



## Lyon Township Public Library

### Board of Trustees Packet

February 28, 2023

7:00 pm

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*The Finance Report will be sent by Don Gehrlein, Treasurer*

Prepared by:  
Holly Teasdle, Library Director

**Meeting Agenda**  
**Lyon Township Public Library Board of Trustees**  
**February 28, 2023**  
**7:00 PM**

1. Call to order
2. Roll Call: Bissoon-Dath \_\_ Chuck\_\_ Coles\_\_ Deeds\_\_ Gehrlein\_\_ Rogge \_\_
3. Approval of Consent Agenda
4. Approval of Agenda
5. Announcements and Communications:
  - a. Friends of the Library Book sale: March 2-5
  - b.
6. Call to the Public
7. Director's Report
8. **Unfinished Business**
  - a. **New Library Architect firm selection**
9. **New Business**
  - a. **Civil Engineering Proposal - CES (Leslie Zawada)**
10. Items removed from Consent Agenda for action or discussion
11. Trustee Comments
12. Adjourn meeting

**Consent Agenda**

DRAFT January 24, 2023 LTPL Special Board meeting minutes (P. Quackenbush)  
DRAFT January 31, 2023 LTPL Board meeting minutes (P. Quackenbush)  
February 2023 Statistics Report (H. Teasdle)  
February 2023 Staff Reports (H. Teasdle)  
January 2022 Disbursements/check registers (H. Teasdle)  
Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:**  
**Tuesday, March 28, 2023 @ 7:00 pm**

Lyon Township Library Special Meeting Board Minutes  
January 24, 2023

1. **Call to Order** at 7:00 p.m. by Library Board President Cheryl Chuck
  2. **Roll Call:**  
Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein and Sherri Rogge were present. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
  3. **Call to the Public:** none
  4. **Announcements and Communications:** none
  5. **Approval of the Agenda:** Motion by Gehrlein and second by Coles to approve the agenda. The motion passed unanimously.
  6. **New Business:** none
  7. **Unfinished Business:**
    - a. **Proposals for Architectural/Engineering Services:**  
Timeline for RFP:  
RFP released: December 16, 2022 RFP questions due: January 6, 2023  
RFP responses due: January 17, 2023  
LTPL Special Board meeting (determine architect shortlist): January 24 @ 7:00 pm (Tuesday)  
  
LTPL Board meeting (Architect firm presentations): January 31, 2023 @ 7:00 pm (Tuesday)  
  
LTPL Special Board meeting (review contracts before approval): February 15 @ 7:00 pm (Wednesday)  
  
LTPL Board Meeting (Formal approval of Architect): February 28, 2023 @ 7:00 pm (Tuesday)
- RFP for Architectural Design and Engineering for new LTPL facility at 11 Mile and Milford Rd:**
- RFP: created by Ann Dilcher of QEA, December 2022, with legal review by Scott Hogan of Foster, Collins, Swift
  - Approved by LTPL Board on December 15, 2022
  - RFP released on December 16
  - Invitations to select architectural firms to respond to RFP sent via email on December 16, 2022
  - RFP posted to [www.ltpl.org](http://www.ltpl.org) on December 16

- RFP questions to be received by January 6, 2023
- RFP responses by January 1, 2023 @ 3:00 pm

The following architectural firms received an RFP via email to request that they submit a proposal: C2AE, Daniels and Zermack Architects, MCD Architects, Quinn Evans Architects, and TMP Architecture. C2AE and TMP Architecture declined to submit proposals, and an additional proposal was submitted by Paradigm Design.

**b. Evaluation Criteria:**

The goal for the LTPL Board of Trustees is to select a firm based on reputation, experience, knowledge of modern library service principles, proposed project team, quality of services offered, quotation submitted, satisfactory references from previous clients and overall approach to accomplishing the Library's goals.

As a tool to help with evaluations, there is a scoring sheet created by Director Teasdale that will be distributed at the January 31, 2023 board meeting. There will also be instructions that accompany the sheet. This sheet will be used in evaluating the firms in regards to the written proposals and presentations combined.

Director Teasdale stressed that this is just one tool to use in the overall evaluation. In addition, Trustee Coles offered an additional form he created to aid in the selection process.

