site Plan is designed to be implemented in phases. These phases will be further discussed and expanded upon in the Facility Plan and the Park's Capital Improvements Plan.

A copy of the proposed Greenmead 365 conceptual site plan is included on the following page and turn to the Appendices for a larger version of this twenty-year vision for the development of the park.

Rendering of Central Plaza with Pavilion



1 ENHANCED ENTRY/SIGNAGE
2 ORCHARDS
3 FORMAL GARDEN
4 FARMHANDS HOUSE
5 WEST PARKING LOT
6 NATURE-PLAY PLAYGROUND
7 REMOVABLE BOLLARDS
8 MAIN EAST-WEST CONNECTOR
9 VILLAGE ROAD
10 PRINT SHOP/ ARCHIVES EXPANSION
11 PICNIC PAVILIONS
12 BIORETENTION/RAIN GARDEN
13 LARGE PAVILION
14 GREENMEAD PLAZA
15 EVENTS LAWN
16 SOUTHERN CROSS-ACCESS ROAD
17 MULTI-MODAL PATH
18 LENGTHEN THE MATLEY NATURE TRAIL
19 EXISTING NATURE TRAIL
20 MAINTENANCE BARN
21 TURF PARKING WITH ORCHARDS
22 NANKIN MILLS SCHOOL
23 PRELIMINARY WATER TANK LOCATION
24 PRELIMIARY STORMWATER POND

PARKING LOT COUNTS (ESTIMATED)
EXISTING NUMBER: 759 SPACES
PROPOSED NUMBER (INCLUDING NEW AND EXISTING LOTS TO REMAIN): 902 SPACES

GREENMEAD HISTORICAL PARK *CONCEPTUAL SITE PLAN | LIVONIA, MI | OCTOBER 2022*

N 60 30 0 60 120

WADE TRIM

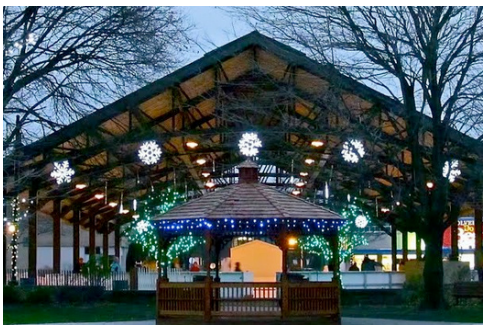
Historic Entry Gateway - Alexander Blue House
Courtesy of Greenmead Historical Park

Nature Playground - Lake Owasso County Park
Shoreview, MN

Greenmead 365 Conceptual Site Plan Features:

- Enhanced Entry/Signage – Improve the recognition of Greenmead Historical Park with new signage at key focal points on the Park's border. The two main entries will be enhanced with gateways that mimic original historical features
- Orchards – Re-introduce a historic land use with the installation of an orchard south of Greenmead Farm and along Newburg Road
- Formal Garden – Create a formal garden just west of the proposed west parking lot. This garden can work in conjunction to the event space to the west and the greenhouse to the north
- Farmhands House – Repurpose to include rest rooms for the Farm/Petting Zoo and Natural Playground
- West Parking Lot – Reconstruct and expand the existing parking lot to serve the Farm/Petting Zoo, Central Plaza, and Natural Playground
- Nature-Play Playground – Major family attraction designed to integrate the Park's history as a frontier farming site into the playground's overall theme that encourages children to learn about the history of Greenmead through play
- Removable Bollards – Install these traffic control devices to limit vehicular traffic to certain areas either full time (in the case of the Village) or along the main east-west road during special events and at other times
- Upgraded Roads –
    - Main East-West Connector - Central Plaza to be constructed using pavers, which will signify the pedestrian-centric nature of the area while remainder of road will be completed with stamped concrete with a red brick pattern
    - Village Road - Village loop road to be constructed of exposed aggregate concrete to reduce maintenance
- Print Shop/Archives Expansion – Former print shop to be enlarged to create a single climate-controlled facility for storage of all the Greenmead paper and household collections, reducing the likelihood of materials being damaged and inappropriately stored in other locations
- Picnic Pavilions – Numerous new pavilions scattered throughout the park to encourage families to come and enjoy meals and reunions in the park
- Bioretention/Rain Gardens -Install green infrastructure (rain gardens and bioswales) throughout the Park, enhancing the site's stormwater controls while improving the quality of stormwater
- Greenmead Pavilion – Year-round events facility with winter ice-skating and covered three-season space with stage and large concert lawn. Public rest rooms and a concession booth will also be included within the pavilion as well as a utility closet for the ice rink and other maintenance
- Greenmead Plaza – Centralizing pedestrian feature that can be used to host events, food trucks, or general park activities
- Events Lawn – Large centralized feature to host major City-wide events and concerts
- Southern Cross-Access Road – New cross-access road connecting the expanded western parking lot with the overflow parking near the soccer fields, allowing for the Blue House drive to be closed during major events

Example of parking lot bioswale - MSU Extension



South Haven, MI Ice Rink

- Multi-Modal Path Network– Create an interior network that seamlessly connects all of the park's features together that improve circulation and creates a recreational hub at the Park. This includes a network of cement sidewalks that provide handicapped-accessible routes to all main visitor areas
- Lengthen the Matley Nature Trail – Expand the existing trail by cutting new trails through the woods, installing outdoor "classrooms", creating new linkages to the site from the east and south while inter-connecting the nature trail to the Park's path network
- Maintenance Barn – New facility for the storage of Parks and Recreation Department equipment used at Greenmead, allowing all of the City equipment and equipment storage to be removed from the North and South Barns
- Turf Parking with Orchards – Reduce the aesthetic impact of the underutilized overflow parking lots by installing grass-paving mesh with rows of apple trees that will be an extension of the main orchard while allowing for occasional large-event parking. The western-most portion of the lot is to be paved near the sledding hill
- Nankin Mills School Interpretive Center – School rehabilitated with new interpretive displays telling the unified Greenmead story
- Petting Zoo/Display Farm – Concessionaire-run facility that interprets the history of farming at Greenmead and role of farming in the settlement of Livonia, with the existing barns to be rehabilitated to house the animals and welcome visitors
- Nonmotorized Pathways – Install new nonmotorized connections along Newburg and Eight Miles Roads and along Victor Parkway that creates safe and enjoyable access to the Park while supporting the development of the City's nonmotorized network
- Blue House Intersection – Improve vehicular circulation and roadway aesthetics at the main entrance intersection with Old Newburg Road by adding a mini traffic circle, good signage, and distinctive hardscape
- Enlarged Sledding Hill – Enlarge the height of the existing hill to create a better sledding experience
- Enhanced Event Space - Add amenities to the south side of the Simmons-Hill House that will help facilitate small events such as weddings, parties, or small intimate concerts. These amenities may include improved electrical connections, built in AV and sound, small pavilion, seat walls, and plantings
- Formal Garden – Create a formal garden just west of the proposed West Parking Lot. This garden can work in conjunction to the event space to the west and the greenhouse to the north
- Improved Signage – Enhance the Park's navigability by adding cohesive wayfinding signage for pedestrians and cars as well as educational signage at prominent site features
- Improve Four-Season Parking Lots – Utilize green parking lot design including tree islands and stormwater swales to make improvements to the east parking lot, and build a four-season parking lot in the southern apple orchard overflow parking area

Example of ADA enhancement opportunity

- Edge Treatments – Utilize traditional farm edge treatments to enhance the appearance of the Park's north, east, and western frontages
- Increased Landscaping within the Village – Enhance visitor experience by installing an allée of street trees along the Village roads while installing historically appropriate low-maintenance landscaping within the Village
- Rename Internal Roads & Install Street Sign in Village – Further the connection with the original location of the Newburg intersection by renaming the roads Old Newburg Road and Old Ann Arbor Trail within the Village and install traditional looking street sign at the intersection

Example of overflow car parking in an orchard

The Greenmead 365 Conceptual Site Plan illustrates that a portion of the existing community gardens will be lost to allow for the development of the events lawn adjacent to the pavilion. For the hosting of large concerts and special events, the pavilion will include a covered stage that faces this large lawn area. As the gardeners have been an integral part of the historical park for decades, the City is committed to ensuring that all of the current resident farmers would be accommodated within the reconfigured community gardens. Improvements to the gardens would include the grading of the entire garden area, installation of improved site drainage, soil amendments to ensure the quality of the garden plots, and easy access from an adjoining parking area.

Accessibility for all is another important goal of this Master Plan. Whenever possible, all improvements within the Park should be designed to Universal Design standards, which exceed the United States' American's with Disability Act standards. The goal is to ensure that all new facilities are built to be inclusive of accessibility, and when existing facilities are renovated that every effort be made to bring these facilities up to these Standards.

Due to the existing nature of many of the historic structures at the Park, it is reasonable to assume that not all of the public spaces would be able to be made accessible, but the City's goal should be to make the ground floors of all of the existing historic structures that are open to the public to be accessible through the addition of ramps on the side or rear elevations, wherever possible. All programming activities should be provided in accessible public spaces. Where special or unique features are only able to be viewed or experienced by able-bodied public and cannot be feasibly made fully accessible that alternatives be provided in those instances, including the use of virtual experiences.

The City's ADA Access Audit and Transition Plan, dated May 26, 2021, provides specific information and recommendations for accessibility improvements at Greenmead HP. This Transition Plan Summary recognizes over $711,000 in proposed ADA improvements across the City's five phased Livonia Parks and Recreation Transition Plan Summary for Greenmead.

Greenmead Farm

South Barn

Goals and Actions

In order to assist in the implementation of the Master Plan, all of the concepts and features of this Plan have been divided into specific Goals and the Actions necessary to accomplish those Goals. The Goals are broken out into nine distinct categories and the Actions are listed in the order in which they're best to be implemented.

This breakdown is to separate the necessary projects and efforts into the areas best suited for certain individuals, groups, or entities. Certain steps will require action by the City Administration while others may be accomplished by volunteers.

Goal 1	**Develop a foundation for the implementation of the Master Plan**
Action 1	Confirm municipal buy-in of the Plan including adop tion of Greenmead Historical Park Master Plan by the City Council, Parks and Recreation Commission, Hi Historical Commission, and Historic Preservation Commission
Action 2	Include Greenmead Historical Park (HP) projects into City's Capital Improvement Plan
Action 3	Develop sustainable funding plan

Goal 2	**Preserve the historic integrity and significance of Greenmead**
Action 1	Develop building maintenance schedule for all historic buildings on site
Action 2	Utilize the Secretary of the Interior's Standards for Preservation for Greenmead Farm
Action 3	Utilize the Secretary of the Interior's Standard for Rehabilitation for the properties within the Village

Nankin Mills School

Overflow Entrance Sign - Newburgh Road

"Effective environmental graphics combine form and function to transform spaces into something unique and memorable. They are a cost-effective marketing tool that enhances brand perception and provides valuable information to employees and customers." Thinking Big: The Importance of Environmental Graphics to Your Business *By Sally McKenzie | September 25, 2020*

Goal 3 **Develop and deploy new comprehensive Interpretive Plan**

Action 1 Hire Interpretation Consultant to draft interpretive plan that pulls the separate stories of Greenmead together into a single narrative illustrating the settlement of the American Midwest

Action 2 Rehabilitate Nankin Mills School into new interpretive center

Action 3 Revamp on site messaging to reflect expanded interpretive plan

Action 4 Install new cutting-edge interpretive messaging inside and outside all facilities

Action 5 Revise interpretive materials and docent training manuals to coincide with the new comprehensive Interpretive Plan

Goal 4 **Expand Greenmead HP Marketing Efforts**

Action 1 Implement a broadened web presence for Greenmead HP

- Deploy website designed specifically for marketing Greenmead to Metro Detroit and beyond
- Develop marketing strategy to highlight Greenmead as a regional historical attraction

Action 2 Broaden Messaging

- Greenmead HP is a unique facility that offers a unique opportunity to learn about settlement history of Livonia/SE Michigan/Michigan/America's Midwest at one location

Action 3 Install new environmental graphics

Action 4 Increase site identity and awareness

Goal 5 **Improve Site Access and Visibility**

Action 1 Build new nonmotorized pathways to Greenmead HP along Newburg and Eight Mile Roads

Action 2 Expand access of field trips for all Livonia elementary school students to have a one-day visit to the Newburg School through funding travel grant program

Action 3 Install traditional entry features at each of the main entrances to Greenmead and improve signage

Action 4 Install low-maintenance fencing or natural boundary around perimeter of the site to enhance farm image

Sledding Hill

Village Drive during special event set-up

Goal 6 **Improve Facilities**

Action 1 Follow recommendations of the Greenmead HP Mas ter Plan Facility Plan for orderly investments in facility

- Install New Roadway
- Convert Nankin Mills School into interpretive center
- Expand print shop/collections building
- Install Natural Playground
- Build new pavilion/skating rink
- Build new park operations building
- Restore Greenmead Farm's historic barns and outbuildings
- Convert underutilized parking lots into or-chards with parking located between rows of trees
- Develop an RFP to hire a company to operate a petting farm in South Barns
- Expand nature walk
- Improve sledding hill
- Construct picnic pavilions
- Install rest room near new playground

Action 2 Improve site maintenance with regular maintenance schedule for Simmons/Hill historic farm complex while utilizing newer more durable historically appro priate materials for buildings within the Village

Goal 7 **Strengthen Collections**

Action 1 Adopt revised collections policy

Action 2 Streamline/focus collections

Action 3 Deaccession materials that do not meet collections policy

Action 4 Centralize Collections into expanded climate-con trolled collections building in former print shop

Action 5 Ensure all materials are properly stored, provenance recorded, digital copies/images created and posted online, where appropriate

West parking lot

Ice skating rink near Greenmead Farm

Goal 8	**Improve Site Aesthetics**
Action 1	Develop partnership with Michigan State University to develop research opportunities related to heritage agriculture and orchards (pg 9 – 1998)
Action 2	Improve Village summer experience by increasing number of trees within the Village
Action 3	Create authentic time period landscaping for the structures in the Village
Action 4	Installation gateway improvements near Blue House intersection
Action 5	Expand paint scheme of Village to include Queen Anne and Arts and Crafts and school, where appropriate (pg 10 – 1998)

Goal 9	**Improve Visitor Experience**
Action 1	Evaluate the operations of the store to ensure that the materials being sold are desired by the visitor as souvenirs and period correct
Action 2	Develop and install wayfinding program to assist visi tors to easily navigate the site
Action 3	Construct pedestrian friendly trail network that en sures universal accessibility wherever possible
Action 4	Identify potential public and private sector entities that could enter into partnership opportunities fo cused on visitor experience and educational opportu nities

Farmhand's House

North Barn

Facility Plan

To understand how the Park will function in the future and how the various new and improved features will interact with each other, a Facility Plan has been developed. The Facility Plan is broken out into three components that evaluate project phasing, events, and staffing. This Plan is designed to provide a strategic order that is based upon the events and activities envisioned by the Master Plan.

The first component breaks down the implementation steps into an ordered phasing approach that places more foundational projects at the beginning that supports later projects. The Phasing Schedule identifies five phases with individual projects that should be implmented together with several other projects that may occur when staffing or funding becomes available. One of the aims of the Facility Plan is to provide projects that will increase visitorship to the Park year round early into the Master Plan so that awareness of the Park is increased.

Facility Plan
Phasing Schedule

Phase 1A – Central Plaza Development

1) Site infrastructure improvements
2) Ice skating/events/concert pavilion
3) Nankin Mills School Interpretive Center rehabilitation
4) Southern cross-access road
5) Construction of central events plaza
6) Western parking lot construction
7) Enhanced entries and signage
8) Construction of new maintenance building
9) Nature-Play Playground construction
10) Sledding hill improvements
11) Interpretive signage, displays, and collections

Phase 1B – Public-Private Partnership Improvements

1) Site infrastructure and landscaping improvements
2) North and South Barn rehabilitation
3) Construction of public rest rooms in Farmhands House
4) Improvements to host Petting Zoo/Display Farm
5) Interpretive signage, displays, and collections

Phase 2 – Village Improvements

1) Site infrastructure improvements
2) Landscaping enhancements
3) Collections Building renovation and expansion
4) Village picnic pavilions
5) Blue Office Building restoration
6) Interpretive signage, displays, and collections

Newburg Church

Soccer Fields

Phase 3 – Site Enhancements

1) Parking lot improvements – East
2) Edge landscaping/hardscaping treatments
3) Orchard overflow parking lot
4) Eastern orchard
5) Enhanced entries and signage

Phase 4 – Greenmead Farm Complex

1) Pathway and landscaping improvements
2) Construction of enhanced event space
3) Improvements to Simmons-Hill House
4) Improvements to signage and displays

Other projects –

1) Expansion of the nature trail
2) Construction of picnic pavilions – additional pavilions
3) Off site Bikepath connections
4) Soccer field improvements and soccer parking lot upgrades

Facility Plan
Events Assessment

The second component of the Facility Plan is an assessment of Greenmead Historical Park's ability to host existing and future events from a site capacity assessment. The first component delineates all of the activities and events that are currently or proposed to be occurring at Greenmead Historical Park in the 2023 year and beyond. The listing is broken out by the time of year, its location within the Park, and the responsible staffing organization.

New events/activities that will occur at the Park due to the implementation of the Master Plan are in **blue.** Many of the new events won't start occurring until brand-new facilities are constructed. Details about the timing of these improvements are included within the Capital Improvements Plan and Facility Plan's Phasing Schedule.

The second part of the Events Assessment is to analyze the existing facilities operations and to determine what constraints and opportunities may exist.

Time of Year	Location	Responsible staffing organization
January		
Drive the Cold Away Parlor Games	ABH	GHP
History Lecture Series	ABH	GHP
Game Night	ABH	GHP
Stories, Snacks, and Crafts	ABH	GHP/Volunteers
February		
The Snow Ball	ABH	GHP/Volunteers
History Lecture Series	ABH	GHP
Game Night	ABH	GHP
Stories, Snacks, and Crafts	ABH	GHP/Volunteers

Greenmead Children's Event at Alexander Blue House
Courtesy of Greenmead Historical Park

Guns n' Gowns
Courtesy of Greenmead Historical Park

March		
Quilting Class	ABH	GHP
St. Patrick's Party	ABH	GHP/Volunteers
Game Night	ABH	GHP
History Lecture Series	ABH	GHP
April		
Stories, Snacks, and Crafts	ABH	GHP/Volunteers
Titanic Luncheon	ABH	GHP/Volunteer
Game Night	ABH	GHP
Earth Day	ABH/MH/ Grounds	GHP/Volunteers/ Contractor
History Lecture Series	ABH	GHP
Jewelry Sale*	ABH	Historical Commis sion/ Volunteers/GHP
May		
Children's Spring Tea	ABH	GHP/Volunteer
History Lecture Series	ABH	GHP
Game Night	ABH	GHP
Stories, Snacks, and Crafts	ABH	GHP/Volunteers
Plant Sharing*	Grounds	Livonia Garden Club
June		
Summer Flea Market*	Grounds	GHP/Volunteers/His torical Commission
Motor City Irish Festival*	Grounds	Contractor
S'mores and Stories	Village	GHP/Volunteers
Livonia Garden Walk*	City/Hill	Friends of Green mead
Sunday Tours*	Village	GHP/Volunteers
July		
Murder Mystery Dinner	ABH	GHP/Volunteers
S'mores and Stories	Grounds	GHP/Volunteers
BIG Picnic	Grounds	GHP/Volunteers/Rec Staff
Sunday Tours*	Village	GHP/Volunteer
August		
St. Andrew's Highland Games*	Grounds	Contractor
S'mores and Stories	Grounds	GHP/Volunteers
AMC Car Show*	Grounds	Contractor
Touch-A-Truck*	Grounds	Rotary Interact Club/ GHP
Sunday Tours*	Village	GHP/Volunteers
September		
Fall Flea Market*	Grounds	GHP/Volunteers/ Historical Commis sion
Game Night	ABH	GHP/Volunteers
Guns n' Gowns*	Grounds	Contractor

Touch-a-Truck
Courtesy of Greenmead Historical Park

Guns n' Gowns
Courtesy of Greenmead Historical Park

October		
Sunday Tours*	Village	GHP/Volunteers
Metro Parks Program	School	Contractor/GHP
Harvest Festival	Grounds	GHP
Game Night	ABH	GH
Halloween Walk*	Grounds	GHP/Volunteers
November		
Stories, Snacks, and Crafts	ABH	GHP/Volunteers
Highland Tea*	ABH	GHP/Volunteers
December		
Santa Stroll*	Village	GHP/Volunteers
Night of Lights*	Grounds	GHP/Parks & Rec
Seasonal		
Ice Skating – covered	Pavilion	Parks & Rec
Community Gardening	Park	GHP
Virginia B. Matley Nature Trail	Park	DPW
Sledding	Park	DPW
Soccer	Park	Parks & Rec & DPW
Concerts	Pavilion	Parks & Rec
Pavilion Stage	Pavilion	Parks & Rec
Simmons-Hill House Stage	Hill	Parks & Rec
Natural Playground	Park	DPW
Picnicking	Park & Village	Parks & Rec
Petting Zoo	Farm	Contractor
Interpretive Center	Village	GHP
Bike Trail Network	Park	DPW
On Request		
Group Newburg Intersection Tours	Village	GHP/Volunteers
Newburg School field trips	Village	GHP/Volunteers
Research Appointments	Collections	GHP
Weddings and Receptions	Church	GHP
Blue House Special Event Rental	ABH	GHP

Existing
New

* Long-running Greenmead Programs

ABH	Alexander Blue House
MH	Quaker Meeting House
Hill	Hill House
GHP	Greenmead Historical Park staff
Collections	Rehabbed and expanded former Printshop

Currently, many of the Park's indoor events are held at the Alexander Blue House. It has a large room that can hold up to 99 guests. This room is well-suited for many of the lectures, teas, and other period-related indoor events that are currently held on-site. There is a prep kitchen conveniently located directly adjacent to the events space. The Newburg Church hosts

Greenmead Flea Market
Courtesy of Greenmead Historical Park

Lawn Games at Greenmead
Courtesy of Greenmead Historical Park

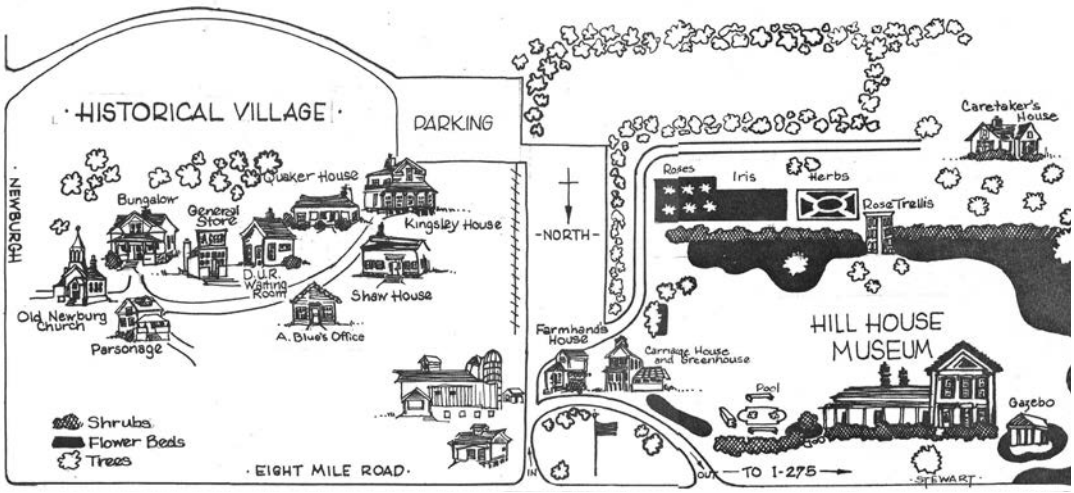
weddings for up to 120 guests throughout the year, and the Friends Meeting House is also available for showers, birthday parties, business meetings, and other events, with a capacity for up to 40 guests. All three buildings have both heating and air conditioning.

Creating a larger indoor event space was explored by the design team, but there were concerns related to the City's ability to operate the facility competitively and concerns that the facility would become a long-term financial liability. If the facility was operated by the City, it would also be in direct competition with private restaurants and catering facilities within the City. Such a space would allow arger weddings and receptions to then be able to be held at the complex, but the Newburg Church can only hold 20 more persons than the current Alexander Blue House facility.

Many of the regular events including the holiday teas and history-themed events are currently near or at capacity. With a larger indoor event space at Greenmead, the event sizes could expand; however, there are significant constraints for these events related to limits on staffing and number of available volunteers. In addition, the quality of the events could be diminished if the number of participants grew too large. Intimacy and being able to hear presentations are important to the overall visitor experience at these events.

A significant facility improvement will be the construction of the pavilion. Being able to have a covered space to host summer events during inclement weather would be an asset for both the Park and the City. The proposed pavilion will be able to allow for a number of outdoor events to continue with less weather-related impacts, and ice sksting at the pavilion will bring winter-time visitors to the Park.

To be able to open up the North and South Barns for public-private partnership opportunities, the City is in need of a maintenance barn that can store the necessary equipment. To address this issue, a maintenance building is proposed towards the south end of the park in a location that would limit its impacts upon the Park's historical character. This new facility will allow for the renovation of the North and South Barns and the opportunities for a petting zoo/display farm and other interpreters to be located at the barn complex.



Early rendering of the Greenmead Historical Park development
Courtesy of Greenmead Historical Park

Community Gardens
Courtesy of Greenmead Historical Park

Greenmead Flea Market
Courtesy of Greenmead Historical Park

One issue that many visitors identified is the lack of rest rooms at the Park. As a part of the improvements to the barn complex, the Farmhand's House will be rehabilitated to function as public rest rooms for the visitor uses at the barn complex, the nature-play playground, and the small events space to the south of the Simmons-Hill House. This facility will be an asset for the larger events that are held during the summer months.

One of the major visitor complaints is there are limited historical experiences that can occur when the Village's buildings are not open and staffed with docents. The creation of an Interpretive Center at the Nankin Mill School will address this significant complaint. It will help to link the Village with the Farm complex while also enlivening the new plaza.
One underutilized facility is the Newburg School. At the time of the report's writing, the school was receiving an average of only seven field trips per year. This resource is a key learning opportunity for younger school-age children, allowing them to spend an entire day-long field trip immersed in history at the Newburg School. It has been reported that one limiting factor for class participation are the costs associated with the field trip including travel expenses and fees. One effort of a new partnerships staff member would be to identify local philanthropic organizations that would support the underwriting of all travel and rental expenses associated with school-house rental. The program's goal would be for every student within the City of Livonia to have the experience of attending the one-room schoolhouse during their elementary school career.

A second program component would be to raise additional funds to support a traveling grant program for students from neighboring school districts to apply to. This would allow additional students to take advantage of Park's living history learning experience. These living history experiences leave indelible marks on students, helping to bring history to life while exposing them viscerally to the power of local history. Those students who attend a one-room classroom experience will likely encourage their parents to take them to other events occurring at Greenmead.

Facility Plan
Staffing Assessment

The third component of the Facility Plan assesses the staffing levels at Greenmead HP, identify where challenges exist, and make suggestions regarding reassignment of some activities to other groups within the parks system.

One of the major constraints at Greenmead Historical Park is staffing of the facility. Currently, there is one full-time Greenmead Park manager, two programming staff, one administrative staff member, and seven part-time staff members. The existing Greenmead Historical Park staff is stretched extremely thin to accomplish the present and future event schedules. This assessment excludes the DPW staff that maintains the grounds and the buildings.

Alexander Blue House

Special Event Set-up

A primary goal of this Master Plan is to ensure that the plan is developed in such a way that through significant effort and financial investment on the part of the City that the plan is achievable based upon the known and expected financial and staffing constraints of the City of Livonia. It is recognized that focused capital investments at the facility that develop long-term well-used visitor facilities will be more easily accomplished than significantly increasing year-round staffing at Greenmead. That is the rationale for the Nature-Play Playground, the pavilion/ice skating rink, the interpretive center, and the petting zoo/farm.

Though there was overwhelming public support for the development of a local Greenfield Village-like facility at Greenmead Historical Park with a living history museum with live interpreters, this goal isn't reasonably achievable. The City does not have enough specialty staffing necessary to operate the Village eight to nine months per year, fund-raise, and provide the specialty programming necessary to create a nearly year-round living history museum. Most all of America's living history museums are operated by non-profit entities, and they have a larger complex of historic buildings that allow for longer visits with more options for visitors to explore (see Listing of Historical Village document in Appendices).

One recommendation is to devote some staff effort on building additional partnerships with outside organizations to host events at the Park. This would include the Livonia Historical Commission, service clubs, schools, non-profits, garden clubs, educational organizations, for-profit businesses, and other organizations. This would help to expand the number of events occurring at the Park without added effort to the Greenmead Historical Park staff.
Many of the added events and activities associated with this plan would be implemented by regular Parks and Rec staff. These new events and activities would bring new visitors to Greenmead and increase the exposure of the existing events and activities to new audiences.

Another staffing recommendation is to have a single member of the City's public relations/marketing department to be assigned to work on promotional and marketing efforts on behalf of Greenmead. Many of the events being held at Greenmead are historical in nature and require specialized messaging that is different than the standardized municipal Parks and Rec events promotions. These events should being marketed to a wider audience than just the City of Livonia so it would be appropriate to have a staff member that learns about the Greenmead audience that is separate from the standard Livonia audience and develops language/messaging and media contacts that are more expansive than the City's normal operations that are mostly focused at the City's residents.

Another recommendation of the staffing plan is to review the annually recurring events at Greenmead to identify those activities that further the main goal of increasing visitor attendance to Greenmead HP while furthering the appreciation and understanding of the site's rich historical thematic story. All events supported by Greenmead Historical Park staff should be evaluated to determine if they're creating unique historically themed

Special Events at the Park

Story Time at Greenmead
Courtesy of Greenmead Historical Park

experiences for the attendees and to determine the number of attendees in relation to staff effort. Those events that do not meet the thematic or visitor goals should be eliminated or significantly overhauled, allowing for new events to be added to the schedule.

The public's interests change and expectations for types of events change over time, and if Greenmead's events are not being periodically refreshed or replaced, it is likely that both the visitor and staff are becoming "tired' with the event. Any of annual or seasonal events that do not meet the historical engagement goals of Greenmead HP should be reassigned to other staff within the City's Parks and Recreation Department to organize and host annually, allowing Greenmead Historical Park staff to focus on developing events and programming that further the Park's interpretive mission and to get the public to engage with and understand the Park's unique history.

To be successful at increasing visitorship to Greenmead HP year-round, careful and important investments in staff are necessary:

1) Expand Interpretive Experience
2) Broaden Educational Programming
3) Increase Events and Partnership Opportunities

Reinvigorating the docent program is another opportunity to expand the reach of City staff while expanding hours that the Village buildings are open. Attrition has depleted the available docents, and the lack of open hours was a major complaint that surfaced during the public engagement efforts. With the broadening of the interpretive themes at the Park, new volunteers may be interested in telling this unique story to first-time visitors, and a concerted effort to expand this program would be warranted.

Staff and volunteer enrichment is important and it is often overlooked. This beneficial activity allows frontline workers to be exposed to new trends in their respective or allied fields while professional journals and newsletters and conferences spark interest and build connections with other practitioners in their respective fields. Annually, funds for membership in appropriate professional organizations should be budgeted along with funds being set aside for periodic conference attendance as well. Organizations that would be appropriate for employee memberships and conference attendance include: Association for Living History, Farm, and Agricultural Museums; Association for State and Local History; National Association for Interpretation; Organization of American Historians; American Alliance of Museums – Historic Houses and Sites Network; Michigan Museums Association; and the National Council on Public History. Membership should be based upon staff interests, professional background, and current Park programming.

One opportunity to expand the capacity of Greenmead Historical Park staff is through the development of a variety of partnerships both with private businesses and public entities. The partnership programs may operate year-round or seasonally, and they offer the opportunity to expand the programming at the Park without the need for additional City staff.

Parsonage Move - Circa 1977
Courtesy of Greenmead Historical Park

DUR Waiting Room

The Plan envisions that an outside vendor be contracted to operate a petting zoo and living history farm in the rehabilitated South Barn and the open area to the east of the barns. This facility is located near the central plaza, and it would return active farming to the site. This activity would be a great opportunity to provide teaching opportunities about current and traditional animal husbandry practices and traditional farming techniques that would have likely been used at Greenmead. Volunteer days could expose children and their families to the tasks that are required on a working farm including mucking out stalls, milking animals, collecting eggs, and other activities.

Rehabilitation of the North Barn would provide for a number of spaces that would be available for other public-private partnership opportunities as well. With the earthen ramp, programming could occur on the first and lower levels of the barn. Like the South Barn, the location is also well situated, close to the proposed petting zoo and the central plaza. The North Barn is the appropriate size and layout that would allow for a number of living history interpreters to be located there including blacksmith, weavers, coopers, and other small businesses that could provide living history demonstrations either seasonally or year-round.

Additional partnerships opportunities may also be formed with a number of educational institutions. These opportunities include partnerships with universities like Western Michigan University that offer library sciences and collections management degrees; Eastern Michigan University's Historic Preservation Program; and schools that provide heritage interpretation programs including Central Michigan, Michigan State, and Northern Michigan Universities, and the National Park Services. College and graduate work projects could be identified where students and/or classes are able to work on real-life projects for Greenmead HP while also offering semester or summer internship opportunities.

As the Livonia Parks and Recreation Department has taken over the day-to-day operation of Greenmead Historical Park, the site is being better incorporated into the City's standard parks and recreation offerings. As identified within the Facility Plan – Events section, certain new activities and events will be carried out by the City's regular Parks and Recreation staff as they're more closely associated with traditional parks and recreation operations while certain specialized activities related to the operations of the historical park will remain within the specialized Greenmead Historical Park group.

As illustrated in the Facility Plan's Events section, the Greenmead Historical Park staff is at capacity with the Park's existing events schedule without any excess bandwidth available to implement the additional projects and programs envisioned within the Plan. Strategic staffing hires are necessary to assist with the implementation of the Plan including an individual focused on developing specialized educational programming for history-themed events that is knowledgeable with cutting edge educational and interpretive technologies. As illustrated above, there are great opportunities for a new staff person focused on events and expanding partnerships to significantly expand programming at Greenmead HP without increasing the burden on existing staff.

Cranson-Hinbern House interpretive signage

Nankin Mills School

"Interpretation is a multi-discipline approach to telling a story in an engaging way that connects with audiences of all interest levels. Successful interpretation tells stories in engrossing and interactive approaches while encouraging further interest and study. Poor interpretation limits the ability of the message to be conveyed to all visitors across the entire interest spectrum from the most casual to the deeply engaged."

Interpretive Plan

To expand the reach of Greenmead, raise its profile, and to unify the disparate parts of the Park's historical narratives into a cohesive whole, a unified interpretive message is proposed. This new narrative places Greenmead into the broader context of the settlement and development of the American Midwest, and it would be deployed across all aspects of the Park's storytelling efforts. Currently, the interpretive messaging is siloed, focusing on specific buildings and individuals without telling a unifying story about all of the Park's historic features within a wider interpretive context.

What is interpretation? The National Association for Interpretation describes it as "a purposeful approach to communication that facilitates meaning, relevant, and inclusive experiences that deepen understanding, broaden perspectives, and inspire engagement with the world around us."

Outdoor wayside signage, docents, written materials, videos, dioramas, interactive displays, static displays, maps, models, smartphone apps, and other means all use differing interpretive modes to convey information to the visitor. Successful interpretation tells stories in engaging and thought-provoking ways that encourages further interest and study while poor interpretation limits the ability of the message to be conveyed across the spectrum from the most casual to the utmost interested visitor. Quality interpretation is both an art and a science that must be developed by experienced and trained professionals. All interpretive programs at the Park should be prepared by individuals with National Association for Interpretation certifications.

As more Americans become less active and interested in local history and busy with other pursuits, facilities like Greenmead that focus on locally significant sites and individuals have been having difficulty building connections with new audiences in the 21st Century. Many local historical sites face stagnant numbers of often aging visitors.

This Plan recommends that Greenmead completely revamp its narrative story to focus more on how the sites' various pieces are able to tell the story about the settlement of Michigan and the Midwest and use the site's buildings and people to illustrate this larger story. Though the developmental history of Livonia is similar to most communities in the Midwest, Greenmead is unique in its connection to the early settlement of the Midwest, and what is truly exceptional to Greenmead is the Park having multiple components to this larger story located within a single historic site that dates back to the beginning of the period of incredible Midwestern growth.

The unique components of Greenmead Historical Park include the nearly intact Greenmead Farm, which dates from after the opening of the Erie Canal. Without the Erie Canal, the Midwest would not have grown so explosively in the 1830s and 1840s. Many historians point to the Erie Canal as a primary economic engine driving American growth during the first American Industrial Revolution (ca. 1790-1840) until the advent of cross-country railroads and

"Newburg Road & Ann Arbor Trail Intersection"

Shaw House

the Second American industrial Revolution, both arriving after the Civil War. Treaties with Indian tribes in the early 19th Century were necessary for the opening up of land for potential development. The canal brought settlers to the Midwest while opening Midwestern agricultural products to markets in the East. The Great Lakes developed water-based trade-routes during this period. As the main transshipment point for the Erie Canal, Buffalo, New York became the country's tenth largest city in 1860 and staying in or near the top ten until 1910. This settlement of the former hinterlands of America's Northwestern Territories is further illustrated by the historic farms and the Quaker Meeting House that make up another component of the settlement story.

The second important piece of the Greenmead story is the role that small four-corners developments played in serving the rural farming communities. The Newburg intersection illustrates this part of the rural development story. Livonia's other four-corners communities and neighboring four-corners communities would be part of this story as well. These developments provided the area farmers with needed goods and services including rail connections to larger nearby cities. These commercial hubs often included post offices, general stores, feed stores, and specialty shops.

The story of suburban development may also be told at Greenmead Historical Park including the rapid suburbanization of Livonia in the 1950s and 1960s that led to the need for several historic properties under threat of suburban development to be moved to Quaker Acres or Greenmead in the 1970s. With these resources, Greenmead is able to illustrate the impacts of suburbanization on what had been Livonia's rural landscape.

This interwoven Greenmead story is nearly identical to most every other community in the lower Midwest, but no other location is so well suited to tell this story in a single location with so many of the pieces intact at such an attractive setting. This new interpretive approach to telling these national stories at Greenmead will create a larger and more prevalent attraction that will increase the interest in the Park.
This broader interpretive focus on the events taking place in America during the 19th and 20th Centuries will pull the currently isolated stories together into a unified theme that will increase the reach of Greenmead.

Currently, the majority of the messaging is focused on the several members of the Simmons and Hill families, the Newburg intersection, and the other individuals connected to the other buildings moved into the Park, but it does not tell the broader story that connects Greenmead to the same development process that was taking place across the Midwest. Generally, interest in very localized history is waning today while stories that connect communities together and tell broader histories will build larger audiences. For Greenmead to succeed in building a base of interested and engaged visitors, the site's story must be expanded through this broader interpretive approach.

Many potential Greenmead visitors live in communities that developed in the same pattern as Livonia, and Greenmead Historical Park is uniquely qualified to tell this omnipresent story to a broader audience. Visitors will be able to see the patterns of development that occurred in Livonia present in their own communities, which builds a strong and localized message for most potential visitors.

Students at Newburg School
Courtesy of Greenmead Historical Park

Shaw House - circa 1920
Courtesy of Greenmead Historical Park

This approach will not impact the people and the stories that are present at Greenmead today. These existing stories and people associated with the buildings and history of Greenmead will be able to provide more depth, detail, and texture to this larger interpretive arc.

Interpretation Action Steps –

1) Development of the Broader Interpretive Context: To be able to tell this larger narrative, Greenmead will have to revamp its interpretation at the Park. An important key to telling a story is to ensure that it is compelling. Good interpretation requires both an artistic and scientific bent to ensure that compelling stories that connect with the visitor are told in captivating ways. To accomplish this, a consultant with National Association for Interpretation credentials specializing in interpretive development should be retained to further develop this broader story.
2) Development of New Interpretive Materials and Exhibits: To be able to convey the broader story, new displays that tell this wider story will need to be developed. Due to the constraints of the City's operating budget, new interactive wayside kiosks will have to be created that can tell the stories of the Newburg Intersection and other Livonia four-corners communities when buildings can't be staffed and opened. Walking tour apps available via smartphone that illustrate the history of the site and how it fits into the larger developmental story of the Midwest. These materials will have to be drafted and new materials and exhibits created that tell this connected storyline.
3) Rehabilitation of the Nankin Mills School: A key component will be the rehabilitation of the Nankin Mills School into the new Nankin Mills Interpretive Center This facility should be designed in such a way that it can be open daily without having to have on-site staffing and filled with interactive displays that convey the new interpretive story. Having this structure located on the Park's main plaza will further centralize the visitor experience while physically connecting the Village with the Farm. Being open daily addresses a major visitor complaint that most of the historic buildings are not regularly open. The new interpretive plan would also include the development of new interpretive kiosks and wayside signs that would tell the site's story when the buildings aren't open. These kiosks would be located throughout the historical part of the Park.
4) New Docent and Print Materials: With the drafting of the expanded interpretive context, all of the Park's existing docent resources and training materials will have to be revamped. Once these materials are available, efforts to reinvigorate the docent program may begin. Partnerships with Michigan colleges and universities should be developed that enable students and classes to work on interpretive and historic preservation projects for the City.
5) New Events and Programming: New activities will have to be created that tie into this new storyline. Existing events may have to be revamped and new events and activities tried. Events should be regularly evaluated to determine if they are successful in bringing in visitors and may need to be altered or new events created.

Village Print Shop - Constructed 2003
Building is proposed to be repursed and enlgarged for the Collections building

Historical Irons currently in the Greenmead Collections

Collections

Reviewing the existing Greenmead collections and artifacts was a major component of the project. The project team's archivist and collections specialist completed several projects as a part of her analysis of the facility. A thorough review of all of the differing ephemera including written materials, clothing, farm implements, household wares, and other materials in the collection was conducted.

Analysis of Greenmead's collections plan, accession/deaccession plan and a curatorial review were also completed. A significant number of supplemental materials are included within the Collections appendix. The first step of the analysis of Greenmead's collections was to determine its extent and locations within the Park.

Collections Assessment

With limited resources, the City of Livonia and its staff have done a remarkable job of providing programming and access to the historical buildings and materials at Greenmead. Many of the buildings serve dual purposes, providing programming and programming space, as well as storage for collections. Collections are stored on various types of shelving throughout the Park. The variety of materials in the collections also presents additional challenges with the storage solutions differing for materials of various chemical compositions, i.e., leather shoes, cellulose film, photographs and photographic negatives, and cotton or silk garments. In the best-case scenario, an archive or museum will have multiple zones for the storage of different materials with each zone adjusted to the specialized storage needs. Few institutions can make this investment and must work with limited financial and staff resources.

The total linear footage of the measured collections includes 1,220 linear feet of shelving, 69 plastic storage bins, and 20 file cabinets. The primary locations for storing collections not permanently displayed – furniture, spinning wheels, and farm implements – are spread across the Cranson/Hinberg House, the Print Shop, the Newburg Church, the Newburg School, the Bungalow, and Kingsley House. See Collections Inventory and Assessment in the Collections Appendix.

Collections Plan

The existing Collections Policy of the Historical Commission of Livonia was a solidly crafted plan that clearly had input from archival and/or museum professionals. It needed some corrections and updates. The major revision to the policy reduced the collecting scope to focus on Livonia and even more specifically on the Newburg settlement. The previous plan referenced collecting materials documenting the Northwest Territory, a large area encompassing

Current Storage Conditions

Current Storage Conditions

Michigan, Indiana, Illinois, Ohio, and Wisconsin. Fortunately, this ambitious goal was not implemented, nor is it suitable or sustainable for Greenmead. While some general source materials and archival materials telling the story of settlement in the Northwest Territory will facilitate telling the Greenmead story and provide background for expanded interpretation, there should be limited collecting of representative items that help tell the story of Native and later non-Native settlement in the Midwest. At this time, it is not envisioned that the Greenmead Historical Park and the City of Livonia will have the resources or capacity to accomplish this mission. The emphasis should focus on Livonia, the Newburg settlement, and some of the other rural, four-corner-settlements that existed in the nineteenth and early twentieth centuries within the vicinity.

The policy was also expanded to specifically indicate materials that are not being actively collected, identifying broad categories of artifacts that are not appropriate for selection or storage at Greenmead. These were spelled out specifically in a new section that identifies what is not collected or accepted:

a. Items that have no connection to the people, industries, or history of Livonia
b. Collectibles, including 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, and
e. Oversized furnishings that have no relationship to Livonia, including pianos, organs, bed frames, and dressers.

The section on loans made by Greenmead was also revised to reflect the Livonia Historical Commission Agreement for Outgoing Loan document that was adopted in 2022. The section also references the limited scope of loans, i.e., loans are made to other cultural institutions, and those institutions must agree to store, exhibit, and use the artifacts according to best practices.

Like many museums, libraries, and archives, there is evidence of "collection creep". Over time, many objects were collected because they were interesting or visually appealing, and many items were taken into the collection that did not meet the plan, despite having deaccession guidelines in the original plan. These deaccession guidelines continue to serve the organization's mission and should be actively implemented.

Priority for deaccessioning should include items that are outside the scope of acquisition policy, damaged items, and items that have no foreseeable use. Lost items should also be verified and removed from active records. Some of the items/genres/materials that should be given first priority in deaccessioning include books with no connection to Livonia, Livonia yearbooks, and newspa-

Example of Improper Storage of Newspapers

Example of Spacesaver® Archival Storage System

pers for areas outside of Livonia. The printing press equipment and associated materials should also be deaccessioned, freeing up space for additional storage collection. Several private collections (decorative glass, candlesticks, salt and pepper shakers) should also be deaccessioned or given to other institutions where they would fit their collections policies.

Analysis indicates that up to 25% of the collection could be deaccessioned if active measures are taken. This would allow for approximately twenty years of future growth. The anticipated number of artifacts or collections of papers and photos that Greenmead can expect to collect in the coming years isn't voluminous. There are only a limited number of photos, papers, and artifacts associated directly with Greenmead. See Revised Collections Policy of the Livonia Historical Commission in the Collections Appendix.

Collections Storage and Curatorial Plan

Greenmead does not have a designated storage area for its collections. The collections are housed across several buildings, and storage decisions have been made for convenience not for optimal storage conditions. In some instances, items are stored because they are at the point of need for use in programming. In other instances, storage has been carved out of the best available space. The existing Print Shop was constructed in 2001 and has many characteristics that make it suitable for a permanent collections storage area. Currently, the structure is not large enough, and the Plan is recommended that this structure be expanded to centralize all of the collections into a single location. Having the collections spread across many locations results in many of the materials not being stored in proper climate conditions including limiting exposure to light, providing for non-fluctuating temperature, and maintaining a consistent level of humidity. Centralizing the collections would also increase the likelihood that the materials are stored in archival quality containers, which are necessary to preserve these items. Some of the existing shelving already in use at Greenmead could be reused but purpose-built library shelving would be more efficient and ensure proper storage.

Example of Spacesaver® Archival Storage System

Example of Spacesaver® Archival Storage System

The former print shop should be expanded to create a single climate-controlled facility to store the majority of the Greenmead collections. This will involve deaccessioning the printing equipment. There are hobby and special interest groups that may be interested in buying or acquiring this equipment. The print equipment takes up most of the Print Shop and has not been used in programming for years. None of the present staff at Greenmead know how to use the equipment and this type of programming is already available at Greenfield Village.

This Plan recommends that an investment be made in some library/museum/archival type shelving. Compact shelving on rails provides the most efficient use of space, but it would require a larger up front investment. The collections assessment identified that approximately 1,300 lineal feet of shelving would be required. The cost of traditional library shelving ranges from just under $30,000 to almost $89,000 for compact storage units.

A centralized collections facility would also assist in both the Greenmead staff in servicing research requests and improve the conditions for researchers while ensuring the safety of the collection. Cases of theft at archives have been on the rise, and this arrangement would help to limit the likelihood of this occurring. The Plan recommends that a research room be created within the collections building, which would allow for materials to be brought to a researcher while limiting access to the entire collection.

In addition to general guidelines for caring for the collections, there are additional steps that would assist staff in having greater physical and intellectual control of the collections. Finding aids should be prepared for some of the larger collections of family papers. An annotated example of a finding aid is included in this section's appendix. Consideration should be given to digitizing outdated audiovisual formats. See Collections Storage and Curatorial Recommendations and Spacesaver documents in the Collections appendix.

Meeting House - Under Rehabilitation
Courtesy of Greenmead Historical Park

Shaw and Geer structures at Quaker Acres
Courtesy of Greenmead Historical Park

Capital Improvement Plan

Capital Improvement Plan Overview
Community needs must be balanced between those basic municipal services that are required for safe and efficient community operations and those added services that enhance and enrich the quality of life for the residents of the community, including recreational and cultural offerings. Greenmead Historical Park embodies one of those community assets that enrich the City of Livonia and helps form the community's identity.

To ensure the future operations of Greenmead Historical Park, wise and prudent investments are required at the Park to ensure its long-term care and that it is able to play a larger role in enriching the City and the region's cultural life. The vision and the elements of the Greenmead Historical Park Master Plan (GHPMP) lay the framework to guide future growth and development of the Park.

In today's environment with tight municipal finances, it is even more important to ensure that every operational and capital dollar is spent in the most efficient manner possible. This GHPMP provides a bold vision for the Park. Without it, the Park will continue to be underutilized and the historic buildings will struggle to receive the necessary maintenance. This Greenmead Historical Park Capital Improvement Plan (GHPCIP) provides a visionary plan that will support the need for strategic investments at the Park, which will, in turn, increase public usage and expand the public appreciation of what an important historic asset the Park is.

While the GHPMP provides the general guideline for the development of land and improvements at the Park, the GHPCIP provides a step-by-step process for making short-term and middle-term investments at the Park.

Capital improvements programming is defined as the multi-year scheduling of public physical improvements. Capital improvements typically include all long-term building improvements, new construction, infrastructure investment, and purchases of depreciable equipment costing more than $50,000. Standard building maintenance does not normally apply but due to the ongoing needs of the historic buildings at the Park, these regular and ongoing maintenance costs are also identified as capital expenditures.

Typically capital improvements programming involves examining long-term forecasts of economic conditions, demographics, governmental revenues, and governmental expenditures. The GHPCIP is a ten-year planning instrument to be used by the City to identify needed capital projects within the Park in an effort to coordinate the financing and timing of improvements in a way that maximizes the investments for the public. Capital improvements are projects involving the expenditure of public funds over and above annual operating expenses. The GHPCIP should be evaluated annually by the City to identify capital projects, prioritizes the timing, and specify the funding sources.

Mately Nature Trail at dusk

Nankin Mills School

Zones of Focus

The GHPCIP is based on a prioritization process. Projects are prioritized based on the critical objectives and strategies of the GHPMP and anticipated funding availability. The following generally describes the four areas of focus:

Site – Infrastructure including new roads, sidewalks, utilities, landscaping, and parking

Existing Buildings – Rehabilitation and stabilization of existing buildings

New Buildings – New buildings and new building addition to existing buildings to support new and/or expanded programming and construction of nature-play playground

Exhibits – Displays, electronic materials, and interpretive materials that convey the history of a location and its objects to visitors in an engaging and meaningful way.

Major Planning Needs and Priorities

The list of major projects for inclusion in the GHPCIP comes from a variety of sources, including results of the mastering planning analysis, steering committee guidance, department requests, community engagement, construction and renovations needs, long-term capital infrastructure replacement, citizen requests, and projects for which funds are available. Each year, all projects included within the annual GHPCIP should be reviewed by the City and adjusted accordingly.

For GHPCIP phasing and budgetary purposes, a major capital project is defined as large in scale, large in cost (in excess of $500,000), and lengthy in duration (1-3 years). In an effort to have the greatest impact on increasing visitors coming to the Park, the GHPCIP front-loads a significant amount of investment into earlier phases. The following describes the priority of each phase of the GHPCIP:

Phase 1A - Central Plaza Development includes major site infrastructure improvements; new ice skating, events, and concert pavilion; Nankin Mills School Interpretive Center rehabilitation; new nature-play playground; new road bypass and maintenance barn; new central events plaza; the western parking lot reconstruction; and new interpretive displays, signage, and collections.

Phase 1B - Visitor Enhancements include the major rehabilitation and stabilization of the North and South Barns as well as the necessary improvements to host a Petting Zoo and Display Farm in the South Barn; public-private interpretive uses in the North Barn, conversion of the Farmhand's House for public rest rooms; and new interpretive displays, signage, and collections.

Phase 2 – Historic Village Enhancements include site infrastructure improvements; the Alexander Blue Office rehabilitation; the expansion of the print shop building for expanded collection storage.

Alexander Blue Office

Simons-Hill House

Phase 3 – Site Improvements including site infrastructure, paths and walkways, turf parking, boundary enhancements, and orchards.

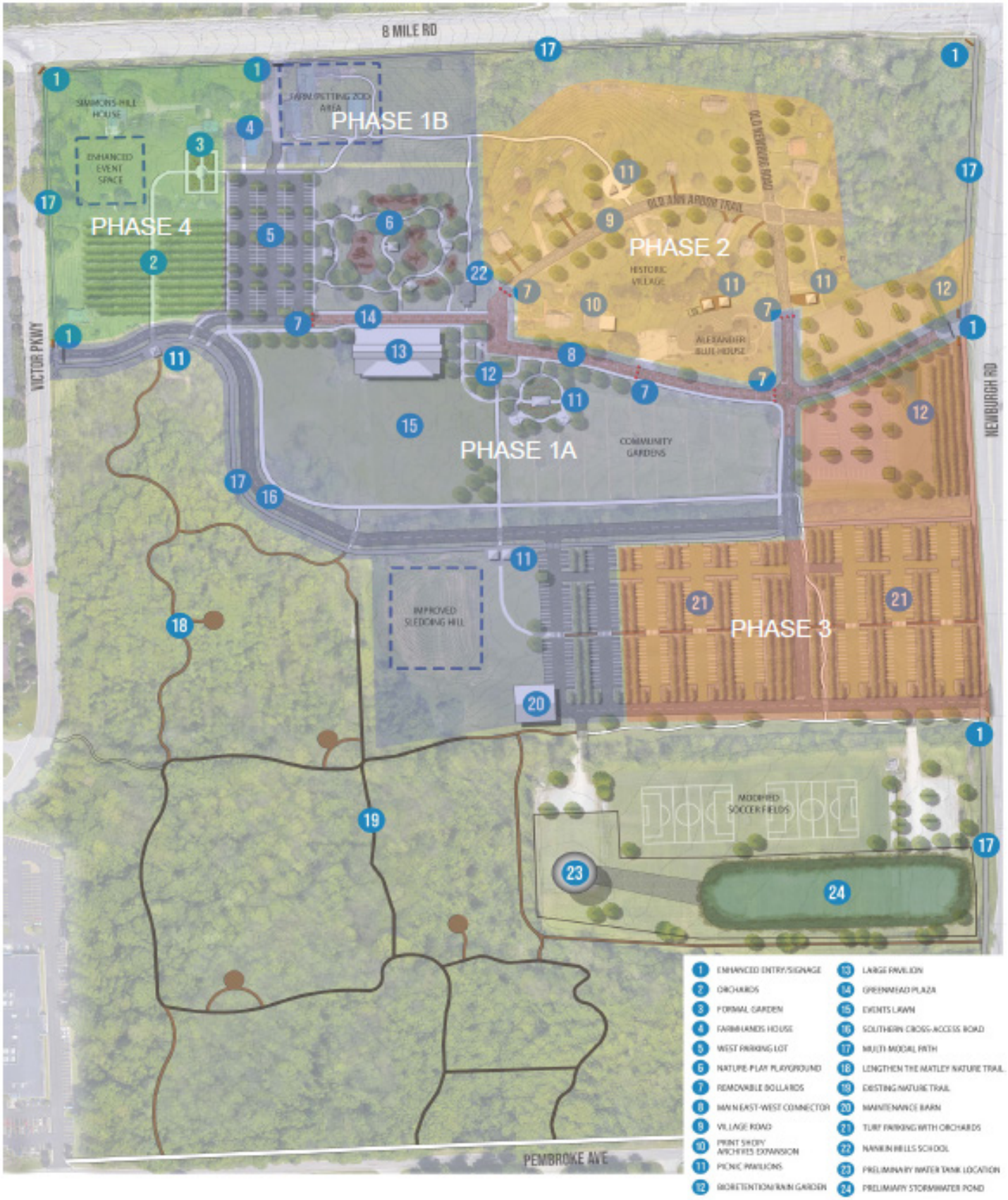
Phase 4 – Greenmead Farm Complex including the historic Greenmead Farm complex Hill House Museum and Gardens as an exterior event space.

Other Projects – Additional Improvements that do not need to be completed in the order prescribed on the CIP and may be completed whenever funding or volunteer efforts can be arranged. These improvements include nature trail expansion and improvements, additional picnic pavilions, off-site bike path connections, and soccer field improvements.

The GHPCIP does not include the expenses necessary to connect the Park to the City's proposed nonmotorized network from Seven Mile Road to the park or ten-foot pathways along Newburgh and Eight Mile Roads. These connections will be important in enhancing the ease for visitors to reach the Park and to use the Park as a hub for exploring the City's nonmotorized network but beyond the Park boundaries.

Capital Improvement Plan Site Context Map Phasing Plan
CIP Site Context Map Phasing Plan, depicted on the following page reflects a generalized flow of major projects over the initial ten-year portion of the CIP. The phasing plan will be used by the City of Livonia as a road map through the planning, design, and construction process.

Greenmead Historic Village
CAPITAL PLAN SITE CONTEXT MAP



Interior of Newburg Church

Detail of Newburg Church Stained Glass Window

Distribution of Funds Overview

The GHPCIP projects should always be reviewed for consistency with the City of Livonia's Master Plan and the GHPMP. The GHPCIP should be viewed as a financial blueprint that helps prioritize needs to achieve implementation of the improvements identified in the Master Plan. The level of funding in the GHPCIP suggests the financial capacity required to reach the desired goals set forth in the Master Plan.

The CIP is broken out into two separate programs. One program is focused on new facilities and significant upgrades at the Park and these investments have been ordered so that the earliest investments will have the largest impact on new facilities and increasing visitation to the Park. These investments are recommended to be front-loaded in the Phases 1A and 1B. A second source of capital funds has been identified that will be targeted to more ongoing needs at the Park. The City is anticipating that $500,000 a year will be made available annually through its internal budgeting process and partnership opportunities to fund additional capital projects.

Major Capital Improvement Program Project

The following summary depicts the estimated total distribution of funds required for each of the five phases over the Plan's initial decade. Allocation of funds should reviewed every two years to confirm or adjust accordingly to align with priorities and available funding. Total estimated funds utilized a rough order of magitude estimating approach and are based on 2022 dollars and do not consider annual inflation and escalation.

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**

Greenmead Farm Barn Complex

Greenmead Village Road in Winter

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 Funds Distribution over 10-year term Summary

The following summary depicts the prioritization of phases, the anticipated year in which the phase will be completed, and the estimated total distribution of funds required over a 10-year term. Total estimated funds are based on 2022 dollars and do not consider annual inflation and escalation.

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**

Location of Nature-Play Playground

Eight Mile Road Interurban Waiting Room

Annual Capital Program – Needs and Priorities

Capital projects that are operational, routine maintenance, and recurring have been included as annual capital improvement projects and expenditures. Each year, all projects included within the annual GHPCIP should be reviewed by the City and adjusted accordingly. During the project, the consultant team undertook a park-wide inventory of the Park and all buildings and to ensure orderly investment and ensure mutually supportive impacts, prioritized annual capital projects over a ten-year term. Due to the nature of historic buildings at the Park and needs for regular investment in visitor and interpretive improvements, a ten-year annual program was developed.

For GHPCIP phasing and budgetary purposes, an annual capital project is defined as small to medium in scale, low to modest in cost (under $500,000), and short in duration (1-12 months). The following generally describes the priority of each phase annually of the GHPCIP:

Years 1 - 5 During years 1-5 the highest priority is site infrastructure and building projects with lower priority projects focused on programming and exhibits within the Village. High priority projects during this phase are addressing deferred maintenance and include ADA Accessibility, roofing, painting, and landscaping improvements.

Years 6 - 10 During years 6-10 the highest priority is programming and exhibits with lower priority projects focused on site infrastructure and building maintenance projects within the Village. High priority projects during this phase are operations in nature and include increased programming for the site and buildings and major enhancements to exhibits and collections.

Annual Capital Program Funds Distribution over 10-year term

The following summary depicts the estimated total distribution of Annual Capital Program dollars over the first 10-year term. Allocation of funds should reviewed annually to confirm or adjust accordingly to align with priorities and available funding. Total estimated funds are based on 2022 dollars and do not consider annual inflation and escalation.

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**

Deferred Maintenance at Cranson-Hinbern House

Rear Elevation of the Nankin Mills School

At the conclusion of the first ten-years, the Annual Capital Program should be analyzed by the City to determine if and how the distribution ratio between site landscaping, building maintenance, programming, and exhibits areas should be modified for the second ten-years of this Plan.

Capital Improvement Funding Sources

GHPMP recommends that the City of Livonia develop a viable overall multi-year financing plan covering the multi-year period of the capital plan to ensure that the proposed capital plan is achievable within expected available resources. Financing strategies should align with expected project requirements while sustaining the financial health of the City of Livonia. The capital improvement financing plan should consider the following:

- Municipal Bonds – Bonds may be Parks and Recreation Department specific or included in a general City-wide bond sale
- Grants – Corporate, non-profit and State and Federal sources including the State of Michigan Department of Natural Resources recreational program grants and philanthropic organizations including the Community Foundation for Southeast Michigan and the Ralph C. Wilson Foundation are sources. If the City became a Certified Local Government, the historic components of the Park would become eligible for modest grants through the Michigan State Historic Preservation Office
- Sponsorships and Private Donations – Individuals and corporations may agree to contributions to fund specific projects in return for the ability to gain recognition onsite, promotional recognition, and marketing rights
- Public-Private Partnerships – Organizations and educational institutions may be willing partners and will contribute financially to specific infrastructure projects that they will be utilizing at the Park
- Rental Revenues – The Petting Zoo/Display Farm operator rental fees would be able to be allocated toward retirement of bond payments.

Over the next few years, the City should make concerted efforts to identify and line-up funding opportunities from the above options that will allow it to finance Greenmead's large infrastructure needs and desired improvements. Aggressive outreach for public-private partnerships should be pursued for prudent, cost-effective capital projects that lower the City's operational costs. Finally, over the next several years, funding from alternative sources and/or new revenue sources should be directed to Greenmead to fully address needed infrastructure improvements and repairs, including proper maintenance of the Park's important historic assets.

Outbuildings at the Shaw House

Conclusions

The GHPCIP provides the direction necessary for the City to begin discussions regarding identifying funding sources for Greenmead's long-term capital needs and strategies to address these needs. As the project progresses, additional refinement of the specific projects and costs will be required as more details are gathered. The GHPMP is a long-range vision document that crystalizes the best direction for guiding improvements at the Park, and the plan will serve as an important catalyst document to propel the City forward in making the necessary investments at Greenmead. These investments will polish the hidden gem that the Park is while increasing its currency amongst the residents of Livonia, SE Michigan, and beyond.

Alexander Blue House at Sunset

By implementing the GHPMP and the GHPCIP over the next decade, these investments will place the Park on firm long-term operation footing. The City and the Park will become the envy of other cities with or wishing they had a historical park within their borders. The path presented within the GHPCIP would place the Park in an enviable position with other cities historic parks by addressing its long-term capital infrastructure needs while creating targeted investments that increase Park currency amongst the visitors by providing a Park designed for them.

Nankin Mills Students with Henry Ford in 1937
From Henry Ford Museum and Greenfield Village

Nankin Mills School - Curent facade

Constructability Audit

Building History

The Nankin Mills School was built in 1937 for the children of the workers at Henry Ford's Nankin Mills factory. Ford sold the schoolhouse in 1946 to the Nankin Mills school district. The building was added on to several times and was renamed Perrinville in 1959. The one room schoolhouse was acquired by Livonia Public Schools in 1963 and was used as an elementary school until 1983. After that, it housed several Livonia school district departments until 1998, when it was upgraded and rededicated as an early childhood center. The building sat vacant from 2008 until January 2015, when the donation of the school to the City of Livonia was accepted and preparations to move the building to Greenmead Historical Park began. In October 2016, Integrity Building Group assisted with the relocation of the school from the corner of Farmington Road and Ann Arbor Trail to the Park. Foundation and basement work was completed in December 2016 and the historic schoolhouse was moved to its final location west of the Kingsley House in July 2017.

Description of Existing Conditions

The Nankin Mills School was relocated in 2016-2017 to the western edge of the Livonia Historical Village across the village road from the Cranson-Hinbern House, in the heart of the Park. It sits on open land with no access pathways or sidewalks. The schoolhouse is surrounded by lawn on all four sides with no decorative plantings or landscaping. It sits at the northeastern corner of the large existing gravel public parking lot, site of the proposed central plaza.

The 28' x 38' rectangular shaped, single story with basement, approximately 2,320 gross square feet (gsf), Greek Revival Style building features gabled end walls, a small entry vestibule, a large decorative frieze and cornice, and a cupola/bell tower. The exterior walls are made of soft red/brown load bearing clay brick laid in a common bond pattern. The basement walls are exposed concrete masonry units (CMU) with the first floor and roof framing of wood. The brick chimney on the north elevation has been removed above the roofline as well as the original front entry porch and steps. The schoolhouse roof is a regular shape and pattern, smooth, thin profile, dark gray slate with copper stepped flashings and ridge caps. The gutters and downspouts are not original features of the building and have been added.

Interior Bracing Remaining from Building Move

Stairwell Opening Into School Basement

The existing schoolhouse plan includes the original large, 9 over 9, single pane, double-hung, wood windows on the sidewalls and the south façade flanking the entry vestibule to allow extensive natural light to illuminate the interior classroom. There are two small windows located high on the sidewalls of the entry vestibule and there are masonry openings in the east and west basement foundation walls that have been infilled. Brick masonry openings are capped with brick soldier courses and steel lintels. There are limestone sills at the exterior windows and main entry door. Evidence of previous additions remain on the north and west facades.

The building interior is a large open space on the first floor with plaster walls and ceiling and a pine floor. The basement is an open unfinished space with a line of columns dividing the area. There is no floor in the basement and the original small stair connecting the two levels has been removed and there is no bathroom. There is large chalkboard opposite the main entrance. The original painted wood trim, casings, wall base, and crown molding remain. The original painted wood guardrail with vertical wood spindles remains in the front entry vestibule, and it that there was a door in a cased opening between the entry vestibule and classroom that has been removed. An attic access opening exists in the center of the space and the existing anachronistic light fixtures are surface mounted fluorescent strip lights. All existing painted surfaces have significant peeling and chipping as a result of seasonal freeze & thaw cycles.

The buildings utility mains including water, electric, natural gas, and sanitary will need to be confirmed. There is no HVAC system, water, and functioning lighting and power. There is no ADA access to the building and there is no exit signs and emergency egress lighting. There appears to be power to an exterior outlet that supplies an active sump pump that discharges water regularly on the west of the building. It is unknown if there are existing hazardous materials. The wood reinforcement framing remains on the interior and wooden support elements remain on the exterior from the building's relocation in 2016-2017.

Description of Building Operations and Exhibits

One of the central features of the Greenmead 365 Conceptual Site Plan is the creation of the Nankin Mills Interpretive Center (NMIC) facility, open daily, at the rehabilitated and expanded Nankin Mills School. This location on the Plaza is both an important welcoming feature to the Park as well as a key orientating Plan component. The NMIC will assist in placing Greenmead and its interpretive elements into the broader interpretive context while presenting the site's people and their stories in ways that support telling of the important and fascinating story of the settlement of the Midwest.

Blackboard in Main Classroom Area

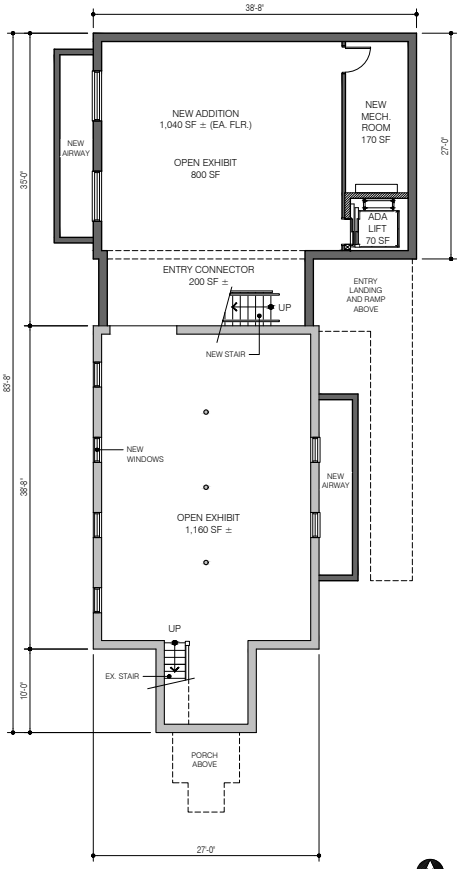
Interior bracing Looking East

This facility will address the main complaint of visitors to the Park – that visitors are unable to visit any of the site's historic properties most days of the year – by creating an interpretive facility with visiting hours from 10 am to 5 pm daily.

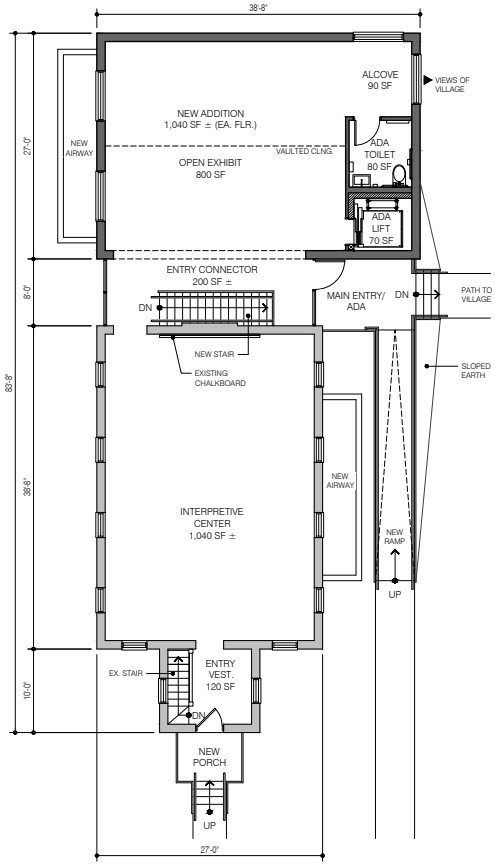
The NMIC Exhibits will formulate the basis for the telling of the multi-layered story of the opening of the Midwest that propelled the American economy from the opening of the Erie Barge Canal in 1825 to the advent of the second American Industrial Revolution after the Civil War. There are many components to this amazing story that will be depicted through a variety of interpretive media including imagery, audio, and static displays. The NMIC displays will describe: the treaties with the Indian peoples that were necessary to open up Midwestern lands for settlement; the opening of the Erie Barge Canal; the huge migration of people from the East and beyond to the Midwest; the new trade from the Midwest to the East; the burgeoning Great Lakes trade network; construction of land trade routes including development of the interurban rail networks and road networks at the turn of the 20th Century; the development of four-corners settlements that served these communities; and the ongoing impacts of the American's First Industrial Revolution (ca. 1790-1840).

With the relocation of the historic farmsteads and the Ann Arbor Trail/Newburg Road intersection, Greenmead is able to bring this story up to the present day by including the impacts of post World War II suburbanization on the American landscape. The second interpretive feature of the NMIC will be to weave the various historical park features and its people and stories into this larger narrative.

Recognizing that the facility cannot be feasibly staffed, the exhibit designers will utilize display design techniques that will be able to withstand some abuse without being affected. Interactive displays will be an important tool in telling the story, but these displays must be able to operate for long periods of time without breaking or requiring specialized maintenance. Robustness of these displays should be a paramount design feature because nonfunctioning displays will lead to significantly negative visitor experiences.

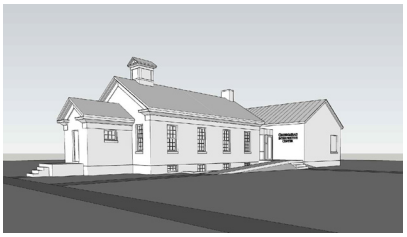


Proposed Basement Plan



Proposed First Floor Plan

0 5 10 20



ISOMETRIC VIEW 1

ISOMETRIC VIEW 2

Square Footages			
Floor	Existing Building	New Addition	Total Proposed
Basement	1,160 SF	1,240 SF	2,400 SF
First Floor	1,160 SF	1,240 SF	2,400 SF
Total	2,320 SF	2,480 SF	4,800 SF

1

Greenmead Historic Village
Nankin Mills School

12.01.2022

THOMAS ROBERTS ARCHITECT
Architecture
Planning
Historic Preservation

These types of sturdy exhibits may be found in numerous nature centers and park welcome centers across the country. To provide an added layer of protection, security will be augmented inside the NMIC with the use of recording video cameras and remote monitoring by Greenmead Historical Park staff during the week and by Recreation Center staff on the weekends.

NMIC will lay the foundation for what the visitors will experience while they walk around the Park's historical features. The NMIC exhibits will inform them of what to look for and where additional interpretive displays and interactive kiosks may be found at strategic locations throughout the Park. To preserve the historic character, these kiosks could be incorporated into existing visitor features including benches and potentially use of a fake dead tree to hold a kiosk at an important interpretive location.

With a very confined space and a large story to tell, the NMIC and its exhibits will have to have extremely well designed with compact displays that can tell intensive and complex themes in restricted space. To accomplish this very difficult task, all of the interpretive exhibits should be designed by a firm specializing in developing dynamic and well-conceived interpretive displays utilizing a variety of tools including a downloadable app that can be accessed by visitors at various locations around the Greenmead Farm and the Village districts. The design firm should be familiar with and utilize methods recommended by the National Association of Interpretation.

Interior Bracing Looking Northwest with Attic Entry

Flacking Paint on Eastern Interior Wall

Description of the Rehabilitation Project

The Nankin Mills School is a central element of the GHPMP and a focal point of the proposed Greenmead Plaza. The Greenmead 365 Conceptual Site Plan envisions the complete rehabilitation of the interior and exterior of the existing schoolhouse as well as expansion for its use as an interpretive center to tell the story of the development of the Midwest and how Greenmead is well positioned to uniquely tell this story.

Due to the existing buildings size constraints, the conceptual alternatives for space allotment within the schoolhouse was limited. The program overview identified that more space is required to allow the schoolhouse to successfully function as the interpretive center for the Park. In addition to the existing 2,320 gsf, approximately 2,480 gsf of additional space is needed for a total of 4,800 gsf, to provide: ADA access and entry, patron gathering space, exhibits, restrooms, mechanical and electrical space, and elevator access to the basement. The Constructability Audit has identified that the costs would be in a range between $617,336.23 and $833,403.91 for rehabilitation and new construction costs to rehabilitate the Nankin Mills School and build the addition. This range depends if the City selected a self-performing restoration contractor (the lower estimate) or a competitive bid general contractor (who would utilize mostly subcontractors and have a defined overhead and profit ratio). An additional $75,000 would be required to bring utilities into the structure. These costs do not include the budget necessary to design and fabricate the exhibits. Depending upon complexity of the design and number of interactives, an additional $1,140,000 to $1,380,000 would be required for 4,000 sq ft of exhibits.

The project will be guided by the Secretary of the Interior's Standards for Rehabilitation. Rehabilitation as this treatment is defined as the act or process of making possible a compatible reuse for a property through repair, alterations, and additions while preserving those character-defining portions or features that convey its historical, cultural, or architectural values.

Site work includes new pathways, sidewalks, signage, and landscaping. A new ADA ramp and stair is proposed to provide access to the new addition and the first floor of the schoolhouse. The new stair and pathway will be oriented towards the historic village. New airways will be created on the schoolhouse and new addition, allowing natural light into the basement spaces. As it is unknown at this time, the building's utility mains including water, electric, natural gas, and sanitary still need to be confirmed.

The rehabilitation project exterior scope includes: the restoration of the original wood windows; reconstruction of the original entry porch and stair; restoration of the wood cupola, decorative frieze, and cornice; masonry tuckpointing; and roofing including slate repair, new gutters, and new downspouts. The basement's current foundation walls are exposed CMU, and they require a facsimile material finish, imitating the original brick foundation appearance, be added to the existing wall surfaces.

Exterior Bracing at Northeast Corner

Opening for Basement Stairs

The rehabilitation project interior scope includes the patch and repair of the plaster walls and ceiling; restoration of the wood floor; scrape, prime and paint wood trim, casings, wall base, and crown molding; and reconstruction of the original stair to the basement. The existing basement is an unfinished space and requires extensive renovations that include a new poured concrete floor, walls, ceiling, and finishes.

The new addition's design will not destroy historic materials, features, and spatial relationships that characterize the property. To comply with the Secretary of the Interior's Standards for Rehabilitation regarding new construction, the new addition will be located on a secondary elevation. So as to protect the integrity of the original structure, the addition will be differentiated but compatible through the selection of appropriate materials, features, size, scale, proportion, and massing. The new "Entry Connector" will fill the gap between the new addition and the historic schoolhouse and include the NMIC main public entrance. The addition will have CMU foundation walls with steel frame, metal deck, and poured concrete floor. The exterior wall assembly will be brick veneer with stud wall framing and pre-engineered roof trusses and the interior finishes will be painted drywall. New windows in the addition will be located to provide views of the historic village.

The project requires new building systems including HVAC; electric service; power and distribution; lighting and controls; and plumbing. The project will also require new exit signs, emergency egress lighting, and fire extinguishers. It is not anticipated that a fire suppression system will be required. New low voltage wiring will be required for exhibits, security, and cameras.

Estimate of Probable Construction Costs

The following preliminary budget analysis was prepared by Integrity Building Group. Integrity has experienced with moving and rehabilitation historic buildings of various sizes and complexities. In addition, they have specific experience in assisting with the move of the Nankin Mills School to the Park and on-site restoration experience at other Greenmead HP properties.

These costs are based on 2022 dollars. Estimates must be increased yearly by actual construction escalation factors (3-5% each year). Estimates do not include hazardous materials analysis and/or corrective action which must be implemented by the Owner. The figures are listed in a simplified manner noting the "Key Accounts" used in construction budgeting. The figures are listed to establish the appropriate amount of funds required. Costs associated with the design and construction of the interpretive exhibits is a general best estimate based upon experience with projects of similar size. As design refinement occurs, the contingency account would be reduced, and funds reallocated as necessary. The following indicates the estimated cost per individual "key account" for the rehabilitation and addition to the schoolhouse building:

INTEGRITY BUILDING GROUP

Preliminary Budget

Nankin Mills School

Estimated Repairs / Renovation / Addition Costs

Division	Description	Existing	Addition	Total
Division 1 - Project Costs				
	Project/Construction Staffing			$31,500.00
	General Conditions			$24,750.00
	Insurance			$9,000.00
Division 2 - Demolition				
	Windows at Existing Basement Walls	$3,000.00		$3,000.00
Division 3 - Concrete				
	Basement Walls		$40,125.00	$40,125.00
	Basement Slab		$14,750.00	$14,750.00
	Concrete Ramp		$6,300.00	$6,300.00
	Areaway Walls		$16,900.00	$16,900.00
	Front Porch Foundation / Steps / Stoop		$2,175.00	$2,175.00
	Side Landing at Top of Ramp with Foundation		$1,150.00	$1,150.00
Division 5 - Masonry				
	Front step walls		$2,800.00	$2,800.00
	Window Openings at Existing Basement		$4,200.00	$4,200.00
	Elevator Shaft		$10,050.00	$10,050.00
Division 5 - Metals				
	Exterior Ramp Handrails		$3,200.00	$3,200.00
	Window Lintels in Basement		$650.00	$650.00
Division 6 - Carpentry				
	Rough Framing		$62,074.40	$62,074.40
	Walls			
	Roof			
	1st Floor			
	Finish Carpentry - Base, Door/Window Casing	$13,827.20	$14,780.80	$28,608.00
Division 7 - Thermal and Moisture				
	Asphalt Shingles	$10,927.20	$11,680.80	$22,608.00
	Insulation		$5,679.20	$5,679.20
Division 8 - Doors & Windows				
	Basement Windows		$3,800.00	$3,800.00
	1st Floor Windows		$5,200.00	$5,200.00

Nankin Mills School

Estimated Repairs / Renovation / Addition Costs

Division	Description	Existing	Addition	Total
	Entry Storefront		$3,200.00	$3,200.00
Division 8 - Finishes				
	Gypsum Board	$7,128.00	$9,373.50	$16,501.50
	Painting	$3,364.00	$3,596.00	$6,960.00
Division 14 Elevator			$40,000.00	$40,000.00
Division 22 - Mechanical HVAC		$15,480.00	$18,720.00	$34,200.00
Division 23 - Plumbing			$25,488.00	$25,488.00
Division 26 Electrical				
	Electrical Rough & Final	$31,900.00	$29,760.00	$61,660.00
	Light Fixtures	$5,000.00	$5,000.00	$10,000.00
Division 32 - Sitework				
	Excavation		$7,387.20	$7,387.20
	Backfill		$7,250.00	$7,250.00
	Landscaping		$12,000.00	$12,000.00
Sub-Total		$90,626.40	$367,289.90	$523,166.30
Design Contingency (10%)		$9,062.64	$36,728.99	$52,316.63
Construction Contingency (8%)		$7,250.11	$29,383.19	$41,853.30
Total		**$106,939.15**	**$433,402.08**	**$617,336.23***
	Cost per SF	$46.09	$174.76	$128.61

* Note - this estimate is based upon the assumption that a self-performing restoration contractor completes the construction activities, utilizing internal trades. For a competitive bid general contractor utilizing outside subcontractors, the overall cost would be up to 35% higher. This would increase the estimated cost by up to $216,070.

No utilities are at the school presently. It is expected to cost $75,000 to bring all of the necessary utilities to the building.

Depending upon number of interactive displays, an addition $1,140,000 to $1,380,000 would be required for exhibit design, fabrication, and installation.

Attic Bracing for the 2016 Building Move

Interior Window Detail

Conclusion

During the constructability evaluation, the proposed new uses, required alterations to the existing building fabric, impacts on the building's historic integrity, and feasibility/ease of this work were all evaluated. All historic buildings may be made to bend to the design will of the historic architect, designers, contractors, and proposed uses, but good design and appropriate uses will lessen the needs for significant and expensive interventions and alterations to historic structures. With the NMIC, the constructability assessment indicated that the existing school would readily accept the desired alterations.

The audit found that:

1) the existing building is generally open in design with a large central volume that would easily lend itself to the proposed interpretive use
2) the proposed design would not impact any character-defining features during the rehabilitation and expansion
3) the building had undergone several renovations and expansions over the decades so little original equipment or mechanicals remain or would be impacted
4) orientation of the structure in its current configuration supports the sympathetic addition on a non-primary elevation
5) the addition's proposed location is where previous expansions have occurred, causing little damage to the building's original fabric
6) any earlier potentially significant earlier additions have already been removed, separate of this effort.

All of these factors support the findings of this constructability report, that the proposed program for rehabilitation/expansion of the Nankin Mills School into the site's interpretive center is a reasonable and feasible project.

The Nankin Mills School Constructability Report for the 2022 Greenmead Historic Park Master Plan provides the City of Livonia with a comprehensive summary to assist with decisions regarding the rehabilitation and expansion of the historic schoolhouse to meet park demands for the foreseeable future. The NMIC is a critical element of the Phase 1A Greenmead Historic Park Capital Improvement Plan. As with any planning study, assumptions made are subject to change due to unpredictable internal and external events. For this reason, this study should be reviewed periodically to verify program and project scope to meet the park needs.

Public Engagement Appendix

Existing Conditions Appendices

Architectural Site Inventory Appendix

Architectural Properties Identification Forms Appendix

Collections Appendix

Capital Improvement Plan Appendix

8 Design Materials - Precendence Boards

Michigan Historical Villages & National Living History Museums

DEPARTMENT OF PARKS & RECREATION

PARKS AND RECREATION COMMISSION

MARK JOHNSON
CHAIRPERSON

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MAUREEN MILLER BROSNAN
MAYOR

EDWARD DAVIS
SUPERINTENDENT

December 8, 2022

Honorable City Council
City of Livonia

Re: Greenmead Historical Park Master Plan

Honorable Members of Council:

The Department of Parks and Recreation requests that the City Council approve the proposed Greenmead Master Park Plan. The plan has received approvals from the Historical Commission, Historic Preservation Commission, and Parks and Recreation Commission.

The Department has been developing the proposed Park Plan by Wade Trim for the last two years. I thank our Steering Committee for their hard work during this process. Our Steering Committee includes the following: Jim Jolly, Scott Bahr, Brandon McCullough, Paul Condon, Cathy Kevra, Lindsey Hakala, Kathy Johnson-Bartshe, Emily Tchorz-Fielder, and Mark Taormina. We have solicited public input through several methods, including the Greenmead 365 website, focus group sessions, and surveys. We continue this process by collecting additional feedback on our site plan to accommodate the Greenmead gardeners.

The proposed plan provides a high-level framework to move Greenmead forward with updated building assessments, capital planning, site plan, interpretation, and collections. The plan also highlights several areas for public-private partnerships for site amenities and programming.

Since the Council Committee meeting on October 19, 2022, we have gathered additional feedback from the community via a survey and engaged the garden group on their concerns. I have included the survey results for your review, and while it does give some additional insight, the results are heavily skewed with the gardners responses. Additions to the Master Plan to accommodate the gardners concerns include improving

soil conditions, drainage, parking access, leveling, and ensuring that we have more than adequate space for resident usage to the proposed garden site.

Attached for your approval is the Greenmead Master Plan, which addresses our Livonia residents' current and future needs and provides a guide for future planning and development.

Your consideration of this request is appreciated.

Respectfully,

Edward Davis
Superintendent

LETTER TO THE LIVONIA CITY COUNCIL

Council Office
September 21, 2022

MEETING DATE	PREPARED BY
EDSPT101922	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

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UNFINISHED BUSINESS AGENDA ITEM 6 (Regular Meeting of November 2, 2022)

Motion: **McCullough**
Second: **Donovic**

Greenmead Historic Village
BUILDING ASSESSMENT
Final Report
October 4, 2022

Condition Assessment

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Methodology

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D[illegible]r[illegible] [illegible] [illegible] [illegible]r[illegible] [illegible], TRA r[illegible]d [illegible] [illegible] dr[illegible] [illegible] [illegible] [illegible] [illegible]r[illegible] [illegible] Gr[illegible] [illegible]d H[illegible]r[illegible] V[illegible] [illegible] [illegible] d[illegible]d r[illegible] [illegible]r[illegible] [illegible]. T[illegible] [illegible]d[illegible] [illegible] [illegible] r[illegible]r[illegible] [illegible]r [illegible]r[illegible]d [illegible]r[illegible] [illegible] [illegible] [illegible] A[illegible]d[illegible] [illegible] [illegible]d [illegible] [illegible]d[illegible] [illegible] [illegible]. A[illegible]r[illegible]rd, TRA [illegible] [illegible]d [illegible] [illegible]r[illegible]d [illegible]r[illegible] d[illegible] [illegible]r[illegible] [illegible] [illegible]r [illegible]d [illegible]x[illegible]r[illegible] [illegible] [illegible]d[illegible]. D[illegible]d [illegible]d[illegible] [illegible] [illegible]r[illegible] [illegible]r[illegible]d[illegible] [illegible]r [illegible] A[illegible]x[illegible]d[illegible]r B[illegible] O[illegible], N[illegible] M[illegible] S[illegible], [illegible]d [illegible] S[illegible] B[illegible]r[illegible] [illegible]d [illegible] [illegible]r[illegible] [illegible]d[illegible] [illegible] [illegible] [illegible]r[illegible]d[illegible] [illegible]r [illegible] r[illegible] [illegible] r[illegible]r[illegible]. T[illegible] [illegible]d[illegible] [illegible]r[illegible] r[illegible]rd[illegible] [illegible] [illegible] [illegible] dr[illegible] [illegible] [illegible]d[illegible] [illegible] Gr[illegible] [illegible]d [illegible] [illegible]r[illegible] [illegible]r[illegible]rd [illegible]r [illegible] [illegible]r[illegible]. A[illegible] [illegible]r[illegible] [illegible]r [illegible] [illegible] [illegible] TRA [illegible] [illegible]r[illegible] [illegible]d.

N[illegible] d[illegible]r[illegible] [illegible] [illegible]r [illegible] [illegible]d[illegible] [illegible]r [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d[illegible] [illegible] [illegible], [illegible]d [illegible] [illegible] [illegible]d[illegible] [illegible] [illegible] [illegible] [illegible]r [illegible] [illegible]r[illegible]d. T[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d [illegible]d [illegible] [illegible]r[illegible] [illegible] [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d[illegible] [illegible]r[illegible] [illegible]r[illegible]r[illegible] [illegible]d[illegible] [illegible]d [illegible]r [illegible] [illegible]:

Good: I[illegible]d[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d [illegible] [illegible] r[illegible]r [illegible] [illegible]d[illegible].

Fair: I[illegible]d[illegible] [illegible] [illegible]r [illegible] [illegible] [illegible]r r[illegible]r [illegible] [illegible]d[illegible].

Poor: I[illegible]d[illegible] [illegible] [illegible]r r[illegible]r [illegible]r r[illegible] [illegible] [illegible]rr[illegible]d.

TRA [illegible] [illegible]d[illegible] [illegible]r [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d[illegible] r[illegible]r[illegible] [illegible] [illegible]d[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible]r[illegible] [illegible] [illegible]r[illegible] d[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]r[illegible]d r[illegible]r[illegible]. T[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d[illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d d[illegible] [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]d[illegible]r [illegible] [illegible] r[illegible] [illegible]d[illegible] [illegible]d [illegible] [illegible]d[illegible]. D[illegible] [illegible] [illegible] [illegible]r[illegible] d[illegible] [illegible] [illegible] [illegible] [illegible]d[illegible] [illegible] [illegible] [illegible] [illegible]d[illegible] [illegible] [illegible] [illegible] [illegible]. T[illegible] [illegible] [illegible] [illegible]r [illegible] [illegible]d [illegible]d [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible]d[illegible] [illegible] [illegible]d[illegible] [illegible] [illegible] [illegible]r[illegible] [illegible]d [illegible] [illegible] [illegible]r[illegible]rd[illegible] [illegible] [illegible] [illegible] [illegible]. D[illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]r[illegible]d [illegible]d [illegible]r[illegible]r[illegible]d [illegible] [illegible]d[illegible] [illegible].

Preliminary Estimate of Probable Costs

T[illegible] [illegible] [illegible] [illegible]r[illegible] [illegible] [illegible] [illegible] [illegible]d [illegible] [illegible] [illegible]d [illegible] [illegible] [illegible] [illegible]r [illegible] [illegible]r[illegible] [illegible]d [illegible]d[illegible] [illegible] [illegible]r[illegible], [illegible]x[illegible]r[illegible], [illegible]r[illegible], [illegible]d[illegible] [illegible] [illegible], [illegible]d [illegible]r[illegible]r[illegible] [illegible] [illegible]. E[illegible] [illegible] [illegible] [illegible]d [illegible]d [illegible] [illegible]r [illegible] [illegible]d[illegible] [illegible]x[illegible] [illegible]d [illegible]x[illegible] [illegible]d [illegible]r [illegible] [illegible]d [illegible] 2022 [illegible]r[illegible] [illegible].

Greenmead Historic Village
BUILDING ASSESSMENT

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Site Context Map 3

Detailed Building Assessment

A□x□□d□r B□□□ O□□□□ 4
N□□□□□ M□□□ S□□□□□ 9
S□□□□ B□r□ 18

General Building Assessment

A.J. G□□r S□□r□ 32
A□x□□d□r B□□□ H□□□□ 35
B□□□□□□□ 40
Cr□□□□□-H□□□r□ H□□□□ 44
D□r□□□U□□□d R□□□ □□W□□□□□ R□□□ 48
F□r□ □□□d□ H□□□□ 51
Fr□□d□ M□□□□□ H□□□□ 54
Gr□□□□□□□□ / C□r□□□r□ H□□□□ 57
H□□H□□□□ M□□□□□ 60
H□□□r□ H□□□□ 63
K□□□□□□ H□□□□ 66
N□□ □□r□ C□□r□□ 70
N□□ □□r□□ S□□□□□ 74
N□r□□ B□r□ 78
P□r□□□□□□ 81
Pr□□□S□□□ 83
S□□□ H□□□□ 85

Appendix

Gr□□□□ □□d H□□□r□□ S□□□ L□□□ R□□□□ P□□□□□□ 1977
S□□ S□r□□□ & A□□□□□□ □□F□□r□ Gr□□ □□ □□d D□□□□□□□ □□□1998
B□rr□r Fr□□ A□□□□□□ □□□1997
Gr□□□□ □□d M□□□r P□□□ 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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □d□□□ □□□□□ □□d □□□□□□□□ □□□ □□□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. P□□□□ □□□ □□ □□□ □□□d□□□ d□ □□□□x□□□ □□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□ □□□d□□□ d□□□ □□□□ □x□□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□□ d□ □□□□ □x□□□ □□ □□□ □□□d□□□ □□d □□□□□d □□ □□□□□d□r□d. T□□ □□□□r□r □□ □□□□□□□□□□d. Or□□□□□□r□□ □□□□□□ □ □□□r□□□□□□□d □□ □□□□□□□□d □□d r□□□□r□d.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□r□ & D□□ □□□□□□□□	N□	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□
HVAC/V□□□□□□□□	N□	-	-
P□□ □r/L□□□□□□	Y□□	-	M□□□□ □□□□r□□□□
P□□□ □□□□	N□	-	-
ADA A□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
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Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. R□□□□□□ □ □□□□□□ □□□d□□□ □□ r□□r □□r□□.
3. Ex□□□□□□ □x□r□□r □d□□□ □□d r□□ r□□□r r□□□r□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
4. Ex□r□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□□ □□□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
6. A□□□□□□ □ □□□□□d □□ □□r□□ □□□□ □□□ □□□□□d □□ □□□□□□□□□d.
7. Ex□r□r □□□□ □□□□ □□ □□□□□□□d □□□□□ □□□□□□□□□.
8. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

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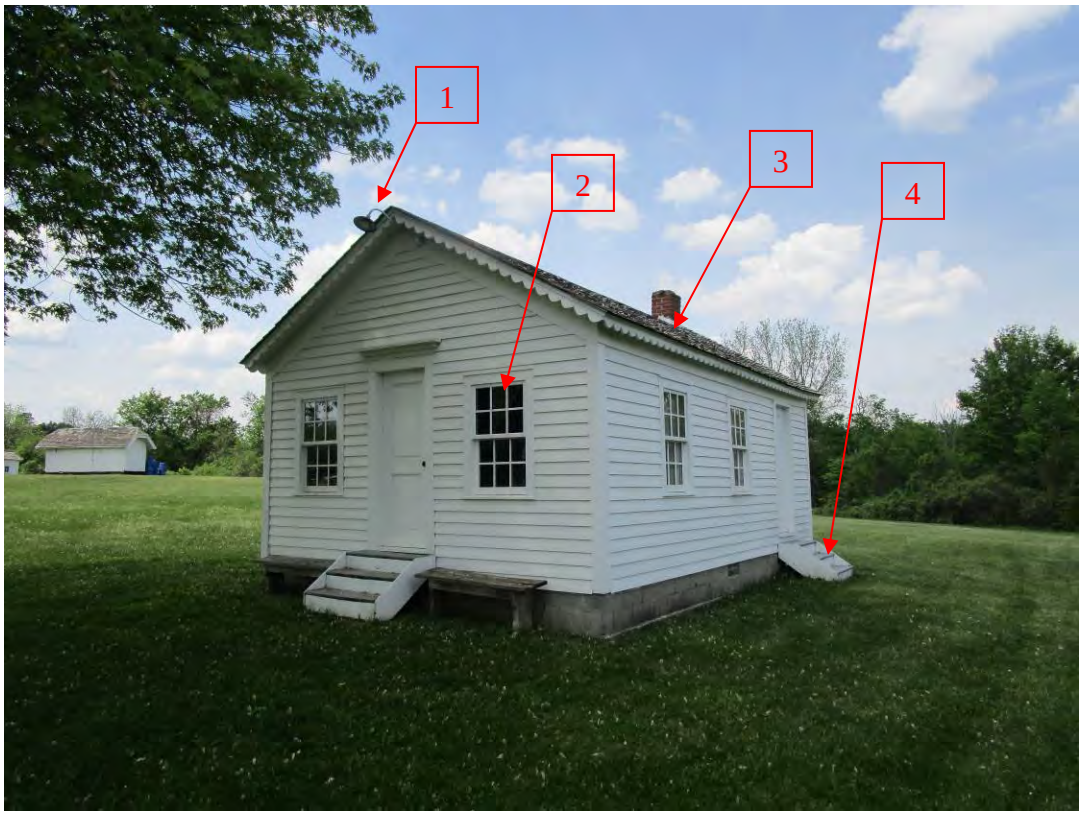
1. L□□□□□□□□□□ S□□□□ □□d N□r□□ E□r□□□□
2. 6 □□□□ 6 D□□□□□ H□□□ W□d□□ □ N□□Or□□□□□
3. C□d□r S□□□□ R□□□
4. A□□□□□ A□□r□□□□ N□□ADA
5. M□x □□Or□□□□□W□□d S□d□□ □□d N□□
6. C□□□ □□□ □□d C□□□ □□□ C□□
7. V□□□
8. CMU F□□□d□□□□ □ □□□ Cr□□ □S□□□□
9. C□d□r S□□□□ □□ 1x D□□□ □□ 2x R□□□r□
10. S□□□□□□□□□D□□□□□□□□ □□ C□□□□□ J□□□□

11. L□□□□S□□□□□□
12. P□□□□□r □□ W□□d L□□□□
13. 1x P□□□ T□□□□□□ □□d Gr□□□□ F□□□r
14. B□□□□d□ □□Ex□r□r S□d□□□: N□ S□□□□□□□□□ □r I□□□□□□□□□
15. A□□□□□2x4 B□□□□□□ Fr□□ □□□
16. 2x6 Fr□□ □□□ □ □□□ □□ F□□□r□ □ □□□□ S□□□□r□□□ Or□□□□□P□□□□r □□d L□□□□ C□□□□□
17. W□□d C□□□□ R□□□
18. W□□d B□□□

Estimate of Probable Cost:

S□□□ W□r□	□25,000
B□□d□□□ Ex□r□r	□35,000
B□□d□□□ I□□r□r	□30,000
B□□d□□□ S□□□□□ □	□10,000
S□□□□r□□S□□□□□□□□□□	□5,000
Total	**$105,000**



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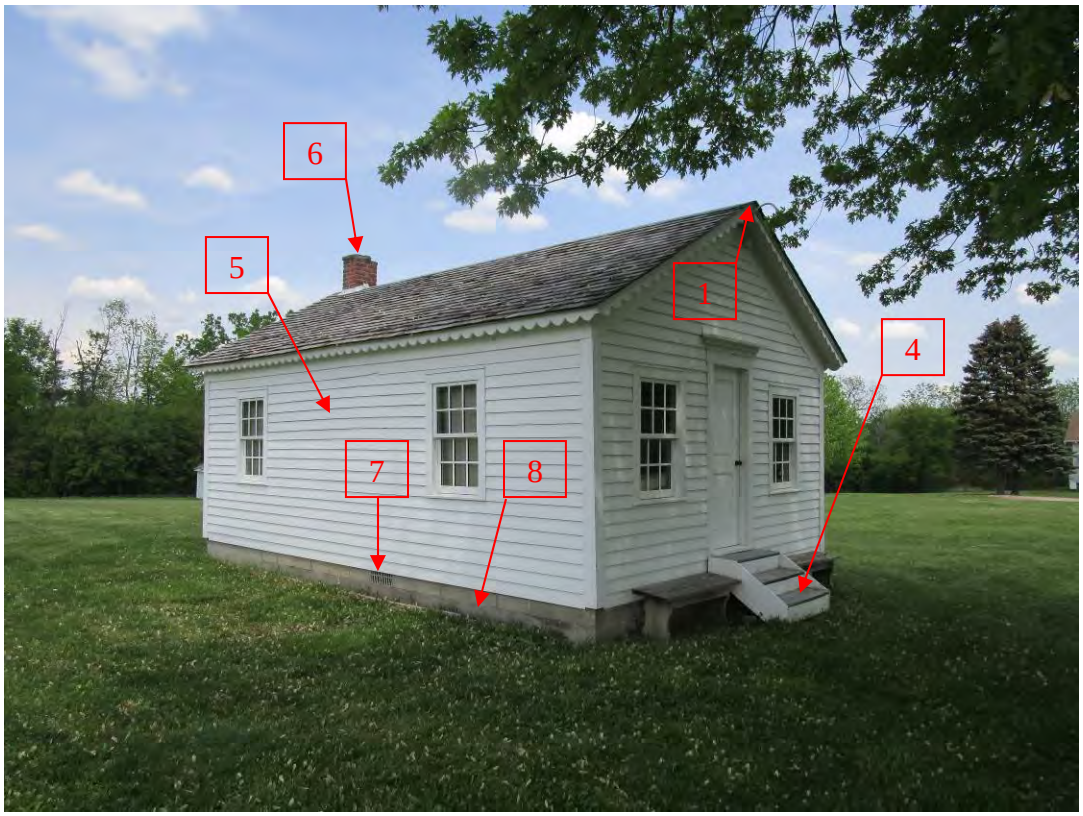
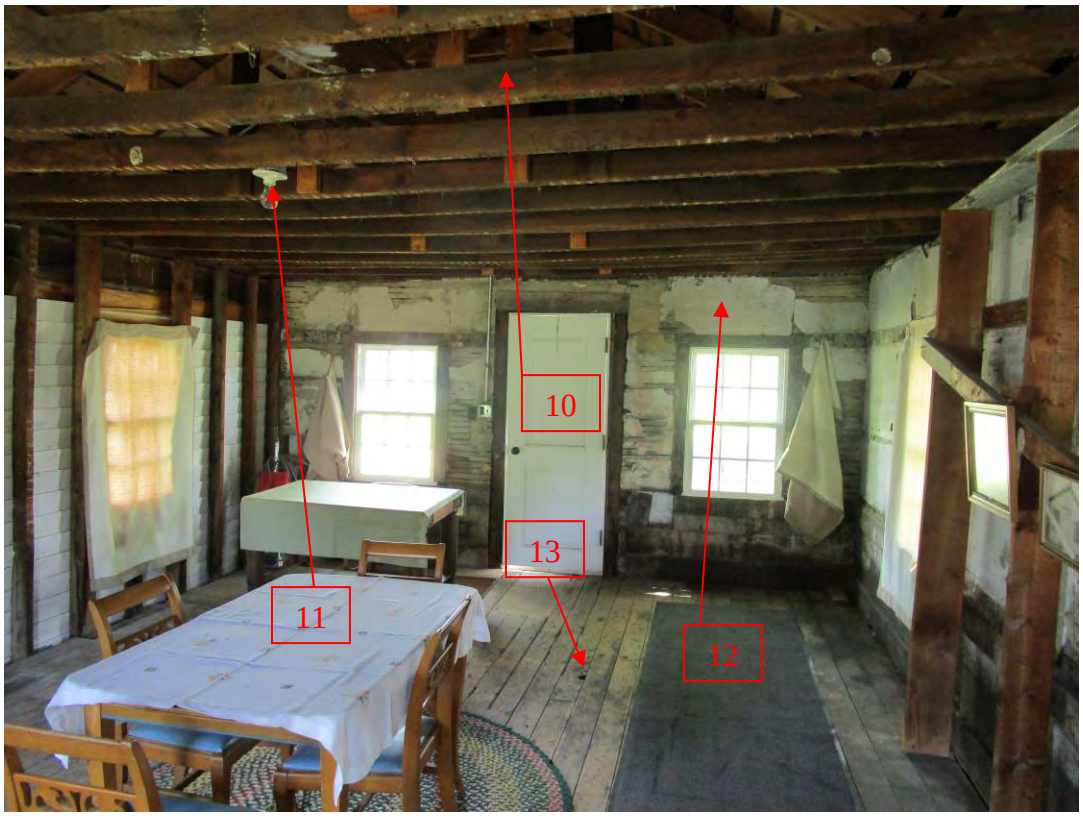


Northwest Corner

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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□r □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □□□□r□ □□□□□□□□□□□, □□□□□□ □□d □□□□□□□□ □□□□ □ □□d □□□□□□□ □□d □ □d□□□r□□□r□□□r□. P□□□□ □□□□ □□ □□□□ □□□d□□□ d□ □□□□x□□□□□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□□ □□□□ □x□□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□□ □x□□□ □□ □□□□ □□□d□□□, □□□□□□□□□ □r□ □□ □□□□r □□□d□□□□□ □□d □□□□d □□ □□ r□□□□□□□d □□d □□□□ □ □□□□□□□□□□□ □□d □□□□□□ □□□□□d □□ r□□□□r□d.