Director Teasdale stressed that this is one of the most important decisions that the LTPL Board of Trustees will ever make, and we need to spend time reading each proposal and considering the merits of each. She urged the board to be sure to take notes on each proposal and prepare questions and comments so we can fully engage with the firm representatives at the presentations. She also reminded the board that function is foremost and we don't have the budget for grand architecture.

**c. Firm Presentations:**

Firm representatives who want to be considered for final selection will need to attend the LTPL Library Board meeting on Tuesday, January 31, 2023 to give a presentation. This is a public meeting, subject to the Open Meetings Act, where Library staff and members of the Lyon Township community may be in attendance.

The presentation should include up to three key personnel involved with the project. Presentations should last up to 30 minutes with time for questions, and should include the following:

1. What interests and excites you most about this project?

2. What is your design philosophy and how do you see it as applying to this project? 3. Share your preliminary thoughts on design of the building, including any site challenges to overcome or highlight.
4. Identify possible opportunities for sustainable design features.
5. Share your impression of the scope/budget alignment.
6. Describe the best practices you would follow to keep the project within budget.

If firm representatives need a projector for their presentation, a laptop and projector will be set up for use. Representatives should bring their presentations on a flash drive. If firms have handouts and/or print materials for the board to view or consider, they should bring a minimum of 10 print copies.

**Timeline of presentations for January 31, 2023:**

7:15 pm: Daniels & Zermack Architects

7:45 pm: MCD Architects

8:15 pm: Paradigm Design

8:45 pm: Quinn Evans Architects

Director Teasdale noted that the time for questions and comments from the audience will be after the presentations have been completed. Each person will be limited to three minutes.

**8. Trustee Comments:**

Trustee Bissoon-Dath commented that there was a lot of information to read and process.

Trustee Rogge Said she is excited and it will be an interesting night seeing reality vs what's on paper. She thanked Trustee Coles for the evaluation chart he made.

Trustee Deeds said she was anxious about the presentations but looking forward to them. She also thanked Coles for his chart.

Trustee Coles remarked that this is when we really need to do our homework as it impacts the whole project.

Trustee Gehrlein agreed with Coles and further remarked that this will be the most important meeting we will have for a long time.

Director Teasdale agreed with Gehrlein and added that the residents trust the board to make the right decision and there are great proposals to choose from.

Trustee Chuck thanked Coles for his chart and thought it might help to simplify the process.

- 9. Adjourn Meeting:** Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at

8:03 p.m.

Respectfully Submitted by  
Pam Quackenbush  
Recording Secretary

DRAFT

**Lyon Township Library Board Minutes**  
**January 31, 2023**

1. **Call to Order** at 7:01 p.m. by Library Board President Cheryl Chuck
2. **Roll Call:**  
Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, and Sheri Rogge were present. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
3. **Approval of the Consent Agenda:** Motion by Coles and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
4. **Approval of the Agenda:** Motion by Bissoon-Dath and second by Gehrlein to approve the Agenda. The motion passed unanimously.
5. **Announcements and Communications:** Director Teasdale commented that she has received a packet of information from Leslie Zawada, Township Engineer, including the proposal for her services she will be presenting at the next Township Board meeting on February 6. Leslie Zawada will be on the agenda for the Library Board meeting on February 28.
6. **Call to the Public:** Trustee Chuck asked the audience to hold their questions and comments until after the architect presentations, and at that point they would each have three minutes to comment. .
  - a. **Presentations from Architectural Firms for New Library Project**
    - a. **Daniels & Zermack Architects**  
Representatives:  
Seth PENCHANSKY, Principal  
David Shellabarger, Project Manager, Architectural Designer  
Jennifer Michalski, Interior Designer
    - b. **MCD Architects**  
Steven G. Schneemann, Principal  
Mary Cay Lancaster, Senior Project Manager  
Dianne Schurg, Interior Designer
    - c. **Paradigm Design**  
Jamie Millspaugh, Design Director  
David Mannebach, Project Manager, Design Architect  
Marc Russell, Landscape Architect
    - d. **Quinn Evans Architects**  
Ann Dilcher, Principal  
Lindsay Suardini, Associate  
Yau Ma, Associate

Public Comments:

Georgann Ehlert, 28085 Marcellus Drive, South Lyon, asked Seth Penchansky from Daniels & Zermac why Commerce Township hired them for the second library and why they thought they needed to build another. Mr Penchansky replied that Commerce Township made the decision to redevelop the property and place the library in a more central location.