Building System	Material	Condition	Notes
R□□□	S□□□□	F□□r	M□□□□□□□□□□□□r□□□□r□
G□□□□r□ & D□□ □□□□□□□□	A□□□. (H□□□R□□□d)	P□□r	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	Br□□□	G□□d	M□□□□□□□□□□□□ □□□□□□□□
Ex□r□□r S□□□	Br□□□	G□□d	M□□□□□□□□□□□□ □□□□□□□□
W□d□□□	W□□d	F□□r	R□□□□r□
D□□r□	W□□d	F□□r	R□□□□r□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	N□	-	-
P□□ □r/L□□□□□□	N□	-	-
P□□□ □□□□	Y□□	-	S□□ □ □□□□ □ □□□□
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□□	TBD	-	-
L□□□□□□□□□ Pr□□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□□ □□□□ □ □r□ □□ □□□□□□□ □□□□ □□□□□□.
2. B□□□□□ □□□□□□ □□□□□□□□□d □□ □□ □□□□□□□r □□ □□r□ □□□□□□□□□□ □□d □x□r□□r □r□ □□.
3. N□ □□□□d□□□ □□□□□□□ □ □r □□r□□□□ □ □□□□□ □r□ □x□□□□□□ □□□□r □□□□□ □ □□□□□□□□□□□□ □□□□ □ □□□□ □ □□□□d □□ □□□□ □□□□□□ □□□.
4. S□r□□□□r□□r□□□□□r□□□ □□□□r□□ □□□d□□□ r□□□□□□□□□r□□ □□□□.
5. C□□□□□□ □□□□□□r□ □□ □□ □□ □□□r □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□□ r□□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□□d □□r□□□□□□□□.

<u>K□□ N□□□□:</u>

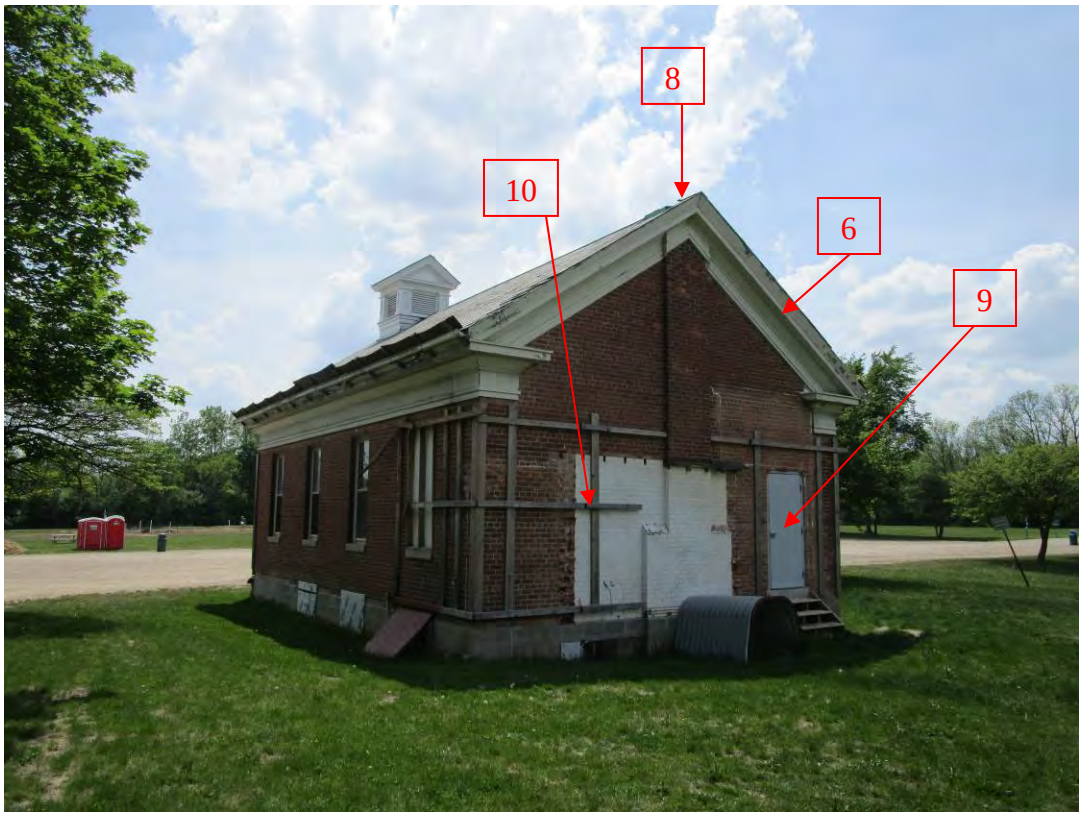
1. M□□□□□□ D□□ □□□□□□□
2. N□ S□□□r A□□□□□
3. S□□ □ P□□ □
4. CMU F□□□d□□□□
5. 9 O□□r 9 W□□d D□□□□□ H□□□ W□d□□ □
6. M□□□□F□□□□□ □□d S□□□□
7. G□□□□r □□d D□□ □□□□□□
8. M□□□□□□ C□□□ □□□□/ O□□□ R□□□
9. H□□□□ M□□□□D□□r
10. W□□d R□□□□□r□□□ □□□□r□□ R□□□□□□□□□
11. S□□□r A□□□□□

12. B□□□□ □□□W□d□□ □
13. M□□□□□ D□□ □□□□□□
14. G□□□r
15. T□□□□□□□□d □□□□□□□□□□□
16. P□□□□d Br□□
17. W□□d C□□□□ / A□□□ V□□□
18. P□□ □r □□ Ex□□□□□□ □□d □□ B□□□□ □□□S□□ □ P□□ □
19. PVC S□□ □ Dr□□
20. 24x24 A□□ A□□□□□ H□□□
21. S□□□□□□□□□P□□□C□□□□□
22. 1x T□□□□□ □□d Gr□□□□ D□□□ (W□d□□ V□r□□)
23. F□□r□□□□□L□□□□□
24. S□□□□□□□□Cr□□□□□
25. C□□ □□□P□□□r / U□□□□□ □ C□□ □□□□□□ / M□□L□□□□ □□ W□□d L□□□
26. P□□□□ P□□□/ Cr□□□d P□□□r / T□r□□□□□□
27. W□□d Cr□□ □ M□d□□
28. M□□□□ B□□□ M□d□□
29. T□r□□□□ W□□P□□□r□□□□ □r T□□ R□d□ □r□□ B□□d□□ R□□□□□□□
30. V□□□
31. N□ W□d□□
32. M□□□□r□
33. O□□□ □□ B□□□□ □□□N□ S□□r
34. W□□d G□□rdr□□A□□r□x□ □□□□ 30□A□□□ F□□□ F□□r
35. C□□ □□□P□□□r □□ P□□□□ P□□□
36. W□□d R□□□r□□d □□ T□□ R□d
37. C□□□ B□□rd □□ W□□d Fr□□ □
38. W□□d B□□□
39. Ar□□ □□O□d P□□□ □□□
40. Add□d □□ R□□□□□□ Fr□□ □□
41. 1x R□□□D□□□A□□□r□ □□ □□M□□□r□ □□d M□d Fr□□
42. I□□□□□□□

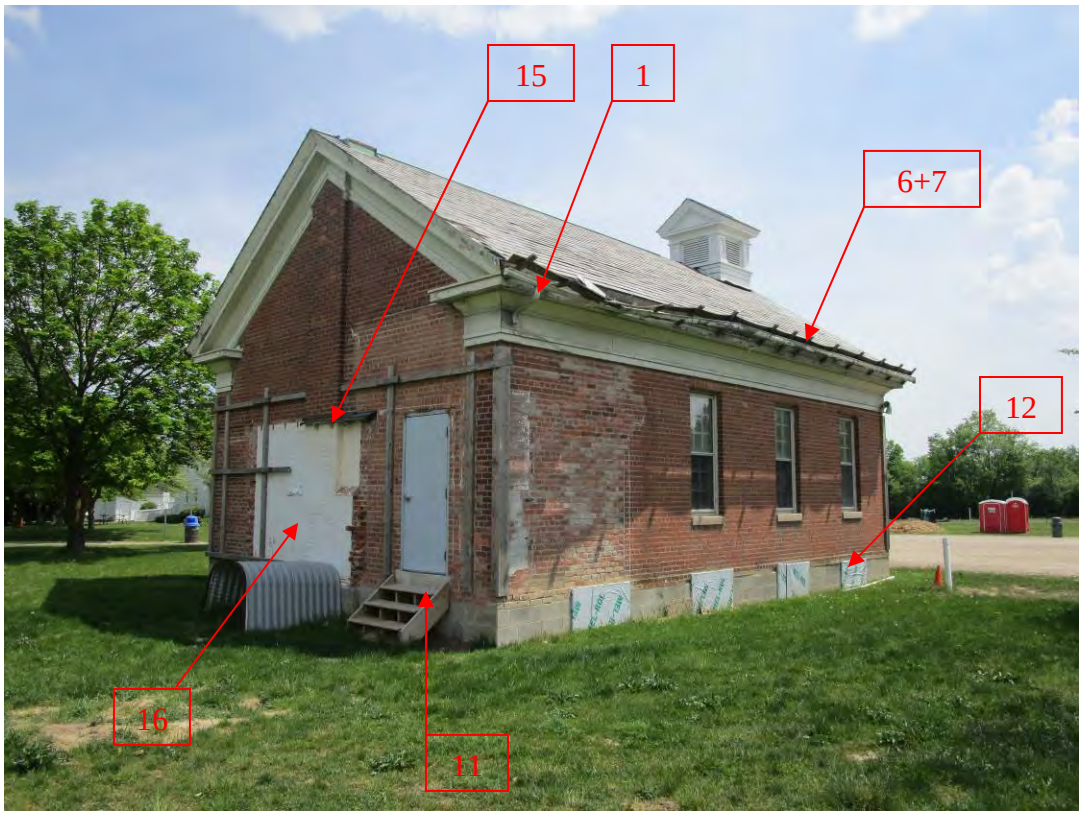
Estimate of Probable Cost:

S□□ W□r□	□85,000
B□□d□□ Ex□r□r	□125,000
B□□d□□ I□□r□r	□145,000
B□□d□□ S□□□□ □	□85,000
S□r□□□r□□S□□□□□□□□	□15,000
Total	**$455,000**

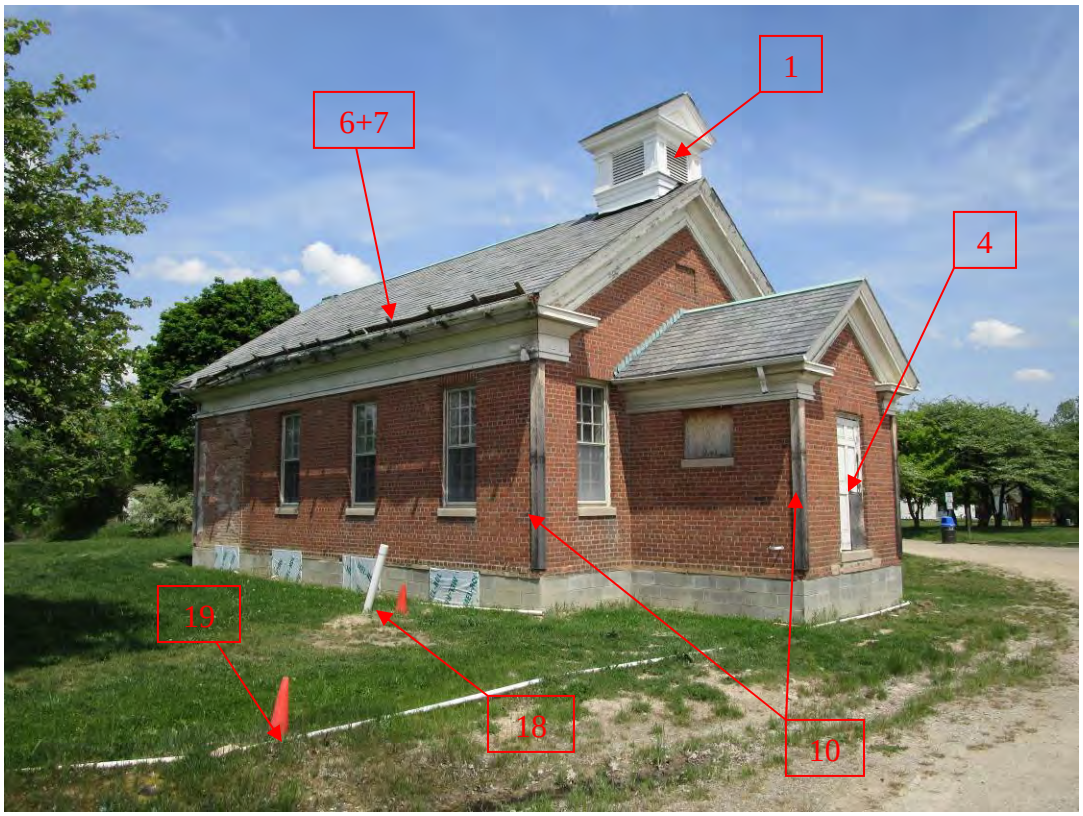
Southeast Corner



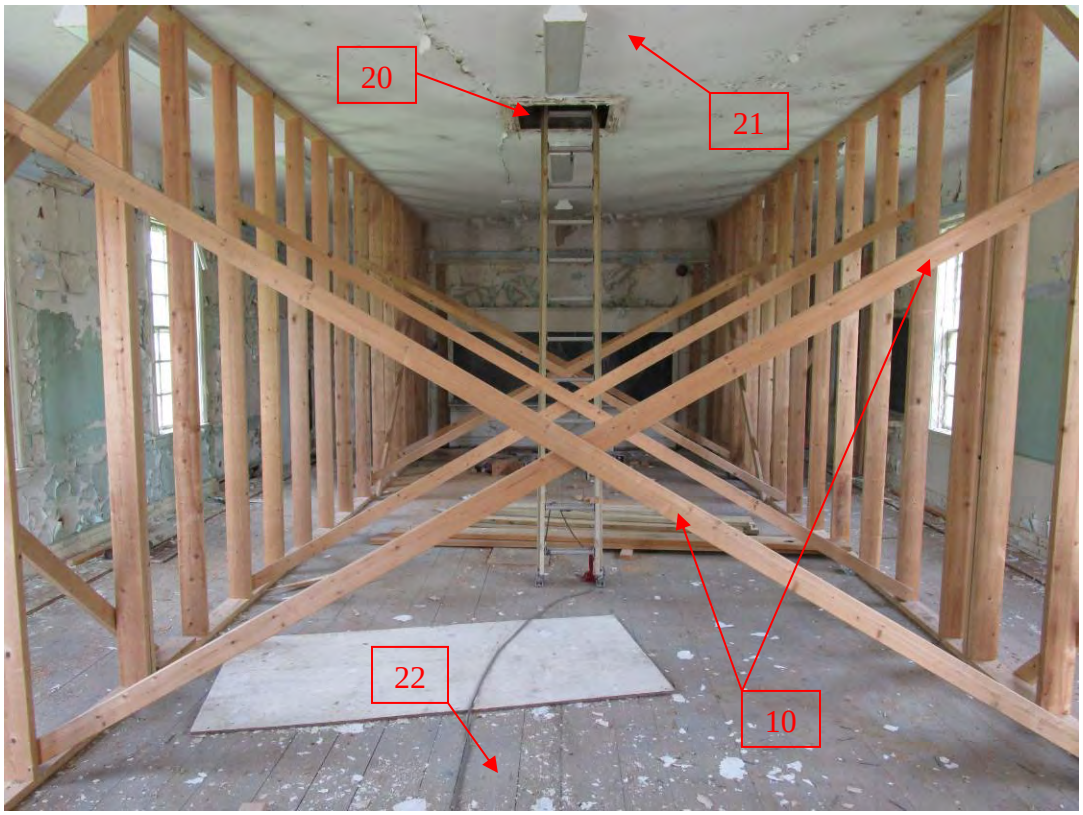
Northeast Corner



Northwest Corner



Southwest Corner

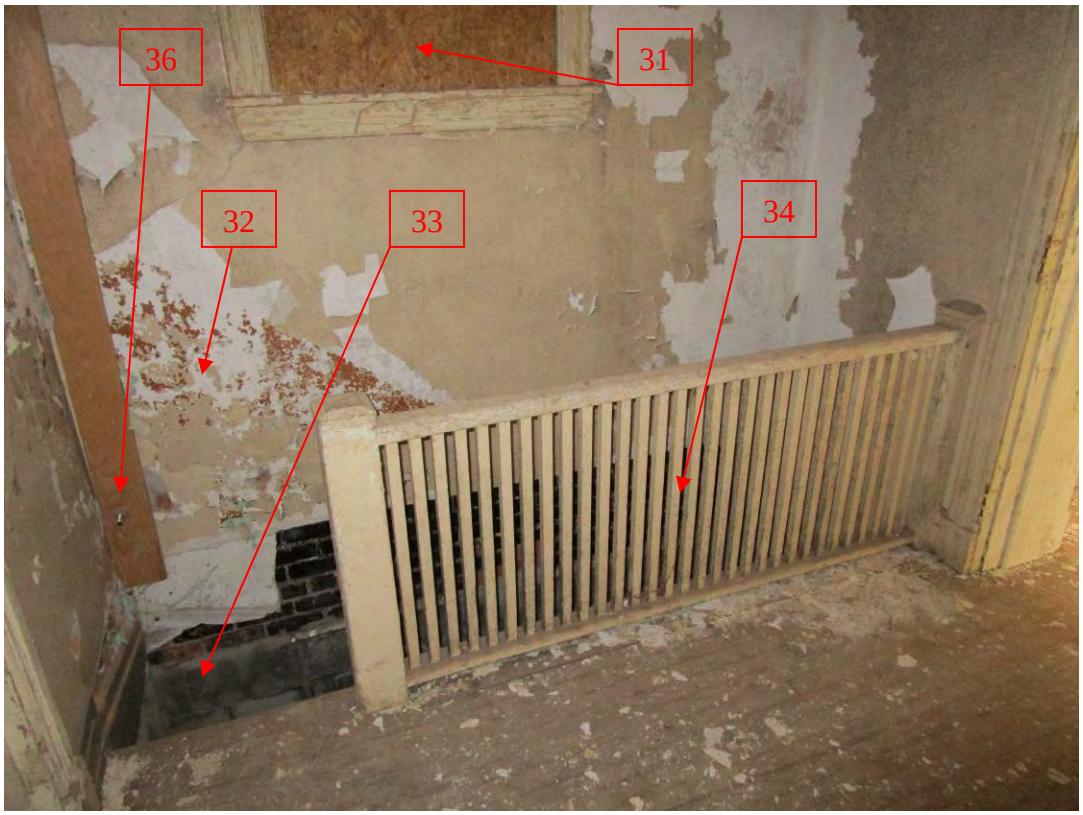


Interior Looking North

Interior Looking South

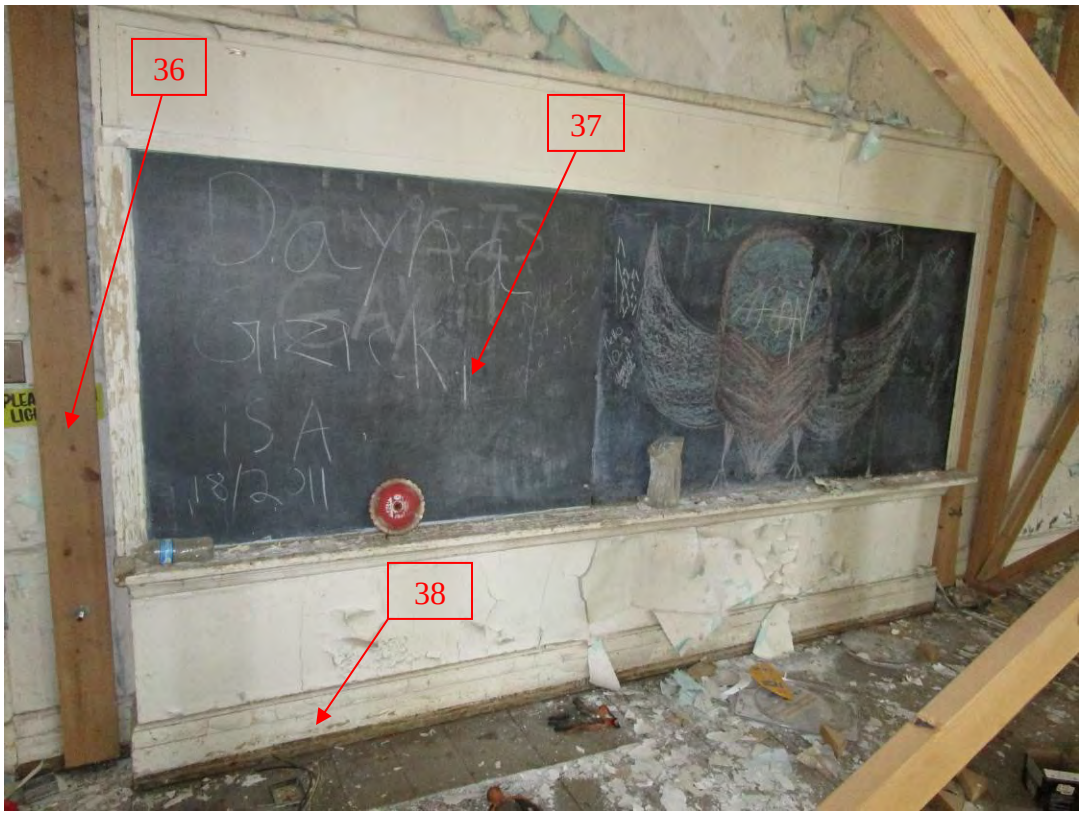
Interior Looking West

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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□r □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□□□□□□□ □ □□□□□□□□□□□ □□□□d□□□ □□□□□ □□d □□□□□□□□□ □□□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□ r□□□r□. T□□ □□r□□ □□□ □□r □r□□□□r□ r□□□r□□ □ □□□r r□□□□r□□□ □□□□□□d □□□□□□□□□□□. T□□ □ □□□□r□ □□□□ □□ □□ □□r □□□d□□□□. P□□□□□ □□□□ □□ □□□□ □□□d□□□ d□ □□□□ □x□□ □□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□□ □□□□x□□□□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□□ □x□□□□□ □□□□ □□□d□□□ □□d □x□□□□□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □ □□ r□□ □□□□ □□□d□□□□□ □□□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU/Br□□□ V□□□□r	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. R□□□□□□ □ □□□□□□ □□□□d□□□ □□ r□□r □□r□□.
3. Ex□□□□□□ □x□r□□r □d□□□ □□d □□□ r□□□□r r□□□□□d □r□□r □□ □□r□□□□□ □□d □□□□□□□□.
4. Ex□r□□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□□.
5. M□□□□r□ □□□□ □□□□ □□□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
6. A□□□□□□ □ □□□□□d □□ □□r□□ □□□□ □□□□ □□□□□d □□ □□□□□□□□□d.
7. Ex□r□□r □□□□ □□□□ □□ □□□□□□□d □□□□□□ □□□□□□□□□□.
8. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

K□□ N□□□□:

9. M□□□ R□□□
10. W□□d R□□
11. B□r□ D□□r
12. C□□□□□ V□□□
13. G□□□r □□d D□□ □□□□□□□
14. A□□□□□□□S□□□□□□□
15. D□□r / W□□d□□
16. R□d□□ D□□□□□□r
17. N□ L□□d□r Ex□□□□□□□
18. CMU F□□□d□□□□

ORIGINAL STRUCTURE

ADDED STRUCTURAL SUPPORT

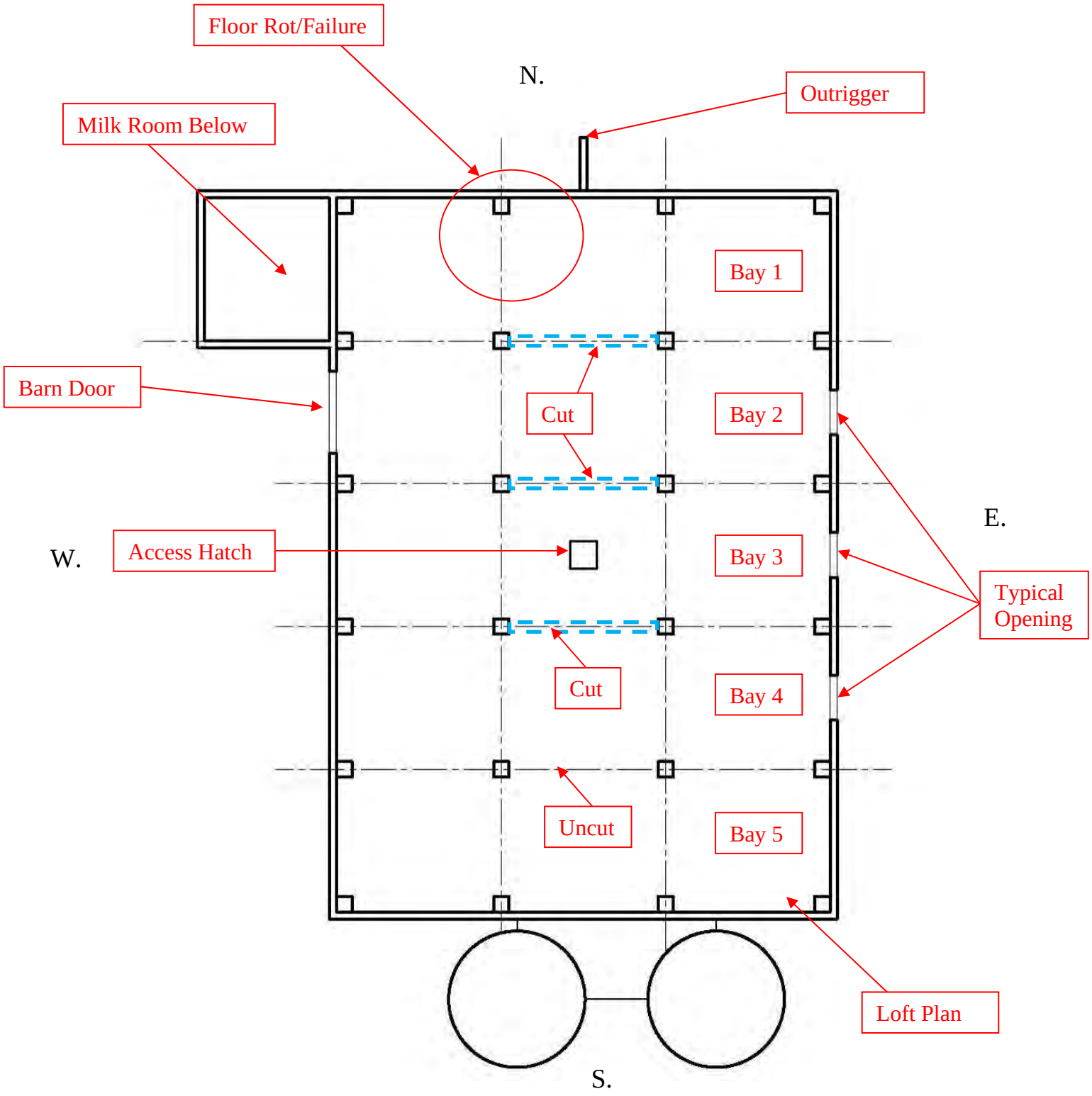
19. P□□□□d W□□d S□d□□□
20. S□□□ A□□□□□
21. P□□r□d C□□□r□□□ S□□□ W□□□
22. V□□□
23. M□□□□D□□ □d S□□□ R□□□
24. C□r□□
25. C□□□□d W□□d□□ □
26. P□□□r□ D□□r
27. O□r□□□□r □□r H□□
28. D□□r / O□□□□□□
29. P□□□ □□d D□□r
30. M□□□ S□□d
31. D□□ □□□□□□L□□d□r
32. P□□□ □□d C□□□r
33. L□□□□
34. H□□□□
35. V□□□□ □□□ M□□□ S□r□□□
36. F□□□d□□□□ Cr□□□
37. W□□d A□ □□□□ W□□d□□
38. Ex□□□□□F□□
39. M□□□□r□ P□□r
40. C□□□r□□□ F□□□r
41. L□□ J□□□□
42. T□□ □□r C□□□□ □ C□□□□□□
43. 6x6 J□□□□
44. M□□□. J□□□
45. T□□ □□r B□□□
46. M□x □□L□□ □□d T□□ □□r J□□□□□
47. S□□□□/ C□□□Ir□□ P□□□ C□□□□ □
48. 6x6 R□□□□r□□d P□□□
49. S□□□□P□□□ S□□□□□ □□d G□□□□
50. T□□ □□r B□□□ □□P□□r
51. F□r□ E□□□□□ □□□
52. S□□□□C□□□□ □/ C□□□Ir□□ C□□□□ □ □□□ W□□d C□□□□□□
53. C□□□r□□□ C□r□
54. 6x6 S□□□□r□
55. A□□□□□L□dd□r □□ H□□ L□□□
56. Tr□□□□ □□□ O□□□□□□ □□ B□□□□
57. T□□ □□r
58. L□□
59. T□□ □□r S□□P□□□□
60. W□□d D□□□R□□
61. L□□ J□□□□
62. W□□d D□□□
63. N□r□□ D□□r
64. S□□□□T□□ R□d
65. C□□T□□ □□r
66. D□□□□□□r
67. Add□d R□□□□r□□□ □□□
68. W□□d D□□□R□□□□□□ □□□
69. U□□□□B□□□
70. C□□B□□□
71. W□□d R□□□□r□□□ □□□
72. F□□□r F□□□r□
73. M□□□□□□ O□d T□□ □□r M□□ □□r L□□□□□□□
74. T□□ □□r L□□ S□r□□□□r□

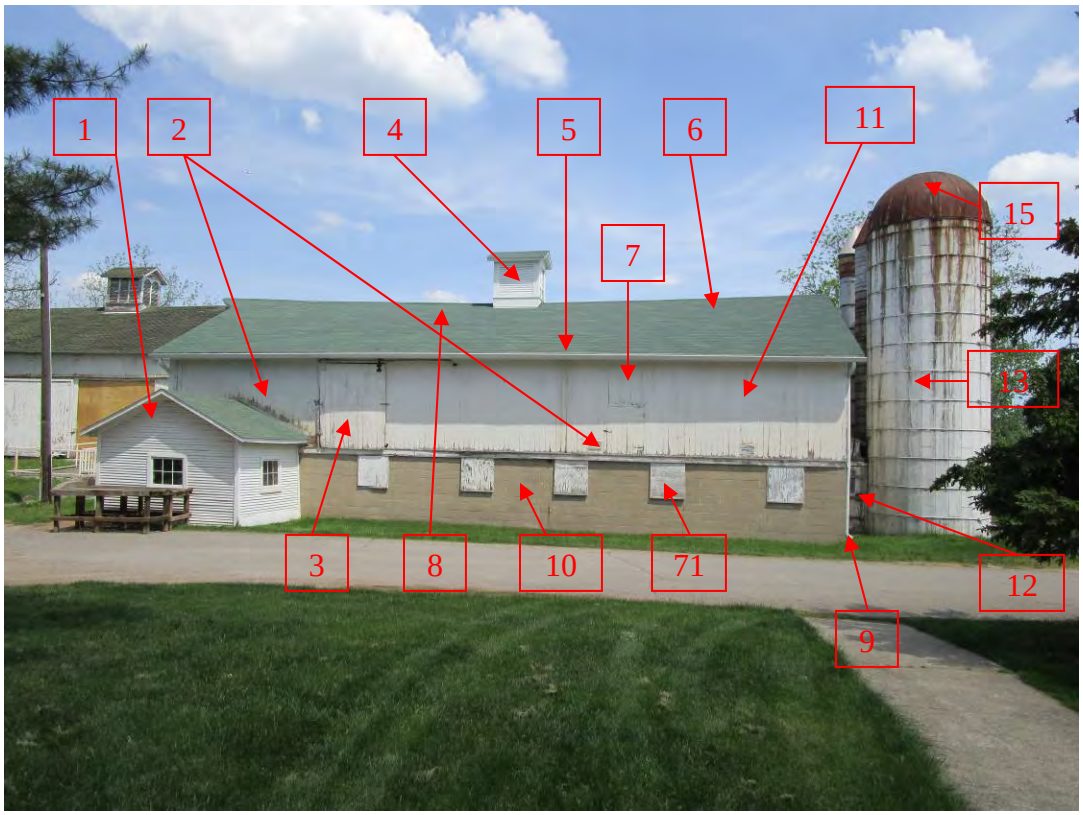
75. W□□d S□□□□ P□□□□
76. Or□□□□□R□□□D□□□
77. N□□ R□□□D□□□
78. T□□ □□r P□□□2 P□r□□
79. W□□d C□□□r
80. V□□□
81. T□□ □□r P□□□C□□□□ □ □□□ W□□d P□□
82. O□□□□□□ W□□□E□□□□□□□

Estimate of Probable Cost:

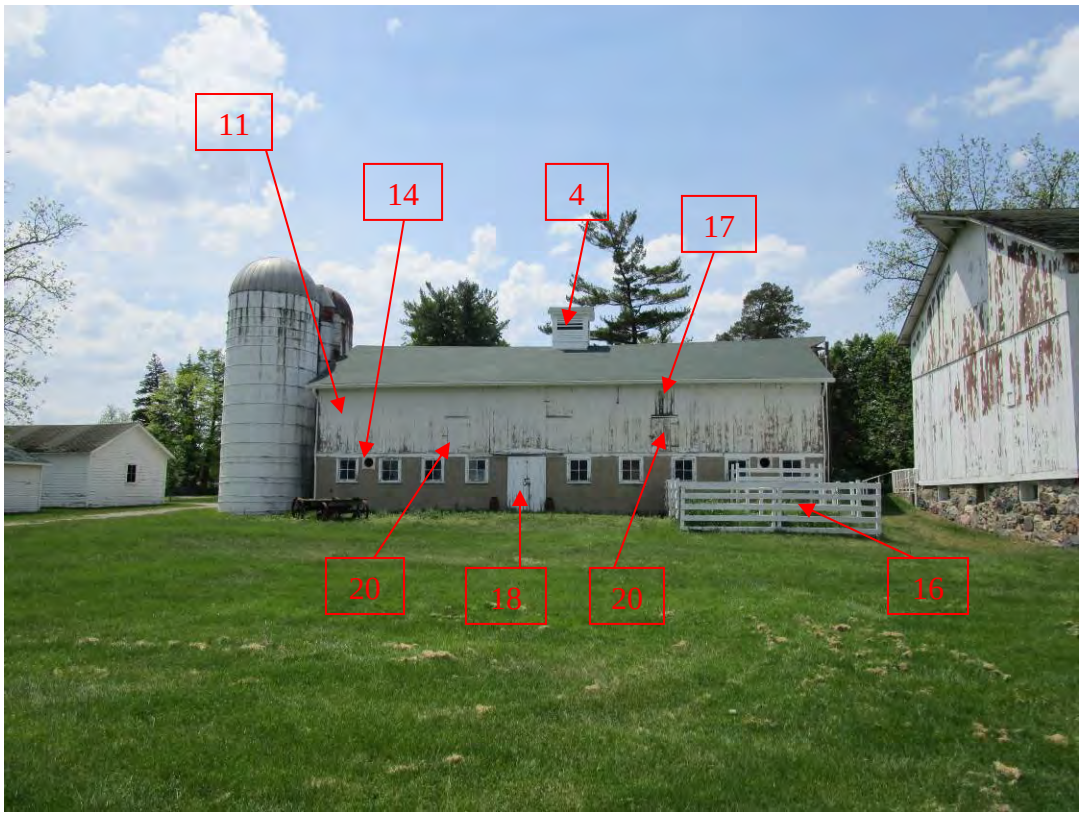
S□□□ W□r□	□50,000
B□□d□□□ Ex□□r□□r	□450,000
B□□d□□□ I□□□r□□r	□50,000
B□□d□□□ S□□□□□ □	□50,000
S□r□□□□r□□S□□□□□□□□□□□	□100,000
Total	**$700,000**

South Barn Structural Diagram

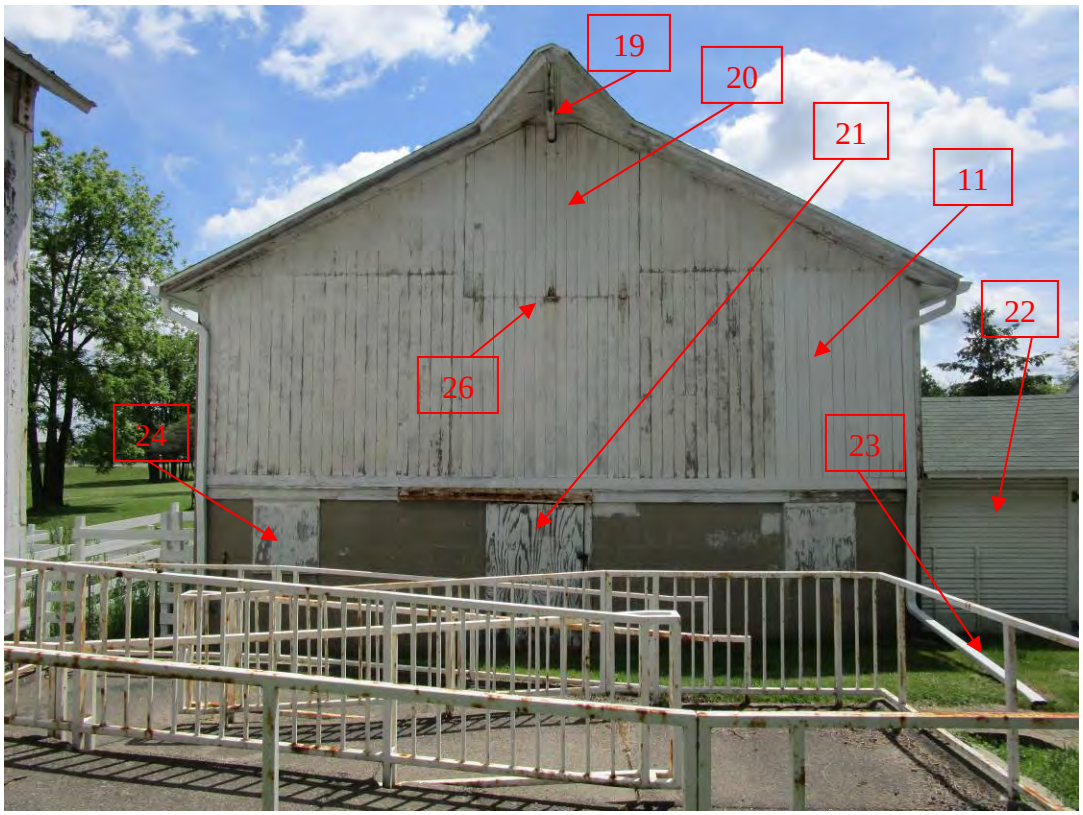




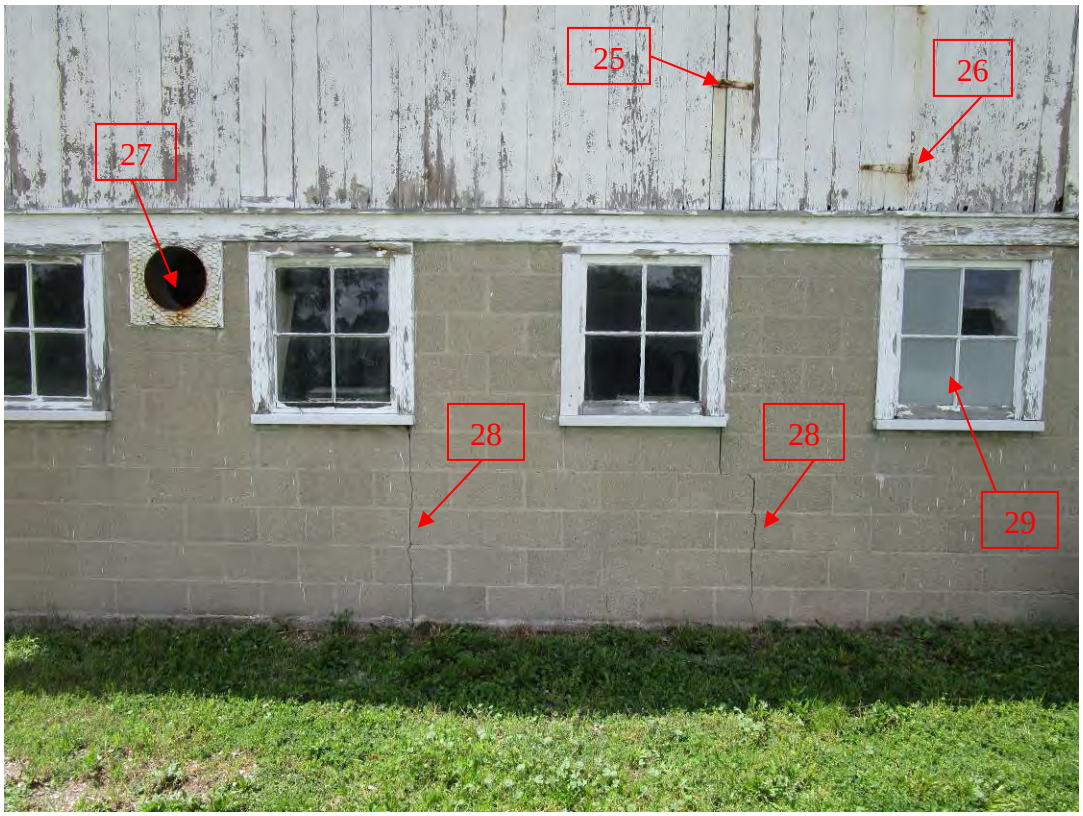
West Elevation



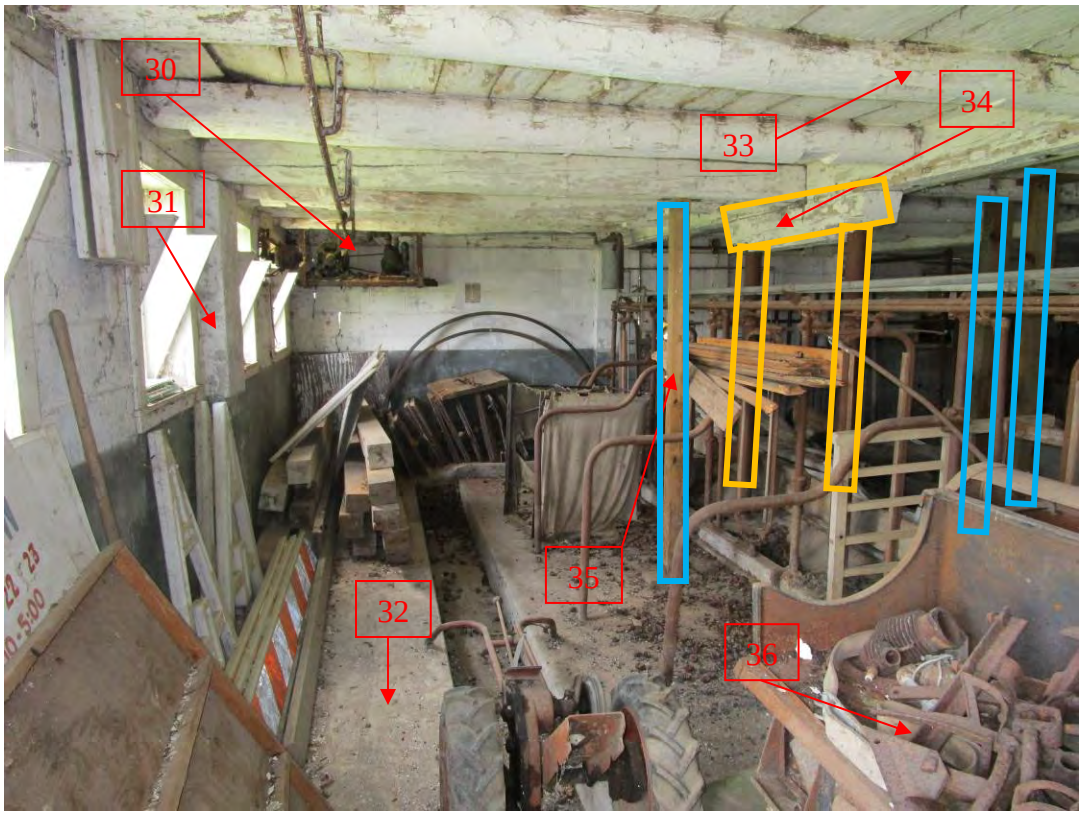
East Elevation



North Elevation

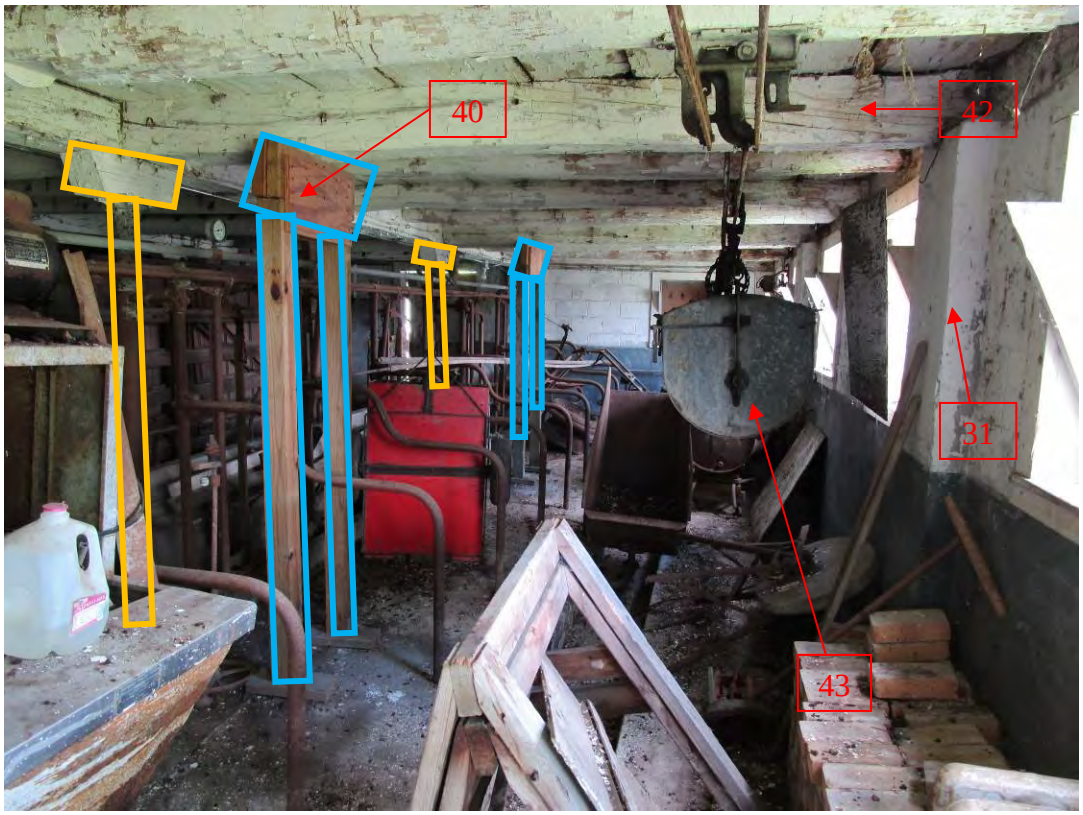


Southeast Corner Detail

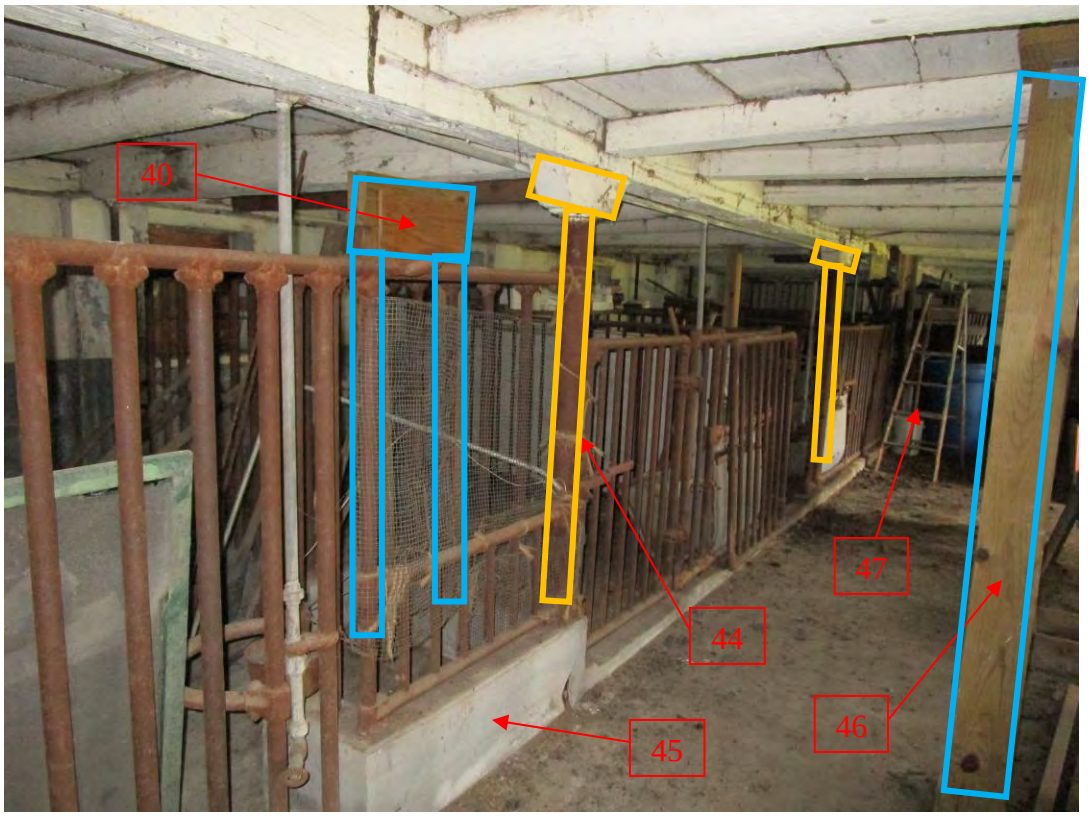


North Elevation Looking South

North Elevation Looking South



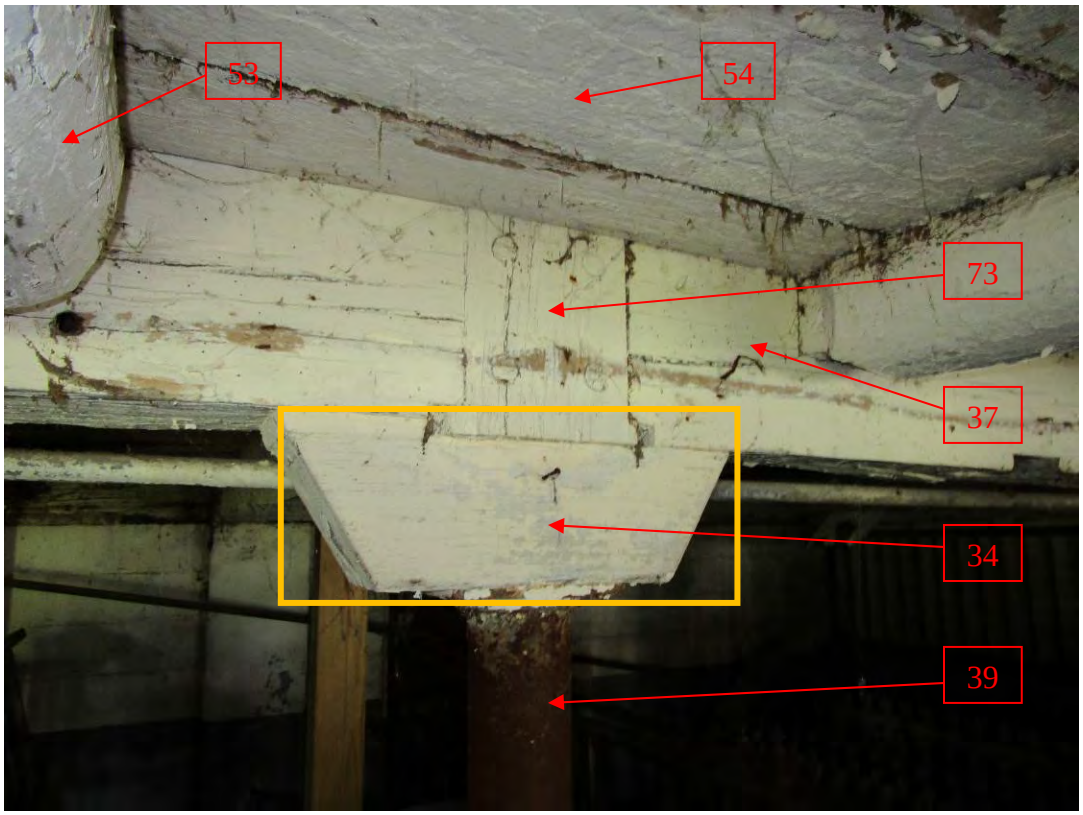
East Elevation Detail Looking North



East Elevation Detail Looking Northwest

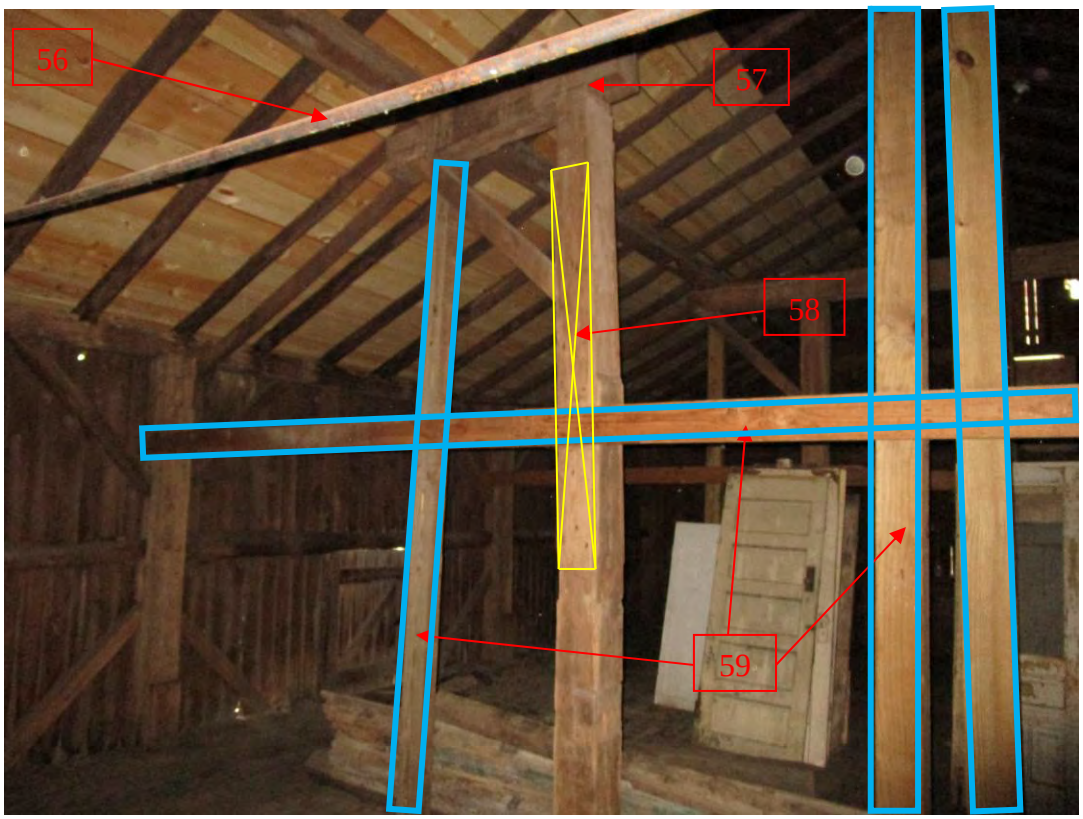
East Elevation Detail Looking Northeast

East Elevation Detail Looking West

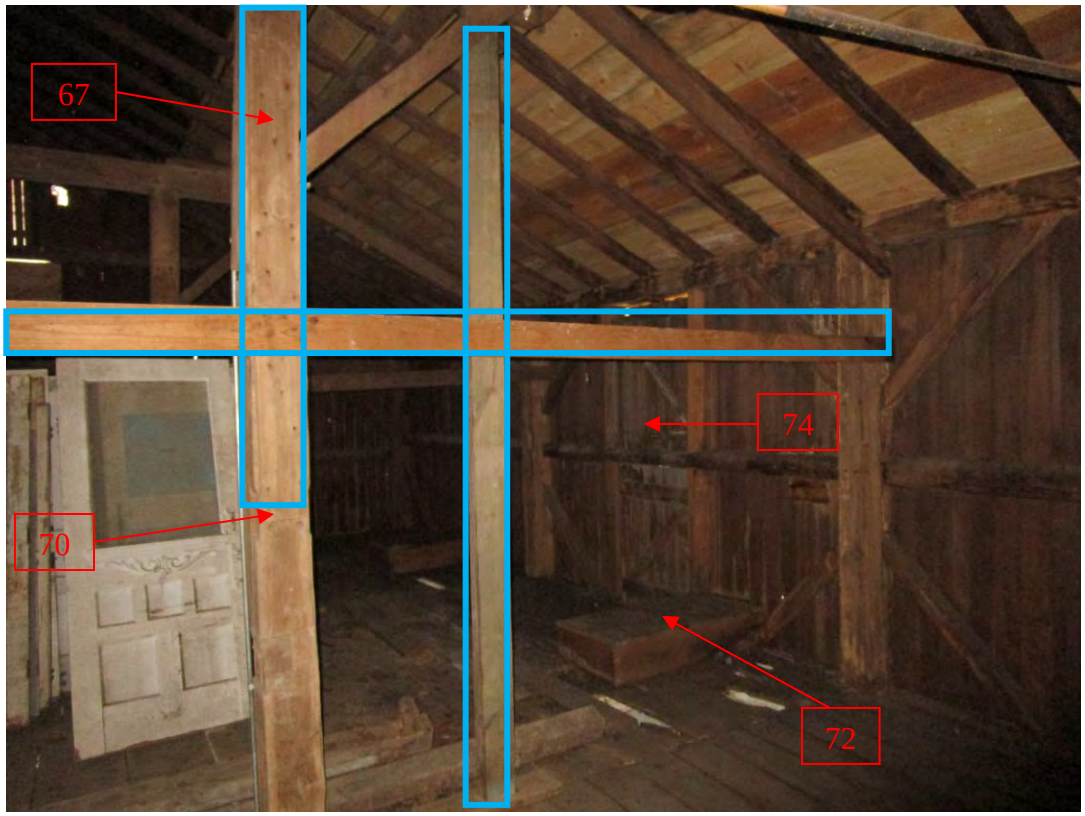


Typical Column and Capital

Floor Failure Northwest Corner



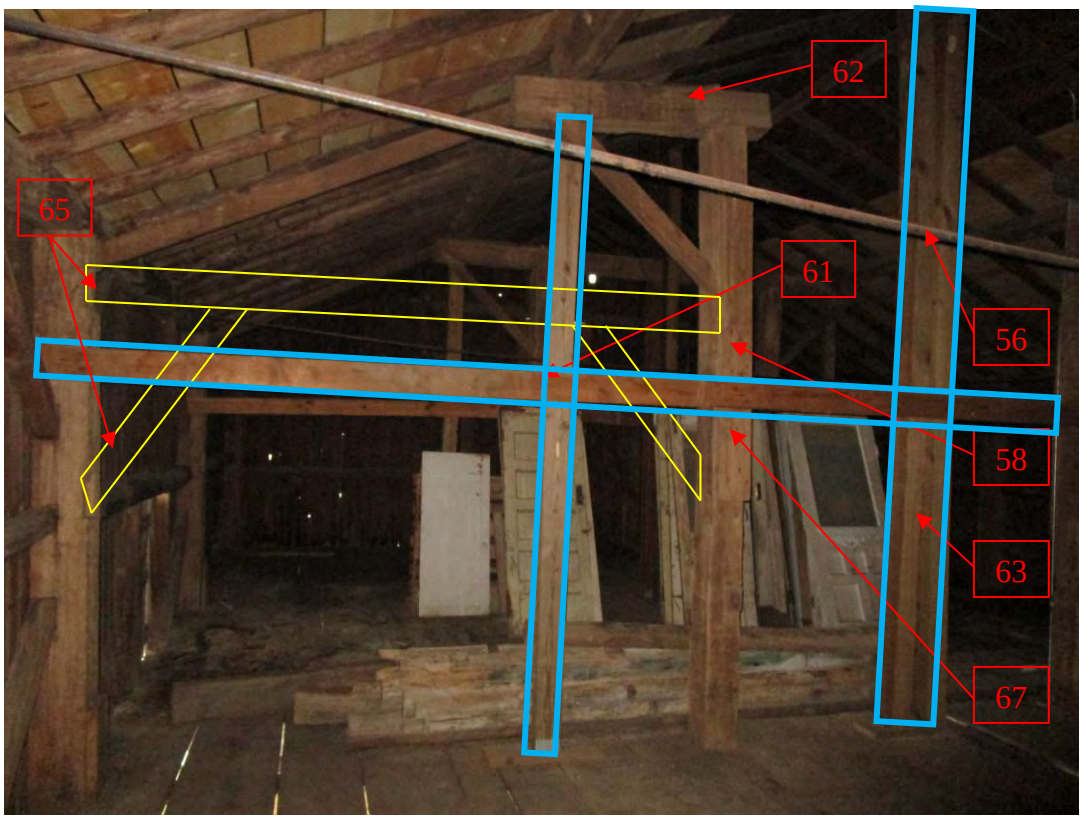
East Elevation Detail Looking Southeast



East Elevation Detail Looking Southwest

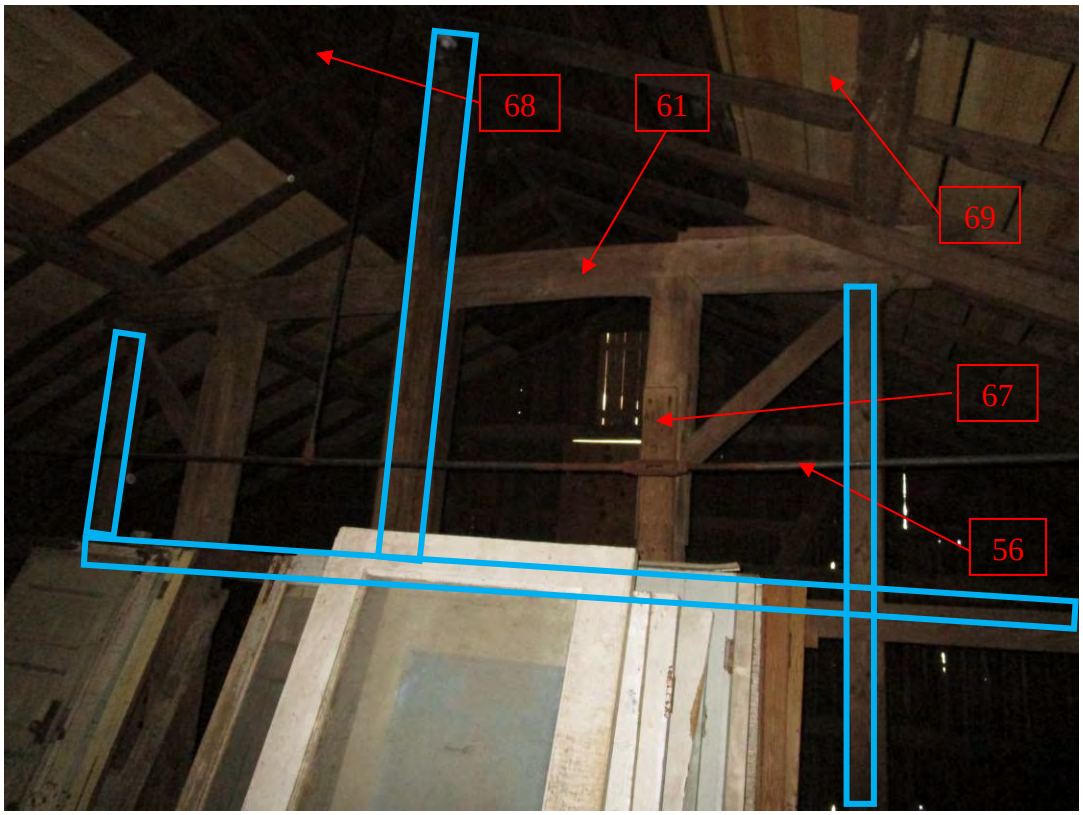
East Elevation Detail Southeast Corner (Bay 5)

East Elevation Detail Looking East (Center Bay)

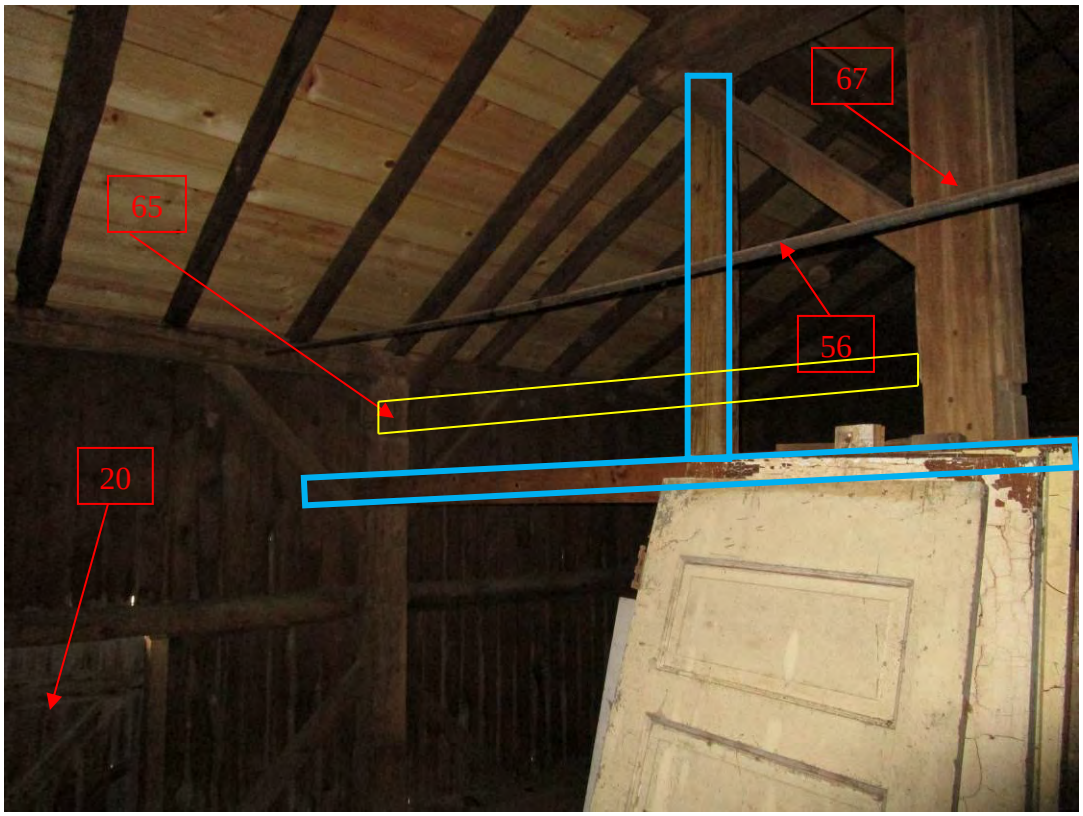


East Elevation Detail Looking South

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**

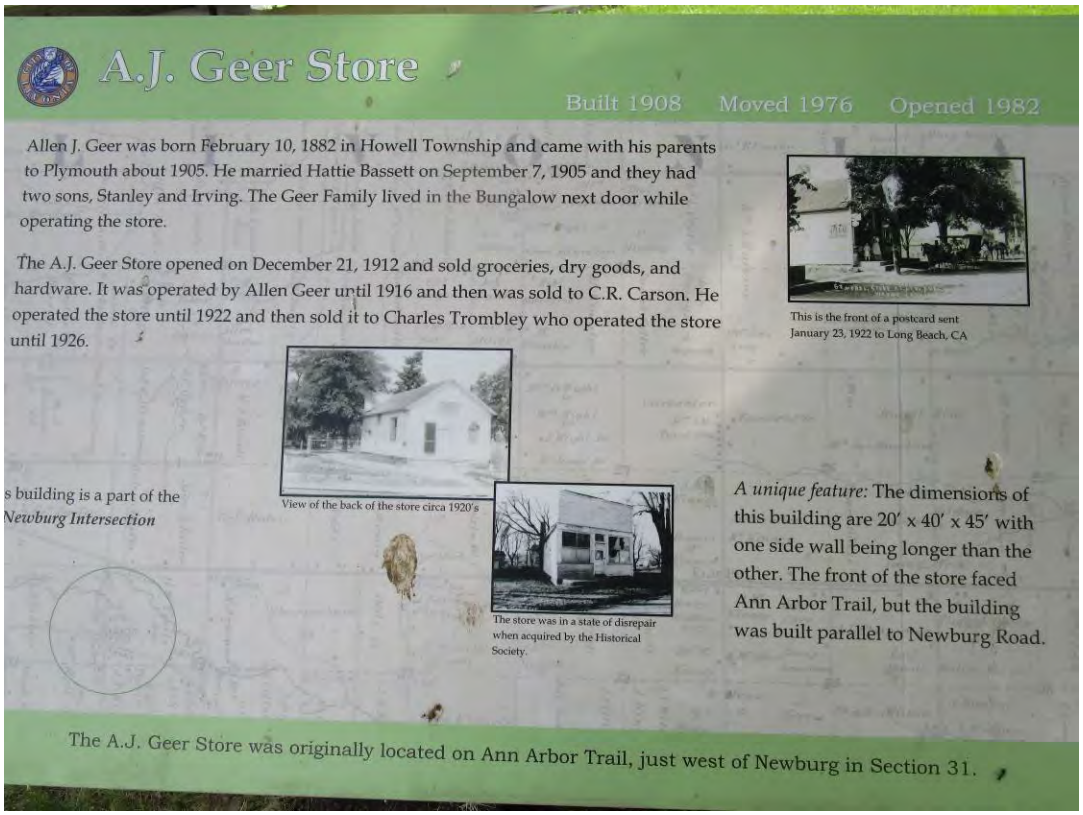
General Conditions and Potential Problem Areas:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□r r□□□r□□ □□□□r□□ □ □□□□□□□□□□□ □□□□d□□□ □□□□□□□□ □□□□ □□□d □d□□□ □□d □r□□ □□d □ □□□r r□□□ r□□□r□. P□□□□ □□□□ □□ □□□□ □□□d□□□ □r□ □□□r □□d □□□□□d □□ □□ □r□□□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ □□□□□d □□□□ □□ □r□□□d□d. T□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□□ □□□d□□□, □□d □□□□□ □□□□□d □□ □r□□□d□d □□ □ □□□□ □ □□□r □ □□ r□□ □□□□ □□□d□□□□□ □□□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	R□□□□r r□d□□ □□□
G□□□r□ & D□□ □□□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	-	-
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	CMU	F□□r/G□□d	-
HVAC/V□□□□□□□□	TBD	-	V□□□□ □□ □ □□□□□□□□.
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□□ □□□□□.
2. B□□□□ □□□/□r□□ □□□□□□ □□□□□□ □□□□□ □□ □□□□□ □□□□d□.
3. Fr□□□& r□□r □□□□□ □□ □□□r□d □□□□r□□□.
4. Fr□□□□□□□d□ □□□□□□□ □□ □□□ □□□□□□□□□□□ □□□□□□□□r.
5. S□□□□□□□□dr□□□ □□□□□d □□ □□□□□□d □ □□□□ □□ □ □□□□ □□□d□□□.
6. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□15,000
B□□d□□□ Ex□r□□r	□30,000
B□□d□□□ I□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □d□□□ □□□□□ □□d □□□□□□□□ □□□ □□□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. P□□□□ □□□□ □□ □□□ □□□d□□□ □x□□□□□d □r□ □□ □□□d □□□d□□□□. ADA □□□□□□□ □□ □□□ □□□d□□□ □x□□□□ □□d □□ □□ □□□d □□□d□□□□. G□□□□r□ □□d d□□ □□□□□□□□□d□ □□□□x□□□□□ □□□ □□□d□□□ □□d □□□□□d □□ □□□□□d□r□d. T□□ □□□□r□□r □□ □□□□□□□d □□d □□ □□□d □□□d□□□□. Or□□□□□□r□□ □□□□□□ □ □□□r□□□□□□□d □□ □□□□□□□□d □□d r□□□□r□d.

Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	G□□d	M□□□□□□□□□□□r□□□r□
G□□□r□ & D□□ □□□□□□□	N□	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
P□□ □r/L□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
P□□□ □□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
ADA A□□□□□□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
L□□□ S□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. Ex□□□□□□ □□r□□□□□ □□d □□□□□□□r□□□r□d □□ □□□ □□r□□ □□□□□□□□□.
3. M□□□□r□ □□□□ □□□□ □□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
4. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□□r□□r	□45,000
B□□d□□□ I□□□r□□r	□20,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□d□□□ □□□□□□□□ □□□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□□r□. S□□□□□□□□ □□□□□□□□ □□□□□d □□ □□□□□ □□ □□□□ r□□□□□□d r□□r □□r□□. P□□□□ □□□□ □□ □□□□ □□□d□□□ d□ □□□□□x□□□□□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□ □□□□x□□□□□□ □□d □□□□□d □□ □r□□d□d. T□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□□ □□□d□□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □□□ r□□□ □□□□ □□□d□□□□□ □□□□d□□□□. B□□□□□□ □r□□□d □□□□ r□□□□ □□r□□ □□□□□d □□ r□□ □□□d □□d □□□□ □□□□□□□□□ □r□□d□d. Ex□□□□□□ □□□□□□□ r□□□□□ □ □□□□□r□ □□d □□ □□□□ □ □□□d □□□d□□□□ □d□□□□□□□□ □□□□ □□□d □d□□□.

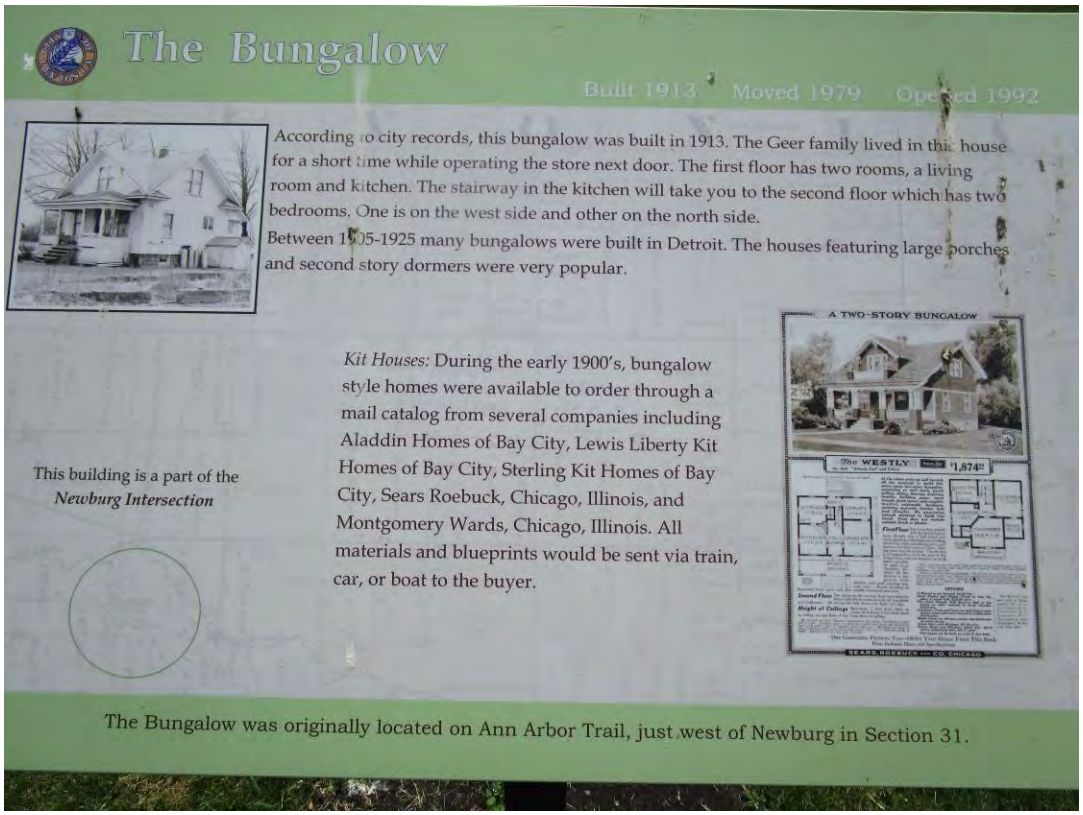
Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	F□□r	R□□□□r □□□d □dd□□□□
G□□□r□ & D□□ □□□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	-	-
Ex□□r□□r S□□□	W□□d	P□□r/F□□r	S□r□□□ & P□□□□
W□□d□□□	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	TBD	TBD	V□r□□□ CMU □□□d□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□□r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□□□ □□□□□□□□□□d □□r□□□□ □□□d □□ □ □□□□□□□d□.
3. H□□dr□□□ □□□r□□□□□r□□ □□□□□d □□ r□□□□□□d □ □□□ □□□ □□r d□□□□□ □□□□□r□ □□ r□□r □□r□□.
4. A□□□□r□ □□□□□□ □x□r□□r □□□□□□□ □□□□□d □□ r□□□□□□d □ □□□ □□r□d □□□r□□r□□□□ □x□r□□.
5. Ex□r□□r □□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□.
6. M□□□□r□ □□□□ □□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□.
7. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□15,000
B□□d□□□ Ex□r□r	□30,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□d□□□ □x□□□□□□□ □□□□□ □□d □□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. Br□□□ □□□□r □□□□□ □□□ □x□□□□□ □□□□ □□□d□□□□ r□□□□□□r□□□□ □□d ADA r□□ □, □□□d□ □□□□ □x□□□□r □□□ □□□□□ □□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□□ □x□□□□□ □□□ r□□□□ □□r□□, □□□□□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□ r□□□□□□□□ □□□d□□□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ r□□ □□□ □□□d□□□□□ □□□□d□□□□. B□□□□□ □r□□□d □□□ r□□□□□r□□ □□d □□□□d□□□□ □□□□□d □□ r□□ □□□d □□d □□□ □□□□□□□□□ □r□□d□d. L□r□□ □□□□□□□ □□d □□□□□□□□□ r□□□□□ □ □□□□□r□ □□d □□ □□□□□ □□□d □□□d□□□□ □d□□□□□□□□ □□□ □ □□d □d□□□ □□d □□□□d□□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□ r□□□□r□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	F□□r	Fr□□□□□r□□ □□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□
Ex□r□r S□□□	W□□d	P□□r	S□r□□□ & P□□□□
W□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	P□□r□d C□□□r□□□	G□□d	S□r□□□ & P□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	F□□r	N□ □□□dr□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-

Additional Observations:

1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. R□□□□□□ □ □□□□□□ □□□d□□□ □□ r□□r □□r□□.
3. Ex□□□□□□ □x□r□r □d□□□ □□d r□□ r□□□□r r□□□□r□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
4. Ex□r□r □□□□□□□□□□□ □ □□□□□d □□□□d□r □ □□□-□□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□□ □□□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□□d.
6. A□□□□□□ □ □□□□□d □□ □□r□□ □□□□ □□□ □□□□□d □□ □□□□□□□□□d.
7. Ex□r□r □□□□ □□□□ □□ □□□□□□□d □□□□□ □□□□□□□□□□.
8. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□5,000
B□□d□□□ Ex□r□r	□40,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □□□r r□□□r□□□r□. P□□□□ □□□□ □□ □□□□ □□□d□□□ d□ □□□□x□□□ □□□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□□ □□□□x□□□□□ □□d □□□□□d □□ □r□□d□d. T□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□□ □□□d□□□, □□□□□□r□ □r□ □r□□ □□□r□□□□□ □□□□□ □□□□□ □□□r □□□ □r□□ □□□□ □□□d□□□□□ □□□□d□□□□. E□□□□□□□□□ □□□r□d□ □□□□□d □□ □□□□ □r□d □r□□□d □□□□ □□r□□ □□□r □□□□□ □□□d□□□ □□ □x□□□□ □□□□d□□□□ □□ □□□□ □□□□□ □□□□□□□□□□□ □□d □d□□□ □ □□□ □r□d□.

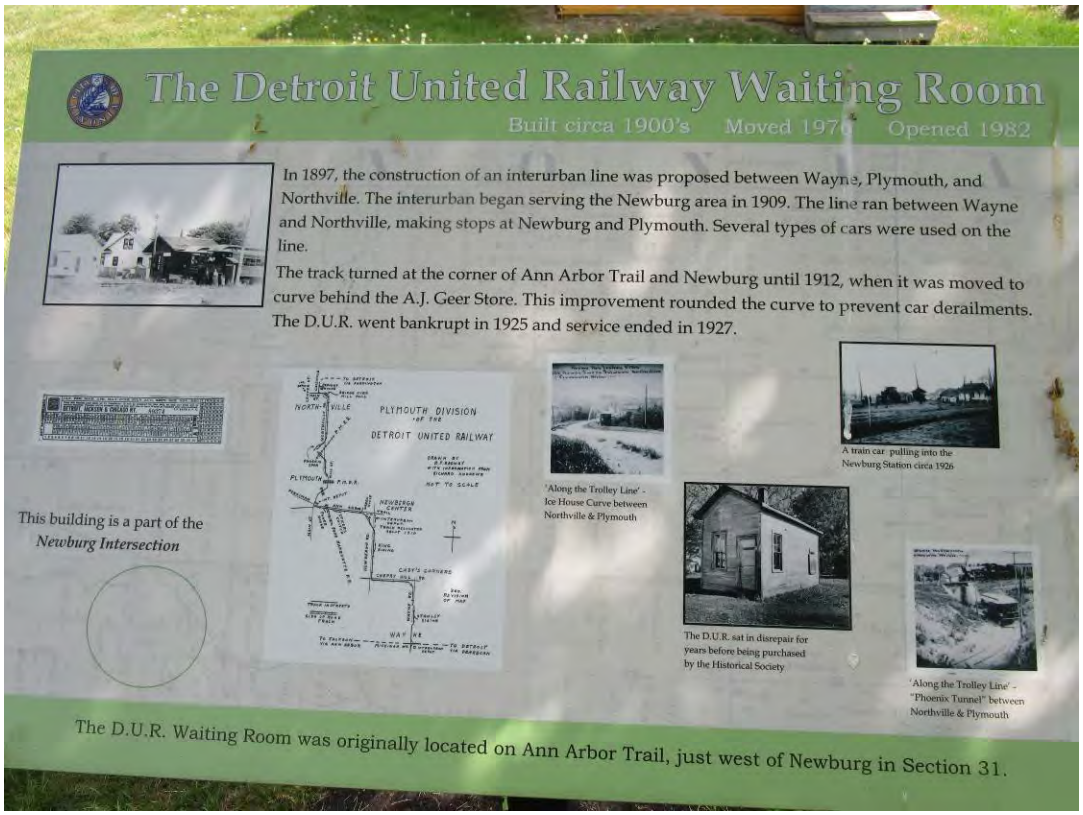
Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	G□□d	-
G□□□r□ & D□□ □□□□□□□	NA	-	L□r□□ □□□r□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
W□d□□ □	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
D□□r□	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
F□□□d□□□□	P□□r□d C□□□r□□□	G□□d	L□□ □r □r□d□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
3. T□□ □x□r□r □□r□□d □r□□□ □x□□□□□□□□□r□ □□ □□□d □□□d□□□□.
4. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□5,000
B□□d□□□ S□□□□□ □	□5,000
S□r□□□r□□S□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □□□□□□□□ □□d □ □□□r □□□□□□□□ □□□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□□r□. P□□r□d □□□□r□□□ □□□□□ □□ □x□□□□ □□ □□□□ □□□d□□□□ ADA r□□ □, □□□□d□ □□□□□x□□□□r □□□□ □□□□□□□d □d□ □□r□ □□r□□□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□□d□ □□□□x□□□□□ □□□□ □□□d□□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □□□ r□□ □□□□ □□□□d□□□□□ □□□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□□	G□□d	N□ □□□□r□□□□□□□□□
G□□□r□ & D□□ □□□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	G□□d	S□r□□□ & P□□□□
W□□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	G□□d	N□ □□□dr□□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□□□□ □□□x□r□r □d□□□ □□d r□□ r□□□□r r□□□□r□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
3. Ex□r□□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□.
4. M□□□□r□ □□□□ □□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□□d.
5. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□□r	□15,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□□d□□□ □□□□□□□□ □□□□ □ □□d □d□□□ □□d □r□□ □□d □ □□□r r□□□r□□□□r□. S□□□□□□□ □□□□□□□□□ □□□□□d □□ □□□□□□ □□ □□□□ □r□□□ □□d r□□r □□r□□. P□□□□□ □□□□ □□ □□□□ □□□d□□□ □r□ □□□d □□d □r□□d□ ADA □□□□□□□ □□ □□□□ □□□d□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	G□□d	-
G□□□□r□ & D□□ □□□□□□□□	Y□□	G□□d	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	-
Ex□r□□r S□□□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□r/G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
F□□□d□□□□	S□□□□	G□□d	-
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	G□□d	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□ □□□ □□□□□.
2. B□□□□ □□□□□□□□□□d □□r□□□□ □□□□□ □□ □□□□□ □□□□d□.
3. Ex□□□□□ □□□r□ □ □□d□□ □ □r□ d□□□□□r□d □□d □□□□d □□ r□□□□□□d.
4. Ex□r□□r □□□□□□□□□□ □ □□□□□d □□□□d□r □ □□□-□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
6. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□□r	□10,000
B□□d□□□ I□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □□□r □□□□□ □□d □□□□□□□□ □□□ □ □□d □d□□□ □□d □□□ □ □□□r r□□□ r□□□r□□. Br□□□ □□□□r □□□□□ □□□□ □x□□□□□ □□□ □□□d□□□□ □r□□□□□□r□□□□ □□d ADA r□□ □, □□□d□ □□□□x□□□ □□r □□□ □□□□□ □□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□□ d□ □□□□x□□□□ □□□ □r□□□□r□□ □□d □d□ □□r□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □□□ □r□□ □□□□ □□□d□□□□□ □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□	G□□d	M□□□□□□□□□□□r□□□r□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	P□□r□d C□□□r□□□	G□□d	N□ □□□□r□□□l□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	Y□□	-	-

Additional Observations:

1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□d□□□ □□ □□□d □□r □ □□□□□□□□□□ □r□□ □□□□□□□. V□□□□□□ □□r□□□□ □r□□□□□□ □□□r □□ □□□ □r□□ □□□r□□□□ □□□□ □□ □□□ H□□H□□□□ M□□□□□.
3. Ex□r□r □□□□□□□□□□□ □ □□□□d □□□□d□r □ □□□-□□□r □□□□□□□.
4. M□□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
5. C□□□□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
6. Gr□□□□□□□□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
7. Ex□r□r □□□□ □□□□ □□ □□□□□□d □□□□□ □□□□□□□□□.
8. Tr□□□ □□□r□□□□□□□ □□□r□□□□□□d □□ □□ □□□d□□ □ □r □□□□□□□□ □□□□□d □□□r□□□□□□.
9. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r r□□□r□□ □□□□r□□ □ □□□□□□□□□. Br□□□ □□□□r □□□□□ □□ □x□□□ □□ □□□ □□□d□□□□ r□□□ □□r□□□□ □□d □ □□□r□d □□□□r□□□ □d□□ □□□ □□□d □ □□ □□□ ADA r□□ □ □□ □□□ □□□□. N□ □□□□□□ □□ □x□□□□ □□r □□□ □ □□□□□□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□d□ □□□□x□□□□□ □□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □□□ □r□□ □□□ □□□d□□□□□ □□□□d□□□□. B□□□□□ □r□□□d □□□ r□□□□□r□□ □□d □□□□d□□□□ □□□□d □□ r□□ □□□d □□d □□□ □□□□□□□□ □r□□d□d. L□r□□ □□□□□□□ □□d □□□□□□□□ r□□□□□ □ □□□□r□ □□d □□ □□□□ □□□d □□□d□□□□ □d□□□□□□□□ □□□ □ □□d □d□□□ □□d □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□	G□□d	-
G□□□r□ & D□□ □□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	-
W□□d□□ □	W□□d	G□□d	-
D□□r□	W□□d	G□□d	-
F□□□d□□□□	F□□d S□□□□	G□□d	N□ □□□□r□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	G□□d	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□	Y□□	-	-

Additional Observations:

1. S□□ □x□□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□d □□ □□□□□□□d □□r□□□□□□□.
3. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□r □□□□□r □□ □□ □□ □□r □□□d□□□□. T□□ □□□d□□□ □x□r□r □□d □□□□ r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □□□□r □ □□□□□□□ □d□□□, □□□□□□□□□ r□□□, □□d r□□ □□□□□□□□□□□□. P□□□□ □□□□ □□ □□□□ □□□d□□□ □x□□□□□d □r□ □□ □□r □□□d□□□□. ADA □□□□□□□□ □□ □□□□ □□□d□□□ d□□□ □□□□x□□□ □□d □□□□□d □□ □r□□□d□d. G□□□□r□ □□d d□□ □□□□□□□□□ d□ □□□□ □x□□□ □□ □□□□ □□□d□□□ □□d □□□□□d □□ □□□□□d□r□d. T□□ □□□□r□□r □ □□□ □□□□ □□□□□□□□□d □□□□ □□ □□□□□□ □d □□ □□ □□ □□r □□□d□□□□. Ex□□□□□□ □□□d□□□ □□□□□□□ □ □ □r□ □□□□□□□□□□□□d □□□□□r□ □□□□□□ □d □□ □□ □□ □□r □□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□□	G□□d	M□□□□□□□□□□□□r□□□□r□
G□□□□r□ & D□□ □□□□□□□□	N□	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□□r□□□□□□□□□
Ex□r□r S□□□	A□□□	F□r/G□□d	C□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□r□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□□□r □□□□□ □□ □□r□□□r□d □□ □□□□ □x□r□r □□d □□□□.
3. M□□□□r□ □□□□ □□□□ □□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
4. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□5,000
B□□d□□□ S□□□□□ □	□5,000
S□r□□□□r□□S□□□□□□□□□□	□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**

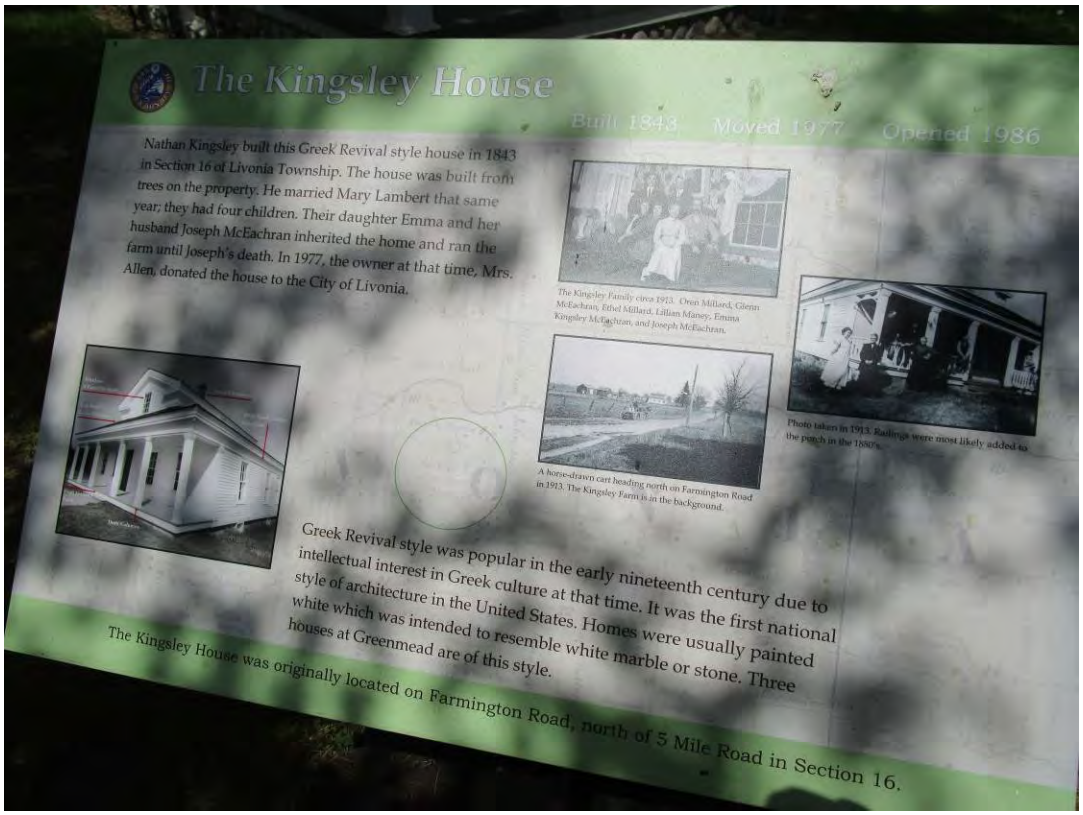
General Conditions and Potential Problem Areas:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□ □ □□□□□□□□□□□ □□□□d□□□ □□□□□ □□d □□□□□□□□□ □□□ □ □□d □d□□□ □□d □r□□ □□d □ □d□□□r□□□ r□□□r□□. ADA □□□□□□□ □□ □□□ □□□d□□□ □□ □r□□d□d □□ □ r□□ □, □□□□□□□r□ □r□ □□ □x□□□□□□ □□□□□ □□□ □□ □□□ □□□d□□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□ d□ □□□□x□□□ □□ □□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ □r□□ □□□ □□□d□□□□□ □□□ □r r□□□□□d □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□r□ & D□□ □□□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	F□□d S□□□□	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	F□□r	N□ □□□dr□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□□□ □□□□□□□□□□d □□r□□□□ □□□□□ □□ □□r□□ □□□□□□□□.
3. M□d□□□□x□r□□r □d□□□ □□d □r□□ r□□□□r r□□□□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
4. Ex□r□□r □□□□□□□□□□ □ □□□□d □□□□d□r □ □□□-□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□.
6. Tr□□□ □□□r□□□□□□□ □□□□r□□□□□□d □□ □□ □□□d□□ □ □r □□□□□□□□ □□□□□d □□□□r□□□□□□.
7. I□□□r□□r □□□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□15,000
B□□d□□□ Ex□r□□r	□45,000
B□□d□□□ I□□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□□d□□□ □x□□□□□□□ □□□□□ □□d □□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. Br□□□ □□□□r □□□□□ □□□ □x□□□□□ □□□ □□□d□□□□ r□□□□□□r□□□□ □□d ADA r□□ □, □□□d□ □□□ □x□□□□r □□□ □□□□□ □□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□ □x□□□□□ □□□ r□□□□ □□r□□, □□□□□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□ r□□□□□□□□ □□□d□□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ r□□ □□□ □□□d□□□□□ □□□□□d□□□□.

Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	F□□r	M□□□. r□□□□r□
G□□□□r□ & D□□ □□□□□□□□	A□□□. (H□□R□□□d)	F□□r	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	F□□r/G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	F□□r/G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r/G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□d□□□□x□□r□□r □d□□□ □□d □r□□ r□□□□r r□□□□r□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
3. Ex□r□□r □□□□□□□□□□ □ □□□□□d □□□□d□r □ □□□-□□□□r □□□□□□□.
4. CMU □□□□d□□□□ □□□ □□ □x□□□□□ □r□□□ □□d□□, □□d □□□□□□□□r□ □□□□□□□□ □r□□□/□□□□□ □□□□□r □ □□□ □□□□r □□□□□□□d.
5. M□□□□r□ □□□□ □□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□.
6. B□□□□□□ □r □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□□ r□□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□d □□r□□□□□□□.
7. B□□□□ □□□□□ □□d□□ □ □□□□ □□□d □□ □□ □□□□□□□d □□d□□r□□.
8. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□□r	□35,000
B□□d□□□ I□□r□□r	□20,000
B□□d□□□ S□□□□□ □	□15,000
S□r□□□r□□S□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □d□□□ □□□□□ □□d □□□□□□□□ □□□□ □□□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□□. P□□□□ □□□ □□ □□□ □□□d□□□ d□ □□□□x□□□ □□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□ □□□d□□□ d□□□ □□□ □x□□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□ □x□□□ □□ □□□ r□□r □dd□□□□, □□□□□□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□ r□□□□□□□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ r□□ □□□ □□□d□□□□□ □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU/Br□□□ V□□□□r	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. P□r□□ □□ □□□ □□r□□ □□□□□□□□□ □□ □□ □□□r □□□d□□□□.
3. M□d□□□□x□r□□r □d□□□ □□d □r□□ r□□□r□r□□□□d □r□r □□ □□r□□□□□ □□d □□□□□□□□.
4. Ex□r□□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□□.
5. M□□□□□r□ □□□□ □□□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□.
6. B□□□□□□ □r □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□□ r□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□d □□r□□□□□□□.
7. O□□□□□□□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□.
8. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□20,000
B□□d□□□ Ex□r□□r	□45,000
B□□d□□□ I□□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□r □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □x□□□□□□□ □□□□□ □□d □□□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d r□□□ r□□□□□□□ □□□. P□□r□d □□□□r□□□ □□□□□□ □□ □□ □□□□ ADA r□□ □ □□ □□□□ □□□d□□□□ r□□□□ □□□r□□□□ □□ □□□□ □□□□r □□□□□, □□□□□□□□□ □□□d□ □□□□x□□□r□□□d □□□ □□□□r □d□□ □□□□□ □□□d□□□. D□□r□ □□d □□d□□□ □ □r□ □□ □□□r □□□d□□□□ □□d □□□□□d □□ r□□□□r□d □□ □ □r□□□□ □rd□r. G□□□□r□ □□d d□□ □□□□□□□□□d□ □□□ □x□□□ □□ □□□□ □□□d□□□, □□d □□□□□ □□□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □ □□□ r□□□ □□□□ □□□d□□□□□ □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□	P□□r	R□□□□□□ r□□□
G□□□r□ & D□□ □□□□□□□	NA	F□□r	-
B□□d□□□ S□r□□□□r□	W□□d	P□□r/F□□r	R□□□r□□ □□□□□□□□□
Ex□r□□r S□□□	W□□d	P□□r	S□r□□□ & P□□□□
W□□d□□□	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	P□□r	S□r□□□ & P□□□□
F□□□d□□□□	F□□d S□□□□	G□□d	M□□□. □□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	F□□r	N□ □□□dr□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□	Y□□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. Ex□□□□□□ □x□r□□r □d□□□ □□d r□□ r□□□□r r□□□□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
3. Ex□r□□r □□□□□□□□□□ □ □□□□□d □□□□d□r □ □□□-□□□r □□□□□□□.
4. ADA r□□ □ □□d r□□□□□□r□□□□r □ □d□□□r□□□□r □□□□d□□□ □□□□□□□□ □□d □□□□□□□.
5. C□□□□□ □□□□□□r□ □□ □□ □□ □□□r □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□□d □□r□□□□□□□.
6. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□30,000
B□□d□□□ Ex□r□□r	□375,000
B□□d□□□ I□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□ □ □□□□□□□□□□. P□□□□ □□ □□ □□□□ □r□□□ □□r□□ □□ □□ □□□d □□□d□□□□. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□ □□□□x□□□□□d □□□□□d □□ □r□□d□d.

Building System	Material	Condition	Notes
R□□□	A□□□□□□	G□□d	N□ □□□□r□□□□□□□□□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	Add 5□□x□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	F□r/G□□d	N□ □□□□r□□□□□□□□□
W□d□□ □	W□□d	F□r/G□□d	N□ □□□□r□□□□□□□□□
D□□r□	W□□d	F□r/G□□d	N□ □□□□r□□□□□□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□ □□□ □□□□□.
2. Ex□r□r □□□□□□□□□□ □ □□□□d □□□□d□r □ □□-□□r □□□□□□.
3. CMU □□□d□□□□ □□□ □□ □x□□□□ □r□□ □d□□, □□d □□□□□□□r□ □□□□□□ □r□□/□□□□ □□□□□r □ □□ □□□□r □□□□□□d.
4. M□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□ □□□□d □□ □□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□d □□ □□□□□□d □□r□□□□□.
5. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r □□d □□□□ r□□□r□□ □□□□r□□ □ □□□□□□□□□□ □□□□d□□□ □□□□r □□□□□□□ □d□□□, □□□□□□□□□ r□□□ □□d □□d□□□.
P□□□□ □□□ □□ □□□ □□□d□□□ □x□□□ □□d □r□ □□ □□□r □□□d□□□□. ADA □□□□□□□ □□ □□□ □□□d□□□ □x□□□□.
G□□□□r□ □□d d□□ □□□□□□□□ □x□□□ □□ □□□ □□□d□□□ □□d □□□□□d □□ □□□□□□d. T□□ □□□□r□□r □ □□ □□□□ □□□□□□□d □□□□□ □□□□□ □d □□ □□ □□ □□□r □□□d□□□□.
Ex□□□□□□ □□□d□□□ □□□□□□ □ □ □r□ □□□□□□□□□□□d □□□ □r□ □□□□□ □d □□ □□ □□ □□□r □□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□	G□□d	-
G□□□r□ & D□□ □□□□□□□	Y□□	G□□d	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
W□d□□ □	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
D□□r□	M□□□□	G□□d	-
F□□□d□□□□	S□□□ □□ Gr□d□	G□□d	-
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	-	-
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Additional Observations:
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Estimate of Probable Cost:

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S□r□□□□r□□S□□□□□□□□□□	□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:
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Building System	Material	Condition	Notes
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Ex□r□□r S□□□	W□□d	P□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
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Additional Observations:
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Estimate of Probable Cost:

S□□□ W□r□	□20,000
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B□□d□□□ I□□□r□□r	□10,000
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Total	**$115,000**

Building Signage

South Elevation

Southeast Corner

North Elevation

Northwest Corner

Main Approach

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

Public Engagement

Appendix

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

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.

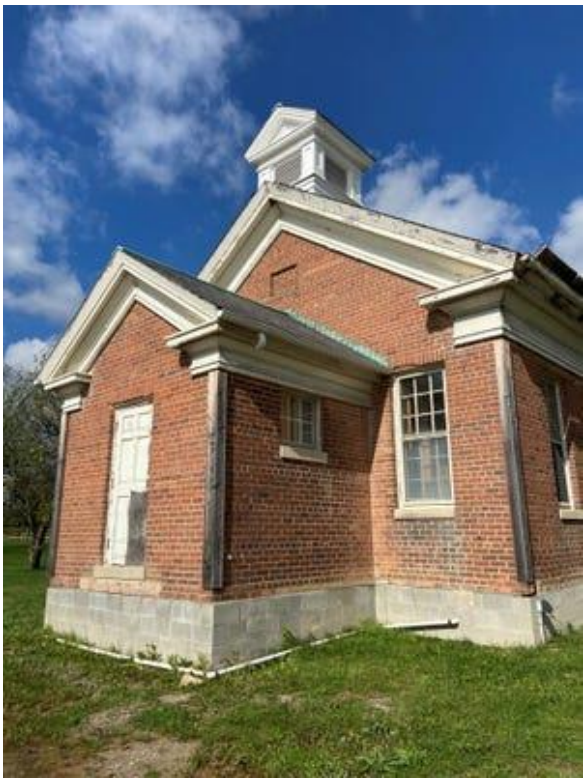
The park is currently open to the public for free and hosts a number of events — Night of Lights in December and the Motor City Irish Fest in the summer are two — held there. Greenmead has a variety of historical buildings previously used elsewhere in Livonia and surrounding cities and has a sledding 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.

How do you and how would you use Greenmead?

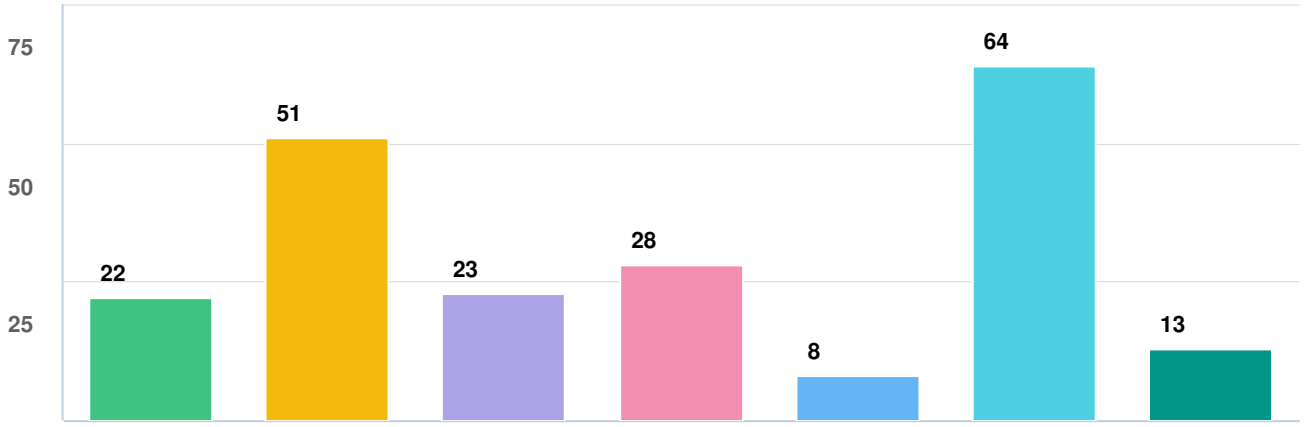
SURVEY RESPONSE REPORT
30 August 2021 - 01 November 2021

PROJECT NAME:
About Greenmead 365

BANG THE TABLE engagementHQ

SURVEY QUESTIONS

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

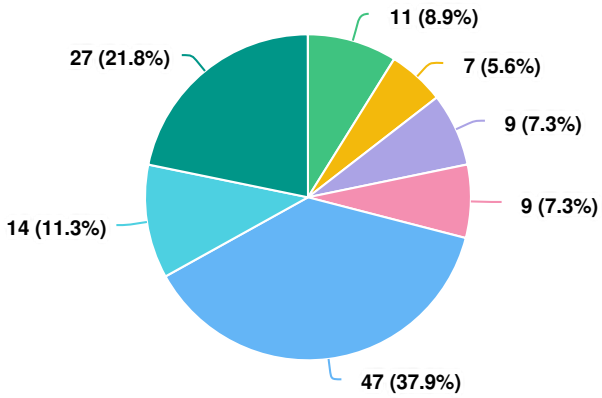


Question options

- 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?

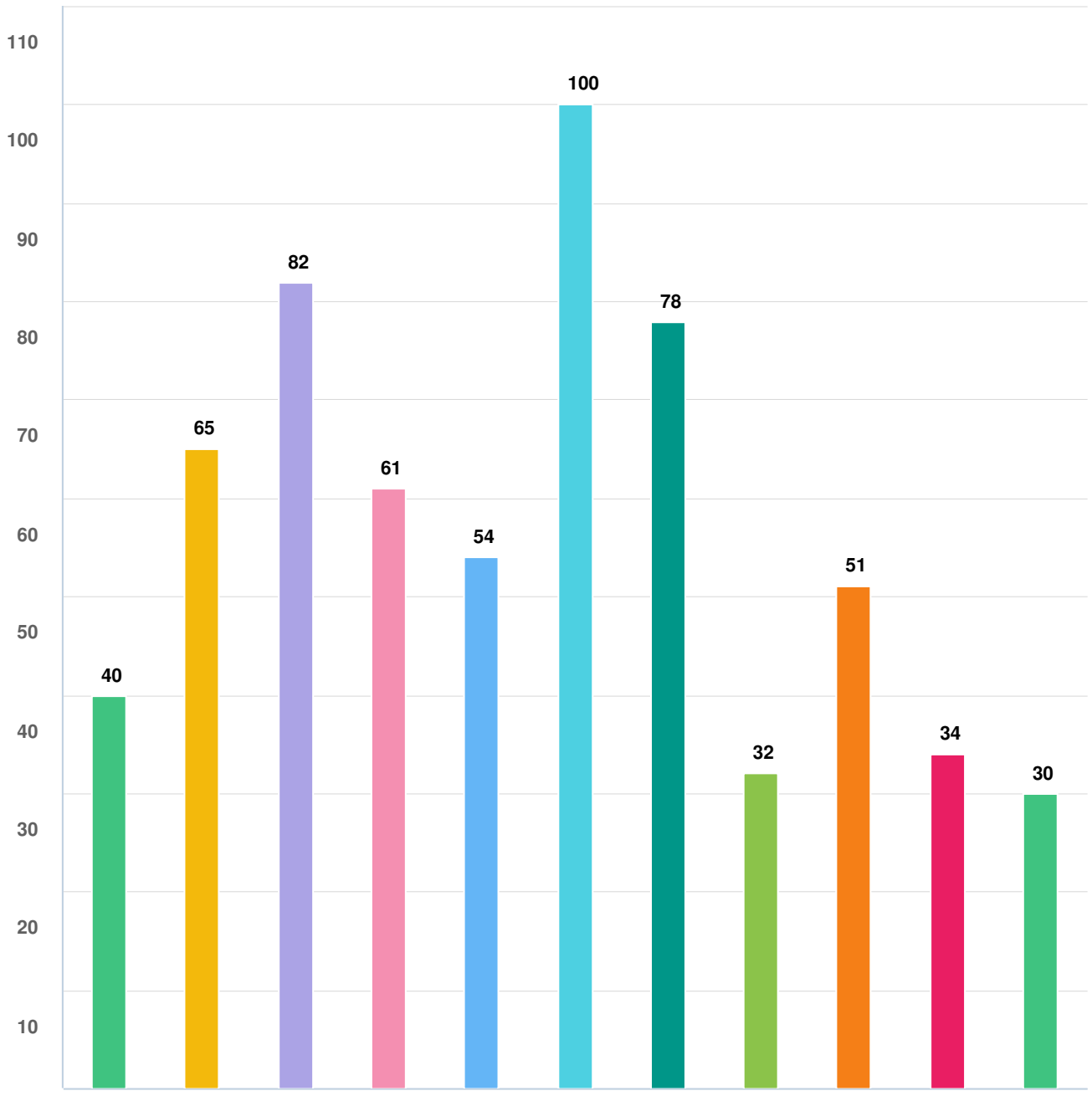


Question options

- 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

Lokabrady
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.

JIm
10/22/2021 11:01 PM

Greenmead is already successfully developed. Maintenance of buildings and grounds should continue to be funded as needed. Overdevelopement 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

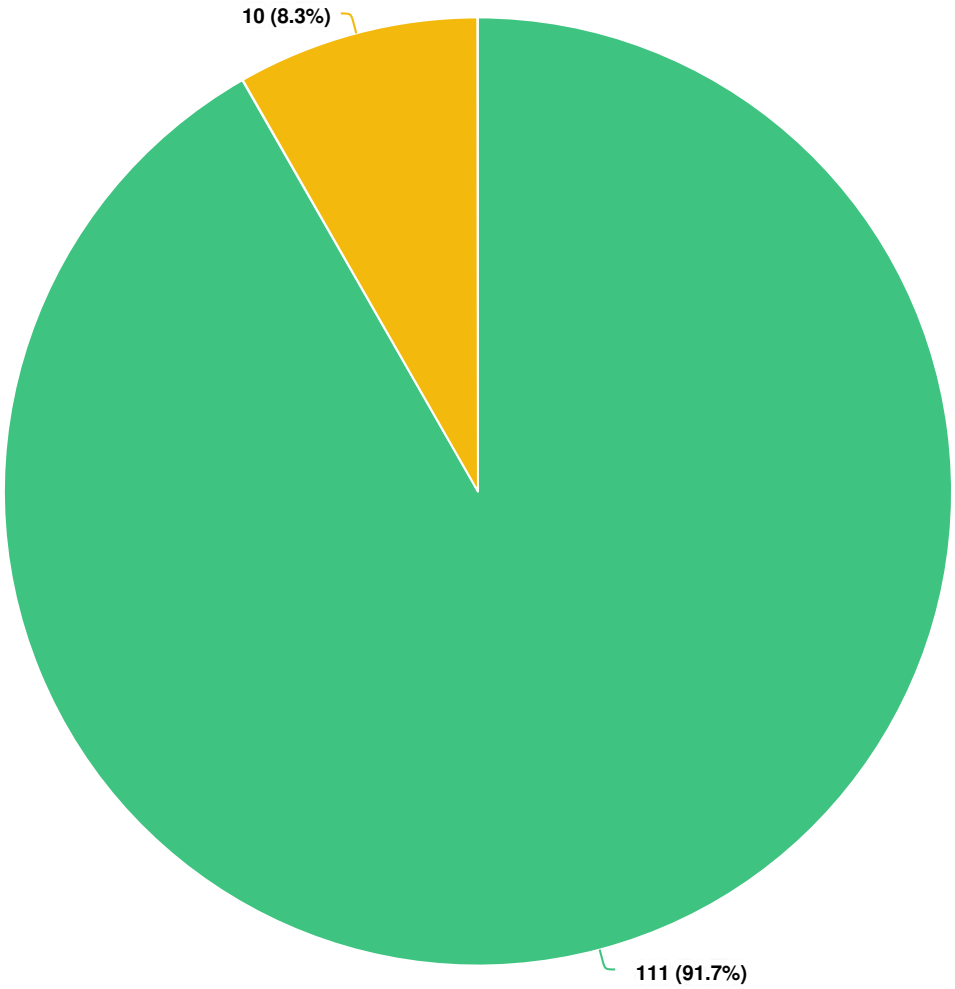
I do believe things need to be repaired and fixed up. Would like to still see that this is used for weddings, graduations, and such events that bring people to our city.

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?

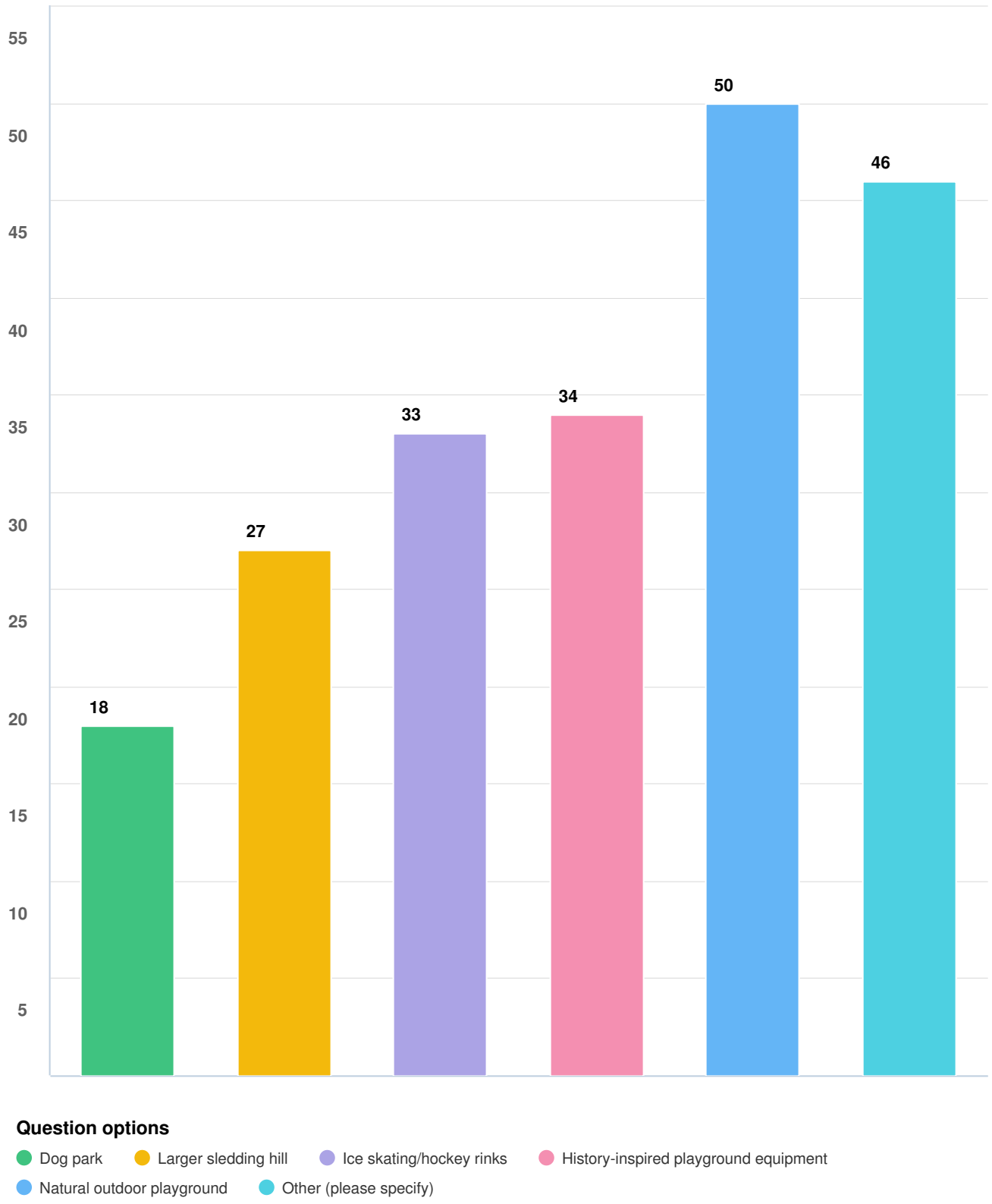


Question options

- Yes
- No

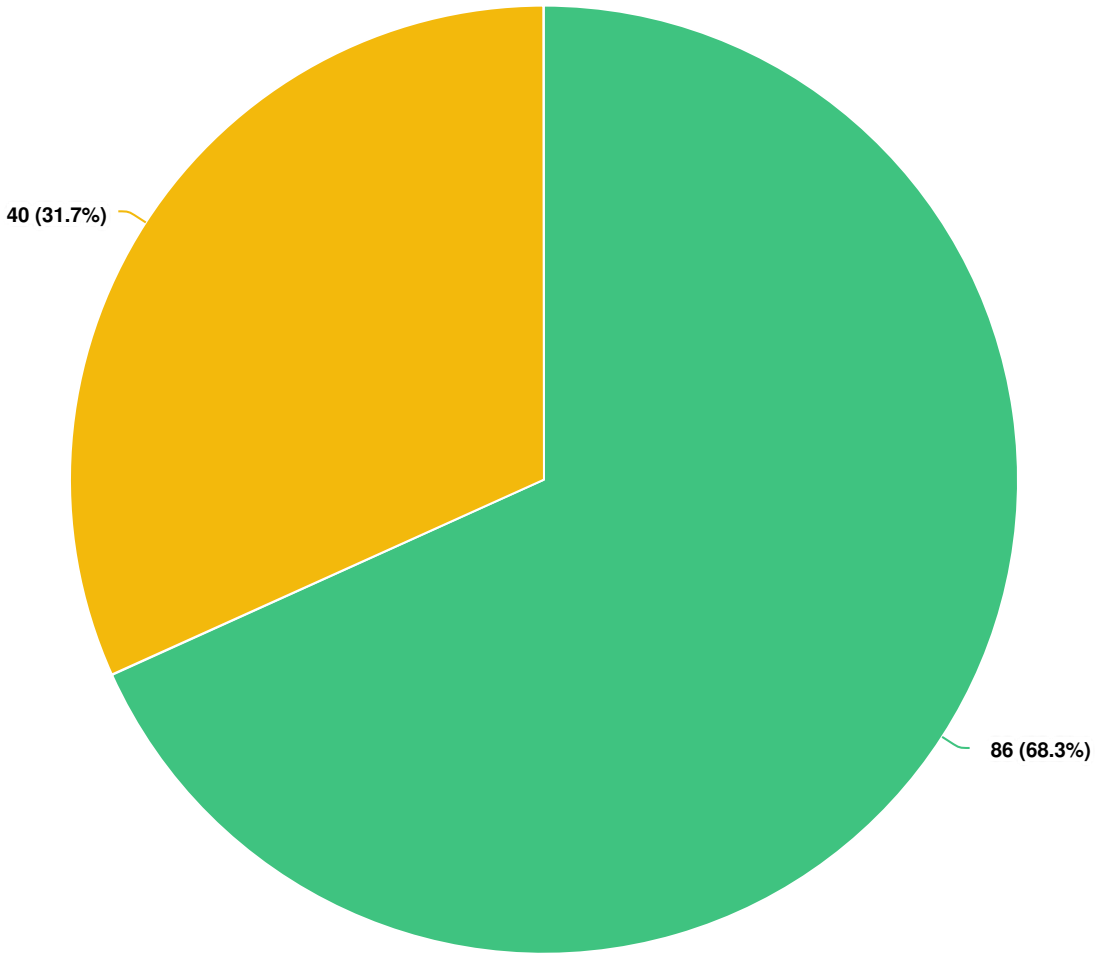
Optional question (121 response(s), 7 skipped)
Question type: Dropdown Question

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



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?

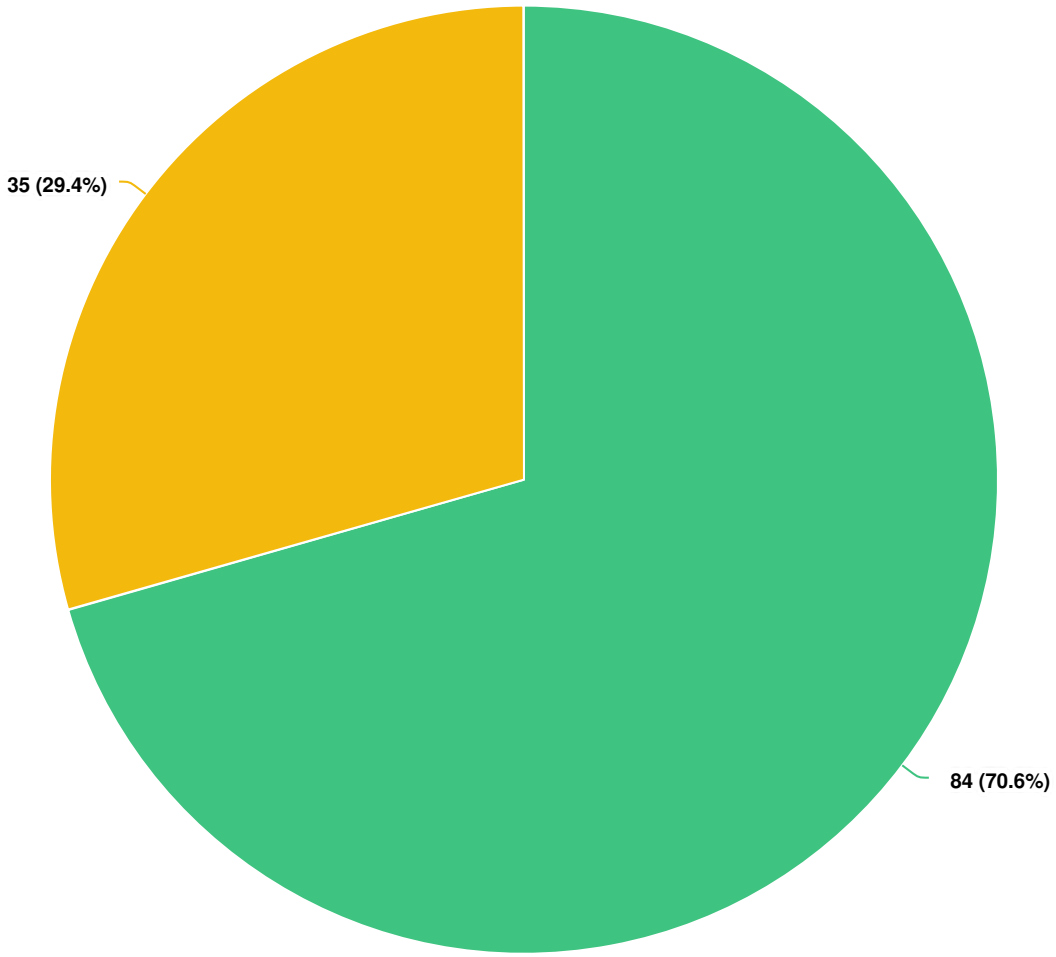


Question options

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

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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

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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:

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Focus Group Comments from Discussion on the Five Big One

What are the parks outside of Livonia that you frequent?

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T□□□r's Heritage Park

Widespread agreement that Greenmead should be targeted to a regional market. Pr□r□□ □□□□□ □□ L□□□□□□ r□□d□□□□ □□ □□□□□-□□□□□□ □□r □□r□□□□ □□□□□□ □□d □□□□r □r□□□□ □□r □□□-r□□d□□□□

Is history the attraction or just the backdrop? T□□ □r□□□r□□□ □□□□d □□□□ couldn't be both, depending upon the event/audience

Should new buildings be added to the Village – □□□□ □□□□□□□ □□□□ □□□ □□□r□ □□□□ □□ □□□□□ □□d □□□□□ □□r□

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Greenmead Unified Interpretation Story – [illegible]

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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.

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

Existing Conditions

Architectural Site Inventory

Appendix

See separate attachment

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

Existing Conditions

Building Descriptions and Historical Significance Statements

Appendix

Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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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

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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.

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Statement of Significance/Recommendation of Eligibility

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D[illegible] K[illegible] T[illegible] T[illegible] K[illegible] H[illegible].

References

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

Gr[illegible] T[illegible] G[illegible] B[illegible]
B[illegible] S[illegible] I[illegible] F[illegible] – F[illegible] 7 1977, S[illegible] B[illegible] J[illegible] S[illegible]
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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

T[illegible] [illegible] S[illegible], [illegible] [illegible]S[illegible] [illegible]d C[illegible]r[illegible] S[illegible], [illegible] [illegible]r [illegible] W[illegible], N[illegible] [illegible]r, E[illegible]d [illegible] M[illegible]r[illegible] 4, 1786. O[illegible] F[illegible]r[illegible]r[illegible] 22, 1819, [illegible] [illegible]rr[illegible]d H[illegible] D[illegible] H[illegible] (J[illegible] 19, 1782 – S[illegible] [illegible]r 26, 1856), d[illegible]r [illegible] J[illegible] [illegible]d A[illegible] H[illegible] [illegible] H[illegible], N[illegible] [illegible]r.

W[illegible] [illegible] E[illegible]d, [illegible] [illegible]d [illegible]r[illegible] [illegible]dr[illegible] (A[illegible], E[illegible], [illegible]d J[illegible]). T[illegible] d[illegible]d[illegible]d [illegible] [illegible] [illegible] [illegible]r[illegible] A[illegible] [illegible]r[illegible] [illegible] 1836 [illegible] [illegible]r [illegible]dr[illegible] [illegible] [illegible] [illegible] 80 [illegible]r[illegible] [illegible]r [illegible] [illegible] S[illegible] 18, L[illegible] T[illegible] [illegible], [illegible] [illegible] [illegible] [illegible]d S[illegible]x M[illegible] R[illegible]d, [illegible] [illegible] H[illegible]r[illegible] [illegible]d N[illegible] [illegible]r[illegible] R[illegible]d[illegible]. T[illegible] [illegible]r[illegible] [illegible]d [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]r[illegible], [illegible]d [illegible]r[illegible] [illegible] S[illegible] [illegible] [illegible] [illegible] [illegible] 1842 [illegible]d [illegible] [illegible]d [illegible] 1843. T[illegible] [illegible] S[illegible] d[illegible]d [illegible] [illegible] [illegible] [illegible] [illegible]r [illegible] 1844. S[illegible] J[illegible] [illegible] [illegible]r [illegible]r[illegible] [illegible] [illegible]r[illegible] [illegible]r [illegible] [illegible]r'[illegible]d[illegible].

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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. <u>This is required for all properties</u>.

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References

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

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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Statement of Significance/Recommendation of Eligibility

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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. <u>This is required for all properties</u>.

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References

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

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Existing Conditions

Collections

Appendix

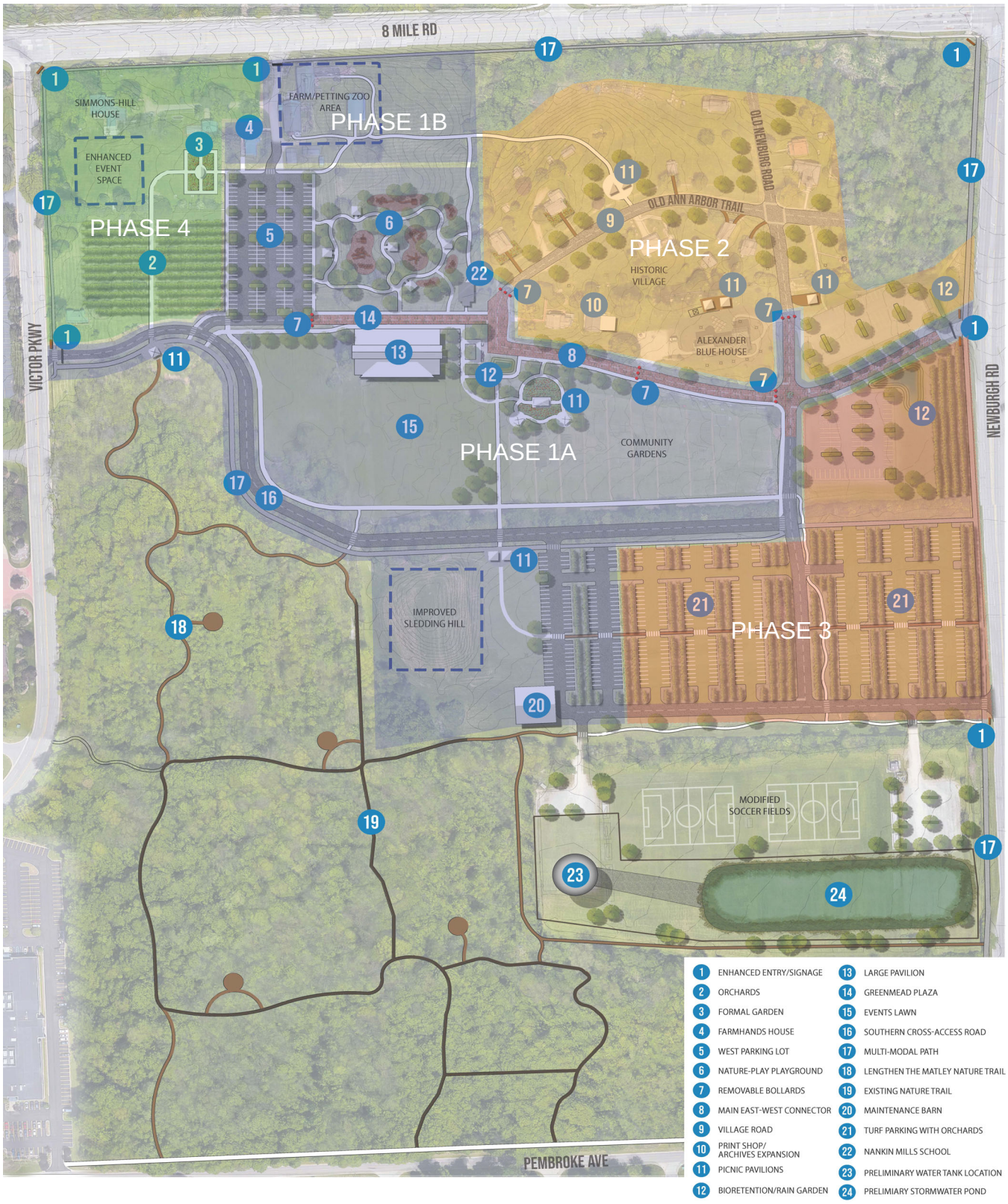
See separate attachment

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

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.

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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

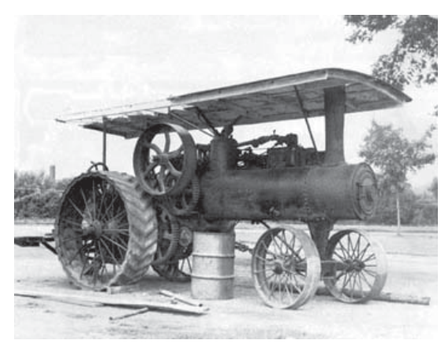
HISTORY ALIVE - CHESTERFIELD

CHILDRENS GARDEN

AMPHITHEATRE

PETTING ZOO

KIDS TOUR - TROY


FARM HISTORY

ATTRACTIONS AND AMENITIES

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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, Gutherie Octagon House, Eloise Hospital Museum at the Rowe House, Mckee Barn, Norris Well, Garden in the Park, Gutherie 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 foul

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
Ooperated 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 structured 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, deacession 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 is 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] ±2° and 45% RH ±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. Shelve 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 interleafing 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.

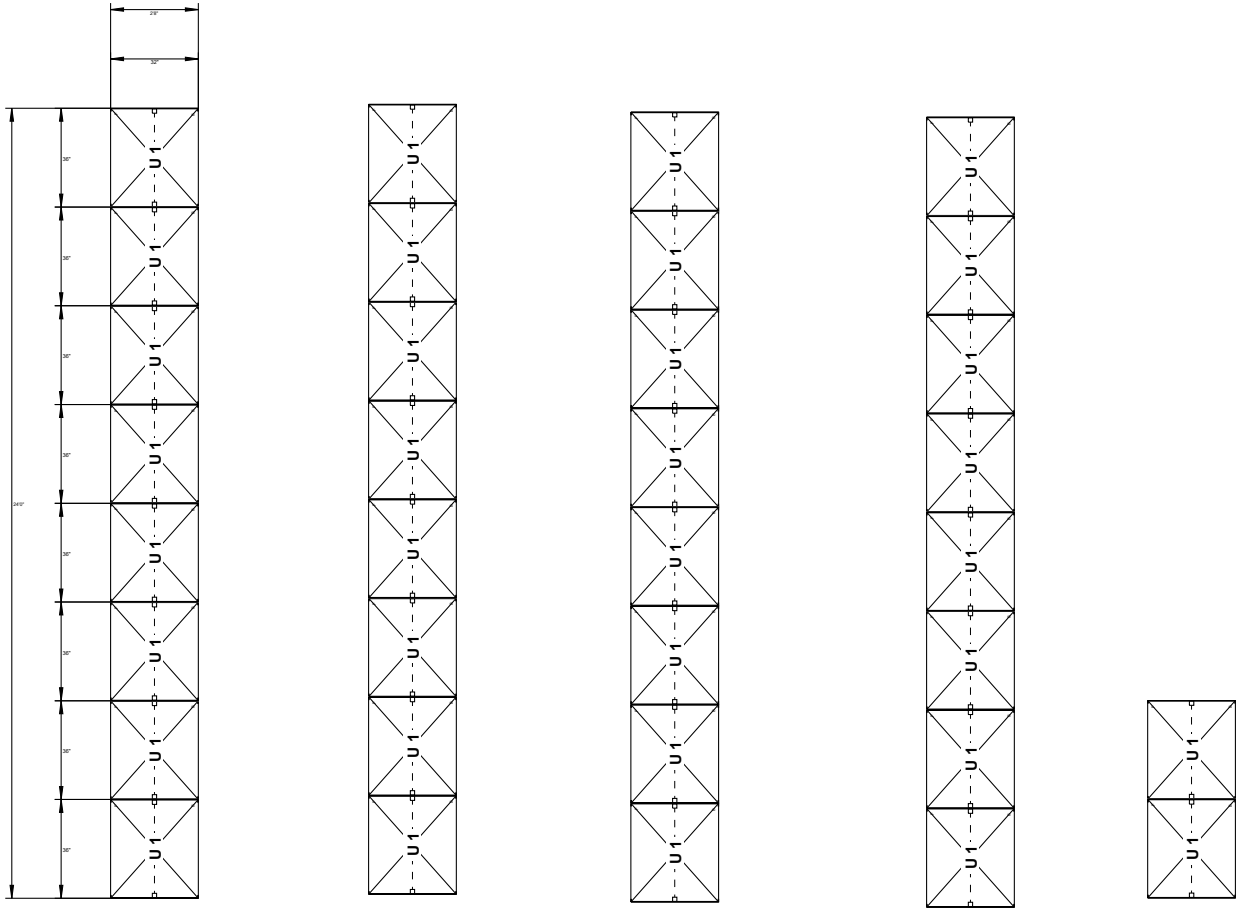
Static

Filing Capacity

Static

Actual LFI	13,872"
Nominal LFI	14,688"
Actual LFF	1156'0"
Nominal LFF	1224'0"

☒ Include Existing



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Okemos (Lansing) Office (517) 321-4697
Grand Rapids Office (616) 866-1606
Kalamazoo Office (269) 344-7588
Saginaw Office (989) 799-4512

Project Name:

Archives

Project #: GM 20470	
Drawn by: GMM	
Date Printed: 09/08/2022	
Scale 1:70	Rev level:

APPROVAL
This drawing Approved By:

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Dated_____

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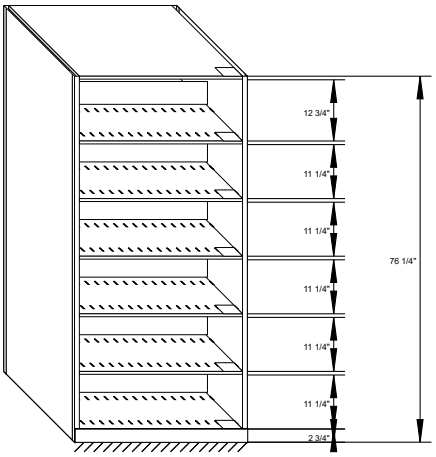

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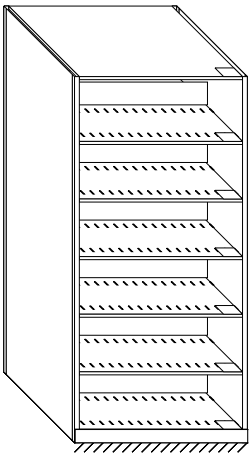

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Phone: (248) 442-9000
Fax: (248) 442-9010
http://www.caspercorp.com

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**

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Farmington, MI 48335
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Fax: (248) 442-9010
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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 was 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.

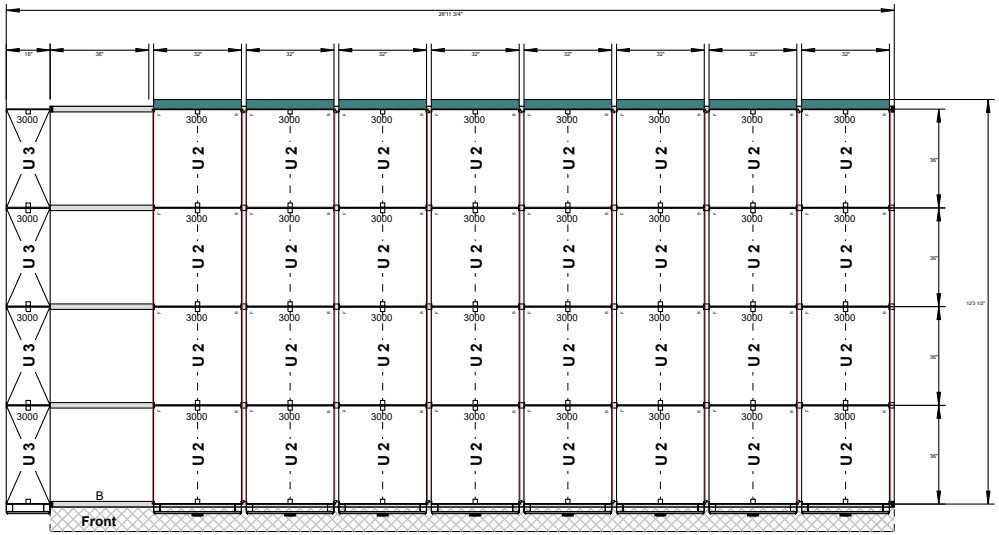
Warranty: See Manufacturers Warranty.

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



TUSC™ Interface

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.

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Saginaw Office (989) 799-4512

Project Name:

Archives

Project #: GM 20470	APPROVAL This drawing Approved By:
Drawn by: GMM	_____
Date Printed: 09/08/2022	Dated_____
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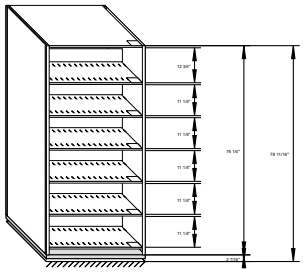

U 2-F

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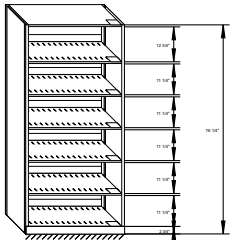
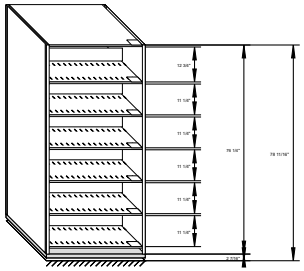


U 3



U 2-B

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Archives

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Drawn by: GMM	
Date Printed: 09/08/2022	
Scale 1:70	Rev level:

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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**

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Farmington, MI 48335
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Using Archives

A Guide to Effective Research

by Laura Schmidt

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SOCIETY OF American Archivists

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.

  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.

[1] *Joan M. Reitz, ODLIS – Online Dictionary for Library and Information Science (Libraries Unlimited, 2010),* http://lu.com/odlis/odlis_l.cfm#library.

Photos top row - left to right:

New York Cubans players' contract (dated 1947) for Silvio Garcia. *Photo courtesy of the Negro League Baseball Museum.*

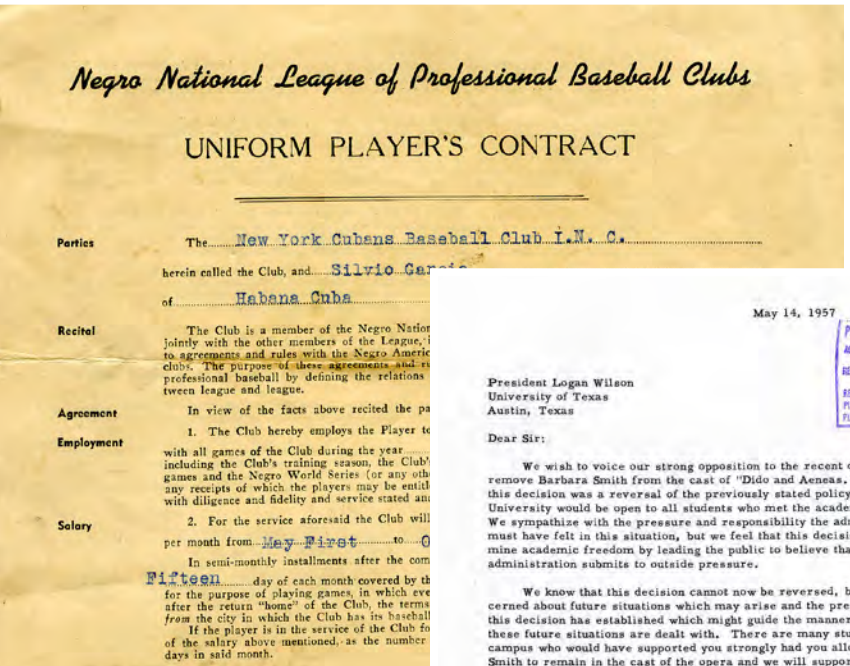
Detail of a 1916 original pen and ink cartoon drawing, "Remove this blot!" *From the Carey Orr Cartoons, Special Collections Research Center, Syracuse University Library.*

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 Garc

of Habana Cuba

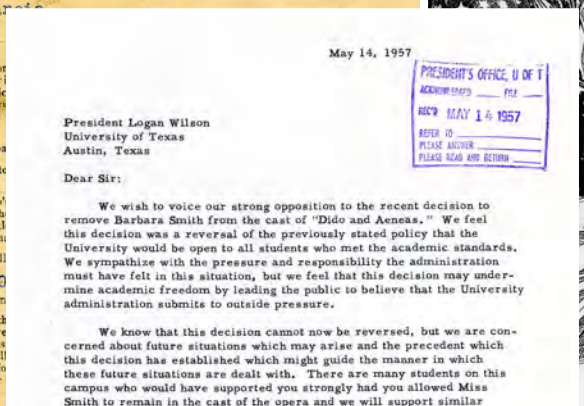
Recital — The Club is a member of the Negro Natio jointly with the other members of the League, to agreements and rules with the Negro Americ clubs. The purpose of these agreements and professional baseball by defining the relations tween league and league.

Agreement — In view of the facts above recited the pa

Employment — 1. The Club hereby employs the Player t with all games of the Club during the year including the Club's training season, the Club games and the Negro World Series (or any oth any receipts of which the players may be entit with diligence and fidelity and service stated an

Salary — 2. For the service aforesaid the Club will per month from May First to

In semi-monthly installments after the com Fifteen day of each month covered by th for the purpose of playing games, in which eve after the return "home" of the Club, the terms from the city in which the Club has its baseball If the player is in the service of the Club fo of the salary above mentioned, as the number days in said month.



May 14, 1957

PRESIDENT'S OFFICE, U OF T
ACKNOWLEDGED ____ FILE ____
REC'D MAY 14 1957
REFER TO ____
PLEASE ANSWER ____
PLEASE READ AND RETURN ____

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

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—now a national incident—overshadowed all other campus news last week, including such events as Swing-Out, the Regents' meeting, and a blood drive.

A few ill-timed raindrops during the May 3 Swing-Out ceremony sent hundreds of participants and spectators running from the Main Building terrace to the Texas Union Main Building. Nancy Baston, Sylvia Maly, and Harley Clark were announced as the University's outstanding students and received the traditional cups.

The Board of Regents revoked the sophomore car ban which was

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

had been made to Miss Smith a to Dean Doty immediately af the cast had been named, acco ing to Bobby Jacobs, chairman the Human Relations Commiss of the Students' Association.

Eight legislators released a l ter to Miss Smith Thursday afte noon after calling off speeches protest of the action taken by t University Administration. T representatives had planned make their protesting speech Thursday before the House, b decided against it because "i would have looked like we we putting this on for publicity." T legislators expressed their regr for any actions of any legislato played in the removal of Mi

Types of Archives

There are many varieties of archives, and the types of materials they collect differ as well. Defining your research topic and knowing what sorts of materials you are looking for will help you determine the appropriate institutions to contact. Here is a brief overview of repository types:

- **College and university archives** are archives that preserve materials relating to a specific academic institution. Such archives may also contain a "special collections" division (see definition below). College and university archives exist first to serve their parent institutions and alumni, and then to serve the public.

  Examples: Stanford University Archives, Mount Holyoke College Archives.

- **Corporate archives** are archival departments within a company or corporation that manage and preserve the records of that business. These repositories exist to serve the needs of company staff members and to advance business goals. Corporate archives allow varying degrees of public access to their materials depending on the company's policies and archival staff availability.

  Examples: Ford Motor Company Archives, Kraft Foods Archives.

- **Government archives** are repositories that collect materials relating to local, state, or national government entities.

  Examples: The National Archives and Records Administration (NARA), the Franklin D. Roosevelt Presidential Library and Museum, the New York State Archives, City of Boston Archives.

- **Historical societies** are organizations that seek to preserve and promote interest in the history of a region, a historical period, nongovernment organizations, or a subject. The collections of historical societies typically focus on a state or a community, and may be in charge of maintaining some governmental records as well.

  Examples: The Wisconsin Historical Society, the National Railway Historical Society, the San Fernando Valley Historical Society.

- **Museums** and archives share the goal of preserving items of historical significance, but museums tend to have a greater emphasis on exhibiting those items, and maintaining diverse collections of artifacts or artwork rather than books and papers. Any of the types of repositories mentioned in this list may incorporate a museum, or museums may be stand-alone institutions. Likewise, stand-alone museums may contain libraries and/or archives.

  Examples: The Metropolitan Museum of Art, Smithsonian National Air and Space Museum.

- **Religious archives** are archives relating to the traditions or institutions of a major faith, denominations within a faith, or individual places of worship. The materials stored in these repositories may be available to the public, or may exist solely to serve members of the faith or the institution by which they were created.

  Examples: United Methodist Church Archives, American Jewish Archives.

- **Special collections** are institutions containing materials from individuals, families, and organizations deemed to have significant historical value. Topics collected in special collections vary widely, and include medicine, law, literature, fine art, and technology. Often a special collections repository will be a department within a library, holding the library's rarest or most valuable original manuscripts, books, and/or collections of local history for neighboring communities.

  Examples: Special Collections Research Center at the University of Chicago, American Philosophical Society Library.

Photos from left to right:

A student dressed as Ptah (the chief god of the Egyptian city of Memphis) at a "Wind Up" party, circa 1930. *Courtesy of University of Texas School of Architecture Collection, Alexander Architectural Archive, University of Texas at Austin.*

Materials housed in religious archives sometimes exist only to serve members of the faith.

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.

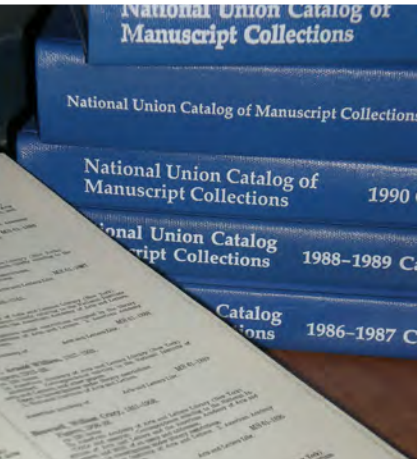
The next step is determining the extent of materials that suit your research needs in an individual archives. Since every

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.

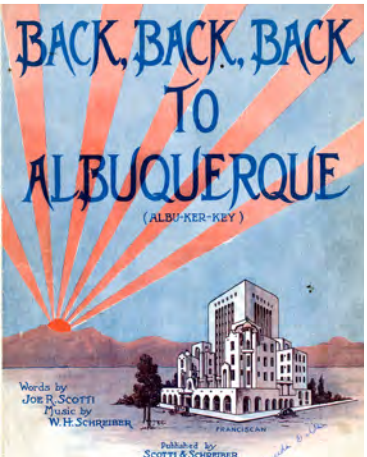
Note that when searching digital collections online it can sometimes be unclear whether the items you are viewing represent a complete collection or are part of a larger collection. Try to determine the

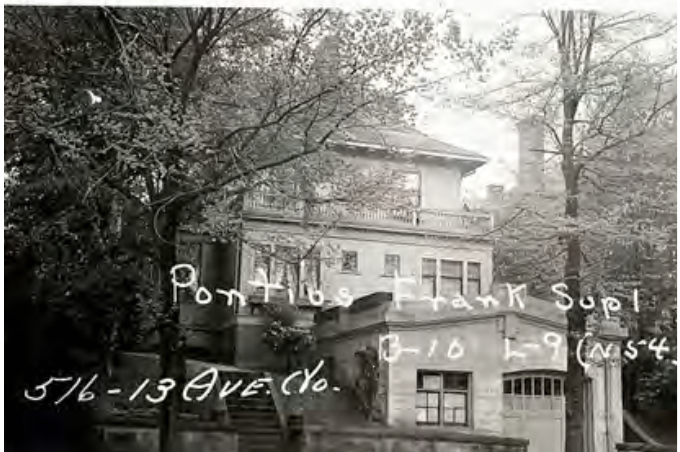
Photos from left to right:

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. *Photo courtesy of 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.ellisisland.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.

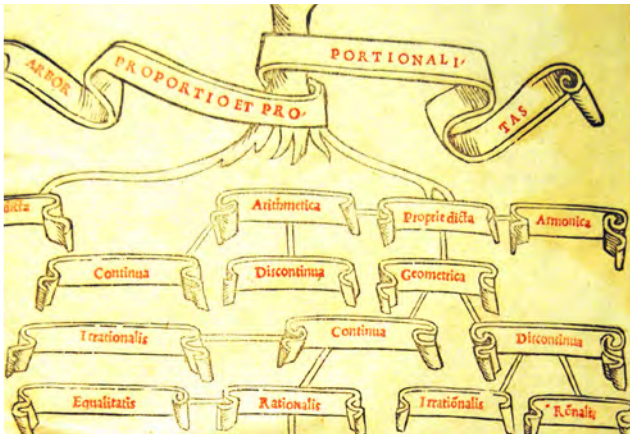
Stored Alive, https://www.imagepermanenceinstitute.org/resources/stored-alive. An interactive website showing how time and storage environments impact different objects.

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.]*

Folder #	Description

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.)

Folder #	Description
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.

SOCIETY OF American Archivists

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.

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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.

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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

Range 6
Range 5

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

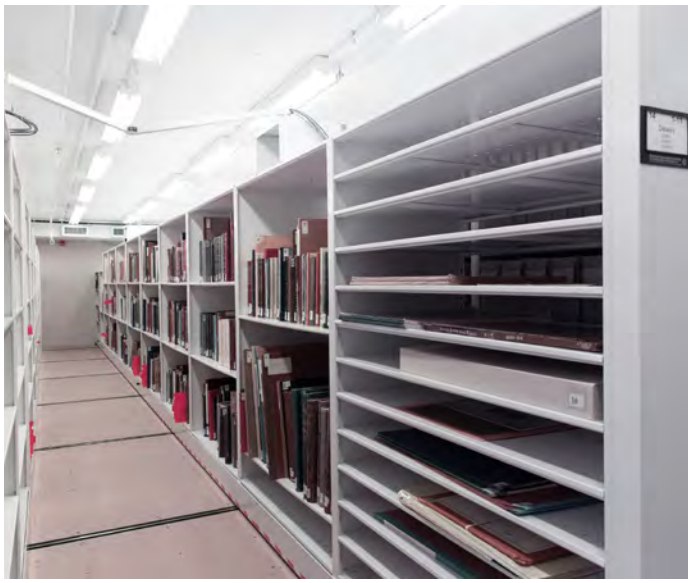
OVERSIZED TRAYS AND DRAWERS

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 RAPTORRAC™ WIDESPAN SHELVING

ART ON HIGH-BAY SHELVING

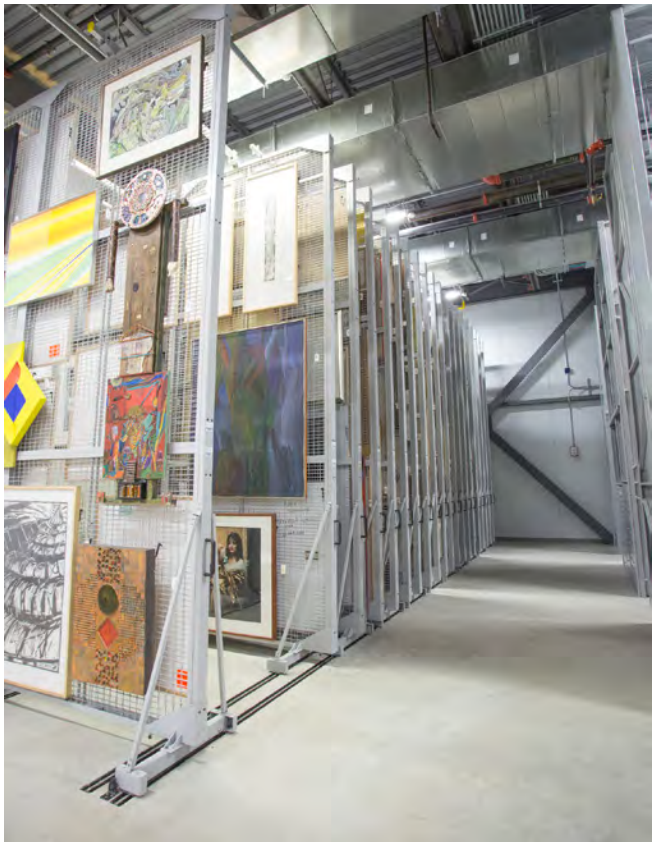
COMPLETE SOLUTIONS

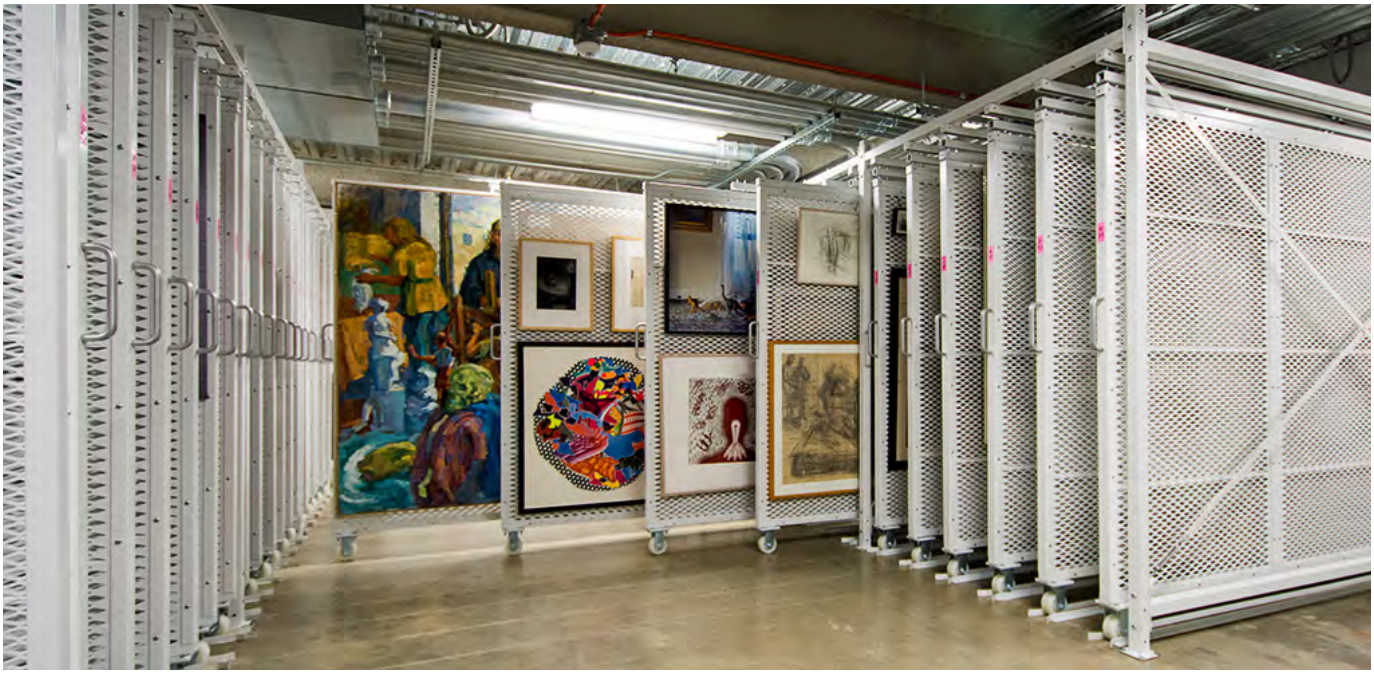
PROVIDER

PF.400.A.41

ART RACKS

- Compactly store framed art and other hanging objects.



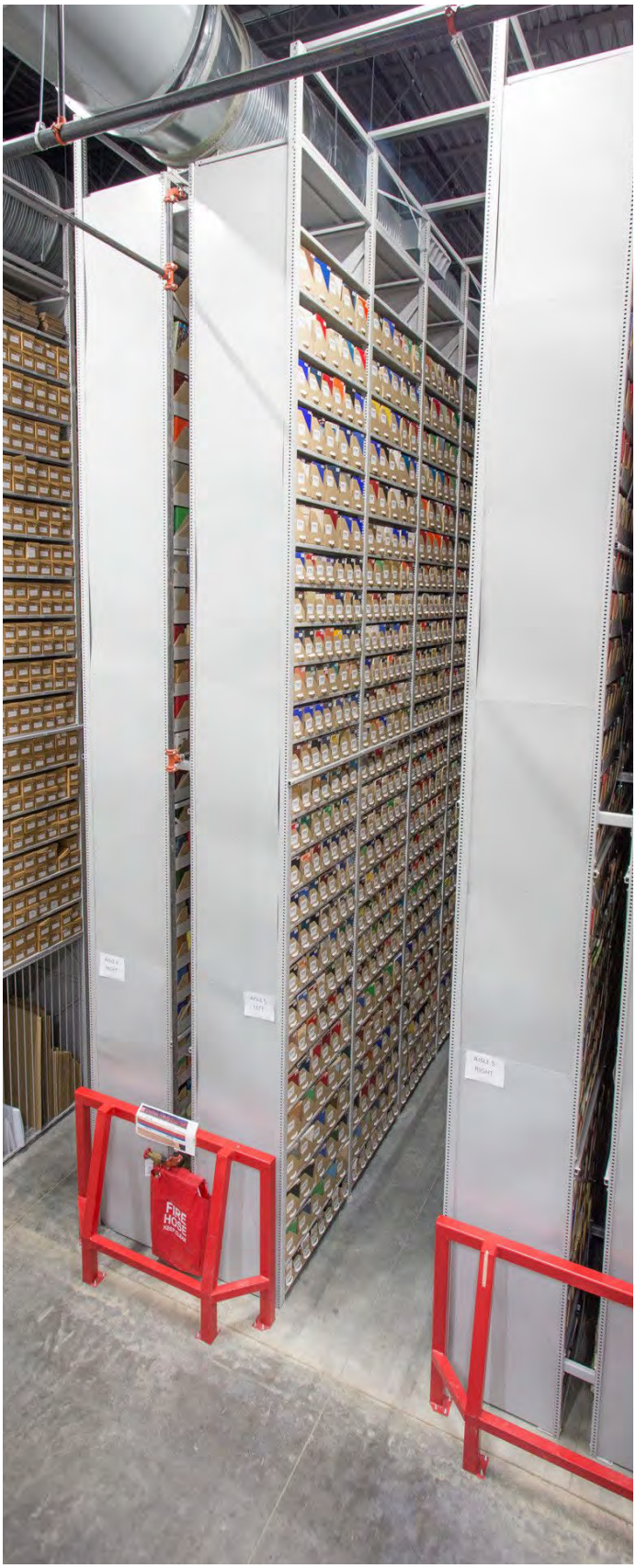


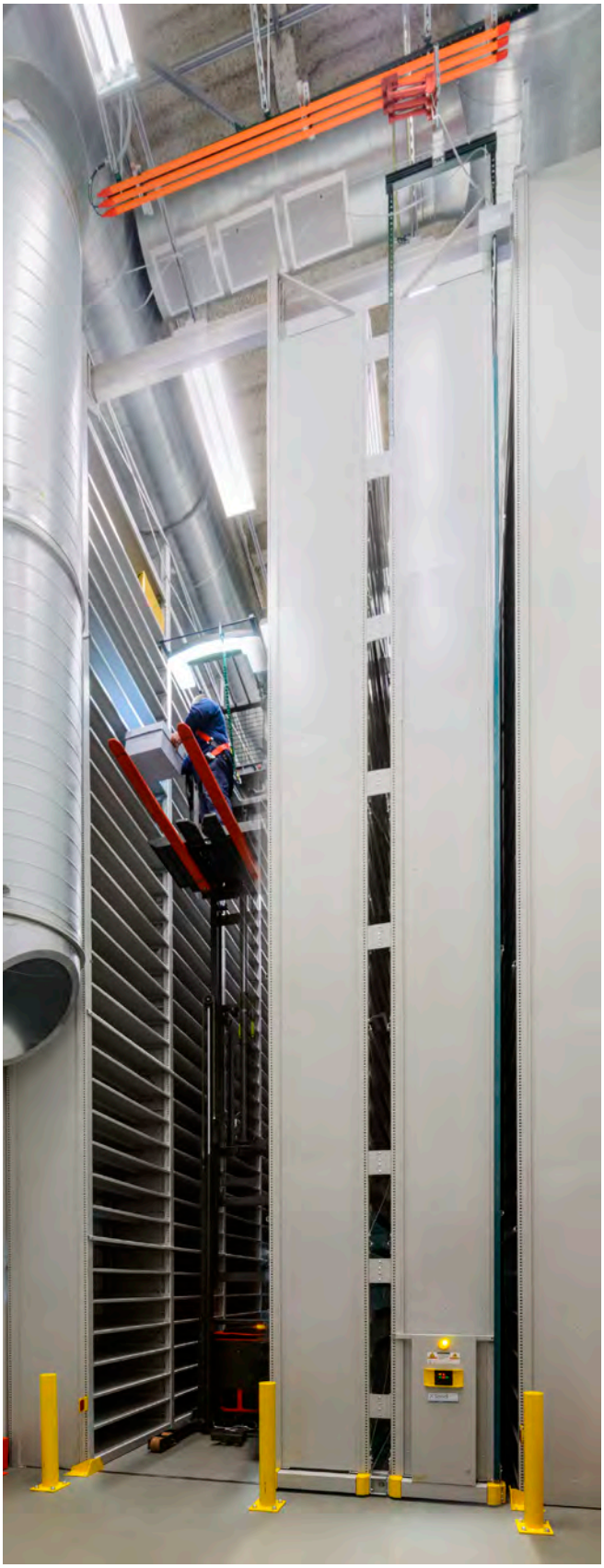
TEXTILE RACKS

- 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





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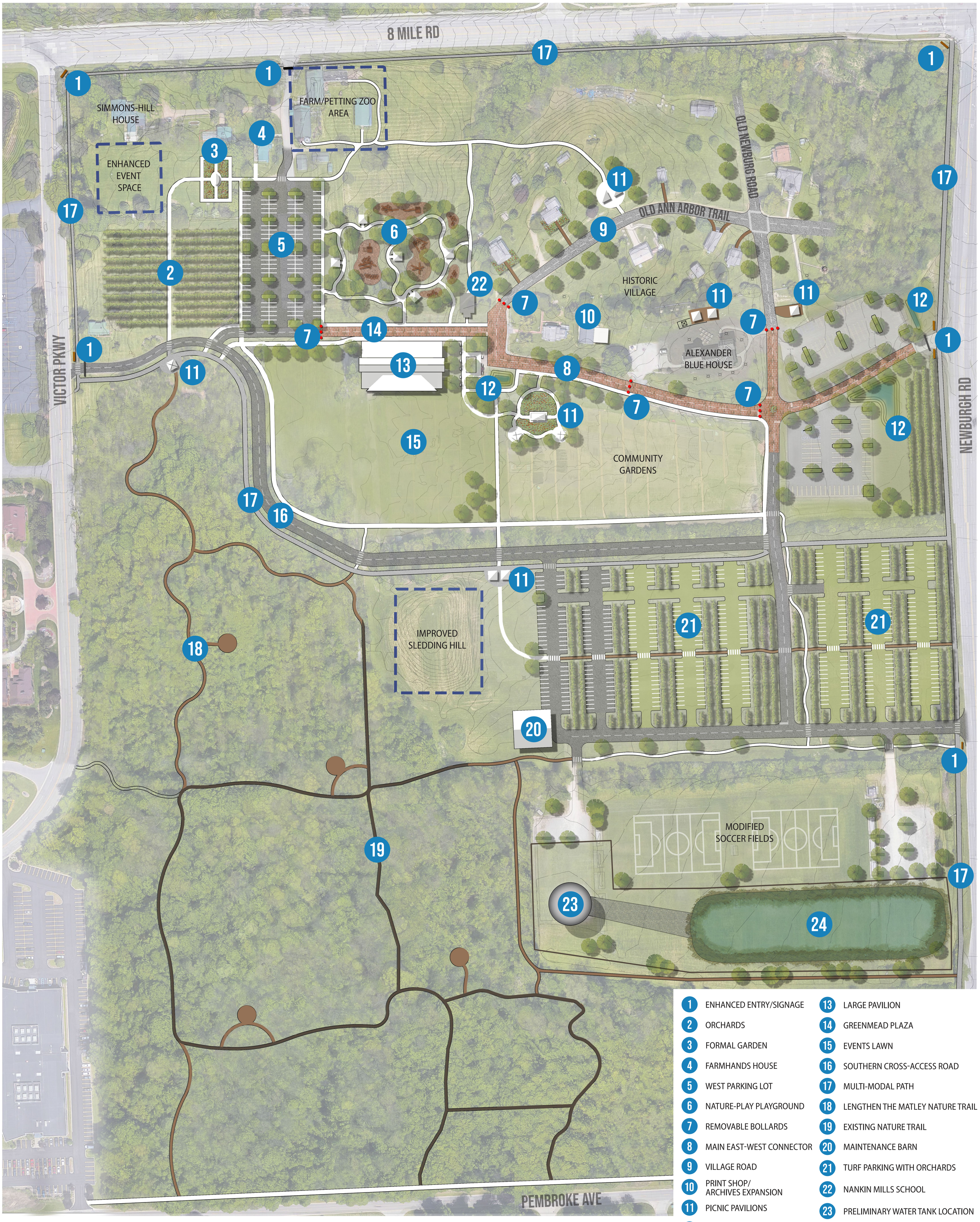

1 ENHANCED ENTRY/SIGNAGE
2 ORCHARDS
3 FORMAL GARDEN
4 FARMHANDS HOUSE
5 WEST PARKING LOT
6 NATURE-PLAY PLAYGROUND
7 REMOVABLE BOLLARDS
8 MAIN EAST-WEST CONNECTOR
9 VILLAGE ROAD
10 PRINT SHOP/ ARCHIVES EXPANSION
11 PICNIC PAVILIONS
12 BIORETENTION/RAIN GARDEN
13 LARGE PAVILION
14 GREENMEAD PLAZA
15 EVENTS LAWN
16 SOUTHERN CROSS-ACCESS ROAD
17 MULTI-MODAL PATH
18 LENGTHEN THE MATLEY NATURE TRAIL
19 EXISTING NATURE TRAIL
20 MAINTENANCE BARN
21 TURF PARKING WITH ORCHARDS
22 NANKIN MILLS SCHOOL
23 PRELIMINARY WATER TANK LOCATION
24 PRELIMIARY STORMWATER POND

PARKING LOT COUNTS (ESTIMATED)

EXISTING NUMBER: 759 SPACES
PROPOSED NUMBER (INCLUDING NEW AND EXISTING LOTS TO REMAIN): 902 SPACES

GREENMEAD HISTORICAL PARK

CONCEPTUAL SITE PLAN | LIVONIA, MI | OCTOBER 2022

N

60 30 0 60 120

WADE TRIM

Greenmead Historic Village
CAPITAL PLAN

Capital Plan Overview

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Major Planning Needs and Priorities

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Annual Planning Needs and Priorities

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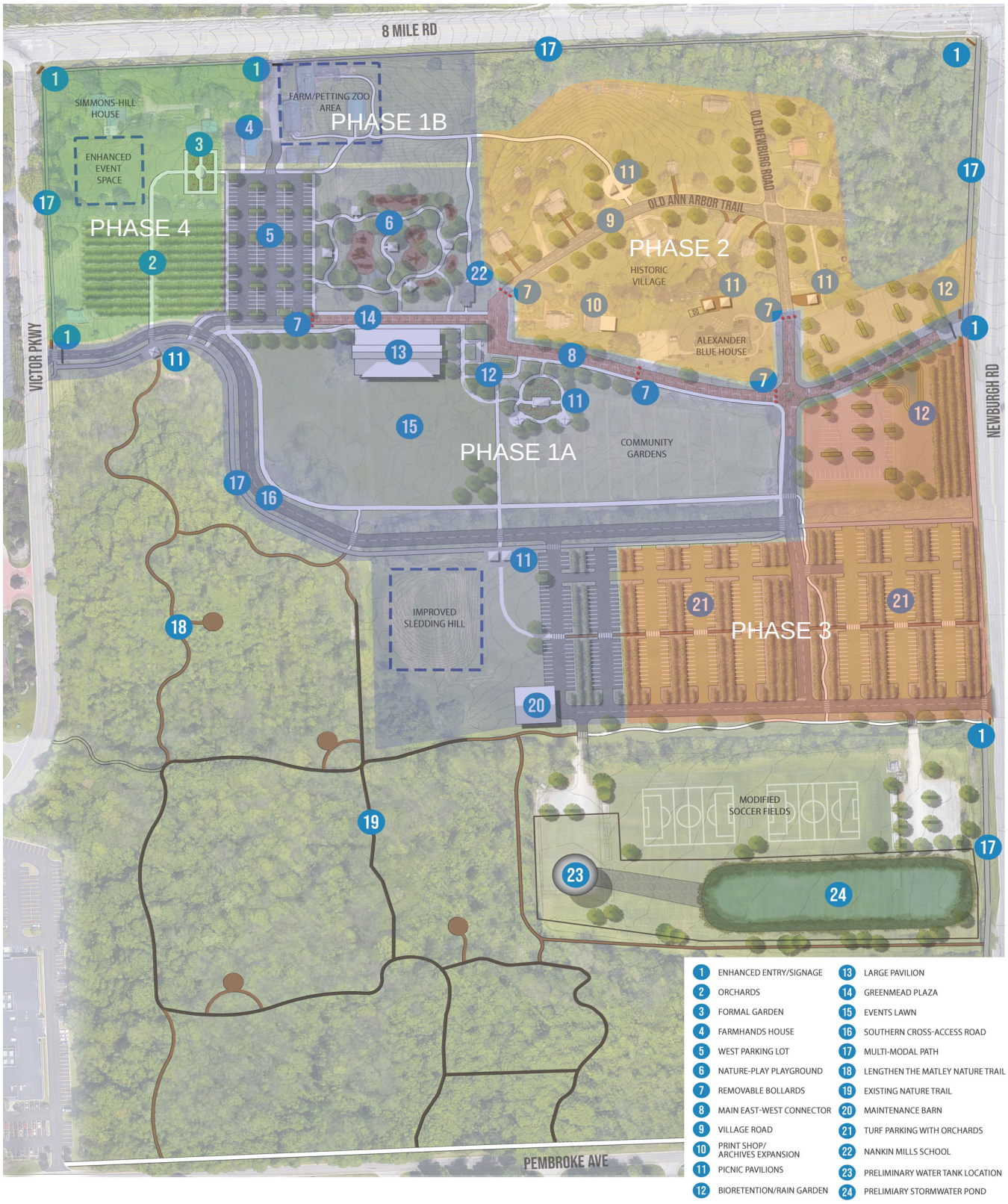
Greenmead Historic Village
CAPITAL PLAN SITE CONTEXT MAP



Distribution of Funds Overview
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Project Funds Distribution over 10-year term
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Annual Funds Distribution over 10-year term
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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

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LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
December 7, 2022

MEETING DATE	PREPARED BY
EDSPT010423	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. R110222 subject matter of Greenmead Master Plan withdrew motion (remain in EDSPT)
2. LTC EDSPT101922 Greenmead Master Plan
3. AchitecturalSiteInventory
4. Appendices
5. CollectionsAppendicesSmall
6. ConceptualSitePlan
7. Greenmead Capital Plan_Final Draft_10-7-22
8. R090920 Subject matter of a Master Plan for Greenmead Historical Park 249-20

APPROVED BY

O[illegible] J[illegible], [illegible] B[illegible], [illegible] [illegible],

[illegible]:

CITY COUNCIL
(J[illegible] J[illegible])
S[illegible]
M[illegible] P[illegible]
Gr[illegible] [illegible] H[illegible]
P[illegible]
(Refer to Economic Development, Strategic Planning and Technology Committee)

#249-20 RESOLVED, [illegible] C[illegible] J[illegible] J[illegible], [illegible] C[illegible] V[illegible] Pr[illegible] S[illegible] B[illegible], [illegible] R[illegible] M[illegible] [illegible] S[illegible] [illegible] 9, 2020, [illegible] C[illegible] [illegible] M[illegible] P[illegible] Gr[illegible] [illegible] H[illegible] P[illegible] E[illegible] D[illegible], S[illegible] P[illegible] [illegible] T[illegible] C[illegible] [illegible].

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**

Q1 Explain your favorite part of the Greenmead plan.

Answered: 50 Skipped: 8

#	RESPONSES	DATE
1	Please don't take from the community garden space.	11/21/2022 10:16 AM
2	Garden is #1 (see my response on question 3). Beautifying the property. Keeping it a Farm and bringing elements that compliment it. Colorful trees. Walking paths. Formal garden. Maybe Fountain (like downtown Plymouth). Make it a place people just want to walk through without even going into the buildings. Where people want pictures taken. Like Northville's Historical village.	11/16/2022 11:17 AM
3	Extended hiking trails are good. What plans are being made for bicycle traffic at this site?	11/9/2022 2:40 PM
4	The signage at the entrances. This will make the park more visible to people passing by.	11/7/2022 9:00 AM
5	The gardens. It's so nice to see community come together. Friendships are made. Please don't take the garden away	11/3/2022 6:08 PM
6	Petting zoo	11/2/2022 12:37 PM
7	The Victory Pkwy/8 Mile corner of the plan! Specifically the formal gardens	11/1/2022 9:50 AM
8	Natural play area	10/31/2022 8:05 PM
9	Orchards	10/31/2022 5:46 PM
10	Community Garden	10/31/2022 5:32 PM
11	The community garden which promotes food security in our community.	10/31/2022 4:38 PM
12	petting zoo	10/31/2022 4:35 PM
13	I think improved signage at the entrance would increase awareness and attendances at Greenmead. These sign would indicate entranceways and events at the park. Signs within the park with directions would encourage and aid in exploration of all areas of the park. This plan would offer a positive reward cost ratio.	10/31/2022 11:29 AM
14	Community Gardens	10/31/2022 10:51 AM
15	More concern for farmers and animals	10/31/2022 7:59 AM
16	Farm petting zoo would be great for kids.	10/30/2022 10:26 PM
17	I love the idea of the farm	10/30/2022 9:06 PM
18	Community Garden	10/30/2022 8:10 PM
19	I really thought I saw an ice rink? If so, that!	10/30/2022 6:19 PM
20	The wide open space, flea market, farmers market, seasonal events.	10/30/2022 3:17 PM
21	Restoration of the historic buildings, including the print shop and making it accessible for people with disabilities	10/30/2022 2:55 PM
22	Community garden	10/30/2022 9:41 AM
23	That it seems very family friendly	10/30/2022 9:14 AM
24	The soccer fields	10/29/2022 11:22 PM
25	Community Garden	10/29/2022 6:39 PM
26	I do not like or agree with the Greenmead plan	10/29/2022 5:10 PM
27	Preservation of the historic buildings.	10/29/2022 5:07 PM

28	Farming lots (Community gardens) to grow vegetables and flowers , as a community gardening	10/29/2022 2:38 PM
29	Creating the orchards.	10/29/2022 11:52 AM
30	The natural playground would fit in with the historical site.	10/29/2022 11:41 AM
31	Buildings improvement	10/29/2022 10:46 AM
32	The increased events!	10/29/2022 9:51 AM
33	Bioretention/Rain Garden	10/29/2022 9:36 AM
34	structure rehab	10/29/2022 8:59 AM
35	I like the natural play area.	10/28/2022 5:42 PM
36	Community gardens	10/28/2022 4:29 PM
37	Pavillion	10/28/2022 3:01 PM
38	The community gardens. We rented a garden plot as a family for the first time and it was a wonderful experience. We met many community members we would not have met otherwise, we learned more about greenmead/livonia/farming and we enjoyed family time	10/28/2022 8:36 AM
39	Community garden	10/28/2022 7:21 AM
40	I would love for GreenmeAd to have a playground for kids.	10/27/2022 7:55 PM
41	Fixing up the historic buildings.	10/27/2022 7:36 PM
42	Picnic pavilions that are clean and maintained with adequate bathroom facilities. Should be first priority rentals for large groups or family reunions - Residents, FIRST.	10/27/2022 6:52 PM
43	Connecting the farm and village! Accessibility	10/27/2022 5:45 PM
44	Expansion of the trails.	10/27/2022 2:06 PM
45	Petting zoo. Plus i live right down the street so super close and accessible	10/27/2022 12:46 PM
46	Community Garden	10/27/2022 12:35 PM
47	Community garden	10/27/2022 12:16 PM
48	Fixing the historic buildings.	10/27/2022 10:22 AM
49	Not disturbing existing community garden area	10/27/2022 10:04 AM
50	restoring and improving the historical buildings on site	10/27/2022 9:49 AM

Q2 Explain your second favorite part of the Greenmead plan.

Answered: 46 Skipped: 12

#	RESPONSES	DATE
1	Please don't take from the community garden space	11/21/2022 10:16 AM
2	Natural Playground sounds amazing. Not sure of location, but great idea.	11/16/2022 11:17 AM
3	The retention pond.	11/7/2022 9:00 AM
4	additional family activity areas	11/2/2022 12:37 PM
5	The nature play area. Incredibly unique to our area.	11/1/2022 9:50 AM
6	Sledding hill	10/31/2022 8:05 PM
7	Print shop/archives expansion	10/31/2022 5:46 PM
8	Orchards	10/31/2022 5:32 PM
9	The hiking trail	10/31/2022 4:38 PM
10	music area	10/31/2022 4:35 PM
11	Improved guided walkways paired with signage would provide all citizen better access to the features of Greenmead. Grants may be available for sidewalks that aid the mobile challenged guest.	10/31/2022 11:29 AM
12	Historical Homes	10/31/2022 10:51 AM
13	More concern for gardens	10/31/2022 7:59 AM
14	Nature playground - would be a great draw for families	10/30/2022 10:26 PM
15	I love the trails	10/30/2022 9:06 PM
16	Trails	10/30/2022 8:10 PM
17	The increased amenities.	10/30/2022 6:19 PM
18	Motor city Irish fest	10/30/2022 3:17 PM
19	No motorized pathways	10/30/2022 2:55 PM
20	Animals	10/30/2022 9:41 AM
21	You are working to keep the historical integrity	10/30/2022 9:14 AM
22	The parking lot	10/29/2022 11:22 PM
23	I do not like any part of the new plan	10/29/2022 5:10 PM
24	Improved roadways within greenmead.	10/29/2022 5:07 PM
25	Events on weekend and party halls	10/29/2022 2:38 PM
26	Petting farm	10/29/2022 11:52 AM
27	The bathroom facility which is needed.	10/29/2022 11:41 AM
28	Improved parking	10/29/2022 10:46 AM
29	The animal space! That’s going to be great.	10/29/2022 9:51 AM
30	Large Pavilion	10/29/2022 9:36 AM
31	moving JS drive south of the gardens	10/29/2022 8:59 AM

32	Nature trail expansion.	10/28/2022 5:42 PM
33	Petting farm	10/28/2022 4:29 PM
34	Sled hill	10/28/2022 3:01 PM
35	The nature path through woods	10/28/2022 8:36 AM
36	Walking trails, festivals	10/28/2022 7:21 AM
37	A new petting farm	10/27/2022 7:55 PM
38	Updating signs	10/27/2022 7:36 PM
39	Enhancing the trails. Local neighborhoods utilize the trails. They quiet and safe and a peaceful sanctuary. More is more.	10/27/2022 6:52 PM
40	Nature play area	10/27/2022 5:45 PM
41	Sledding hill improvements.	10/27/2022 2:06 PM
42	Apple orchard	10/27/2022 12:46 PM
43	Community Garden	10/27/2022 12:35 PM
44	Walking path	10/27/2022 12:16 PM
45	Please maintain the barn	10/27/2022 10:04 AM
46	The playground and sidewalks.	10/27/2022 9:49 AM

Q3 What part of the plan would you change and why?

Answered: 50 Skipped: 8

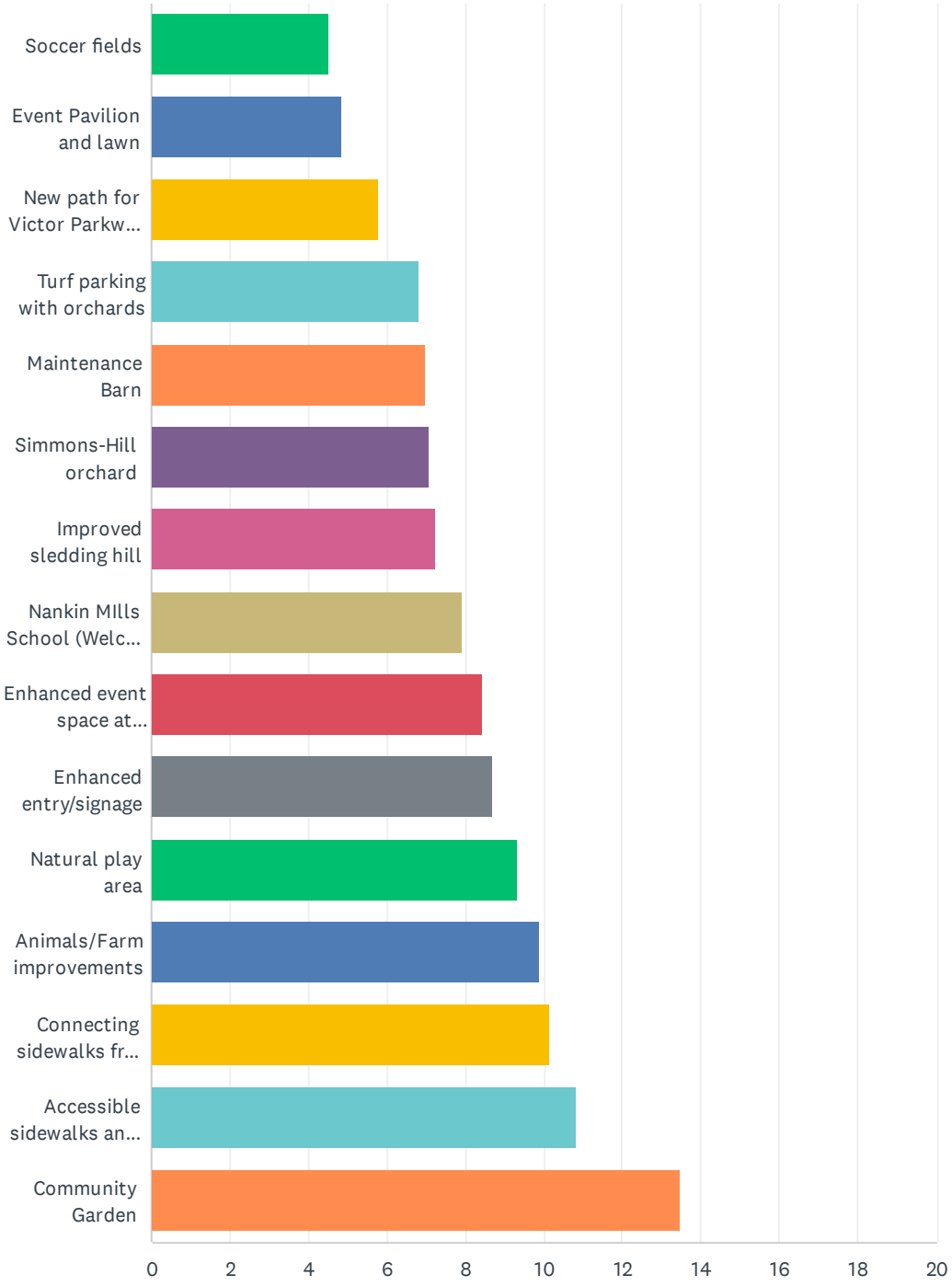
#	RESPONSES	DATE
1	Please reconsider taking space from the community gardens. The pavilion/event space is a good idea but should be placed elsewhere to preserve the highly coveted community garden space. My family has had multiple plots for over a decade and we would be terribly disappointed if this space were reduced, especially on the west end of the space (where the best tended gardens are).	11/21/2022 10:16 AM
2	Please do not remove any portion the community gardens. Do not put a Pavilion on the west side of the garden. The location that proposes the Pavilion is the best part of the garden. Over the years I have strived to get a plot in that part of the garden. It is the absolute best soil and the way rain sits in this area is perfect, it drains well and also retains enough moisture in dry times. The other areas did not have the ideal growing that the west side has, I know from 10 years experience gardening in different plots. This garden fits perfectly with the 360 plan and Greenfield Village style that was overwhelmingly asked for. It shows a working farm and should not be moved away from the original buildings. It is maintained by individuals (with pride) vs a plan to add orchards which would have high maintenance responsible by the city. The Pavilion may not fit the best at Greenmead. Wouldn't it be great to have it by the Rec Center? Look at Downtown Farmington. They have a Pavilion decorated for each season in their town center. Putting it at the farm doesn't seem to fit. Put it near Livonia's "town center"or maybe on the other side with the soccer fields, but not near the farm. I LOVE the Community Gardens, and I can't imagine why it would be taken away from our community. We are so lucky to have this farmstead and it's a very peaceful place. Where else can we escape to? Livonia has a gift with Greenmead. It's a place that makes sense to have a community garden and perfectly compliments it. Please do not remove the gardens. This 360 plan can be reworked!	11/16/2022 11:17 AM
3	I would maintain the historical integrity of the property. Adding multiple picnic pavilions will distract from the historic atmosphere of the property. Consider relocated a paved parking lot in the center of the historic buildings. Use sustainable materials at this site (e.g. permeable paving materials where needed. The Community Gardens need appearance guidelines. They are very sloppy looking and detract from the appearance of the property.	11/9/2022 2:40 PM
4	The petting farm, playground, pavilion, sidewalks, orchards etc. I would change the entire plan as it reflects a park not a historical village. I cant believe this was designed by people with preservation backgrounds. My rank orders reflect the subject matter not how much I agree with the project.	11/7/2022 9:00 AM
5	amphitheater, I don't think it will be used as much as the cost to put it in.	11/2/2022 12:37 PM
6	The drastic reduction in the size of the garden. Well over half of the people using the garden will lose that access.	11/1/2022 8:10 PM
7	The large pavilion and event lawn. Would concerts be held here instead of the rec center? I'd rather see the rec center lawn be revitalized rather than moving events to Greenmead, which is not at all central to any Livonians since it's practically in Farmington Hills. Why not move the orchards here and expand the formal garden, or perhaps put the nature play area here and make it larger?	11/1/2022 9:50 AM
8	Maintain larger community garden area	10/31/2022 8:05 PM
9	Keep community garden as is. It is very important to the community as a lot of food was donated to the community. Farm/petting zoo area is not necessary as there is plenty of wildlife around.	10/31/2022 5:46 PM
10	More Community Garden space	10/31/2022 5:32 PM
11	Community garden downsizing is too extreme	10/31/2022 5:04 PM
12	Downsizing the community garden would be a terrible mistake & many people would lose access to fresh healthy food, including clients at the food bank eagles helping hands. I am a	10/31/2022 4:38 PM

	gardening & I share food & herbal medicine with my neighbors, as do many others.	
13	I would not do anything to the gardens- keep them where they are and as large as they are!	10/31/2022 4:35 PM
14	The community gardens is a plan I don't understand. A garden with about 220 plots would be reduced by 40 to 60%. A figure that is in debate. I don't see this plan offering any improvements for the gardens. This is a community of gardeners that are at the park often daily. Friendships and support group develop during the year. This gathering of gardeners from the area is a important benefit to the community. The gardens attract a variety of visitors to Greenmead. A few but not all are plein air painters, families, photographers, school groups and bird watchers. The gardens should be improved not shrunk or eliminated. The gardens offer a link to the farming history of the area.	10/31/2022 11:29 AM
15	Let the Community Gardens remain "as is".	10/31/2022 10:51 AM
16	Forget the proposed butchering of the number of community gardens for the sake of a needless added event sure Livonia has plenty of other location options that would better serve the purpose. Prepaid even revamping some empty spaces in the city now would even save money? What a concept??	10/31/2022 7:59 AM
17	Keep more space for the community gardens - they are so beautiful and promote a sense of community. Little kids like to see plants growing and high school seniors have pictures by the sunflowers. Don’t lose this!	10/30/2022 10:26 PM
18	The community gardens need to be bigger and I don’t understand the need for two different event spaces	10/30/2022 9:06 PM
19	Keep the community garden space the same size.	10/30/2022 8:10 PM
20	Garden plots - please don't take these away! Livonia has small yards and it's really important to offer us a place to grow food.	10/30/2022 6:19 PM
21	Get rid of picnic area and play area. Too much upkeep. Would require bathrooms to be opened and maintained year round etc.	10/30/2022 3:17 PM
22	Eliminate pavilion, west parking lot expansion, petting zoo and cutting community gardens. These are just a few. These items take away from the tranquility and historical beauty of Greenmead. Pavilions bring more noise, traffic and do not represent historic events. We have the Alexander Blue house which is used for weddings and events. The quaintness of this building and the church go along with the historic nature of the park. The community gardens provide a peace and beauty to the park not to mention an avenue for photographers to experience their craft. They also provide food to people in need in our community.	10/30/2022 2:55 PM
23	I would eliminate the Amphitheater and build that closer to city hall to maintain the current size of the community gardens.	10/29/2022 11:22 PM
24	better drainage in the community garden	10/29/2022 6:39 PM
25	I would keep the community gardens as they are, it’s a shame to get rid of any garden plots	10/29/2022 5:10 PM
26	City should absolutely preserve all or majority of current garden area. This is such a great attribute to our city. Gardening is healthy and cool!	10/29/2022 5:07 PM
27	No comment	10/29/2022 2:38 PM
28	The community gardens absolutely should not be decreased in size as the draft indicates. Most cities encourage community gardens and would not decrease the size. Excess produce is donated to charity and serves a vital purpose.	10/29/2022 11:52 AM
29	The reduction of the community garden vthe garden is a great asset to the city and the park. The garden is so beautiful. People come and walk the garden paths and take pictures of the beauty. It is very peaceful to walk through the gardens. The garden not only feeds families that garden but other families and families in need. At a time when food insecurity is a concern the garden provides for so many people. I do not like the idea of a Pavillion or music venue especially located near the nature trail due to the wildlife. I feel the Pavillion would not benefit and would change the beauty that is Greenmead.	10/29/2022 11:41 AM
30	Do not take away the community garden. I have been gardening there for at least the last 18 years and I enjoy it . We've become a family there, sharing gardening techniques and produce. It's our happy place	10/29/2022 11:41 AM

31	Putting the Community Gardens back to full size. People have been gardening at Greenmead for many years. Eliminating half of the garden space is just shameful. Do you have an alternate gardening place, for those of us who will be displaced, to go? We have invested quite a bit of money and time developing our space to just be eliminated.....	10/29/2022 10:46 AM
32	I'd keep the community garden as it is—it's so cool watching it grow and change each year and it seems too popular to shrink it. Please don't get rid of any of it!	10/29/2022 9:51 AM
33	Do not remove any part of the current Community Gardens. Do not put in the #11 picnic pavilions.	10/29/2022 9:36 AM
34	retain all of the most beautiful part of the site on the site. the community garden is visited by many during the late april thru mid october time frame this plan exterminates the community gardens and all it's beautiful flowers and destination for many many people for px's and vegetables.	10/29/2022 8:59 AM
35	The pavilion and event lawn takes too much space away from the community garden. I would reduce the size, and/or relocate it.	10/28/2022 5:42 PM
36	Move items 11 12 13 and 15 west towards Victor Pkway to preserve community garden as is and shortening item 18 new nature trail. I have been a gardener at the community garden since 1995 and the current nature trail is the least used feature in the park. It has some kind of poured trail that is not comfortable to walk on for dogs or people.	10/28/2022 4:29 PM
37	The park should consider becoming a revenue generating site for the city. Any Pavilion should be one which could be used as a weekly farmers market year round, much like Eastern Market in Detroit. This would create a stream income to the park for other uses. I would move the current idea for a pavilion to middle of the parking lot area so trucks with produce etc. could back in while still providing parking close by. Also, I would not have picnic pavilions as there are enough of those in Livonia already. Also, I would collaborate with MSU extension service to enhance the community garden area and keep it as is. Expanding it to provide more community members access as many cities do with an emphasis on food banking for Livonia citizens who may need it. A petting zoo might be cost prohibitive and not used year round as such unprofitable. However, an annual cider mill might be a good idea, subcontracted out to a current producer who could set up in the area behind Blue House.	10/28/2022 3:01 PM
38	The Orchard or event space -	10/28/2022 8:36 AM
39	Need to maintain the gardens. I'd prefer the amphitheater be at 7 and Farmington and keeping greenmeade more quaint.	10/28/2022 7:21 AM
40	Lengthening the walking path would be amazing too. I like the upgrades. No complaints.	10/27/2022 7:55 PM
41	I would keep the community garden as is and not take most of it away.	10/27/2022 7:36 PM
42	Skip the whole bandstand shed or that entertainment factor. This is not an AMUSEMENT park. If you want a shell, find some space around City Hall -- close to local government and Police Department.	10/27/2022 6:52 PM
43	Less picnic pavilions in the village	10/27/2022 5:45 PM
44	Eliminate the soccer fields and leave that area to have more natural features.	10/27/2022 2:06 PM
45	None. I'm very excited to see the changes	10/27/2022 12:46 PM
46	Community Garden	10/27/2022 12:35 PM
47	More walking paths	10/27/2022 12:16 PM
48	Leave the gardens as is. There are a lot of different people that use it. From gardeners, to artists, walkers, hummingbirds birds and butterflies that depend on it. The initial plan is way too extreme with the changes.	10/27/2022 10:22 AM
49	Please do not disturb existing community garden area. It keeps the sense of community and it helps to have connect with not only gardeners, also their friends and families	10/27/2022 10:04 AM
50	The petting farm. Who is going to maintain the animals the city or a third party? The entire garden area should remain as is, and not build a huge pavilion or amphitheater. I'd rather see smaller pavilions near the playground. I also think a paved road is just going to create more thru traffic between Victor Parkway and Newburg and cars going to fast.	10/27/2022 9:49 AM

Q4 Please rank the importance of the features in the plan.

Answered: 58 Skipped: 0



	1	2	3	4	5	6	7	8	9	10	11
Soccer fields	0.00% 0	5.77% 3	0.00% 0	0.00% 0	7.69% 4	3.85% 2	0.00% 0	3.85% 2	5.77% 3	7.69% 4	1.92% 1
Event Pavilion and lawn	0.00% 0	1.92% 1	3.85% 2	1.92% 1	5.77% 3	5.77% 3	5.77% 3	3.85% 2	3.85% 2	5.77% 3	5.77% 3
New path for Victor Parkway (Southern Cross-access Road)	1.89% 1	3.77% 2	1.89% 1	7.55% 4	0.00% 0	3.77% 2	5.66% 3	3.77% 2	5.66% 3	5.66% 3	13.21% 7
Turf parking with orchards	0.00% 0	0.00% 0	0.00% 0	9.62% 5	0.00% 0	13.46% 7	9.62% 5	11.54% 6	9.62% 5	11.54% 6	7.69% 4
Maintenance Barn	1.89% 1	9.43% 5	1.89% 1	0.00% 0	1.89% 1	9.43% 5	7.55% 4	9.43% 5	7.55% 4	13.21% 7	11.32% 6
Simmons-Hill orchard	0.00% 0	1.85% 1	5.56% 3	9.26% 5	11.11% 6	9.26% 5	5.56% 3	11.11% 6	1.85% 1	3.70% 2	5.56% 3
Improved sledding hill	0.00% 0	5.77% 3	5.77% 3	11.54% 6	0.00% 0	1.92% 1	9.62% 5	15.38% 8	5.77% 3	7.69% 4	9.62% 5
Nankin MIlls School (Welcome Center)	0.00% 0	3.85% 2	7.69% 4	9.62% 5	5.77% 3	5.77% 3	9.62% 5	11.54% 6	13.46% 7	3.85% 2	5.77% 3
Enhanced event space at Simmons-Hill House	0.00% 0	7.69% 4	5.77% 3	3.85% 2	19.23% 10	3.85% 2	15.38% 8	5.77% 3	3.85% 2	11.54% 6	5.77% 3
Enhanced entry/signage	4.00% 2	4.00% 2	8.00% 4	10.00% 5	10.00% 5	10.00% 5	6.00% 3	8.00% 4	12.00% 6	6.00% 3	10.00% 5
Natural play area	9.62% 5	3.85% 2	17.31% 9	5.77% 3	9.62% 5	3.85% 2	7.69% 4	1.92% 1	11.54% 6	7.69% 4	11.54% 6
Animals/Farm improvements	9.62% 5	25.00% 13	11.54% 6	1.92% 1	7.69% 4	5.77% 3	1.92% 1	5.77% 3	3.85% 2	3.85% 2	0.00% 0
Connecting sidewalks from Farm to Village	2.00% 1	2.00% 1	14.00% 7	22.00% 11	10.00% 5	20.00% 10	10.00% 5	2.00% 1	4.00% 2	6.00% 3	4.00% 2
Accessible sidewalks and paved road in village	8.16% 4	18.37% 9	18.37% 9	10.20% 5	8.16% 4	4.08% 2	6.12% 3	6.12% 3	8.16% 4	4.08% 2	2.04% 1
Community Garden	67.86% 38	12.50% 7	3.57% 2	1.79% 1	3.57% 2	0.00% 0	0.00% 0	0.00% 0	1.79% 1	1.79% 1	1.79% 1

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 structured 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, deacession 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 is 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] ±2° and 45% RH ±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. Shelve 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 interleafing 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.