Aaron Rinehimer, 54854 Walnut Dr, New Hudson, asked all four firms what they thought were the key design features for Lyon Township. Steven Schneeman of MCD Architects replied that they would be informed by the site and the history of the area.

Seth Penchansky of Daniels & Zermac replied they would consider the fabric of the community, futuristic versus traditional, and cutting edge design.

Ann Dilcher of Quinn Evans Architects replied they would take into consideration what the community expects, exploring all options from every direction and factoring in the character and permanence of the materials being used.

Jamie Millspaugh of Paradigm Design replied that they were interested in maker spaces for educational and corporate spaces, durable materials, and lighting controls.

Talon Harvey, 57593 Apple Lane, New Hudson remarked that Lyon Township used to be horse farm country and people move here for the country atmosphere. He feels the residents would not appreciate a modern feel in the new library. He asked the architects if they take into consideration the costs to maintain the new library? He mentioned high windows that will need to be washed and durable roofing materials as examples.

Seth Penchansky replied that they certainly consider how long materials last and the level of sustainability of materials.

Steven Schneeman replied that their firm would ask those same questions, consider all price points, and the budget would force a lot of these decisions.

Ann Dilcher that they understand that with new construction you have to consider past structures and history in the community and how the mechanicals will work in both the interior and exterior of the building.

Trustee Chuck thanked the public audience for their input.

## **7. Director's Report**

*Staffing:*

Mercedes Krebs started on December 19, 2022 as our Community Relations Specialist. This replaces our Marketing and Outreach Librarian position, as a qualified Librarian was not found for the position. Mercedes has a Bachelor's degree in Marketing, and is adjusting to her new position well. Holly Hayes, Library Page has left LTPL for a new position. We have recently hired Jean Benedict and Michelle Stephens as part time pages. Marj Dixon continues to work from home while recovering from her injury and surgery. She has come into the library a few times to deal with issues. As she still does not have permission to drive, we will function in this capacity until she can return to normal work.

*Staff Training*

Staff will have an onsite Narcan training, provided by the South Lyon Community Coalition on February 13. I am also in the process of setting up a training with Aaron Witt for a table top exercise training that will include the review of our Emergency Action Plan that will occur in late spring. For later in the year, there will be training for all staff with the Red Cross on CPR, AED and first aid.

*Community Reads*

The Community Reads committee is in the final stages of picking a title for the Community Read. Depending on author availability, we will be scheduling the event for later spring or early fall.

*Minimum Wage*

The state of minimum wage continues to be fought over in the Michigan courts. As of this moment, minimum wage will not increase to \$12/hour in February, as it was slated to do. I expect that this will continue to go back and forth in appeals. We updated our pay ranges to accept the planned for \$12/hour minimum wage, so when it does happen, we will not need to scramble to correct it.

**8. Unfinished Business - none**

**9. New Business**

**a. New Library Project Discussion**

Director Teasdale suggested that Library Board trustees should attend the next Township meeting to hear Leslie Zawata's proposal.

**10. Items removed from Consent Agenda for action or discussion: none**

**11. Trustee Comments:**

Trustee Bissoon-Dath thanked Holly for her hard work and all the workers that helped tonight

Trustee Gehrlie commented that the information provided by the presenters helped him view things differently. He was glad everyone came

out to present.

Trustee Rogge remarked that she was not leaving with a clear-cut decision tonight and will have to revisit their proposals.

Trustee Deeds agreed with Rogge and said it was too early to write anyone off. She said she was feeling better about Quinn Evans after the presentation,

Trustee Coles said the presentations put a new spin on the proposals. MCD surprised him, but he wasn't as impressed with Quinn Evans.

Trustee Chuck thanked the presenters for coming and also the library staff, millage campaign committee members, and residents who attended the meeting. She thought everyone asked good questions.

**12. Adjourn Meeting:**

Motion by Bissoon-Dath and second by Rogge to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 10:50 p.m.

Respectfully Submitted by  
Pam Quackenbush  
Recording Secretary

## Director update February 2023

### Staffing:

Marj Dixon continues to work from home while recovering from her injury and surgery. She has come in to the library a few times to deal with issues. As she still does not have permission to drive, we will function in this capacity until she can return to normal work. This will remain in place until at least the first week of April.