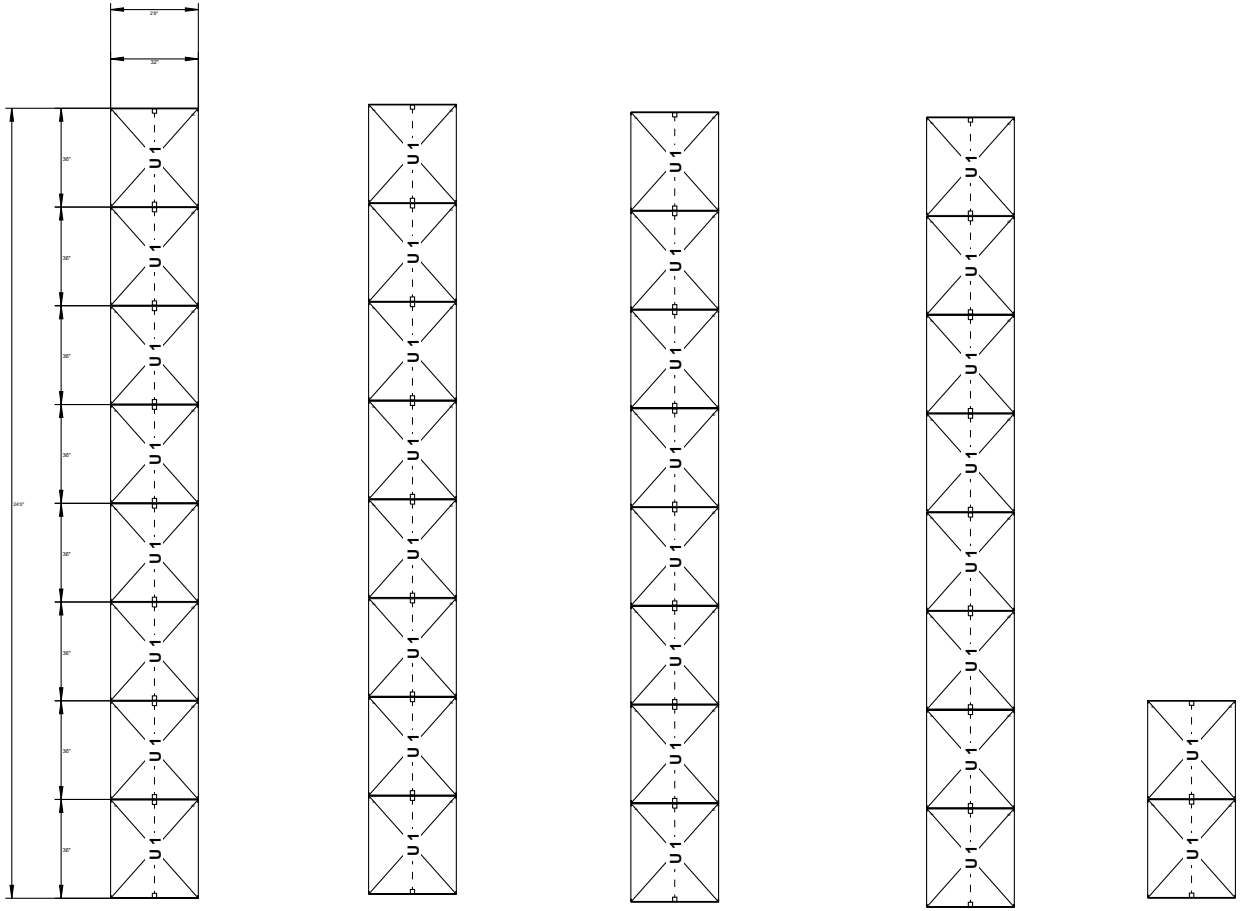
Static

Filing Capacity

Static

Actual LFI	13,872"
Nominal LFI	14,688"
Actual LFF	1156'0"
Nominal LFF	1224'0"

☒ Include Existing



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Okemos (Lansing) Office (517) 321-4697
Grand Rapids Office (616) 866-1606
Kalamazoo Office (269) 344-7588
Saginaw Office (989) 799-4512

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_____

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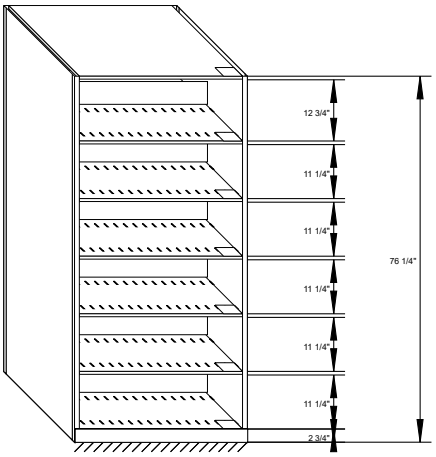
76 1/4" x 36" x 32"



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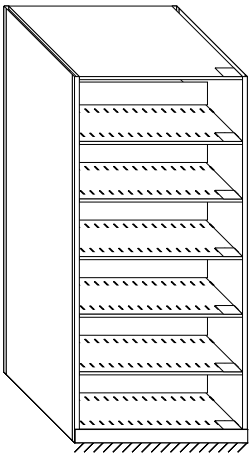

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Project Name:
Archives

Project #: GM 20470	
Drawn by: GMM	
Date Printed: 09/08/2022	
Scale 1:40	Rev level:

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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**

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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 was 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.

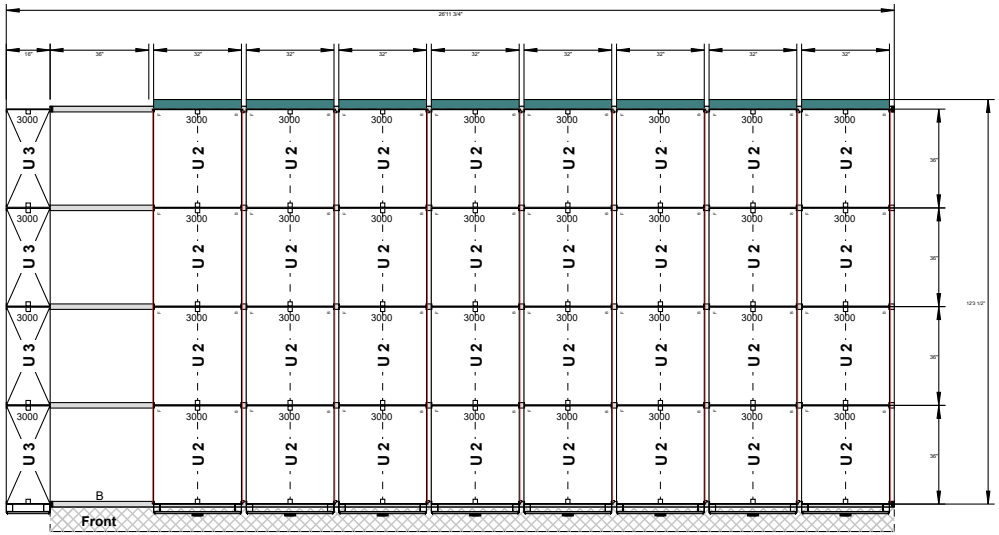
Warranty: See Manufacturers Warranty.

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



TUSC™ Interface

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.

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Grand Rapids Office (616) 866-1606
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Saginaw Office (989) 799-4512

Project Name:

Archives

Project #: GM 20470	APPROVAL This drawing Approved By:
Drawn by: GMM	_____
Date Printed: 09/08/2022	Dated_____
Scale 1:70 / Rev level:	

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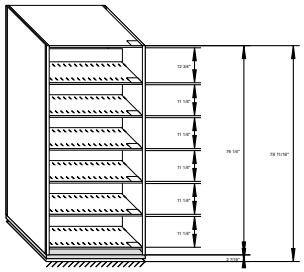

U 2-F

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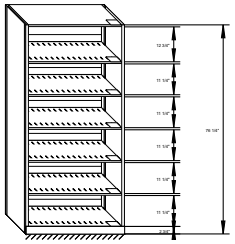
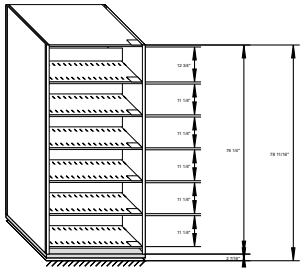


U 3



U 2-B

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Grand Rapids Office (616) 866-1606
Kalamazoo Office (269) 344-7588
Saginaw Office (989) 799-4512

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_____

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Fax: (248) 442-9010
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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**

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_____**Initial for Acceptance of Terms**

Using Archives

A Guide to Effective Research

by Laura Schmidt

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SOCIETY OF American Archivists

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.

  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.

[1] *Joan M. Reitz, ODLIS – Online Dictionary for Library and Information Science (Libraries Unlimited, 2010),* http://lu.com/odlis/odlis_l.cfm#library.

Photos top row - left to right:

New York Cubans players' contract (dated 1947) for Silvio Garcia. *Photo courtesy of the Negro League Baseball Museum.*

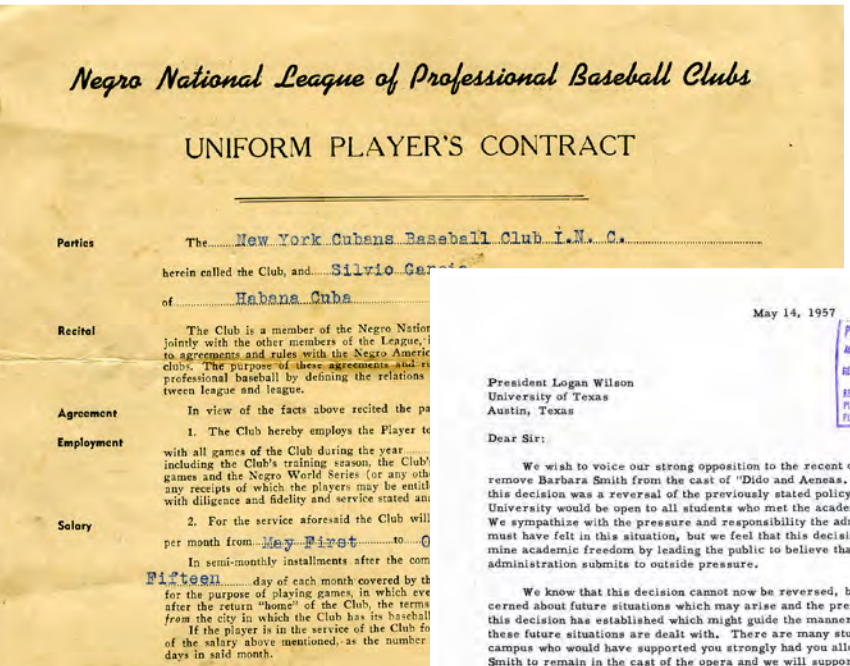
Detail of a 1916 original pen and ink cartoon drawing, "Remove this blot!" *From the Carey Orr Cartoons, Special Collections Research Center, Syracuse University Library.*

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 Garc

of Habana Cuba

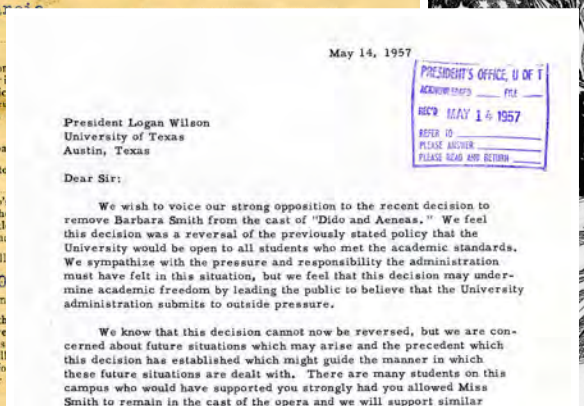
Recital — The Club is a member of the Negro Natio jointly with the other members of the League, to agreements and rules with the Negro Americ clubs. The purpose of these agreements and professional baseball by defining the relations tween league and league.

Agreement — In view of the facts above recited the pa

Employment — 1. The Club hereby employs the Player t with all games of the Club during the year including the Club's training season, the Club games and the Negro World Series (or any oth any receipts of which the players may be entit with diligence and fidelity and service stated an

Salary — 2. For the service aforesaid the Club will per month from May First to

In semi-monthly installments after the com Fifteen day of each month covered by th for the purpose of playing games, in which eve after the return "home" of the Club, the terms from the city in which the Club has its baseball If the player is in the service of the Club fo of the salary above mentioned, as the number days in said month.



May 14, 1957

PRESIDENT'S OFFICE, U OF T
ACKNOWLEDGED ____ FILE ____
REC'D MAY 14 1957
REFER TO ____
PLEASE ANSWER ____
PLEASE READ AND RETURN ____

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

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—now a national incident—overshadowed all other campus news last week, including such events as Swing-Out, the Regents' meeting, and a blood drive.

A few ill-timed raindrops during the May 3 Swing-Out ceremony sent hundreds of participants and spectators running from the Main Building terrace to the Texas Union Main Building. Nancy Baston, Sylvia Maly, and Harley Clark were announced as the University's outstanding students and received the traditional cups.

The Board of Regents revoked the sophomore car ban which was

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

had been made to Miss Smith a to Dean Doty immediately af the cast had been named, acco ing to Bobby Jacobs, chairman the Human Relations Commiss of the Students' Association.

Eight legislators released a l ter to Miss Smith Thursday afte noon after calling off speeches protest of the action taken by t University Administration. T representatives had planned make their protesting speech Thursday before the House, b decided against it because "i would have looked like we we putting this on for publicity." T legislators expressed their regr for any actions of any legislato played in the removal of Mi

Types of Archives

There are many varieties of archives, and the types of materials they collect differ as well. Defining your research topic and knowing what sorts of materials you are looking for will help you determine the appropriate institutions to contact. Here is a brief overview of repository types:

- **College and university archives** are archives that preserve materials relating to a specific academic institution. Such archives may also contain a "special collections" division (see definition below). College and university archives exist first to serve their parent institutions and alumni, and then to serve the public.

  Examples: Stanford University Archives, Mount Holyoke College Archives.

- **Corporate archives** are archival departments within a company or corporation that manage and preserve the records of that business. These repositories exist to serve the needs of company staff members and to advance business goals. Corporate archives allow varying degrees of public access to their materials depending on the company's policies and archival staff availability.

  Examples: Ford Motor Company Archives, Kraft Foods Archives.

- **Government archives** are repositories that collect materials relating to local, state, or national government entities.

  Examples: The National Archives and Records Administration (NARA), the Franklin D. Roosevelt Presidential Library and Museum, the New York State Archives, City of Boston Archives.

- **Historical societies** are organizations that seek to preserve and promote interest in the history of a region, a historical period, nongovernment organizations, or a subject. The collections of historical societies typically focus on a state or a community, and may be in charge of maintaining some governmental records as well.

  Examples: The Wisconsin Historical Society, the National Railway Historical Society, the San Fernando Valley Historical Society.

- **Museums** and archives share the goal of preserving items of historical significance, but museums tend to have a greater emphasis on exhibiting those items, and maintaining diverse collections of artifacts or artwork rather than books and papers. Any of the types of repositories mentioned in this list may incorporate a museum, or museums may be stand-alone institutions. Likewise, stand-alone museums may contain libraries and/or archives.

  Examples: The Metropolitan Museum of Art, Smithsonian National Air and Space Museum.

- **Religious archives** are archives relating to the traditions or institutions of a major faith, denominations within a faith, or individual places of worship. The materials stored in these repositories may be available to the public, or may exist solely to serve members of the faith or the institution by which they were created.

  Examples: United Methodist Church Archives, American Jewish Archives.

- **Special collections** are institutions containing materials from individuals, families, and organizations deemed to have significant historical value. Topics collected in special collections vary widely, and include medicine, law, literature, fine art, and technology. Often a special collections repository will be a department within a library, holding the library's rarest or most valuable original manuscripts, books, and/or collections of local history for neighboring communities.

  Examples: Special Collections Research Center at the University of Chicago, American Philosophical Society Library.

Photos from left to right:

A student dressed as Ptah (the chief god of the Egyptian city of Memphis) at a "Wind Up" party, circa 1930. *Courtesy of University of Texas School of Architecture Collection, Alexander Architectural Archive, University of Texas at Austin.*

Materials housed in religious archives sometimes exist only to serve members of the faith.

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.

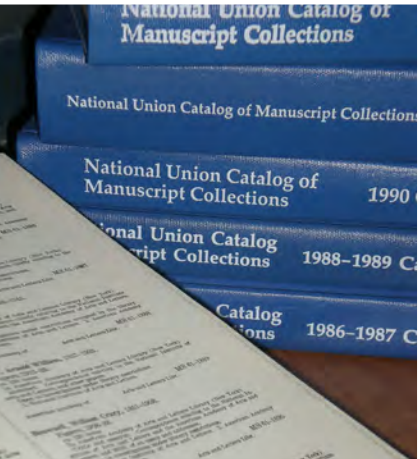
The next step is determining the extent of materials that suit your research needs in an individual archives. Since every

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.

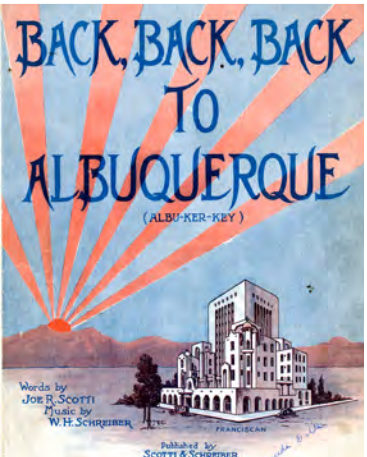
Note that when searching digital collections online it can sometimes be unclear whether the items you are viewing represent a complete collection or are part of a larger collection. Try to determine the

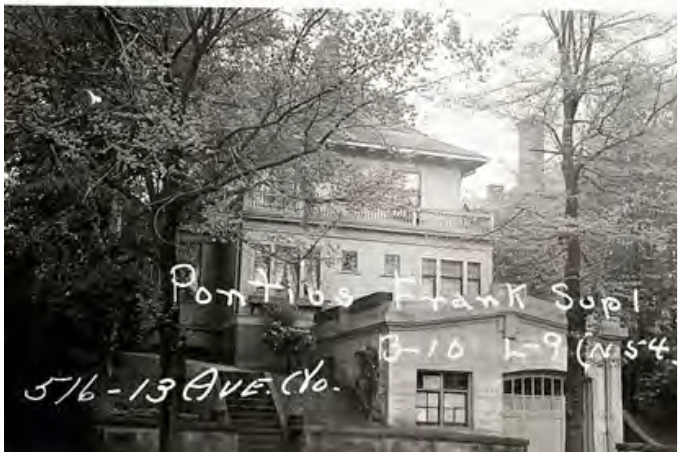
Photos from left to right:

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. *Photo courtesy of 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.ellisisland.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.

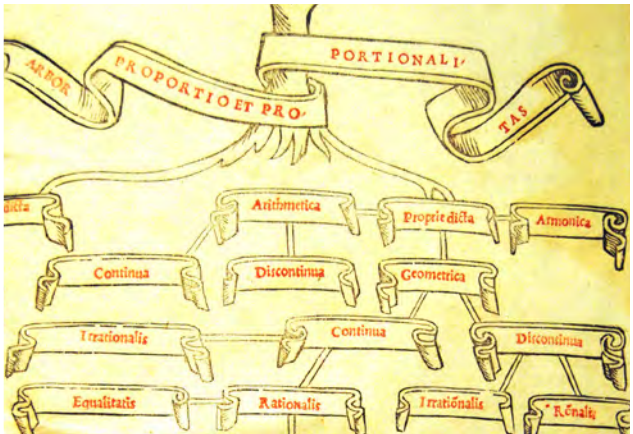
Stored Alive, https://www.imagepermanenceinstitute.org/resources/stored-alive. An interactive website showing how time and storage environments impact different objects.

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.]*

Folder #	Description

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.)

Folder #	Description
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.

SOCIETY OF American Archivists

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.

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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.

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OUR COMPREHENSIVE APPROACH

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- Expert Craftsmanship
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- Protecting and Preserving Collections

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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

Range 6
Range 5

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

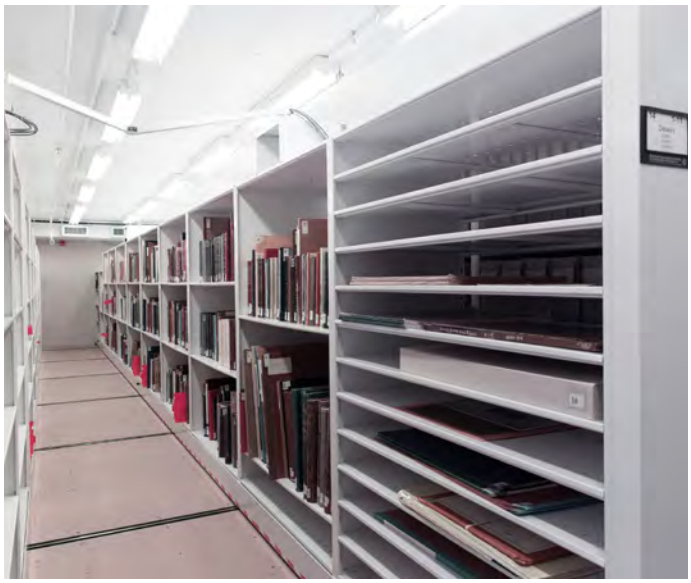
OVERSIZED TRAYS AND DRAWERS

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 RAPTORRAC™ WIDESPAN SHELVING

ART ON HIGH-BAY SHELVING

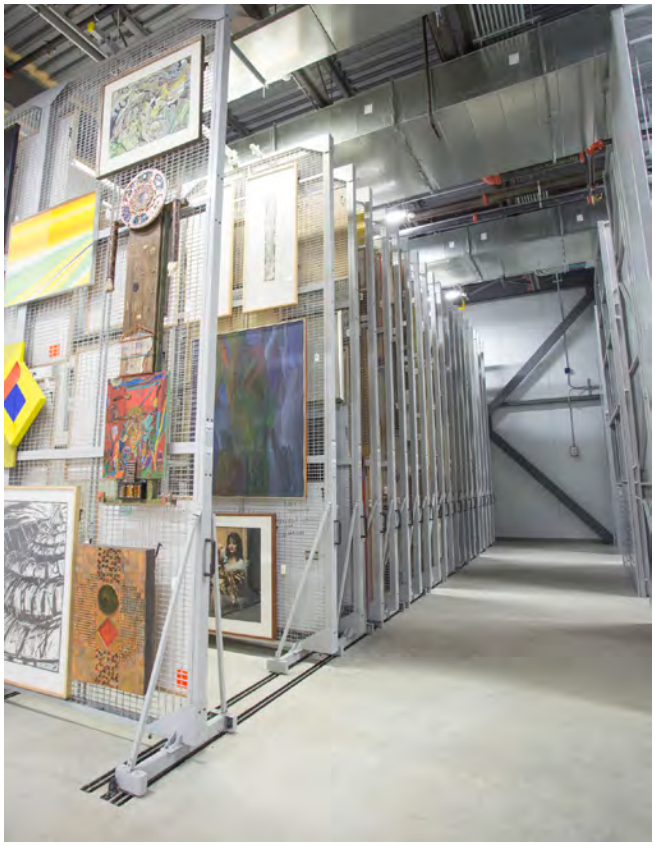
COMPLETE SOLUTIONS

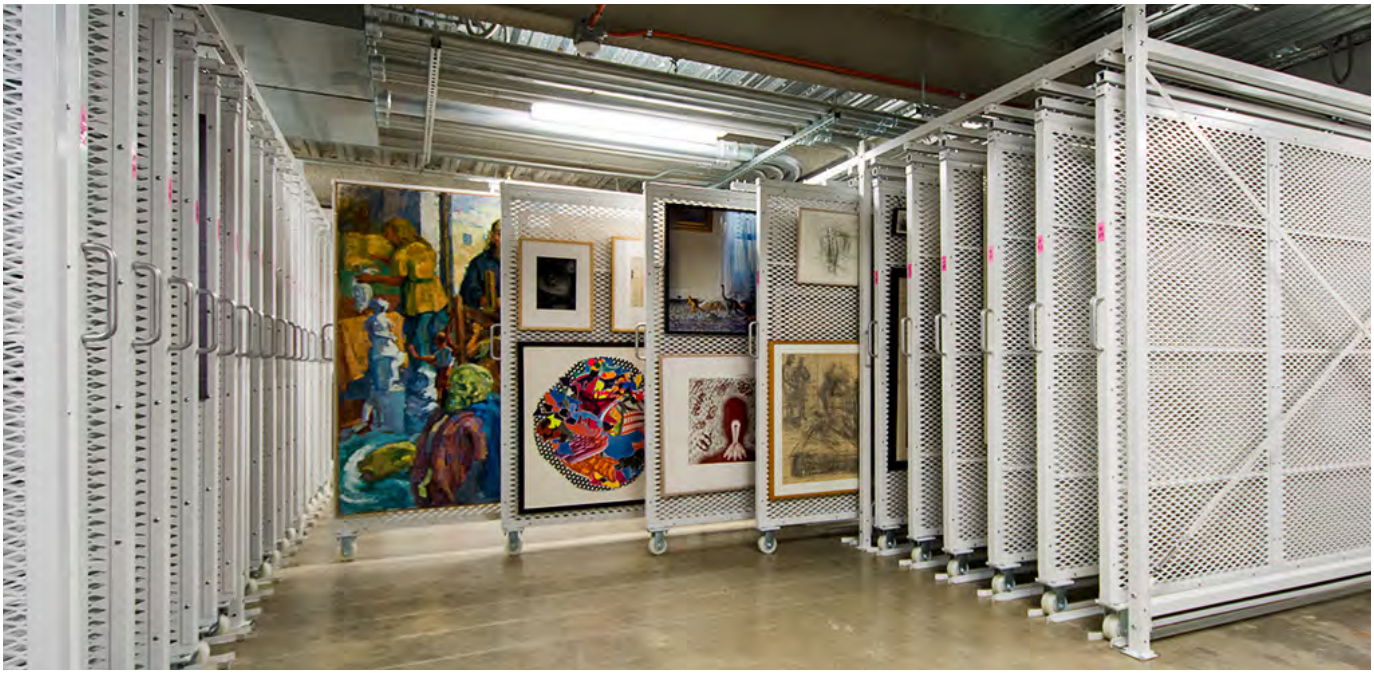
PROVIDER

PF.400.A.41

ART RACKS

- Compactly store framed art and other hanging objects.



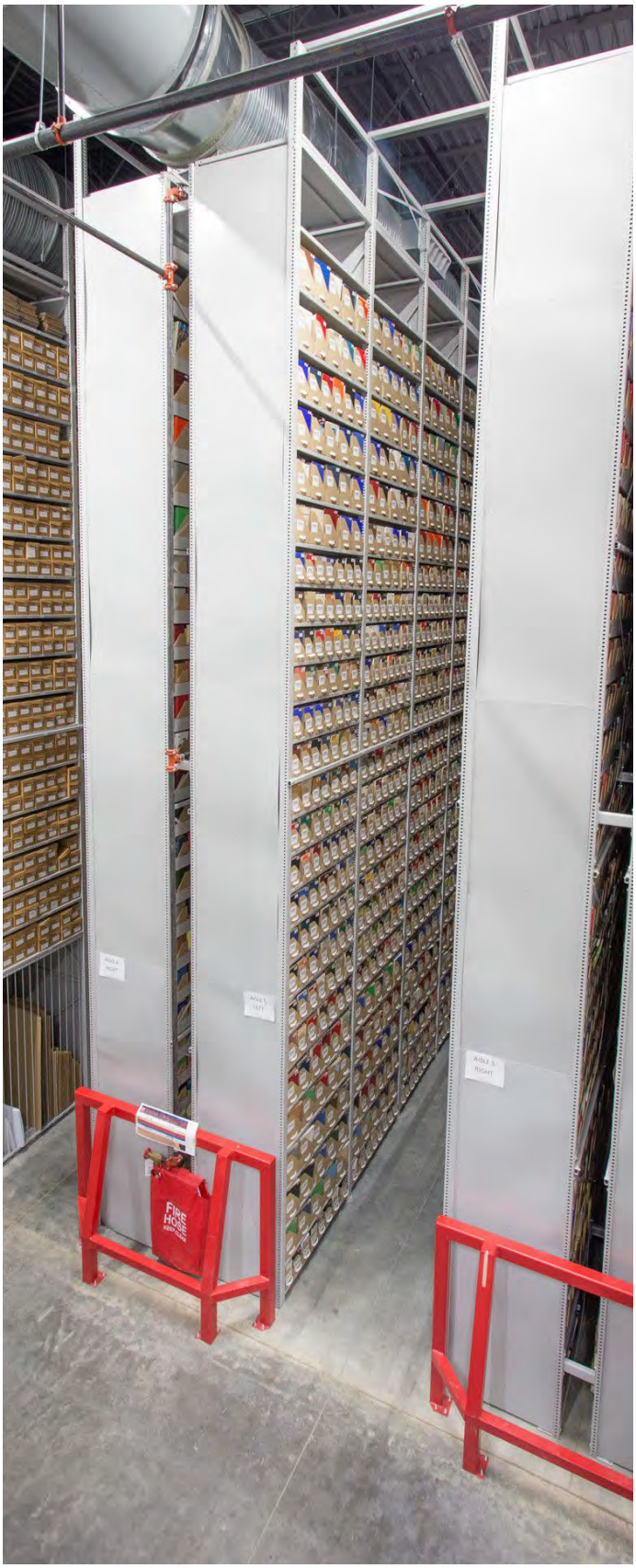


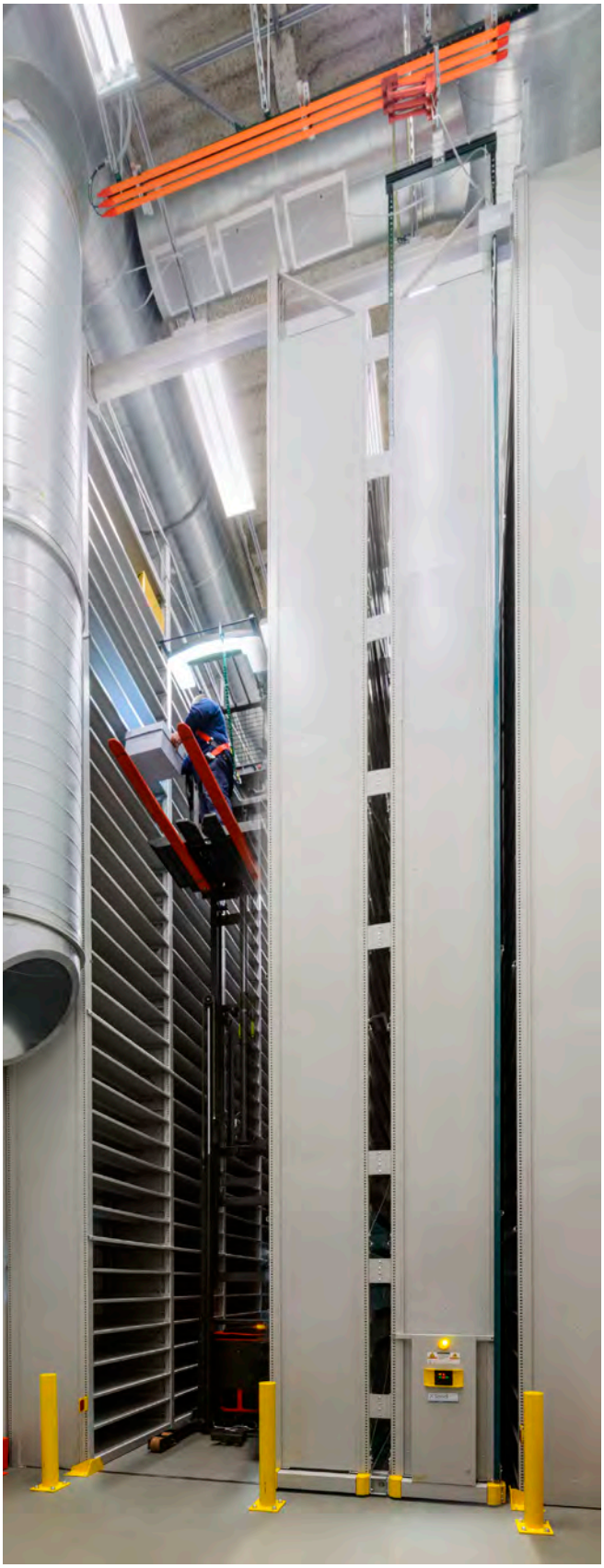
TEXTILE RACKS

- 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





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Greenmead Historic Village
BUILDING ASSESSMENT
Final Report

Prepared By:
T□□□ □□R□□□r□□, AIA
T□□□ □□R□□□r□□Ar□□□□□□□, LLC
2927 4□□ S□r□□□
W□□□d□□□□, MI 48192

Date:
O□□□□□r 18, 2022

Greenmead Historic Village
BUILDING ASSESSMENT
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Fr□□□d□ M□□□□□□ H□□□□ 56
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B□rr□r Fr□□ A□□□□□□ □□□1997
Gr□□□□ □□d M□□□r P□□□ 2015

Greenmead Historic Village
BUILDING ASSESSMENT
Site Context Map

Greenmead Historic Village
BUILDING ASSESSMENT
Summary

Condition Assessment

[illegible]

Methodology

[illegible] TRA [illegible]

[illegible]

[illegible]

Good: [illegible]

Fair: [illegible]

Poor: [illegible]

TRA [illegible]

Preliminary Estimate of Probable Costs

[illegible] 2022 [illegible]

[illegible]

Greenmead Historic Village
BUILDING ASSESSMENT
Summary

BUILDING CONDITION AND COST SUMMARY			
Building	**Condition**	**Renovation Costs**	**Remarks**
A.J. G□□r S□□r□	G□□d	□65,000	
A□x□□d□r B□□□ H□□□□	F□□r/G□□d	□85,000	
A□x□□d□r B□□□ O□□□□	P□□r/F□□r	□105,000	M□□□r□□□ □□□□□□ □ □r□ □□r□□□□r□□d □□ □□□□ □□□□r□□r
B□□□□□□□□	G□□d	□65,000	
Cr□□□□□-H□□□r□ H□□□□	G□□d	□65,000	
D.U.R. W□□□□□ R□□□	G□□d	□30,000	
F□r□ □□□d□ H□□□□	G□□d	□45,000	S□□ C□□□□□□P□□□ □□r □□□d□□□ □ □d□□□□□□□□ □□□□□
Fr□□d□ M□□□□□ H□□□□	G□□d	□40,000	
Gr□□□□□□□□/C□r□□□□r□ H□□□□	G□□d	□40,000	
H□□H□□□□ M□□□□□	G□□d	□40,000	S□□ C□□□□□□P□□□ □□r □□□d□□□ □ □d□□□□□□□□ □□□□□
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K□□□□□□ H□□□□	F□□r/G□□d	□80,000	
N□□□□□ M□□□ S□□□□□	P□□r/F□□r	□455,000	S□□ C□□□□□□P□□□ □□r □□□d□□□ □ □d□□□□□□□□ □□□□□
N□□ □□r□□ C□□r□□	G□□d	□80,000	
N□□ □□r□□ S□□□□□	G□□d	□85,000	
N□r□□ B□r□	P□□r	□490,000	S□□ C□□□□□□P□□□ □□r □□□d□□□ □ □d□□□□□□□□ □□□□□
P□r□□□□□□	G□□d	□40,000	
Pr□□□S□□□	G□□d	□30,000	S□□ C□□□□□□P□□□ □□r □□□d□□□ □ □d□□□□□□□□ □□□□□
S□□□ H□□□□	F□□r/G□□d	□115,000	
S□□□□ B□r□	P□□r	□700,000	S□r□□□□r□□□□□□□□□□□□□□□□ □□ □r□□□□□

*See Building Assessment Forms for detailed break down of scope of work and renovation costs.

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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □d□□□ □□□□□ □□d □□□□□□□□ □□□ □□□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. P□□□□ □□□ □□ □□□ □□□d□□□ d□ □□□□x□□□ □□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□ □□□d□□□ d□□□ □□□□ □x□□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□□ d□ □□□□ □x□□□ □□ □□□ □□□d□□□ □□d □□□□□d □□ □□□□□d□r□d. T□□ □□□□r□r □□ □□□□□□□□□□d. Or□□□□□□r□□ □□□□□□ □ □□□r□□□□□□□d □□ □□□□□□□□d □□d r□□□□r□d.

Building System	Material	Condition	Notes
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G□□□r□ & D□□ □□□□□□□□	N□	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□
HVAC/V□□□□□□□□	N□	-	-
P□□ □r/L□□□□□□	Y□□	-	M□□□□ □□□□r□□□□
P□□□ □□□□	N□	-	-
ADA A□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
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4. Ex□r□□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□□ □□□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
6. A□□□□□□ □ □□□□□d □□ □□r□□ □□□□ □□□□ □□□□□d □□ □□□□□□□□□d.
7. Ex□r□□r □□□□ □□□□ □□ □□□□□□□d □□□□□ □□□□□□□□□.
8. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

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3. C□d□r S□□□□ R□□□
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9. C□d□r S□□□□ □□ 1x D□□□ □□ 2x R□□□r□
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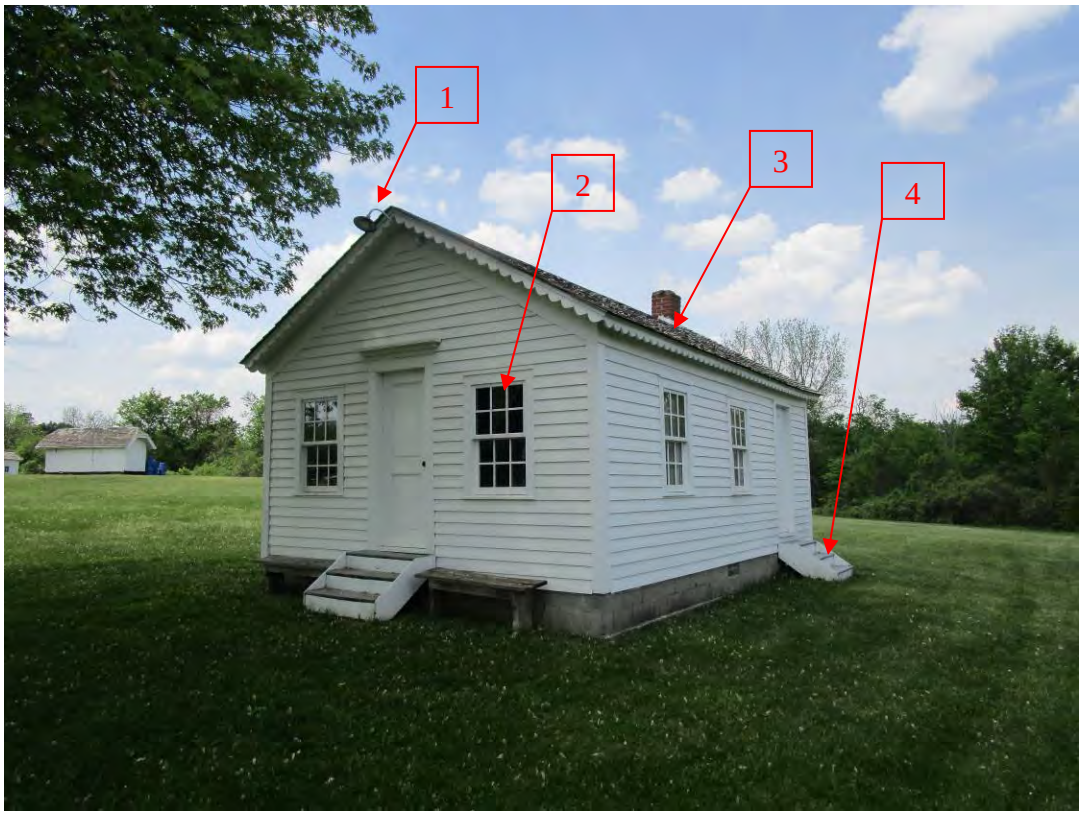
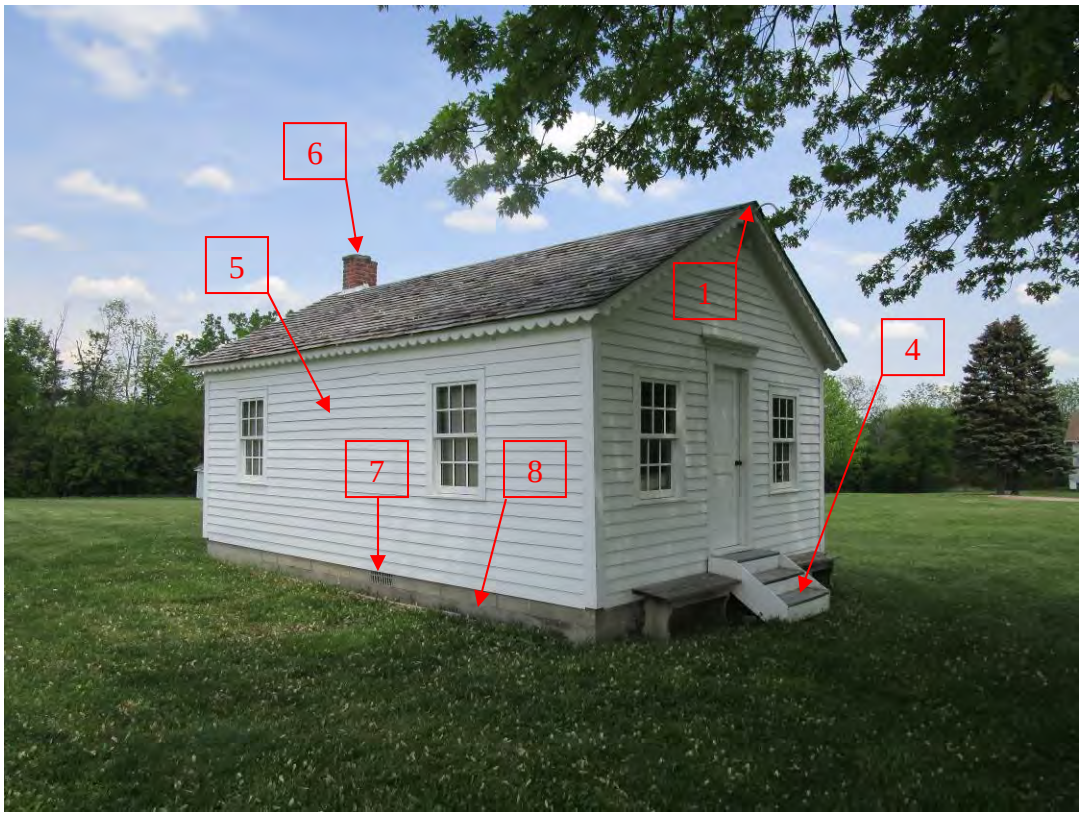
11. L□□□□S□□□□□□
12. P□□□□□r □□ W□□d L□□□□
13. 1x P□□□ T□□□□□□ □□d Gr□□□□ F□□□r
14. B□□□□d□ □□Ex□r□r S□d□□□: N□ S□□□□□□□□□ □r I□□□□□□□□□
15. A□□□□□2x4 B□□□□□□ Fr□□ □□□
16. 2x6 Fr□□ □□□ □ □□□ □□ F□□□r□ □ □□□□ S□□□□r□□□ Or□□□□□P□□□□r □□d L□□□□ C□□□□□
17. W□□d C□□□r R□□□
18. W□□d B□□□

Estimate of Probable Cost:

S□□□ W□r□	□25,000
B□□d□□□ Ex□r□r	□35,000
B□□d□□□ I□□r□r	□30,000
B□□d□□□ S□□□□□ □	□10,000
S□□□□r□□S□□□□□□□□□□	□5,000
Total	**$105,000**

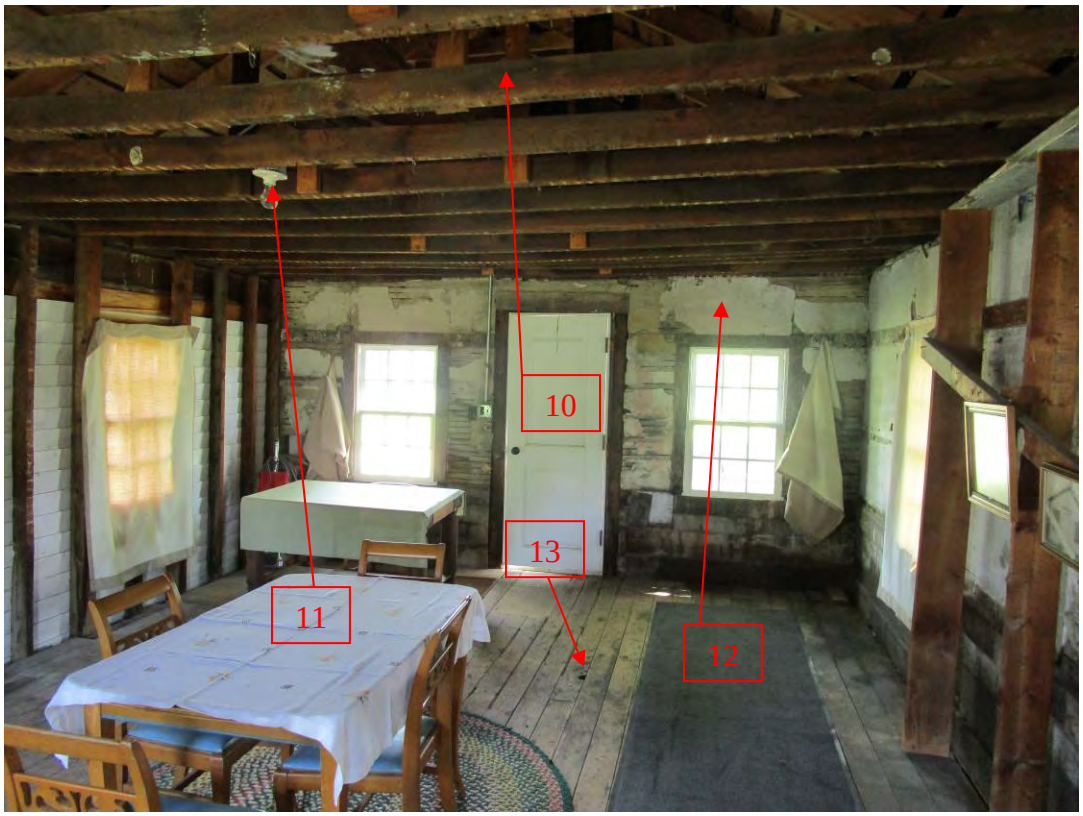


Southeast Corner



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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□r □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □□□□r□ □□□□□□□□□□□, □□□□□ □□d □□□□□□□□ □□□ □ □□d □□□□□□ □□d □ □d□□r□□□r□□□r□. P□□□□ □□□ □□ □□□ □□□d□□□ d□ □□□□x□□□□□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□ □□□d□□□ d□□□ □□□ □x□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□ □x□□ □□ □□□ □□□d□□□, □□□□□□□□ □r□ □□ □□□r □□□d□□□□ □□d □□□d □□ □□ r□□□□□□d □□d □□□ □ □□□□□□□□□□ □□d □□□□□ □□□□□d □□ r□□□□r□d.

Building System	Material	Condition	Notes
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Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□□□ □□□□□ □□□□□□□d □□ □□ □□□□□□r □□ □□r□ □□□□□□□□□ □□d □x□r□r □r□ □□.
3. N□ □□□d□□□ □□□□□□ □ □r □□r□□□ □ □□□□ □r□ □x□□□□□ □□□□r □□□□ □ □□□□□□□□□ □□□ □ □□□ □ □□□d □□ □□□ □□□□□ □□□.
4. S□r□□□□r□□r□□□□r□□□ □□□□r□□ □□□d□□□ r□□□□□□□□ r□□ □□□□.
5. C□□□□□ □□□□□r□ □□ □□ □□ □□□r □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□ r□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□d □□r□□□□□□□.

<u>K□□ N□□□□:</u>

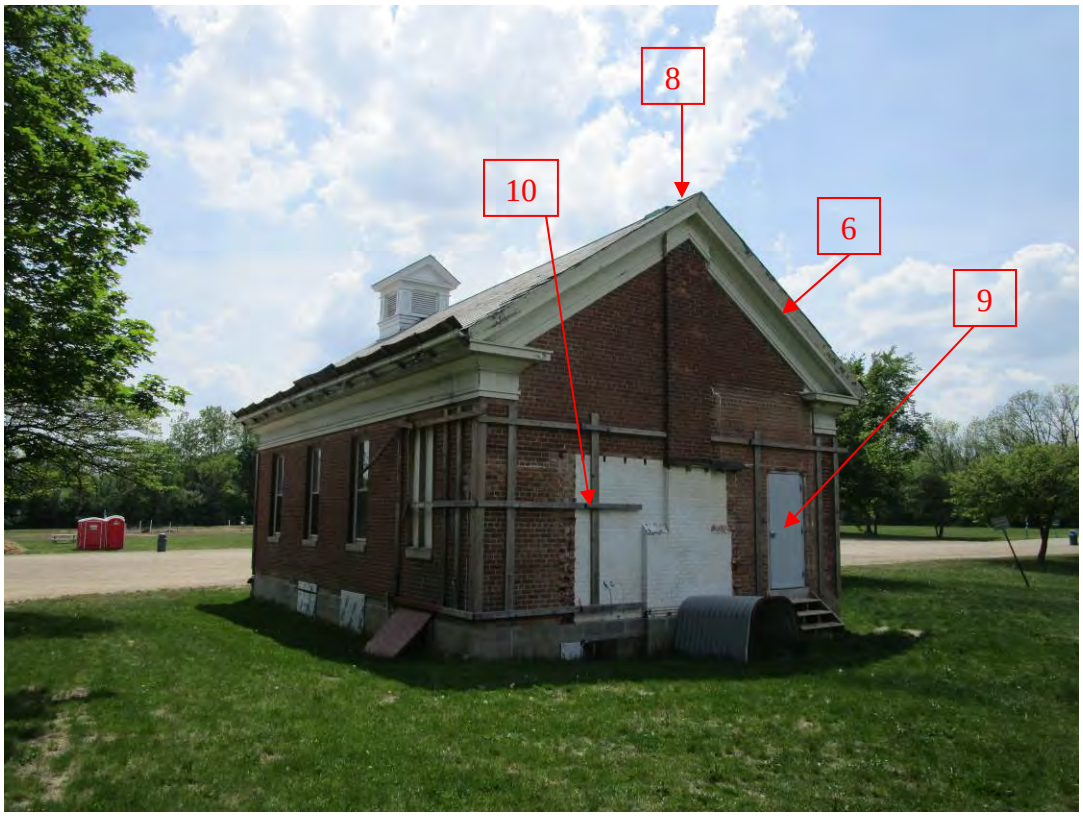
1. M□□□□□□ D□□ □□□□□□□
2. N□ S□□□r A□□□□□
3. S□□ □ P□□ □
4. CMU F□□□d□□□□
5. 9 O□□r 9 W□□d D□□□□□ H□□□ W□d□□ □
6. M□□□□F□□□□□ □□d S□□□□
7. G□□□r □□d D□□ □□□□□□
8. M□□□□□□ C□□□ □□□□/ O□□□ R□□□
9. H□□□□ M□□□□D□□r
10. W□□d R□□□□r□□□ □□□□r□□ R□□□□□□□□
11. S□□r A□□□□□

12. B□□□□ □□□W□d□□ □
13. M□□□□□ D□□ □□□□□□
14. G□□□r
15. T□□□□□□□□d □□□□□□□□□□□
16. P□□□□d Br□□
17. W□□d C□□□□ / A□□□ V□□□
18. P□□ □r □□ Ex□□□□□□ □□d □□ B□□□□ □□□S□□ □ P□□ □
19. PVC S□□ □ Dr□□
20. 24x24 A□□ A□□□□□ H□□□
21. S□□□□□□□□□P□□□C□□□□□
22. 1x T□□□□□ □□d Gr□□□□ D□□□ (W□d□□ V□r□□)
23. F□□r□□□□□L□□□□□
24. S□□□□□□□□Cr□□□□□
25. C□□ □□□P□□□r / U□□□□□ □ C□□ □□□□□□ / M□□L□□□□ □□ W□□d L□□□
26. P□□□□ P□□□/ Cr□□□d P□□□r / T□r□□□□□□
27. W□□d Cr□□ □ M□d□□
28. M□□□□ B□□□ M□d□□
29. T□r□□□□ W□□P□□□r□□□□ □r T□□ R□d□ □r□□ B□□d□□ R□□□□□□□
30. V□□□
31. N□ W□d□□
32. M□□□□r□
33. O□□□ □□ B□□□□ □□□N□ S□□r
34. W□□d G□□rdr□□A□□r□x□ □□□□ 30□A□□□ F□□□□ F□□r
35. C□□ □□□P□□□r □□ P□□□□ P□□□
36. W□□d R□□□□r□d □□ T□□ R□d
37. C□□□ B□□rd □□ W□□d Fr□□ □
38. W□□d B□□□
39. Ar□□ □□O□d P□□□ □□□
40. Add□d □□ R□□□□□□ Fr□□ □□
41. 1x R□□□D□□□A□□□r□ □□ □□M□□□r□ □□d M□d Fr□□
42. I□□□□□□□

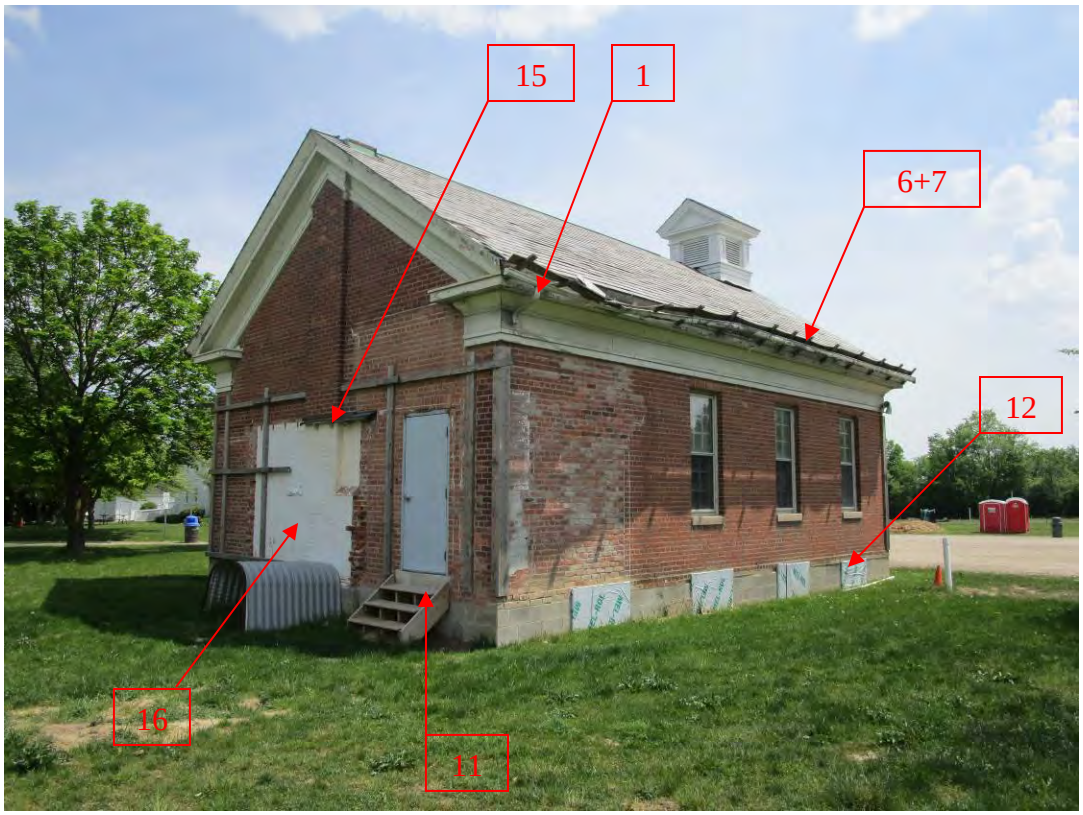
Estimate of Probable Cost:

S□□ W□r□	□85,000
B□□d□□ Ex□r□r	□125,000
B□□d□□ I□□r□r	□145,000
B□□d□□ S□□□□ □	□85,000
S□r□□□r□□S□□□□□□□□	□15,000
Total	**$455,000**

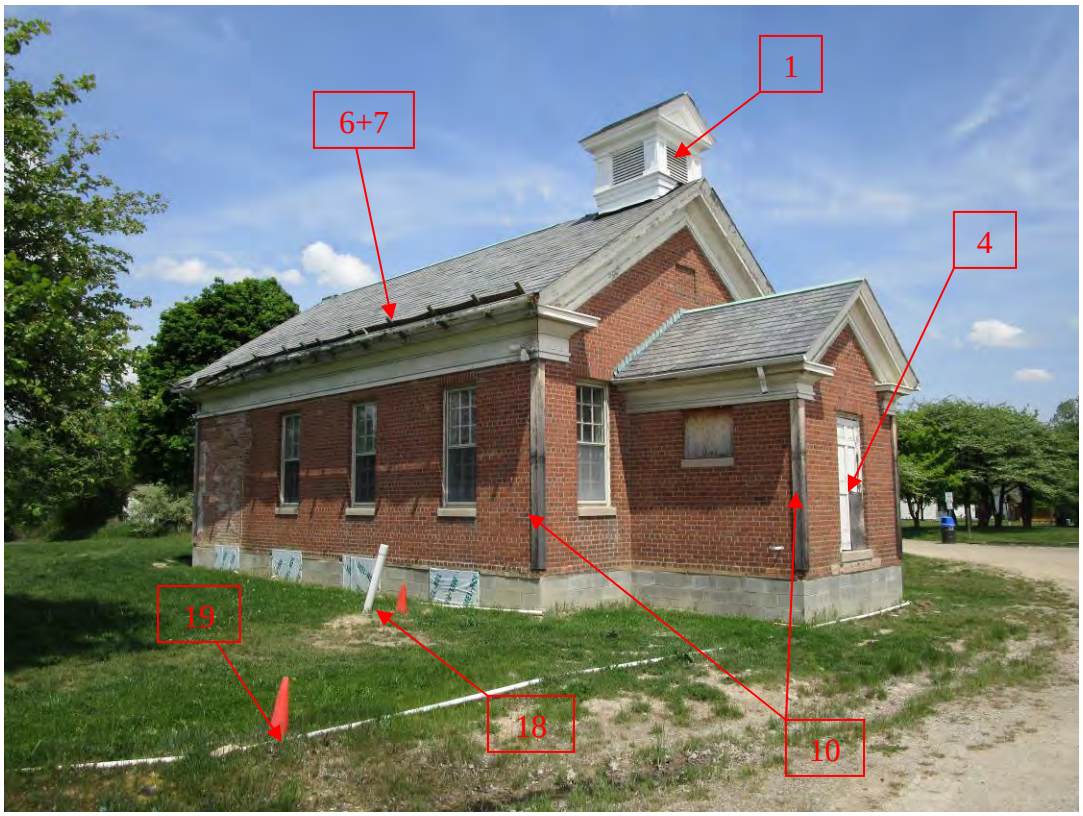
Southeast Corner



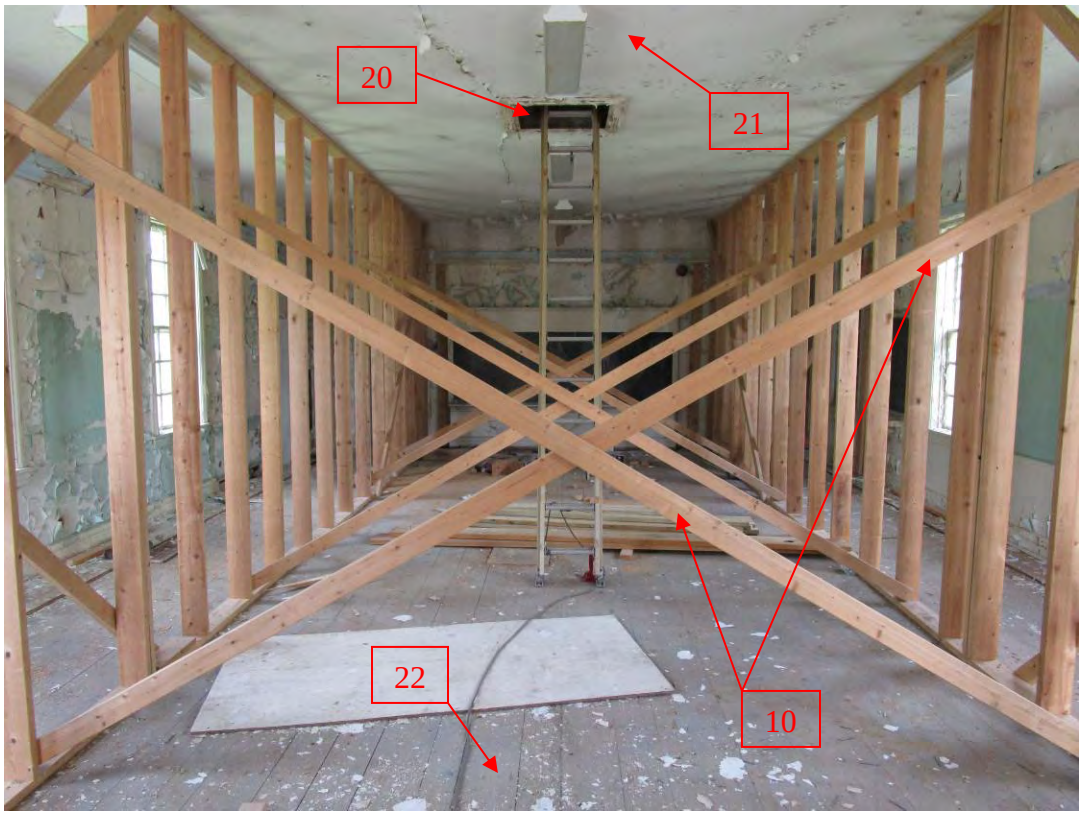
Northeast Corner



Northwest Corner



Southwest Corner

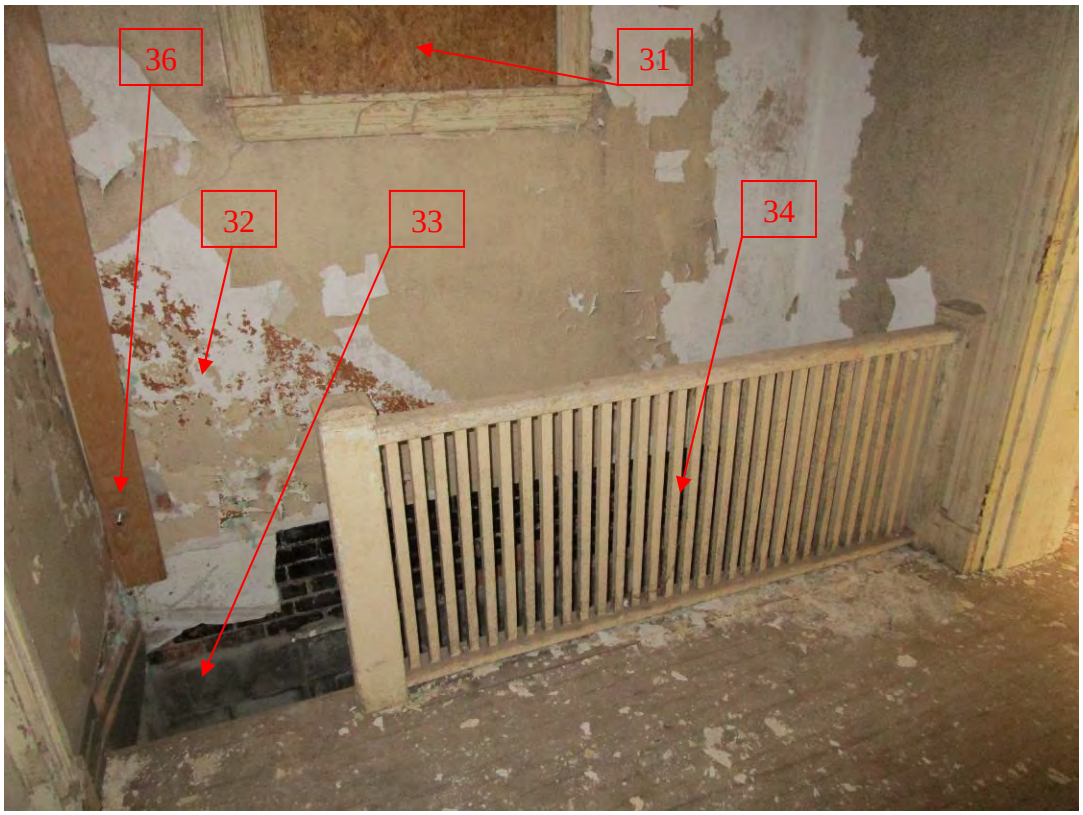


Interior Looking North

Interior Looking South

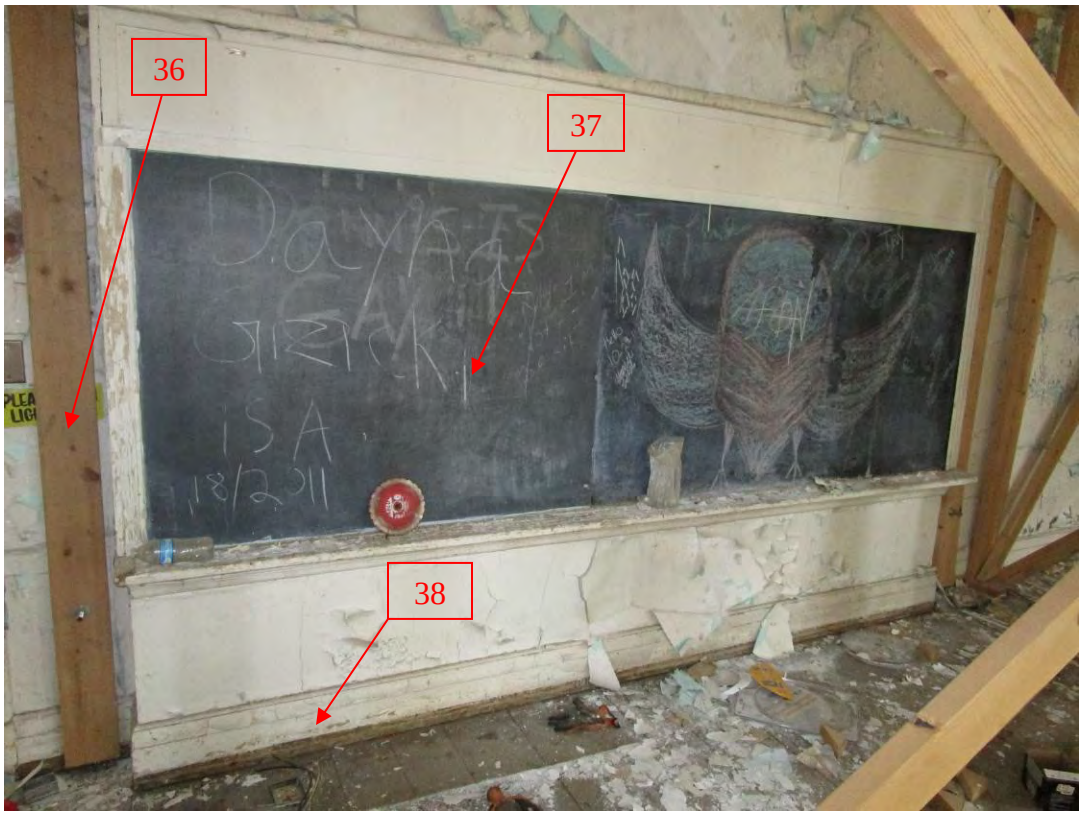
Interior Looking West

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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□r □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□□□□□□□ □ □□□□□□□□□□□ □□□□d□□□ □□□□□ □□d □□□□□□□□□ □□□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□ r□□□r□□. T□□ □□r□□ □□□ □□r □r□□□□r□ r□□□r□□ □ □□□r r□□□□r□□□ □□□□□□d □□□□□□□□□□□□. T□□ □ □□□□r□ □□□□ □□ □□ □□r □□□d□□□□. P□□□□□ □□□□ □□ □□□□ □□□d□□□ d□ □□□□ □x□□ □□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□ □□□□x□□□□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□□ □x□□□□□ □□□□ □□□d□□□ □□d □x□□□□□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □ □□ r□□ □□□□ □□□d□□□□□ □□□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU/Br□□□ V□□□□r	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. R□□□□□□ □ □□□□□□ □□□□d□□□ □□ r□□r □□r□□.
3. Ex□□□□□□ □x□r□□r □d□□□ □□d r□□ r□□□□r r□□□□r□d □r□□r □□ □□r□□□□□ □□d □□□□□□□□.
4. Ex□r□□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□□.
5. M□□□□r□ □□□□ □□□□ □□□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
6. A□□□□□□ □ □□□□□d □□ □□r□□ □□□□ □□□□ □□□□□d □□ □□□□□□□□□d.
7. Ex□r□□r □□□□ □□□□ □□ □□□□□□□d □□□□□□ □□□□□□□□□□.
8. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

K□□ N□□□□:

9. M□□□ R□□□
10. W□□d R□□
11. B□r□ D□□r
12. C□□□□□ V□□□
13. G□□□r □□d D□□ □□□□□□□
14. A□□□□□□S□□□□□□□
15. D□□r / W□□d□□
16. R□d□□ D□□□□□□r
17. N□ L□□d□r Ex□□□□□□
18. CMU F□□□d□□□□

ORIGINAL STRUCTURE

ADDED STRUCTURAL SUPPORT

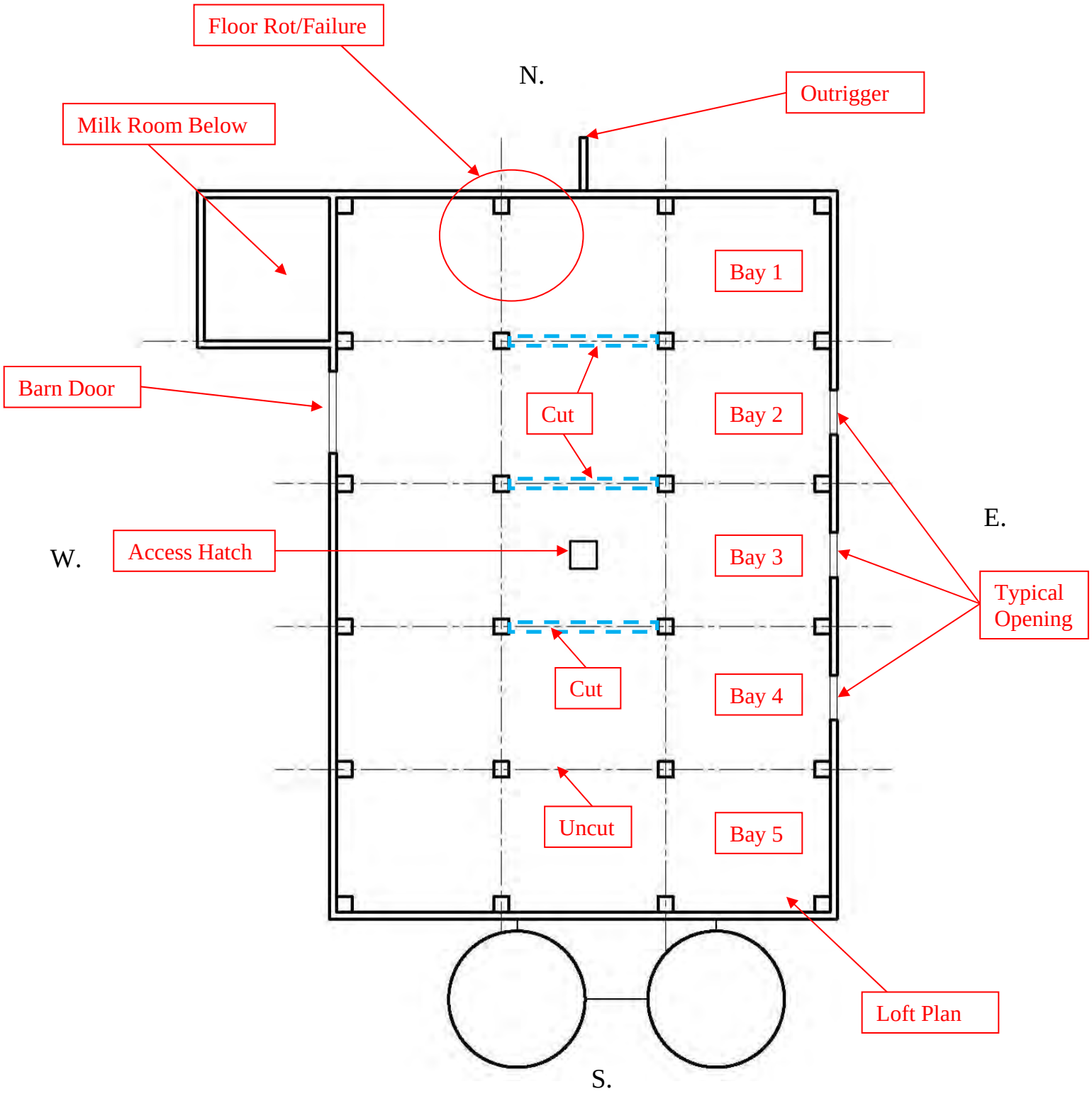
19. P□□□□d W□□d S□d□□□
20. S□□□ A□□□□□
21. P□□r□d C□□□r□□□ S□□□ W□□□
22. V□□□
23. M□□□□D□□ □d S□□□ R□□□
24. C□r□□
25. C□□□□d W□□d□□ □
26. P□□□r□ D□□r
27. O□r□□□□r □□r H□□
28. D□□r / O□□□□□□
29. P□□□ □□d D□□r
30. M□□□ S□□d
31. D□□ □□□□□□L□□d□r
32. P□□□ □□d C□□□r
33. L□□□□
34. H□□□□
35. V□□□□ □□□ M□□□ S□r□□□
36. F□□□d□□□□ Cr□□□
37. W□□d A□ □□□□ W□□d□□
38. Ex□□□□□F□□
39. M□□□□r□ P□□r
40. C□□□r□□□ F□□□r
41. L□□ J□□□□
42. T□□ □□r C□□□□ □ C□□□□□□
43. 6x6 J□□□□
44. M□□□. J□□□
45. T□□ □□r B□□□
46. M□x □□L□□ □□d T□□ □□r J□□□□□
47. S□□□□/ C□□□Ir□□ P□□□ C□□□□ □
48. 6x6 R□□□□r□□d P□□□
49. S□□□□P□□□ S□□□□□ □□d G□□□□
50. T□□ □□r B□□□ □□P□□r
51. F□r□ E□□□□ □□□
52. S□□□□C□□□□ □/ C□□□Ir□□ C□□□□ □ □□□ W□□d C□□□□□□
53. C□□□r□□□ C□r□
54. 6x6 S□□□□r□
55. A□□□□□L□dd□r □□ H□□ L□□□
56. Tr□□□□ □□□ O□□□□□□ □□ B□□□□
57. T□□ □□r
58. L□□
59. T□□ □□r S□□P□□□□
60. W□□d D□□□ R□□
61. L□□ J□□□□
62. W□□d D□□□
63. N□r□□ D□□r
64. S□□□□T□□ R□d
65. C□□T□□ □□r
66. D□□□□□□r
67. Add□d R□□□□r□□□ □□□
68. W□□d D□□□ R□□□□□□ □□□
69. U□□□□B□□□
70. C□□B□□□
71. W□□d R□□□□r□□□ □□□
72. F□□□r F□□□r□
73. M□□□□□□ O□d T□□ □□r M□□ □□r L□□□□□□□
74. T□□ □□r L□□ S□r□□□□r□

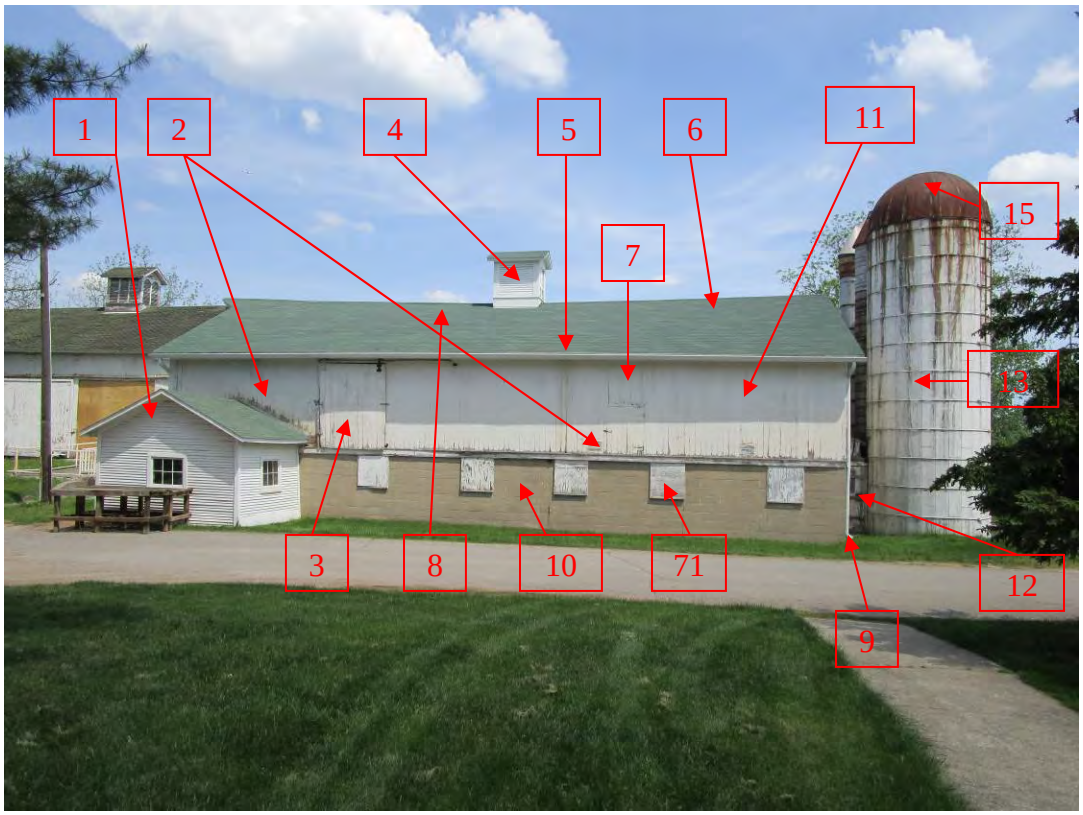
75. W□□d S□□□□ P□□□□
76. Or□□□□□R□□□D□□□
77. N□□ R□□□D□□□
78. T□□ □□r P□□□2 P□r□□
79. W□□d C□□□r
80. V□□□
81. T□□ □□r P□□□C□□□□ □ □□□ W□□d P□□
82. O□□□□□□ W□□□E□□□□□□□

Estimate of Probable Cost:

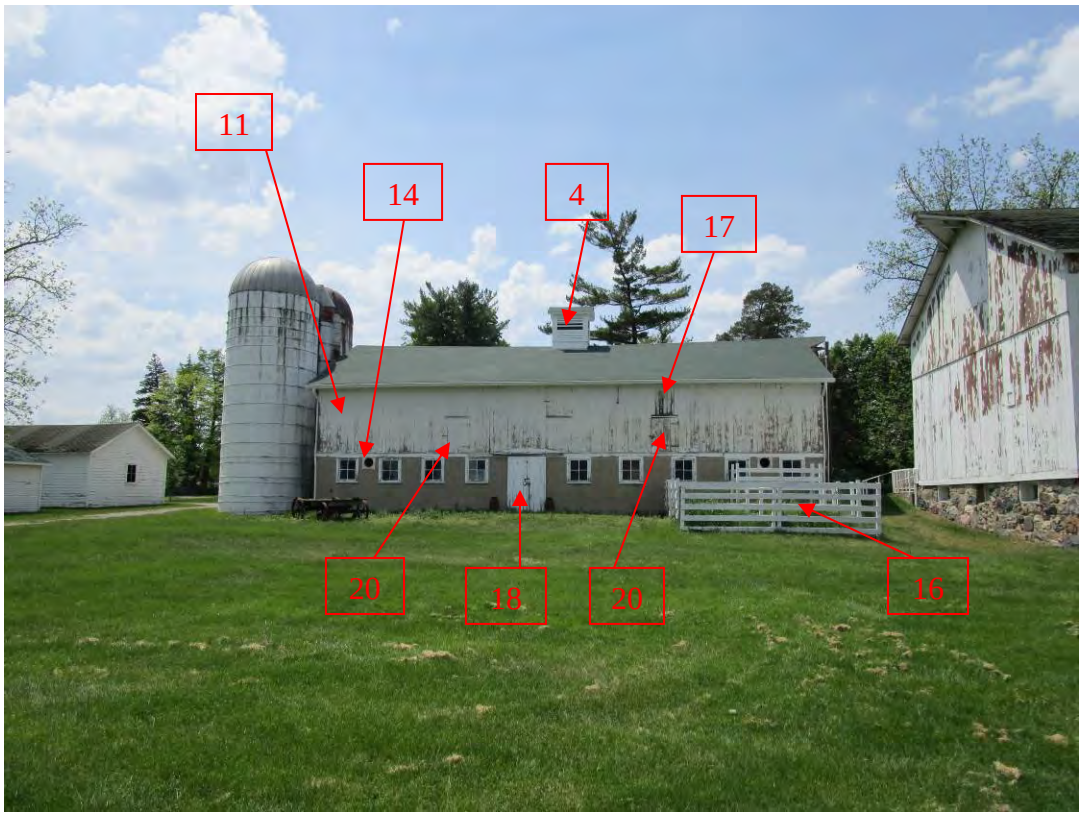
S□□□ W□r□	□50,000
B□□d□□□ Ex□□r□□r	□450,000
B□□d□□□ I□□□r□□r	□50,000
B□□d□□□ S□□□□□ □	□50,000
S□r□□□□r□□S□□□□□□□□□□□	□100,000
Total	**$700,000**

South Barn Structural Diagram

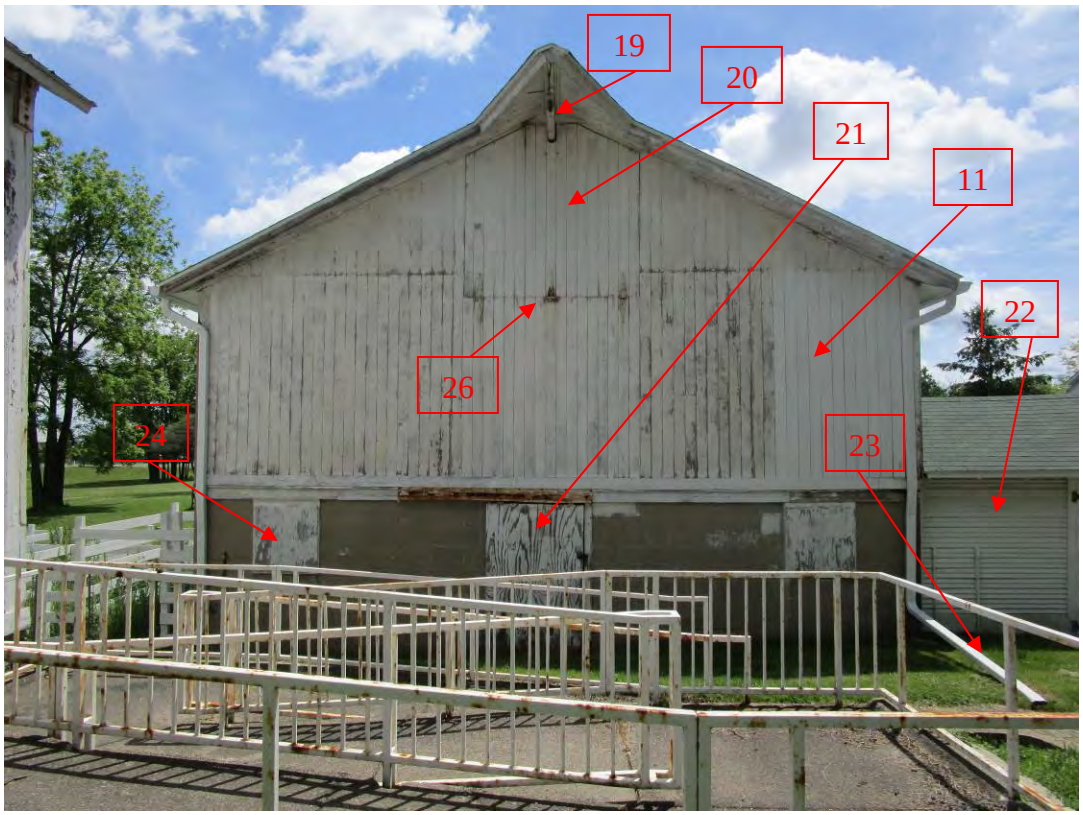




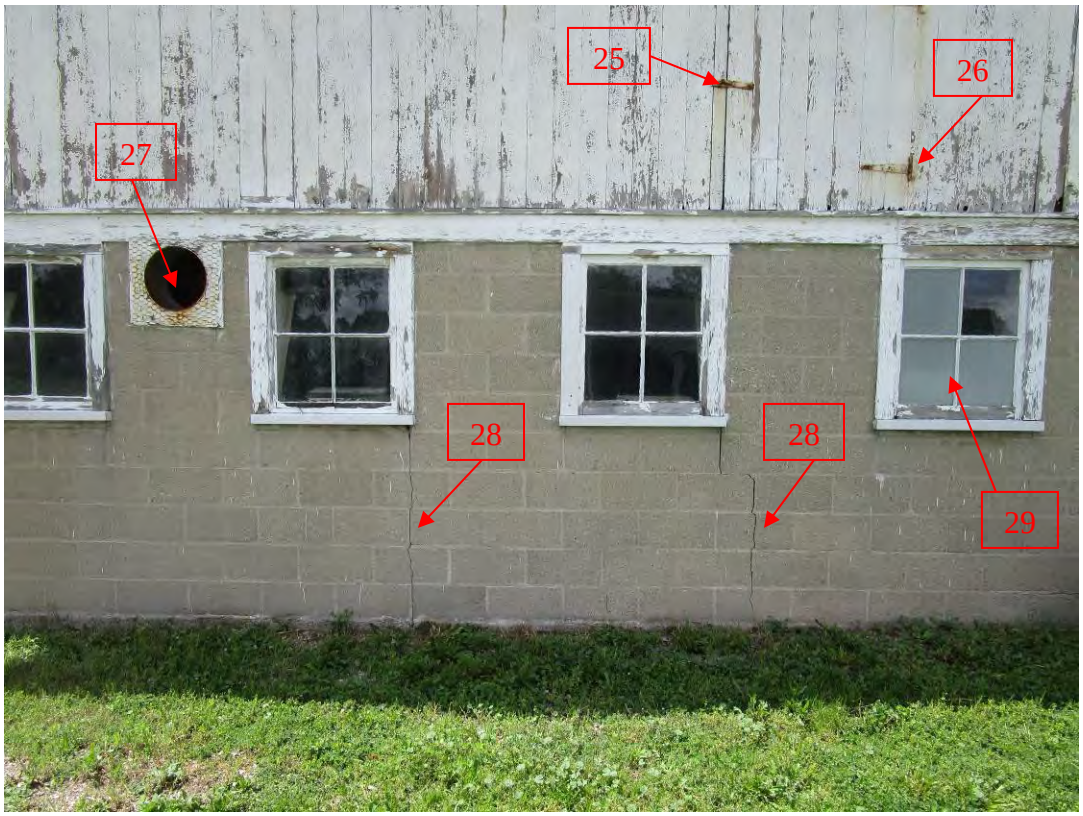
West Elevation



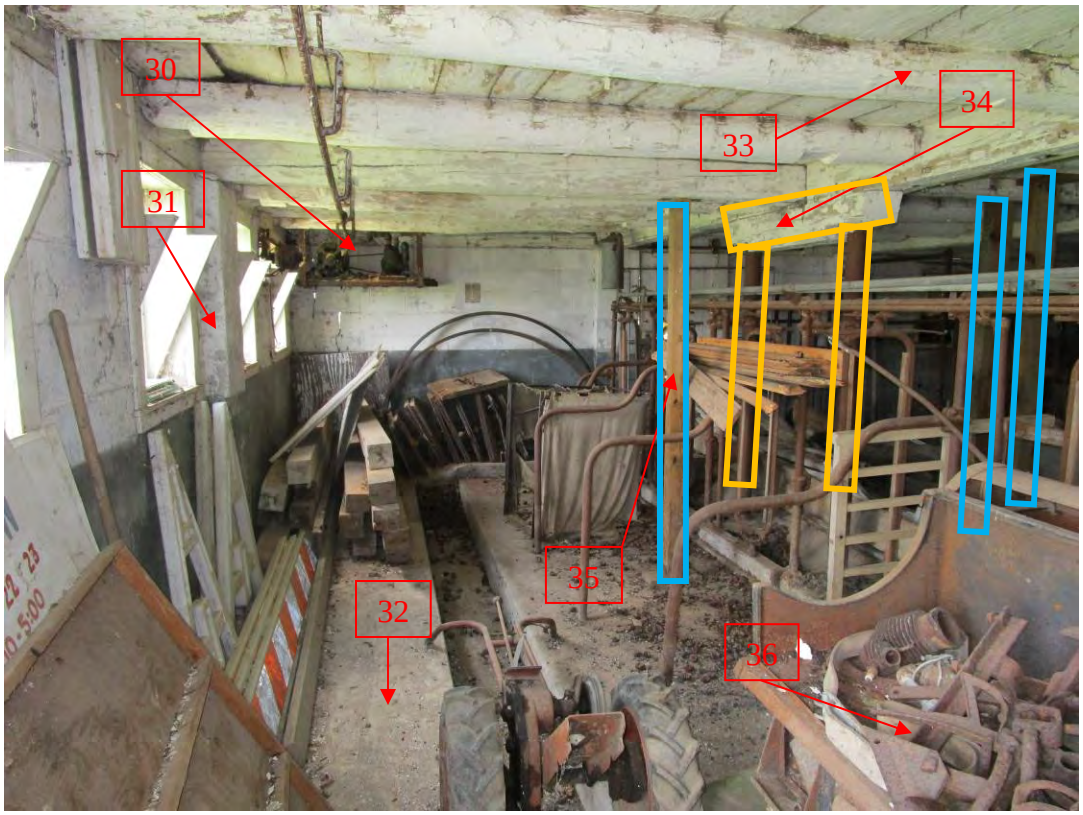
East Elevation



North Elevation

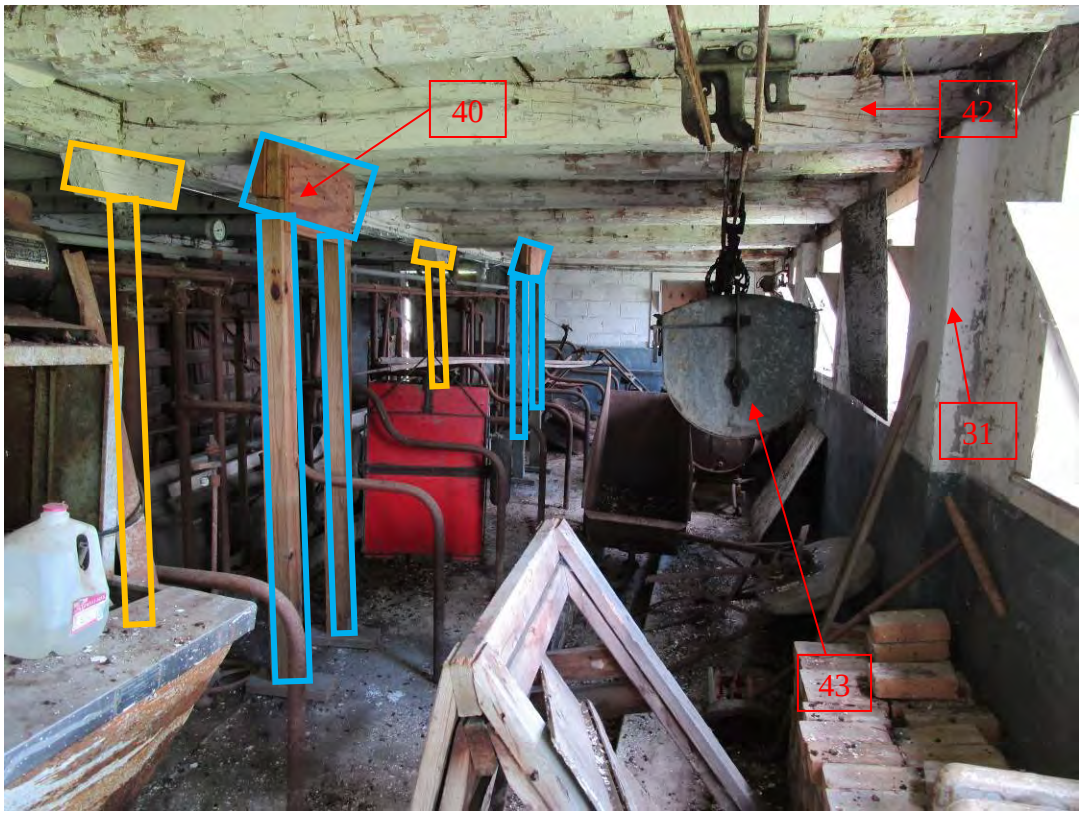


Southeast Corner Detail

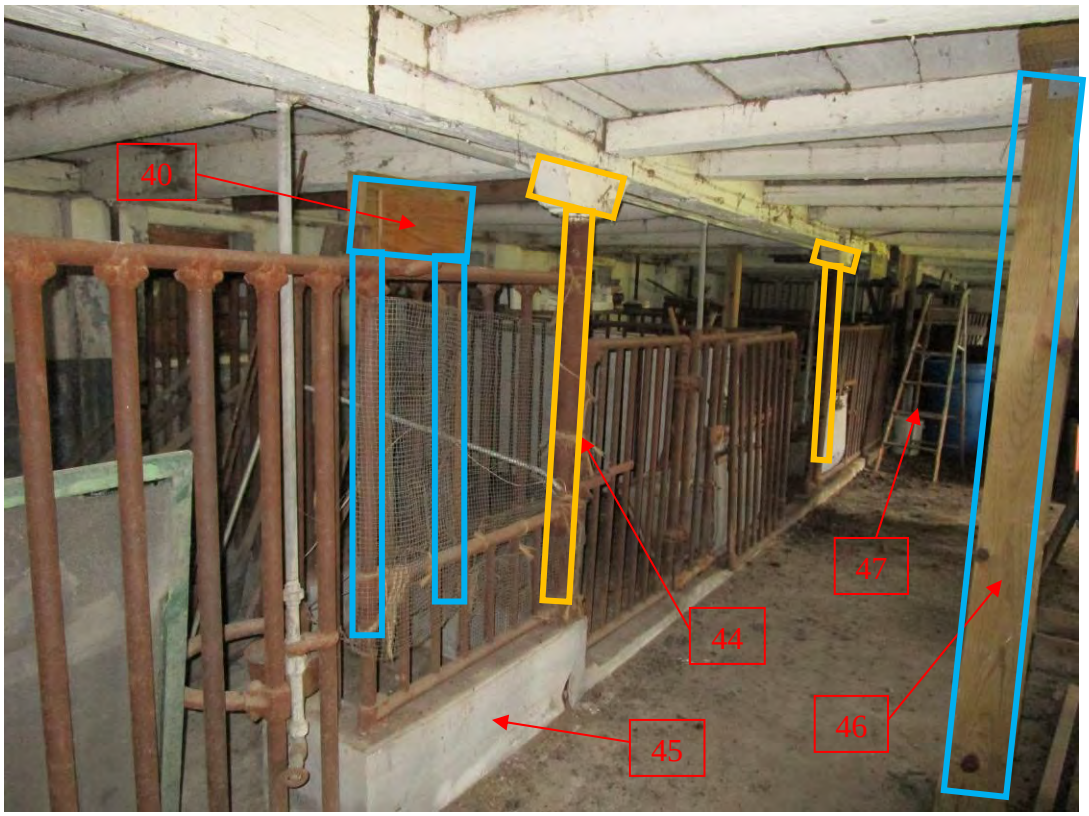


North Elevation Looking South

North Elevation Looking South



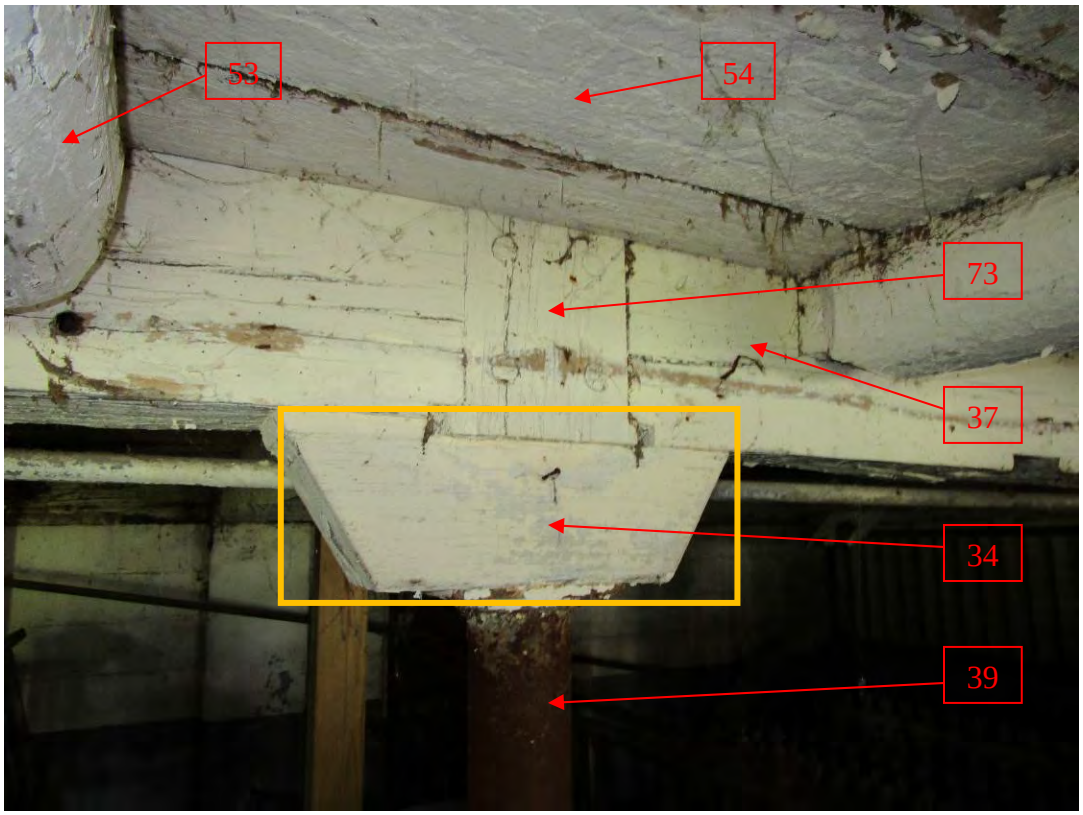
East Elevation Detail Looking North



East Elevation Detail Looking Northwest

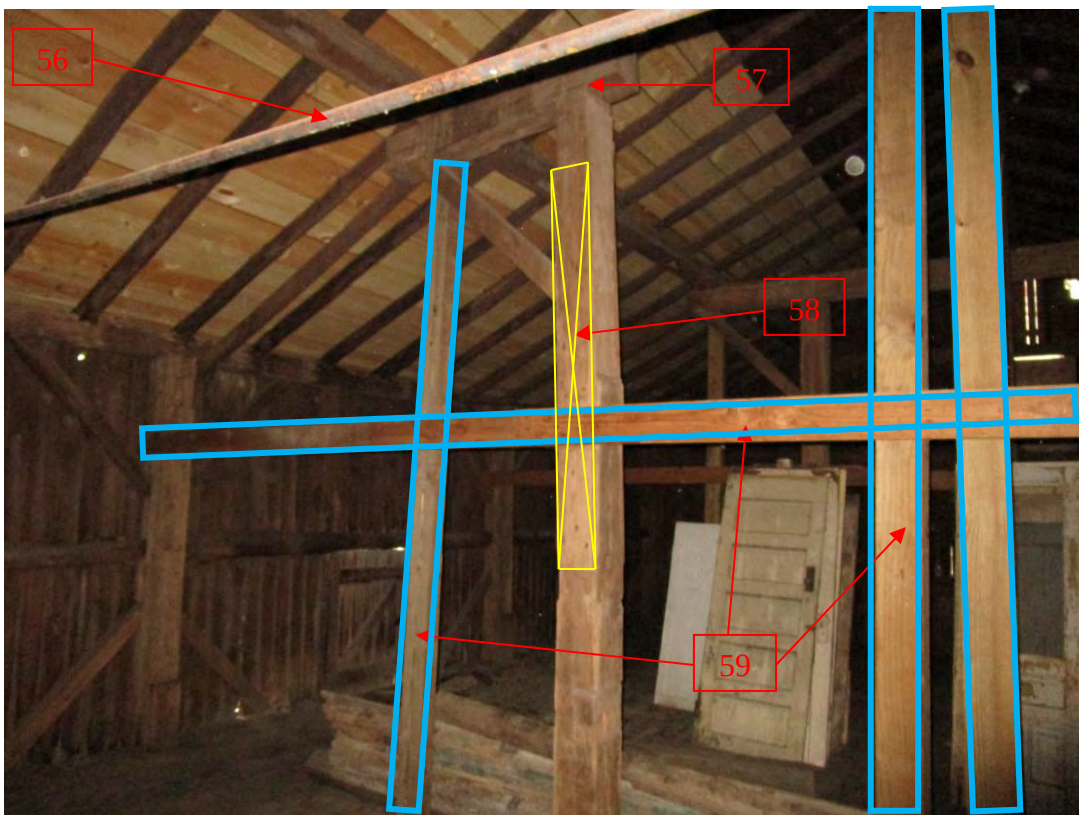
East Elevation Detail Looking Northeast

East Elevation Detail Looking West

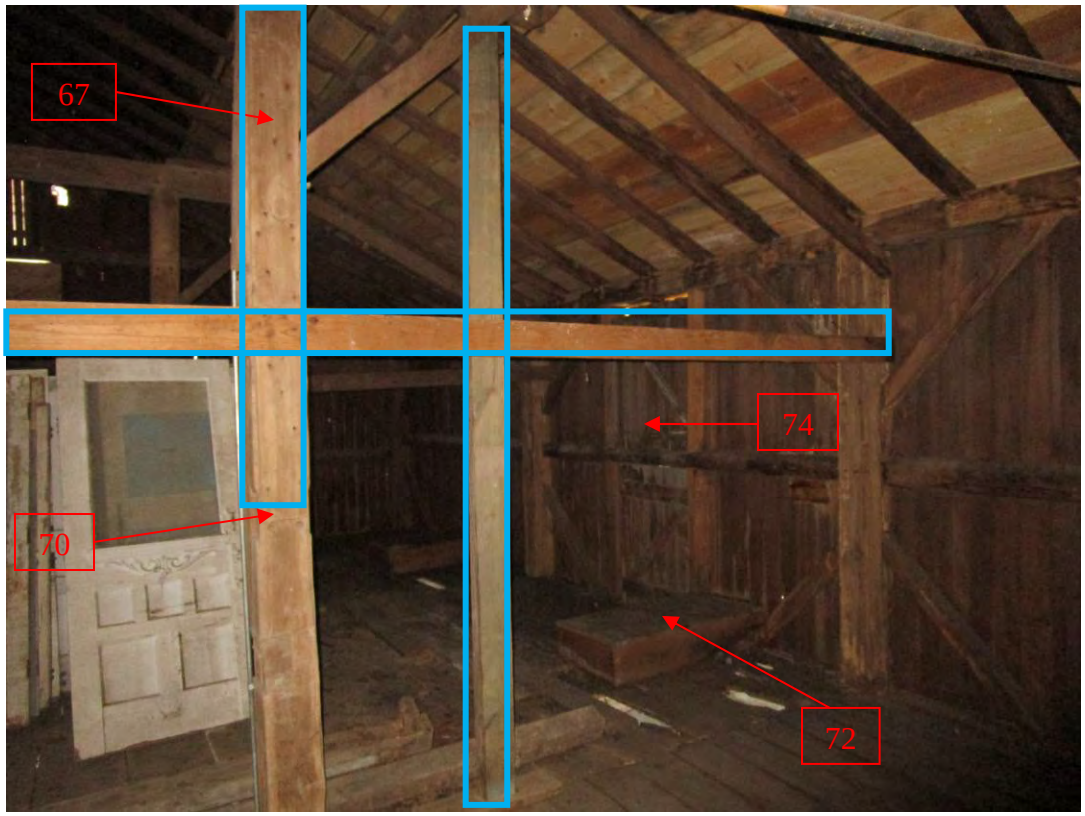


Typical Column and Capital

Floor Failure Northwest Corner



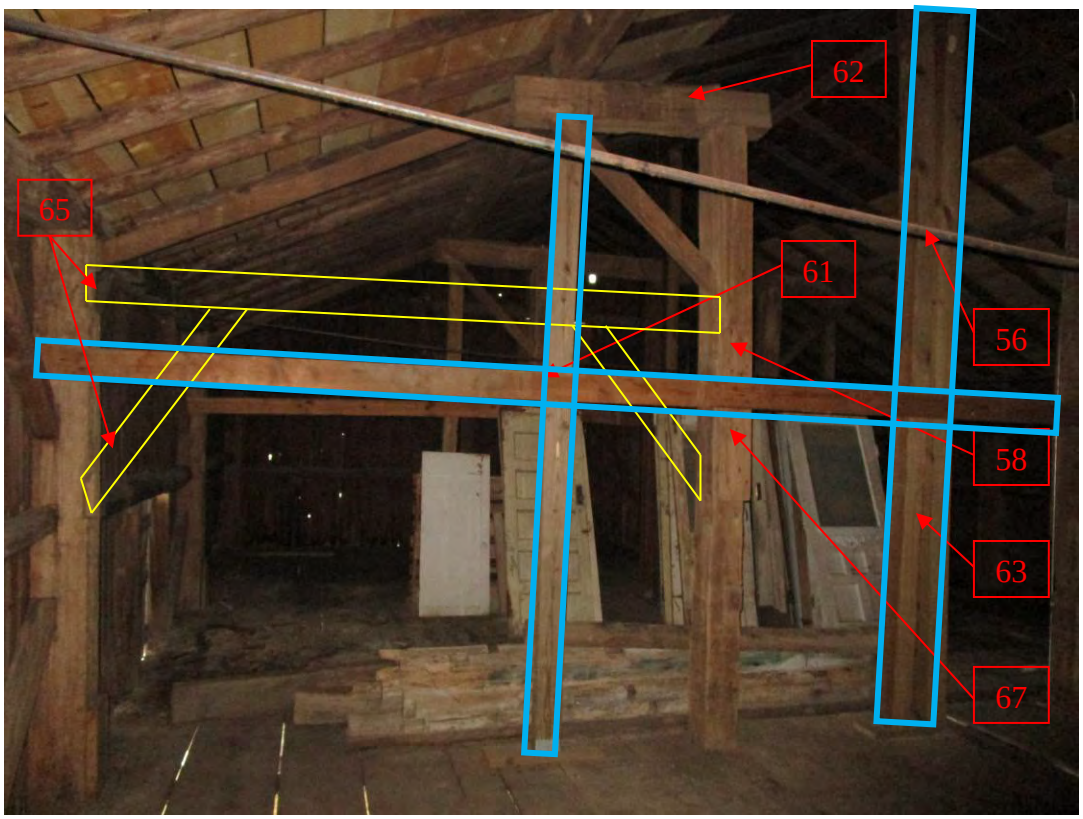
East Elevation Detail Looking Southeast



East Elevation Detail Looking Southwest

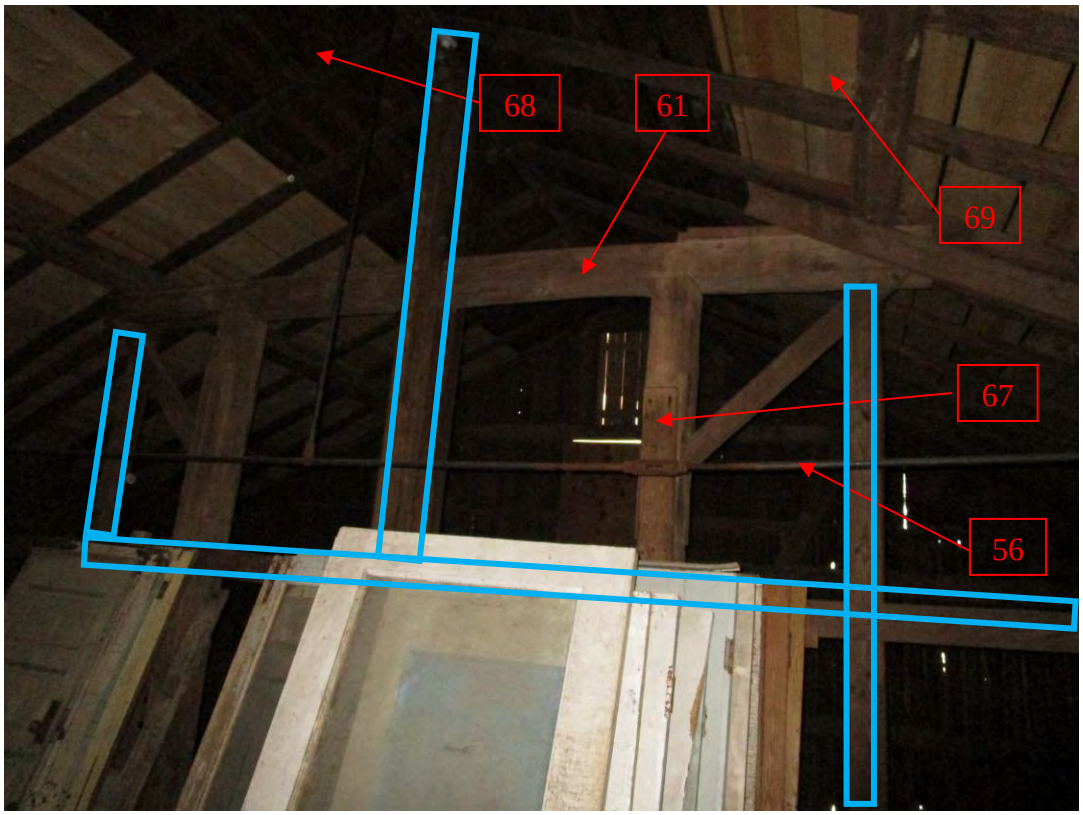
East Elevation Detail Southeast Corner (Bay 5)

East Elevation Detail Looking East (Center Bay)

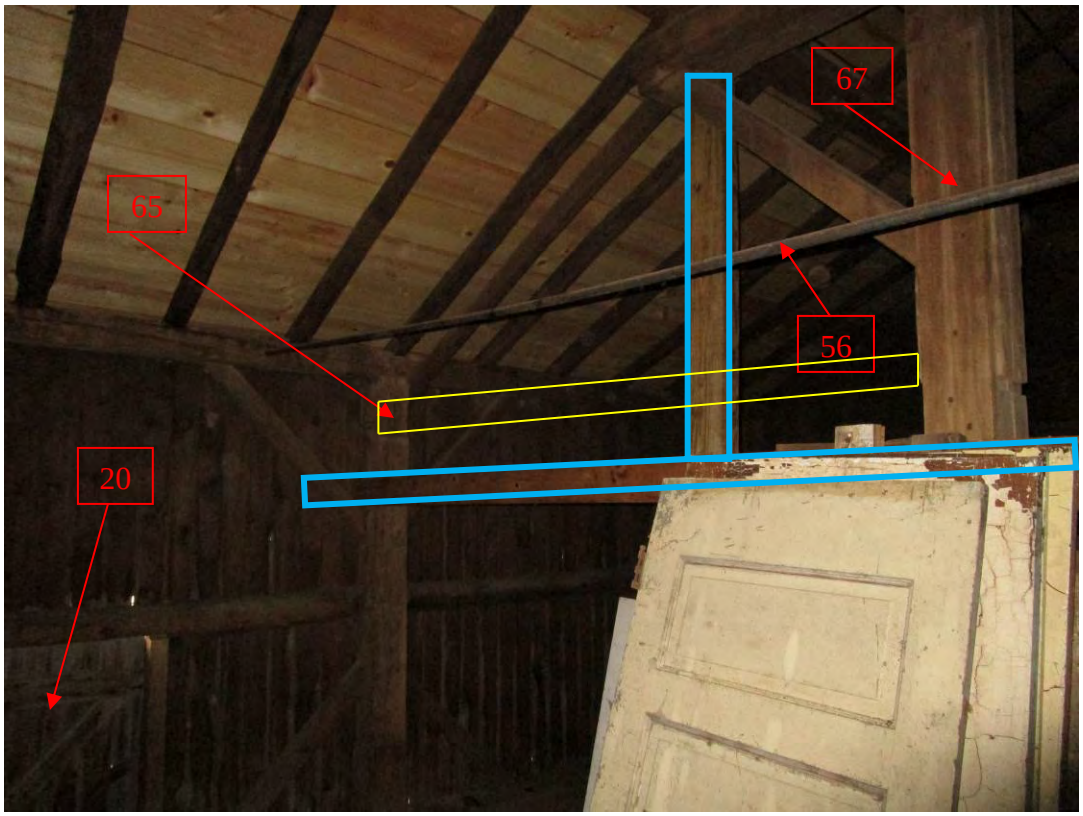


East Elevation Detail Looking South

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**

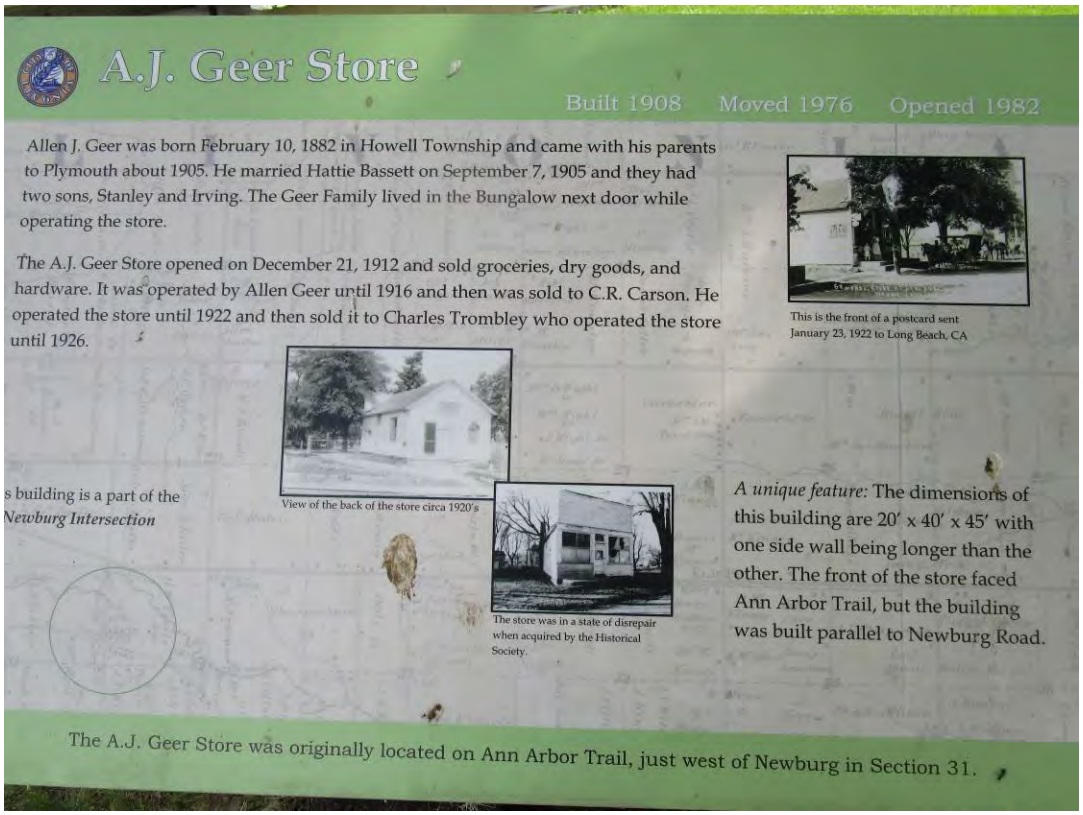
General Conditions and Potential Problem Areas:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□ □ □□□□□□□□□□ □□□□d□□□ □□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□ r□□□r□.
P□□□□ □□□ □□ □□□ □□□d□□□ □r□ □□□r □□d □□□□d □□ □□ r□□□d. ADA □□□□□□□ □□ □□□ □□□d□□□ □□□□d □□□ □r□□d□d. T□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□ □□ □□□ □□□d□□□, □□d □□□□ □□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ r□□ □□□ □□□d□□□□□ □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	R□□□□r r□d□□ □□□
G□□□r□ & D□□ □□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	-	-
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	CMU	F□□r/G□□d	-
HVAC/V□□□□□□□□	TBD	-	V□□□□ □□ □ □□□□□□□.
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□□□ □□□/□r□□ □□□□□□ □□□□□□ □□□□ □□ □□□□□ □□□d□.
3. Fr□□□& r□□r □□□□ □□ □□□r□d □□□□r□□□.
4. Fr□□□□□□d□ □□□□□□ □□ □□□ □□□□□□□□□□ □□□□□□□r.
5. S□□□□□□□dr□□□ □□□□d □□ □□□□□d □ □□□ □□ □ □□□□ □□d□□□.
6. I□□r□r □□□□ □□□d□□ □ □□ □□□□□□□□□□d.

Estimate of Probable Cost:

S□□ W□r□	□15,000
B□□d□□□ Ex□r□r	□30,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □d□□□ □□□□□ □□d □□□□□□□□ □□□ □□□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. P□□□□ □□□□ □□ □□□ □□□d□□□ □x□□□□□d □r□ □□ □□□d □□□d□□□□. ADA □□□□□□□ □□ □□□ □□□d□□□ □x□□□□ □□d □□ □□ □□□d □□□d□□□□. G□□□□r□ □□d d□□ □□□□□□□□□d□ □□□□x□□□□□ □□□ □□□d□□□ □□d □□□□□d □□ □□□□□d□r□d. T□□ □□□□r□□r □□ □□□□□□□□d □□d □□ □□□d □□□d□□□□. Or□□□□□□r□□ □□□□□□ □ □□□r□□□□□□□d □□ □□□□□□□□d □□d r□□□□r□d.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	G□□d	M□□□□□□□□□□□r□□□r□
G□□□r□ & D□□ □□□□□□□□	N□	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
P□□ □r/L□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
P□□□ □□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
ADA A□□□□□□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
L□□□ S□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. Ex□□□□□□ □□r□□□□□ □□d □□□□□□□r□□□r□d □□ □□□ □□r□□ □□□□□□□□□.
3. M□□□□r□ □□□□ □□□□ □□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
4. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□□r□□r	□45,000
B□□d□□□ I□□□r□□r	□20,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□d□□□ □□□□□□□□ □□□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□□r□. S□□□□□□□□ □□□□□□□□ □□□□□d □□ □□□□□ □□ □□□□ r□□□□□□d r□□r □□r□□. P□□□□ □□□□ □□ □□□□ □□□d□□□ d□ □□□□□x□□□□□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□ □□□□x□□□□□□ □□d □□□□□d □□ □r□□d□d. T□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□□ □□□d□□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □□□ r□□□ □□□□ □□□d□□□□□ □□□□d□□□□. B□□□□□□ □r□□□d □□□□ r□□□□ □□r□□ □□□□□d □□ r□□ □□□d □□d □□□□ □□□□□□□□□ □r□□d□d. Ex□□□□□□ □□□□□□□ r□□□□□ □ □□□□□r□ □□d □□ □□□□ □ □□□d □□□d□□□□ □d□□□□□□□□ □□□□ □□□d □d□□□.

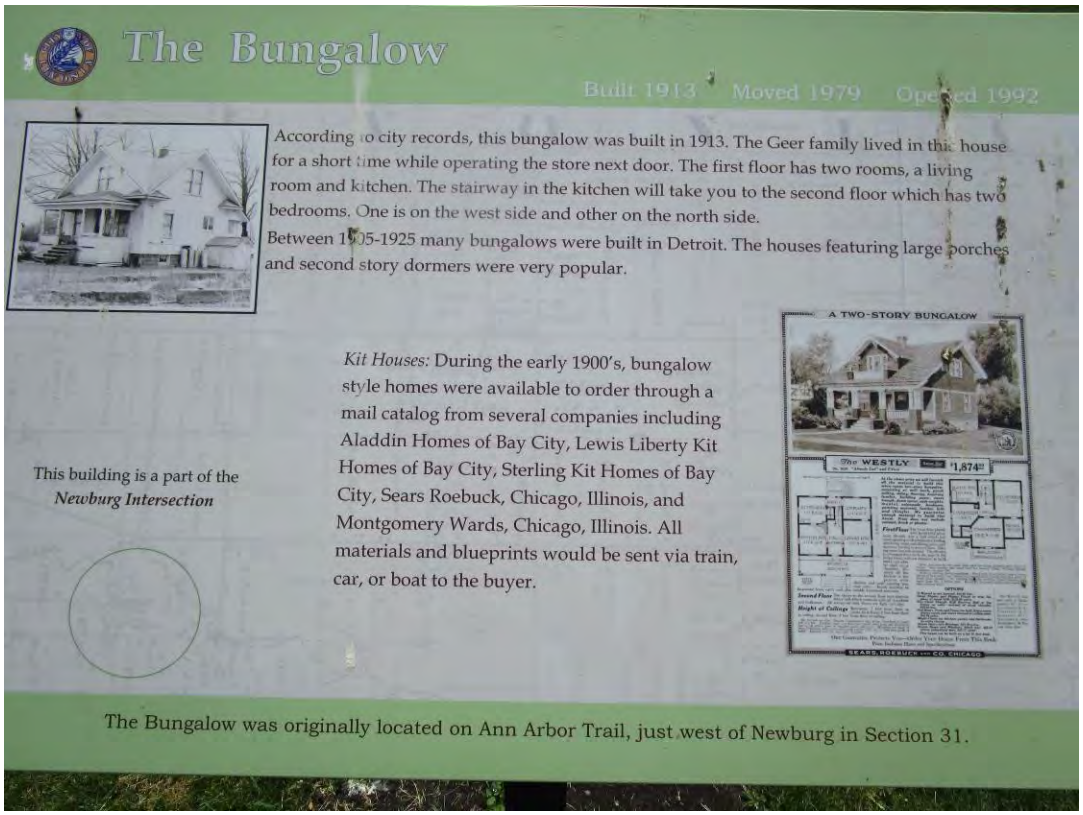
Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	F□□r	R□□□□r □□□d □dd□□□□
G□□□r□ & D□□ □□□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	-	-
Ex□r□□r S□□□	W□□d	P□□r/F□□r	S□r□□□ & P□□□□
W□d□□□	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	TBD	TBD	V□r□□□ CMU □□□d□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□□r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□□□ □□□□□□□□□□d □□r□□□□ □□□d □□ □ □□□□□□□d□.
3. H□□dr□□□ □□□r□□□□□r□□ □□□□□d □□ r□□□□□□d □ □□□ □□□ □□r d□□□□□ □□□□□□r□ □□ r□□r □□r□□.
4. A□□□□r□ □□□□□□ □x□r□□r □□□□□□□ □□□□□d □□ r□□□□□□d □ □□□ □□r□d □□□r□□r□□□□ □x□r□□.
5. Ex□r□□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□□.
6. M□□□□r□ □□□□ □□□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□□□ r□□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□□.
7. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□15,000
B□□d□□□ Ex□r□□r	□30,000
B□□d□□□ I□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□d□□□ □x□□□□□□□ □□□□□ □□d □□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. Br□□□ □□□□r □□□□□ □□□ □x□□□□□ □□□ □□□d□□□□ r□□□□□□r□□□□ □□d ADA r□□ □, □□□d□ □□□□ □x□□□□r □□□ □□□□□ □□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□□ □x□□□□□ □□□ r□□□□ □□r□□, □□□□□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□ r□□□□□□□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ r□□ □□□ □□□d□□□□□ □□□□d□□□□. B□□□□□ □r□□□d □□□ r□□□□□r□□ □□d □□□□d□□□□ □□□□□d □□ r□□ □□□d □□d □□□ □□□□□□□□□ □r□□d□d. L□r□□ □□□□□□□ □□d □□□□□□□□□ r□□□□□ □ □□□□□r□ □□d □□ □□□□□ □□□d □□□d□□□□ □d□□□□□□□□ □□□ □ □□d □d□□□ □□d □□□□d□□□□□.

Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□ r□□□□r□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	F□□r	Fr□□□□□r□□ □□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□
Ex□r□r S□□□	W□□d	P□□r	S□r□□□ & P□□□□
W□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	P□□r□d C□□□r□□□	G□□d	S□r□□□ & P□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	F□□r	N□ □□□dr□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-

Additional Observations:

1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. R□□□□□□ □ □□□□□□ □□□d□□□ □□ r□□r □□r□□.
3. Ex□□□□□□ □x□r□r □d□□□ □□d r□□ r□□□□r r□□□□r□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
4. Ex□r□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□□ □□□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□□d.
6. A□□□□□□ □ □□□□□d □□ □□r□□ □□□□ □□□□ □□□□□d □□ □□□□□□□□□d.
7. Ex□r□r □□□□ □□□□ □□ □□□□□□□d □□□□□ □□□□□□□□□□.
8. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□5,000
B□□d□□□ Ex□r□r	□40,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □□□r r□□□r□□□□r□. P□□□□ □□□□ □□ □□□□ □□□d□□□ d□ □□□□x□□□ □□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□□ □□□□x□□□□□□ □□d □□□□□d □□ □r□□d□d. T□□r□ □r□ □□ □□□□□□r□ □□d d□□ □□□□□□□□□□ □□ □□□□ □□□d□□□, □□□□□□□r□ □r□ □□r□□ □□□r□□□□□□ □□□□□ □□□□□ □□□□r □□□ □r□□ □□□□ □□□d□□□□□ □□□□d□□□□. E□□□□□□□□□ □□□r□d□ □□□□□d □□ □□□□ □r□d □r□□□d □□□□ □□r□□ □□□r □□□□□□ □□□d□□□ □□ □x□□□□ □□□□d□□□□□ □□ □□□□ □□□□□ □□□□□□□□□□□□ □□d □d□□□ □ □□□□ □r□d□.

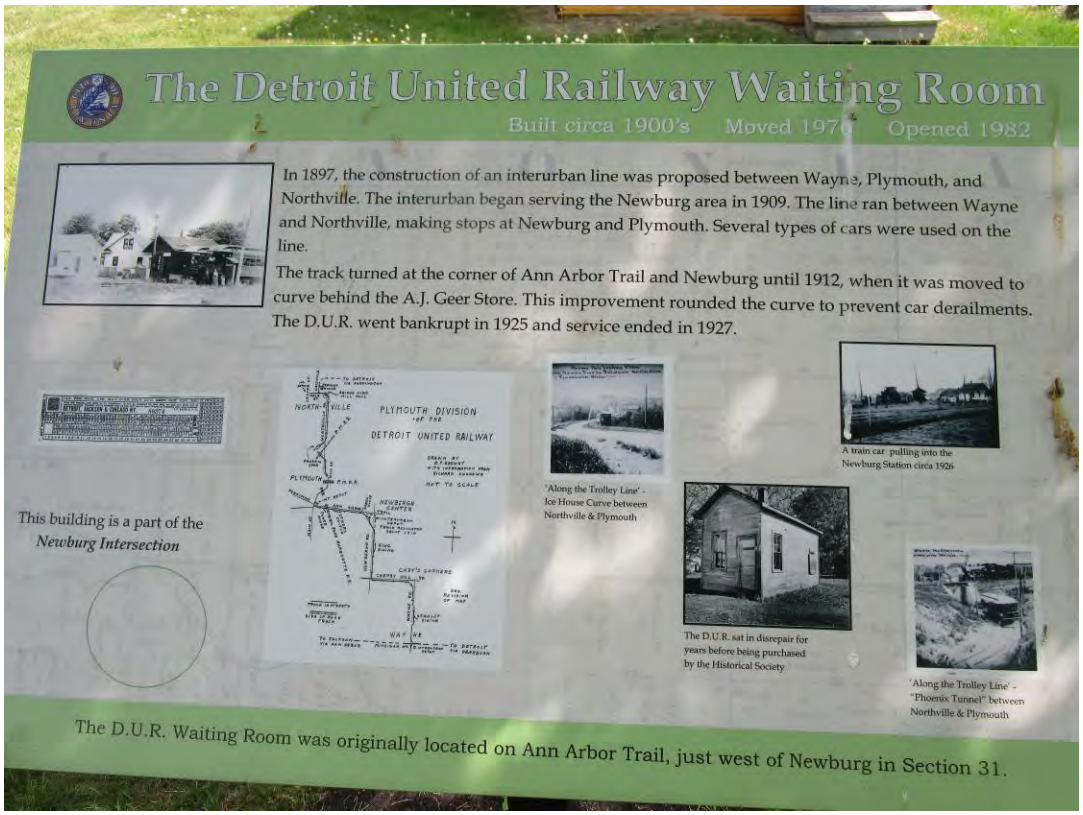
Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	G□□d	-
G□□□r□ & D□□ □□□□□□□□	NA	-	L□r□□ □□□r□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
W□d□□ □	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
D□□r□	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
F□□□d□□□□	P□□r□d C□□□r□□□	G□□d	L□□ □r □r□d□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□□ □□□□□.
2. M□□□□r□ □□□□ □□□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
3. T□□ □x□r□□r r□□r□□d □r□□□ □x□□□□□□□□□r□ □□ □□□d □□□d□□□□.
4. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□□r	□10,000
B□□d□□□ I□□r□□r	□5,000
B□□d□□□ S□□□□□ □	□5,000
S□r□□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □□□□□□□□ □□d □ □□□r □□□□□□□□ □□□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□□r□. P□□r□d □□□□r□□□ □□□□□ □□ □x□□□□ □□ □□□□ □□□d□□□□ ADA r□□ □, □□□□d□ □□□□□x□□□□r □□□□ □□□□□□□d □d□ □□r□ □□r□□□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□□d□ □□□□x□□□□□ □□□□ □□□d□□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □ □□ □r□□ □□□□ □□□d□□□□□ □□□□□d□□□□.

Building System	**Material**	**Condition**	**Notes**
R□□□	A□□□□□□	G□□d	N□ □□□□r□□□□□□□□□
G□□□r□ & D□□ □□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	G□□d	S□r□□□ & P□□□□
W□□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	G□□d	N□ □□□dr□□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□□□□ □□□x□r□r □d□□□ □□d r□□ r□□□□r r□□□□r□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
3. Ex□r□r □□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□r □□□□□□□.
4. M□□□□r□ □□□□ □□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□□d.
5. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□15,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□□d□□□ □□□□□□□□□ □□□□ □ □□d □d□□□ □□d □r□□ □□d □ □□□r r□□□r□□□□r□. S□□□□□□□□ □□□□□□□□□ □□□□□d □□ □□□□□□ □□ □□□□ □r□□□ □□d r□□r □□r□□. P□□□□□ □□□□ □□ □□□□ □□□d□□□ □r□ □□□d □□d □r□□d□ ADA □□□□□□□ □□ □□□□ □□□d□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	G□□d	-
G□□□□r□ & D□□ □□□□□□□□	Y□□	G□□d	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	-
Ex□□r□□r S□□□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□r/G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
F□□□d□□□□	S□□□□	G□□d	-
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	G□□d	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□ □□□ □□□□□.
2. B□□□□ □□□□□□□□□□d □□r□□□□ □□□□□ □□ □□□□□ □□□□d□.
3. Ex□□□□□ □□□r□ □ □□d□□ □ □r□ d□□□□□r□d □□d □□□□d □□ r□□□□□□d.
4. Ex□□r□□r □□□□□□□□□□ □ □□□□□d □□□□d□r □ □□□-□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
6. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□□r□□r	□10,000
B□□d□□□ I□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □□□r □□□□□ □□d □□□□□□□□ □□□ □ □□d □d□□□ □□d □□□ □ □□□r r□□□ r□□□r□□. Br□□□ □□□□r □□□□□ □□□ □x□□□□□ □□□ □□□d□□□□ □r□□□□□□r□□□□ □□d ADA r□□ □, □□□d□ □□□□x□□□ □□r □□□ □□□□□ □□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□□ d□ □□□□x□□□□ □□□ □r□□□□r□□ □□d □d□ □□r□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □□□ □r□□ □□□□ □□□d□□□□□ □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□	G□□d	M□□□□□□□□□□□□r□□□r□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	P□□r□d C□□□r□□□	G□□d	N□ □□□□r□□□l□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	Y□□	-	-

Additional Observations:

1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□d□□□ □□ □□□d □r □ □□□□□□□□□□ □r□□ □□□□□□□. V□□□□□□ □□r□□□□ □r□□□□□□ □□□r □□ □□□ □r□□ □□□r□□□□ □□□□ □□ □□□ H□□H□□□□ M□□□□□.
3. Ex□r□r □□□□□□□□□□□ □ □□□□d □□□□d□r □ □□□-□□□r □□□□□□□□.
4. M□□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
5. C□□□□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
6. Gr□□□□□□□□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□d □□ □□□□□□□□d.
7. Ex□r□r □□□□ □□□□ □□ □□□□□□d □□□□□ □□□□□□□□□.
8. Tr□□□ □□□r□□□□□□□ □□□r□□□□□□d □□ □□ □□□d□□ □ □r □□□□□□□□ □□□□□d □□□r□□□□□□.
9. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r r□□□r□□ □□□□r□□ □ □□□□□□□□□. Br□□□ □□□□r □□□□□ □□ □x□□□ □□ □□□ □□□d□□□□ r□□□ □□r□□□□ □□d □ □□□r□d □□□□r□□□ □d□□ □□□ □□□d □ □□ □□□ ADA r□□ □ □□ □□□ □□□□. N□ □□□□□□ □□ □x□□□□ □□r □□□ □ □□□□□□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□d□ □□□□x□□□□□ □□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □□□ □r□□ □□□ □□□d□□□□□ □□□□□d□□□□. B□□□□□ □r□□□d □□□ r□□□□□r□□ □□d □□□□d□□□□ □□□□□d □□ r□□ □□□d □□d □□□ □□□□□□□□ □r□□d□d. L□r□□ □□□□□□□ □□d □□□□□□□□ r□□□□□ □ □□□□r□ □□d □□ □□□□ □□□d □□□d□□□□ □d□□□□□□□□ □□□ □ □□d □d□□□ □□d □□□□d□□□□.

Building System	**Material**	**Condition**	**Notes**
R□□□	A□□□□□□	G□□d	-
G□□□r□ & D□□ □□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	-
W□□d□□ □	W□□d	G□□d	-
D□□r□	W□□d	G□□d	-
F□□□d□□□□	F□□d S□□□□	G□□d	N□ □□□□r□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	G□□d	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	Y□□	-	-

Additional Observations:

1. S□□ □x□□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□d □□ □□□□□□□d □□r□□□□□□□.
3. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□r □□□d□□□□. T□□ □□□d□□□ □x□r□□r □□d □□□□ r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □□□□ □r □□□□□□□ □d□□□, □□□□□□□□□ r□□□, □□d □r□□ □□□□□□□□□□□□. P□□□□ □□□□ □□ □□□□ □□□d□□□ □x□□□□□d □r□ □□ □□□r □□□d□□□□. ADA □□□□□□□□ □□ □□□□ □□□d□□□ d□□□ □□□□x□□□ □□d □□□□□d □□ □r□□□d□d. G□□□□r□ □□d d□□ □□□□□□□□□d□ □□□□ □x□□□ □□ □□□□ □□□d□□□ □□d □□□□□d □□ □□□□□d□r□d. T□□ □□□□r□□r □ □□□ □□□□ □□□□□□□□d □□□□ □□ □□□□□□ □d □□ □□ □□ □□□r □□□d□□□□. Ex□□□□□□ □□□d□□□ □□□□□□□ □ □ □r□ □□□□□□□□□□□d □□□□□r□ □□□□□□ □d □□ □□ □□ □□□r □□□d□□□□.

Building System	Material	Condition	Notes
R□□□	A□□□□□□□	G□□d	M□□□□□□□□□□□□r□□□□r□
G□□□□r□ & D□□ □□□□□□□□	N□	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□□r□□□□□□□□□
Ex□r□r S□□□	A□□□	F□r/G□□d	C□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□□□r □□□□□ □□ □□r□□□r□d □□ □□□□ □x□r□□r □□d □□□□.
3. M□□□□r□ □□□□ □□□□ □□□□□□r □□ □□ □□ □□□d □□□d□□□□ □□□□□□□□□d □□ □□□□□□□□d.
4. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□□r	□10,000
B□□d□□□ I□□r□□r	□5,000
B□□d□□□ S□□□□□ □	□5,000
S□r□□□□r□□S□□□□□□□□□□	□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**

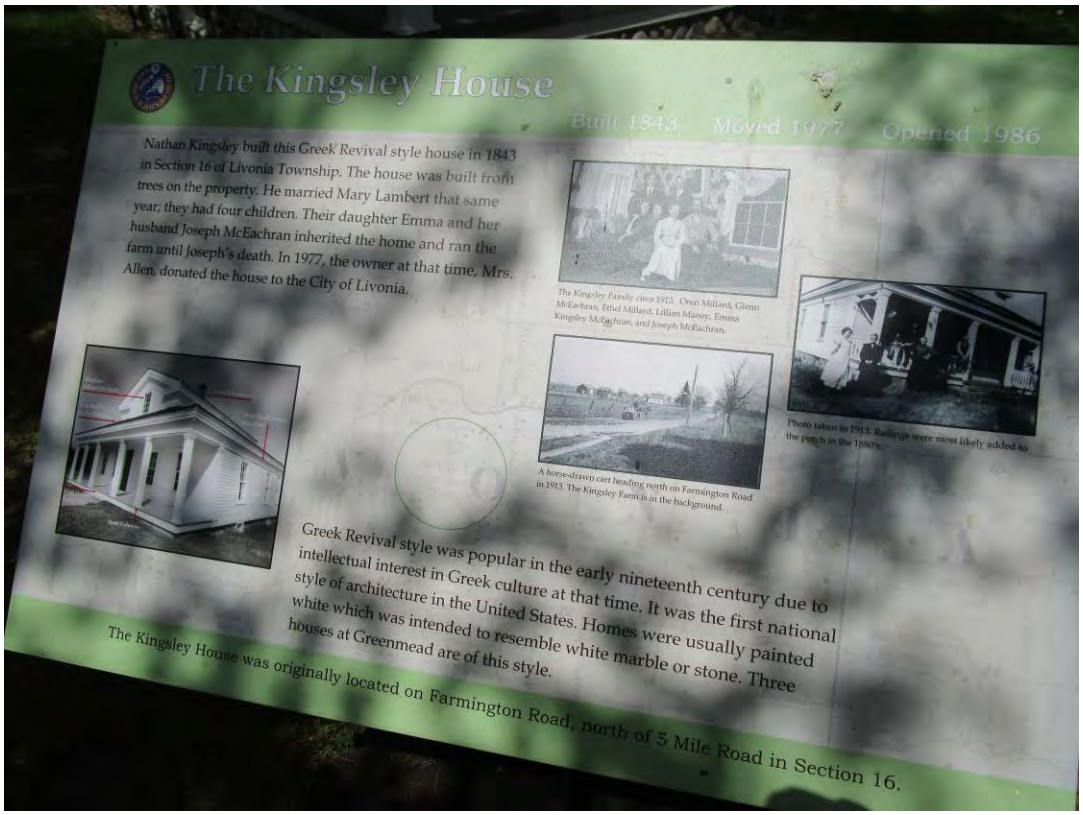
General Conditions and Potential Problem Areas:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□ □ □□□□□□□□□□□ □□□□d□□□ □□□□□ □□d □□□□□□□□□ □□□ □ □□d □d□□□ □□d □r□□ □□d □ □d□□□r□□□ r□□□r□□. ADA □□□□□□□ □□ □□□ □□□d□□□ □□ □r□□d□d □□ □ r□□ □, □□□□□□□r□ □r□ □□ □x□□□□□□ □□□□□ □□□ □□ □□□ □□□d□□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□ d□ □□□□x□□□ □□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ □r□□ □□□ □□□d□□□□□ □□□ □r r□□□□□d □□□□d□□□□.

Building System	**Material**	**Condition**	**Notes**
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□r□ & D□□ □□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	F□□d S□□□□	G□□d	N□ □□□□r□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	F□□r	N□ □□□dr□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. B□□□□ □□□□□□□□□□d □□r□□□□ □□□□□ □□ □□r□□ □□□□□□□□.
3. M□d□□□□x□r□□r □d□□□ □□d □r□□ r□□□□r r□□□□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
4. Ex□r□□r □□□□□□□□□□ □ □□□□d □□□□d□r □ □□□-□□□r □□□□□□□.
5. M□□□□r□ □□□□ □□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ □r□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□.
6. Tr□□□ □□□r□□□□□□□ □□□□r□□□□□□d □□ □□ □□□d□□ □ □r □□□□□□□□ □□□□□□d □□□□r□□□□□□.
7. I□□□r□□r □□□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□15,000
B□□d□□□ Ex□r□□r	□45,000
B□□d□□□ I□□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□d□□□ □x□□□□□□ □□□□□ □□d □□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. Br□□□ □□□□r □□□□□ □□□ □x□□□□ □□□ □□□d□□□□ r□□□□□□r□□□□ □□d ADA r□□ □, □□□d□ □□□ □x□□□□r □□□ □□□□□ □□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□ □x□□□□ □□□ r□□□ □□r□□, □□□□□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□ □□ □□□ r□□□□□□□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ r□□ □□□ □□□d□□□□ □□□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□r	M□□□. r□□□r□
G□□□r□ & D□□ □□□□□□□□	A□□□. (H□□R□□□d)	F□r	Add 5□□x□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
W□d□□ □	W□□d	F□r/G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	F□r/G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	G□□d	N□ □□□□r□□□□□□□□□
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. M□d□□□□x□r□r □d□□□ □□d r□□ r□□□□r r□□□□r□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
3. Ex□r□r □□□□□□□□□□ □ □□□□□d □□□□d□r □ □□□-□□□□r □□□□□□□□.
4. CMU □□□□d□□□□ □□□ □□ □x□□□□□ □r□□□ □□d□□, □□d □□□□□□□□r□ □□□□□□□□ □r□□/□□□□□ □□□□□r □ □□□ □□□□r □□□□□□□d.
5. M□□□□r□ □□□□ □□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□.
6. B□□□□□□ □r □□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□d □□r□□□□□□□.
7. B□□□□ □□□□□ □□d□□ □ □□□□ □□□d □□ □□ □□□□□□□d □□d□□r□□.
8. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□35,000
B□□d□□□ I□□r□r	□20,000
B□□d□□□ S□□□□□ □	□15,000
S□r□□□r□□S□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □ □d□□□ □□□□□ □□d □□□□□□□□ □□□ □□□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. P□□□□ □□□ □□ □□□ □□□d□□□ d□ □□□□x□□□□d □□□□□d □□ □r□□d□d. ADA □□□□□□□ □□ □□□ □□□d□□□ d□□□ □□□ □x□□□ □□d □□□□□d □□ □r□□d□d. G□□□□r□ □□d d□□ □□□□□□□□ □x□□□ □□ □□□ r□□r □dd□□□□, □□□□□□□r□ □r□ □□ □□□□□r□ □□d d□□ □□□□□□□□□ □□ □□□ r□□□□□□□□ □□□d□□□, □□d □□□□ □□□□□d □□ □r□□d□d □□ □ □□□ □ □□□r □ □□ r□□ □□□ □□□d□□□□□ □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	Add 5□□x□□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	F□□r	S□r□□□ & P□□□□
W□d□□ □	W□□d	G□□d	S□r□□□ & P□□□□
D□□r□	W□□d	G□□d	S□r□□□ & P□□□□
F□□□d□□□□	CMU/Br□□□ V□□□□r	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:

1. S□□ □x□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. P□r□□ □□ □□□ □□r□□ □□□□□□□□□ □□ □□ □□□r □□□d□□□□.
3. M□d□□□□x□r□□r □d□□□ □□d □r□□ r□□□r□r□□□□d □r□r □□ □□r□□□□□ □□d □□□□□□□□.
4. Ex□r□□r □□□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□□r □□□□□□□□.
5. M□□□□□r□ □□□□ □□□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□□d □□ □□□□□□□□d □□r□□□□□□□.
6. B□□□□□□ □r □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□□ r□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□d □□r□□□□□□□.
7. O□□□□□□□□ □□□□□□r□ □□ □□ □□ □□□d □□□d□□□□.
8. I□□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□20,000
B□□d□□□ Ex□r□□r	□45,000
B□□d□□□ I□□□r□□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□□r□□S□□□□□□□□□□	□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:

A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□r □□□□□r □□ □□ □□ □□□r □□□d□□□□. T□□ □□□d□□□ □x□r□r r□□□r□□ □□□□r□□□ □□□□□□□□□□□ □□□□d□□□ □x□□□□□□□ □□□□□ □□d □□□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d r□□□ r□□□□□□□□ □□□. P□□r□d □□□□r□□□ □□□□□□ □□ □□ □□□□ ADA r□□ □ □□ □□□□ □□□d□□□□ r□□□□ □□□r□□□□ □□ □□□□ □□□□r □□□□□, □□□□□□□□□□ □□□d□ □□□□x□□□r□□□d □□□ □□□□r □d□□ □□□□□ □□□d□□□. D□□r□ □□d □□d□□□ □r□ □□ □□□r □□□d□□□□ □□d □□□□□d □□ r□□□□r□d □□ □ □r□□□□ □rd□r. G□□□□r□ □□d d□□ □□□□□□□□□d□ □□□ □x□□□ □□ □□□□ □□□d□□□, □□d □□□□□ □□□□□□d □□ □r□□d□d □□ □ □□□□ □□□□r □□□ r□□□ □□□□ □□□d□□□□□ □□□□d□□□□.

Building System	**Material**	**Condition**	**Notes**
R□□□	A□□□□□□	P□□r	R□□□□□□ r□□□
G□□□r□ & D□□ □□□□□□□	NA	F□□r	-
B□□d□□□ S□r□□□□r□	W□□d	P□□r/F□□r	R□□□r□□ □□□□□□□□□
Ex□r□r S□□□	W□□d	P□□r	S□r□□□ & P□□□□
W□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	P□□r	S□r□□□ & P□□□□
F□□□d□□□□	F□□d S□□□□	G□□d	M□□□. □□□□□□□□□
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	Y□□	F□□r	N□ □□□dr□□□ □□r□□ □
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□	Y□□	-	-

Additional Observations:

1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. Ex□□□□□□ □x□r□r □d□□□ □□d r□□ r□□□□r r□□□□d □r□r □□ □□r□□□□ □□d □□□□□□□□.
3. Ex□r□r □□□□□□□□□□ □ □□□□□d □□□□□d□r □ □□□-□□□r □□□□□□□.
4. ADA r□□ □ □□d r□□□□□□r□□□□r □ □d□□□r□□□r □□□□d□□□ □□□□□□□□ □□d □□□□□□□.
5. C□□□□□ □□□□□□r□ □□ □□ □□ □□□r □□□d□□□□ □□□□d □□ □□□□□□□□□□□□□□□□ r□□□ □r□d□ □□□□□□□□□d □□ □□□□□□□□□d □□r□□□□□□□.
6. I□□r□r□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□30,000
B□□d□□□ Ex□r□r	□375,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□r□□r r□□□r□□ □□□□r□□ □ □□□□□□□□□□. P□□□□ □□ □□ □□□□ □r□□□ □□r□□ □□ □□ □□□d □□□d□□□□. ADA □□□□□□□ □□ □□□□ □□□d□□□ d□□□ □□□□x□□□□□d □□□□□d □□ □r□□d□d.

Building System	Material	Condition	Notes
R□□□	A□□□□□□	G□□d	N□ □□□□r□□□□□□□□□
G□□□r□ & D□□ □□□□□□□□	A□□□. (K S□□□□)	G□□d	Add 5□□x□□□□□□□
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	F□r/G□□d	N□ □□□□r□□□□□□□□□
W□d□□ □	W□□d	F□r/G□□d	N□ □□□□r□□□□□□□□□
D□□r□	W□□d	F□r/G□□d	N□ □□□□r□□□□□□□□□
F□□□d□□□□	CMU	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□□	N□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□r□r □□□□□ □□□ □ □r□ □□ □□□□□ □□□ □□□□□.
2. Ex□r□r □□□□□□□□□□ □ □□□□d □□□□d□r □ □□-□□r □□□□□□.
3. CMU □□□d□□□□ □□□ □□ □x□□□□ □r□□ □d□□, □□d □□□□□□□r□ □□□□□□ □r□□/□□□□ □□□□r □ □□ □□□□r □□□□□□d.
4. M□□□r□ □□□□ □□□ □□□□□r□ □□ □□ □□ □□□d □□□d□□□ □□□□d □□ □□□□□□□□□□□□□ r□□ □r□d□ □□□ □□□□d □□ □□□□□□d □□r□□□□□.
5. I□□r□r □□□□ □□□d□□□ □ □□ □□□□□□□□□□d.

Estimate of Probable Cost:

S□□ W□r□	□10,000
B□□d□□□ Ex□r□r	□10,000
B□□d□□□ I□□r□r	□10,000
B□□d□□□ S□□□□□ □	□10,000
S□r□□□r□□S□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r □□d □□□□ r□□□r□□ □□□□r□□ □ □□□□□□□□□□ □□□□d□□□ □□□□r □□□□□□□ □d□□□, □□□□□□□□□ r□□□ □□d □□d□□□.
P□□□□ □□□ □□ □□□ □□□d□□□ □x□□□ □□d □r□ □□ □□□r □□□d□□□□. ADA □□□□□□□ □□ □□□ □□□d□□□ □x□□□□.
G□□□□r□ □□d d□□ □□□□□□□□ □x□□□ □□ □□□ □□□d□□□ □□d □□□□□d □□ □□□□□□d. T□□ □□□□r□□r □ □□ □□□□ □□□□□□□d □□□□□ □□□□□ □d □□ □□ □□ □□□r □□□d□□□□.
Ex□□□□□□ □□□d□□□ □□□□□□ □ □ □r□ □□□□□□□□□□□d □□□ □r□ □□□□□ □d □□ □□ □□ □□□r □□□d□□□□.

Building System	**Material**	**Condition**	**Notes**
R□□□	A□□□□□□	G□□d	-
G□□□r□ & D□□ □□□□□□□	Y□□	G□□d	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□r S□□□	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
W□d□□ □	W□□d	G□□d	M□□□. □□□□□□□□□□ □□
D□□r□	M□□□□	G□□d	-
F□□□d□□□□	S□□□ □□ Gr□d□	G□□d	-
HVAC/V□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
ADA A□□□□□□□□□□	Y□□	-	-
L□□□ S□□□□□	TBD	-	-
L□□□□□□□□ Pr□□□□□□□□	N□	-	-

Additional Observations:
1. S□□ □x□□r□□r □□□□□ □□□ □ □r□ □□ □□□□□□ □□□ □□□□□.
2. T□□ □□□d□□□ r□□□r□□ □ □□□□ □□□ □r□.
3. I□□r□□r □□□□□ □□□d□□□ □ □□ □□□□□□□□□□d.

Estimate of Probable Cost:

S□□□ W□r□	□10,000
B□□d□□□ Ex□r□□r	□10,000
B□□d□□□ I□□r□□r	□5,000
B□□d□□□ S□□□□□ □	□5,000
S□r□□□□r□□S□□□□□□□□□□	□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:
A□□□□□ □□□□ □□□□□ □□□d□□□ □x□□r□□r □□□□□r □□ □□ □□ □□□d □□□d□□□□. T□□ □□□d□□□ □x□□r□□r r□□□r□□ □□□□r□□□ □□□□□□□□□□ □□□□d□□□ □x□□□□□□□ □□□□□ □□d □□□□□□□□ □□□ □ □□d □d□□□ □□d r□□ □□d □ □□□r r□□□r□□□r□. Gr□□□□ □□□□□ □□□ □□ □□□ □□□d□□□ r□□□ □□□r□□□□ □□ □□ □□□r □□□d□□□□ □□d □□ □□□□ □x□□□□ □□r □□□ □□r□□ □□□r□ □□r□□ □□d □□□□□d □□ □r□□d□d. G□□□r□ □□d d□□ □□□□□□□□d□ □□□□x□□□□□ □□□□ □□□d□□□, □□d □□□□□ □□□□□d □□ □r□□d□d □□ □ □□□□ □ □□□r □ □□□ r□□ □□□□ □□□d□□□□□ □□□□d□□□□.

Building System	Material	Condition	Notes
R□□□	C□d□r □□□□□	F□□r	M□□□□□□□□□□□r□□□□r□
G□□□□r□ & D□□ □□□□□□□□	NA	-	-
B□□d□□□ S□r□□□□r□	W□□d	G□□d	N□ □□□□r□□□□□□□□□
Ex□r□□r S□□□	W□□d	P□□r	S□r□□□ & P□□□□
W□□d□□ □	W□□d	F□□r	S□r□□□ & P□□□□
D□□r□	W□□d	F□□r	S□r□□□ & P□□□□
F□□□d□□□□	F□□d S□□□□	G□□d	N□ □□□□r□□□□□□□□□
HVAC/V□□□□□□□□□	TBD	-	-
P□□ □r/L□□□□□□	TBD	-	-
P□□□ □□□□	TBD	-	-
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Additional Observations:
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Estimate of Probable Cost:

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Total	**$115,000**

Building Signage

South Elevation

Southeast Corner

North Elevation

Northwest Corner

Main Approach

Public Engagement Appendix

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

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.

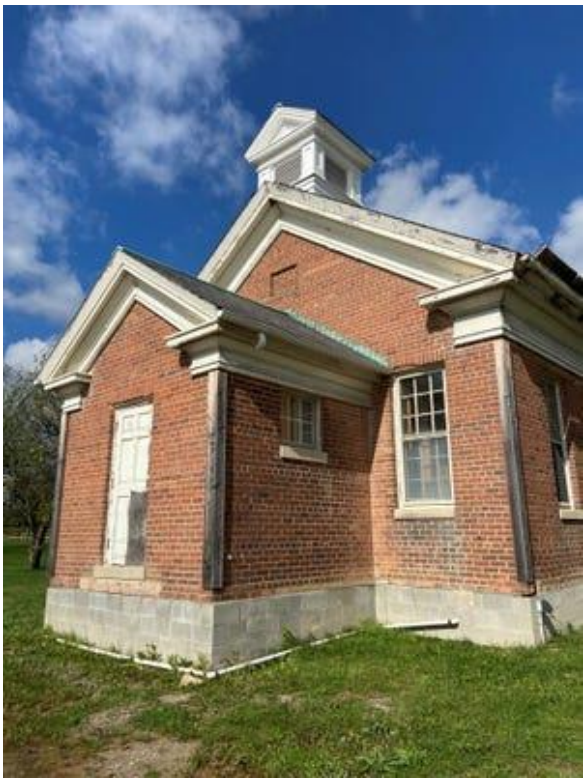
The park is currently open to the public for free and hosts a number of events — Night of Lights in December and the Motor City Irish Fest in the summer are two — held there. Greenmead has a variety of historical buildings previously used elsewhere in Livonia and surrounding cities and has a sledding 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.

How do you and how would you use Greenmead?

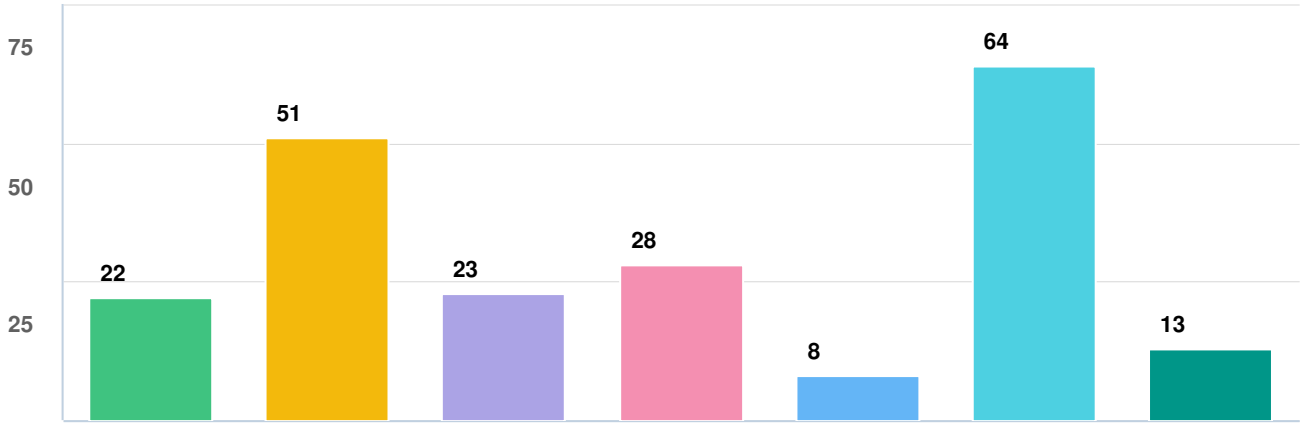
SURVEY RESPONSE REPORT
30 August 2021 - 01 November 2021

PROJECT NAME:
About Greenmead 365

BANG THE TABLE engagementHQ

SURVEY QUESTIONS

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

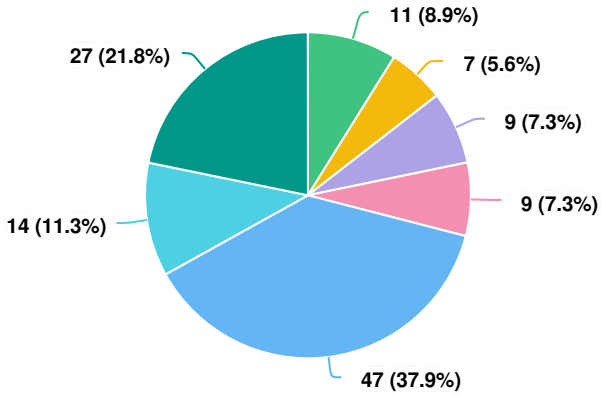


Question options

- 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?

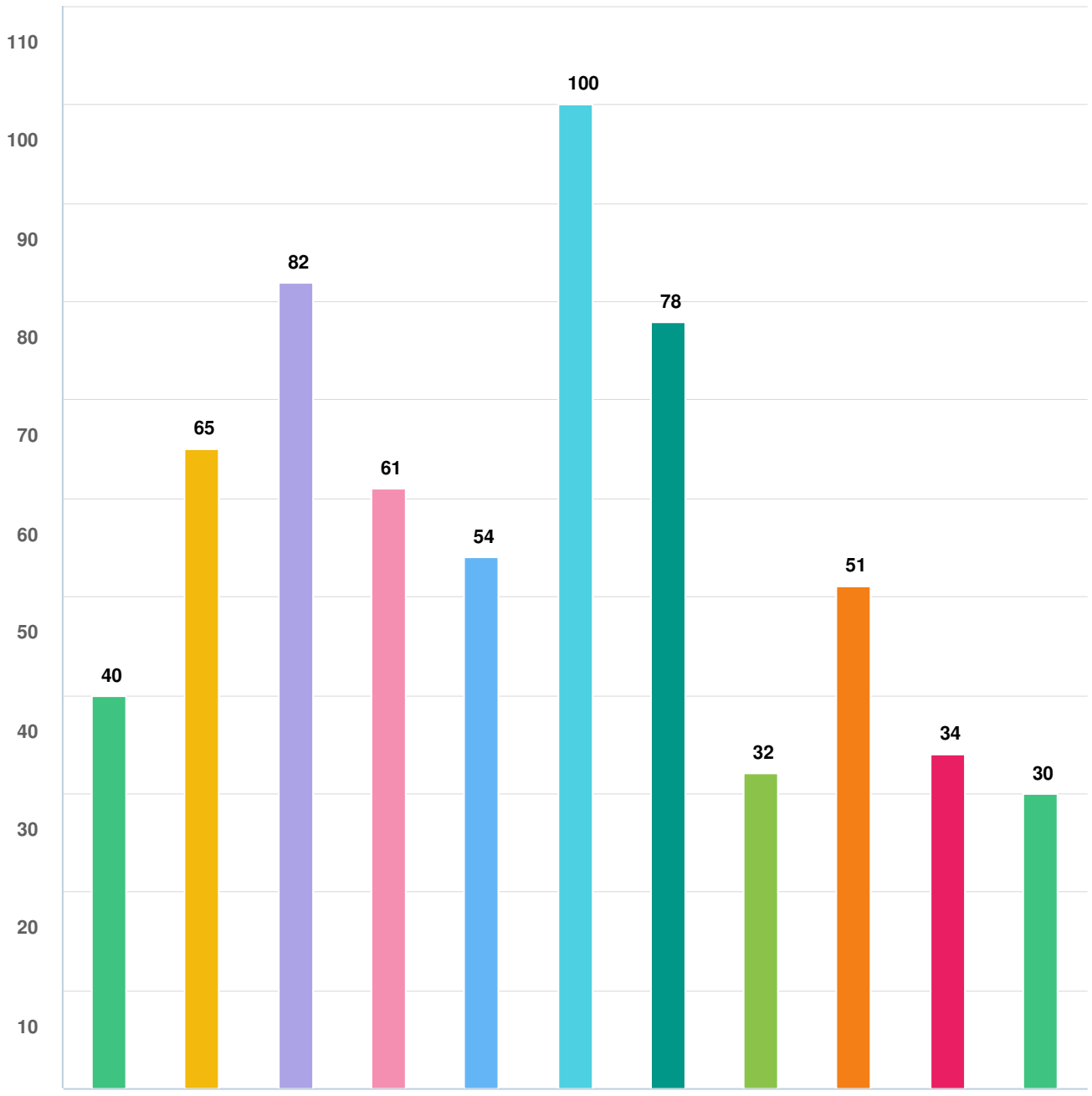


Question options

- 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

Lokabrady
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.

JIm
10/22/2021 11:01 PM

Greenmead is already successfully developed. Maintenance of buildings and grounds should continue to be funded as needed. Overdevelopement 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

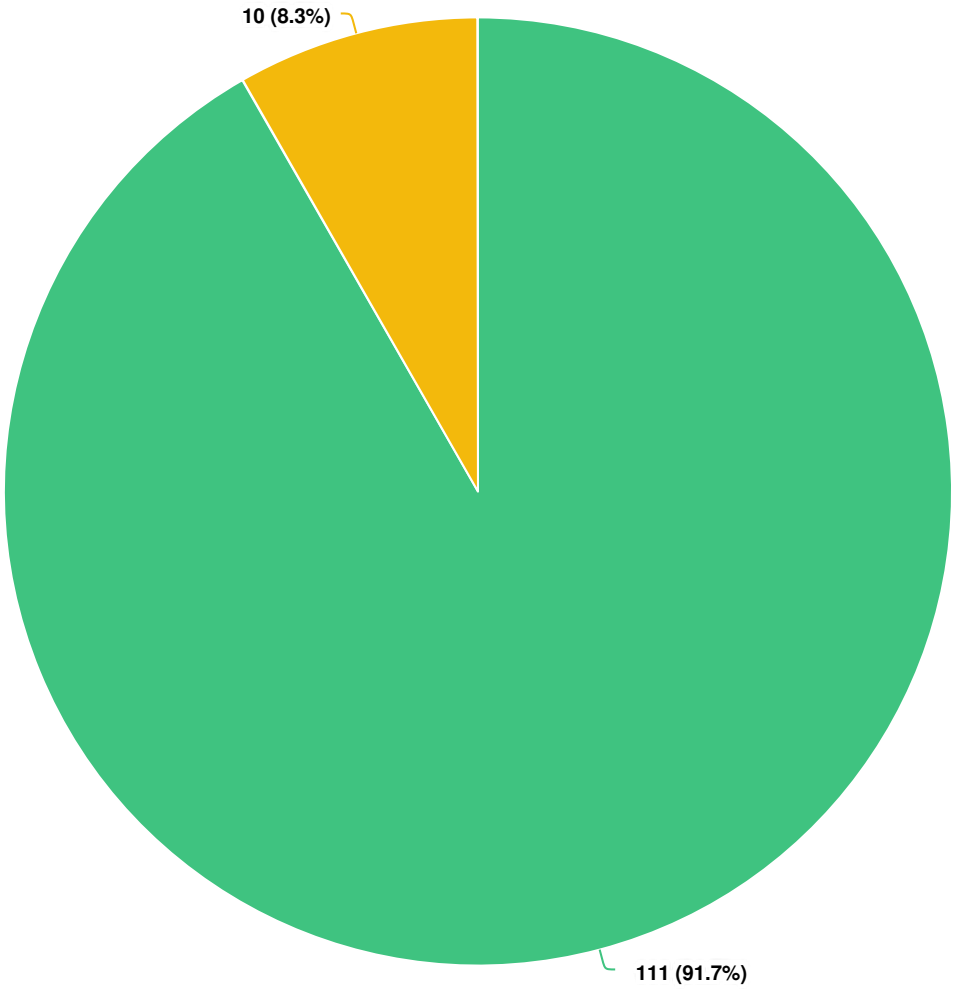
I do believe things need to be repaired and fixed up. Would like to still see that this is used for weddings, graduations, and such events that bring people to our city.

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?

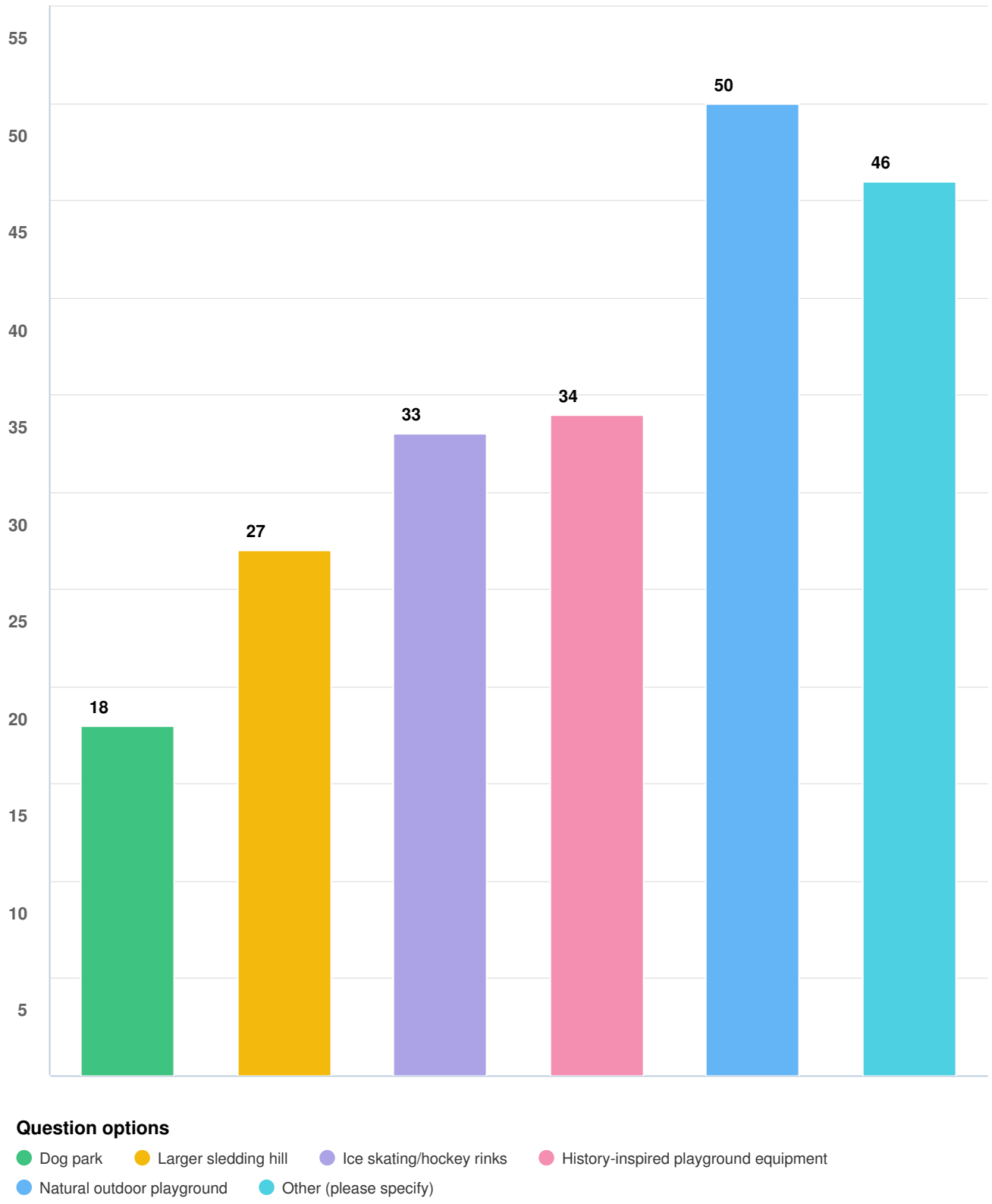


Question options

- Yes
- No

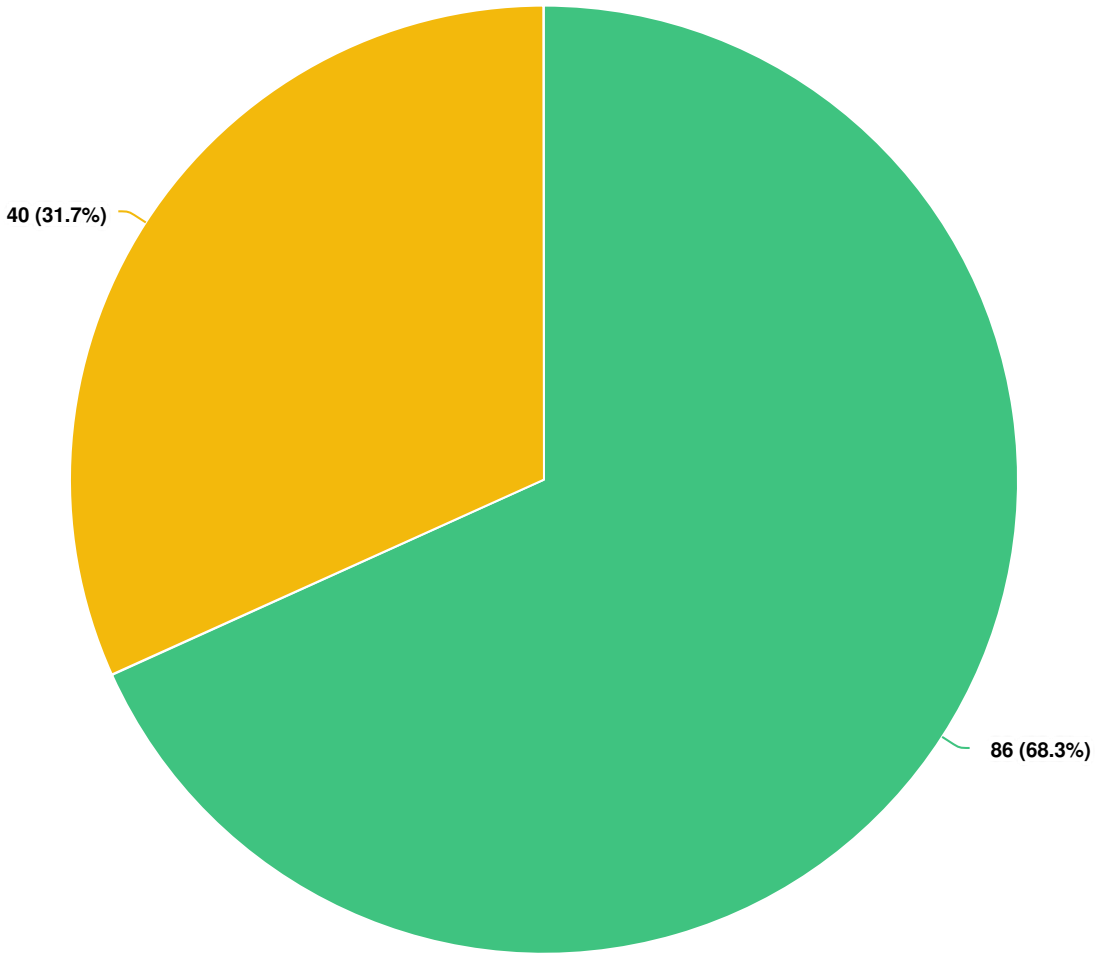
Optional question (121 response(s), 7 skipped)
Question type: Dropdown Question

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



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?

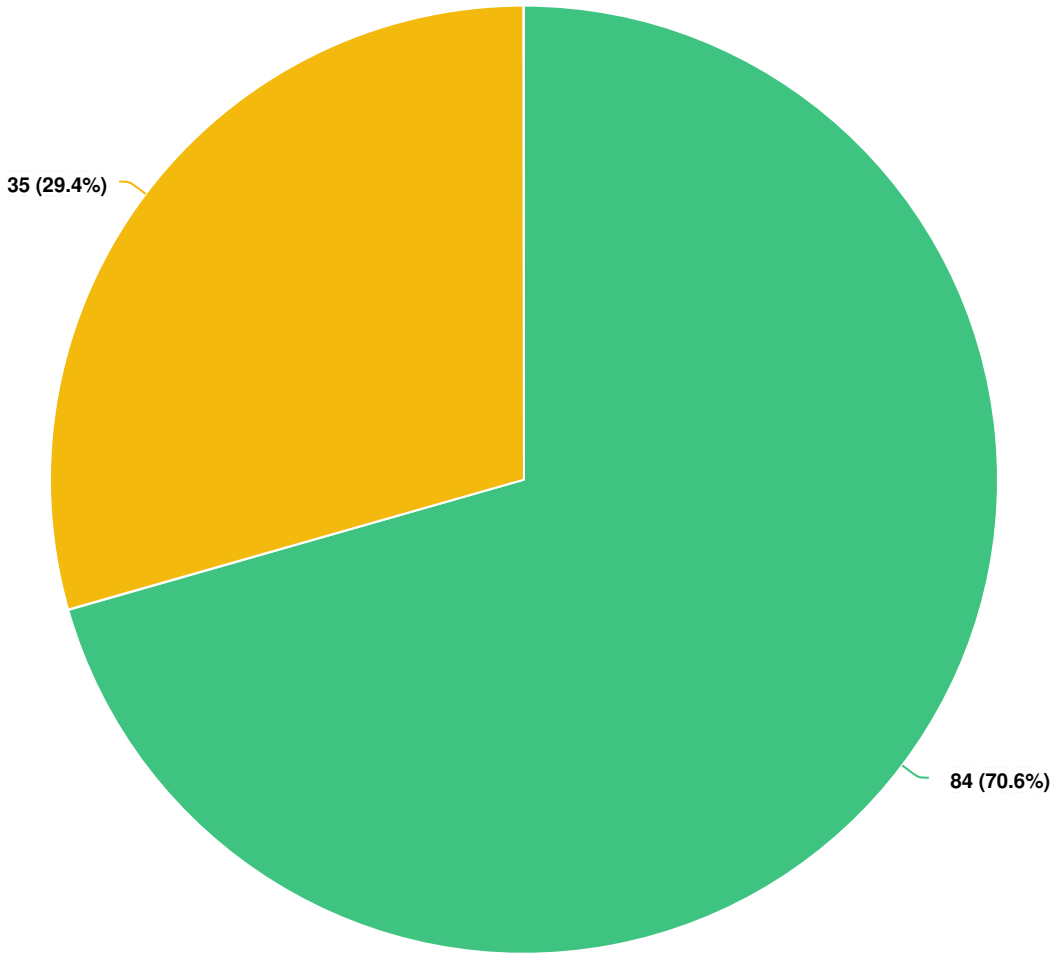


Question options

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

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

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

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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:

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Focus Group Comments from Discussion on the Five Big One

What are the parks outside of Livonia that you frequent?

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T□□□r's Heritage Park

Widespread agreement that Greenmead should be targeted to a regional market. Pr□r□□ □□□□□ □□ L□□□□□□ r□□d□□□□ □□ □□□□□-□□□□□□ □□r □□r□□□□ □□□□□□ □□d □□□□r □r□□□□ □□r □□□-r□□d□□□□

Is history the attraction or just the backdrop? T□□ □r□□□r□□□ □□□□d □□□□ couldn't be both, depending upon the event/audience

Should new buildings be added to the Village – □□□□ □□□□□□□ □□□□ □□□ □□□r□ □□□□ □□ □□□□□ □□d □□□□□ □□r□

If you could change one thing – □□□r□d□ □□□□□ □□rd□□□□□ □r□ □□□□□□□□□ □r□ □r□□r□□ □ □□□□□ □□□ □□□□r□ □□□ □ □□□□ □□r □□□ □□□□□□□ □□□ □□□ □□r□ □ □□□□□□ □□ □r□□□ □□□□□r□□

Other thoughts – □□□ □□□ □□□r□ □□ □□d □□□□□□□□□□□ □□□□□□ □□□□d□□□ □r□ □□□□□□ □□□□□□□□□□ □□d□□r □□□□r□□□ □□□□ □r□□□ □□□d□□□ □□□□□□□□□□□□□□d□□r □□□□r□□ □□□□r□□□d□□□□□ □□□□r□□□□□□□ □□ □□□□□□□□□ □□r □□□□□ □□□□□□□□ □□□r□ □□□□□□ □□ □r□□□ □□□□□□□□□□□□□□- □□□□□ □□□r□□□d □□□□ □□□ □□r□ r□□ □d□□□□□□□□□□□□□□r□□□d□□ □□□ □□□□□□□□ □□□□r□□r □□E□□□□M□□□ □□d N□□ □□r□ R□□d□□□□ □r□□□ □□□ □ □r□□□□□□ □□□□□ V□□□□□□ □□d □□□ □□□□□□□ – □□□□□r□ □□□□□□□□□ □□ □□d□r□□□□□d□□□□d □□□r□□□□ exposure with kid's garden club; □□□□r□r□□□□□□r□ □□□□□r□ □□d □□□□□□□□□□□□□□ □□□□□□□r□□r□□□□ □ □□□r□□□□ □□□□□r □□-□□□□□

[illegible]

[illegible] community's past to the present.

Greenmead Unified Interpretation Story – [illegible]

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[illegible] aren't [illegible]

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.

Architectural Site Inventory Appendix

See Separate Document

Architectural Properties Identification Forms Appendix

Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

[illegible]

[illegible]

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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. <u>This is required for all properties</u>.

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References

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

Tr[illegible]rd, M[illegible]r[illegible] A. *A Challenging 20th Century Beckons*, [illegible] L[illegible] [illegible].

S[illegible], K[illegible], "Gr[illegible] [illegible]d [illegible] A[illegible]r[illegible] O[illegible]-r[illegible] S[illegible] F[illegible]rd", *Livonia Observer & Eccentric*, D[illegible] [illegible]r 2, 2014.

Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

[illegible]

History of the Resource

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

[illegible]

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. <u>This is required for all properties</u>.

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References

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

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*Michigan SHPO Architectural Properties Identification Form

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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 Frederick Mansion House [illegible] flush with the front of the porch. The porch's shed roof [illegible] 9 X 6 [illegible]

History of the Resource

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

In 1827-28, [illegible] Frederick [illegible] – [illegible] Hampton [illegible] Orphanage [illegible]. The Quarter Mansion House [illegible] Frederick Mansion [illegible]. [illegible] 1833, [illegible] Gunston Yeoman Mansion [illegible] 1834. [illegible] 1827, [illegible] Nanny/Lanny [illegible].

A [illegible] 1838 [illegible] Fern [illegible] Sarah Mary Rand, [illegible] 1846, [illegible] Quarter Mansion House [illegible]. Mary [illegible] Gunston Yeoman Mansion [illegible] Yeoman Mansion [illegible] Frederick [illegible] Hall [illegible] Property [illegible], [illegible] 1860. After [illegible] Civil War, [illegible] Mansion [illegible] Gunston Yeoman Mansion [illegible] Lancaster [illegible] Pope [illegible] 1878.

In 1860, [illegible] Frederick, William Rogers, [illegible] Quarter Mansion House, [illegible] Sarah [illegible] 1895.

Rodney Kerr [illegible] 1903.

In 1903, [illegible] Kerr [illegible] Quarter House [illegible] Dorothy [illegible] Frederick Frederick [illegible] Mansion [illegible]: Mabel, Barbara, Elizabeth, Eva [illegible], Edith, [illegible] Marion. In 1943, Barbara Dorothy Nanny [illegible] Lanny [illegible] Agnes Gunston.

The Gullen's made several [illegible] Mrs. Gunston. [illegible] 1962. The Cecil [illegible] Quarter Mansion House [illegible] 34004 W. Sandy Mount Road [illegible] 24,000, [illegible] Quarter Acres.

In 1973, [illegible] Sandy House [illegible] Quarter Acres, [illegible] 1975, [illegible] A.J. Geyer Sewer [illegible] DUR Wastewater [illegible]

[illegible]d [illegible] S[illegible] [illegible]d Fr[illegible]d M[illegible] H[illegible] [illegible]Q[illegible]r A[illegible]. T[illegible] Q[illegible]r M[illegible] H[illegible] [illegible]d [illegible]r[illegible] [illegible] S[illegible] H[illegible] [illegible]r[illegible] [illegible]d [illegible] [illegible] [illegible] [illegible] [illegible]r. I[illegible] 1981, [illegible] Q[illegible]r M[illegible] H[illegible] [illegible] [illegible] [illegible]d [illegible] [illegible] Q[illegible]r A[illegible] [illegible] [illegible] L[illegible] H[illegible]r[illegible] V[illegible]. I[illegible] [illegible]r[illegible]d [illegible]d [illegible]d [illegible] [illegible] [illegible] [illegible] M[illegible] 15, 1994.

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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

[illegible]

History of the Resource

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[illegible]

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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Survey Date	Sept. 14, 2022	Recorded By	Arthur F. M[illegible], AICP	Assigned Resource #	

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.

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History of the Resource

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

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[illegible]

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. <u>This is required for all properties</u>.

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References

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

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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.

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[illegible]

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History of the Resource

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

[illegible]

[illegible]

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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. <u>This is required for all properties</u>.

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References

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

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Michigan SHPO Architectural Properties Identification Form

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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.

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History of the Resource

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

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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. <u>This is required for all properties</u>.

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References

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

D[illegible], S[illegible] [illegible]d K[illegible] G[illegible], *Livonia Preserved: Greenmead and Beyond*, Ar[illegible]d[illegible] P[illegible], C[illegible]r[illegible], SC, 2006.
Scott, Gene, "Jud[illegible] A[illegible]x[illegible]d[illegible]r B[illegible] H[illegible]", [illegible]d.

Michigan SHPO Architectural Properties Identification Form

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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.

[illegible]

History of the Resource

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

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. <u>This is required for all properties</u>.

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References

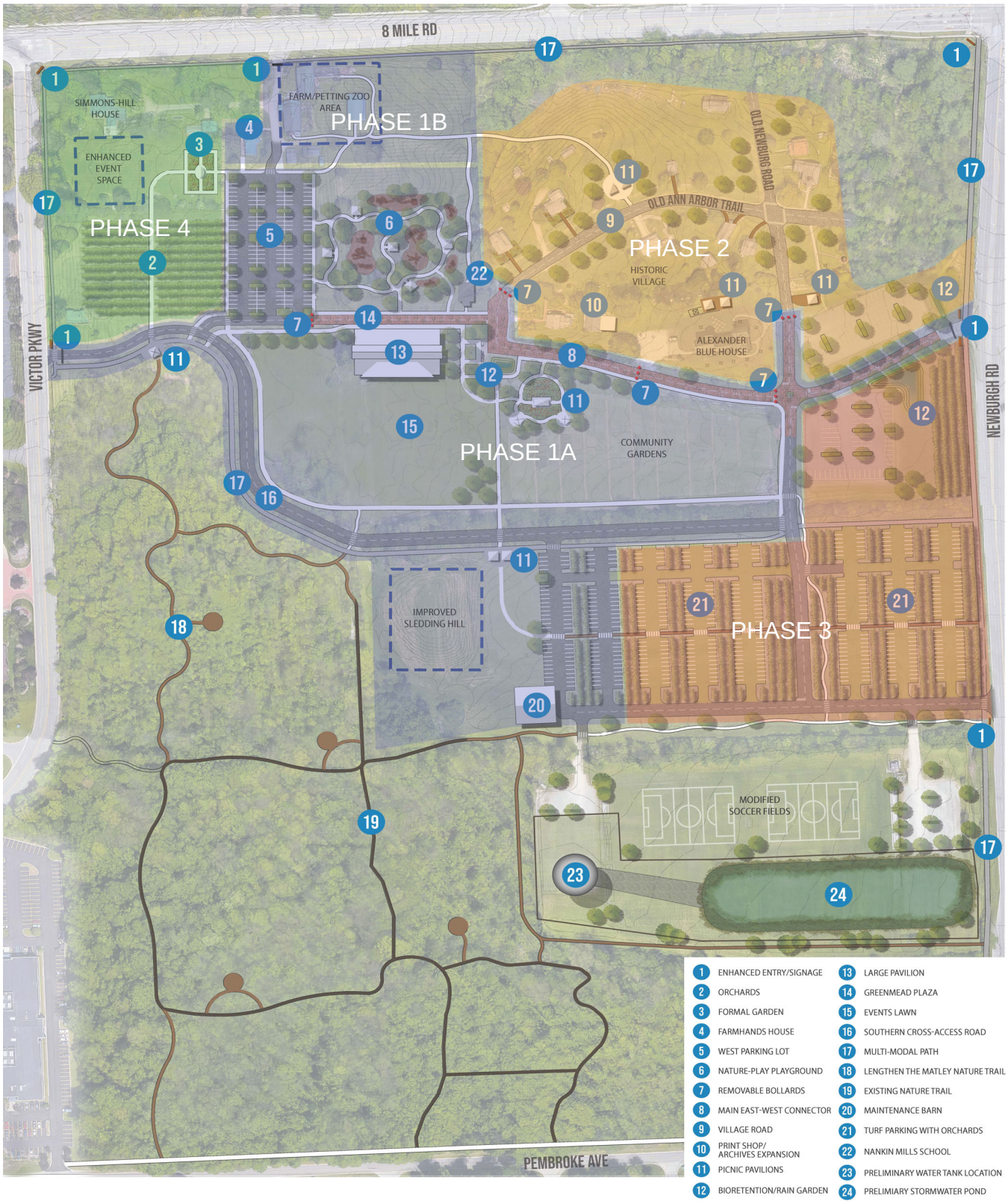
List references used to research and evaluate the individual property. For NRPQ's include copies of key documents.

Collections Appendix

See Separate Document

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.

8 Design Materials - Precendence Boards

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

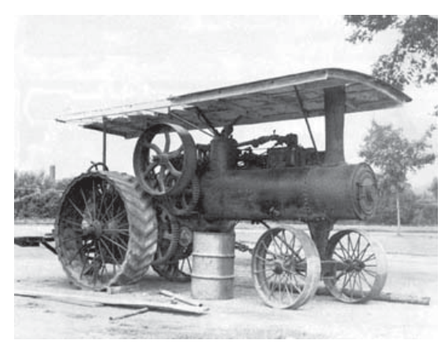
HISTORY ALIVE - CHESTERFIELD

CHILDRENS GARDEN

AMPHITHEATRE

PETTING ZOO

KIDS TOUR - TROY


FARM HISTORY

ATTRACTIONS AND AMENITIES

Michigan Historical Villages & National Living History Museums

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

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, Gutherie Octagon House, Eloise Hospital Museum at the Rowe House, Mckee Barn, Norris Well, Garden in the Park, Gutherie 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)

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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 foul

Horse-drawn wagon ride through crop fields

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

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
Ooperated by the Huron-Clinton Metroparks Authority to present a glimpse into rural life
Website: https://www.metroparks.com/facilities-education/kensington-farm-center/

IMAGINE•DISCOVER•EXPLORE GREENMEAD365

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

COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JANUARY 11, 2023
7:00PM

A Committee of the Whole meeting was held on Wednesday, January 11, 2023, at Livonia City Hall in the Council Chambers.

Committee Members Present: Jim Jolly, City Council President
Laura Toy, Council Vice President
Scott Bahr
Rob Gjonaj Donovic
Brandon McCullough
Kathleen McIntyre
Scott Morgan

Committee Members Absent: None

City Officials Present: Maureen Miller Brosnan, Mayor
Lynda Scheel, City Treasurer
Susie Nash, City Clerk
Bob Jennison, Fire Chief
Benjamin McDermott, Deputy Chief of Police
Brian Kahn, Director of Emergency Preparedness
Paul Bernier, City Attorney
Eric Goldstein, Assistant City Attorney
Mark Taormina, Planning and Econ. Dev.
Director Mike Slater, Finance Director
Dave Varga, Chief of Staff
Jeannine Laible, Human Resources Director Don
Rohraff, Superintendent of DPW
Jerome Hanna, Inspection Director
Casey O'Neil, Information Services Director Josh
Sabo, Communications Director

Additional attendees: See attached.

1. **CR 379-22** Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.

The meeting convened at 7:00 PM

A discussion was led by Mark Taormina, Planning and Economic Development Director, providing an introduction of new information and updates regarding the subject matter.

Councilmember Rob Donovic offered an approving resolution.

Council Vice President Laura Toy offered a denying resolution.

The Committee recommends:

An approving and denying resolution drafted by the Law Department.

Note:

This item will be out of Committee.

This item is to be placed on the **Regular Meeting Agenda of January 18, 2023**

Jim Jolly, City Council President

2. **CR 380-22** REQUEST TO APPROVE ADJUSTMENTS IN SALARY AND BENEFITS FOR APPOINTED DEPARTMENT HEADS FOR THE PERIOD DECEMBER 1, 2022, THROUGH NOVEMBER 30, 2025: Mayor's Office, re same.

An introduction to the subject matter was presented by Mayor Maureen Miller

Brosnan. Points were made of the following:

- The subject matter affects thirteen (13) department heads and two (2) deputies.
- The adjustment is done every three (3) years, the last time was in 2019.

Councilmember Kathleen McIntyre offered an approving resolution.

The Committee recommends:

An approving resolution drafted by the Law Department.

Note: This item will be out of Committee.

The meeting adjourned at 7:35 PM

This item is to be placed on the **Regular Meeting Agenda of January 18, 2023.**

Jim Jolly, City Council President

LETTER TO THE LIVONIA CITY COUNCIL

Council Office
December 15, 2022

MEETING DATE	PREPARED BY
COW011123/R011823	Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

WAIVER PETITION: Planning Commission, re: Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.
New Data: Resident Response(s)

BACKGROUND

On a motion by Councilmember Morgan, seconded by Vice President Toy, it was:

#379-22 RESOLVED, that considered a communication from the City Planning Commission, dated November 16, 2022, approved for submission by the Mayor, which transmits its resolution #11-55-2022, adopted on November 15, 2022, with regard to Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc., requesting waiver use approval to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 and 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3, the Council does hereby refer this matter to the Committee of the Whole for its report and recommendation.

RECOMMENDATION

To discuss the item as presented at the Regular Meeting of December 14, 2022.

FISCAL CONSIDERATION

ATTACHMENTS

1. COW011123 LTC Petition 2022-10-02-20
2. R121422 Petition 2022-10-02-20 Mannik Car wash to COW CR 379-22
3. COW010923 New Data - Resident Letter Recd 12-19-22
4. COW010923 LTC Petition 2022-10-02-20
5. R121422 New Data 3 - Petition 2022-10-02-20 (20340 Farmington)
6. R121422 New Data 2 - Petition 2022-10-02-20 (20340 Farmington)
7. R121422 New Data 1 - Petition 2022-10-02-20 (20340 Farmington) Revised Landscape Plan
8. S120522 Waiver Petition 2022-10-02-20 Minutes
9. S120522 LTC Petition 2022-10-02-20

10. S120522 Petition 2022-10-02-20 Resident Letter Recd 12-02 AND 05-22
11. S120522 Petition 2022-10-02-20 Resident Letter Recd 12-01-22
12. S120522 Petition 2022-10-02-20 Resident Letter Recd 11-27-22
13. S120522 Petition 2022-10-02-20 Resident Letter (3) Recd 11-22-22
14. S120522 Petition 2022-10-02-20 Resident Letter (2) Recd 11-22-22
15. S120522 Petition 2022-10-02-20 Resident Letter (1) Recd 11-22-22
16. S120522 Petition 2022-10-02-20 Resident Letter Recd 11-21-22
17. 2022-10-02-20_E-COUNCIL Pkt

APPROVED BY

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#379-22 RESOLVED, □□□□□□□□□d□r□d □ □□□ □ □□□□□□□□□ □r□□ □□□ C□□□ P□□□□□□□ C□□ □ □□□□□□, d□□□d N□□□□ □□r 16, 2022, □□□r□□□d □□r □□□□ □□□□□□ □□ □□□ M□□□r, □ □□□□ □r□□□□ □□□ □□□ r□□□□□□□□ #11-55-2022, □d□□□d □□ N□□□□ □□r 15, 2022, □ □□□ r□□□rd □□ P□□□□□□ 2022-10-02-20 □□□□ □□□d □□ T□□ M□□□□□ & S□ □□□ Gr□□□, I□□, r□□□□□□□□□ □ □□□r □□□ □□□r□□□□ □□ r□d□□□□□□ □□□ □□□, □□□□d□□ d□□ □□□□□□□ □□□ □x□□□□□ □□□ □ □r□□□□□□□d□□ □□d □□□□r□□□□□ □ □□□ □□□□□ □□□d □□□□ □ □□□ □□□□□□ (C□□□□ Ex□r□□□), □□ 20330 □□d 20340 F□r□ □□□□□ R□□d, □□□□□d □□ □□□ □□□□□□d□ □□F□r□ □□□□□ R□□d □□□□ □□□ N□r□□□ A□□□□□ □□d E□□□M□□ R□□d □□ □□□ N□r□□ □□□□ □□ S□□□□□ 3, □□□ C□□□□□d□□□ □□r□□□r□□r □□□ □ □□r □□ □□□ C□□ □ □□□□ □□□□ W□□□ □□r □□r□□□r□□d r□□□□ □ □□d□□□.

AYES: T□□, M□r□□□, M□C□□□□□□, M□I□□r□, □□d J□□□

NAYS: B□□r □□d D□□□□□

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UNFINISHED BUSINESS ITEM 4 (Regular Meeting of December 14, 2022)

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

NEW DATA RECEIVED FOR
COW MEETING OF 01/09/2023

Kasprowicz, Sara

From: noreply@civicplus.com
Sent: Thursday, December 15, 2022 7:58 PM
To: CityCouncil
Subject: Online Form Submittal: City Council Inquiries

City Council Inquiries

This form is for any questions, comments, or concerns you may have for the City in regards to city council meetings or other city council inquiries. If you leave contact information, the City will reply within 2 business days. If this is an emergency, please dial 9-1-1.

First Name	Ewa
Last Name	Kedzierska
Address	20310 Mayfield Livonia MI 48152
Email Address	ewalicja1@gmail.com
Phone Number	3139294434
Topic	Other City Council Inquiry
Date of Issue	12/15/2022
Attachment (Optional)	*Field not completed.*
Comments	Re: Petition 2022-10-02-20 requesting to redevelop site and construct new automated car wash facility at 20330 Farmington Rd. I would like to reiterate my opposition to this proposal for the following reasons: 1. Why do we need another car wash at this location when two are within "a stone's throw"? 2. The proposed car wash is gaudy, circus like, and not compatible with the surrounding professional businesses. Please consider taking a look at the Colonial Car Wash at 9 Mile and Farmington or the Car Wash at Gill and 8 Mile as an example of buildings which "fit" their surroundings. 2A. The new restaurant, adjacent to the proposed site, has outdoor seating and a few bushes (as a screen) would barely prevent the noise, comings and goings and lighting from being experiences by the diners. Has the new owner been advised of the proposal? 3. Noise and light pollution for the neighbours at the back of the

property who live on Shadyside
4. Noise and light pollution for the businesses around as well as increased traffic. Shadyside already suffers from traffic with cars using it as a short cut to avoid turning east on 8 Mile.
5. Concern with effect of water going into the sewer system. The applicant has mentioned a storage tank but how will this water be used/reused/recycled?
6. Water pressure on Shadyside is low - there is also concern about a low water table on the street so any excess water may flood the area? has this been considered?
Please consider these items before making a decision.
Thank you.

Email not displaying correctly? View it in your browser.

LETTER TO THE LIVONIA CITY COUNCIL

Planning
December 15, 2022

MEETING DATE	PREPARED BY
COW010923/R011823	Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

WAIVER PETITION: Planning Commission, re: Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.
New Data: Resident Response(s)

BACKGROUND

November 18, 2022

Honorable Members of the City Council
City of Livonia, Michigan

Re: Petition 2022-10-02-20 - Clean Express

Dear Council Members:

At the 1,193rd Public Hearings and Regular Meeting held by the City Planning Commission on November 15, 2022, the following resolution was unanimously adopted:

RECOMMENDATION

#11-55-2022 RESOLVED, That pursuant to a Public Hearing having been held by the City Planning Commission on November 15, 2022, on Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3, the Planning Commission does hereby recommend to the City Council that Petition 2022-10-02-20 be approved subject to the following conditions:

1. That the Site Plan identified as C200, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to.

2. All parking spaces, except the required handicapped spaces, shall be doubled striped at ten

feet (10’) wide by twenty feet (20’) in length.

3. That the hours of operation shall be limited to the following: Monday thru Saturday from 7:00 a.m. to 8:00 p.m. and Sunday from 9:00 a.m. to 6:00 p.m.

4. That the Landscape Plan identified as L100, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to, except that the final landscape plan details shall be approved by the Planning Department.

5. That all disturbed lawn areas, including road rights-of-way, shall be sodded in lieu of hydroseeding.

6. That underground sprinklers are to be provided for all landscaped and sodded areas and all planted materials shall be installed to the satisfaction of the Inspection Department and thereafter permanently maintained in a healthy condition.

7. That the Elevation Plan identified as A2-1, dated July 21, 2022, prepared by SBA Studios, is hereby approved and shall be adhered to.

8. That the three walls of the trash dumpster area shall be constructed out of the same brick used in the construction of the building or in the event a poured wall is substituted, the wall’s design, texture and color shall match that of the building. The enclosure gates shall be of solid panel steel construction or durable, long-lasting solid panel fiberglass.

9. That all rooftop mechanical equipment shall be concealed from public view on all sides by screening that shall be of a compatible character, material and color to other exterior materials on the building.

10. That all light fixtures shall not exceed twenty (20) feet in height and shall be aimed and shielded to minimize stray light from trespassing across property lines and glaring onto adjacent roadways. In addition, the lighting plan shall be modified such that the maximum level of illumination for the average of the site shall be as specified in Section 7.22(2)(B) of the Livonia Vision 21 Zoning Ordinance, and the exterior lights shall either be turned off or dimmed after business hours.

11. That only conforming signage is approved with this petition, and any additional signage shall be separately submitted for review and approval by the Zoning Board of Appeals.

12. That no LED light band or exposed neon shall be permitted on this site including, but not limited to, the building or around the windows.

13. That unless approved by the proper local authority, any type of exterior advertising, such as promotional flags, streamers or sponsor vehicles designed to attract the attention of passing motorists, shall be prohibited.

14. That the specific plans referenced in this approving resolution shall be submitted to the Inspection Department at the time the building permits are applied for; and,

15. Pursuant to Section 13.13 of the Livonia Vision 21 Zoning Ordinance, this approval is valid for

a period of one year only from the date of approval by City Council, and unless a building permit is obtained, this approval shall be null and void at the expiration of said period.

FURTHER RESOLVED, That notice of the above hearing was given in accordance with the provisions of Section 13.13 of Livonia Vision 21 Zoning Ordinance, as amended.

FISCAL CONSIDERATION

ATTACHMENTS

1. COW010923 New Data - Resident Letter Recd 12-19-22
2. R121422 New Data 3 - Petition 2022-10-02-20 (20340 Farmington)
3. R121422 New Data 2 - Petition 2022-10-02-20 (20340 Farmington)
4. R121422 New Data 1 - Petition 2022-10-02-20 (20340 Farmington) Revised Landscape Plan
5. S120522 Waiver Petition 2022-10-02-20 Minutes
6. S120522 LTC Petition 2022-10-02-20
7. S120522 Petition 2022-10-02-20 Resident Letter Recd 12-02 AND 05-22
8. S120522 Petition 2022-10-02-20 Resident Letter Recd 12-01-22
9. S120522 Petition 2022-10-02-20 Resident Letter Recd 11-27-22
10. S120522 Petition 2022-10-02-20 Resident Letter (3) Recd 11-22-22
11. S120522 Petition 2022-10-02-20 Resident Letter (2) Recd 11-22-22
12. S120522 Petition 2022-10-02-20 Resident Letter (1) Recd 11-22-22
13. S120522 Petition 2022-10-02-20 Resident Letter Recd 11-21-22
14. 2022-10-02-20_E-COUNCIL Pkt

APPROVED BY

NEW DATA RECEIVED FOR REGULAR MEETING OF 12/14/2022 - ITEM 4

From: Nick DeSimpelare
To: CityCouncil
Cc: Zilincik, Todd; Taormina, Mark; Dennis Miller; Kyle J. Wrentmore
Subject: RE: Petition 2022-10-02-20 (Proposed Car Wash @ 20340 Farmington Road)
Date: Tuesday, December 13, 2022 9:33:34 AM
Attachments: RE Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road.msg

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Good morning,

Following up on my email from yesterday, the City Engineering Dept has completed their review of the water demand for the proposed car wash. They looked at three different scenarios:

- Average Day
- Maximum Day
- Maximum Hour

For all scenarios, they found that the proposed withdrawal has almost zero (<1 psi) pressure impact on the 12-inch water main on Farmington
Rd.

I have attached our email correspondence with Mr. Zilincik and his staff.

Thank you,

Nick

Nick DeSimpelare, P.E.
Civil Engineer
The Mannik & Smith Group, Inc.
607 Shelby Street, Suite 300
Detroit, MI 48226
989-550-4992 (Cell)
www.manniksmithgroup.com

From: Nick DeSimpelare
Sent: Monday, December 12, 2022 4:15 PM
To: citycouncil@livonia.gov
Cc: Zilincik, Todd <tzilincik@livonia.gov>; mtaormina@livonia.gov; Dennis Miller <dennismiller@mkiezi.com>; Kyle J. Wrentmore <KWrentmore@manniksmithgroup.com>
Subject: Petition 2022-10-02-20 (Proposed Car Wash @ 20340 Farmington Road)

Good Afternoon,

At the 12/5/22 City Council Study Meeting, members of Council requested changes/additional info on several items in regards to the proposed Clean Express car wash at 20340 Farmington Road (Petition 2022-10-02-20).

Updated plans for this Petition are attached. Below is a summary of the different items mentioned by members of Council and how they have been addressed:

- **Lighting intensity and hours** – Photometric plan has been updated to reduce lighting intensity. Additionally, notes have been added to the Photometric Plan noting that parking lots lights will turn off by 10:30 PM.
- **Vacuum hours** – Note added to Site Plan (C200) indicating that vacuums will turn off at close of business
- **Mature size of landscaping** – A column had been added to the table on the Landscaping Plan (L100) listing the mature

height and width of all plantings.

- **Preliminary stormwater plan** – A new sheet (C300) has been added showing preliminary size and location of the proposed stormwater detention system, including the system outlet and upstream water quality device. This plan is preliminary in nature meant to show how we will meet the Wayne County stormwater standards. The final site grading (completed during final engineering) will dictate catch basin locations and final detention location.
- **Water pressure** – The City Engineering Dept has been helping us with this. We still don't have final numbers but will forward as soon as we do.

Please do not hesitate to contact me with any questions. We appreciate the Council's and City staff's time and attention related to this matter.

Nick

Nick DeSimpelare, P.E.
Civil Engineer
The Mannik & Smith Group, Inc.
607 Shelby Street, Suite 300
Detroit, MI 48226
989-550-4992 (Cell)
www.manniksmithgroup.com

CONFIDENTIALITY NOTICE

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From: Zilincik, Todd
To: Rushlow, Jacob
Cc: Kyle J. Wrentmore; Nick DeSimpelare; Lear, David; Wilson, Tom
Subject: RE: Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road
Date: Tuesday, December 13, 2022 9:27:01 AM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png
image006.gif
CitySeal100x100_8f7d9122-2022-4a3b-86d9-f05a096c6a3c.png
Livonia-Logo-250_2521acb0-d42c-429b-900f-b59ac98c1049.png
SocialLink_Facebook_32x32_15fe2196-de42-486f-ac8c-bd89c9da8fd7.png
SocialLink_Twitter_32x32_a844deab-cb87-48f2-9175-647012b70cfe.png
SocialLink_Youtube_32x32_9b8afb50-3b86-4678-b53d-7e423a9d8771.png

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EXTERNAL EMAIL: Open with EXTREME caution!