### Staff Training

The South Lyon Community Coalition provided onsite staff awareness and training on February 13 in regards to the opioid crisis and the use of Narcan. We have replaced our doses in our first aid kits in the library.

I have met with Aaron Witt, who helped us create the LTPL Emergency Action Plan. On Friday, April 28, the library will open three hours late at 1:00 pm for a staff inservice to cover the Emergency Action Plan and related policies, as well as having Aaron Witt conduct a table top exercise for first-person shooter event as other possible crisis scenarios.

On a Friday in June/July (Date yet TBD), I will also be opening the library late for Kelly Blades from the Lyon Township Fire Department to conduct CPR/AED and first aid training for the staff.

### Community Reads

The Community Reads committee has selected an author for the Community Reads event for 2023. The event will take place with an in person author event at Novi Public Library in the fall, but we are still trying to secure a date with the author. We will be creating supportive programming at all the libraries in the weeks leading up to the event. The book selection and programming events will be announced in August. Our portion of the author fee is generously supported by the Friends of the Library, as they have every year. This will be our 12<sup>th</sup> Community Read with the Neighborhood Library Association.

### Emergency Action Plan

Working with Aaron Witt of A-Train Tactical to update our Emergency Action plan to make sure that all the policies remain up to date. Also will be working with Aaron on security

### Crisis Communication Training

As a part of my involvement with the PLICR (Public Library Impact, Communication, and Responsiveness in Times of Uncertainty Group), I was able to receive personalized one on one Crisis Communication training with Howard Fencil and Thom Flading of Hennes Communications of Cleveland, OH. Both are former journalists (TV and newspaper), who understand better than most how to handle dealing with the press, the public, and social media in the event of a crisis. It was incredibly stressful (mock interviews), and informative and well worth my time. It was a great opportunity.

### Meetings, Workshops, Conferences & Outreach events

January 24: MLA Annual Conference Planning meeting

January 30: Pink Slime Journalism, Manipulative Algorithms, and Your Library

January 30: Community Reads Meeting

February 2: TLN SASUG meeting

February 7: Book Club meeting

February 13: South Lyon Community Coalition: Narcan training for staff

February 14: MLA Think Space zoom meeting

February 15: PLICR media training with Hennes Communication

February 21: PLICR meeting: Telling your story with Data

February 22: meeting with Aaron Witt on Emergency Action Plan

## Staff Reports February 2023

### Technology Update, Marjorie Dixon

During the month of January 2023, the following technology improvements were accomplished:

Computer software updates:

- Microsoft Windows Update completed on all Public computers, staff computers, server and laptops

Technology Improvements:

- Re-initialized Children's iPads
- Purchased Adobe Acrobat Pro for staff computer

Troubleshooting:

- Investigating Public Computer freezing issue due to Deep Freeze with TLN
- Continue investigating staff printing issues
- Resolved file access issue on Director's computer
- Coordinating for repair of Sonitrol security cameras
- Resolved Facebook access issues
- Resolved Homebase scheduling issues and created new template for employee schedule

Maintenance:

- Performed daily maintenance on Library website
- Added content to website
- Performed daily maintenance of Library calendar
- Maintained closure greetings for telephone system
- Assisted with generation of Library electronic newsletters for January
- Assisted staff with Homebase scheduling issues
- Uploaded program recordings to YouTube channel
- Performed anti-spyware/malware scans on all staff and public computers to ensure that no other spyware was present.

Items detected were fixed and systems scanned clean.

- Provided technical support to staff and patrons
- Responded to inquiries from website contact form
- Processed room reservation requests.

Other Accomplishments:

- Scheduled all virtual programs and created Zoom sessions for virtual programs
- Generated and submitted payroll for the Township
- Assisted with transition of responsibility for Marketing duties
- Coordinated with Huron Valley Audubon Society to hold joint events for the public
- Created shared access on staff file server for presenter contacts/contracts and new library planning
- Created form for reporting technology issues requiring assistance
- Attended Technology Committee meeting