Jacob,

Thanks for having OHM Advisors run the model to determine the water pressure to the proposed car wash at the old NAPA Auto Parts Store is negligible.

Todd

Todd Zilincik, P.E.
City Engineer
City of Livonia | Engineering
(734) 466-2561
tzilincik@livonia.gov
www.livonia.gov

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From: Rushlow, Jacob <jrushlow@livonia.gov>
Sent: Tuesday, December 13, 2022 9:20 AM
To: Nick DeSimpelare <NDeSimpelare@manniksmithgroup.com>; Lear, David <DLear@livonia.gov>; Zilincik, Todd <tzilincik@livonia.gov>; Wilson, Tom <twilson@livonia.gov>
Cc: Kyle J. Wrentmore <KWrentmore@manniksmithgroup.com>
Subject: RE: Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road

Nick,

We ran this through the model and the proposed connections has almost zero (<1 psi) pressure impact on the 12-inch water main on Farmington Rd.

Jacob Rushlow, P.E.
Assistant Director of Public Works
City of Livonia | Department of Public Works
(734) 466-2606
jrushlow@livonia.gov

From: Nick DeSimpelare <NDeSimpelare@manniksmithgroup.com>
Sent: Friday, December 9, 2022 3:15 PM
To: Rushlow, Jacob <jrushlow@livonia.gov>; Lear, David <DLear@livonia.gov>; Zilincik, Todd <tzilincik@livonia.gov>; Wilson, Tom <twilson@livonia.gov>
Cc: Kyle J. Wrentmore <KWrentmore@manniksmithgroup.com>
Subject: RE: Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road

Jacob,

Thanks for getting back to me. We are planning to demo the building; we would propose to install a 2" water service.

The City Council was specifically concerned with how our proposed demand would impact existing pressure in the line. Are you able to provide a pressure for existing and proposed for each scenario?

Here would be our demands:

Avg Day: 8,000 GPD
Max Day: 24,000 GPD
Peak Hour: 2,000 gallons in one hour

From: Rushlow, Jacob <jrushlow@livonia.gov>
Sent: Thursday, December 8, 2022 12:58 PM
To: Nick DeSimpelare <NDeSimpelare@manniksmithgroup.com>; Lear, David <DLear@livonia.gov>; Zilincik, Todd <tzilincik@livonia.gov>; Wilson, Tom <twilson@livonia.gov>
Cc: Kyle J. Wrentmore <KWrentmore@manniksmithgroup.com>
Subject: RE: Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road

EXTERNAL EMAIL: Open with EXTREME caution!

Nick, if the existing building is being demolished a new tap would be required. I would also guess the existing ¾" service would not be adequate for your proposed car wash use.

Here are the expected pressures under different scenarios based on our pressure maps (without running a hydraulic model).

Avg Day: 60-70 psi

Max Day: 50-60 psi
Peak Hour: 50-60 psi

If you need more detail, we can run the model with your anticipated demands. We would need to know both the average day and max day demand flows.

Jacob Rushlow, P.E.
Assistant Director of Public Works
City of Livonia | Department of Public Works
(734) 466-2606
jrushlow@livonia.gov
www.livonia.gov

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From: Nick DeSimpelare <NDeSimpelare@manniksmithgroup.com>
Sent: Thursday, December 8, 2022 12:42 PM
To: Lear, David <DLear@livonia.gov>; Zilincik, Todd <tzilincik@livonia.gov>; Wilson, Tom <twilson@livonia.gov>; Rushlow, Jacob <jrushlow@livonia.gov>
Cc: Kyle J. Wrentmore <KWrentmore@manniksmithgroup.com>
Subject: RE: Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road

Dave,

Thank you forwarding.

65 psi is the target pressure at the main. The pressure is what is. If it's significantly lower than 65 psi, we may need to add another booster on our site.

Tom & Jacob, let me know if you have any questions. Feel free to call if easier.

Thank you all for your help,

Nick

Nick DeSimpelare, P.E.
Civil Engineer

The Mannik & Smith Group, Inc.
607 Shelby Street, Suite 300
Detroit, MI 48226
989-550-4992 (Cell)
www.manniksmithgroup.com

From: Lear, David <DLear@livonia.gov>
Sent: Wednesday, December 7, 2022 4:46 PM
To: Nick DeSimpelare <NDeSimpelare@manniksmithgroup.com>; Zilincik, Todd <tzilincik@livonia.gov>; Wilson, Tom <twilson@livonia.gov>; Rushlow, Jacob <jrushlow@livonia.gov>
Cc: Kyle J. Wrentmore <KWrentmore@manniksmithgroup.com>
Subject: RE: Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road

EXTERNAL EMAIL: Open with EXTREME caution!

Nick,

I am forwarding your request over to our water and sewer side (Tom Wilson and Jacob Rushlow) since they are the ones with access to the model. (that is actually through our consulting engineers) Is the 65psi that you note what is needed prior to your pumps boosting it for use, or is that what you believe is already out there on the site?

Thanks,

Dave

David Lear
Assistant City Engineer
City of Livonia | Engineering
(734) 466-2608
DLear@livonia.gov
www.livonia.gov

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From: Nick DeSimpelare <NDeSimpelare@manniksmithgroup.com>

Sent: Wednesday, December 7, 2022 4:28 PM
To: Lear, David <DLear@livonia.gov>; Zilincik, Todd <tzilincik@livonia.gov>
Cc: Kyle J. Wrentmore <KWrentmore@manniksmithgroup.com>
Subject: Water Demand Assessment for Proposed Car Wash at 20340 Farmington Road

Dave and/or Todd,

I appeared before the City Council on Monday to present on a proposed car wash at 20340 Farmington Road (Site Plan Submittal is attached). Due to some concerns from neighbors regarding water pressure, it was requested by Council that we work the engineering department to assess our water demand and the potential impact on the City's water system. It is my understanding that you have a system model that can analyze potential demands. Can you help us with this request?

Here is the information:

- Pressure: 65 psi
    - This pressure would be boosted inside the building for the wash equipment
- Demand: 8,000 gallons per day
- We plan to either reuse the existing on site water service (if size and condition allow) or to tap the ex. 12" main on the east side of Farmington Road

Let me know if you need any additional information. Feel free to call my cell anytime if that is easier than email.

Thank you for your help,

Nick

Nick DeSimpelare, P.E.
Civil Engineer
The Mannik & Smith Group, Inc.
607 Shelby Street, Suite 300
Detroit, MI 48226
989-550-4992 (Cell)
www.manniksmithgroup.com

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NEW DATA RECEIVED FOR REGULAR MEETING OF 12/14/2022 - ITEM 4

From: Nick DeSimpelare
To: CityCouncil
Cc: Zilincik, Todd; Taormina, Mark; Dennis Miller; Kyle J. Wrentmore
Subject: Petition 2022-10-02-20 (Proposed Car Wash @ 20340 Farmington Road)
Date: Monday, December 12, 2022 4:15:47 PM
Attachments: 20340 Farmington Road Site Plan Review Drawings.pdf

---

Good Afternoon,

At the 12/5/22 City Council Study Meeting, members of Council requested changes/additional info on several items in regards to the proposed Clean Express car wash at 20340 Farmington Road (Petition 2022-10-02-20).

Updated plans for this Petition are attached. Below is a summary of the different items mentioned by members of Council and how they have been addressed:

- **Lighting intensity and hours** – Photometric plan has been updated to reduce lighting intensity. Additionally, notes have been added to the Photometric Plan noting that parking lots lights will turn off by 10:30 PM.
- **Vacuum hours** – Note added to Site Plan (C200) indicating that vacuums will turn off at close of business
- **Mature size of landscaping** – A column had been added to the table on the Landscaping Plan (L100) listing the mature height and width of all plantings.
- **Preliminary stormwater plan** – A new sheet (C300) has been added showing preliminary size and location of the proposed stormwater detention system, including the system outlet and upstream water quality device. This plan is preliminary in nature meant to show how we will meet the Wayne County stormwater standards. The final site grading (completed during final engineering) will dictate catch basin locations and final detention location.
- **Water pressure** – The City Engineering Dept has been helping us with this. We still don't have final numbers but will forward as soon as we do.

Please do not hesitate to contact me with any questions. We appreciate the Council's and City staff's time and attention related to this matter.

Nick

Nick DeSimpelare, P.E.
Civil Engineer
The Mannik & Smith Group, Inc.
607 Shelby Street, Suite 300
Detroit, MI 48226
989-550-4992 (Cell)
www.manniksmithgroup.com

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SITE IMPROVEMENT PLANS FOR

EXPRESS CAR WASH

20340 FARMINGTON RD
LIVONIA, MI 48152

VICINITY MAP

NOT TO SCALE

PROJECT DESCRIPTION

REDEVELOPMENT OF A PREVIOUS AUTO PARTS STORE TO CARWASH WITH VACUUM STALLS AND ASSOCIATED PARKING. MAXIMUM NUMBER OF EMPLOYEES PER SHIFT WILL BE 7.

PARKING:
THE SITE WILL HAVE 18 VACUUM SPACES, 2 STANDARD SPACES AND 1 ADA SPACE WITH A TOTAL OF 21 SPACES.

SITE DATA

PROPERTY INFORMATION:
ADDRESS: 20340 FARMINGTON ROAD, LIVONIA, MI 48152

LOT SIZE: 1.12 AC
PARCEL NUMBERS: 010-01-0007-001 & 010-99-0002-000
ZONING: C-2
PROPOSED USE: CAR WASH

BUILDING SETBACKS:
FRONT: 15' REQUIRED (73' PROVIDED)
SIDE: 8' REQUIRED (11' PROVIDED)
35' REQUIRED FOR ONE SIDE (124' PROVIDED)

BUILDING INFORMATION:
GROSS BUILDING FOOTPRINT AREA: 3,677 SF
BUILDING HEIGHT: 22'-4"

PARKING
AUTO-WASH ESTABLISHMENTS: AT LEAST TWENTY (20) PARKING SPACES.

21 PROVIDED

STACKING:
28 STACKING SPACES PROVIDED

LEGAL DESCRIPTION

LAND SITUATED IN THE CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN, DESCRIBED AS:

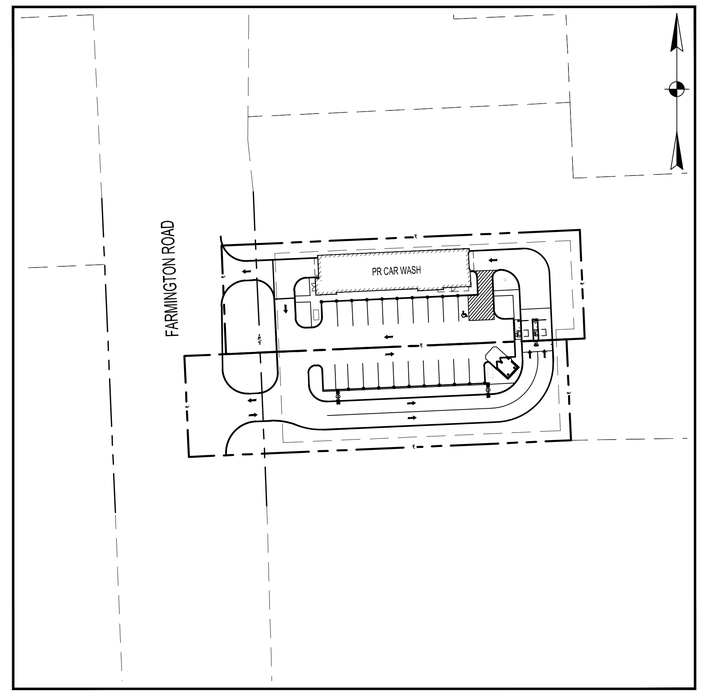
PARCEL 1: LOT 7, EXCEPT THE WEST 27 FEET, "FOLKER'S FARMINGTON ACRES," AS RECORDED IN LIBER 61, PAGE 90 OF PLATS, WAYNE COUNTY RECORDS.

PARCEL 2: A PARCEL OF LAND IN THE NORTHWEST ¼ OF SECTION 3, TOWN 1 SOUTH, RANGE 9 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT IN THE WEST LINE OF SAID SECTION 3 AS ABOVE DESCRIBED DISTANT SOUTH 533.96 FEET FROM THE

NORTHWEST CORNER OF SAID SECTION 3, TOWN 1 SOUTH, RANGE 9 EAST, THENCE NORTH 89 DEGREES 59 MINUTES EAST 302.70 FEET TO A POINT; THENCE SOUTH 0 DEGREES 04 MINUTES 30 SECONDS EAST 80 FEET TO A POINT; THENCE SOUTH 89 DEGREES 59 MINUTES

WEST 302.80 FEET TO A POINT IN THE WEST LINE OF SAID SECTION; THENCE NORTH 0 DEGREES 04 MINUTES 30 SECONDS WEST 80 FEET TO THE PLACE OF BEGINNING.

TAX ID NO. 010-01-0007-001 & 010-99-0002-000



INDEX MAP

0 50 100 200

SCALE: 1" = 100'

DESIGN CONSULTANT

THE MANNIK & SMITH GROUP, INC.
607 SHELBY STREET, SUITE 300
DETROIT, MICHIGAN 48226
CONTACT: KYLE J. WRENTMORE, P.E.
PHONE: (614) 441-4222
EMAIL: KWRENTMORE@MANNIKSMITHGROUP.COM

DEVELOPER

EXPRESS WASH CONCEPTS
13375 NATIONAL ROAD, SUITE D
ETNA, OHIO 43068
CONTACT: JEFF GILGER
PHONE: (614) 751-9274
EMAIL: JEFF@EXPRESSWASHCONCEPTS.COM

INDEX OF SHEETS

COVER SHEET C000
EXISTING CONDITIONS C100
SITE PLAN C200
PRELIMINARY STORMWATER PLAN C300
LANDSCAPE PLAN L100
LANDSCAPE NOTES AND DETAILS L101
ARCHITECTURAL FLOOR PLANS A1-1
ARCHITECTURAL ELEVATIONS A2-1
ARCHITECTURAL WALL SECTIONS A4-1
SITE DETAILS A6-1
PHOTOMETRIC PLAN ..... N/A

APPROVALS

SIGNATURES BELOW SIGNIFY CONCURRENCE WITH THE GENERAL PURPOSE AND LOCATION OF THE PROPOSED PROJECT. ALL TECHNICAL DETAILS REMAIN THE RESPONSIBILITY OF THE DESIGN ENGINEER PREPARING THE PLANS.

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

ENGINEER

Mannik Smith GROUP
TECHNICAL SKILL. CREATIVE SPIRIT.
www.MannikSmithGroup.com

CONTACT: KYLE WRENTMORE
ADDRESS: 607 SHELBY STREET, SUITE 300
DETROIT, MICHIGAN 48226
PHONE: 614.441.4222
EMAIL: KWRENTMORE@MANNIKSMITHGROUP.COM

MIKE MCAVOY, PE DATE
REGISTERED PROFESSIONAL ENGINEER

REV. NO.	DATE	BY	REVISION DESCRIPTION

PROJECT DATE: 12/12/22
PROJECT NO.: M3900023

C000

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LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- EX TREE

SCALE: 1 IN = 20 FT

C100	EXISTING CONDITIONS	SITE IMPROVEMENT PLAN FOR EXPRESS WASH 20340 FARMINGTON RD, LIVONIA, MI 48152	PREPARED FOR: CLEAN EXPRESS AUTO WASH 13375 NATIONAL ROAD, SITE C, REYNOLDSBURG, OH 43062	Mannik Smith GROUP www.MannikSmithGroup.com TECHNICAL SKILL. CREATIVE SPIRIT.	607 SHELBY STREET SUITE 300 DETROIT, MI 48226 TEL: 313.961.9500 FAX: 313.961.9509 PROJECT DATE: 12/12/2022 PROJECT NO: M3900023 DRAWN BY: MNF CHECKED BY: KJW	NO.	DATE	BY	DESCRIPTION

0 10 20 40

SCALE: 1 IN = 20 FT

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PARKING COUNT
- LIGHT POLE
- PR CONCRETE PAVEMENT
- PR ASPHALT PAVEMENT
- PR SIDEWALK

NOTES:

1. VACUUMS TO SHUT OFF DAILY AT CLOSE OF BUSINESS.

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 300
DETROIT, MI 48226
TEL: 313.961.9500
FAX: 313.961.9509

PROJECT DATE: 12/12/2022
PROJECT NO: M3900023
DRAWN BY: MNF
CHECKED BY: KJW

Mannik Smith GROUP
TECHNICAL SKILL. CREATIVE SPIRIT.
www.MannikSmithGroup.com

PREPARED FOR:
CLEAN EXPRESS AUTO WASH
13375 NATIONAL ROAD, SITE C,
REYNOLDSBURG, OH 43062

SITE IMPROVEMENT PLAN FOR

EXPRESS WASH

20340 FARMINGTON RD, LIVONIA, MI 48152

PRELIMINARY SITE PLAN

C200

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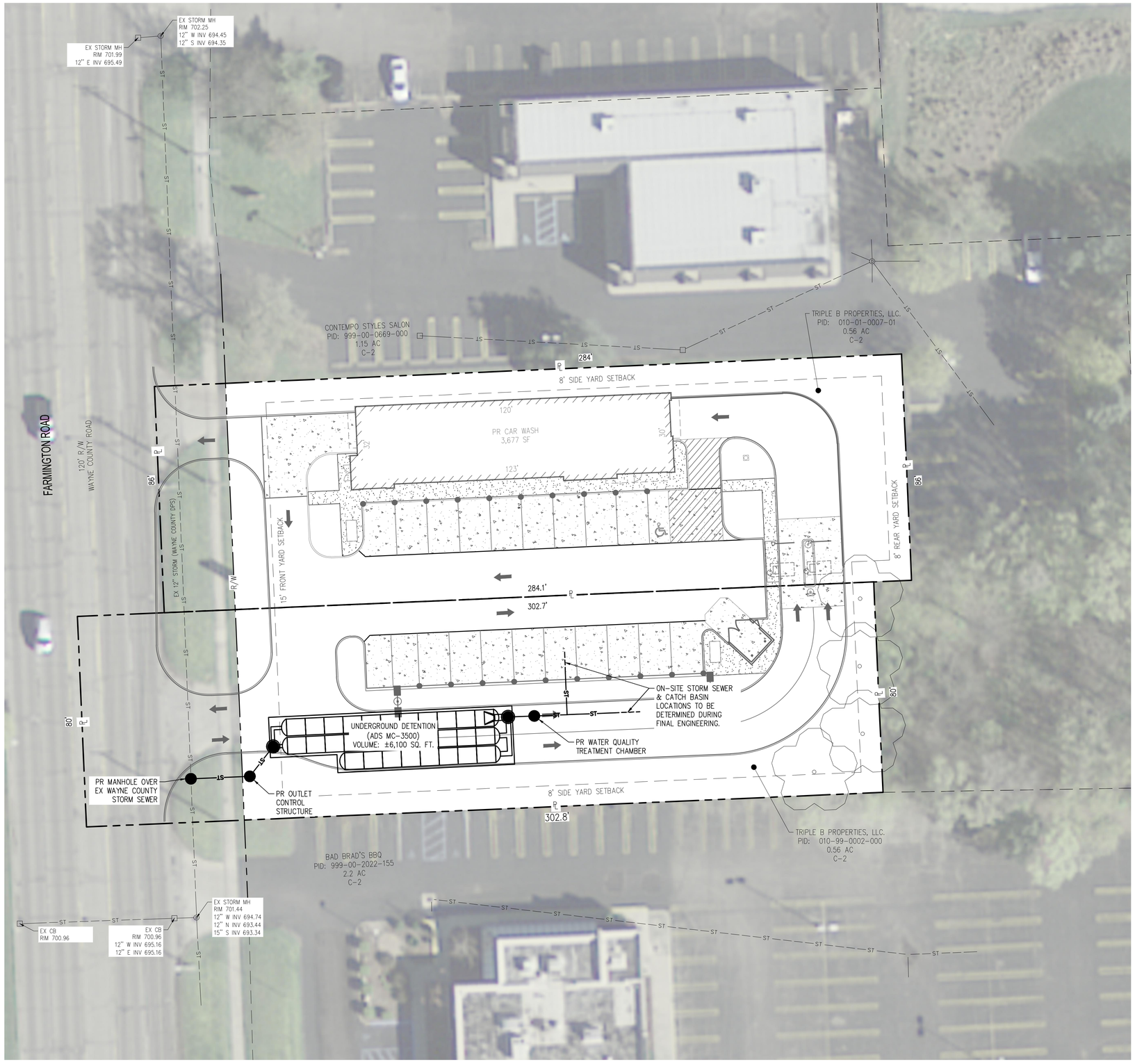

0 10 20 40

SCALE: 1 IN = 20 FT

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- PR CONCRETE PAVEMENT
- PR SIDEWALK
- EX STORM LINE
- PR STORM
- PR STORM MANHOLE

NOTES:

1. DEPICTED STORM WATER SYSTEM LAYOUT IS PRELIMINARY AND SUBJECT TO CHANGE BASED ON FINAL SITE ENGINEERING.

DETENTION CALCULATIONS:

Land Use

Breakdown	Area (Ac.)	C
Impervious	0.63	0.95
Grass (Class A)	0.32	0.3
Total	0.95	0.73

Intensity

$$I_{100} = \frac{101}{(12.33 + T)^{0.84}}$$

T (min) 10

$I_{100} =$ 7.43

Channel Protection Volume Control (CPVC)

$V_{CPVC} = A \times C \times 3{,}630$

$V_{CPVC} =$ 2,521 cubic feet

Channel Protection Rate Control (CPRC)

$V_{CPRC} = A \times C \times 6{,}897$

$V_{CPRC} =$ 4,790 cubic feet

100-Year Detention Volume

Allowable Release Rate

If site is less than 2 acres,

$Q_{allow} =$ 1 cfs/acre

Allowable Discharge

$Q_o = Q_{allow} \times A$

$Q_o =$ 0.95 cfs

Peak Inflow

$Q_i = C \times I_{100} \times A$

$Q_i =$ 5.16 cfs

Runoff Volume

$V_r = 18{,}900 \times C \times A$

$V_r =$ 13,126 cubic feet

Storage Ratio

$$\frac{V_s}{V_r} = 0.206 - 0.15\,\ln\left(\frac{Q_o}{Q_i}\right)$$

$\frac{V_s}{V_r} =$ 0.460

Storage Volume

$V_s = V_r \times Storage\ Ratio$

$V_s =$ 6,037 cubic feet

Design Volumes

$V_{CPVC} =$ 2,521 cubic feet

$V_{CPRC} =$ 4,790 cubic feet

$V_{Flood} =$ 6,037 cubic feet

$V_{Provided} =$ ±6,100 cubic feet

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 300
DETROIT, MI 48226
TEL: 313.961.9500
FAX: 313.961.9509

PROJECT DATE: 12/12/2022
PROJECT NO: M3900023
DRAWN BY: MNF
CHECKED BY: KJW

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PREPARED FOR:
CLEAN EXPRESS AUTO WASH
13375 NATIONAL ROAD, SITE C,
REYNOLDSBURG, OH 43062

SITE IMPROVEMENT PLAN FOR
EXPRESS WASH
20340 FARMINGTON RD, LIVONIA, MI 48152

PRELIMINARY STORMWATER PLAN

C300

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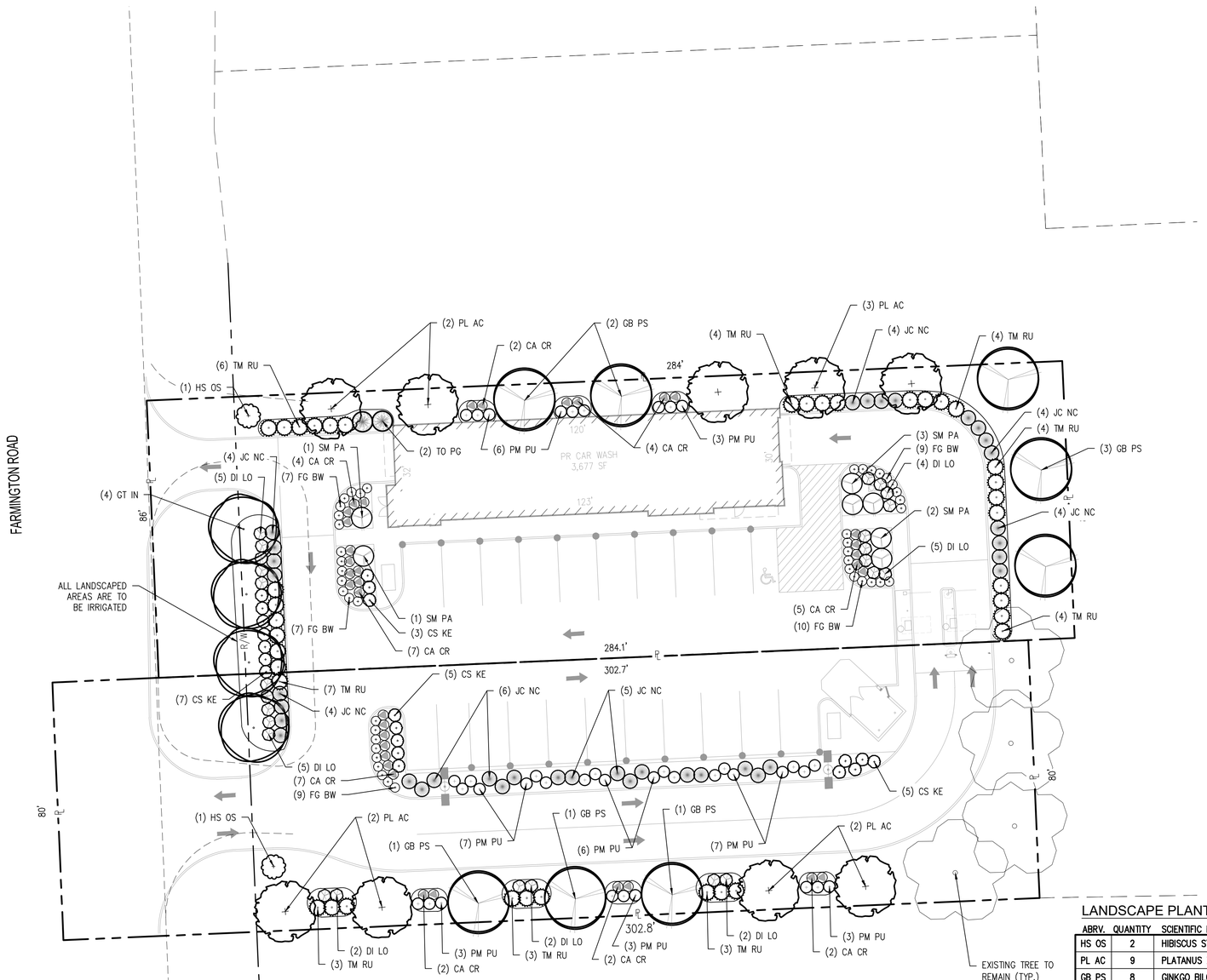

0 10 20 40

SCALE: 1 IN = 20 FT

LEGEND

- PR DECIDUOUS TREE
- PR DECIDUOUS FLOWERING TREE
- PR EVERGREEN TREE
- PR DECIDUOUS FLOWERING SHRUB
- PR EVERGREEN SHRUB
- PR FLOWERING PERENNIAL OR ORNAMENTAL GRASS
- EX TREE

LANDSCAPE CODE REQUIREMENTS

REQUIRED:		PROVIDED:
LIVONIA ZONING ORDINANCE – ARTICLE X		
10.3.1.	THE FOLLOWING FRONTAGE LANDSCAPING SHALL BE PROVIDED IN THE FRONT YARD AREA ADJACENT TO THE R/W: 1 DECIDUOUS/EVERGREEN TREE PER 40' OF FRONTAGE, 1 ORNAMENTAL TREE PER 100' OF FRONTAGE, AND 8 SHRUBS PER 40' OF FRONTAGE. R/W FRONTAGE = 126' 126' / 40' = 4 DECIDUOUS/EVERGREEN TREES AND 32 SHRUBS REQUIRED 126' / 100' = 2 ORNAMENTAL TREES REQUIRED	4 DECIDUOUS TREES, 33 SHRUBS, AND 2 ORNAMENTAL TREES PROVIDED ADJACENT TO R/W
10.3.2.A.	PARKING LOT SCREENING LANDSCAPING SHALL INCLUDE A YARD AT LEAST 5 FEET IN WIDTH CONTAINING AN OPAQUE SCREEN OF LANDSCAPING AT LEAST 3 FEET IN HEIGHT, WITHIN 10 FEET OF THE PAVED GROUND SURFACE IN BETWEEN THE PUBLIC R/W AND PAVED GROUND SURFACE	SCREENING PROVIDED THROUGH LANDSCAPING.
10.3.5.	A 10 FOOT WIDE BUFFER WITH ONE TREE PER 30 LINEAR FEET IS REQUIRED TO SCREEN BETWEEN ADJACENT COMMERCIAL DISTRICTS	TREES PROVIDED ALONG PROPERTY LINES ADJACENT TO COMMERCIAL DISTRICTS.
10.3.8.	AN ENCLOSURE OF SUFFICIENT HEIGHT TO COMPLETELY SCREEN THE DUMPSTER IS REQUIRED ON THREE (3) SIDES OF THE WASTE RECEPTACLE WITH A SOLID GATE ON THE FOURTH SIDE.	DUMPSTER SCREENING PROVIDED THROUGH MASONRY WALL.
	PERCENTAGE OF LANDSCAPING PROVIDED. 15% OF TOTAL SITE REQUIRED.	19% LANDSCAPED AREA PROVIDED

LANDSCAPE PLANT LIST

ABRV.	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE	MATURE SIZE	REMARKS	TYPE
HS OS	2	HIBISCUS SYRIACUS 'ORCHID SATIN'	ORCHID SATIN ROSE OF SHARON	2" CALIPER	8'–12'H, 4'–6'W	B&B	ORNAMENTAL TREE
PL AC	9	PLATANUS X ACERIFOLIA	LONDON PLANETREE	3" CALIPER	75' H, 60' W	B&B	DECIDUOUS TREE
GB PS	8	GINKGO BILOBA 'PRINCETON SENTRY'	PRINCETON SENTRY GINKGO	3" CALIPER	40' H, 20' W	B&B	DECIDUOUS TREE
GT IN	4	GLEDITSIA TRIACANTHOS VAR. INERMIS	THORNLESS HONEY LOCUST	3" CALIPER	50' H, 35' W	B&B	DECIDUOUS TREE
CS KE	20	CORNUS SERICEA 'KELSEYI'	KELSEYI DWARF DOGWOOD	3 GALLON	24"–30"H, 24"–30"W	CONTAINER	DECIDUOUS SHRUB
DI LO	25	DIERVILLA LONICERA	DWARF BUSH–HONEYSUCKLE	3 GALLON	24"–36"H, 24"–36"W	CONTAINER	DECIDUOUS SHRUB
CA CR	35	CLETHRA ALNIFOLIA 'CRYSTALINA'	SUGARTINA CRYSTALINA	1 GALLON	30"–36"H, 30"–36"W	CONTAINER	DECIDUOUS SHRUB
SM PA	7	SYRINGA MEYERI 'PALIBIN'	DWARF KOREAN LILAC	3 GALLON	4'–5'H, 5'–7'W	CONTAINER	DECIDUOUS SHRUB
TM RU	38	TAXUS X MEDIA 'RUNYAN'	RUNYAN YEW	3 GALLON	4'–5'H, 8'–10'W	CONTAINER	EVERGREEN SHRUB
JC NC	36	JUNIPERUS CONFERTA 'NICKS COMPACT'	NICKS COMPACT JUNIPER	3 GALLON	30"–48"H, 4'–6'W	CONTAINER	EVERGREEN SHRUB
PM PU	38	PINUS MUGO 'PUMILIO'	DWARF MUGO PINE	3 GALLON	3'–5'H, 6'–10'W	CONTAINER	EVERGREEN SHRUB
TO PG	2	THUJA OCCIDENTALIS 'POLAR GOLD'	POLAR GOLD ARBORVITAE	3 GALLON	12'–15'H, 4'–6'W	CONTAINER	EVERGREEN TREE
FG BW	42	FESTUCA GLAUCA 'BLUE WHISKERS'	BLUE WHISKERS FESCUE	1 GALLON	10"–12"H, 24"–30"W	CONTAINER	ORNAMENTAL GRASS

LANDSCAPE IRRIGATION SYSTEM

LANDSCAPE CONTRACTOR TO PROVIDE DESIGN AND INSTALLATION OF A LANDSCAPE IRRIGATION SYSTEM WITCH COVERS THE ENTIRE SITE PROPERTY. LAWNS, TREES AND LANDSCAPE BEDS SHALL BE IRRIGATED ON SEPARATE ZONES. IRRIGATION SYSTEM SHALL INCLUDE A SMART ELECTRONIC CONTROLLER WITH WEATHER SENSOR, RAIN DELAY SEASONAL ADJUST AND WATER BUDGET FEATURES.
A SEPARATE IRRIGATION METER AND BACKFLOW PREVENTOR PER CITY REQUIREMENTS AND ANY PERMITS SHALL BE INCLUDED. PROVIDE COMPLETE IRRIGATION DESIGN DRAWINGS AND SPECS FOR OWNER REVIEW PRIOR TO INSTALLATION. A COMPLETE SINGLE SOURCE IRRIGATION SYSTEM FROM HUNTER, RAINBIRD AND TORO WILL ONLY BE ACCEPTED.

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 300
DETROIT, MI 48226
TEL: 313.961.9500
FAX: 313.961.9509

PROJECT DATE: 12/12/2022
PROJECT NO: M3900023
DRAWN BY: MNF
CHECKED BY: KJW

TECHNICAL SKILL. CREATIVE SPIRIT.
Mannik Smith GROUP
www.MannikSmithGroup.com

PREPARED FOR:
CLEAN EXPRESS AUTO WASH
13375 NATIONAL ROAD, SITE C,
REYNOLDSBURG, OH 43062

SITE IMPROVEMENT PLAN FOR
EXPRESS WASH
20340 FARMINGTON RD, LIVONIA, MI 48152

PRELIMINARY LANDSCAPE PLAN

L100

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LANDSCAPE PLAN NOTES

1. THE CONTRACTOR SHALL PROVIDE A ONE YEAR WARRANTY ON ALL PLANTS AND VEGETATION PROPOSED ON THE LANDSCAPING PLAN. ANY TREES, SHRUBS, GROUND COVER OR OTHER VEGETATION PLANTED AS PART OF THIS PROJECT THAT DO NOT SURVIVE ONE YEAR FROM PLANTING SHALL BE REPLACED AT THE EXPENSE OF THE CONTRACTOR.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING AND COORDINATING WITH ALL PERTINENT UTILITY COMPANIES THREE WORKING DAYS IN ADVANCE OF ANY DIGGING. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR ANY COST INCURRED DUE TO DAMAGE OF ANY UTILITIES.

3. REFER TO THE LANDSCAPE PLAN FOR ADDITIONAL NOTES. LANDSCAPE IMPROVEMENTS SHALL CONFORM TO THE LATEST EDITION OF ODOT CONSTRUCTION SPECIFICATIONS.

4. ALL PLANTING MATERIALS: SHALL BE PLANTED PER ODOT SPECIFICATIONS. EXISTING TREES TO REMAIN SHALL BE PRUNED TO REMOVE BROKEN, LOW HANGING AND OTHER UNDESIRABLE GROWTH TO ENSURE HEALTHY AND SYMMETRICAL NEW GROWTH.

5. PLANTING BEDS. ONE MONTH BEFORE CULTIVATION AND AFTER DAYTIME TEMPERATURES HAVE WARMED TO 60° CONSISTENTLY, TREAT ALL PLANTING BEDS THAT ARE TO BE DEVELOPED IN AREAS OF EXISTING TURF WITH PRE-EMERGENT AND POST-EMERGENT TYPE HERBICIDES. USE A STATE-LICENSED PESTICIDE APPLICATOR TO APPLY THE HERBICIDE. REPEAT HERBICIDE APPLICATION TWO WEEKS LATER AND UNTIL ALL HERBACEOUS MATERIALS HAVE BEEN KILLED. BEFORE PLANTING. TOP DRESS ALL PLANTING BEDS WITH A MINIMUM OF 6 INCHES OF BACKFILL MIX, THEN CULTIVATE PLANTING AREA TO A DEPTH OF 6 INCHES USING A PLOW, DISC, OR ROTO-TILLER.

6. BACKFILL MIX. FOR ALL PLANTINGS, USE BACKFILL MIX CONSISTING OF THE FOLLOWING:
A. ONE PART EXCAVATED SOIL.
B. ONE PART TOPSOIL.
C. ONE PART EPA RATED CLASS IV COMPOST.
D. A SLOW RELEASE COMMERCIAL FERTILIZER (0-20-20 OR EQUAL) ADDED AT A RATE OF 5 POUNDS PER CUBIC YARD TO THE BACKFILL MIX.
E. IF SOIL AREAS ARE OF HIGH PH (GREATER THAN 6.5), APPLY 1.25 POUNDS OF ELEMENTAL SULFUR PER CUBIC YARD OF BACKFILL MIX.
NOTE: CONTRACTOR SHALL SUPPLY A DETAILED SOIL ANALYSIS PRIOR TO ALL PLANT BED PREPARATION. ANALYSIS SHALL INDICATE SOIL PH, TEXTURE, MAJOR NUTRIENTS, SALTS, ETC. SOIL ANALYSIS SHALL BE FROM A REPUTABLE, INDEPENDENT LAB. SOIL AMENDMENTS SHALL BE INCORPORATED INTO BACKFILL/PLANT MIX AS RECOMMENDED BY THE INDEPENDENT LAB.

7. MULCH. SMOOTH AND SHAPE THE BACKFILL MIX TO FORM A SHALLOW BASIN SLIGHTLY LARGER THAN THE PLANTING HOLE. MULCH ALL PLANTING AREAS WITH A LAYER OF FINELY SHREDDED HARDWOOD BARK OF UNIFORM TEXTURE & SIZE. PLANTS GROUPED IN MASSES SHALL HAVE THE ENTIRE CONTIGUOUS PLANTING BED OR ISLAND MULCHED. USE SHREDDED HARDWOOD BARK AGED MIN. ONE YEAR. RAKE AND SMOOTH THE ENTIRE AREA OF THE PLANTING BEDS, MULCH TO A DEPTH OF 3 INCHES. AFTER MULCHING AND BEFORE WATERING, ADD A SLOW RELEASE COMMERCIAL FERTILIZER (12-12-12 OR EQUAL), IN GRANULAR FORM, TO THE TOP OF THE MULCH AT A RATE OF 5 POUNDS PER 1000 SQUARE FEET. DO NOT ALLOW FERTILIZER TO CONTACT THE STEMS, BRANCHES, ROOTS OR LEAVES.

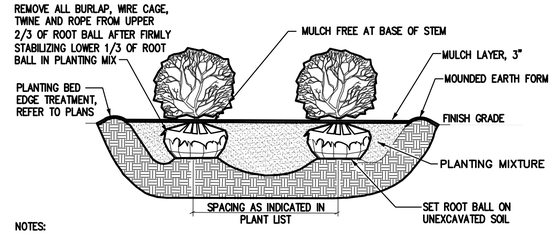
8. PERIOD OF ESTABLISHMENT. BEFORE FINAL INSPECTION, PLACE ALL PLANTS AND CARE FOR THEM FOR A PERIOD OF ESTABLISHMENT. THE PERIOD OF ESTABLISHMENT BEGINS IMMEDIATELY UPON COMPLETION OF THE PLANTING OPERATIONS AND CONTINUES UNTIL OCTOBER 1. THE MINIMUM PERIOD OF ESTABLISHMENT IS ONE GROWING SEASON, JUNE 1 THROUGH OCTOBER 1. DURING THE PERIOD OF ESTABLISHMENT, FOLLOW STANDARD HORTICULTURAL PRACTICES TO ENSURE THE VIGOR AND GROWTH OF THE TRANSPLANTED MATERIAL. WATER, REMULCH, RESTAKE, GUY, AND CULTIVATE AS NECESSARY. PERFORM AT LEAST TWO WEEDING AND MOWING PROGRAMS (AROUND TREES, GUY STAKES, SHRUBS, AND BED EDGES) OF SUCH INTENSITY AS TO COMPLETELY RID THE PLANTED AND MULCHED AREAS OF WEEDS AND GRASSES. BEGIN THE FIRST PROGRAM ON OR ABOUT JUNE 15 AND THE SECOND APPROXIMATELY 8 WEEKS LATER. ON OR ABOUT AUGUST 15, THE ENGINEER WILL INSPECT THE PLANTING AND SUPPLY THE CONTRACTOR WITH A LIST OF MISSING AND DEAD PLANTS AND THOSE THAT HAVE DIED BACK BEYOND NORMAL PRUNING LINES. REPLANT AS REQUIRED ACCORDING TO THE SPECIFICATIONS OF THE ORIGINAL MATERIAL. REPLACEMENT PLANTS ARE SUBJECT TO A NEW PERIOD OF ESTABLISHMENT. IMMEDIATELY REPLACE PLANTS PLANTED INITIALLY IN THE FALL THAT HAVE DIED BEFORE THE SPRING PLANTING SEASON. CARE FOR THE REPLACEMENT PLANTS DURING THE NEW ESTABLISHMENT PERIOD.

9. RESTORATION OF DISTURBED AREAS FOR NEW LAWN:
ALL DISTURBED AREAS NOT COVERED BY BUILDING, PAVEMENT OR LANDSCAPE PLANTING BEDS SHALL BE SHALL BE PREPARED FOR GRASS SEED AND SEEDED. LOOSEN RUTS AND WORK THE SOIL AREAS TO A MINIMUM OF 6" DEEP PRIOR TO FINE GRADING AND SEEDING WORK. AREAS TO RECEIVE GRASS SEED SHALL HAVE A MIN. 4" TOPSOIL PLACED, SEEDED AND A STRAW/MULCH BLANKET COVER PLACED OVER THE SEEDED AREAS PER ODOT SPECIFICATIONS. FERTILIZE WITH ONE POUND OF ACTUAL NITROGEN PER 1000 SQUARE FEET WITH A SLOW RELEASE COMMERCIAL STARTER FERTILIZER (LESCO 18-24-12 OR EQUAL).

10. LANDSCAPE TREES, SHRUBS AND PERENNIAL WATERING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING, DELIVERING, APPLYING, MEASURING AND SCHEDULING A SUFFICIENT AMOUNT OF WATER NECESSARY TO KEEP EACH PLANT IN A HEALTHY GROWING CONDITION THROUGHOUT THE PERIOD OF ESTABLISHMENT. THE CONTRACTOR SHALL APPLY 1" OF WATER PER WEEK TO ALL NEW PLANTS. THE CONTRACTOR SHALL INSTALL & MAINTAIN SUPPLEMENTAL DRIP WATERING TREE BAGS (SUCH AS 20 GALLON TREE GATOR WATER BAG) TO PROVIDE ADEQUATE, SLOW RELEASE OF WATER. WATER BAGS SHALL BE REMOVED AT THE END OF THE SECOND GROWING SEASON.

11. TURF GROUNDCOVER (SODDING, SEEDING AND SEED MULCHING):
ALL SEEDING INSTALLATION SHALL CONFORM TO ODOT SPECIFICATIONS AND NOTE 9 ABOVE. SEED AT 6 LBS/1000 SF WITH THE FOLLOWING SEED MIXTURE:

TITAN TALL-TYPE TURF FESCUE	70%
SR 4100 PERENNIAL RYEGRASS	20%
MERIT KENTUCKY BLUEGRASS	10%



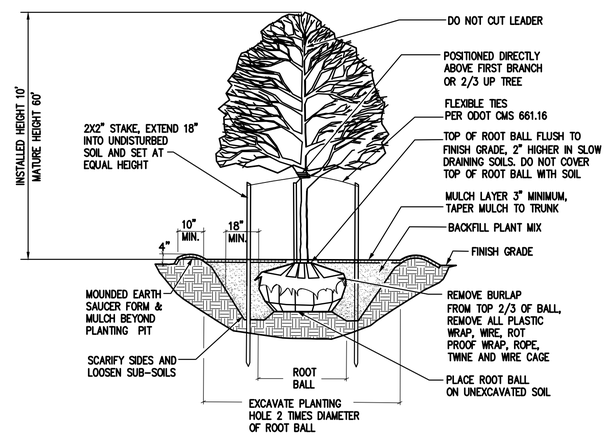
NOTES:

ALL SHRUBS PLANTED IN ROWS OR MASSES SHALL BE MATCHED IN SIZE AND FORM.

SHRUBS SHALL BEAR SAME RELATION TO FINISH GRADE AS THEY BORE TO EXISTING GRADE IN THE PREVIOUSLY PLANTED CONDITION.

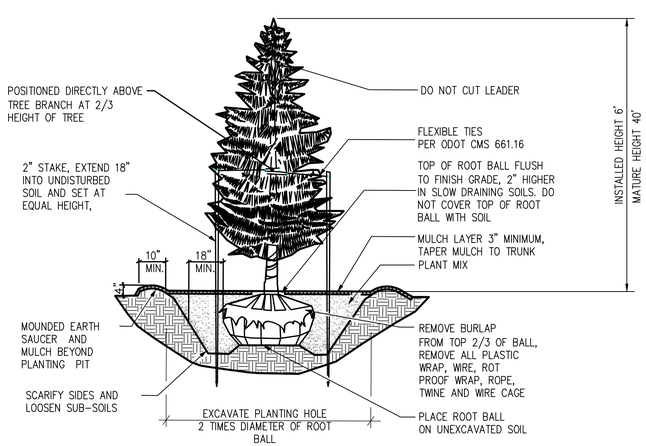
MASS SHRUB PLANTING DETAIL (B&B OR CONTAINER)

NO SCALE



DECIDUOUS TREE PLANTING DETAIL

NO SCALE



EVERGREEN TREE PLANTING DETAIL

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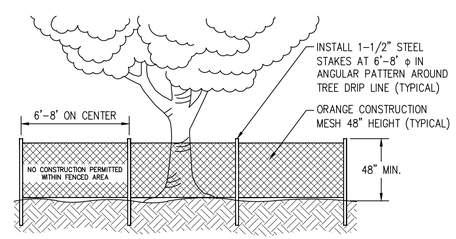

TREE PROTECTION DETAIL

NOT TO SCALE

TREE PROTECTION NOTES

1. TREE PROTECTION MEASURES SHALL BE INSTALLED PER THIS PLAN SHEET AT THE CRITICAL ROOT ZONE OF TREES TO BE PRESERVED PRIOR TO THE START OF ANY CLEARING, GRADING OR OTHER CONSTRUCTION ACTIVITY.

2. NO STORAGE OF ANY KIND IS PERMITTED WITHIN THE TREE PROTECTION ZONE. ANY ROOTS EXPOSED BY CONSTRUCTION ACTIVITY SHALL BE PRUNED FLUSH WITH THE SOIL AND BACKFILLED WITH TOPSOIL WITHIN THE SAME DAY.

3. ALL VEGETATION THAT IS NOT DESIGNATED ON THE PLANS TO BE REMOVED SHALL BE PROTECTED FROM DAMAGE. TREES THAT ARE DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 300
DETROIT, MI 48226
TEL: 313.961.9500
FAX: 313.961.9509

PROJECT DATE: 12/12/2022
PROJECT NO: M3900023
DRAWN BY: MNF
CHECKED BY: KJW

Mannik Smith GROUP
TECHNICAL SKILL. CREATIVE SPIRIT.
www.MannikSmithGroup.com

PREPARED FOR:
CLEAN EXPRESS AUTO WASH
13375 NATIONAL ROAD, SITE C.
REYNOLDSBURG, OH 43062

SITE IMPROVEMENT PLAN FOR
EXPRESS WASH
20340 FARMINGTON RD., LIVONIA, MI 48152

LANDSCAPE NOTES & DETAILS

L101

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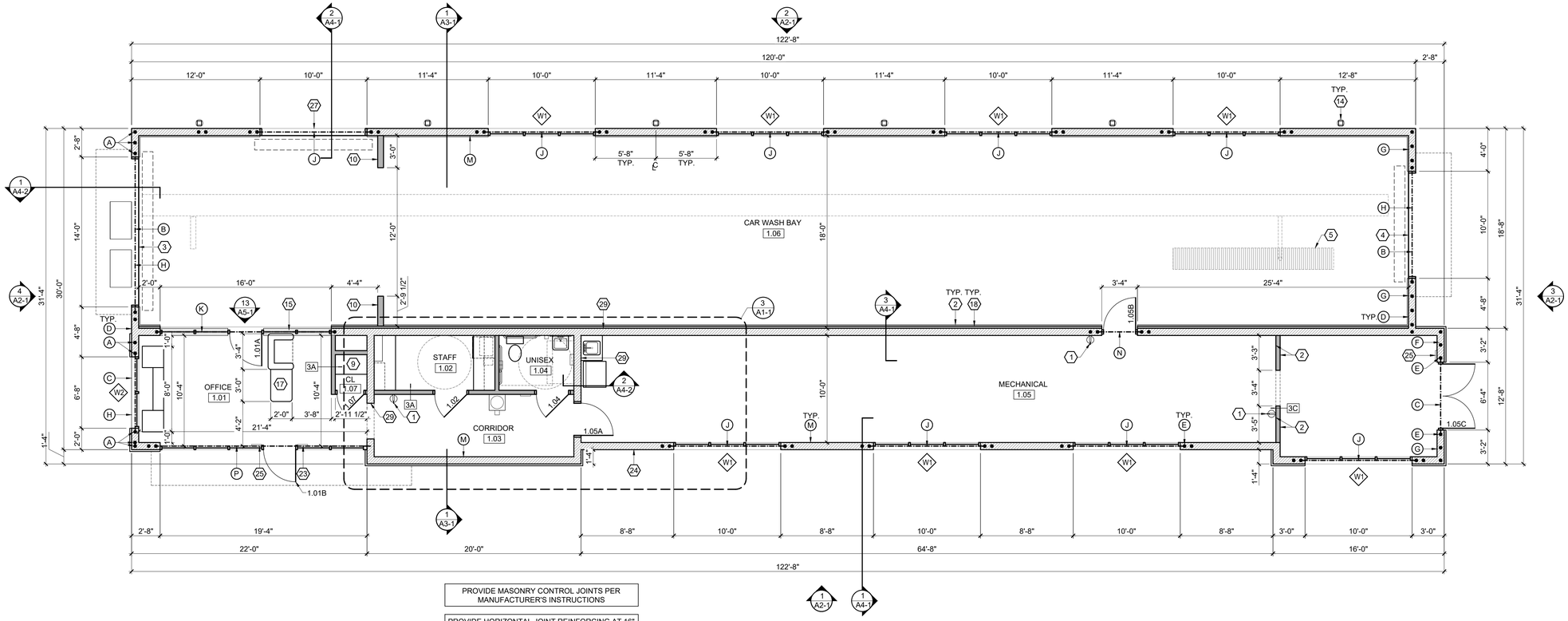


PROVIDE MASONRY CONTROL JOINTS PER MANUFACTURER'S INSTRUCTIONS

PROVIDE HORIZONTAL JOINT REINFORCING AT 16" O.C. MIN. W1.7 BAR SIZE TYP. LAP MIN. 12", TYP.

ALL EXTERIOR DIMENSIONS ARE TO MASONRY UNITS / MASONRY OPENINGS, TYP.

PROVIDE (2) L4 x 3 1/2 x 5/16" LINTEL OVER 36"x24" LOUVERS AND @ LONG WALL OF BUILDING

WINDOW TYPES SCHEDULE

W1 — 10'-0" WIDE BY 10'-0" TALL ALUMINUM STOREFRONT WINDOW HEAD HEIGHT = 10'-8" A.F.F.

W2 — 6'-8" WIDE BY 10'-8" TALL ALUMINUM STOREFRONT WINDOW WINDOW HEAD HEIGHT = 10'-8" A.F.F.

ALL GLAZING SHALL HAVE A SHGC OF .40 MIN.

CAR WASH GENERAL NOTES

1. CENTERLINE OF EQUIPMENT DOES NOT EQUAL CENTERLINE OF TRENCH
2. CENTERLINE OF EQUIPMENT DOES NOT EQUAL CENTERLINE OF ENTRY DOOR
3. CENTERLINE OF EQUIPMENT DOES EQUAL CENTERLINE OF EXIT DOOR
4. CENTERLINE OF EQUIPMENT DOES EQUAL CENTERLINE OF TUNNEL BAY
5. COORDINATE LOCATION OF TRENCH WITH CAR WASH MANUFACTURER'S DRAWINGS

PLAN GENERAL NOTES

1. ALL DOORS TO BE 6" FROM ADJACENT WALL U.N.O.
2. ALL SIGNS THAT DESIGNATE PERMANENT ROOMS AND SPACES SHALL HAVE RAISED AND BRAILED CHARACTERS AND PICTORIAL SYMBOL SIGNS, FINISH AND CONTRAST, AND MOUNTED 60 INCHES ABOVE THE FINISH FLOOR TO CENTERLINE OF THE SIGN PER ANSI
3. ALL INTERIOR STUD WALLS TO BE WALL TYPE "3B", U.N.O.
4. PROVIDE MOISTURE RESISTANT GYPSUM BOARD AT ALL TOILET ROOMS

4 FLOOR PLAN

FLOOR PLAN CODED NOTES

1. WALL MOUNTED FIRE EXTINGUISHER. EXTINGUISHER TO BE: RED ENEMELED FINISH HEAVY DUTY STEEL CYLINDER. UL AND FM APPROVED. ABC MULTI PURPOSE DRY CHEMICAL, 10 LB CAPACITY UL RATED 4A 60B: C, HOSE TYPE, UPRIGHT, SQUEEZE GRIP OPERATION
2. INTERIOR WALL LINER PANEL
3. 14'-0" x 8'-0" OVERHEAD DOOR
4. 10'-0" x 8'-0" OVERHEAD DOOR
5. CAR WASH TRENCH, SEE MANUFACTURER'S DRAWINGS
6. DECORATIVE AWNING W/ BRACKETS, CENTER OVER WINDOWS / DOORS
7. DEDICATED COMMERCIAL GRADE SINK FOR UTILITY SINK
8. ANSI COMPLIANT BOTTLED WATER COOLER WITH CUP DISPENSER
9. 12" DEEP SHELVING W/ STANDARDS AND BRACKETS
10. WIND WALL, P.T. 2x6 WALL W/ 7/16" OSB SHEATHING & LINER PANEL BOTH SIDES
11. NOT USED
12. UNDER COUNTER REFRIGERATOR
13. SERVER RACK, SEE SHEET A5-1
14. DOWNSPOUT
15. ALUMINUM STOREFRONT SYSTEM, WINDOW HEAD HEIGHT = 8'-0", SEE ELEVATION 13/A5-1, PROVIDE 1" INSULATED GLASS
16. NOT USED
17. RECEPTIONIST DESK BY OTHERS. ANSI COMPLIANCE IS THE RESPONSIBILITY OF THE DESK DESIGNER
18. PROVIDE 2 1/2" METAL Z-FURRING STRIPS @ 24" HORIZONTAL W/ MIN R-13 RIGID INSULATION IN FURRING CAVITIES W/ 5 MIL VAPOR BARRIER
19. ANSI COMPLIANT SIGNAGE DESIGNATING UNISEX TOILET ROOM
20. COFFEE MAKER, SEE INTERIOR ELEVATION
21. MICROWAVE, SEE INTERIOR ELEVATION
22. STACKABLE WASHER / DRYER
23. ANSI COMPLIANT SIGNAGE DESIGNATING MAXIMUM OCCUPANCY OF 15 PERSONS
24. QUIK-BRIK MASONRY CONSTRUCTION
25. ANSI COMPLIANT EXIT SIGNAGE, SEE 9/A5-1
26. STORAGE CABINETRY, SEE INTERIOR ELEVATION ON SHEET A5-1
27. 10'-0" x 8'-0" OVERHEAD DOOR
28. HVAC PLATFORM ABOVE, SEE DETAILS ON SHEET A1-3
29. 8" CMU WALL

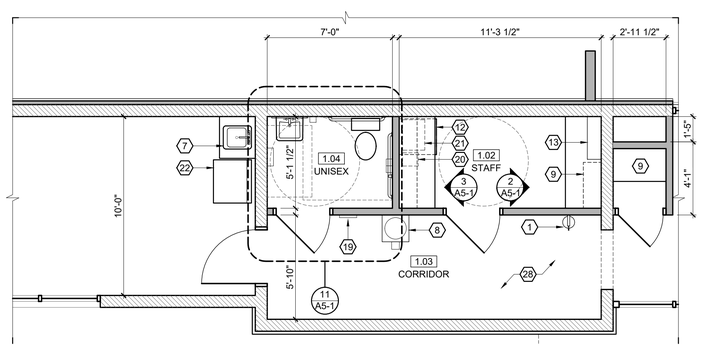
STRUCTURAL CODED NOTES

A. #5 VERTICAL EACH CELL
B. W8x28 W/ 5/16" PLATE, FASTEN TO WALL PER DETAIL 7/A4-2
C. (2) L5x3-1/2x5/16 LLV
D. PROVIDE HORZ. JOINT REINF. @ EACH COURSE IN END WALL
E. (2) #5 VERT. TYP. @ ALL MASONRY OPENINGS
F. PROVIDE HORIZONTAL JOINT REINFORCING @ EACH COURSE IN 18'-4" TALL WALLS
G. #5 @ CORNERS AND 16" O.C. MAX @ END WALL
H. PROVIDE #5 VERT. @ 48" O.C. IN WALL ABOVE OPENINGS
I. NOT USED
J. W8x24 W/ 5/16" PLATE
K. W16x31 W/ 5/16" PLATE, FASTEN TO WALL PER DETAIL 7/A4-2
L. W8x28 LINTEL W/ 5/16" PLATE
M. PROVIDE #5 @ 48" O.C. VERT. & HORIZONTAL JOINT REINFORCING PER PLAN NOTES FOR ENTIRE WALL, TYP.
N. (2) L3 1/2x3 1/2x5/16
P. W12x30 W/ 5/16" PLATE

WALL TYPES SCHEDULE

#	ASSEMBLY DESCRIPTION	HR	NOTES
3A	2x4 WOOD STUDS @ 16" O.C. 5/8" GYP BD	RATING: 0 HR UL FILE # N/A	FULL HEIGHT PARTITION, TERMINATE GYPSUM BOARD @ UNDERSIDE OF JOISTS. ASSEMBLY THICKNESS = 4 3/4"
3B	2x4 WOOD STUDS @ 16" O.C. 5/8" GYP BD 3" SOUND BATT	RATING: 0 HR UL FILE # N/A	FULL HEIGHT PARTITION, TERMINATE GYPSUM BOARD @ UNDERSIDE OF JOISTS. ASSEMBLY THICKNESS = 4 3/4"
3C	2x4 WOOD STUDS @ 16" O.C. 5/8" GYP BD 3" SOUND BATT	RATING: 0 HR UL FILE # N/A	FULL HEIGHT PARTITION, TERMINATE GYPSUM BOARD @ BOTTOM OF DECK. ASSEMBLY THICKNESS = 4 3/4"

#	DATE	ISSUED WITH: CHANGE DESCRIPTION



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

3 ENLARGED FLOOR PLAN

DOOR SCHEDULE

DOOR NO.	ROOM NAME	SIZE	ELEV	MAT	RATING	GLASS	HDWR	FRAME ELEV	FRAME MAT	REMARKS
1.01A	OFFICE	3070	02	AL/GS	0-HR	TEMP	SET 01	A	AL	CLOSER
1.01B	OFFICE	3070	02	AL/GS	0-HR	TEMP	SET 05	B	AL	CLOSER, ENTRY KEY
1.02	STAFF	3070	03	H.M.	0-HR	TEMP	SET 02	A	H.M.	
1.04	UNISEX	3070	01	H.M.	0-HR	N/A	SET 03	A	H.M.	
1.05A	MECHANICAL	3070	04	H.M.	0-HR	TEMP	SET 04	A	H.M.	
1.05B	MECHANICAL	3070	02	ALUM.	0-HR	N/A	SET 04	B	ALUM.	
1.05C	MECHANICAL	(2) 3070	05	AL/GS	0-HR	TEMP	SET 05	B	H.M.	
1.06	WASH BAY	3070	02	AL/GS	0-HR	TEMP	SET 05	B	ALUM.	
1.07	CLOSET	2670	01	WD	0-HR	N/A	SET 02	N/A	N/A	CUSTOM SLAT WALL DOOR

DOOR GENERAL NOTES

1. ALL DOOR HARDWARE TO BE ANSI COMPLIANT LEVER STYLE
2. ALL DOOR HARDWARE TO BE MOUNTED BETWEEN 34" - 48" A.F.F.
3. ALL GLAZING IN NEW DOORS TO BE TEMPERED
4. ALL DOORS TO RECEIVE (3) HINGES
5. ALL DOORS TO RECEIVE (3) SILENCERS
6. ALL DOORS TO RECEIVE DOOR STOP
7. ALL EXTERIOR DOORS TO RECEIVE CLOSER
8. ALL EXTERIOR DOORS TO HAVE ANIS COMPLIANT THRESHOLD (1/4" MAX)
9. ALL EGRESS DOORS SHALL UNLATCH WITH ONLY ONE OPERATION OF THE DOOR HARDWARE, READILY OPERABLE FROM EGRESS SIDE WITHOUT USE OF A KEY OR SPECIAL KNOWLEDGE AND SHALL NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING OR TWISTING OF THE WRIST TO OPERATE. 2017 OBC 1010.1.9/1010.1.9.1/1010.1.9.5.

DOOR HARDWARE SETS

SET 01: OFFICE LOCKSET
SET 02: STORAGE LOCKSET
SET 03: PRIVACY LOCKSET
SET 04: PASSAGE LOCKSET
SET 05: EXIT LOCKSET
SET 06: PUSH / PULL

KEY ALL DOORS ALIKE

5 DOOR SCHEDULE

FINISH SCHEDULE

SPACE NO.	ROOM NAME	FLOOR MAT	FLOOR BASE	WALLS NORTH	WALLS EAST	WALLS SOUTH	WALLS WEST	CLG MAT	REMARKS
1.01	OFFICE	WD	VB	PT-2	PT-2	PT-2	PT-2	NO	PAINT BAR JOISTS & ROOF DECK
1.02	STAFF	WD	VB	PT-1	PT-1	PT-1	PT-1	NO	PAINT BAR JOISTS & ROOF DECK
1.03	CORRIDOR	WD	VB	PT-1	PT-1	PT-1	PT-1	GYP	
1.04	UNISEX	WD	VB	PT-1	PT-1	PT-1	PT-1	GYP	6" BASE
1.05	MECHANICAL	NO	NO	PT-1	PT-1	PT-1	PT-1	NO	PAINT BAR JOISTS & ROOF DECK
1.06	WASH BAY	NO	NO	WL	WL	WL	WL	NO	PAINT BAR JOISTS & ROOF DECK
1.07	STORAGE	WD	VB	PT-1	PT-1	PT-1	PT-1	NO	PAINT BAR JOISTS & ROOF DECK

FLOORING

CPT CARPET
VCT VINYL COMP TILE
WD SIM WOOD FLR.
NO NO FLOORING

SIM WOOD FLOOR = AXISCOR PRO12 12x24 URBAN CONCRETE

BASE

VB VINYL BASE
CT CERAMIC TILE
EXG EXG BASE
NO NO BASE

WALLS

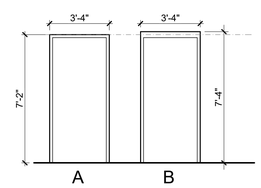
PT-1 WHITE PAINT
PT-2 BLONDE PAINT SW 6128
WC WALL COVERING
EXG EXG WALL FINISH
WL WALL LINER PANEL
BB BOARD AND BATTEN
NO NO FINISH

CEILING

ACT ACOUSTICAL CEILING TILE
GYP SUSPENDED GYPSUM BOARD CEILING
WL WALL LINER
NO NO CEILING

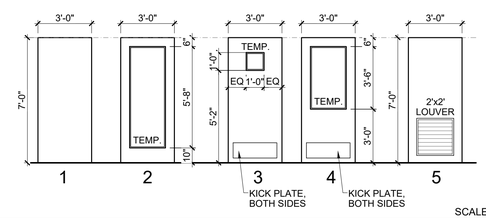
CEILING NOTES

DOOR FRAMES AND ACT CEILING COLOR TO MATCH WALL COLOR IN ALL ROOMS, SEE FINISH SCHEDULE



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

2 FRAME ELEVATIONS



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

1 DOOR ELEVATIONS

CLEAN EXPRESS AUTO WASH

SBA STUDIOS
ARCHITECTURAL DESIGN
614.562.7761 WWW.SBA-STUDIOS.COM

STATE OF OHIO SCOTT D. BAKER 14654 REGISTERED ARCHITECT

PRELIMINARY NOT FOR CONSTRUCTION

SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023

SCALE: 3/16" = 1'-0" (U.N.O.)

SHEET # / DESCRIPTION

FLOOR PLAN

A1-1

DATE: 07.21.2022

DESIGN REVIEW

SBA STUDIOS PROJECT # 2022-000

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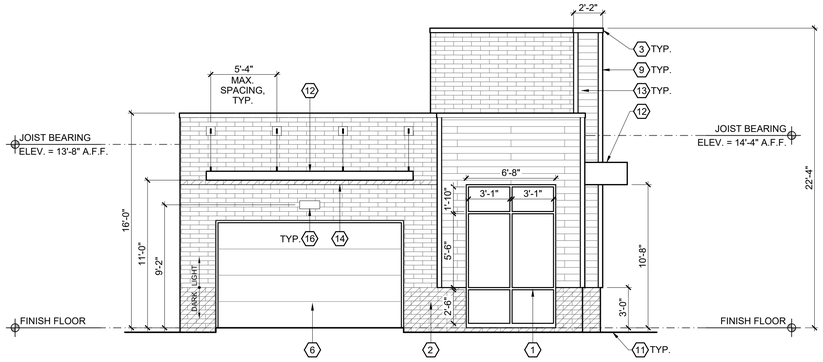
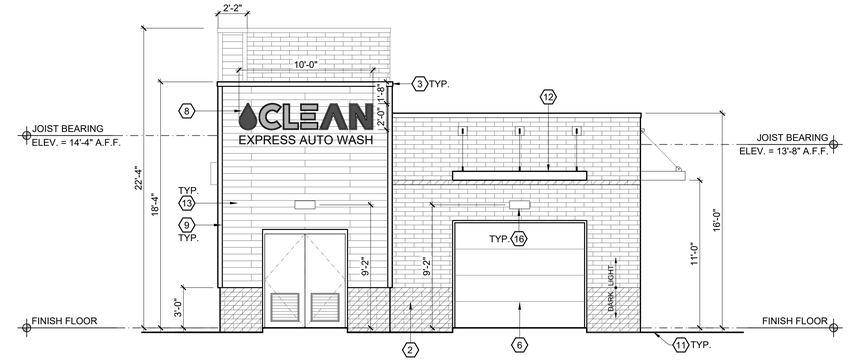
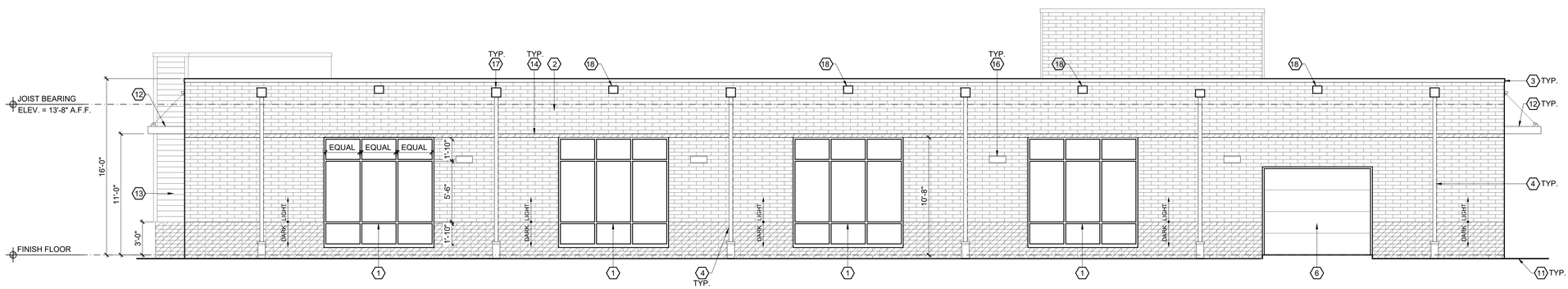


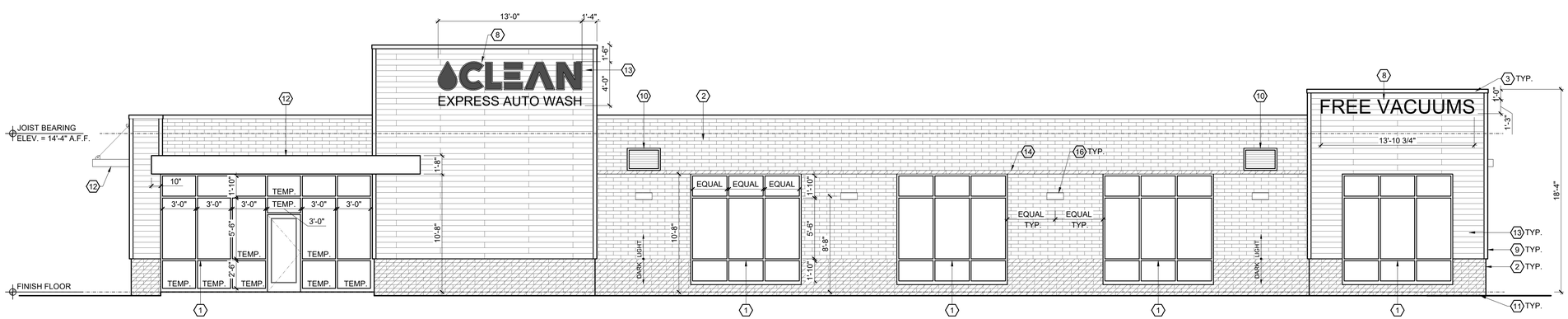
4 ENTRY ELEVATION



3 EXIT ELEVATION



2 SIDE ELEVATION



1 SIDE ELEVATION

ELEVATION CODED NOTES (X)

1. ALUMINUM STOREFRONT GLAZING SYSTEM. MANUFACTURER TO DESIGN FOR WIND LOAD REQUIREMENTS PER CODE
2. QUIK-BRIK CMU CONSTRUCTION, SEE MATERIALS LEGEND. INSTALL CONTROL JOINTS PER MANUFACTURER'S WRITTEN INSTALLATION INSTRUCTIONS
3. CONTINUOUS METAL COPING, TYP.
4. 4" METAL DOWNSPOUT
5. NOT USED
6. OVERHEAD DOOR
7. NOT USED
8. SIGNAGE PROVIDED BY OWNER.
9. 1x4 COMPOSITE CORNER TRIM, TYP.
10. 36"x24" METAL WALL LOUVER W/ 2" FRAME, SEE HVAC DRAWINGS. LOCATE SUCH THAT OPENING IS NOT DIRECTLY BENEATH A ROOF JOIST
11. GRADE, COORDINATE W/ CIVIL DRAWINGS.
12. PRE-MANUFACTURED ALUMINUM AWNING. INSTALL PER MANUFACTURER'S INSTRUCTIONS.
13. NICHIHA FIBER CEMENT AWP181 HORIZONTAL SIDING.
14. MASONRY BAND IN DARK FINISH TO MATCH BASE OF WALL
15. NOT USED
16. DECORATIVE LIGHT FIXTURE
17. SCUPPER & DOWNSPOUT COLLECTION BOX
18. EMERGENCY OVERFLOW SCUPPER

ELEVATION MATERIAL LEGEND

- QUIK-BRIK (LIGHT FINISH)
- QUIK-BRIK (DARK FINISH)
- NICHIHA FIBER CEMENT AWP181 HORIZONTAL SIDING

EXTERIOR MATERIAL NOTES:
1. COLOR OF METAL COPING TO MATCH STOREFRONT SYSTEM COLOR

#	DATE	ISSUED WITH: CHANGE DESCRIPTION

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ARCHITECTURAL DESIGN
614.562.7761 WWW.SBA-STUDIOS.COM

STATE OF OHIO
SCOTT D. BAKER
14654
REGISTERED ARCHITECT
PRELIMINARY NOT FOR CONSTRUCTION

SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023

SCALE: 3/16" = 1'-0"
SHEET # / DESCRIPTION
EXTERIOR ELEVATIONS
A2-1
DATE: 07.21.2022
DESIGN REVIEW
SBA STUDIOS PROJECT # 2022-000

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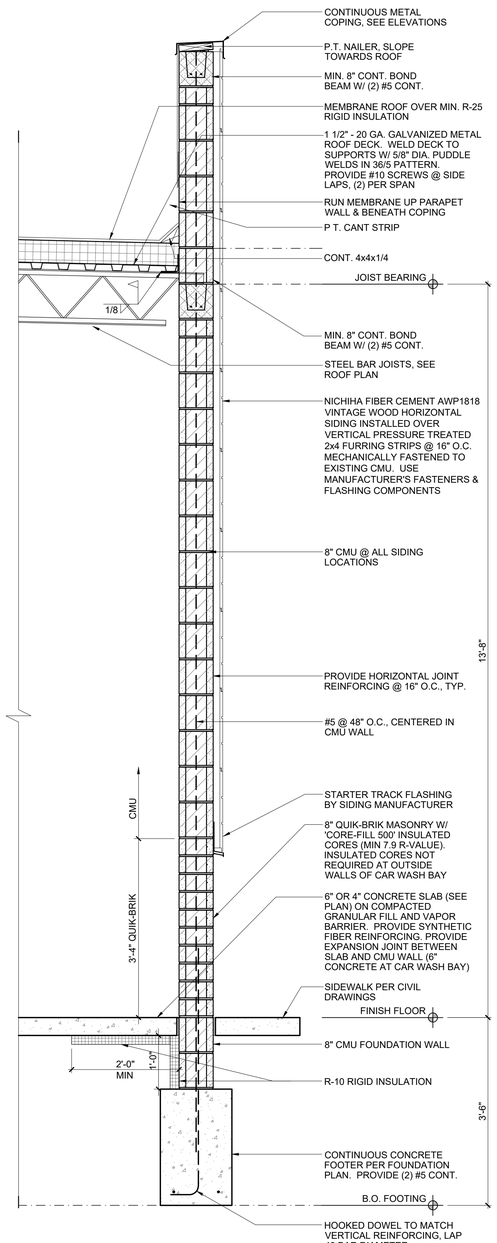
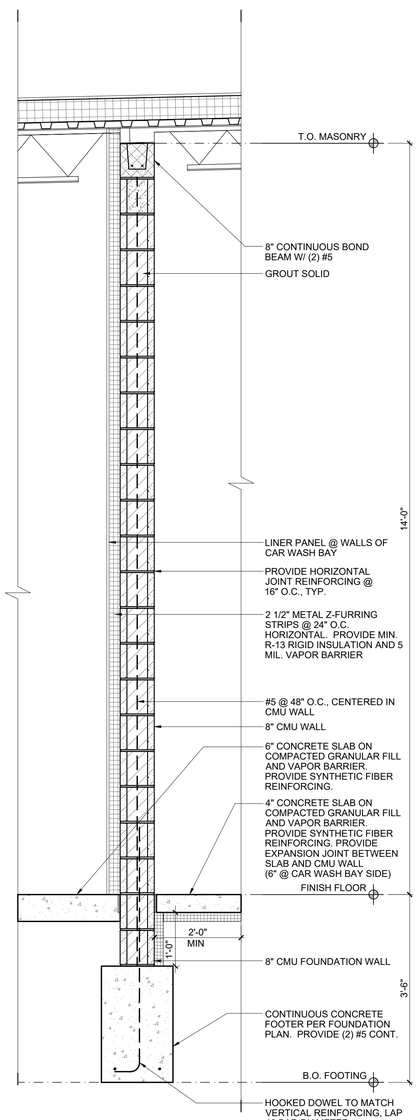
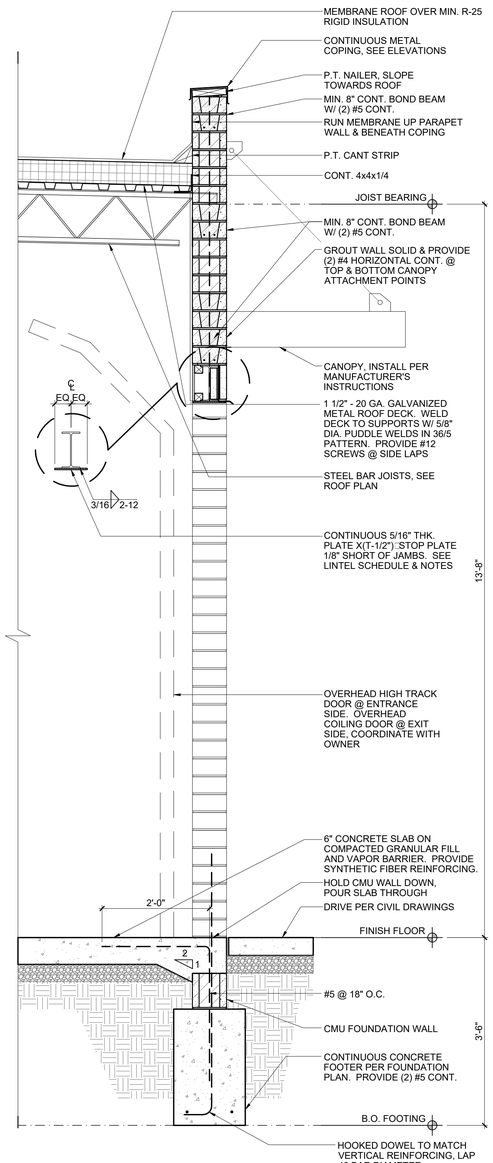


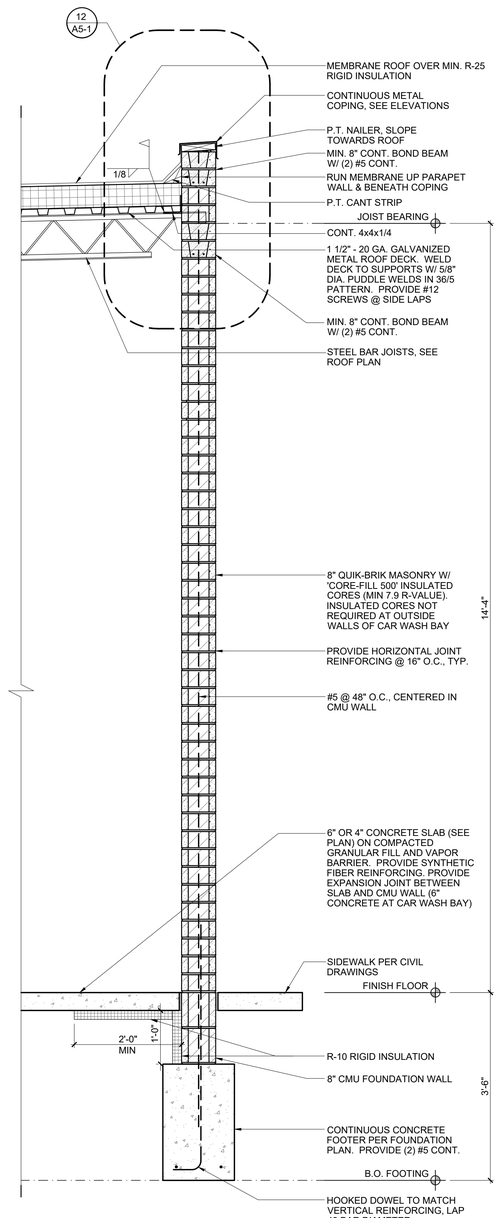
4 WALL SECTION @ EXT. SIDING LOCATIONS



3 INTERIOR WALL SECTION



2 WALL SECTION @ OVERHEAD DOOR



1 WALL SECTION

WALL SECTION NOTES

1. ALL MATERIALS ARE TO BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS, INDUSTRY STANDARD AND APPLICABLE CODES
2. SEE TRUSS / RAFTER PROFILES FOR TRUSS AND RAFTER BEARING HEIGHTS.
3. ANY CONFLICTS WITH MATERIALS AND INSTALLATION SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY IN WRITING FOR CORRECTION OR CLARIFICATION.
4. GRADE TO SLOPE 6" MIN. FOR THE FIRST 10' AWAY FROM THE BUILDING.
5. APPROVED CORROSION-RESISTIVE FLASHING SHALL BE PROVIDED IN THE EXTERIOR WALL ENVELOPE IN SUCH A MANNER AS TO PREVENT ENTRY OF WATER INTO THE WALL CAVITY OR PREVENTION OF WATER TO THE BUILDING STRUCTURAL FRAMING COMPONENTS. THE FLASHING SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH AND SHALL BE INSTALLED TO PREVENT WATER FROM RE-ENTERING THE EXTERIOR WALL ENVELOPE. APPROVED CORROSION-RESISTANT FLASHING SHALL BE INSTALLED AT ALL OF THE FOLLOWING LOCATIONS:
   - A. AT TOP OF ALL EXTERIOR DOOR AND WINDOW OPENINGS IN SUCH A MANNER AS TO BE LEAK-PROOF.
   - B. AT THE INTERSECTION OF CHIMNEYS OR ANY OTHER MASONRY WITH FRAME OR STUCCO WALLS, W/ PROJECTING LIPS.
   - C. UNDER AND AT THE ENDS OF MASONRY, WOOD OR METAL COPINGS AND SILLS.
   - D. WHERE EXTERIOR PORCHES, DECKS OR STAIRS ATTACH TO A WALL OR FLOOR ASSEMBLY OF WOOD FRAME CONSTRUCTION.
   - E. AT ALL WALL AND ROOF INTERSECTIONS
   - F. ALL EXTERIOR PENETRATIONS INCLUDING BUT NOT LIMITED TO, EXHAUSTS / VENTS, INTAKES, CONDUITS, WIRES, PLUMBING, & CONDENSER LINES
   - G. LOCATIONS WHERE DISSIMILAR MATERIALS ABUT, CARE IS BE TAKING TO FLASH, CAULK, OR OTHERWISE SEAL TO PREVENT PENETRATION AT JOINTS

#	DATE	ISSUED WITH: CHANGE DESCRIPTION

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STATE OF OHIO
SCOTT D. BAKER
14654
REGISTERED ARCHITECT
PRELIMINARY NOT FOR CONSTRUCTION

SCALE: 3/4" = 1'-0"
SHEET # / DESCRIPTION
WALL SECTIONS
A4-1
DATE: 04.05.2022
PLANNING REVIEW
SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023
SBA STUDIOS PROJECT # 2022-000

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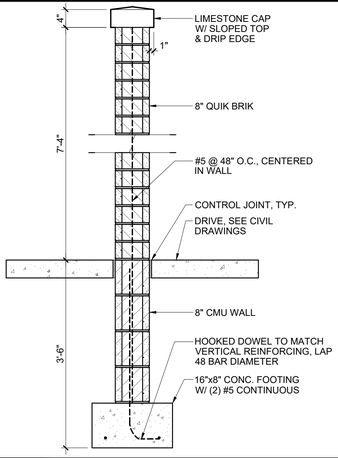
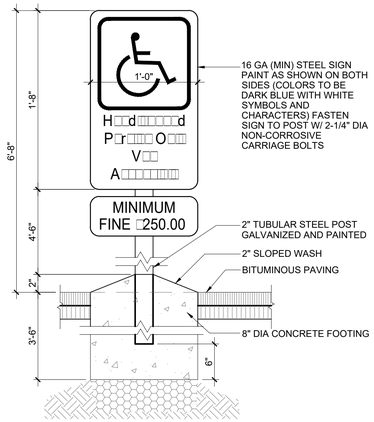
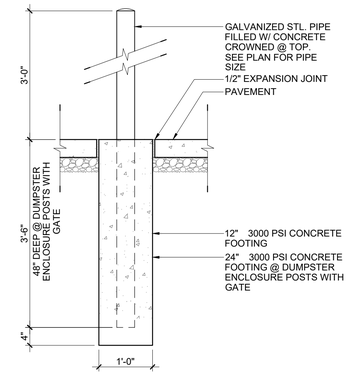


10 DUMPSTER ENCLOSURE SECTION



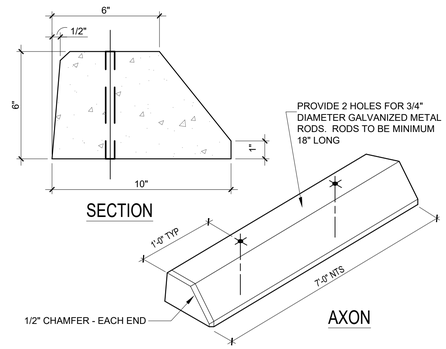
SCALE: 1-1/2" = 1'-0"

9 ACCESSIBLE PARKING SIGNAGE



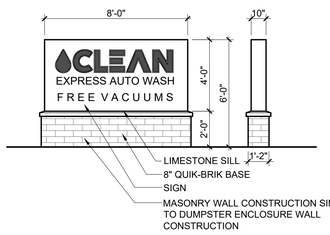
SCALE: 3/4" = 1'-0"

5 PIPE BOLLARD DETAIL



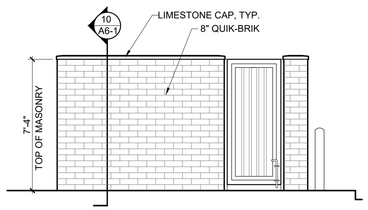
SCALE: 3" = 1'-0"

4 PARKING BLOCK DETAIL



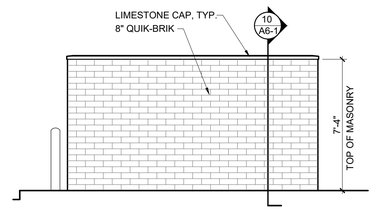
SCALE: 3/4" = 1'-0"

8 EXTERIOR MONUMENT SIGNAGE



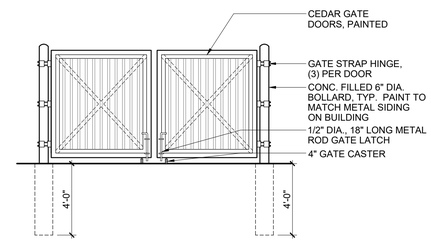
SCALE: 1/4" = 1'-0"

7 DUMPSTER ENCLOSURE - ELEVATIONS



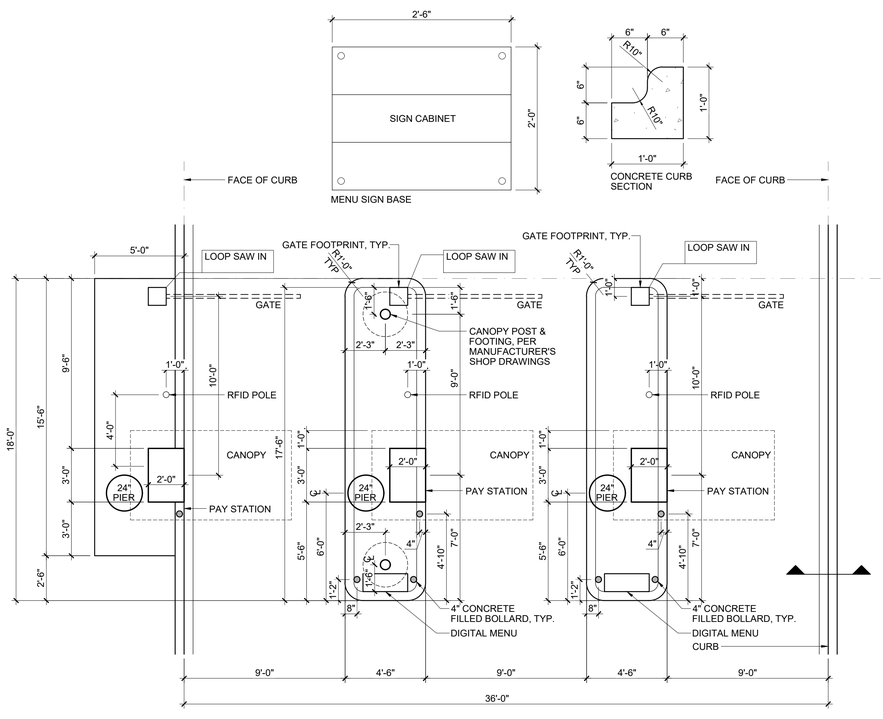
SCALE: 1/4" = 1'-0"

3 DUMPSTER ENCLOSURE - ELEVATIONS



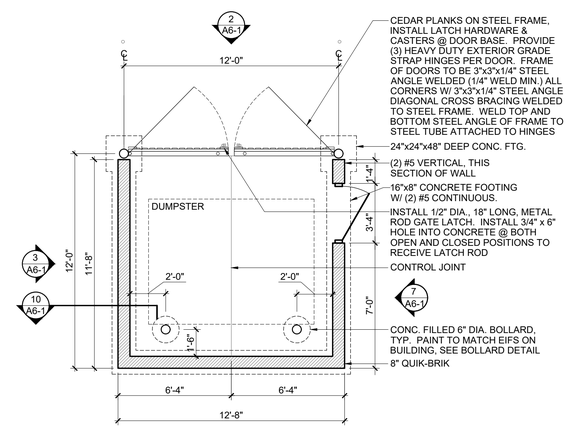
SCALE: 1/4" = 1'-0"

2 DUMPSTER ENCLOSURE - ELEVATIONS



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

6 PAY STATION LAYOUT



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

1 DUMPSTER PLAN

#	DATE	ISSUED WITH: CHANGE DESCRIPTION

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STATE OF OHIO
SCOTT D. BAKER
14654
REGISTERED ARCHITECT

PRELIMINARY NOT FOR CONSTRUCTION

SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023

SCALE: VARIES
SHEET # / DESCRIPTION
SITE DETAILS
A6-1
DATE: 04.05.2022
CONSTRUCTION DOCUMENTS
SBA STUDIOS PROJECT # 2022-157

Schedule

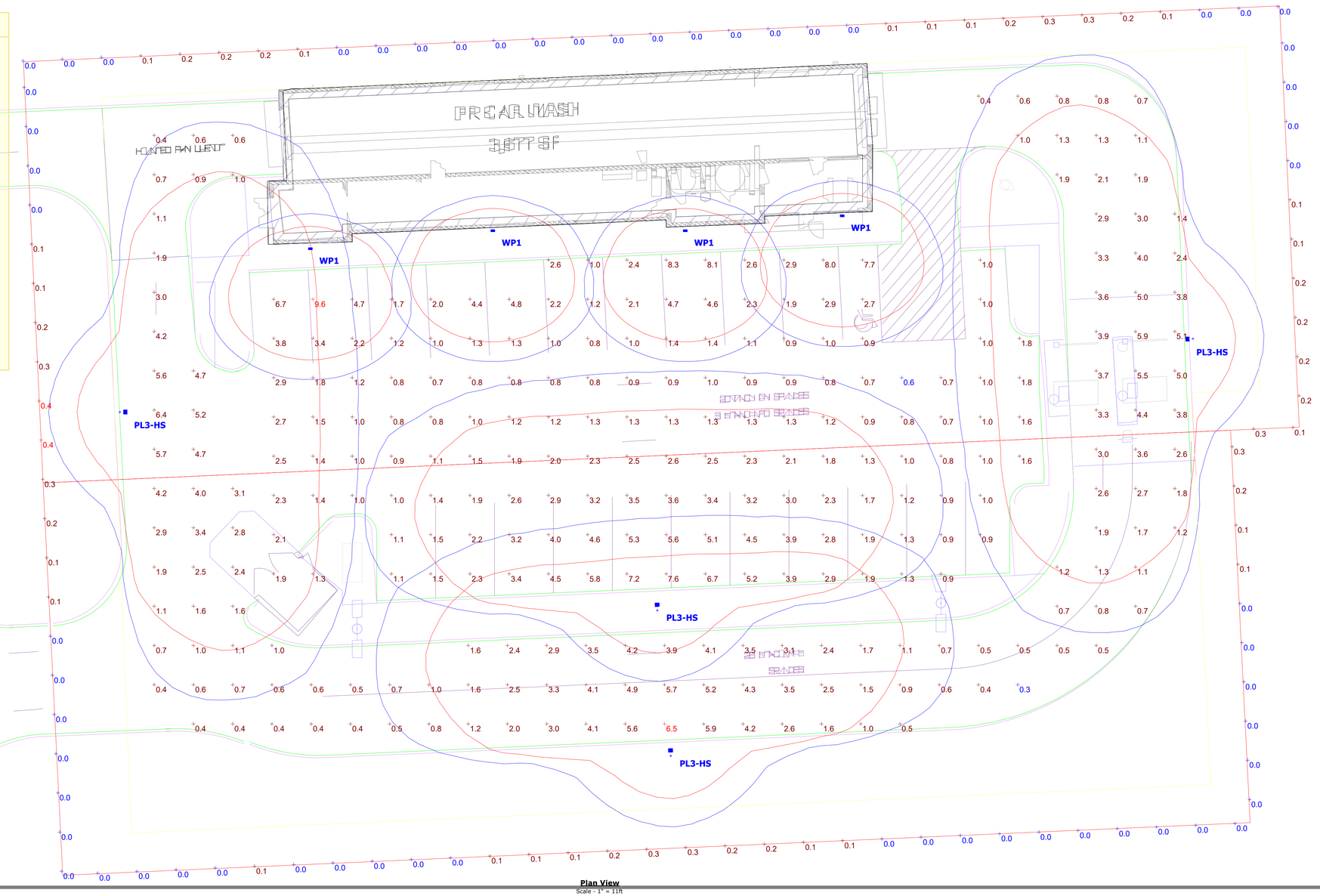
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
	WP1	4	Lithonia Lighting	ARC2 LED P3 40K	ARC2 LED WITH P3 - PERFORMANCE PACKAGE, 4000K	1	3388	0.95	23.7345
	PL3-HS	4	Lithonia Lighting	RSX2 LED P2 40K R3 HS	RSX Area Fixture Size 2 P2 Lumen Package 4000K CCT Type R3 Distribution with HS Shield	1	12688	0.95	114.071

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
#02 DRIVING LANE	+	2.3 fc	6.5 fc	0.3 fc	21.7:1	7.7:1
#03 PROPERTY LINE	+	0.1 fc	0.4 fc	0.0 fc	N/A	N/A
#01 PARKING LOT	+	2.3 fc	9.6 fc	0.6 fc	16.0:1	3.8:1

Note

1. AREA LIGHTS MOUNTED AT 20' AFG
2. 18' POLE ON A 2' POLE BASE
3. WALL PACKS MOUNTED AT 9' AFG
4. WALL PACKS ARE TO OPERATE 24 HOURS / DAY
5. PARKING LOT FIXTURES ARE TO TURN OFF BY 10:30PM
6. PARKING LOT FIXTURES TO BE OPERATED ON A TIME CLOCK AND CONTACTOR



Plan View
Scale - 1' = 11ft

LIGHTING SYSTEMS OF COLUMBUS

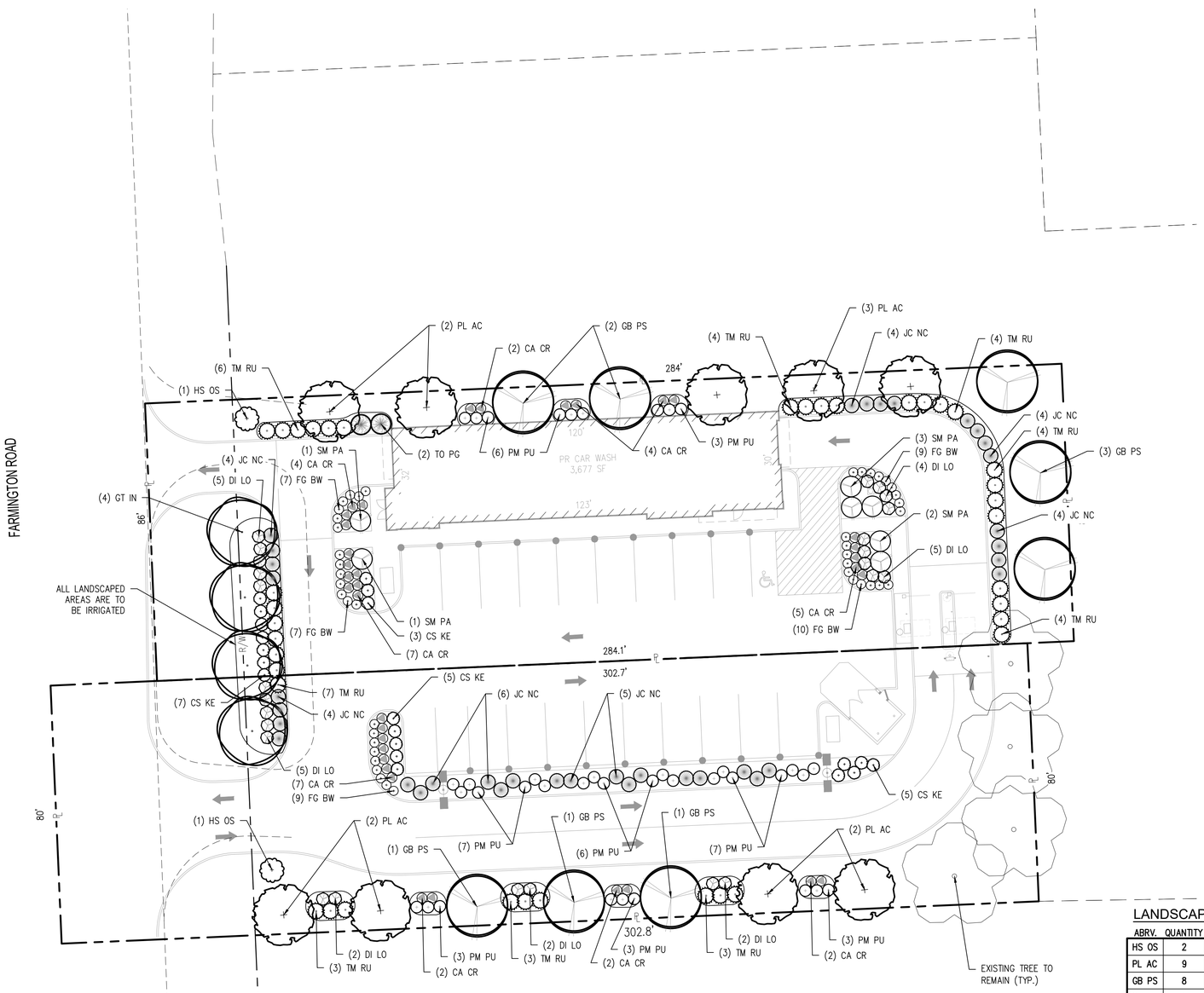
CLEAN EXPRESS CAR WASH
LIVONIA, MI (FARMINGTON RD)

LSoC Contact:
Scott Fenton

Date
12/08/2022

Summary
REV 2

RECEIVED
CITY OF LIVONIA
PLANNING COMMISSION
December 5, 2022



0 10 20 40
SCALE: 1 IN = 20 FT

LEGEND

- PR DECIDUOUS TREE
- PR DECIDUOUS FLOWERING TREE
- PR EVERGREEN TREE
- PR DECIDUOUS FLOWERING SHRUB
- PR EVERGREEN SHRUB
- PR FLOWERING PERENNIAL OR ORNAMENTAL GRASS
- EX TREE

LANDSCAPE CODE REQUIREMENTS

REQUIRED:		PROVIDED:
LIVONIA ZONING ORDINANCE – ARTICLE X		
10.3.1.	THE FOLLOWING FRONTAGE LANDSCAPING SHALL BE PROVIDED IN THE FRONT YARD AREA ADJACENT TO THE R/W: 1 DECIDUOUS/EVERGREEN TREE PER 40' OF FRONTAGE, 1 ORNAMENTAL TREE PER 100' OF FRONTAGE, AND 8 SHRUBS PER 40' OF FRONTAGE. R/W FRONTAGE = 126' 126' / 40' = 4 DECIDUOUS/EVERGREEN TREES AND 32 SHRUBS REQUIRED 126' / 100' = 2 ORNAMENTAL TREES REQUIRED	4 DECIDUOUS TREES, 33 SHRUBS, AND 2 ORNAMENTAL TREES PROVIDED ADJACENT TO R/W
10.3.2.A.	PARKING LOT SCREENING LANDSCAPING SHALL INCLUDE A YARD AT LEAST 5 FEET IN WIDTH CONTAINING AN OPAQUE SCREEN OF LANDSCAPING AT LEAST 3 FEET IN HEIGHT, WITHIN 10 FEET OF THE PAVED GROUND SURFACE IN BETWEEN THE PUBLIC R/W AND PAVED GROUND SURFACE	SCREENING PROVIDED THROUGH LANDSCAPING.
10.3.5.	A 10 FOOT WIDE BUFFER WITH ONE TREE PER 30 LINEAR FEET IS REQUIRED TO SCREEN BETWEEN ADJACENT COMMERCIAL DISTRICTS	TREES PROVIDED ALONG PROPERTY LINES ADJACENT TO COMMERCIAL DISTRICTS.
10.3.8.	AN ENCLOSURE OF SUFFICIENT HEIGHT TO COMPLETELY SCREEN THE DUMPSTER IS REQUIRED ON THREE (3) SIDES OF THE WASTE RECEPTACLE WITH A SOLID GATE ON THE FOURTH SIDE.	DUMPSTER SCREENING PROVIDED THROUGH MASONRY WALL.
	PERCENTAGE OF LANDSCAPING PROVIDED. 15% OF TOTAL SITE REQUIRED.	19% LANDSCAPED AREA PROVIDED

LANDSCAPE PLANT LIST

ABRV.	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE	REMARKS	TYPE
HS OS	2	HIBISCUS SYRIACUS 'ORCHID SATIN'	ORCHID SATIN ROSE OF SHARON	2" CALIPER	B&B	ORNAMENTAL TREE
PL AC	9	PLATANUS X ACERIFOLIA	LONDON PLANETREE	3" CALIPER	B&B	DECIDUOUS TREE
GB PS	8	GINKGO BILOBA 'PRINCETON SENTRY'	PRINCETON SENTRY GINKGO	3" CALIPER	B&B	DECIDUOUS TREE
GT IN	4	GLEDITSIA TRIACANTHOS VAR. INERMIS	THORNLESS HONEY LOCUST	3" CALIPER	B&B	DECIDUOUS TREE
CS KE	20	CORNUS SERICEA 'KELSEYI'	KELSEYI DWARF DOGWOOD	3 GALLON	CONTAINER	DECIDUOUS SHRUB
DI LO	25	DIERVILLA LONICERA	DWARF BUSH–HONEYSUCKLE	3 GALLON	CONTAINER	DECIDUOUS SHRUB
CA CR	35	CLETHRA ALNIFOLIA 'CRYSTALINA'	SUGARTINA CRYSTALINA	1 GALLON	CONTAINER	DECIDUOUS SHRUB
SM PA	7	SYRINGA MEYERI 'PALIBAN'	DWARF KOREAN LILAC	3 GALLON	CONTAINER	DECIDUOUS SHRUB
TM RU	38	TAXUS X MEDIA 'RUNYAN'	RUNYAN YEW	3 GALLON	CONTAINER	EVERGREEN SHRUB
JC NC	36	JUNIPERUS CONFERTA 'NICKS COMPACT'	NICKS COMPACT JUNIPER	3 GALLON	CONTAINER	EVERGREEN SHRUB
PM PU	38	PINUS MUGO 'PUMILIO'	DWARF MUGO PINE	3 GALLON	CONTAINER	EVERGREEN SHRUB
TO PG	2	THUJA OCCIDENTALIS 'POLAR GOLD'	POLAR GOLD ARBORVITAE	3 GALLON	CONTAINER	EVERGREEN TREE
FG BW	42	FESTUCA GLAUCA 'BLUE WHISKERS'	BLUE WHISKERS FESCUE	1 GALLON	CONTAINER	ORNAMENTAL GRASS

LANDSCAPE IRRIGATION SYSTEM

LANDSCAPE CONTRACTOR TO PROVIDE DESIGN AND INSTALLATION OF A LANDSCAPE IRRIGATION SYSTEM WITCH COVERS THE ENTIRE SITE PROPERTY. LAWNS, TREES AND LANDSCAPE BEDS SHALL BE IRRIGATED ON SEPARATE ZONES. IRRIGATION SYSTEM SHALL INCLUDE A SMART ELECTRONIC CONTROLLER WITH WEATHER SENSOR, RAIN DELAY SEASONAL ADJUST AND WATER BUDGET FEATURES.
A SEPARATE IRRIGATION METER AND BACKFLOW PREVENTOR PER CITY REQUIREMENTS AND ANY PERMITS SHALL BE INCLUDED. PROVIDE COMPLETE IRRIGATION DESIGN DRAWINGS AND SPECS FOR OWNER REVIEW PRIOR TO INSTALLATION. A COMPLETE SINGLE SOURCE IRRIGATION SYSTEM FROM HUNTER, RAINBIRD AND TORO WILL ONLY BE ACCEPTED.

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 300
DETROIT, MI 48226
TEL: 313.961.9500
FAX: 313.961.9509

PROJECT DATE: 11/10/2022
PROJECT NO: M3900023
DRAWN BY: MNF
CHECKED BY: KJW

Mannik Smith GROUP
TECHNICAL SKILL. CREATIVE SPIRIT.
www.MannikSmithGroup.com

PREPARED FOR:
CLEAN EXPRESS AUTO WASH
13375 NATIONAL ROAD, SITE C,
REYNOLDSBURG, OH 43062

SITE IMPROVEMENT PLAN FOR
EXPRESS WASH
20340 FARMINGTON RD, LIVONIA, MI 48152

PRELIMINARY LANDSCAPE PLAN

L100

W:\Projects\Projects K-O\M3900023\CAD\SHEETS\M3900023_LANDSCAPE PLAN.dwg Last saved: 11/30/2022 3:40 PM by MFong plotted 11/30/2022 3:43 PM

LANDSCAPE PLAN NOTES

1. THE CONTRACTOR SHALL PROVIDE A ONE YEAR WARRANTY ON ALL PLANTS AND VEGETATION PROPOSED ON THE LANDSCAPING PLAN. ANY TREES, SHRUBS, GROUND COVER OR OTHER VEGETATION PLANTED AS PART OF THIS PROJECT THAT DO NOT SURVIVE ONE YEAR FROM PLANTING SHALL BE REPLACED AT THE EXPENSE OF THE CONTRACTOR.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING AND COORDINATING WITH ALL PERTINENT UTILITY COMPANIES THREE WORKING DAYS IN ADVANCE OF ANY DIGGING. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR ANY COST INCURRED DUE TO DAMAGE OF ANY UTILITIES.

3. REFER TO THE LANDSCAPE PLAN FOR ADDITIONAL NOTES. LANDSCAPE IMPROVEMENTS SHALL CONFORM TO THE LATEST EDITION OF ODOT CONSTRUCTION SPECIFICATIONS.

4. ALL PLANTING MATERIALS: SHALL BE PLANTED PER ODOT SPECIFICATIONS. EXISTING TREES TO REMAIN SHALL BE PRUNED TO REMOVE BROKEN, LOW HANGING AND OTHER UNDESIRABLE GROWTH TO ENSURE HEALTHY AND SYMMETRICAL NEW GROWTH.

5. PLANTING BEDS. ONE MONTH BEFORE CULTIVATION AND AFTER DAYTIME TEMPERATURES HAVE WARMED TO 60° CONSISTENTLY, TREAT ALL PLANTING BEDS THAT ARE TO BE DEVELOPED IN AREAS OF EXISTING TURF WITH PRE-EMERGENT AND POST-EMERGENT TYPE HERBICIDES. USE A STATE-LICENSED PESTICIDE APPLICATOR TO APPLY THE HERBICIDE. REPEAT HERBICIDE APPLICATION TWO WEEKS LATER AND UNTIL ALL HERBACEOUS MATERIALS HAVE BEEN KILLED. BEFORE PLANTING. TOP DRESS ALL PLANTING BEDS WITH A MINIMUM OF 6 INCHES OF BACKFILL MIX, THEN CULTIVATE PLANTING AREA TO A DEPTH OF 6 INCHES USING A PLOW, DISC, OR ROTO-TILLER.

6. BACKFILL MIX. FOR ALL PLANTINGS, USE BACKFILL MIX CONSISTING OF THE FOLLOWING:
A. ONE PART EXCAVATED SOIL.
B. ONE PART TOPSOIL.
C. ONE PART EPA RATED CLASS IV COMPOST.
D. A SLOW RELEASE COMMERCIAL FERTILIZER (0-20-20 OR EQUAL) ADDED AT A RATE OF 5 POUNDS PER CUBIC YARD TO THE BACKFILL MIX.
E. IF SOIL AREAS ARE OF HIGH PH (GREATER THAN 6.5), APPLY 1.25 POUNDS OF ELEMENTAL SULFUR PER CUBIC YARD OF BACKFILL MIX.
NOTE: CONTRACTOR SHALL SUPPLY A DETAILED SOIL ANALYSIS PRIOR TO ALL PLANT BED PREPARATION. ANALYSIS SHALL INDICATE SOIL PH, TEXTURE, MAJOR NUTRIENTS, SALTS, ETC. SOIL ANALYSIS SHALL BE FROM A REPUTABLE, INDEPENDENT LAB. SOIL AMENDMENTS SHALL BE INCORPORATED INTO BACKFILL/PLANT MIX AS RECOMMENDED BY THE INDEPENDENT LAB.

7. MULCH. SMOOTH AND SHAPE THE BACKFILL MIX TO FORM A SHALLOW BASIN SLIGHTLY LARGER THAN THE PLANTING HOLE. MULCH ALL PLANTING AREAS WITH A LAYER OF FINELY SHREDDED HARDWOOD BARK OF UNIFORM TEXTURE & SIZE. PLANTS GROUPED IN MASSES SHALL HAVE THE ENTIRE CONTIGUOUS PLANTING BED OR ISLAND MULCHED. USE SHREDDED HARDWOOD BARK AGED MIN. ONE YEAR. RAKE AND SMOOTH THE ENTIRE AREA OF THE PLANTING BEDS. MULCH TO A DEPTH OF 3 INCHES. AFTER MULCHING AND BEFORE WATERING, ADD A SLOW RELEASE COMMERCIAL FERTILIZER (12-12-12 OR EQUAL), IN GRANULAR FORM, TO THE TOP OF THE MULCH AT A RATE OF 5 POUNDS PER 1000 SQUARE FEET. DO NOT ALLOW FERTILIZER TO CONTACT THE STEMS, BRANCHES, ROOTS OR LEAVES.

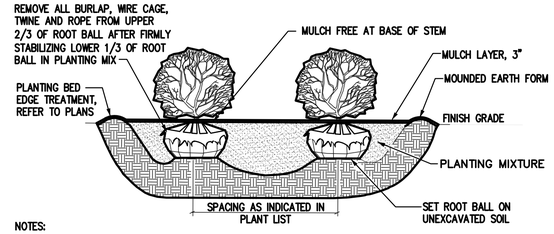
8. PERIOD OF ESTABLISHMENT. BEFORE FINAL INSPECTION, PLACE ALL PLANTS AND CARE FOR THEM FOR A PERIOD OF ESTABLISHMENT. THE PERIOD OF ESTABLISHMENT BEGINS IMMEDIATELY UPON COMPLETION OF THE PLANTING OPERATIONS AND CONTINUES UNTIL OCTOBER 1. THE MINIMUM PERIOD OF ESTABLISHMENT IS ONE GROWING SEASON, JUNE 1 THROUGH OCTOBER 1. DURING THE PERIOD OF ESTABLISHMENT, FOLLOW STANDARD HORTICULTURAL PRACTICES TO ENSURE THE VIGOR AND GROWTH OF THE TRANSPLANTED MATERIAL. WATER, REMULCH, RESTAKE, GUY, AND CULTIVATE AS NECESSARY. PERFORM AT LEAST TWO WEEDING AND MOWING PROGRAMS (AROUND TREES, GUY STAKES, SHRUBS, AND BED EDGES) OF SUCH INTENSITY AS TO COMPLETELY RID THE PLANTED AND MULCHED AREAS OF WEEDS AND GRASSES. BEGIN THE FIRST PROGRAM ON OR ABOUT JUNE 15 AND THE SECOND APPROXIMATELY 8 WEEKS LATER. ON OR ABOUT AUGUST 15, THE ENGINEER WILL INSPECT THE PLANTING AND SUPPLY THE CONTRACTOR WITH A LIST OF MISSING AND DEAD PLANTS AND THOSE THAT HAVE DIED BACK BEYOND NORMAL PRUNING LINES. REPLANT AS REQUIRED ACCORDING TO THE SPECIFICATIONS OF THE ORIGINAL MATERIAL. REPLACEMENT PLANTS ARE SUBJECT TO A NEW PERIOD OF ESTABLISHMENT. IMMEDIATELY REPLACE PLANTS PLANTED INITIALLY IN THE FALL THAT HAVE DIED BEFORE THE SPRING PLANTING SEASON. CARE FOR THE REPLACEMENT PLANTS DURING THE NEW ESTABLISHMENT PERIOD.

9. RESTORATION OF DISTURBED AREAS FOR NEW LAWN:
ALL DISTURBED AREAS NOT COVERED BY BUILDING, PAVEMENT OR LANDSCAPE PLANTING BEDS SHALL BE SHALL BE PREPARED FOR GRASS SEED AND SEEDED. LOOSEN RUTS AND WORK THE SOIL AREAS TO A MINIMUM OF 6" DEEP PRIOR TO FINE GRADING AND SEEDING WORK. AREAS TO RECEIVE GRASS SEED SHALL HAVE A MIN. 4" TOPSOIL PLACED, SEEDED AND A STRAW/MULCH BLANKET COVER PLACED OVER THE SEEDED AREAS PER ODOT SPECIFICATIONS. FERTILIZE WITH ONE POUND OF ACTUAL NITROGEN PER 1000 SQUARE FEET WITH A SLOW RELEASE COMMERCIAL STARTER FERTILIZER (LESCO 18-24-12 OR EQUAL).

10. LANDSCAPE TREES, SHRUBS AND PERENNIAL WATERING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING, DELIVERING, APPLYING, MEASURING AND SCHEDULING A SUFFICIENT AMOUNT OF WATER NECESSARY TO KEEP EACH PLANT IN A HEALTHY GROWING CONDITION THROUGHOUT THE PERIOD OF ESTABLISHMENT. THE CONTRACTOR SHALL APPLY 1" OF WATER PER WEEK TO ALL NEW PLANTS. THE CONTRACTOR SHALL INSTALL & MAINTAIN SUPPLEMENTAL DRIP WATERING TREE BAGS (SUCH AS 20 GALLON TREE GATOR WATER BAG) TO PROVIDE ADEQUATE, SLOW RELEASE OF WATER. WATER BAGS SHALL BE REMOVED AT THE END OF THE SECOND GROWING SEASON.

11. TURF GROUNDCOVER (SODDING, SEEDING AND SEED MULCHING):
ALL SEEDING INSTALLATION SHALL CONFORM TO ODOT SPECIFICATIONS AND NOTE 9 ABOVE. SEED AT 6 LBS/1000 SF WITH THE FOLLOWING SEED MIXTURE:

TITAN TALL-TYPE TURF FESCUE	70%
SR 4100 PERENNIAL RYEGRASS	20%
MERIT KENTUCKY BLUEGRASS	10%



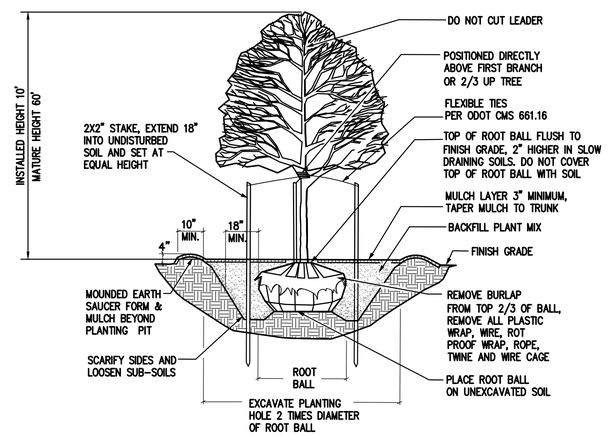
NOTES:

ALL SHRUBS PLANTED IN ROWS OR MASSES SHALL BE MATCHED IN SIZE AND FORM.

SHRUBS SHALL BEAR SAME RELATION TO FINISH GRADE AS THEY BORE TO EXISTING GRADE IN THE PREVIOUSLY PLANTED CONDITION.

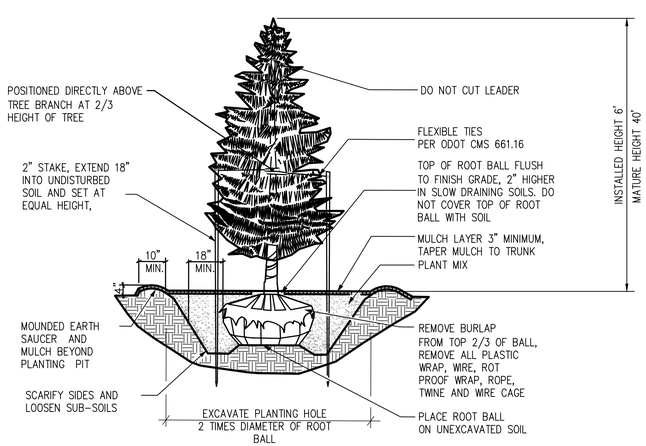
MASS SHRUB PLANTING DETAIL (B&B OR CONTAINER)

NO SCALE



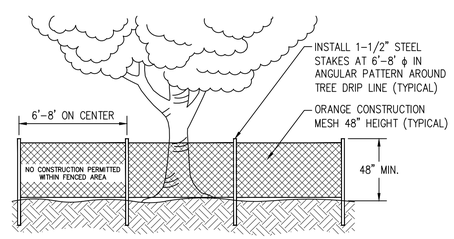
DECIDUOUS TREE PLANTING DETAIL

NO SCALE



EVERGREEN TREE PLANTING DETAIL

NO SCALE



TREE PROTECTION DETAIL

NOT TO SCALE

TREE PROTECTION NOTES

1. TREE PROTECTION MEASURES SHALL BE INSTALLED PER THIS PLAN SHEET AT THE CRITICAL ROOT ZONE OF TREES TO BE PRESERVED PRIOR TO THE START OF ANY CLEARING, GRADING OR OTHER CONSTRUCTION ACTIVITY.

2. NO STORAGE OF ANY KIND IS PERMITTED WITHIN THE TREE PROTECTION ZONE. ANY ROOTS EXPOSED BY CONSTRUCTION ACTIVITY SHALL BE PRUNED FLUSH WITH THE SOIL AND BACKFILLED WITH TOPSOIL WITHIN THE SAME DAY.

3. ALL VEGETATION THAT IS NOT DESIGNATED ON THE PLANS TO BE REMOVED SHALL BE PROTECTED FROM DAMAGE. TREES THAT ARE DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 301
DETROIT, MI 48226
TEL: 313.961.9500
FAX: 313.961.9509

PROJECT DATE: 11/10/2022
PROJECT NO: M3900023
DRAWN BY: MNF
CHECKED BY: KJW

Mannik Smith GROUP
TECHNICAL SKILL. CREATIVE SPIRIT.
www.MannikSmithGroup.com

PREPARED FOR:
CLEAN EXPRESS AUTO WASH
13375 NATIONAL ROAD, SITE C,
REYNOLDSBURG, OH 43062

SITE IMPROVEMENT PLAN FOR
EXPRESS WASH
20340 FARMINGTON RD, LIVONIA, MI 48152

LANDSCAPE NOTES & DETAILS

L101

W:\Projects\Projects K-O\M3900023\CADSHEETS\M3900023_LANDSCAPE PLAN.dwg Last saved 11/30/2022 3:40 PM by MFord, plotted 11/30/2022 3:44 PM

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD DECEMBER 5, 2022

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1. WAIVER PETITION: P[illegible] C[illegible], r[illegible]: P[illegible] 2022-10-02-20 [illegible]d [illegible] T[illegible] M[illegible] & S[illegible] Gr[illegible], I[illegible]. r[illegible]d[illegible], [illegible]d[illegible]d[illegible] [illegible]x[illegible] [illegible]d [illegible] [illegible]d [illegible] (C[illegible] Ex[illegible]), [illegible] 20330 & 20340 F[illegible] R[illegible]d, [illegible]d [illegible]d[illegible] F[illegible] R[illegible]d [illegible] N[illegible] A[illegible] [illegible]d E[illegible] M[illegible] R[illegible]d [illegible] N[illegible] S[illegible] 3.

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DIRECTION: APPROVAL DENIAL REGULAR

LETTER TO THE LIVONIA CITY COUNCIL

Planning
November 16, 2022

MEETING DATE	PREPARED BY
S150522/R121422	Stephanie Reece, Program Supervisor,

AGENDA ITEM

WAIVER PETITION: Planning Commission, re: Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.

BACKGROUND

November 18, 2022

Honorable Members of the City Council
City of Livonia, Michigan

Re: Petition 2022-10-02-20 - Clean Express

Dear Council Members:

At the 1,193rd Public Hearings and Regular Meeting held by the City Planning Commission on November 15, 2022, the following resolution was unanimously adopted:

RECOMMENDATION

#11-55-2022 RESOLVED, That pursuant to a Public Hearing having been held by the City Planning Commission on November 15, 2022, on Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3, the Planning Commission does hereby recommend to the City Council that Petition 2022-10-02-20 be approved subject to the following conditions:

1. That the Site Plan identified as C200, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to.

2. All parking spaces, except the required handicapped spaces, shall be doubled striped at ten feet (10’) wide by twenty feet (20’) in length.

3. That the hours of operation shall be limited to the following: Monday thru Saturday from 7:00 a.m. to 8:00 p.m. and Sunday from 9:00 a.m. to 6:00 p.m.

4. That the Landscape Plan identified as L100, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to, except that the final landscape plan details shall be approved by the Planning Department.

5. That all disturbed lawn areas, including road rights-of-way, shall be sodded in lieu of hydroseeding.

6. That underground sprinklers are to be provided for all landscaped and sodded areas and all planted materials shall be installed to the satisfaction of the Inspection Department and thereafter permanently maintained in a healthy condition.

7. That the Elevation Plan identified as A2-1, dated July 21, 2022, prepared by SBA Studios, is hereby approved and shall be adhered to.

8. That the three walls of the trash dumpster area shall be constructed out of the same brick used in the construction of the building or in the event a poured wall is substituted, the wall's design, texture and color shall match that of the building. The enclosure gates shall be of solid panel steel construction or durable, long-lasting solid panel fiberglass.

9. That all rooftop mechanical equipment shall be concealed from public view on all sides by screening that shall be of a compatible character, material and color to other exterior materials on the building.

10. That all light fixtures shall not exceed twenty (20) feet in height and shall be aimed and shielded to minimize stray light from trespassing across property lines and glaring onto adjacent roadways. In addition, the lighting plan shall be modified such that the maximum level of illumination for the average of the site shall be as specified in Section 7.22(2)(B) of the Livonia Vision 21 Zoning Ordinance, and the exterior lights shall either be turned off or dimmed after business hours.

11. That only conforming signage is approved with this petition, and any additional signage shall be separately submitted for review and approval by the Zoning Board of Appeals.

12. That no LED light band or exposed neon shall be permitted on this site including, but not limited to, the building or around the windows.

13. That unless approved by the proper local authority, any type of exterior advertising, such as promotional flags, streamers or sponsor vehicles designed to attract the attention of passing motorists, shall be prohibited.

14. That the specific plans referenced in this approving resolution shall be submitted to the Inspection Department at the time the building permits are applied for; and,

15. Pursuant to Section 13.13 of the Livonia Vision 21 Zoning Ordinance, this approval is valid for a period of one year only from the date of approval by City Council, and unless a building permit is

obtained, this approval shall be null and void at the expiration of said period.

FURTHER RESOLVED, That notice of the above hearing was given in accordance with the provisions of Section 13.13 of Livonia Vision 21 Zoning Ordinance, as amended.

FISCAL CONSIDERATION

ATTACHMENTS

1. S120522 Petition 2022-10-02-20 Resident Letter (3) Recd 11-22-22
2. S120522 Petition 2022-10-02-20 Resident Letter (2) Recd 11-22-22
3. S120522 Petition 2022-10-02-20 Resident Letter (1) Recd 11-22-22
4. S120522 Petition 2022-10-02-20 Resident Letter Recd 11-21-22
5. 2022-10-02-20_E-COUNCIL Pkt

APPROVED BY

Date: November 18, 2022

Mark Taormina, Planning and Economic Development Director

Date: November 18, 2022

Maureen Miller Brosnan, Mayor

Kasprowicz, Sara

From: LUCY EISENHARDT-BALDASSARRA <lucyspandas@aol.com>
Sent: Saturday, December 3, 2022 12:45 AM
To: Kasprowicz, Sara
Subject: Re: Drive thru car wash on Farmington Rd

Follow Up Flag: Follow up
Flag Status: Flagged

I apologize for a few typos I did this via my mobile phone and apparently I missed them before I sent. However the just of my email can be understood. My address number is actually 20306 Shadyside st. My father in law at 20260 Shadyside who is Alfredo Baldassarra also disapproves of the car wash in that location as well and he had asked I relay his concerns as well.
Thank you fir your tim.
Respectfully,
Lucy Baldassarra

Sent from my iPhone

On Dec 2, 2022, at 1:08 PM, Kasprowicz, Sara <skasprowicz@livonia.gov> wrote:

Hi Lucy,
Thank you for your thoughts!
I have provided your email to Council for their review before the meeting on Monday.
Have a nice weekend,
Sara

<CitySeal100x100_8f7d9122-2022-4a3b-86d9-f05a096c6a3c.png>

Sara Kasprowicz
Program Supervisor
City of Livonia | City Council Office
(734) 466-2250
skasprowicz@livonia.gov
www.livonia.gov

<Livonia-Logo-250_2521acb0-d42c-429b-900f-b59ac98c1049.png>

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-----Original Message-----
From: LUCY EISENHARDT-BALDASSARRA <lucyspandas@aol.com>

Sent: Friday, December 2, 2022 12:55 PM
To: Kasprowicz, Sara <skasprowicz@livonia.gov>
Subject: Drive thru car wash on Farmington Rd

Hello my name is Lucy Baldassarra residing at 30406 Shadyside St, Livonia, MI 48152 I want to express my concern and DISAPPROVAL of the car wash sites in the old NAPA building area. As restraurants were being build adjacent to my street we had concerns of traffic- we were assured with the positioning of driveway's additional traffic wouldn't be an issue. That's had proved WRONG-we have people flying down our street daily making right turns to avoid the traffic lights at the corner of 8 and Farmington. If a car wash is planned for the NAPA location we will incur alot more traffic for people to make the easy right turn into the car wash. I STRONGLY disapprove the car wash fir traffic reasons as well as for water pressure in our area as well as our water bill fees could raise due to more use age causing more sewer/maintenance fees. Already our water bills have fees that our double and triple our usage. So please bring forward yo the council board the citizens in the immediate area to the proposed location DO NOT WISH this go forward. There are additionally several local car washes with 1/2 mile of each other a fourth is jot necessary. I recommend the corner lit at 7 and Farmington as it would have 2 major roads to disperse traffic both ways. There are plenty of other better locations empty in Livonia just not old NAPA location please.

Sincerely,
Lucy Baldassarra

Sent from my iPhone

NEW DATA RECEIVED FOR STUDY MEETING OF 12/05/22 - ITEM 1

Kasprowicz, Sara

From: noreply@civicplus.com
Sent: Thursday, December 1, 2022 2:30 PM
To: CityCouncil
Subject: Online Form Submittal: City Council Inquiries

City Council Inquiries

This form is for any questions, comments, or concerns you may have for the City in regards to city council meetings or other city council inquiries. If you leave contact information, the City will reply within 2 business days. If this is an emergency, please dial 9-1-1.

First Name	Debra
Last Name	Ford
Address	19729 Parker Street
Email Address	ladydeebeth@gmail.com
Phone Number	2488544801
Topic	Other City Council Inquiry
Date of Issue	12/1/2022
Attachment (Optional)	*Field not completed.*
Comments	I am concerned about the car wash proposal on Farmington and 8 mile! That intersection is very busy and known for accidents! It is hard to turn left or right whether from Farmington Rd or 8 Mile! There are alot of walkers, gas stations, Walgreens etc that cause enough chaos! This can only hurt businesses rather than help! There are certain intersections that we all avoid because of access and traffic! Was this presented to the Livonia residents? Will there be an opportunity to voice my opinion at council meeting as well as my neighbors! (I have no trouble finding a car wash within 2 miles of my house)

Email not displaying correctly? View it in your browser.

Kasprowicz, Sara

From: Marti Quinn <martiquinn@sbcglobal.net>
Sent: Sunday, November 27, 2022 9:44 AM
To: Kasprowicz, Sara
Subject: New Car Wash at Farmington and 8 mile

Attn: Livonia City Council

Council Members-

I have been a homeowner on Shadyside Street near 8 Mile and Farmington Road for over 40 years and am strongly against allowing a car wash to be built on the former site of the Napa Auto Parts store for the following reasons:

1, I am concerned about water pressure. We already have issues with low water pressure in the area and this will put additional strain on the system due to excessive use from the car wash.

2. Increased car traffic on residential streets - motorists are already using Shadyside and Norfolk to bypass the stoplight at 8 Mile and Farmington Road. This would increase greatly if another retail establishment is built on the east side of Farmington Road.

3. In addition to increased traffic, I have noticed that speed limits of 25 mph or less are routinely being ignored on Shadyside and especially, Norfolk. Cars fly by on Norfolk on the way to Webster School and Jaycee Park at speeds in excess of 40+ mph or more. Because there are no sidewalks in the immediate area, this creates a major safety issue to pedestrians.

Thank you for your consideration in this matter,

Margaret Quinn

248.345.2220

Kasprowicz, Sara

From: JIM MESSER <jdm319@aol.com>
Sent: Tuesday, November 22, 2022 3:34 PM
To: Kasprowicz, Sara
Subject: Proposed car wash at NAPA Auto Parts site

There must be better options for this site that wouldn't adversely affect residential water pressure in the surrounding area, while cannibalizing business from the existing car wash located at 8 Mile and Gill, thus compromising the viability of both businesses.
Thank you,
Jim Messer

Sent from my iPhone

Kasprowicz, Sara

From: Sara Jones (Vericast) <Sara.Jones@vericast.com>
Sent: Tuesday, November 22, 2022 10:46 AM
To: Kasprowicz, Sara
Subject: Car wash 8 and Farmington

Hello,

I live in the neighborhood near the old Napa auto store at 8 and Farmington. I am against there being a car wash at that site. That intersection is already very busy and even hard to get out of our sub at time. Please re consider that.

Thank you,
Sara Jones

DO NOT open attachments or click on links from unknown senders or unexpected emails

Kasprowicz, Sara

From: Contract Kitchens and Bath Inc <contractkitchens@msn.com>
Sent: Monday, November 21, 2022 9:14 PM
To: Kasprowicz, Sara
Subject: Car wash proposed

Hello,

I am a Livonia resident in the 8 mile and Farmington area. I would be all in on a car wash on the old Napa auto parts property. 👍

Someone posted a heads up on the Neighbors App and had negative thoughts. Not me, I think a good auto wash would be an asset to the neighborhood. I have been in my home 22 years.

Philip Carr
20120 Parker
Livonia 48152

Ewa Kedzierska
Folker's Farmington Acres • 3

Possible car wash on Farmington/8

Did you know that the City of Livon
already considered an application f
at this site? the next meeting is on
Council. Please be sure to express
plan to Sara Kasprowicz at skaspro
still go to the meeting. Concerned
a car wash is not appropriate for th
and the car wash may put a strain
water pressure as well as more traf
Farmington Road. There are car wa
we need yet another one? Thank y

20320-20330 Mayfield Street,

Be the first to react

Kasprowicz, Sara

From: Jan Irvin <janmi@rocketmail.com>
Sent: Monday, November 21, 2022 3:03 PM
To: Kasprowicz, Sara
Subject: Proposed Car Wash for the 8 MIle/Farmington Rd area

Dear Sara,
Please forward our letter of Concern to the City Council Members. We are aware of the fact that a car wash is being proposed for our area and will be addressed on the Dec. 5th agenda. Thank you.
Sincerely,
Jan and Ron Irvin

Dear Livonia Council Members,

We are aware that a drive through car wash is being proposed for the old Napa Auto Parts Store on Farmington Rd. near 8 Mile Rd. We wish to write in our concerns about this proposal. That block is currently a very neat and well kept stretch of properties which includes a nice medical center, a remodeled restaurant and several stores. A car wash would look out of place in this location. We also already have a water pressure problem in this area. We are sure this will not help the situation. Although they are on the Farmington city side, there are already car washes on 8 Mile just 2 blocks away and another on 9 Mile about a mile form the other one. We can't see how we need a third car wash in a mile radius. Therefore, we do not want this proposal to go through.

Sincerely,
Jan and Ron Irvin
20181 Shadyside, Livonia 48152 248 477-3677

Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.

CITY OF LIVONIA, MICHIGAN
APPLICATION FOR WAIVER USE APPROVAL

All applications must be presented in triplicate to the City Clerk, 33000 Civic Center Drive, Livonia, MI 48154-3097. Applications **must** include property owner's name, address and notarized signature.

For filing fee see below for computation

Date Filed: 10-~~18~~ 17-22 Petition #2022-10-02-~~01~~ 20

Site Address: 20340 Farmington Road, Livonia, MI Sidwell _____ Zoning of Property C-2

Requesting Approval To Construction of a new Express Car Wash

Applicant: Kyle Wrentmore Business/Company: The Mannik & Smith Group, Inc.

Applicant's Address: 1160 Dublin Road City: Columbus State: OH Zip Code: 43125

Applicant's Phone # (614) 441-4222 Applicant's Email kwrentmore@manniksmithgroup.com

Contact Person: Dennis Miller Business/Company: DMC Real Estate Advisors

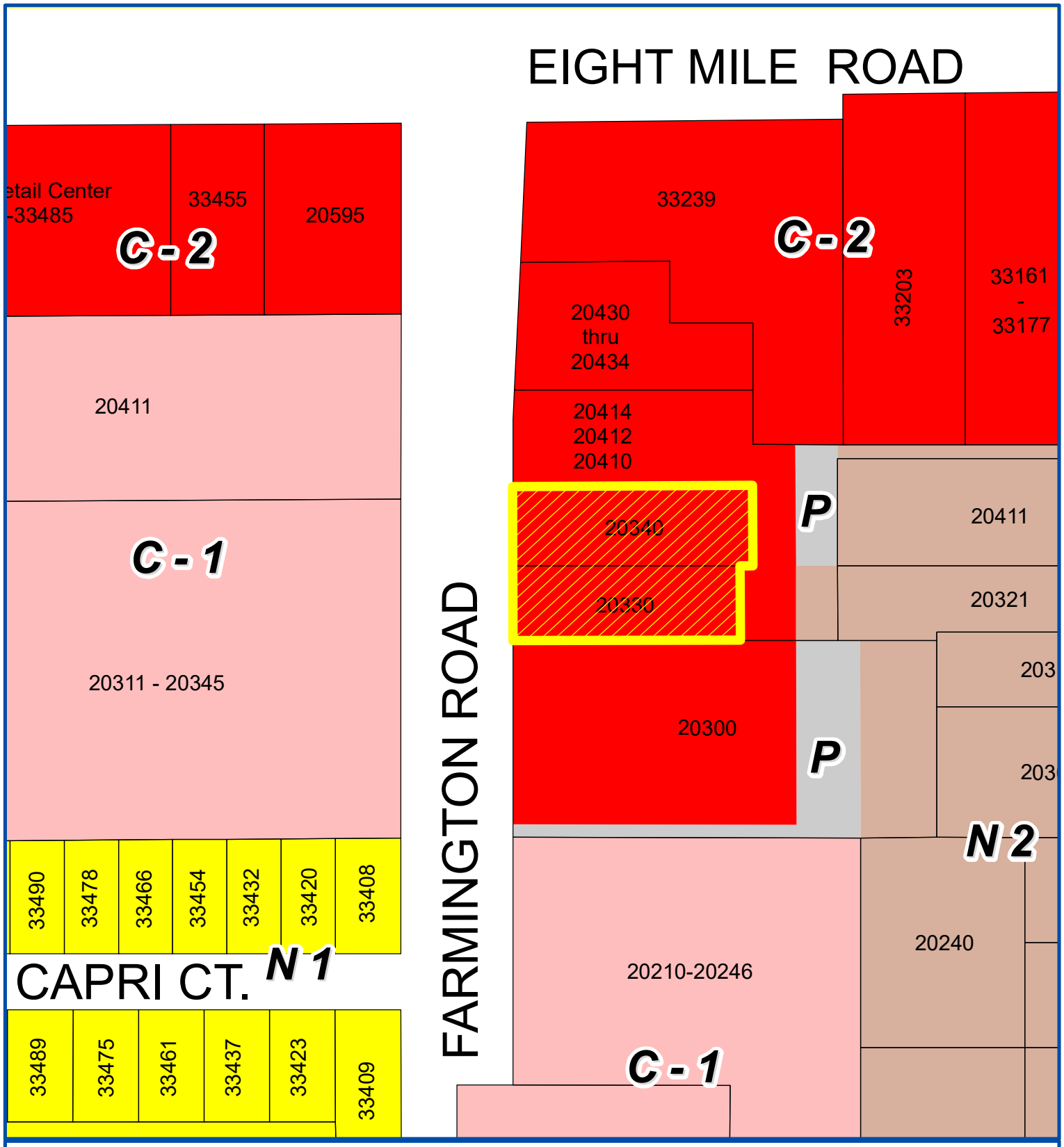
Contact's Address: 2600 W Big Beaver, Suite 41 City: Troy State: MI Zip Code: 48084

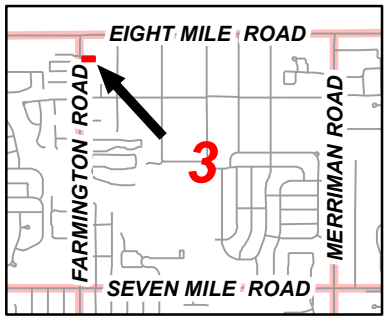
Contact's Phone # (248) 342-1426 Contact's Email dennismiller@mkiezi.com

Please provide the following information:

1) **Site Plan** showing:
   - property dimensions, including road right-of-way & building setback lines
   - foot print of building(s), including dimensions & square footage
   - all easements, protective walls, sidewalks & existing trees
   - any significant topographic features (existing or proposed)
   - parking layout, including type of surface material, sizes of spaces & aisles
   - method used in calculating parking requirement
   - location of light standards servicing parking lot & cutout showing type & height
   - location of trash receptacle, including description of screening
   - location of signs
2) **Detailed Landscape Plan** including:
   - listing or labeling of all planted materials as to type and size
   - areas to be fully irrigated
   - percentage of landscaping provided (15% of total site required)
3) **Building Elevation Plan** depicting:
   - architectural quality
   - wall section & detail plan - exterior building materials must be labeled (i.e. brick, thin brick, E.F.I.S.)
   - all visible rooftop mechanical equipment and how they will be screened
4) **General Floor Plan** showing:
   - floor layout
   - entrances & exits
   - restaurants are required to illustrate seating arrangement & capacity
5) **One (1) set of reduced plans** (i.e. site, landscape, elevation, floor), **a maximum 11" x 17" in size, or digital file in a .pdf format either on CD or emailed to** planning@livonia.gov
6) **Legal Description** of the property to be considered (Clearly Printed)
7) Three (3) completed application forms & **three (3)** sets of full-size drawings

You are invited and encouraged to review your proposal with the Planning Department staff. Only



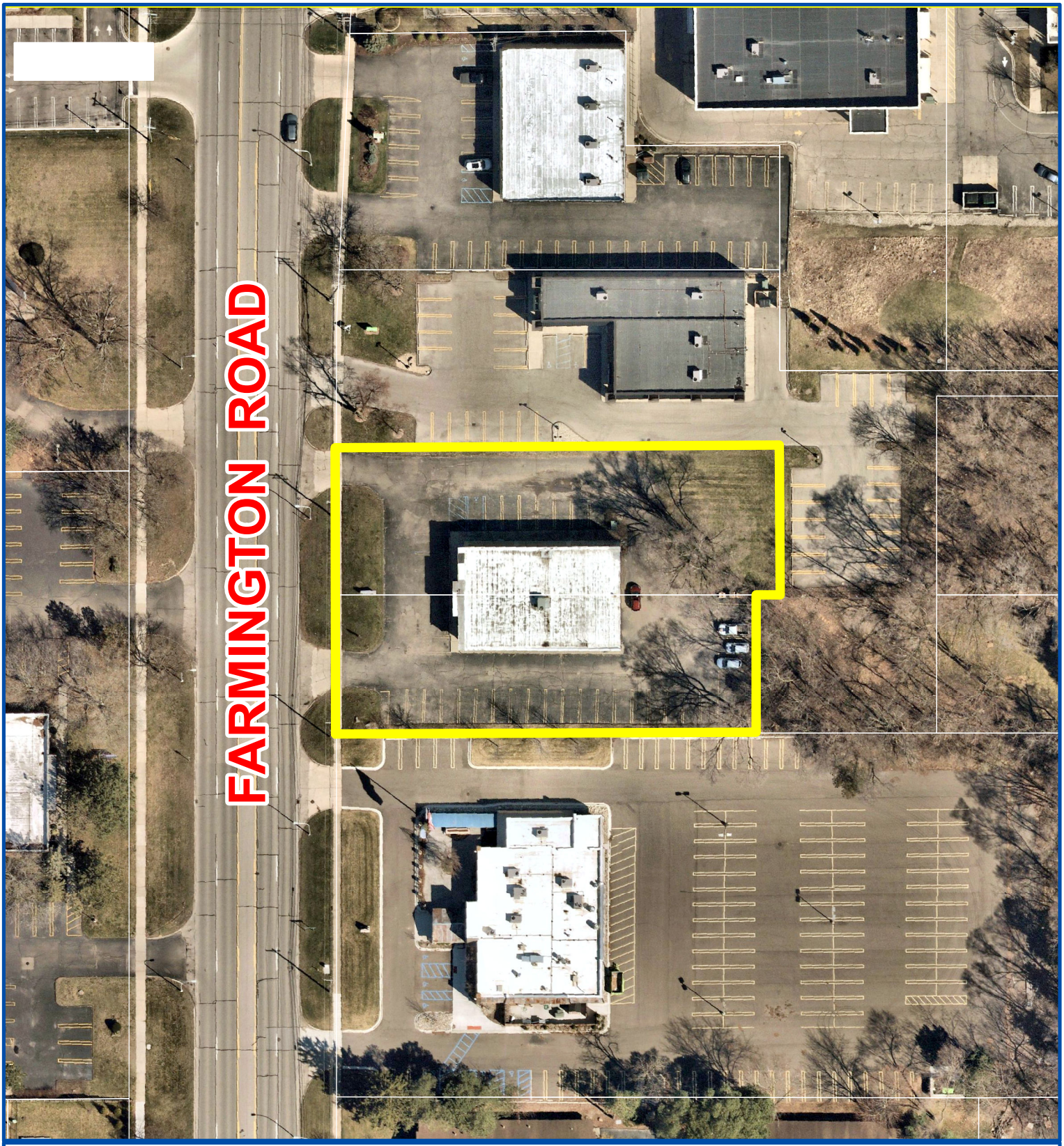


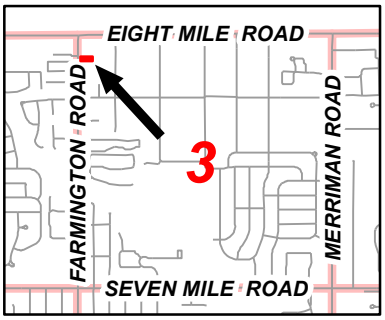
Address & Zoning Map

Petition 2022-10-02-20
Clean Express Auto Wash
20330 & 20340 Farmington Road
to construct a new automatic auto wash facility

N
Not to Scale

City of Livonia
Planning Department





Aerial Map

Petition 2022-10-02-20
Clean Express Auto Wash
20330 & 20340 Farmington Road
to construct a new automatic auto wash facility

N

Not to Scale

City of Livonia
Planning Department

PLANNING COMMISSION STAFF NOTES

PUBLIC HEARING

ITEM 1

Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.

November 1, 2022: Study Meeting:

This petition involves the redevelopment of the site of the former NAPA Auto Parts Store located on the east side of Farmington Road approximately 400 feet south of Eight Mile Road. The plan is to demolish the existing commercial building and replace it with a new automated car wash facility called Clean Express Auto Wash. The subject site is zoned C-2 (General Commercial) which treats auto wash establishments as a waiver use pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance.

The overall site is made up of two (2) parcels. The northerly parcel, 20340 Farmington Road, has eighty-six feet (86') of road frontage and the southerly parcel, 20330 Farmington Road, has eighty feet (80') of frontage. Together, the two (2) parcels comprise approximately 1.0 acre of developable land area. The existing 3,677 square foot commercial building is located near the center of the two properties with parking available on all four sides of the building. Two (2) driveways provide access to the site: one (1) on the north side of the property and the other on the south side. Site plan approval was granted in 1979 for the existing auto parts store. Napa Auto Parts has moved to a new location and the building is now vacant.

To the north of the subject property is C-2 zoning and a variety of commercial businesses that front along Farmington Road. Immediately to the south is the former G. Subu's Leather Bottle restaurant recently converted into a new restaurant called Bad Brads BBQ. Bordering the site to the east is land that is attached to the commercial property to the north and which contains parking for the business, zoned C-2 and P (Parking), and an undeveloped area, zoned C-2 and N2 (Neighborhood). Extending further east are residential homes that are zoned N-2. And to the west, across Farmington Road, are commercial properties, zoned C-1 (Local Business).

The proposed 3,677 square foot automated car wash building would be positioned along the north side of the property. The overall dimensions of the building are 32' x 123'. Access would be provided from the two (2) existing drive approaches which would remain in their current configuration. The south approach is designed to accommodate two-way traffic for both ingress and egress to the site, whereas the north approach would only be for vehicles exiting the car wash facility. Access to the proposed auto wash facility would be provided via two (2) service lanes that would commence along the south side of the

property, then maneuver west and north in a U-shaped pattern around to the east side of the building where the facility's entrance is located. The pay kiosks would be located along the service lanes at the east end of the site. The plan shows ample space for vehicles to queue before entering the wash facility. The point-of-sales kiosks would have digital menu boards and self-serve pay devices and be covered overhead by non-illuminated structural canopies. Automated gates would control vehicle access. Just ahead of the entrance to the facility, the two (2) lanes taper to form a single lane. A twelve (12) foot wide "escape" lane would be provided before entering the building. Parking with vacuum equipment would be available in the area between the building and the service lanes. As customers exit the car wash, they would have the option of either going straight and exiting the site by turning onto Farmington Road or remaining on the property by turning left along a short drive aisle that loops back around to both the parking lot and vacuums or the south drive aisle where the approach and service lanes are located.

In a C-2 district, the minimum required front yard setback is fifteen (15) feet. At its closest point, the proposed building would be set back approximately forty-six (46) feet from the future right-of-way of Farmington Road. For the rear yard, the minimum required setback is eight feet (8'). Measured from the east property line, the site plan shows the proposed building having a rear yard setback of eighty-eight feet (88'). For the side yards, Section 6.07 requires that a building be situated no closer than thirty-five feet (35') on one (1) side of the property with a minimum requirement of eight feet (8') on the other side. From the south side property line, the building would be set back 124 feet, and on the north side, the setback would be eleven feet (11'). The proposed building complies with all required yard regulations.

The submitted floor plan shows the layout of the automated auto wash facility. In general, the north half of the building would be occupied by the car wash bay and the south half would contain the mechanical systems, a unisex bathroom and an office.

For auto wash establishments, the ordinance requires at least twenty (20) parking spaces. The site plan shows twenty-one (21) parking spaces available within the parking lot on the south side of the building. Each parking space would have a self-serve vacuum station and each vacuum station would contain a built-in waste receptacle, an aluminum vacuum hose, and vacuum tools. All parking spaces, except the required handicap spaces, would measure ten feet (10') wide by twenty feet (20') in length.

Materials on the outside of the building would be composed of a combination of panel brick (Quik Brik) and Nichiha fiber cement horizontal siding. The exterior would be in three (3) different colors: brown for the siding and white and grey for the brick. Windows would be installed on both sides of the building. The one-story structure would have a maximum height, as measured from the finished grade to the top edge of the structure, of twenty-two feet four inches (22'-4").

A dumpster enclosure is shown in the southeast corner of the parking lot, across from the rear of the building. The enclosure walls would be seven feet four inches (7'-4") in height

and would be constructed out of a panel brick (Quik Brik) to match the building. The swing gates would be constructed out of chain-link fencing with privacy slat inserts. The design of the enclosure gates is inconsistent with the City's policy of requiring a long-lasting solid panel material.

No details are available on how stormwater would be managed. Underground detention is the most likely the approach that will be taken, but the location of the outlet has yet to be determined. The petitioner will need to provide drainage and storm water treatment details to the Engineering Department prior to obtaining building permits.

Pursuant to Section 10.03, no fewer than four (4) full size trees, two (2) ornamental trees, and twenty-six (26) shrubs are required along Farmington Road. The plan shows four (4) full size trees (Thornless Honey Locust), two (2) ornamental trees (Orchid Satin Rose of Sharon), and thirty-two (32) shrubs along the frontage of the site. Landscaped greenbelts would also be created along the sides and rear of the property. On the south side, the width of the greenbelt would be approximately seventeen feet (17'), on the north side it would be eleven feet (11') wide, and along the rear of the property the width would vary between eleven feet (11') and twenty-five feet (25'). All three of these areas would contain full size trees planted in rows. A note on the plan states that "*All Landscape areas are to be irrigated*."

The submitted photometric plan provides detailed information on site lighting, including the location and type of light sources and illumination levels. A note on the plan indicates that the mounting height of the lights would twenty-two feet (22') above finish grade (AFG), including twenty-foot (20') high poles on a two-foot (2') base. All exterior light fixtures should be consistent with the guidelines of the City of Livonia Outdoor Lighting Policy for the installation of exterior lighting in all non-residential zoning districts, which specifies that pole-mounted lights shall not exceed a height of twenty feet (20') above grade. The plan also states that lights on the building, in the form of wall packs, would be arranged nine feet (9') AFG.

The building would be allowed thirty-two (32) square feet of wall sign area based on a requirement of one (1) square foot for each lineal foot of the building frontage. Additionally, one (1) ground-mounted monument sign is allowed, not to exceed thirty (30) square feet in area and six feet (6') in height with a setback of at least ten feet (10') from any right-of-way line. The submitted Elevations Plan (A2-1) shows a total of three (3) walls signs totaling 89.4 square feet. They include one (1) sign on the front elevation and two (2) signs on the south side elevation. On the front, the sign measures twenty (20) square feet (10' x 2') in area, and on the side, the two (2) signs measure fifty-two (52) square feet (13' x 4') and 17.4 square feet (13.9' x 1.25'), respectively. The renderings and Site Details sheet (A6-1) also show a monument sign that appears to conform with the size requirements; however, the location of the sign is not shown on the site plan. Any signage in excess of what is permitted by the sign ordinance would require a variance from the Zoning Board of Appeals.

A special requirement of Section 6.07 specifies that a proposed auto wash establishment most be located at least 150 feet away from any church, public or parochial school, or playground, as measured from property to property. No church, school or playground exists within 150 feet of the subject site.

The closest automatic car wash facility is the existing Zax Auto Wash located at 34650 Eight Mile Road, which is on the north side of the street just west of Gill Road in Farmington Hills, slightly less than ¾ of a mile from the subject site.

November 15, 2022: Public Hearing:

Suggested changes discussed at the Study Meeting were: 1) additional landscape buffering along the sides and rear of the property; 2) more information and details of the panel brick proposed for the exterior of the building; 3) limiting the overall height of the light fixtures to twenty feet (20'); and 4) demonstrating that all roof-mounted mechanical equipment will be screened from public view.

Approving Resolution: That the request to construct a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, is hereby approved, subject to City Council approval and the following conditions:

1. That the Site Plan identified as C200, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to.

2. All parking spaces, except the required handicapped spaces, shall be doubled striped at ten feet (10') wide by twenty feet (20') in length.

3. That the hours of operation shall be limited to the following: Monday thru Saturday from 7:00 a.m. to 8:00 p.m. and Sunday from 9:00 a.m. to 6:00 p.m.

4. That the Landscape Plan identified as L100, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to, except that the final landscape plan details shall be approved by the Planning Department.

5. That all disturbed lawn areas, including road rights-of-way, shall be sodded in lieu of hydroseeding.

6. That underground sprinklers are to be provided for all landscaped and sodded areas and all planted materials shall be installed to the satisfaction of the Inspection Department and thereafter permanently maintained in a healthy condition.

7. That the Elevation Plan identified as A2-1, dated July 21, 2022, prepared by SBA Studios, is hereby approved and shall be adhered to.

8. That the three walls of the trash dumpster area shall be constructed out of the same brick used in the construction of the building or in the event a poured wall is substituted, the wall's design, texture and color shall match that of the building. The enclosure gates shall be of solid panel steel construction or durable, long-lasting solid panel fiberglass.

9. That all rooftop mechanical equipment shall be concealed from public view on all sides by screening that shall be of a compatible character, material and color to other exterior materials on the building.

10. That all light fixtures shall not exceed twenty feet (20') in height and shall be aimed and shielded to minimize stray light trespassing across property lines and glaring into adjacent roadway.

11. That only conforming signage is approved with this petition, and any additional signage shall be separately submitted for review and approval by the Zoning Board of Appeals.

12. That no LED lightband or exposed neon shall be permitted on this site including, but not limited to, the building or around the windows.

13. That unless approved by the proper local authority, any type of exterior advertising, such as promotional flags, streamers or sponsor vehicles designed to attract the attention of passing motorists, shall be prohibited.

14. That the specific plans referenced in this approving resolution shall be submitted to the Inspection Department at the time the building permits are applied for; and,

15. Pursuant to Section 13.13 of the Livonia Vision 21 Zoning Ordinance, this approval is valid for a period of one year only from the date of approval by City Council, and unless a building permit is obtained, this approval shall be null and void at the expiration of said period.

Denying Reasons: That the request to construct a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, is hereby denied for the following reasons:

1. That the petitioner has failed to comply with all general standards and requirements as set forth in Sections 1.02 and 13.13 of the Livonia Vision 21 Zoning Ordinance.

2. That the intensity of the proposed use would have negative effects on the neighboring properties.

3. That the proposed use would unduly tax and conflict with the established and normal traffic flow of the area.

4. That the proposal creates significant adverse impacts on adjoining parcels, public services, and community planning efforts.

5. That the petitioner has failed to comply with all the concerns deemed necessary for the safety and welfare of the City and its residents.

SITE IMPROVEMENT PLANS FOR
EXPRESS CAR WASH
20340 FARMINGTON RD
LIVONIA, MI 48152

VICINITY MAP
NOT TO SCALE

PROJECT DESCRIPTION

REDEVELOPMENT OF A PREVIOUS AUTO PARTS STORE TO CARWASH WITH VACUUM STALLS AND ASSOCIATED PARKING. MAXIMUM NUMBER OF EMPLOYEES PER SHIFT WILL BE 7.

PARKING:
THE SITE WILL HAVE 18 VACUUM SPACES, 2 STANDARD SPACES AND 1 ADA SPACE WITH A TOTAL OF 21 SPACES.

SITE DATA

PROPERTY INFORMATION:
ADDRESS: 20340 FARMINGTON ROAD, LIVONIA, MI 48152

LOT SIZE: 1.12 AC
PARCEL NUMBERS: 010-01-0007-001 & 010-99-0002-000
ZONING: C-2
PROPOSED USE: CAR WASH

BUILDING SETBACKS:
FRONT: 15' REQUIRED (73' PROVIDED)
SIDE: 8' REQUIRED (11' PROVIDED)
35' REQUIRED FOR ONE SIDE (124' PROVIDED)

BUILDING INFORMATION:
GROSS BUILDING FOOTPRINT AREA: 3,677 SF
BUILDING HEIGHT: 22'-4"

PARKING
AUTO-WASH ESTABLISHMENTS: AT LEAST TWENTY (20) PARKING SPACES.

21 PROVIDED

STACKING:
28 STACKING SPACES PROVIDED

LEGAL DESCRIPTION

LAND SITUATED IN THE CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN, DESCRIBED AS:

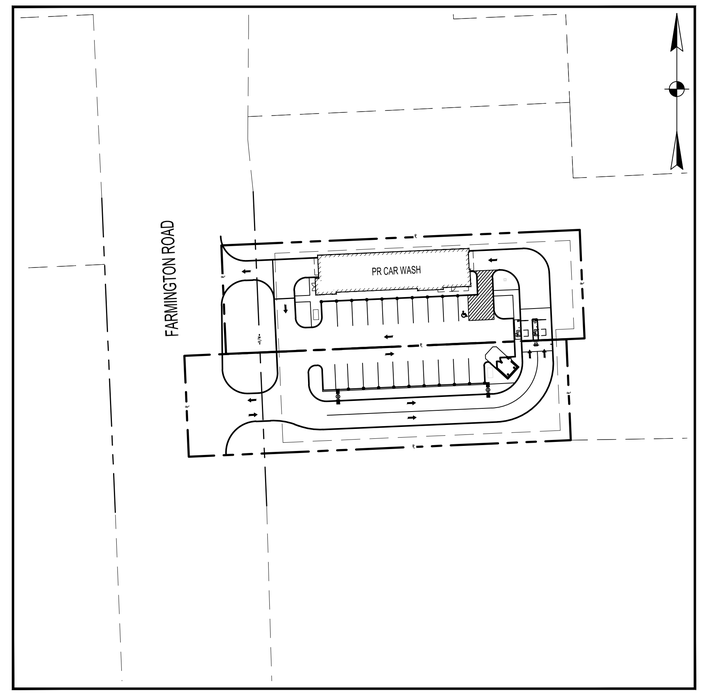
PARCEL 1: LOT 7, EXCEPT THE WEST 27 FEET, "FOLKER'S FARMINGTON ACRES," AS RECORDED IN LIBER 61, PAGE 90 OF PLATS, WAYNE COUNTY RECORDS.

PARCEL 2: A PARCEL OF LAND IN THE NORTHWEST ¼ OF SECTION 3, TOWN 1 SOUTH, RANGE 9 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT IN THE WEST LINE OF SAID SECTION 3 AS ABOVE DESCRIBED DISTANT SOUTH 533.96 FEET FROM THE

NORTHWEST CORNER OF SAID SECTION 3, TOWN 1 SOUTH, RANGE 9 EAST, THENCE NORTH 89 DEGREES 59 MINUTES EAST 302.70 FEET TO A POINT; THENCE SOUTH 0 DEGREES 04 MINUTES 30 SECONDS EAST 80 FEET TO A POINT; THENCE SOUTH 89 DEGREES 59 MINUTES

WEST 302.80 FEET TO A POINT IN THE WEST LINE OF SAID SECTION; THENCE NORTH 0 DEGREES 04 MINUTES 30 SECONDS WEST 80 FEET TO THE PLACE OF BEGINNING.

TAX ID NO. 010-01-0007-001 & 010-99-0002-000



INDEX MAP
0 50 100 200
SCALE: 1" = 100'

DESIGN CONSULTANT
THE MANNIK & SMITH GROUP, INC.
607 SHELBY STREET, SUITE 300
DETROIT, MICHIGAN 48226
CONTACT: KYLE J. WRENTMORE, P.E.
PHONE: (614) 441-4222
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DEVELOPER
EXPRESS WASH CONCEPTS
13375 NATIONAL ROAD, SUITE D
ETNA, OHIO 43068
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INDEX OF SHEETS

COVER SHEET C000
EXISTING CONDITIONS C100
SITE PLAN C200
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ARCHITECTURAL FLOOR PLANS A1-1
ARCHITECTURAL ELEVATIONS A2-1
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PHOTOMETRIC PLAN ..... N/A

APPROVALS

SIGNATURES BELOW SIGNIFY CONCURRENCE WITH THE GENERAL PURPOSE AND LOCATION OF THE PROPOSED PROJECT. ALL TECHNICAL DETAILS REMAIN THE RESPONSIBILITY OF THE DESIGN ENGINEER PREPARING THE PLANS.

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

TITLE DATE

ENGINEER

Mannik Smith GROUP
TECHNICAL SKILL. CREATIVE SPIRIT.
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MIKE MCAVOY, PE DATE
REGISTERED PROFESSIONAL ENGINEER

PRELIMINARY
NOT FOR CONSTRUCTION

REV NO	DATE	BY	REVISION DESCRIPTION

PROJECT DATE: 11/10/22
PROJECT NO.: M3900023

C000

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LEGEND

PROPERTY LINE

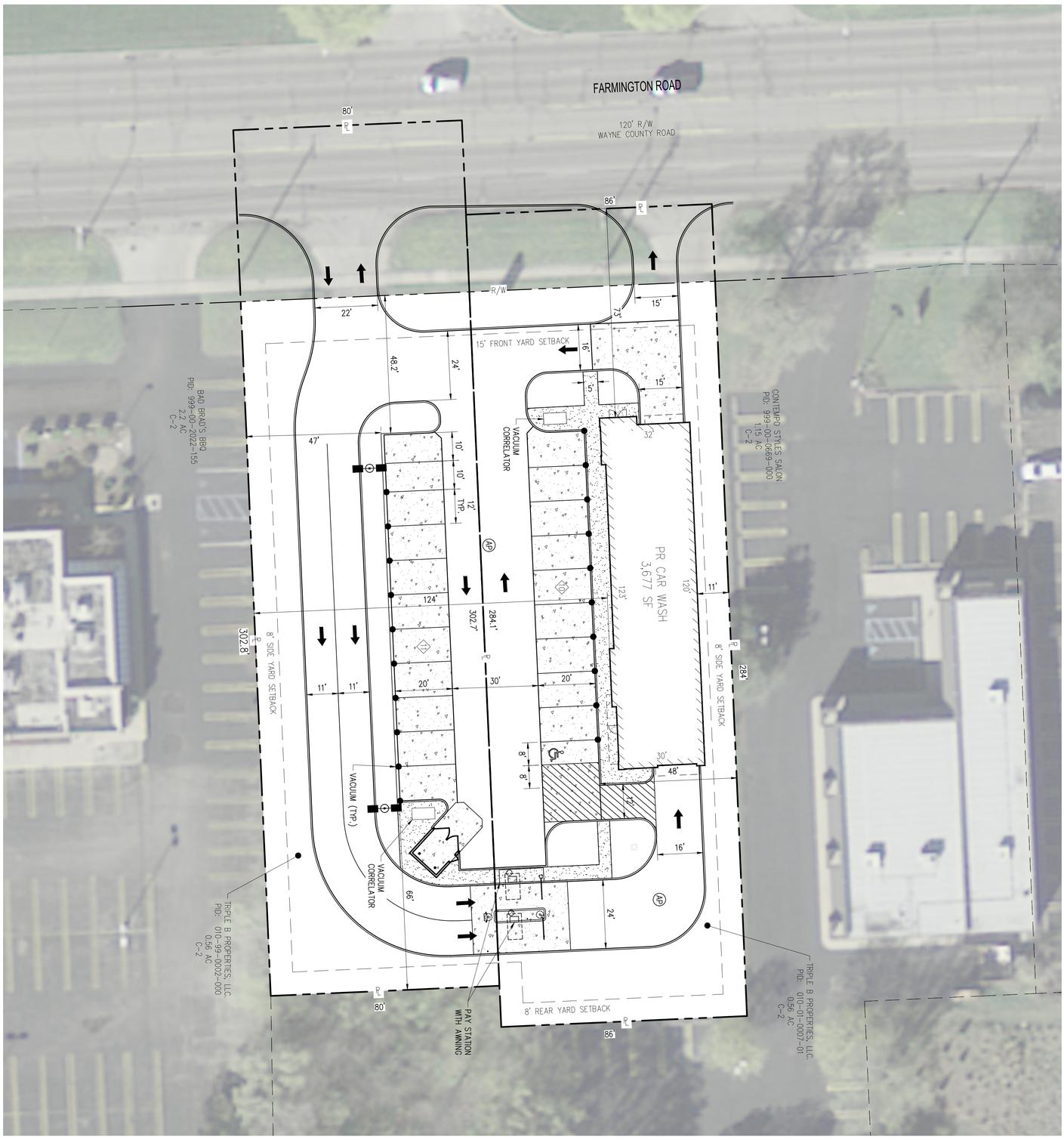
RIGHT-OF-WAY

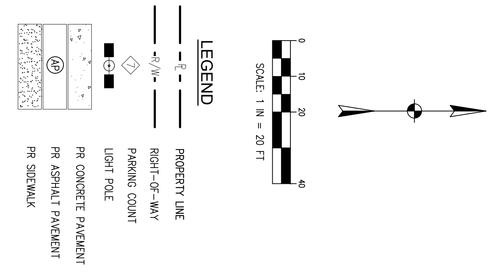
EX TREE

SCALE: 1 IN = 20 FT

0 10 20 40

C100	EXISTING CONDITIONS	SITE IMPROVEMENT PLAN FOR EXPRESS WASH 20340 FARMINGTON RD, LIVONIA, MI 48152	PREPARED FOR: CLEAN EXPRESS AUTO WASH 13375 NATIONAL ROAD, SITE C, REYNOLDSBURG, OH 43062	Mannik Smith GROUP www.MannikSmithGroup.com TECHNICAL SKILL. CREATIVE SPIRIT.	607 SHELBY STREET SUITE 300 DETROIT, MI 48226 TEL: 313.961.9500 FAX: 313.961.9509 PROJECT DATE: 11/10/2022 PROJECT NO: M3900023 DRAWN BY: MNF CHECKED BY: KJW	NO.	DATE	BY	DESCRIPTION





C200

PRELIMINARY SITE PLAN

SITE IMPROVEMENT PLAN FOR

EXPRESS WASH

20340 FARMINGTON RD, LIVONIA, MI 48152

PREPARED FOR:

CLEAN EXPRESS AUTO WASH

13375 NATIONAL ROAD, SITE C,
REYNOLDSBURG, OH 43062

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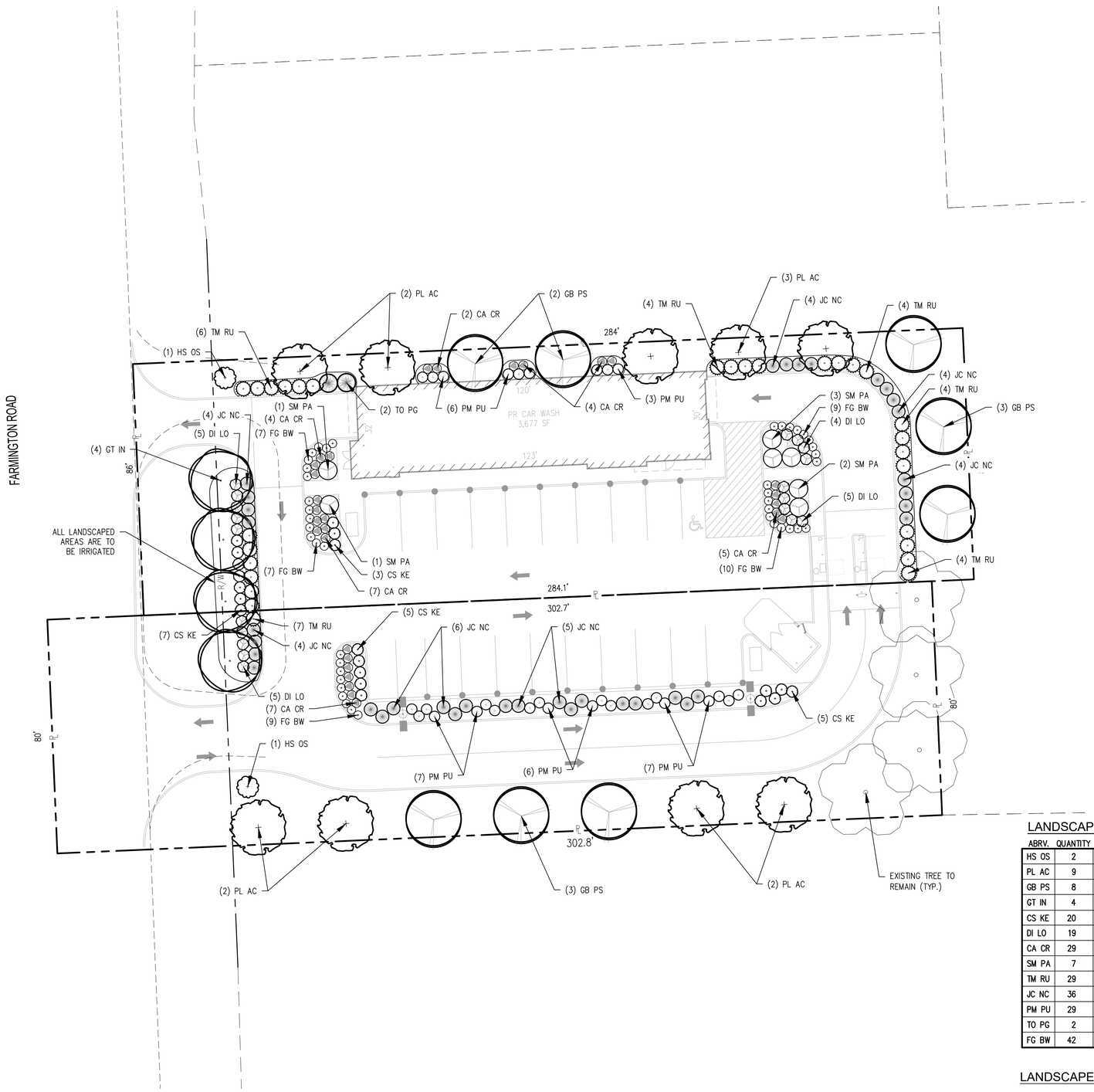

0 10 20 40

SCALE: 1 IN = 20 FT

LEGEND

- PR DECIDUOUS TREE
- PR DECIDUOUS FLOWERING TREE
- PR EVERGREEN TREE
- PR DECIDUOUS FLOWERING SHRUB
- PR EVERGREEN SHRUB
- PR FLOWERING PERENNIAL OR ORNAMENTAL GRASS
- EX TREE

LANDSCAPE CODE REQUIREMENTS

REQUIRED:		PROVIDED:
LIVONIA ZONING ORDINANCE – ARTICLE X		
10.3.1.	THE FOLLOWING FRONTAGE LANDSCAPING SHALL BE PROVIDED IN THE FRONT YARD AREA ADJACENT TO THE R/W: 1 DECIDUOUS/EVERGREEN TREE PER 40' OF FRONTAGE, 1 ORNAMENTAL TREE PER 100' OF FRONTAGE, AND 8 SHRUBS PER 40' OF FRONTAGE. R/W FRONTAGE = 126' 126' / 40' = 4 DECIDUOUS/EVERGREEN TREES AND 32 SHRUBS REQUIRED 126' / 100' = 2 ORNAMENTAL TREES REQUIRED	4 DECIDUOUS TREES, 33 SHRUBS, AND 2 ORNAMENTAL TREES PROVIDED ADJACENT TO R/W
10.3.2.A.	PARKING LOT SCREENING LANDSCAPING SHALL INCLUDE A YARD AT LEAST 5 FEET IN WIDTH CONTAINING AN OPAQUE SCREEN OF LANDSCAPING AT LEAST 3 FEET IN HEIGHT, WITHIN 10 FEET OF THE PAVED GROUND SURFACE IN BETWEEN THE PUBLIC R/W AND PAVED GROUND SURFACE	SCREENING PROVIDED THROUGH LANDSCAPING.
10.3.5.	A 10 FOOT WIDE BUFFER WITH ONE TREE PER 30 LINEAR FEET IS REQUIRED TO SCREEN BETWEEN ADJACENT COMMERCIAL DISTRICTS	TREES PROVIDED ALONG PROPERTY LINES ADJACENT TO COMMERCIAL DISTRICTS.
10.3.8.	AN ENCLOSURE OF SUFFICIENT HEIGHT TO COMPLETELY SCREEN THE DUMPSTER IS REQUIRED ON THREE (3) SIDES OF THE WASTE RECEPTACLE WITH A SOLID GATE ON THE FOURTH SIDE.	DUMPSTER SCREENING PROVIDED THROUGH MASONRY WALL.
	PERCENTAGE OF LANDSCAPING PROVIDED. 15% OF TOTAL SITE REQUIRED.	19% LANDSCAPED AREA PROVIDED

LANDSCAPE PLANT LIST

ABRV.	QUANTITY	SCIENTIFIC NAME	COMMON NAME	SIZE	REMARKS	TYPE
HS OS	2	HIBISCUS SYRIACUS 'ORCHID SATIN'	ORCHID SATIN ROSE OF SHARON	2" CALIPER	B&B	ORNAMENTAL TREE
PL AC	9	PLATANUS X ACERIFOLIA	LONDON PLANETREE	3" CALIPER	B&B	DECIDUOUS TREE
GB PS	8	GINKGO BILOBA 'PRINCETON SENTRY'	PRINCETON SENTRY GINKGO	3" CALIPER	B&B	DECIDUOUS TREE
GT IN	4	GLEDITSIA TRIACANTHOS VAR. INERMIS	THORNLESS HONEY LOCUST	3" CALIPER	B&B	DECIDUOUS TREE
CS KE	20	CORNUS SERICEA 'KELSEYI'	KELSEYI DWARF DOGWOOD	3 GALLON	CONTAINER	DECIDUOUS SHRUB
DI LO	19	DIERVILLA LONICERA	DWARF BUSH–HONEYSUCKLE	3 GALLON	CONTAINER	DECIDUOUS SHRUB
CA CR	29	CLETHRA ALNIFOLIA 'CRYSTALINA'	SUGARTINA CRYSTALINA	1 GALLON	CONTAINER	DECIDUOUS SHRUB
SM PA	7	SYRINGA MEYERI 'PALIBAN'	DWARF KOREAN LILAC	3 GALLON	CONTAINER	DECIDUOUS SHRUB
TM RU	29	TAXUS X MEDIA 'RUNYAN'	RUNYAN YEW	3 GALLON	CONTAINER	EVERGREEN SHRUB
JC NC	36	JUNIPERUS CONFERTA 'NICKS COMPACT'	NICKS COMPACT JUNIPER	3 GALLON	CONTAINER	EVERGREEN SHRUB
PM PU	29	PINUS MUGO 'PUMILIO'	DWARF MUGO PINE	3 GALLON	CONTAINER	EVERGREEN SHRUB
TO PG	2	THUJA OCCIDENTALIS 'POLAR GOLD'	POLAR GOLD ARBORVITAE	3 GALLON	CONTAINER	EVERGREEN TREE
FG BW	42	FESTUCA GLAUCA 'BLUE WHISKERS'	BLUE WHISKERS FESCUE	1 GALLON	CONTAINER	ORNAMENTAL GRASS

LANDSCAPE IRRIGATION SYSTEM

LANDSCAPE CONTRACTOR TO PROVIDE DESIGN AND INSTALLATION OF A LANDSCAPE IRRIGATION SYSTEM WITCH COVERS THE ENTIRE SITE PROPERTY. LAWNS, TREES AND LANDSCAPE BEDS SHALL BE IRRIGATED ON SEPARATE ZONES. IRRIGATION SYSTEM SHALL INCLUDE A SMART ELECTRONIC CONTROLLER WITH WEATHER SENSOR, RAIN DELAY SEASONAL ADJUST AND WATER BUDGET FEATURES.
A SEPARATE IRRIGATION METER AND BACKFLOW PREVENTOR PER CITY REQUIREMENTS AND ANY PERMITS SHALL BE INCLUDED. PROVIDE COMPLETE IRRIGATION DESIGN DRAWINGS AND SPECS FOR OWNER REVIEW PRIOR TO INSTALLATION. A COMPLETE SINGLE SOURCE IRRIGATION SYSTEM FROM HUNTER, RAINBIRD AND TORO WILL ONLY BE ACCEPTED.

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 301
DETROIT, MI 48226
TEL: 313.961.9500
FAX: 313.961.9509

PROJECT DATE: 11/10/2022
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CHECKED BY: KJW

TECHNICAL SKILL. CREATIVE SPIRIT.
Mannik Smith GROUP
www.MannikSmithGroup.com

PREPARED FOR:
CLEAN EXPRESS AUTO WASH
13375 NATIONAL ROAD, SITE C,
REYNOLDSBURG, OH 43062

SITE IMPROVEMENT PLAN FOR
EXPRESS WASH
20340 FARMINGTON RD, LIVONIA, MI 48152

PRELIMINARY LANDSCAPE PLAN

L100

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LANDSCAPE PLAN NOTES

1. THE CONTRACTOR SHALL PROVIDE A ONE YEAR WARRANTY ON ALL PLANTS AND VEGETATION PROPOSED ON THE LANDSCAPING PLAN. ANY TREES, SHRUBS, GROUND COVER OR OTHER VEGETATION PLANTED AS PART OF THIS PROJECT THAT DO NOT SURVIVE ONE YEAR FROM PLANTING SHALL BE REPLACED AT THE EXPENSE OF THE CONTRACTOR.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING AND COORDINATING WITH ALL PERTINENT UTILITY COMPANIES THREE WORKING DAYS IN ADVANCE OF ANY DIGGING. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR ANY COST INCURRED DUE TO DAMAGE OF ANY UTILITIES.

3. REFER TO THE LANDSCAPE PLAN FOR ADDITIONAL NOTES. LANDSCAPE IMPROVEMENTS SHALL CONFORM TO THE LATEST EDITION OF ODOT CONSTRUCTION SPECIFICATIONS.

4. ALL PLANTING MATERIALS: SHALL BE PLANTED PER ODOT SPECIFICATIONS. EXISTING TREES TO REMAIN SHALL BE PRUNED TO REMOVE BROKEN, LOW HANGING AND OTHER UNDESIRABLE GROWTH TO ENSURE HEALTHY AND SYMMETRICAL NEW GROWTH.

5. PLANTING BEDS. ONE MONTH BEFORE CULTIVATION AND AFTER DAYTIME TEMPERATURES HAVE WARMED TO 60° CONSISTENTLY, TREAT ALL PLANTING BEDS THAT ARE TO BE DEVELOPED IN AREAS OF EXISTING TURF WITH PRE-EMERGENT AND POST-EMERGENT TYPE HERBICIDES. USE A STATE-LICENSED PESTICIDE APPLICATOR TO APPLY THE HERBICIDE. REPEAT HERBICIDE APPLICATION TWO WEEKS LATER AND UNTIL ALL HERBACEOUS MATERIALS HAVE BEEN KILLED. BEFORE PLANTING. TOP DRESS ALL PLANTING BEDS WITH A MINIMUM OF 6 INCHES OF BACKFILL MIX, THEN CULTIVATE PLANTING AREA TO A DEPTH OF 6 INCHES USING A PLOW, DISC, OR ROTO-TILLER.

6. BACKFILL MIX. FOR ALL PLANTINGS, USE BACKFILL MIX CONSISTING OF THE FOLLOWING:
A. ONE PART EXCAVATED SOIL.
B. ONE PART TOPSOIL.
C. ONE PART EPA RATED CLASS IV COMPOST.
D. A SLOW RELEASE COMMERCIAL FERTILIZER (0-20-20 OR EQUAL) ADDED AT A RATE OF 5 POUNDS PER CUBIC YARD TO THE BACKFILL MIX.
E. IF SOIL AREAS ARE OF HIGH PH (GREATER THAN 6.5), APPLY 1.25 POUNDS OF ELEMENTAL SULFUR PER CUBIC YARD OF BACKFILL MIX.
NOTE: CONTRACTOR SHALL SUPPLY A DETAILED SOIL ANALYSIS PRIOR TO ALL PLANT BED PREPARATION. ANALYSIS SHALL INDICATE SOIL PH, TEXTURE, MAJOR NUTRIENTS, SALTS, ETC. SOIL ANALYSIS SHALL BE FROM A REPUTABLE, INDEPENDENT LAB. SOIL AMENDMENTS SHALL BE INCORPORATED INTO BACKFILL/PLANT MIX AS RECOMMENDED BY THE INDEPENDENT LAB.

7. MULCH. SMOOTH AND SHAPE THE BACKFILL MIX TO FORM A SHALLOW BASIN SLIGHTLY LARGER THAN THE PLANTING HOLE. MULCH ALL PLANTING AREAS WITH A LAYER OF FINELY SHREDDED HARDWOOD BARK OF UNIFORM TEXTURE & SIZE. PLANTS GROUPED IN MASSES SHALL HAVE THE ENTIRE CONTIGUOUS PLANTING BED OR ISLAND MULCHED. USE SHREDDED HARDWOOD BARK AGED MIN. ONE YEAR. RAKE AND SMOOTH THE ENTIRE AREA OF THE PLANTING BEDS. MULCH TO A DEPTH OF 3 INCHES. AFTER MULCHING AND BEFORE WATERING, ADD A SLOW RELEASE COMMERCIAL FERTILIZER (12-12-12 OR EQUAL), IN GRANULAR FORM, TO THE TOP OF THE MULCH AT A RATE OF 5 POUNDS PER 1000 SQUARE FEET. DO NOT ALLOW FERTILIZER TO CONTACT THE STEMS, BRANCHES, ROOTS OR LEAVES.

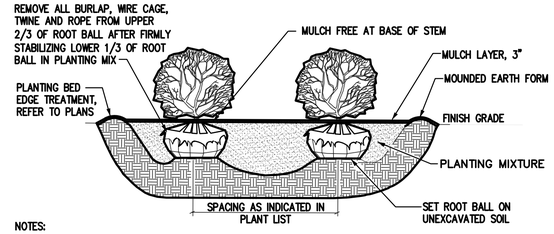
8. PERIOD OF ESTABLISHMENT. BEFORE FINAL INSPECTION, PLACE ALL PLANTS AND CARE FOR THEM FOR A PERIOD OF ESTABLISHMENT. THE PERIOD OF ESTABLISHMENT BEGINS IMMEDIATELY UPON COMPLETION OF THE PLANTING OPERATIONS AND CONTINUES UNTIL OCTOBER 1. THE MINIMUM PERIOD OF ESTABLISHMENT IS ONE GROWING SEASON, JUNE 1 THROUGH OCTOBER 1. DURING THE PERIOD OF ESTABLISHMENT, FOLLOW STANDARD HORTICULTURAL PRACTICES TO ENSURE THE VIGOR AND GROWTH OF THE TRANSPLANTED MATERIAL. WATER, REMULCH, RESTAKE, GUY, AND CULTIVATE AS NECESSARY. PERFORM AT LEAST TWO WEEDING AND MOWING PROGRAMS (AROUND TREES, GUY STAKES, SHRUBS, AND BED EDGES) OF SUCH INTENSITY AS TO COMPLETELY RID THE PLANTED AND MULCHED AREAS OF WEEDS AND GRASSES. BEGIN THE FIRST PROGRAM ON OR ABOUT JUNE 15 AND THE SECOND APPROXIMATELY 8 WEEKS LATER. ON OR ABOUT AUGUST 15, THE ENGINEER WILL INSPECT THE PLANTING AND SUPPLY THE CONTRACTOR WITH A LIST OF MISSING AND DEAD PLANTS AND THOSE THAT HAVE DIED BACK BEYOND NORMAL PRUNING LINES. REPLANT AS REQUIRED ACCORDING TO THE SPECIFICATIONS OF THE ORIGINAL MATERIAL. REPLACEMENT PLANTS ARE SUBJECT TO A NEW PERIOD OF ESTABLISHMENT. IMMEDIATELY REPLACE PLANTS PLANTED INITIALLY IN THE FALL THAT HAVE DIED BEFORE THE SPRING PLANTING SEASON. CARE FOR THE REPLACEMENT PLANTS DURING THE NEW ESTABLISHMENT PERIOD.

9. RESTORATION OF DISTURBED AREAS FOR NEW LAWN:
ALL DISTURBED AREAS NOT COVERED BY BUILDING, PAVEMENT OR LANDSCAPE PLANTING BEDS SHALL BE SHALL BE PREPARED FOR GRASS SEED AND SEEDED. LOOSEN RUTS AND WORK THE SOIL AREAS TO A MINIMUM OF 6" DEEP PRIOR TO FINE GRADING AND SEEDING WORK. AREAS TO RECEIVE GRASS SEED SHALL HAVE A MIN. 4" TOPSOIL PLACED, SEEDED AND A STRAW/MULCH BLANKET COVER PLACED OVER THE SEEDED AREAS PER ODOT SPECIFICATIONS. FERTILIZE WITH ONE POUND OF ACTUAL NITROGEN PER 1000 SQUARE FEET WITH A SLOW RELEASE COMMERCIAL STARTER FERTILIZER (LESCO 18-24-12 OR EQUAL).

10. LANDSCAPE TREES, SHRUBS AND PERENNIAL WATERING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING, DELIVERING, APPLYING, MEASURING AND SCHEDULING A SUFFICIENT AMOUNT OF WATER NECESSARY TO KEEP EACH PLANT IN A HEALTHY GROWING CONDITION THROUGHOUT THE PERIOD OF ESTABLISHMENT. THE CONTRACTOR SHALL APPLY 1" OF WATER PER WEEK TO ALL NEW PLANTS. THE CONTRACTOR SHALL INSTALL & MAINTAIN SUPPLEMENTAL DRIP WATERING TREE BAGS (SUCH AS 20 GALLON TREE GATOR WATER BAG) TO PROVIDE ADEQUATE, SLOW RELEASE OF WATER. WATER BAGS SHALL BE REMOVED AT THE END OF THE SECOND GROWING SEASON.

11. TURF GROUNDCOVER (SODDING, SEEDING AND SEED MULCHING):
ALL SEEDING INSTALLATION SHALL CONFORM TO ODOT SPECIFICATIONS AND NOTE 9 ABOVE. SEED AT 6 LBS/1000 SF WITH THE FOLLOWING SEED MIXTURE:

TITAN TALL-TYPE TURF FESCUE	70%
SR 4100 PERENNIAL RYEGRASS	20%
MERIT KENTUCKY BLUEGRASS	10%



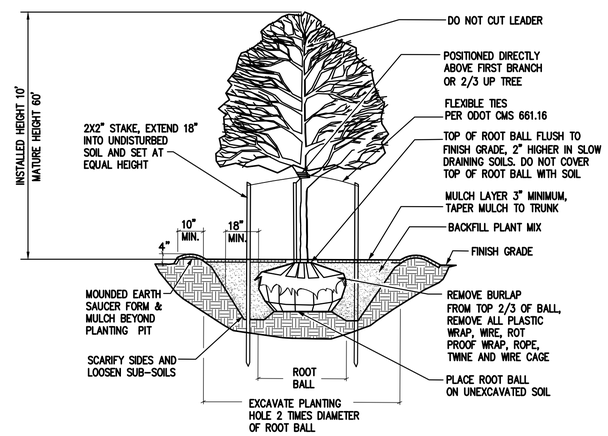
NOTES:

ALL SHRUBS PLANTED IN ROWS OR MASSES SHALL BE MATCHED IN SIZE AND FORM.

SHRUBS SHALL BEAR SAME RELATION TO FINISH GRADE AS THEY BORE TO EXISTING GRADE IN THE PREVIOUSLY PLANTED CONDITION.

MASS SHRUB PLANTING DETAIL (B&B OR CONTAINER)

NO SCALE



DECIDUOUS TREE PLANTING DETAIL

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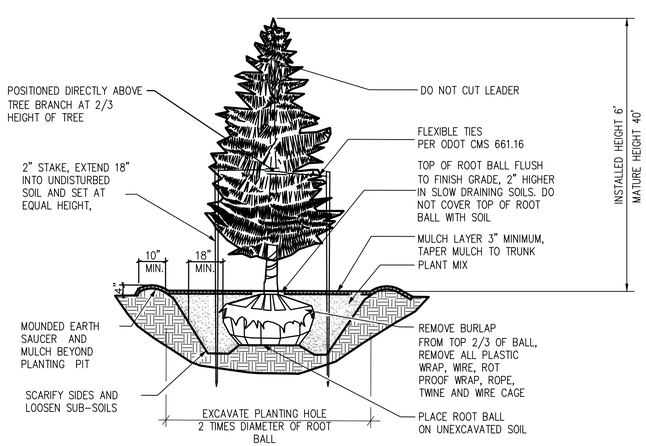

EVERGREEN TREE PLANTING DETAIL

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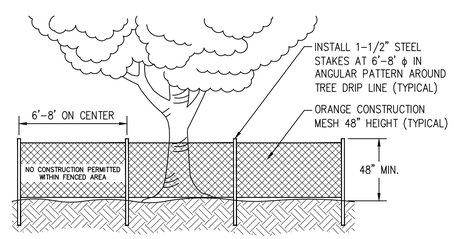

TREE PROTECTION DETAIL

NOT TO SCALE

TREE PROTECTION NOTES

1. TREE PROTECTION MEASURES SHALL BE INSTALLED PER THIS PLAN SHEET AT THE CRITICAL ROOT ZONE OF TREES TO BE PRESERVED PRIOR TO THE START OF ANY CLEARING, GRADING OR OTHER CONSTRUCTION ACTIVITY.

2. NO STORAGE OF ANY KIND IS PERMITTED WITHIN THE TREE PROTECTION ZONE. ANY ROOTS EXPOSED BY CONSTRUCTION ACTIVITY SHALL BE PRUNED FLUSH WITH THE SOIL AND BACKFILLED WITH TOPSOIL WITHIN THE SAME DAY.

3. ALL VEGETATION THAT IS NOT DESIGNATED ON THE PLANS TO BE REMOVED SHALL BE PROTECTED FROM DAMAGE. TREES THAT ARE DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

NO.	DATE	BY	DESCRIPTION

607 SHELBY STREET
SUITE 301
DETROIT, MI 48226
TEL: 313.961.9500
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SITE IMPROVEMENT PLAN FOR
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LANDSCAPE NOTES & DETAILS

L101

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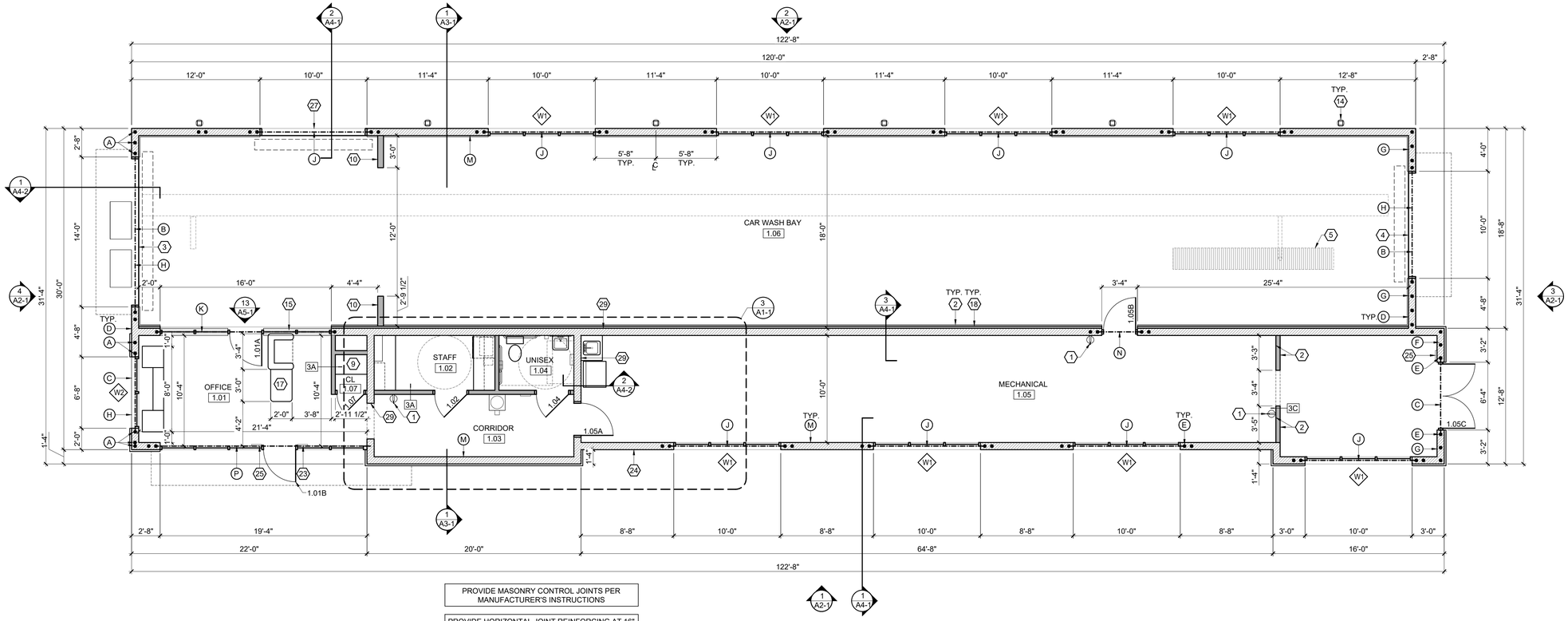


PROVIDE MASONRY CONTROL JOINTS PER MANUFACTURER'S INSTRUCTIONS

PROVIDE HORIZONTAL JOINT REINFORCING AT 16" O.C. MIN. W1.7 BAR SIZE TYP. LAP MIN. 12", TYP.

ALL EXTERIOR DIMENSIONS ARE TO MASONRY UNITS / MASONRY OPENINGS, TYP.

PROVIDE (2) L4 x 3 1/2 x 5/16" LINTEL OVER 36"x24" LOUVERS AND @ LONG WALL OF BUILDING

WINDOW TYPES SCHEDULE

W1 — 10'-0" WIDE BY 10'-0" TALL ALUMINUM STOREFRONT WINDOW HEAD HEIGHT = 10'-8" A.F.F.

W2 — 6'-8" WIDE BY 10'-8" TALL ALUMINUM STOREFRONT WINDOW WINDOW HEAD HEIGHT = 10'-8" A.F.F.

ALL GLAZING SHALL HAVE A SHGC OF .40 MIN.

CAR WASH GENERAL NOTES

1. CENTERLINE OF EQUIPMENT DOES NOT EQUAL CENTERLINE OF TRENCH
2. CENTERLINE OF EQUIPMENT DOES NOT EQUAL CENTERLINE OF ENTRY DOOR
3. CENTERLINE OF EQUIPMENT DOES EQUAL CENTERLINE OF EXIT DOOR
4. CENTERLINE OF EQUIPMENT DOES EQUAL CENTERLINE OF TUNNEL BAY
5. COORDINATE LOCATION OF TRENCH WITH CAR WASH MANUFACTURER'S DRAWINGS

PLAN GENERAL NOTES

1. ALL DOORS TO BE 6" FROM ADJACENT WALL U.N.O.
2. ALL SIGNS THAT DESIGNATE PERMANENT ROOMS AND SPACES SHALL HAVE RAISED AND BRAILED CHARACTERS AND PICTORIAL SYMBOL SIGNS, FINISH AND CONTRAST, AND MOUNTED 60 INCHES ABOVE THE FINISH FLOOR TO CENTERLINE OF THE SIGN PER ANSI
3. ALL INTERIOR STUD WALLS TO BE WALL TYPE "3B", U.N.O.
4. PROVIDE MOISTURE RESISTANT GYPSUM BOARD AT ALL TOILET ROOMS

4 FLOOR PLAN

FLOOR PLAN CODED NOTES

1. WALL MOUNTED FIRE EXTINGUISHER. EXTINGUISHER TO BE: RED ENEMELED FINISH HEAVY DUTY STEEL CYLINDER. UL AND FM APPROVED. ABC MULTI PURPOSE DRY CHEMICAL, 10 LB CAPACITY UL RATED 4A 60B: C, HOSE TYPE, UPRIGHT, SQUEEZE GRIP OPERATION
2. INTERIOR WALL LINER PANEL
3. 14'-0" x 8'-0" OVERHEAD DOOR
4. 10'-0" x 8'-0" OVERHEAD DOOR
5. CAR WASH TRENCH, SEE MANUFACTURER'S DRAWINGS
6. DECORATIVE AWNING W/ BRACKETS, CENTER OVER WINDOWS / DOORS
7. DEDICATED COMMERCIAL GRADE SINK FOR UTILITY SINK
8. ANSI COMPLIANT BOTTLED WATER COOLER WITH CUP DISPENSER
9. 12" DEEP SHELVING W/ STANDARDS AND BRACKETS
10. WIND WALL, P.T. 2x6 WALL W/ 7/16" OSB SHEATHING & LINER PANEL BOTH SIDES
11. NOT USED
12. UNDER COUNTER REFRIGERATOR
13. SERVER RACK, SEE SHEET A5-1
14. DOWNSPOUT
15. ALUMINUM STOREFRONT SYSTEM, WINDOW HEAD HEIGHT = 8'-0", SEE ELEVATION 13/A5-1, PROVIDE 1" INSULATED GLASS
16. NOT USED
17. RECEPTIONIST DESK BY OTHERS. ANSI COMPLIANCE IS THE RESPONSIBILITY OF THE DESK DESIGNER
18. PROVIDE 2 1/2" METAL Z-FURRING STRIPS @ 24" HORIZONTAL W/ MIN R-13 RIGID INSULATION IN FURRING CAVITIES W/ 5 MIL VAPOR BARRIER
19. ANSI COMPLIANT SIGNAGE DESIGNATING UNISEX TOILET ROOM
20. COFFEE MAKER, SEE INTERIOR ELEVATION
21. MICROWAVE, SEE INTERIOR ELEVATION
22. STACKABLE WASHER / DRYER
23. ANSI COMPLIANT SIGNAGE DESIGNATING MAXIMUM OCCUPANCY OF 15 PERSONS
24. QUIK-BRIK MASONRY CONSTRUCTION
25. ANSI COMPLIANT EXIT SIGNAGE, SEE 9/A5-1
26. STORAGE CABINETRY, SEE INTERIOR ELEVATION ON SHEET A5-1
27. 10'-0" x 8'-0" OVERHEAD DOOR
28. HVAC PLATFORM ABOVE, SEE DETAILS ON SHEET A1-3
29. 8" CMU WALL

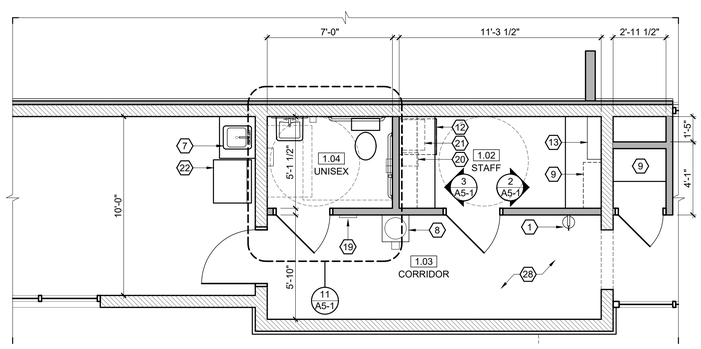
STRUCTURAL CODED NOTES

A. #5 VERTICAL EACH CELL
B. W8x28 W/ 5/16" PLATE, FASTEN TO WALL PER DETAIL 7/A4-2
C. (2) L5x3-1/2x5/16 LLV
D. PROVIDE HORZ. JOINT REINF. @ EACH COURSE IN END WALL
E. (2) #5 VERT. TYP. @ ALL MASONRY OPENINGS
F. PROVIDE HORIZONTAL JOINT REINFORCING @ EACH COURSE IN 18'-4" TALL WALLS
G. #5 @ CORNERS AND 16" O.C. MAX @ END WALL
H. PROVIDE #5 VERT. @ 48" O.C. IN WALL ABOVE OPENINGS
I. NOT USED
J. W8x24 W/ 5/16" PLATE
K. W16x31 W/ 5/16" PLATE, FASTEN TO WALL PER DETAIL 7/A4-2
L. W8x28 LINTEL W/ 5/16" PLATE
M. PROVIDE #5 @ 48" O.C. VERT. & HORIZONTAL JOINT REINFORCING PER PLAN NOTES FOR ENTIRE WALL, TYP.
N. (2) L3 1/2x3 1/2x5/16
P. W12x30 W/ 5/16" PLATE

WALL TYPES SCHEDULE

#	ASSEMBLY DESCRIPTION	HR	NOTES
3A	2x4 WOOD STUDS @ 16" O.C. 5/8" GYP BD	RATING: 0 HR UL FILE # N/A	FULL HEIGHT PARTITION, TERMINATE GYPSUM BOARD @ UNDERSIDE OF JOISTS. ASSEMBLY THICKNESS = 4 3/4"
3B	2x4 WOOD STUDS @ 16" O.C. 5/8" GYP BD 3" SOUND BATT	RATING: 0 HR UL FILE # N/A	FULL HEIGHT PARTITION, TERMINATE GYPSUM BOARD @ UNDERSIDE OF JOISTS. ASSEMBLY THICKNESS = 4 3/4"
3C	2x4 WOOD STUDS @ 16" O.C. 5/8" GYP BD 3" SOUND BATT	RATING: 0 HR UL FILE # N/A	FULL HEIGHT PARTITION, TERMINATE GYPSUM BOARD @ BOTTOM OF DECK. ASSEMBLY THICKNESS = 4 3/4"

#	DATE	ISSUED WITH: CHANGE DESCRIPTION



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

3 ENLARGED FLOOR PLAN

DOOR SCHEDULE

DOOR NO.	ROOM NAME	SIZE	ELEV	MAT	RATING	GLASS	HDWR	FRAME ELEV	FRAME MAT	REMARKS
1.01A	OFFICE	3070	02	AL/GS	0-HR	TEMP	SET 01	A	AL	CLOSER
1.01B	OFFICE	3070	02	AL/GS	0-HR	TEMP	SET 05	B	AL	CLOSER, ENTRY KEY
1.02	STAFF	3070	03	H.M.	0-HR	TEMP	SET 02	A	H.M.	
1.04	UNISEX	3070	01	H.M.	0-HR	N/A	SET 03	A	H.M.	
1.05A	MECHANICAL	3070	04	H.M.	0-HR	TEMP	SET 04	A	H.M.	
1.05B	MECHANICAL	3070	02	ALUM.	0-HR	N/A	SET 04	B	ALUM.	
1.05C	MECHANICAL	(2) 3070	05	AL/GS	0-HR	TEMP	SET 05	B	H.M.	
1.06	WASH BAY	3070	02	AL/GS	0-HR	TEMP	SET 05	B	ALUM.	
1.07	CLOSET	2670	01	WD	0-HR	N/A	SET 02	N/A	N/A	CUSTOM SLAT WALL DOOR

DOOR GENERAL NOTES

1. ALL DOOR HARDWARE TO BE ANSI COMPLIANT LEVER STYLE
2. ALL DOOR HARDWARE TO BE MOUNTED BETWEEN 34" - 48" A.F.F.
3. ALL GLAZING IN NEW DOORS TO BE TEMPERED
4. ALL DOORS TO RECEIVE (3) HINGES
5. ALL DOORS TO RECEIVE (3) SILENCERS
6. ALL DOORS TO RECEIVE DOOR STOP
7. ALL EXTERIOR DOORS TO RECEIVE CLOSER
8. ALL EXTERIOR DOORS TO HAVE ANIS COMPLIANT THRESHOLD (1/4" MAX)
9. ALL EGRESS DOORS SHALL UNLATCH WITH ONLY ONE OPERATION OF THE DOOR HARDWARE, READILY OPERABLE FROM EGRESS SIDE WITHOUT USE OF A KEY OR SPECIAL KNOWLEDGE AND SHALL NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING OR TWISTING OF THE WRIST TO OPERATE. 2017 OBC 1010.1.9/1010.1.9.1/1010.1.9.5.