New Library Planning

- Site visits to Dexter and Ann Arbor Westgate libraries
- Attended Vocera staff communications demo
- Attended When Misinformation Shows Up at Your Door: Pink Slime Journalism, Manipulative Algorithms, and Your Library (Kristin Fontichiaro, University of Michigan)
- Attended Hardware Solutions For Your Hybrid Meetings
- Investigated Meta video conferencing solution
- Attended meeting with Waterford library counterpart to discuss new technology
- Attended demo of Recite Me accessibility toolbar for website
- Attended exploratory meeting with Tech Logic to discuss RFID and self checkout

- Attended exploratory meeting with TBS to discuss public computer session and print management, and document scanning solutions
- Attended meeting with LibStaffer for employee scheduling, and began trial

Events:

- Document Shredding May 13
- Red Cross Blood Drive March 10

### January Statistics

<u>Downloadables</u>	<u>Total Overdrive Downloads</u>	<u>2183</u>	
	<u>Overdrive Collection Total</u>	<u>52497</u>	
	<u>Overdrive Advantage Titles</u>	<u>648</u>	
	<u>Magazine Downloads</u>	<u>78</u>	
	<u>Hoopla Checkouts</u>	<u>355</u>	
<u>Online Content</u>	<u>Mango Language Sessions</u>	<u>560</u>	
	<u>Mango Registered Users</u>	<u>163</u>	
	<u>Tumblebook Sessions</u>	<u>8</u>	
	<u>Consumer Reports Checkouts</u>		
	<u>Universal Class Sessions</u>	<u>36</u>	
	<u>Universal Class Registered Users</u>	<u>171</u>	
	<u>Morningstar Sessions</u>	<u>8</u>	
	<u>Kanopy Views</u>	<u>312</u>	
	<u>Creativebug Sessions</u>	<u>16</u>	
	<u>TumbleMath Sessions</u>	<u>0</u>	
	<u>AudioBook Cloud</u>	<u>8</u>	
	<u>Teen Book Cloud</u>	<u>15</u>	
	<u>Book Flix</u>	<u>0</u>	
	<u>Scholastic Teachables</u>	<u>1</u>	
<u>Public Computers</u>	<u>Computer Users</u>	<u>104</u>	
	<u>Computer Sessions</u>	<u>201</u>	
	<u>Wireless Connections</u>	<u>485</u>	
<u>Website</u>	<u>Website Page Views</u>	<u>7140</u>	*
	<u>Website Inquires</u>	<u>14</u>	
<u>General Newsletter</u>	<u>Emails Sent</u>	<u>13259</u>	
	<u>Emails Bounced</u>	<u>31</u>	
	<u>Emails Opened</u>	<u>7202</u>	<u>54%</u>

<b><u>Most Clicked Links</u></b>	<b>Future Library Plans</b>	<b>220</b>	
	<b>Calendar</b>	<b>93</b>	
	<b><u>Switch to Libby</u></b>	<b>65</b>	
	<b><u>Unsubscribes</u></b>	<b><u>29</u></b>	
	<b><u>New Subscribers</u></b>	<b><u>0</u></b>	
<b>Youth Services Newsletter</b>	<b>Emails Sent</b>	<b>1201</b>	
	<b>Emails Bounced</b>	<b>4</b>	
	<b>Emails Opened</b>	<b>698</b>	<b>58%</b>
<b>Most Clicked links</b>	<b>Wind up Dino</b>	<b>29</b>	
	<b>Jitter Critters</b>	<b>12</b>	
<b>LTPL Grows</b>	<b>Emails Sent</b>	<b>450</b>	
	<b>Emails Bounced</b>	<b>2</b>	
	<b>Emails Opened</b>	<b>261</b>	<b>58%</b>
<b>Most Clicked Links</b>	<b>Seed Starting</b>	<b>19</b>	
	<b>Herb of the month club</b>	<b>44</b>	
<b>Genealogy Newsletter</b>	<b>Emails Sent</b>	<b>215</b>	
	<b>Emails Bounced</b>	<b>0</b>	
	<b>Emails Opened</b>	<b>133</b>	<b>62%</b>
<b>Most Clicked Links</b>	<b>Research Tools</b>	<b>7</b>	
	<b>When History &amp;DNA</b>	<b>5</b>	
<b><u>Door Counter</u></b>	<b><u>Main Door Count</u></b>	<b><u>3701</u></b>	
	<b><u>Comm Center Door Count</u></b>	<b><u>742</u></b>	
<b><u>Filter</u></b>	<b><u>Pornographic Sites Blocked</u></b>	<b><u>458</u></b>	
	<b><u>Malware Blocked</u></b>	<b><u>18</u></b>	
	<b><u>Phishing Blocked</u></b>	<b><u>1</u></b>	