DOOR HARDWARE SETS

SET 01: OFFICE LOCKSET
SET 02: STORAGE LOCKSET
SET 03: PRIVACY LOCKSET
SET 04: PASSAGE LOCKSET
SET 05: EXIT LOCKSET
SET 06: PUSH / PULL

KEY ALL DOORS ALIKE

5 DOOR SCHEDULE

FINISH SCHEDULE

SPACE NO.	ROOM NAME	FLOOR MAT	FLOOR BASE	WALLS NORTH	WALLS EAST	WALLS SOUTH	WALLS WEST	CLG MAT	REMARKS
1.01	OFFICE	WD	VB	PT-2	PT-2	PT-2	PT-2	NO	PAINT BAR JOISTS & ROOF DECK
1.02	STAFF	WD	VB	PT-1	PT-1	PT-1	PT-1	NO	PAINT BAR JOISTS & ROOF DECK
1.03	CORRIDOR	WD	VB	PT-1	PT-1	PT-1	PT-1	GYP	
1.04	UNISEX	WD	VB	PT-1	PT-1	PT-1	PT-1	GYP	6" BASE
1.05	MECHANICAL	NO	NO	PT-1	PT-1	PT-1	PT-1	NO	PAINT BAR JOISTS & ROOF DECK
1.06	WASH BAY	NO	NO	WL	WL	WL	WL	NO	PAINT BAR JOISTS & ROOF DECK
1.07	STORAGE	WD	VB	PT-1	PT-1	PT-1	PT-1	NO	PAINT BAR JOISTS & ROOF DECK

FLOORING

CPT CARPET
VCT VINYL COMP TILE
WD SIM WOOD FLR.
NO NO FLOORING

SIM WOOD FLOOR = AXISCOR PRO12 12x24 URBAN CONCRETE

BASE

VB VINYL BASE
CT CERAMIC TILE
EXG EXG BASE
NO NO BASE

WALLS

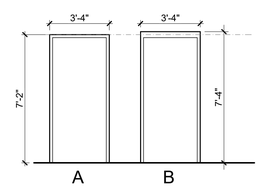
PT-1 WHITE PAINT
PT-2 BLONDE PAINT SW 6128
WC WALL COVERING
EXG EXG WALL FINISH
WL WALL LINER PANEL
BB BOARD AND BATTEN
NO NO FINISH

CEILING

ACT ACOUSTICAL CEILING TILE
GYP SUSPENDED GYPSUM BOARD CEILING
WL WALL LINER
NO NO CEILING

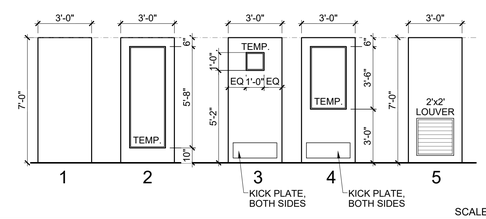
CEILING NOTES

DOOR FRAMES AND ACT CEILING COLOR TO MATCH WALL COLOR IN ALL ROOMS, SEE FINISH SCHEDULE



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

2 FRAME ELEVATIONS



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

1 DOOR ELEVATIONS

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STATE OF OHIO SCOTT D. BAKER 14654 REGISTERED ARCHITECT

PRELIMINARY NOT FOR CONSTRUCTION

SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023

SCALE: 3/16" = 1'-0" (U.N.O.)

SHEET # / DESCRIPTION

FLOOR PLAN

A1-1

DATE: 07.21.2022

DESIGN REVIEW

SBA STUDIOS PROJECT # 2022-000

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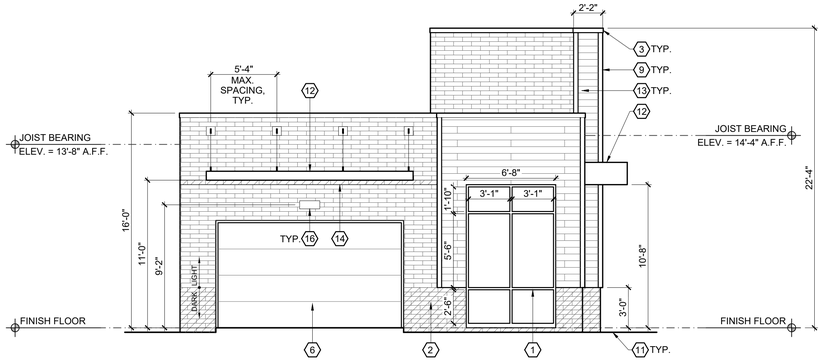
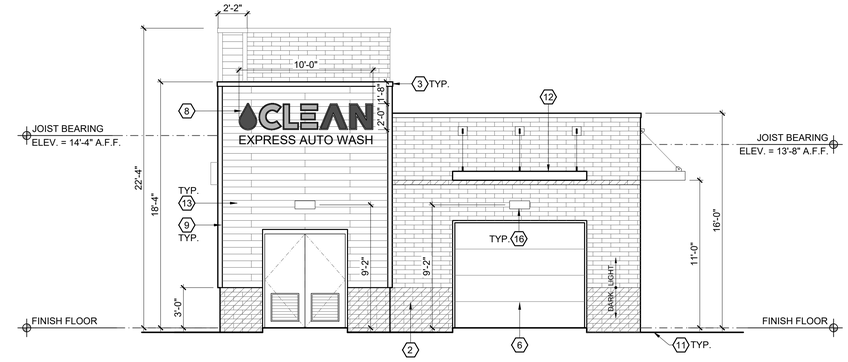
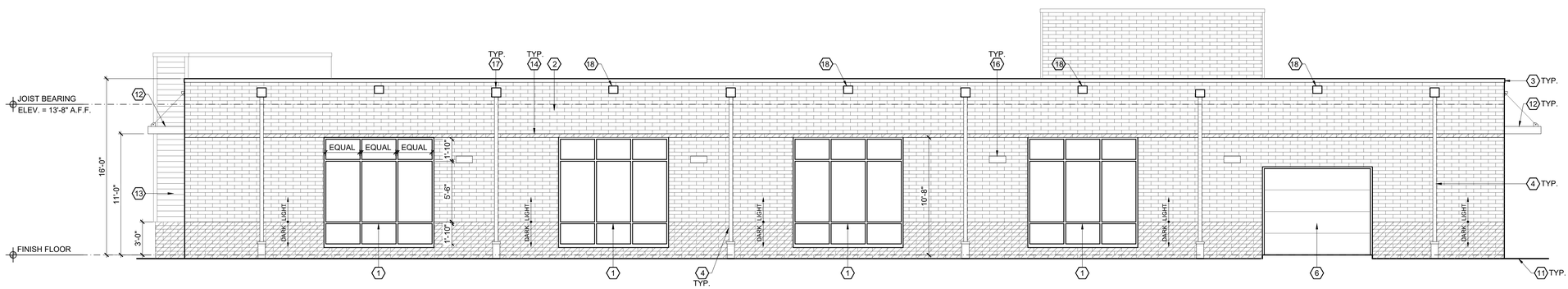


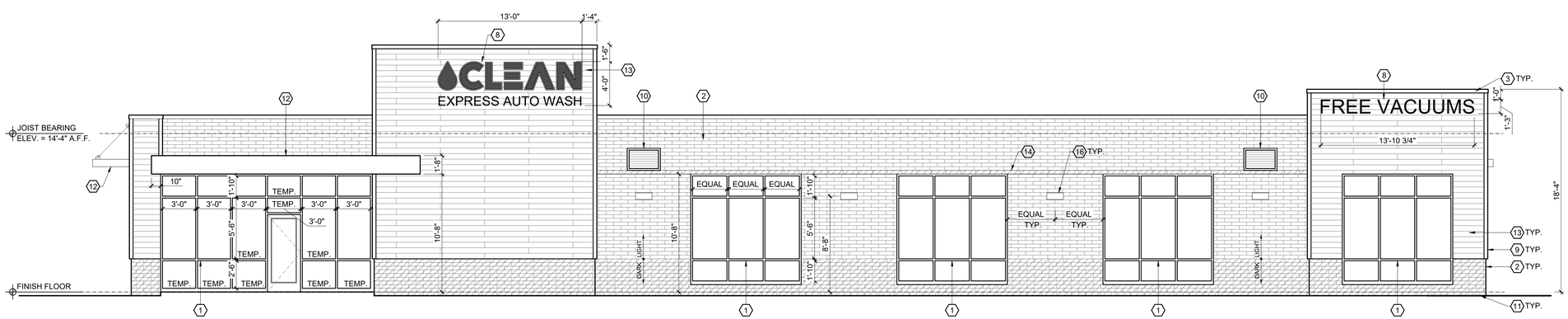
4 ENTRY ELEVATION



3 EXIT ELEVATION



2 SIDE ELEVATION



1 SIDE ELEVATION

ELEVATION CODED NOTES (X)

1. ALUMINUM STOREFRONT GLAZING SYSTEM. MANUFACTURER TO DESIGN FOR WIND LOAD REQUIREMENTS PER CODE
2. QUIK-BRIK CMU CONSTRUCTION, SEE MATERIALS LEGEND. INSTALL CONTROL JOINTS PER MANUFACTURER'S WRITTEN INSTALLATION INSTRUCTIONS
3. CONTINUOUS METAL COPING, TYP.
4. 4" METAL DOWNSPOUT
5. NOT USED
6. OVERHEAD DOOR
7. NOT USED
8. SIGNAGE PROVIDED BY OWNER.
9. 1x4 COMPOSITE CORNER TRIM, TYP.
10. 36"x24" METAL WALL LOUVER W/ 2" FRAME, SEE HVAC DRAWINGS. LOCATE SUCH THAT OPENING IS NOT DIRECTLY BENEATH A ROOF JOIST
11. GRADE, COORDINATE W/ CIVIL DRAWINGS.
12. PRE-MANUFACTURED ALUMINUM AWNING. INSTALL PER MANUFACTURER'S INSTRUCTIONS.
13. NICHIHA FIBER CEMENT AWP181 HORIZONTAL SIDING.
14. MASONRY BAND IN DARK FINISH TO MATCH BASE OF WALL
15. NOT USED
16. DECORATIVE LIGHT FIXTURE
17. SCUPPER & DOWNSPOUT COLLECTION BOX
18. EMERGENCY OVERFLOW SCUPPER

ELEVATION MATERIAL LEGEND

- QUIK-BRIK (LIGHT FINISH)
- QUIK-BRIK (DARK FINISH)
- NICHIHA FIBER CEMENT AWP181 HORIZONTAL SIDING

EXTERIOR MATERIAL NOTES:
1. COLOR OF METAL COPING TO MATCH STOREFRONT SYSTEM COLOR

#	DATE	ISSUED WITH: CHANGE DESCRIPTION

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STATE OF OHIO
SCOTT D. BAKER
14654
REGISTERED ARCHITECT
PRELIMINARY NOT FOR CONSTRUCTION

SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023

SCALE: 3/16" = 1'-0"
SHEET # / DESCRIPTION
EXTERIOR ELEVATIONS
A2-1
DATE: 07.21.2022
DESIGN REVIEW
SBA STUDIOS PROJECT # 2022-000

CLEAN

CLEAR

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EXPRESS AUTO WASH
EXIT ONLY
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EXPRESS AUTO WASH

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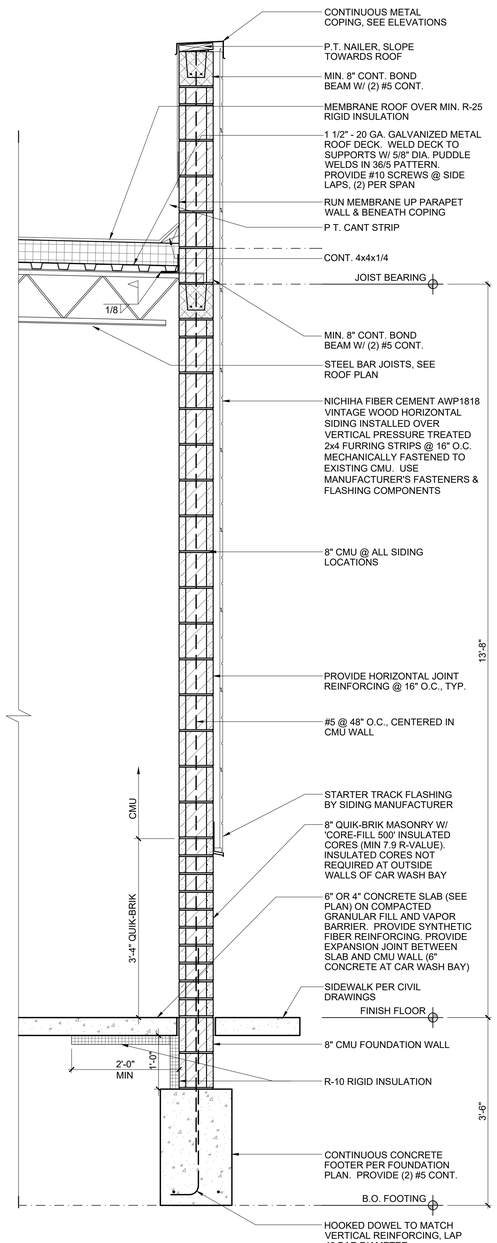
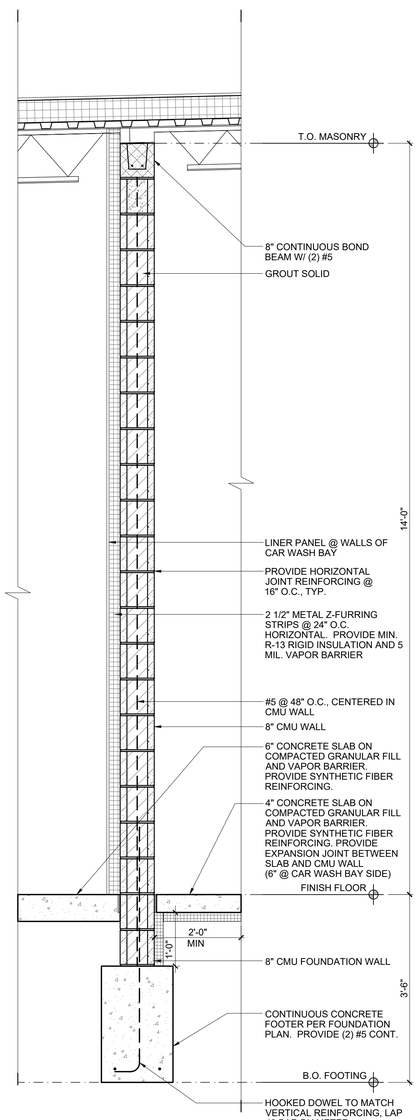
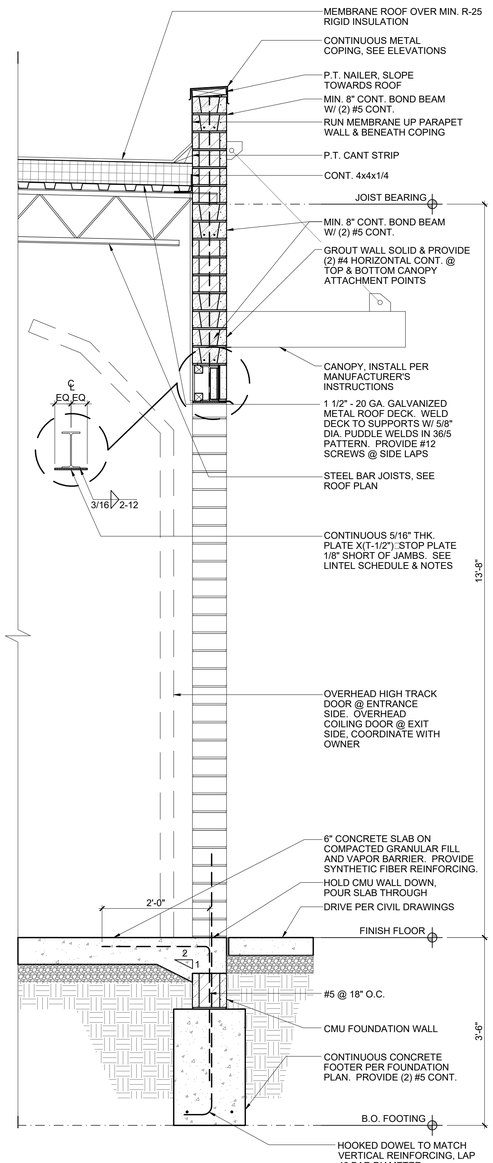


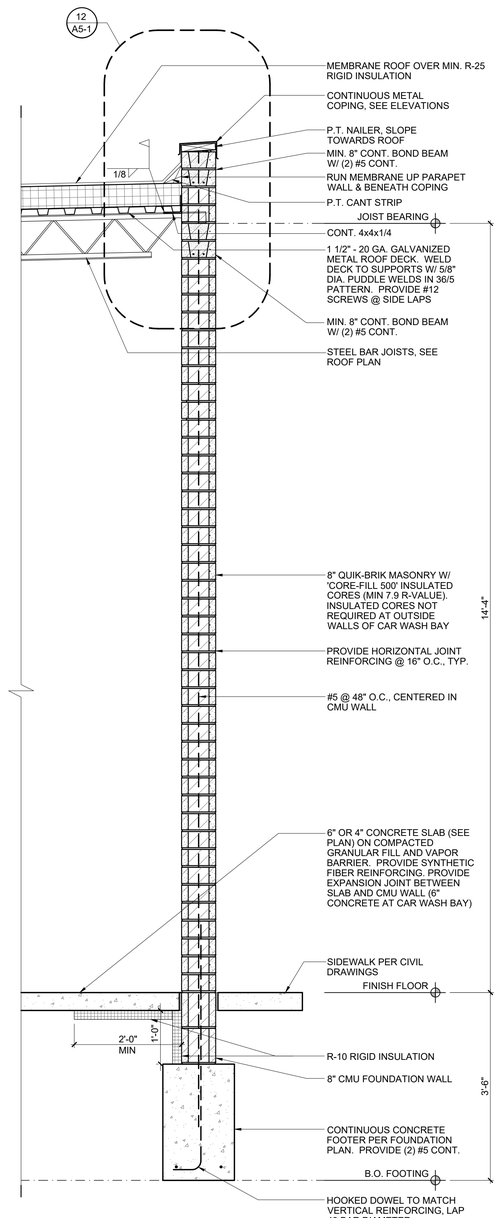
4 WALL SECTION @ EXT. SIDING LOCATIONS



3 INTERIOR WALL SECTION



2 WALL SECTION @ OVERHEAD DOOR



1 WALL SECTION

WALL SECTION NOTES

1. ALL MATERIALS ARE TO BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS, INDUSTRY STANDARD AND APPLICABLE CODES
2. SEE TRUSS / RAFTER PROFILES FOR TRUSS AND RAFTER BEARING HEIGHTS.
3. ANY CONFLICTS WITH MATERIALS AND INSTALLATION SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY IN WRITING FOR CORRECTION OR CLARIFICATION.
4. GRADE TO SLOPE 6" MIN. FOR THE FIRST 10' AWAY FROM THE BUILDING.
5. APPROVED CORROSION-RESISTIVE FLASHING SHALL BE PROVIDED IN THE EXTERIOR WALL ENVELOPE IN SUCH A MANNER AS TO PREVENT ENTRY OF WATER INTO THE WALL CAVITY OR PREVENTION OF WATER TO THE BUILDING STRUCTURAL FRAMING COMPONENTS. THE FLASHING SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH AND SHALL BE INSTALLED TO PREVENT WATER FROM RE-ENTERING THE EXTERIOR WALL ENVELOPE. APPROVED CORROSION-RESISTANT FLASHING SHALL BE INSTALLED AT ALL OF THE FOLLOWING LOCATIONS:
   - A. AT TOP OF ALL EXTERIOR DOOR AND WINDOW OPENINGS IN SUCH A MANNER AS TO BE LEAK-PROOF.
   - B. AT THE INTERSECTION OF CHIMNEYS OR ANY OTHER MASONRY WITH FRAME OR STUCCO WALLS, W/ PROJECTING LIPS.
   - C. UNDER AND AT THE ENDS OF MASONRY, WOOD OR METAL COPINGS AND SILLS.
   - D. WHERE EXTERIOR PORCHES, DECKS OR STAIRS ATTACH TO A WALL OR FLOOR ASSEMBLY OF WOOD FRAME CONSTRUCTION.
   - E. AT ALL WALL AND ROOF INTERSECTIONS
   - F. ALL EXTERIOR PENETRATIONS INCLUDING BUT NOT LIMITED TO, EXHAUSTS / VENTS, INTAKES, CONDUITS, WIRES, PLUMBING, & CONDENSER LINES
   - G. LOCATIONS WHERE DISSIMILAR MATERIALS ABUT, CARE IS BE TAKING TO FLASH, CAULK, OR OTHERWISE SEAL TO PREVENT PENETRATION AT JOINTS

#	DATE	ISSUED WITH: CHANGE DESCRIPTION

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STATE OF OHIO
SCOTT D. BAKER
14654
REGISTERED ARCHITECT
PRELIMINARY NOT FOR CONSTRUCTION

SCALE: 3/4" = 1'-0"
SHEET # / DESCRIPTION
WALL SECTIONS
A4-1
DATE: 04.05.2022
PLANNING REVIEW
SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023
SBA STUDIOS PROJECT # 2022-000

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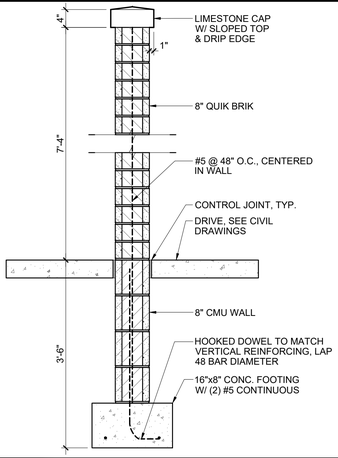
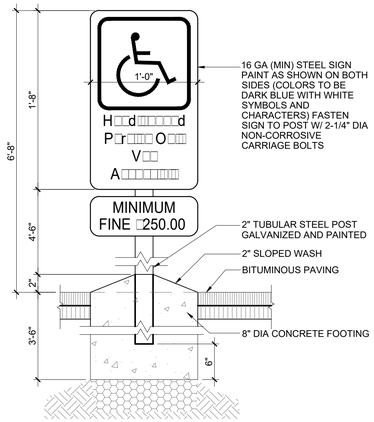
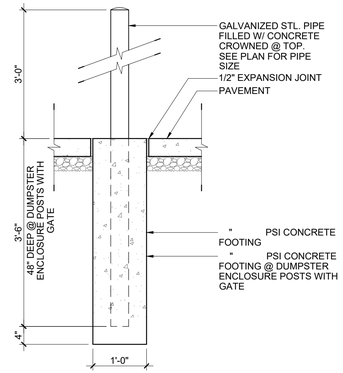


10 DUMPSTER ENCLOSURE SECTION



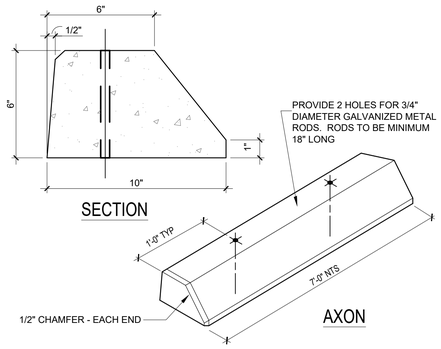
SCALE: 1-1/2" = 1'-0"

9 ACCESSIBLE PARKING SIGNAGE



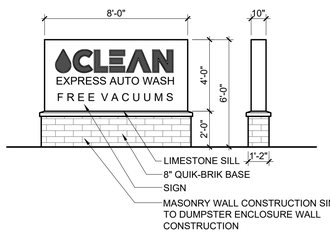
SCALE: 3/4" = 1'-0"

5 PIPE BOLLARD DETAIL



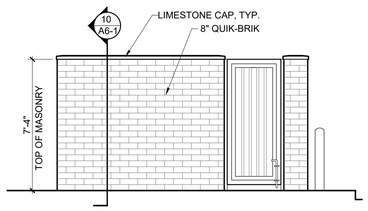
SCALE: 3" = 1'-0"

4 PARKING BLOCK DETAIL



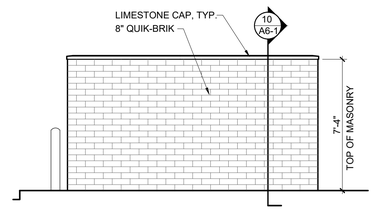
SCALE: 3/4" = 1'-0"

8 EXTERIOR MONUMENT SIGNAGE



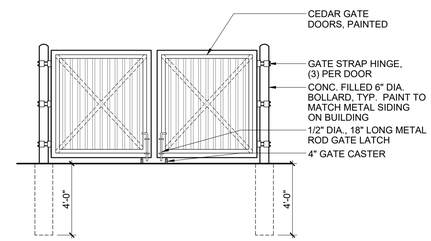
SCALE: 1/4" = 1'-0"

7 DUMPSTER ENCLOSURE - ELEVATIONS



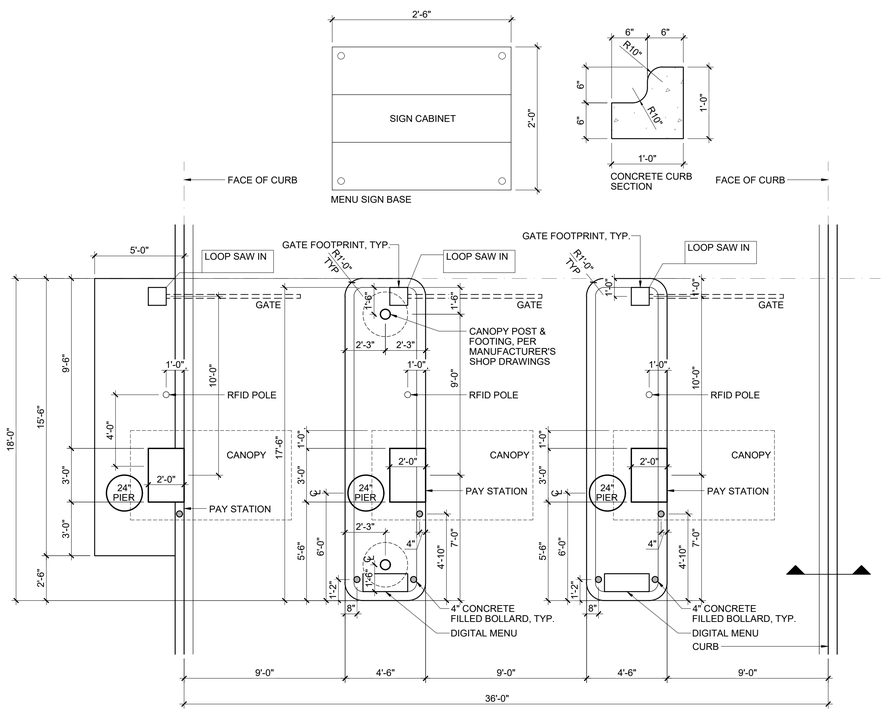
SCALE: 1/4" = 1'-0"

3 DUMPSTER ENCLOSURE - ELEVATIONS



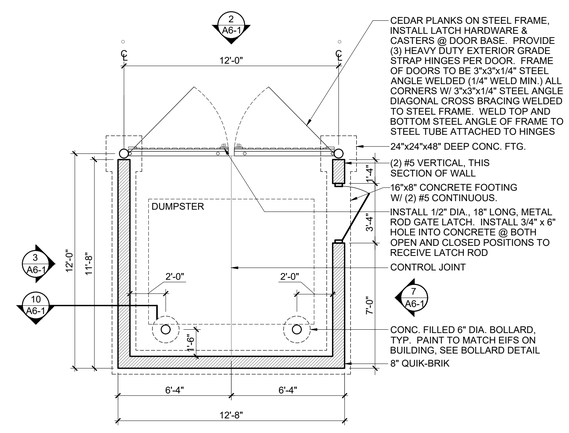
SCALE: 1/4" = 1'-0"

2 DUMPSTER ENCLOSURE - ELEVATIONS



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

6 PAY STATION LAYOUT



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

1 DUMPSTER PLAN

#	DATE	ISSUED WITH: CHANGE DESCRIPTION

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SCALE: VARIES

SHEET # / DESCRIPTION

SITE DETAILS

A6-1

DATE: 04.05.2022

CONSTRUCTION DOCUMENTS

SBA STUDIOS PROJECT # 2022-157

STATE OF OHIO SCOTT D. BAKER 14654 REGISTERED ARCHITECT

PRELIMINARY NOT FOR CONSTRUCTION

SCOTT D. BAKER, LICENSE #14654
EXPIRATION DATE 12/31/2023

Schedule

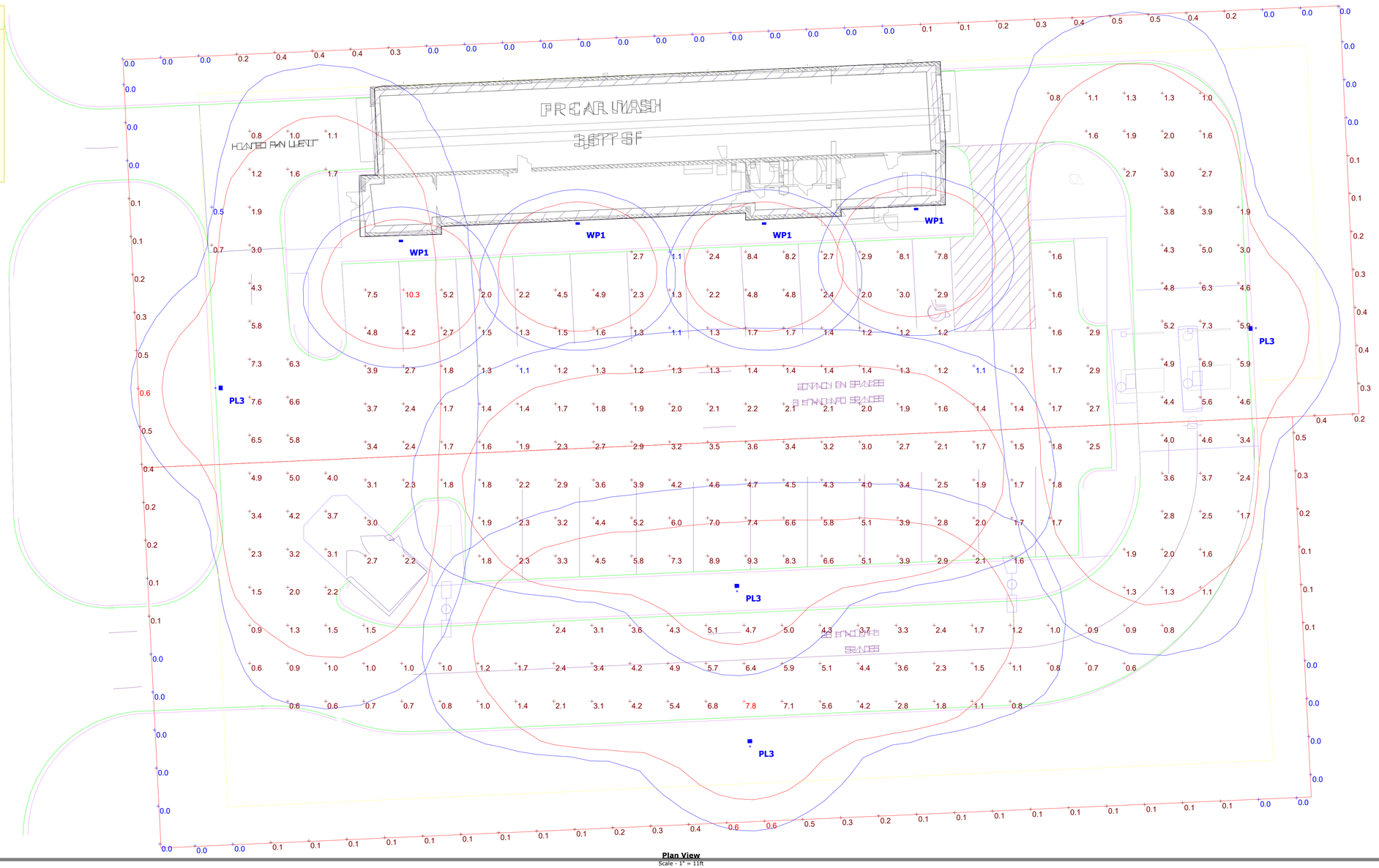
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
	WP1	4	Lithonia Lighting	ARC2 LED P3 40K	ARC2 LED WITH P3 - PERFORMANCE PACKAGE, 4000K	1	3388	0.95	23.7345
	PL3	4	Lithonia Lighting	RSX2 LED P4 40K R3 HS	RSX Area Fixture Size 2 P4 Lumen Package 4000K CCT Type R3 Distribution with HS Shield	1	18440	0.95	189.5392

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
#01 PARKING LOT	+	3.0 fc	10.3 fc	1.1 fc	9.4:1	2.7:1
#02 DRIVING LANE	+	3.0 fc	7.8 fc	0.5 fc	15.6:1	6.0:1
#03 PROPERTY LINE	+	0.2 fc	0.6 fc	0.0 fc	N/A	N/A

Note

1. AREA LIGHTS MOUNTED AT 20' AFG
2. 18' POLE ON A 2' POLE BASE
3. WALL PACKS MOUNTED AT 9' AFG



Plan View
Scale - 1" = 11ft

LIGHTING SYSTEMS OF COLUMBUS

CLEAN EXPRESS CAR WASH
LIVONIA, MI (FARMINGTON RD)

LSoC Contact:
Scott Fenton

Date
10/12/2022

Summary

LITHONIA LIGHTING®

Catalog Number	
Notes	
Type	

SSS QS

SQUARE STRAIGHT STEEL – QUICK SHIP

FEATURES & SPECIFICATIONS

INTENDED USE — Only customers in USA are eligible for this program.

Square Straight Steel is a general purpose light pole for up to 25-foot mounting heights. This pole provides a robust yet cost effective option for mounting area lights and floodlights.

CONSTRUCTION — Pole Shaft: The pole shaft is of uniform dimension and wall thickness and is made of a weldable-grade, hot-rolled, commercial-quality steel tubing with a minimum yield of 55 KSI (11-gauge, .12"), or 50 KSI (7-gauge, .18"). Shaft is one-piece with a full-length longitudinal high-frequency electric resistance weld. Uniformly square in cross-section with flat sides, small corner radii and excellent torsional qualities. Available shaft widths are 4" and 5".

Pole Top: A flush non-metallic black top cap is provided for all poles ordered without a tenon.

Handhole: A reinforced handhole with grounding provision is provided at 18" from the base on side A. Every handhole includes a cover and cover attachment hardware. The handhole has a nominal dimension of 2.5" x 5".

Base Cover: A color matched durable ABS plastic two-piece full base cover, is provided with each pole assembly.

Anchor Base/ Bolts: Anchor base is fabricated from steel that meets ASTM A36 standards. Anchor bolts are manufactured to ASTM F1554 Standards grade 55, (55 KSI minimum yield strength and tensile strength of 75-95 KSI). Top threaded portion (nominal 12") is hot-dipped galvanized per ASTM A-153.

HARDWARE – All structural fasteners are high-strength galvanized carbon steel. All non-structural fasteners are galvanized or zinc-plated carbon steel or stainless steel.

FINISH – Exterior parts are protected by a TGIC or Urethane polyester powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures superior adhesion as well as a minimum finish thickness of 3 mils. Extra durable standard powder-coat finishes include Dark Bronze, Black and Natural Aluminum colors.

WARRANTY — 1-year limited warranty. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

NOTE: Actual performance may differ as a result of end-user environment and application. Specifications subject to change without notice.

ORDERING INFORMATION

Example: SSS QS 20 4C DM19AS DDBXD

SSS	QS	20'	4C	SPECFIC	DDBXD	
Series	**Quick Ship**	**Pole Length (FT)**	**Nominal shaft size/ wall thickness[1]**	**Mounting**	**Finish**	**Options**
SSS	QS	10 10' 12 12' 14 14' 16 16' 18 18' 20 20' 25 25'	4C 4" / 11 Gauge 4G 4" / 7 Gauge 5C 5" / 11 Gauge 5G 5" / 7 Gauge	Tenon mounting PT Open top (includes top cap) T20 2-3/8" O.D. (2" NPS) DSX/RSX Drill mounting[2] DM19AS 1 at 90° DM28AS 2 at 180° DM29AS 2 at 90° DM39AS 3 at 90° DM49AS 4 at 90° ESX Drill mounting[2] DM19ESX 1 at 90° DM28ESX 2 at 180° DM29ESX 2 at 90° DM39ESX 3 at 90° DM49ESX 4 at 90°	DDBXD Dark bronze DBLXD Black DNAXD Natural aluminum	L/AB Less anchor bolts (Include when anchor bolts are not provided)

PROGRAM RULES:

1. Only options listed in the ordering tree are valid for the Quick Ship program.
2. Nomenclature must include "QS" after "SSS" to be qualified for Quick Ship. Example: SSS QS 20 4C DM19AS DDBXD
3. Total order quantity cannot exceed 10 poles.
4. Anchor bolts will be shipped separately.
5. Quick Ship orders cannot have "Not Before Date" or "Ship Date".
6. Quick ship orders cannot have standard pole lines.
7. All pole orders must include "Call Before Number" to avoid delays.

NOTES:

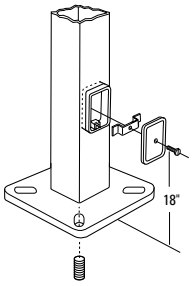
1. Wall thickness will be signified with a "C" (11 Gauge) or a "G" (7-Gauge) in nomenclature. "C" - 0.12" | "G" - 0.18".
2. Refer to the luminaire spec sheet for the correct drilling template pattern and orientation compatibility.

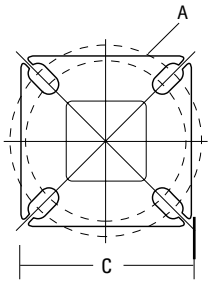
TECHNICAL INFORMATION — EPA (ft2) with 1.3 gust														
Catalog Number	Nominal Shaft Length (ft.)	Pole Shaft Size (Base in. x Top in. x ft.)	Wall thick (in)	Gauge	EPA (ft²) with 1.3 gust						Bolt circle (in)	Bolt size (in. x in. x in.)	Approximate ship weight (lbs.)
					80 MPH	Max. weight	90 MPH	Max. weight	100 MPH	Max. weight			
SSS QS 10 4C	10	4.0 x 10.0	0.1196	11	30.6	765	23.8	595	18.9	473	8--9	3/4 x 18 x 3	75
SSS QS 12 4C	12	4.0 x 12.0	0.1196	11	24.4	610	18.8	470	14.8	370	8--9	3/4 x 18 x 3	90
SSS QS 14 4C	14	4.0 x 14.0	0.1196	11	19.9	498	15.1	378	11.7	293	8--9	3/4 x 18 x 3	100
SSS QS 16 4C	16	4.0 x 16.0	0.1196	11	15.9	398	11.8	295	8.9	223	8--9	3/4 x 18 x 3	115
SSS QS 18 4C	18	4.0 x 18.0	0.1196	11	12.6	315	9.2	230	6.7	168	8--9	3/4 x 18 x 3	125
SSS QS 20 4C	20	4.0 x 20.0	0.1196	11	9.6	240	6.7	167	4.5	150	8--9	3/4 x 18 x 3	140
SSS QS 20 4G	20	4.0 x 20.0	0.1793	7	14	350	11	275	8	200	8--9	3/4 x 30 x 3	198
SSS QS 20 5C	20	5.0 x 20.0	0.1196	11	17.7	443	12.7	343	9.4	235	10--12	1 x 36 x 4	185
SSS QS 20 5G	20	5.0 x 20.0	0.1793	7	28.1	703	21.4	535	16.2	405	10--12	1 x 36 x 4	265
SSS QS 25 4C	25	4.0 x 25.0	0.1196	11	4.8	150	2.6	100	1	50	8--9	3/4 x 18 x 3	170
SSS QS 25 4G	25	4.0 x 25.0	0.1793	7	10.8	270	7.7	188	5.4	135	8--9	3/4 x 30 x 3	245
SSS QS 25 5C	25	5.0 x 25.0	0.1196	11	9.8	245	6.3	157	3.7	150	10--12	1 x 36 x 4	225
SSS QS 25 5G	25	5.0 x 25.0	0.1793	7	18.5	463	13.3	333	9.5	238	10--12	1 x 36 x 4	360

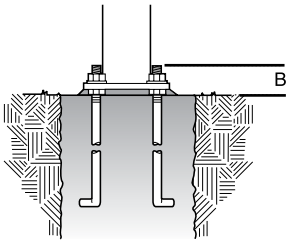
* EPA values are based on ASCE 7-93 wind map.

Plugs Nomenclature	Description
PL DT20	ESX Drillings
PL DT8	DSX/RSX Drillings

BASE DETAIL

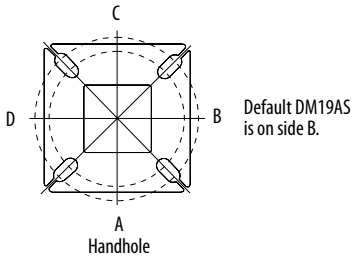






POLE DATA						
Shaft base size	Bolt circle A	Bolt projection B	Base diameter C	Base plate thickness	Anchor bolt and template number	Anchor bolt description
4"C	8" – 9"	3.25"- 3.75"	8"- 8.25"	0.75"	ABSSS-4C	3/4"x18"x3"
4"G	8" – 9"	3.38"- 3.75"	8"- 8.25"	0.875"	ABSSS-4G	3/4"x30"x3"
5"	10" – 12"	3.5"- 4"	11"	1"	ABSSS-5	1"x36"x4"

HANDHOLE ORIENTATION



IMPORTANT INSTALLATION NOTES:

- **Do not** erect poles without having fixtures installed.
- Factory-supplied templates must be used when setting anchor bolts. Lithonia Lighting will not accept claim for incorrect anchorage placement due to failure to use Lithonia Lighting factory templates.
- If poles are stored outside, all protective wrapping must be removed immediately upon delivery to prevent finish damage.
- Lithonia Lighting is not responsible for the foundation design.

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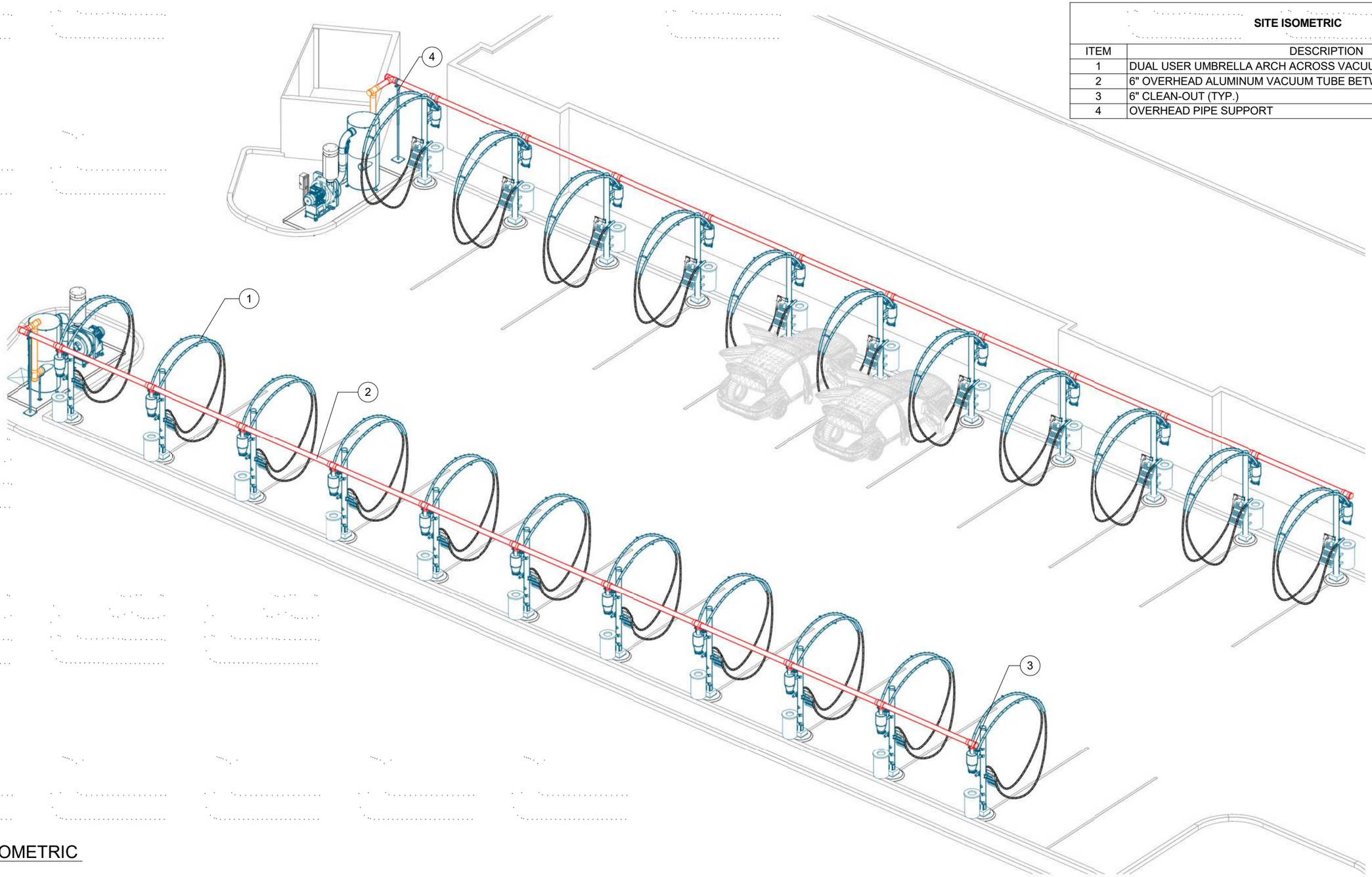


1 SITE ISOMETRIC

SITE ISOMETRIC

ITEM	DESCRIPTION
1	DUAL USER UMBRELLA ARCH ACROSS VACUUM SPACES
2	6" OVERHEAD ALUMINUM VACUUM TUBE BETWEEN ARCHES (BY OTHERS)
3	6" CLEAN-OUT (TYP.)
4	OVERHEAD PIPE SUPPORT

THIS PRELIMINARY DRAWING IS THE PROPERTY OF VACUTECH AND IS NOT TO BE USED FOR CONSTRUCTION OR INSTALLATION WITHOUT WRITTEN CONSENT. WRITTEN CONSENT MAY NOT BE PROVIDED BY ANY PERSON, AGENCY, OR DEALER NOT AUTHORIZED BY VACUTECH.

8/4/2021 11:18:19 AM

NCS VACUTECH VACUUMS BY

1350 HI-TECH DRIVE
SHERIDAN, WY 82801
PHONE: (307) 675-1982
EMAIL: vacinfo@ncswash.com
WEB: www.vacutechllc.com

CLEAN EXPRESS CAR WASH

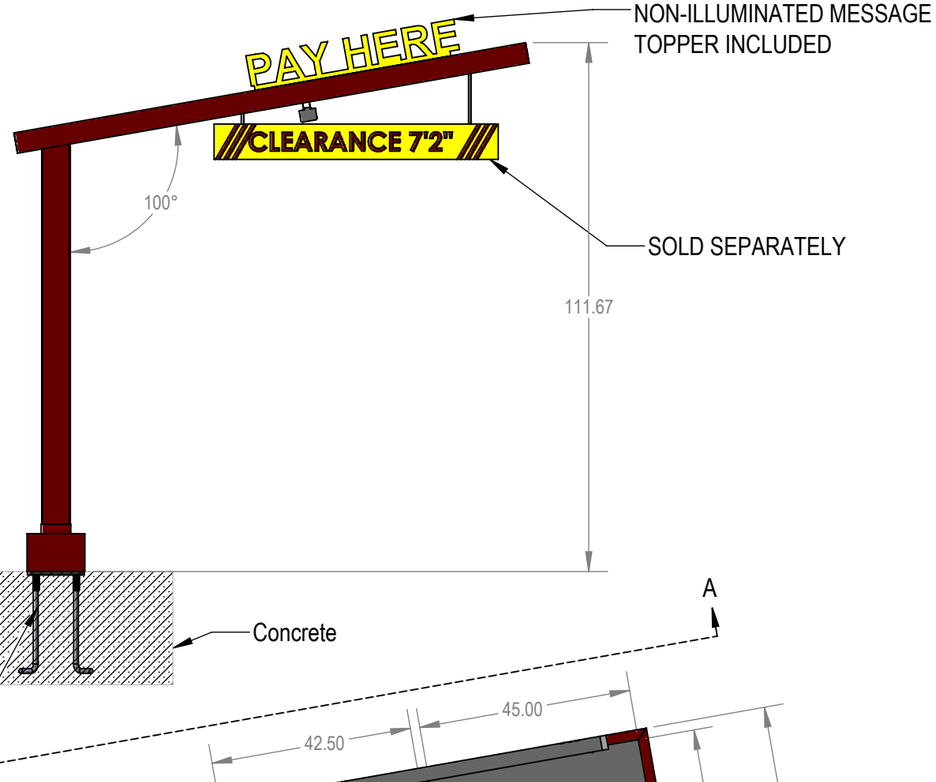
97 TARENTUM BRIDGE ROAD
NEW KENSINGTON, PENNSYLVANIA 15068

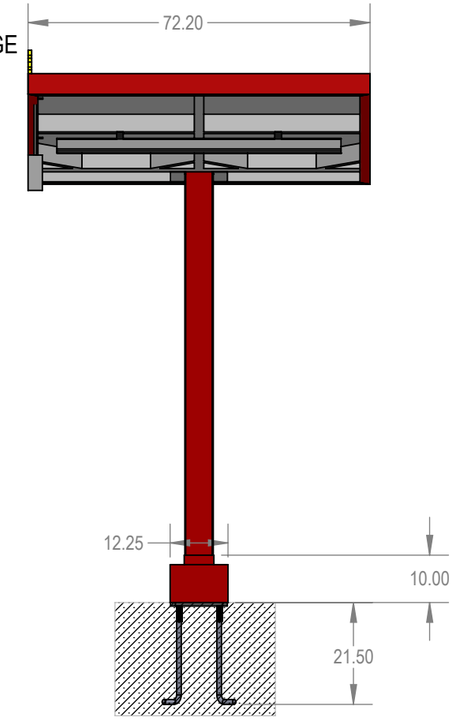
#	Revision	By	Chk	Date
1	ADDED A HOSE TO END ARCHES. ADDED 2 PIPE SUPPORT	AV	TD	7/23/21

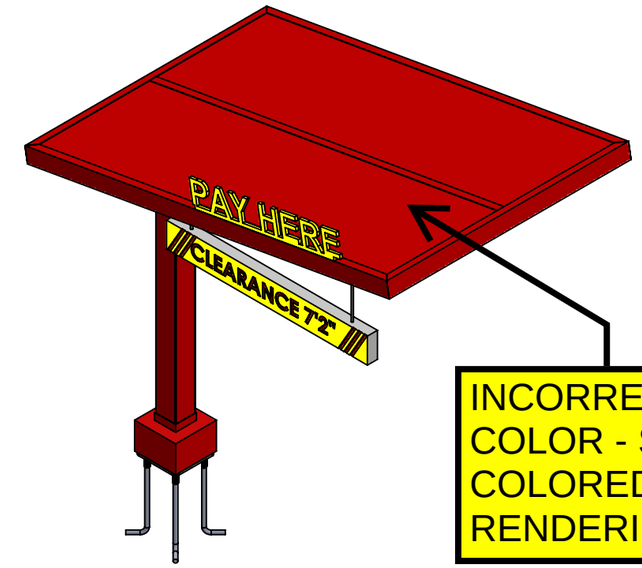
VACUUM SITE ISOMETRIC

Project Number	100821
Date	8/2/21
Drawn By	ML
Checked By	KG

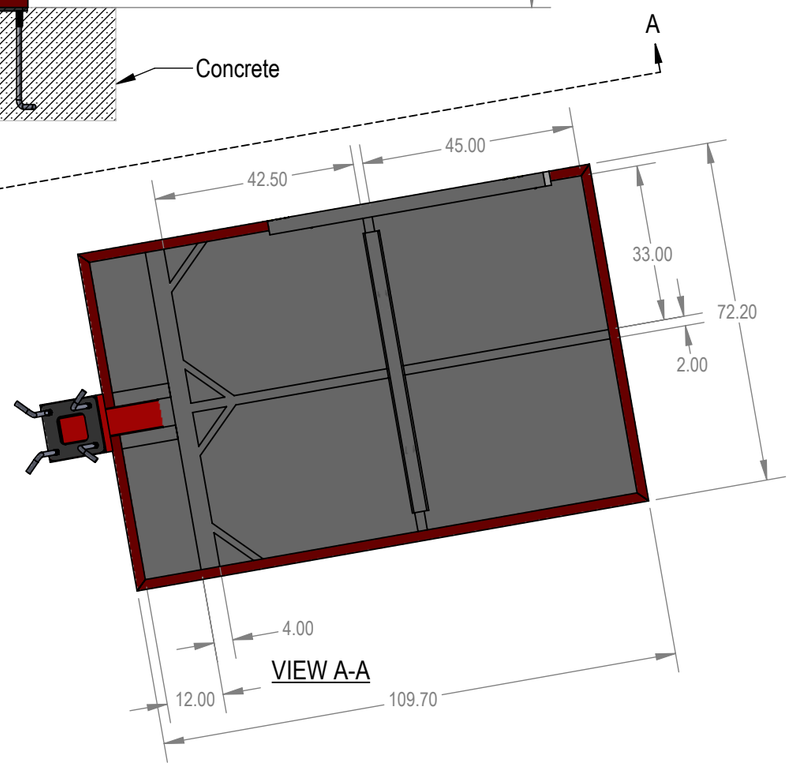
V121



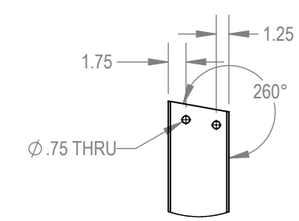




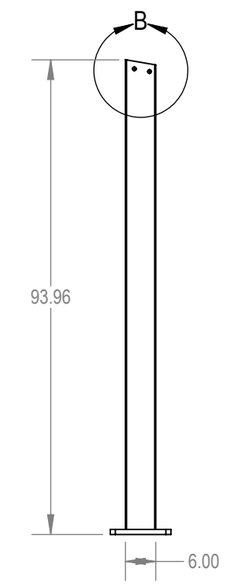
INCORRECT COLOR - SEE COLORED RENDERINGS



VIEW A-A



DETAIL B
SCALE 1 : 15



PROPRIETARY AND CONFIDENTIAL
THIS DRAWING AND SPECIFICATIONS ARE THE SOLE PROPERTY OF NATIONAL CARWASH SOLUTIONS AND SHALL NOT BE REPRODUCED, DISTRIBUTED, DISCLOSED, OR USED FOR MANUFACTURE OR SALE WITHOUT THE WRITTEN PERMISSION OF NATIONAL CARWASH SOLUTIONS.

Grimes, IA
Barrie, Ontario
www.ncswash.com

UNLESS OTHERWISE NOTED
All Dimensions including Tolerances are in Inches.

.X ± .060
.XX ± .030
.XXX ± .015
Angles ± 1°
Fractions ± 1/32

NCS YOUR CAR WASH EXPERTS

First Used On:	FIRST MACHINE
Checked: XXX	Part Name: **NON-ILLUMINATED STANDARD SINGLE POST STRAIGHT CANOPY**
Date: XX/XX/XXXX	
Design: XXX	Part Number: SPSCS — Revision **X**
Date:	
Weight (.lbs)	Material: — Sheet **1 of 1**

REV.	ECN	ECN DESCRIPTION	DATE	APPROVED

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

TODD J. ZILINCIK, P.E.
CITY ENGINEER

DAVID W. LEAR, P.E.
ASST. CITY ENGINEER

MAUREEN MILLER BROSNAN
MAYOR

DONALD R ROHRAFF
DIRECTOR OF PUBLIC WORKS

12973 FARMINGTON ROAD
LIVONIA, MICHIGAN 48150
(734) 466-2571
FAX: (734) 466-2195

October 19, 2022

Mr. Scott Miller
Planner IV
City of Livonia

Re: Petition 2022-10-02-20 – #20330 & 20340 Farmington Road

Dear Mr. Miller:

In accordance with your request, the Engineering Division has reviewed the above referenced petition. We have no objections to the proposed waiver use at this time. The subject parcels are assigned the addresses of **#20330 & 20340 Farmington Road**.

The legal description provided with the drawings does not match the legal descriptions on file with the Assessors office. Most notably, the southerly parcel does not exclude the west 60 feet of the property for Farmington Road right-of-way as the Assessor's description does. We would like to request that should the project receive approval and proceed forward, that the owner consolidate the parcels and provide a new overall description for the resultant parcel.

The existing parcel is currently served by public water main, sanitary sewer, but there is no information on proposed alterations to the services, so we cannot comment on impacts to the existing systems at this time. Should the service leads need to be revised, the owner will need to submit drawings to this department to determine if permits will be required. Most likely the water service will need to be upgraded for the proposed use of the property, which would require disturbing the Farmington Road pavement to access the existing main.

We are unable to comment on storm sewer and detention needs at this time, as we do not have detailed utility information to determine if the site already has storm sewer in place or not. The Engineers for the project have been in contact with this Department, and are aware of the requirements, but are still in the process of preparing detailed drawings for review.

It should be noted that any work within the Five Mile Road right-of-way, will require the owner to obtain permits with the Wayne County Department of Public Services.

Should you have any additional questions on this matter, please feel free to contact myself at (734) 466-2608 or the City Engineer, Mr. Todd Zilincik at (734) 466-2561. If you would prefer, you can e-mail either of us at dlear@livonia.gov or tzilincik@livonia.gov.

Sincerely,

David W. Lear, P.E.
Assistant City Engineer

cc: 2022 Petition File

OFFICE OF THE MAYOR

Maureen Miller Brosnan
MAYOR

Linda Gosselin
ASSESSOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2220
assessorforms@livonia.gov

October 24, 2022

To: Planning Department

Re: **Petition 2022-10-02-20 – 20330 & 20340 Farmington Road**

The Mannik & Smith Group, Inc. are requesting approval of plans for the redevelopment of 20330 and 20340 Farmington Road. These plans include the demolition of the existing commercial building and reconstruction of a new car wash facility. Address 20340 Farmington is parcel 010-01-0007-001 and address 20330 Farmington is parcel 010-99-0002-000. Based on the site plan documents it necessary for these parcels to be combined. Please direct any questions to the Assessor's Office or Livonia.gov for the lot combination process.

Kindest Regards,

Kathie Siterlet

Kathie Siterlet
Residential Appraiser

DEPARTMENT OF PUBLIC SAFETY
LIVONIA FIRE & RESCUE

ROBERT JENNISON
FIRE CHIEF

MAUREEN MILLER BROSNAN
MAYOR

14910 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154-5419
734-466-2444
734-466-2082 fax

DATE: October 31, 2022

TO: Scott O. Miller, Planner IV

FROM: Livonia Fire Prevention Division

SUBJECT: Petition 2022-10-02-20, 20330 & 20340 Farmington Rd.

This office has reviewed the site plan submitted in connection with a request to construct a commercial building on property located at the above referenced address.

We have no objections to this proposal with the following stipulations:

Access around building shall be provided for emergency vehicles with a minimum vertical clearance of thirteen feet six inches, a turning radius of fifty-three feet wall to wall and an inside turning radius of twenty-nine feet six inches. This stipulation is referring to fire suppression operations.

A further detailed plan review will take place when this division receives an official plan set.

Sincerely,

Brian Kukla

Brian Kukla
Fire Marshal

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE

THOMAS GORALSKI
CHIEF OF POLICE

MAUREEN MILLER BROSNAN
MAYOR

15050 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154-5499
(734) 466-2470
FAX: (734) 261-2265

October 19, 2022

Mr. Scott Miller
City of Livonia Planning Dept
33000 Civic Center Drive
Livonia, MI 48154

Re: **Petition 2022-10-02-20 - 20330 & 20340 Farmington Road**

Mr. Miller,

I have reviewed the plans in connection with the petition. I have no objections to the proposals.

Please feel free to contact me, should you have any questions.

Sincerely,

FOR THE CHIEF OF POLICE,

Sgt Scott Sczepanski #543

Scott Sczepanski, Sergeant
Traffic Bureau
(734) 466-2107

INSPECTION DEPARTMENT

BUILDING
HEATING
PLUMBING
ELECTRICAL
ZONING
ENVIRONMENTAL PROTECTION
ORDINANCE ENFORCEMENT

MAUREEN MILLER BROSNAN
MAYOR

JEROME A. HANNA
DIRECTOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2580
FAX: (734) 466-2095

Date: November 1, 2022

To: Scott O. Miller

From: Jerome Hanna

RE: Petition 2022-10-02-20 – 20330 & 20340 Farmington Road

Pursuant to your request, the above referenced Petition has been reviewed.

1. A variance from the Zoning Board of Appeals would be required for the excess signage proposed. Separate permits are required for all signs.

This Department has no further objections to this Petition.

I trust this provides the requested information.

Jerome Hanna
Jerome Hanna
Director of Inspection

DEPARTMENT OF FINANCE

Michael T. Slater
DIRECTOR OF FINANCE

Connie Kumpula
CHIEF ACCOUNTANT

MAUREEN MILLER BROSNAN
MAYOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2260
FAX: (734) 421-1807

October 25, 2022

Mr. Scott O. Miller
Planning Commission
33000 Civic Center Drive
Livonia, MI 48154

Petition 2022-10-02-20 - 20330 & 20340 Farmington Road

Dear Mr. Miller,

I have reviewed the address connected with the above noted petition. As there are no outstanding amounts receivable (general or water and sewer), I have no objections to the proposal.

Please contact me if you have any further questions.

Very truly yours,

Connie Kumpula
Chief Accountant

CK: jw

OFFICE OF THE TREASURER

LYNDA L. SCHEEL
CITY TREASURER

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3060
(734) 466-2245
FAX: (734) 421-7230

October 19, 2022

Mr. Scott Miller – Planner IV
Planning Commission
City of Livonia

Re: Petition 2022-10-02-20 20330 & 20340 Farmington Road

Dear Mr. Miller,

In accordance with your request, the Treasurer's Office has reviewed the name and addresses connected with the above noted petition. At this time there are no taxes due, therefore I have no objections to the proposal.

Sincerely,

Lynda L. Scheel

Lynda L. Scheel
Treasurer, City of Livonia

From: Douglas, Janet
To: Planning
Subject: FW: Petition 2022-10-20
Date: Sunday, November 13, 2022 3:58:07 PM

Is this for your department?

Janet Douglas
Elections Coordinator
City of Livonia | City Clerk
(734) 466-2235
jdouglas@livonia.gov

From: Ewa Kedzierska <ewalicja1@gmail.com>
Sent: Saturday, November 12, 2022 9:02 AM
To: clerk <clerk@livonia.gov>
Subject: Petition 2022-10-20

Unfortunately I cannot attend the Public Hearing on Tuesday Nov 15th in person and am writing instead.

I am in opposition to Petition 2022-10-20 as the area where The Mannik group wishes to construct an automated auto wash facility is currently surrounded by professional and retail buildings, as well as a smart new restaurant.
I believe a car wash is not in keeping within this part of Farmington Road.
There is already a car wash not a mile away at 9 Mile/Farmington, granted this is not LIvonia!

Thank you,
Ewa Kedzierska
20310 Mayfield, Livonia Mi 48152

OTHER ITEMS RELATED TO THE PETITION

UNAPPROVED MINUTES

MINUTES OF THE 1,193rd PUBLIC HEARINGS AND REGULAR MEETING HELD BY THE CITY PLANNING COMMISSION OF THE CITY OF LIVONIA

On Tuesday, November 15, 2022, the City Planning Commission of the City of Livonia held its 1,193rd Public Hearing and Regular Meetings in the Livonia City Hall, 33000 Civic Center Drive, Livonia, Michigan.

Mr. Ian Wilshaw, Chairman, called the meeting to order at 7 p.m.

Members present: Glen Long, Carol Smiley, Sam Caramagno, Ian Wilshaw

Members absent: Wafa Dinaro, David Bongero, Peter Ventura

Mr. Mark Taormina, Planning Director, and Stephanie Reece, Program Supervisor, were also present.

Chairman Wilshaw informed the audience that if a petition on tonight's agenda involves a rezoning request, this Commission makes a recommendation to the City Council who, in turn, will hold its own public hearing and make the final determination as to whether a petition is approved or denied. The Planning Commission holds the only public hearing on a request for preliminary plat and/or vacating petition. The Commission's recommendation is forwarded to the City Council for the final determination as to whether a plat is accepted or rejected. If a petition requesting a waiver of use or site plan approval is denied tonight, the petitioner has ten days in which to appeal the decision, in writing, to the City Council. Resolutions adopted by the City Planning Commission become effective seven (7) days after the date of adoption. The Planning Commission and the professional staff have reviewed each of these petitions upon their filing. The staff has furnished the Commission with both approving and denying resolutions, which the Commission may, or may not, use depending on the outcome of the proceedings tonight.

ITEM #1 PETITION 2022-10-02-20 Clean Express

Mr. Caramagno, Secretary, announced the first item on the agenda, Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road

between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3.

Mr. Taormina: Thank you Mr. Chair. This is a request to construct a new automated carwash facility. The site is on the east side of Farmington Road just south of Eight Mile Road. The location is the former NAPA auto parts store. Current zoning is C-2 (General Business). The site is made up of two parcels with 166 feet of frontage on Farmington Road and a combined area of developable land of about one (1) acre. There's an existing 5,400 square foot building on the property located near the middle of the site that would be removed. Access, as you can see from the aerial photograph, is currently provided by two driveways on Farmington Road. One is on the north side of the site and then the other on the south side. Approval was granted in 1979 for the existing auto parts store. NAPA has moved to a new location and the building is now vacant. To the north are commercial businesses that front along Farmington Road, zoned C-2 (General Business). Immediately to the south is the Bad Brad's Barbecue, former G-Subu's Leather Bottle restaurant, also zoned C-2. To the east is a parking lot for the business to the north, zoned C-2 and P (Parking), as well as an undeveloped area, zoned C-2 and N-2 (One Family Residential). Extending further east are single family homes that are part of the same N-2 zoning district. And to the west, across Farmington Road, are commercial properties zoned C-1. The proposed site plan shows a new carwash building that would measure 32 feet by 123 feet in overall dimensions, totaling 3,677 square feet. The building, as you can see from the site plan, is positioned along the north side of the property. The existing two drive approaches on Farmington Road would remain. The south approach would accommodate two-way traffic for both ingress and egress to the site, whereas the north driveway would be one-way only for vehicles exiting the carwash facility. Cars would queue in two lanes, which are located along the south side of the property. We estimate that each lane could accommodate stacking for approximately nine cars. At the east end there would be two pay kiosks, one for each service lane, with automated gates that would control vehicle access to the carwash. The kiosks would have digital menu boards and self-serve pay devices that would be covered by overhead, non-illuminated structural canopies. Just ahead of the entrance to the facility, the two lanes would taper to form a single lane and a 12-foot-wide escape lane would be available before entering the building. Parking with vacuum equipment

would be available in the area between the building and the service lanes. As vehicles exit the facility at the west end, there would be an option of either going straight and exiting the site by turning onto Farmington Road, or vehicles could turn left along a short drive aisle that loops back providing access to either the 21-car parking lot with vacuum service or continue south to the drive aisle where the two-way approach and the service lanes are located. The building would be setback 46 feet from the future right-a-way of Farmington Road. From the east property line, the proposed building is setback 88 feet. For the side yards, the ordinance requires minimum building setbacks of 35 feet on one side and eight (8) feet on the other. In this case, the south side of the building would be set back 124 feet and the north side 11 feet. Our determination is that the proposed building complies with all yard regulations. Looking at the floor plan, you'll see that the north half of the building would be occupied by the carwash bay, and the south half would contain the mechanical systems, a bathroom, and an office. The zoning ordinance requires a total of 20 parking spaces and the plan shows 21 spaces within the parking lot on the south side of the building. As I mentioned previously, each one of these parking spaces would have a self-serve vacuum station that would consist of a built-in waste receptacle, aluminum vacuum hose, as well as vacuum tools. Looking at the design of the building, the exterior materials would include a combination of masonry and Nichiha fiber cement siding. I believe the petitioner has samples of the materials. The exterior, as you can see, would be in three different colors. The brown is the cement fiber siding, and the white and the gray colors on the building would be the brick. Windows, as you can see, would be installed on both sides of the building. The height of the structure would be 22’-4” overall. There is a dumpster shown in the southeast corner of the parking lot that would be fully enclosed with 7’-4” walls on the sides and rear and an access gate on the front. The walls would be constructed of the same masonry that would be used in the construction of the building. We do not have details on the stormwater management system. It's presumed that it would be underground. In terms of landscaping, the ordinance requires four (4) full size trees, two (2) ornamental trees and twenty-six (26) shrubs along Farmington Road. The plan shows four (4) full size trees, two (2) ornamental trees and thirty-two (32) shrubs, and thus complies with the frontage landscape requirements on Farmington Road. Additionally, greenbelts are required along the sides and the rear of the property. In this case, the greenbelts shown measure 17 feet in width along the south side of the property, 11 feet on the north side, and between 11 and

25 feet along the rear. All three of these areas would contain full size trees that would be planted in rows. As requested, plants have been added to the north and rear greenbelts, but not along the south side. In terms of site lighting, the submitted photometric plan provides detailed information, including the location and type of light sources and the illumination levels. The mounting height of the pole-mounted lights would be 20 feet above finish grade which is the maximum the ordinance allows. The lights on the building would be in the form of wall packs mounted nine feet above the finish grade. The proposed average illumination levels exceed the zoning ordinance and should be reduced. Also, the lights should be turned off or lowered at night after the business hours. In terms of signage, the building would be allowed one (1) 32 square foot wall sign on the front of the building and one (1) 30 square foot ground sign. The plans show one (1) conforming sign on the front of the building and two (2) additional signs on the south elevation. The sign on the front measures 20 square feet. On the south side, the signs measure 52 square feet and t 17-½ square feet and would require approval of the Zoning Board of Appeals. The monument sign appears to conform with the size requirements. However, the location of the sign is not shown on the plan, and it will require a minimum 10-foot setback from the future planned right-of-way on Farmington road. There is a special requirement under Section 6.07 of the ordinance that any proposed auto wash establishment be at least 150 feet from any church, public or parochial school or playground. There are no schools or playgrounds or churches within 150 feet of the subject site. With that, Mr. Chairman, I can read out the departmental correspondence.

Mr. Wilshaw: Yes, please.

Mr. Taormina: The first item is from the Engineering Division, dated October 19, 2022, which reads as follows: *"In accordance with your request, the Engineering Division has reviewed the above referenced petition. We have no objections to the proposed waiver use at this time. The subject parcels are assigned the addresses of #20330 & 20340 Farmington Road. The legal description provided with the drawings does not match the legal descriptions on file with the Assessors office. Most notably, the southerly parcel does not exclude the west 60 feet of the property for Farmington Road right-of-way as the Assessor's description does. We would like to request that should the project receive approval and proceed forward, that the owner consolidate the parcels and provide a new overall description for*

the resultant parcel. The existing parcel is currently served by public water main, sanitary sewer, but there is no information on proposed alterations to the services, so we cannot comment on impacts to the existing systems at this time. Should the service leads need to be revised, the owner will need to submit drawings to this department to determine if permits will be required. Most likely the water service will need to be upgraded for the proposed use of the property, which would require disturbing the Farmington Road pavement to access the existing main. We are unable to comment on storm sewer and detention needs at this time, as we do not have detailed utility information to determine if the site already has storm sewer in place or not. The Engineers for the project have been in contact with this Department, and are aware of the requirements, but are still in the process of preparing detailed drawings for review." The letter is signed by David W. Lear, P.E., Assistant City Engineer. The next letter is from the Livonia Fire & Rescue Division, dated October 31, 2022, which reads as follows: *"This office has reviewed the site plan submitted in connection with a request to construct a commercial building on property located at the above referenced address. We have no objections to this proposal with the following stipulations: Access around building shall be provided for emergency vehicles with a minimum vertical clearance of thirteen feet six inches, a turning radius of fifty-three feet wall to wall and an inside turning radius of twenty-nine feet six inches. This stipulation is referring to fire suppression operations. A further detailed plan review will take place when this division receives an official plan set."* The letter is signed by Brian Kukla, Fire Marshal. The next letter is from the Division of Police, dated October 19, 2022, which reads as follows: "*I have reviewed the plans in connection with the petition. I have no objections to the proposal."* The letter is signed by Scott Sczepanski, Sergeant, Traffic Bureau. The next letter is from the Inspection Department, dated November 1, 2022, which reads as follows: *" Pursuant to your request, the above referenced Petition has been reviewed. 1. A variance from the Zoning Board of Appeals would be required for the excess signage proposed. Separate permits are required for all signs. This Department has no further objections to this Petition."* This letter is signed by Jerome Hanna, Director of Inspection. The next letter is from the Finance Department, dated October 25, 2022, which reads as follows: *"I have reviewed the addresses connected with the above noted petition. As there are no outstanding amounts receivable, general or water and sewer, I have no objections to the proposal."* The letter is signed by Connie Kumpula, Chief

Accountant. The next letter is from the Treasurer's Department, dated October 19, 2022, which reads as follows: *"In accordance with your request, the Treasurer's Office has reviewed the address connected with the above noted petition. At this time, there are no outstanding amounts receivable for taxes. Therefore, I have no objections to the proposal."* The letter is signed by Lynda Scheel, Treasurer. Lastly is an email we received from Ewa Kedzierska, 20310 Mayfield, Livonia, MI that reads: "*Unfortunately I cannot attend the Public Hearing on Tuesday Nov 15th in person and am writing instead. I am in opposition to Petition 2022-10-20 as the area where The Mannik group wishes to construct an automated auto wash facility is currently surrounded by professional and retail buildings, as well as a smart new restaurant. I believe a car wash is not in keeping within this part of Farmington Road. There is already a car wash not a mile away at 9 Mile/Farmington, granted this is not LIvonia! Thank you."* That is the extent of the correspondence.

Mr. Wilshaw: All right, thank you, Mr. Taormina. Is there any questions for planning staff? If not our petitioners in the audience, you're welcome to come up to one of our podiums so our vast audience can hear you and make your presentation. We'll ask that you start with your name and address for our record.

Kyle Wrentmore, Mannik & Smith, 1160. Dublin Road, Columbus, Ohio.

Mr. Wilshaw: Okay, thank you, and what would you like to tell us about your proposal?

Mr. Wrentmore: So, as you guys can see, not a lot has changed from the site plan perspective from last meeting, from the study session. I know some of the main updates we had were landscape as far as the site plan. Mark noted that there was…it sounded like some additional screening on the south that was not added that may have been requested. We can certainly fill in additional shrubs in between those mature trees, as well. Main questions from last meeting that came up were related to some of the building material, as well as screening for the rooftop units. Starting with the building material, the quick brick was a question…we've learned a little bit about what quick brick is the last couple of weeks. So, this is actually a structural concrete brick system that's…so traditional brick, obviously where there's rebar requirements, things like that, throughout, this acts as the structural wall as well as the finish. So, I think there was confusion on if there was like a fake brick kind of put on the face of the building, which is not the case. So, you can see a couple

different samples we have as far as color and what those entail. Then the sample for the I'm just gonna say fake wood facade, that you can see in some of the renderings that's attached, which is to, you know, the two by fours behind it and mounted on. There is some details in the packet regarding the parapet and how that…those details are, you know, shown obviously, in that rendering you have right there as well. So that's the only rooftop units we have as far as mechanical equipment that is screened. So, I believe that addresses a couple of those questions. There was I think from an operation standpoint, I don't believe there's any outstanding items we discussed last meeting. Some of the comments that staff had, we do plan to consolidate the lots and comply with that. As far as signage, I think based on the recommendation of this body we will likely just adhere to the zoning code and not request a variance for that. That just has to work out with the you know the final architectural drawings and details there. So, again, we plan to adhere to the zoning code for the building signage and the monument sign as well in that placement. Trying to think what else. Mark mentioned storm sewer and utilities. That will come during the final engineering review. coordinating with that office. Likely we will try to reuse the sanitary service, depending on the depth and the quality and the condition of that water as well and size, but again, it all depends on the condition. It's an old site, and in the depths there, storm sewer will be handled, the tension and water quality will be handled on the ground with approval from the Engineering Department on that system. I think that's all I have. Do you have anything to add Dennis? Okay. I'm happy to answer, try to answer any other questions you guys might have.

Mr. Wilshaw: Well, thank you, Mr. Wrentmore. That's an excellent presentation. I think you hit most of the bullet points that I had on my notes as far as things that we wanted to make sure that you followed up on, so I'll go to my fellow Commissioners and see if there's any questions for you. Ms. Smiley?

Ms. Smiley: Thank you, Mr. Chair. There's a carwash at Nine and Gill now there's another one…I didn't realize there was also one at Nine and Farmington, but you said you kind of did a study and there's enough. I mean…

(Someone speaking from their seat in audience)

Mr. Wilshaw: Can we ask you to come up? Sorry. That way our TV audience can hear you as well. All right.

Dennis Miller, 4200 Big Beaver, Suite 300, Troy, Michigan. I'm the consultant for the for the carwash. Thank you. We talked about the one Eight Mile and Gill, right? I didn't know…Nine Mile and Farmington, I didn't know that was up there, but that's Farmington Hills…Farmington, I guess or Farmington Hills. So, there's plenty of room because we talked last time, I think the closest wash in Livonia is three or four miles away. So, there's a lot of room for a carwash for the population too you know. I think the three mile…65,000 people in that trade area. So, there's a lot of room for carwashes for sure.

Ms. Smiley: Okay, and then my other… you have no kind of a awning or cover over where the vacuum cleaners are, do you?

Mr. Miller: No, ma'am. No.

Ms. Smiley: Thank you.

Mr. Wilshaw: Thank you, Ms. Smiley. Any other questions for our petitioner?

Mr. Caramagno: I have a question for Mark. Mark, did you say that you thought the lighting was excessive?

Mr. Taormina: Yes. Comparing the photometric plan to the City's lighting standards, and I apologize that this was not discussed at the study meeting, the maximum average illumination level for parking lot areas in the parking lot is three (3) foot-candles, whereas the ordinance limits the maximum average to one (1) foot-candle. We recognize that these plans always have some variation in the illumination levels, depending on the type of lights and their placement, the overall average would be too high based on what the ordinance limits it to. The other issue I think we should address this evening is how long those lights remain on after the close of business. As you recall at the study meeting, the Petitioner indicated that the vacuums would be available after hours, and if I understood correctly, 24-hours. If it's the intent to keep the parking lot illuminated at times when the business is closed, I think this is something that should be addressed. At a minimum, the lights should be lowered or turned off after business hours, and maybe even the vacuums turned off as well.

Mr. Caramagno: Do you think the standards are what they've got listed…so its three times what we would normally like to see in a parking lot. A parking lot where there's no activity other than parking your

car, there could be activity here people cleaning their cars. Do you think there's room to meet in the middle on something like that?

Mr. Taormina: We can work with their lighting consultant or their engineers to make adjustments to the lighting plan. I don't think that three (3) foot-candles as compared to one (1) translates necessarily to three (3) times the illumination level. The fact that the maximum average is limited to one (1) and the plan shows an average of three (3) doesn't mean three (3) times the amount of lighting. But certainly, there is room to work with them on this. Again, the other question which I think is equally important is what time are the lights on and off during the operation?

Mr. Caramagno: I would think that, you know, your primary focus here is daylight hours washing cars, and even the business hours till eight o'clock at night and most of the year that works out fine in the evening like now it's a couple two or three hours of daylight or nighttime. So, I think that something needs to give on that. It doesn't need to look like daylight as you drive up Farmington Road here for a carwash to light the whole world up there, in my opinion.

Mr. Wilshaw: Thank you, Mr. Caramagno. Any other questions?

Mr. Long: Thank you. I actually just have more of a curiosity question. I mean, so you know, we're Michigan and we get bad weather and cold and everything like that. How…I know at the study session, you talked about how you have really good drying machines, but how do you prevent ice buildup at the exit of the carwash?

Mr. Wrentmore: So, the concrete pad of the exit is I think there's a heated…it's heated. So, 20 foot…the first 20 foot is a heated pad.

Mr. Long: Okay. It's a different color on the rendering, right?

Mr. Wrentmore: Yeah, I believe so.

Mr. Long: Yeah, okay. So that's kind of like the gray part. That makes sense. Thank you.

Mr. Wilshaw: Thank you, Mr. Long. Any other questions for our petitioner from anyone? Okay, there is no one else in the audience to come forward and speak to this item. So, if there is no additional questions, I'll give a little moment if anybody thinks of anything

else. If there's no additional questions a motion would be an order

On a motion by Smiley, seconded by Long, and unanimously adopted, it was

#11-55-2022 ***RESOLVED***, That pursuant to a Public Hearing having been held by the City Planning Commission on November 15, 2022, on Petition 2022-10-02-20 submitted by The Mannik & Smith Group, Inc. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing commercial building and constructing a new automated auto wash facility (Clean Express), at 20330 & 20340 Farmington Road, located on the east side of Farmington Road between Norfolk Avenue and Eight Mile Road in the Northwest ¼ of Section 3, the Planning Commission does hereby recommend to the City Council that Petition 2022-10-02-20 be approved subject to the following conditions:

1. That the Site Plan identified as C200, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to.

2. All parking spaces, except the required handicapped spaces, shall be doubled striped at ten feet (10') wide by twenty feet (20') in length.

3. That the hours of operation shall be limited to the following: Monday thru Saturday from 7:00 a.m. to 8:00 p.m. and Sunday from 9:00 a.m. to 6:00 p.m.

4. That the Landscape Plan identified as L100, dated November 10, 2022, prepared by the Mannik Smith Group. is hereby approved and shall be adhered to, except that the final landscape plan details shall be approved by the Planning Department.

5. That all disturbed lawn areas, including road rights-of-way, shall be sodded in lieu of hydroseeding.

6. That underground sprinklers are to be provided for all landscaped and sodded areas and all planted materials shall be installed to the satisfaction of the Inspection Department and thereafter permanently maintained in a healthy condition.

7. That the Elevation Plan identified as A2-1, dated July 21, 2022, prepared by SBA Studios, is hereby approved and shall be adhered to.

8. That the three walls of the trash dumpster area shall be constructed out of the same brick used in the construction of the building or in the event a poured wall is substituted, the wall's design, texture and color shall match that of the building. The enclosure gates shall be of solid panel steel construction or durable, long-lasting solid panel fiberglass.

9. That all rooftop mechanical equipment shall be concealed from public view on all sides by screening that shall be of a compatible character, material and color to other exterior materials on the building.

10. That all light fixtures shall not exceed twenty (20) feet in height and shall be aimed and shielded to minimize stray light from trespassing across property lines and glaring onto adjacent roadways. In addition, the lighting plan shall be modified such that the maximum level of illumination for the average of the site shall be as specified in Section 7.22(2)(B) of the Livonia Vision 21 Zoning Ordinance, and the exterior lights shall either be turned off or dimmed after business hours.

11. That only conforming signage is approved with this petition, and any additional signage shall be separately submitted for review and approval by the Zoning Board of Appeals.

12. That no LED light band or exposed neon shall be permitted on this site including, but not limited to, the building or around the windows.

13. That unless approved by the proper local authority, any type of exterior advertising, such as promotional flags, streamers or sponsor vehicles designed to attract the attention of passing motorists, shall be prohibited.

14. That the specific plans referenced in this approving resolution shall be submitted to the Inspection Department at the time the building permits are applied for; and,

15. Pursuant to Section 13.13 of the Livonia Vision 21 Zoning Ordinance, this approval is valid for a period of one year only from the date of approval by City Council, and unless

a building permit is obtained, this approval shall be null and void at the expiration of said period.

FURTHER RESOLVED**,** That notice of the above hearing was given in accordance with the provisions of Section 13.13 of Livonia Vision 21 Zoning Ordinance, as amended.

Mr. Wilshaw: Is there any discussion?

Mr. Wilshaw, Chairman, declared the motion is carried and the foregoing resolution adopted. It will go on to City Council with an approving resolution.

LETTER TO THE LIVONIA CITY COUNCIL

2.

Mayor's Office
December 15, 2022

MEETING DATE	PREPARED BY
COW011123/R011823	Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

REQUEST TO APPROVE ADJUSTMENTS IN SALARY AND BENEFITS FOR APPOINTED DEPARTMENT HEADS FOR THE PERIOD DECEMBER 1, 2022 THROUGH NOVEMBER 30, 2025: Mayor's Office, re same.

BACKGROUND

On a motion by Councilmember Donovic, seconded by Councilmember McIntyre, it was:

#380-22 RESOLVED, that having considered a communication from the Office of the Mayor, dated November 17, 2022, which bears the signatures of the Human Resources Director, the Finance Director and the City Attorney, and to which is attached a Memorandum from the Human Resources Director to the Mayor, dated November 15, 2022, which recommends certain salary and fringe benefit adjustments for City Department Heads consistent with those recently approved for non-represented City of Livonia employees for the period December 1, 2022 through November 30, 2025, the Council does hereby refer this matter to the Committee of the Whole for its report and recommendation.

RECOMMENDATION

To discuss the item as presented at the Regular Meeting of December 14, 2022.

FISCAL CONSIDERATION

ATTACHMENTS

1. R121422 LTC salary for appointed
2. Adjustments in Salary and Benefits for Appointed City of Livonia Department Heads for the Period December 1, 2022, through November 1, 2025
3. Appointees Wage Schedule 12.01.22 - 11.30.25--DRAFT

APPROVED BY

LETTER TO THE LIVONIA CITY COUNCIL

5.

Mayor's Office
November 17, 2022

MEETING DATE	PREPARED BY
R121422	Jillian Emmitt, Personnel Clerk,

AGENDA ITEM

REQUEST TO APPROVE ADJUSTMENTS IN SALARY AND BENEFITS FOR APPOINTED DEPARTMENT HEADS FOR THE PERIOD DECEMBER 1, 2022 THROUGH NOVEMBER 30, 2025: Mayor's Office, re same.

BACKGROUND

November 15, 2022

TO: Honorable Members of the City Council
RE: Adjustments in Salary and Benefits for Appointed City of Livonia Department Heads

Dear Council Members,

The attached summary of salary and benefit adjustments are recommended for appointed Department Heads. These changes are consistent with those recently approved for non-represented City employees.

This proposal is made for the year beginning December 1, 2023, through November 30, 2025.

Thank you for your consideration and assistance concerning this matter.

Sincerely,

Maureen Miller Brosnan
Mayor

RECOMMENDATION

Approve as submitted

FISCAL CONSIDERATION

ATTACHMENTS

1. Adjustments in Salary and Benefits for Appointed City of Livonia Department Heads for the

Period December 1, 2022, through November 1, 2025

2. Appointees Wage Schedule 12.01.22 - 11.30.25--DRAFT

APPROVED BY

Jeannine Laible, Human Resources Director

Date: November 17, 2022

Michael Slater, Finance Director

Date: November 21, 2022

Paul Bernier, City Attorney

Date: November 21, 2022

Maureen Miller Brosnan, Mayor

Date: November 22, 2022

OFFICE OF THE MAYOR

Maureen Miller Brosnan
MAYOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2201

November 15, 2022

TO: Honorable Members of the City Council
RE: Adjustments in Salary and Benefits for Appointed City of Livonia Department Heads

Dear Council Members,

The attached summary of salary and benefit adjustments are recommended for appointed Department Heads. These changes are consistent with those recently approved for non-represented City employees.

This proposal is made for the year beginning December 1, 2023, through November 30, 2025.

Thank you for your consideration and assistance concerning this matter.

Sincerely

Maureen Miller Brosnan
Mayor

MEMORANDUM

TO: Mayor Maureen Miller Brosnan
FROM: Jeannine Laible, Human Resources Director
DATE: November 15, 2022
SUBJECT: Adjustments in Salary and Benefits for Appointed Department Heads

Below are the salary and benefit changes for the period of December 1, 2022, through November 30, 2025, that were recently approved by the Civil Service Commission and City Council for non-represented City employees. Historically these changes have been passed on to appointed Department Heads:

1. A three-year agreement from December 1, 2022, to November 30, 2025.

2. For employees hired on or after September 8, 2011, increase sick leave accumulation from six hours per completed month of service (72 hours per year) to eight hours per completed month of service (96 hours per year), thus eliminating the tiered system for sick leave accrual.

3. Increase bereavement leave to five days instead of four days for the death of an immediate family member.

4. Increase the City's contribution to employees' RHSP accounts from $80 per bi-weekly pay period to $90 per bi-weekly pay period effective December 1, 2022, and $45 per week for part-time employees.

5. Add Martin Luther King, Jr. Day as a paid holiday.

6. Transition to a group program (i.e. optional insurance plan) for dental and optical coverage instead of a reimbursement system effective March 1, 2024. Employees electing to participate will be responsible for payroll contributions.

7. Increase in Personal Business paid days off from two days per year to three days per year.

8. Increase the City's contribution to the 401(a) Defined Contribution plan for employees hired on or after March 17, 1997, to 12% (an increase of 1%).

9. Increase the salaries of all non-appointed Department Heads as follows:

Effective December 1, 2022:	2% increase
Effective December 1, 2023:	3% increase
Effective December 1, 2024:	2.5% increase

10. Implement the option for alternative work schedules on a 3-year trial basis. For example, some departments may change to a 10 hour / 4-day work week. Any schedule changes will be subject to operational needs of the department, and each department will be functioning to provide City

services without interruption. Employees may submit a request, subject to approval, to opt-out of the alternative work schedule.

11. Upon ratification, provide a $500 signing bonus to any employee who did not receive a wage adjustment.

je

DRAFT

CITY OF LIVONIA
APPOINTEES SALARIES
2022-2025 WAGE RATE SCHEDULE
EFFECTIVE 12/1/2022

CLASSIFICATION		2.0% 2022-2023 HOURLY	2.0% 2022-2023 ANNUAL	3.0% 2023-2024 HOURLY	3.0% 2023-2024 ANNUAL	2.5% 2024-2025 HOURLY	2.5% 2024-2025 ANNUAL
CHIEF OF STAFF	STEP 1	50.31	104,644.80	51.82	107,785.60	53.12	110,489.60
(per CR#48-22, eff. 1/1/22)	STEP 1.5	51.32	106,745.60	52.86	109,948.80	54.18	112,694.40
Title change from Director of	STEP 2	52.32	108,825.60	53.89	112,091.20	55.24	114,899.20
Administrative Services	STEP 3	54.41	113,172.80	56.04	116,563.20	57.44	119,475.20
	STEP 4	56.59	117,707.20	58.29	121,243.20	59.75	124,280.00
	STEP 5	58.85	122,408.00	60.62	126,089.60	62.14	129,251.20
CITY ATTORNEY (RFT)	STEP 1	58.09	120,827.20	59.83	124,446.40	61.33	127,566.40
(per CR#172-18, eff. 4/23/18)	STEP 1.5	59.25	123,240.00	61.03	126,942.40	62.56	130,124.80
	STEP 2	60.44	125,715.20	62.25	129,480.00	63.81	132,724.80
	STEP 3	62.84	130,707.20	64.73	134,638.40	66.35	138,008.00
	STEP 4	65.37	135,969.60	67.33	140,046.40	69.01	143,540.80
	STEP 5	67.98	141,398.40	70.02	145,641.60	71.77	149,281.60
CITY ASSESSOR	STEP 1	50.31	104,644.80	51.82	107,785.60	53.12	110,489.60
(per CR#287-21, eff. 12/1/21)	STEP 1.5	51.32	106,745.60	52.86	109,948.80	54.18	112,694.40
	STEP 2	52.32	108,825.60	53.89	112,091.20	55.24	114,899.20
	STEP 3	54.41	113,172.80	56.04	116,563.20	57.44	119,475.20
	STEP 4	56.59	117,707.20	58.29	121,243.20	59.75	124,280.00
	STEP 5	58.85	122,408.00	60.62	126,089.60	62.14	129,251.20
DIRECTOR OF BUILDING	STEP 1	46.87	97,489.60	48.28	100,422.40	49.49	102,939.20
INSPECTION	STEP 1.5	47.84	99,507.20	49.28	102,502.40	50.51	105,060.80
	STEP 2	48.81	101,524.80	50.27	104,561.60	51.53	107,182.40
	STEP 3	50.86	105,788.80	52.39	108,971.20	53.70	111,696.00
	STEP 4	52.97	110,177.60	54.56	113,484.80	55.92	116,313.60
	STEP 5	55.21	114,836.80	56.87	118,289.60	58.29	121,243.20
DIRECTOR OF COMMUNITY	STEP 1	41.75	86,840.00	43.00	89,440.00	44.08	91,686.40
RESOURCES	STEP 1.5	42.62	88,649.60	43.90	91,312.00	45.00	93,600.00
	STEP 2	43.39	90,251.20	44.69	92,955.20	45.81	95,284.80
	STEP 3	45.12	93,849.60	46.47	96,657.60	47.63	99,070.40
	STEP 4	46.93	97,614.40	48.34	100,547.20	49.55	103,064.00
	STEP 5	48.81	101,524.80	50.27	104,561.60	51.53	107,182.40
DIRECTOR OF EMERGENCY	STEP 1	39.07	81,265.60	40.24	83,699.20	41.25	85,800.00
PREPAREDNESS	STEP 1.5	39.85	82,888.00	41.05	85,384.00	42.08	87,526.40
(per CR#206-21, eff. 7/1/21)	STEP 2	40.63	84,510.40	41.85	87,048.00	42.90	89,232.00
	STEP 3	42.26	87,900.80	43.53	90,542.40	44.62	92,809.60
	STEP 4	43.94	91,395.20	45.26	94,140.80	46.39	96,491.20
	STEP 5	45.72	95,097.60	47.09	97,947.20	48.27	100,401.60

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CITY OF LIVONIA
APPOINTEES SALARIES
2022-2025 WAGE RATE SCHEDULE
EFFECTIVE 12/1/2022

CLASSIFICATION		2.0% 2022-2023 HOURLY	2.0% 2022-2023 ANNUAL	3.0% 2023-2024 HOURLY	3.0% 2023-2024 ANNUAL	2.5% 2024-2025 HOURLY	2.5% 2024-2025 ANNUAL
DIRECTOR OF FINANCE	STEP 1	54.48	113,318.40	56.11	116,708.80	57.51	119,620.80
	STEP 1.5	55.58	115,606.40	57.25	119,080.00	58.68	122,054.40
	STEP 2	56.62	117,769.60	58.32	121,305.60	59.78	124,342.40
	STEP 3	58.91	122,532.80	60.68	126,214.40	62.20	129,376.00
	STEP 4	61.32	127,545.60	63.16	131,372.80	64.74	134,659.20
	STEP 5	63.72	132,537.60	65.63	136,510.40	67.27	139,921.60
DIRECTOR OF GOVERNMENTAL AFFAIRS	STEP 1	41.75	86,840.00	43.00	89,440.00	44.08	91,686.40
(per CR#321-20, eff. 11/4/20)	STEP 1.5	42.62	88,649.60	43.90	91,312.00	45.00	93,600.00
Replaces Director of	STEP 2	43.39	90,251.20	44.69	92,955.20	45.81	95,284.80
Legislative Affairs	STEP 3	45.12	93,849.60	46.47	96,657.60	47.63	99,070.40
	STEP 4	46.93	97,614.40	48.34	100,547.20	49.55	103,064.00
	STEP 5	48.81	101,524.80	50.27	104,561.60	51.53	107,182.40
DIRECTOR OF PUBLIC WORKS		63.72	132,537.60	65.63	136,510.40	67.27	139,921.60
ECONOMIC DEVELOPMENT DIRECTOR	STEP 1	44.53	92,622.40	45.87	95,409.60	47.02	97,801.60
	STEP 1.5	45.38	94,390.40	46.74	97,219.20	47.91	99,652.80
	STEP 2	46.27	96,241.60	47.66	99,132.80	48.85	101,608.00
	STEP 3	48.10	100,048.00	49.54	103,043.20	50.78	105,622.40
	STEP 4	50.02	104,041.60	51.52	107,161.60	52.81	109,844.80
	STEP 5	52.02	108,201.60	53.58	111,446.40	54.92	114,233.60
EXECUTIVE DIRECTOR LIVONIA HOUSING COMMISSION	STEP 1	48.06	99,964.80	49.50	102,960.00	50.74	105,539.20
(per CR#53-22, eff. 12/1/21)	STEP 1.5	49.00	101,920.00	50.47	104,977.60	51.73	107,598.40
	STEP 2	49.99	103,979.20	51.49	107,099.20	52.78	109,782.40
	STEP 3	51.94	108,035.20	53.50	111,280.00	54.84	114,067.20
	STEP 4	54.02	112,361.60	55.64	115,731.20	57.03	118,622.40
	STEP 5	56.15	116,792.00	57.83	120,286.40	59.28	123,302.40
INFORMATION SYSTEMS DIRECTOR	STEP 1	48.06	99,964.80	49.50	102,960.00	50.74	105,539.20
	STEP 1.5	49.00	101,920.00	50.47	104,977.60	51.73	107,598.40
	STEP 2	49.99	103,979.20	51.49	107,099.20	52.78	109,782.40
	STEP 3	51.94	108,035.20	53.50	111,280.00	54.84	114,067.20
	STEP 4	54.02	112,361.60	55.64	115,731.20	57.03	118,622.40
	STEP 5	56.15	116,792.00	57.83	120,286.40	59.28	123,302.40

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CITY OF LIVONIA
APPOINTEES SALARIES
2022-2025 WAGE RATE SCHEDULE
EFFECTIVE 12/1/2022

CLASSIFICATION		2.0% 2022-2023 HOURLY	2.0% 2022-2023 ANNUAL	3.0% 2023-2024 HOURLY	3.0% 2023-2024 ANNUAL	2.5% 2024-2025 HOURLY	2.5% 2024-2025 ANNUAL
DIRECTOR OF PUBLIC SAFETY	STEP 1	57.66	119,932.80	59.39	123,531.20	60.87	126,609.60
Per Council Ordinance	STEP 1.5	58.83	122,366.40	60.59	126,027.20	62.10	129,168.00
Adopted 2004-2006	STEP 2	59.96	124,716.80	61.76	128,460.80	63.30	131,664.00
#107-04 (DOPS)	STEP 3	62.35	129,688.00	64.22	133,577.60	65.83	136,926.40
PROPOSED 2006-2007	STEP 4	64.84	134,867.20	66.79	138,923.20	68.46	142,396.80
	STEP 5	67.45	140,296.00	69.47	144,497.60	71.21	148,116.80
DEPUTY TREASURER	STEP 1	31.54	65,603.20	32.49	67,579.20	33.30	69,264.00
Per CR#123-22; 2% raise eff.	STEP 1.5	32.18	66,934.40	33.15	68,952.00	33.98	70,678.40
1/1/2022; 3% raise for 2022-23;	STEP 2	32.83	68,286.40	33.81	70,324.80	34.66	72,092.80
then revert to general employee	STEP 3	34.11	70,948.80	35.13	73,070.40	36.01	74,900.80
increases in subsequent years	STEP 4	35.49	73,819.20	36.55	76,024.00	37.46	77,916.80
	STEP 5	36.95	76,856.00	38.06	79,164.80	39.01	81,140.80
DEPUTY CLERK	STEP 1	31.54	65,603.20	32.49	67,579.20	33.30	69,264.00
Per CR#123-22; 2% raise eff.	STEP 1.5	32.18	66,934.40	33.15	68,952.00	33.98	70,678.40
1/1/2022; 3% raise for 2022-23;	STEP 2	32.83	68,286.40	33.81	70,324.80	34.66	72,092.80
then revert to general employee	STEP 3	34.11	70,948.80	35.13	73,070.40	36.01	74,900.80
increases in subsequent years	STEP 4	35.49	73,819.20	36.55	76,024.00	37.46	77,916.80
	STEP 5	36.95	76,856.00	38.06	79,164.80	39.01	81,140.80

CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 4, 2023

Meeting was called to order at 8:00 p.m. by Council President Jim Jolly. Present: Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, and President Jim Jolly. Absent: Vice President Laura Toy

Elected and appointed officials present: Susan Nash, City Clerk; Paul Bernier, City Attorney; Dave Lear, Assistant City Engineer; Mark Taormina, Director of Planning and Economic Development, Josh Sabo, Director of Communications and Casey O'Neil, Information Systems Director.

Councilmember Bahr made a motion to place an item on the next Regular agenda to temporarily remove funding from the budget for the Director of Government Affairs position and have it referred to the Finance Committee for review.

President Jolly declared that this will be on the Regular agenda for the meeting on January 18, 2023.

LETTER TO THE LIVONIA CITY COUNCIL

22.

Council Office
January 5, 2023

MEETING DATE	PREPARED BY
R011823	Lori Miller, Deputy City Clerk

AGENDA ITEM

REQUEST TO REFER THE SUBJECT MATTER OF A BUDGET AMENDMENT FOR A VACANT POSITION TO THE FINANCE AND BUDGET COMMITTEE: Councilmember Scott Bahr, to discuss the removal of funding for the position.

BACKGROUND

Request by Councilmember Scott Bahr to refer topic of filling vacant Director of Government Affairs position and appropriate budget amendments to the Finance and Budget Committee.

RECOMMENDATION

Refer to Finance and Budget Committee.

FISCAL CONSIDERATION

Possible budget amendments for FY 2022/2023.

ATTACHMENTS

None

APPROVED BY

LETTER TO THE LIVONIA CITY COUNCIL

Law
January 12, 2023

MEETING DATE	PREPARED BY
R011823	Carol Driskill, Legal Stenographer II,

AGENDA ITEM

X1. REQUEST TO APPROVE A SETTLEMENT: Department of Law, re: for Frederick R. Wheeler and Marilyn Wheeler v City of Livonia, Wayne County Circuit Court Case No. 15-009025-NZ.

BACKGROUND

Dear Council Members,

Please be advised that the attorneys for the parties in the above-referenced case have agreed, subject to City Council approval, to resolve this case. Assuming that you concur with the settlement agreement, the City of Livonia will pay $139,326.86 in full and final settlement of all claims brought against the City.

For the reasons discussed in the Closed Committee of the Whole meeting held on January 11, 2023, the Law Department recommends approval of this settlement.

RECOMMENDATION

Approval of settlement in the amount of $139,326.86 as full and final settlement of all claims brought against the City.

FISCAL CONSIDERATION

Settlement Amount - $139,326.86

ATTACHMENTS

None

APPROVED BY

Date: January 12, 2023

Paul Bernier, City Attorney

Date: January 12, 2023

Maureen Miller Brosnan, Mayor