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**Technical Services Report, Pam Quackenbush**

**Unique Collection Agency** –On 02/01/23 the following statistics were supplied by Unique Management:

<b>Summary Status Quick View</b>	
Accounts Submitted	809
Dollars Received	\$11,542.34
Materials Returned	\$36,985.90
Total Submitted	\$62,268.56

**Collection Statistics for January 2022:**

Cash: \$149.75

Material: \$937.15

Waived/Recovered: \$5.00

Total Recovered: \$1091.90

Unique sends weekly reports of patrons sent to collections & I check the shelf to confirm

**Meetings:**

TLN Circulation Services meeting 01/12/23

Library Board Special Meeting 1/24/23

Library Board Meeting 01/31/23

**Upcoming Meetings:**

Library Board Special Meeting 2/15/23

Library Board Meeting 2/28/23

TLN Shared Automation User's Group (SASUG) 02/23/2023

Friends of the Library Meeting 6 pm 03/08/23

**Library Events Attended:**

Genealogy Lock-in 11/4/22

Books & Brews Book Club 11/15/22

Book Sale Tear-down 11/20/22

**Outreach:**

4-H Seed Distribution for Educators 01/29/23

**January Programs:**

Comforts of Home: Growing Houseplants w/ Carol Brodbeck 01/23/23 20 attendees

**Upcoming Programs:**

Seed Packaging Party w/ Pam Quackenbush 2/6/23

Starting Seeds w/ Pam Quackenbush 2/20/23

Getting the Most from Your Garden w/ Karen Golden 3/6/23

Seed Saving 101 w/ Bevin Cohen 3/20/23

**Seed Library:** Donations have been arriving from patrons and seed companies, sorting and packaging are ongoing

**Community Garden:** Online registration began December 2023

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**Marketing & Outreach, Mercedes Krebs**

Mercedes has been taken over many duties and projects over the past month, such as the general newsletters, Lyon Today, Lyon Buyers Guide, and Lyon Township e-newsletter submissions, all departments flyers and social media events and posts. She has continuously been booking programs for adults and now has programs on the calendar through June. A project she wants to take on in March is creating a design for the entryway board.

She also started to do outreach this month. On February 16<sup>th</sup> she went to Corner Social to do a Spotlight on South Lyon interview that will be shared to all social media when it's public. She plans to attend next month's Greater Brighton Area Chamber of Commerce meeting.

**Professional Development-**

Feb 8 - Niche Academy – 20 Marketing Resources in 60 Minutes

Feb 9 – Niche Academy – Adult Programming for the Non Programmer

Feb 9 – Actively Anti-Racist Library Service to Leisure Readers

Feb 13 – Narcan training at LTPL

**Outreach**

Feb 16 – Spotlight on South Lyon Interview at Corner Social

**Publications/Brochures/Posters/Flyers/Signs-**

Lyon Today Quarterly Magazine

Lyon Buyers Guide

Program flyers

Edited Digital Resources Brochures

New York Times Bestseller Posters for Fiction and Nonfiction

**Promotional materials or ad space purchased**

Lyon Buyers Guide for March – will report amount on next report

Lyon Today second page – will report amount on next report

Boosted Facebook post – African American Research \$11.08

**Supplies purchased**

A set of business cards for Library Technician and Community Relations Specialist from Quick Silver Marketing Solutions – 2 sets of 250 cards each = \$70.75

Name tags (# of nametags) from Parkside Cleaners = \$51

Donuts and Coffee from Tim Hortons for our staff Narcan training on 2/13 - \$52.41

**Event Submissions Online**

Facebook Events submitted to large community groups such as What’s Happening in South Lyon and New Hudson/Lyon Township - What’s Happening in Our Towns?

Events promoted in our general bi-weekly newsletter

Events also promoted in Lyon Today, monthly Lyon Buyers Guide, and monthly Lyon Township e-newsletter, and on Library’s Facebook page.

**February 1 2022 – February 21 2023 Adult Program Stats**

<b>Date</b>	<b>Title</b>	<b>Cost</b>	<b>Attendance</b>
2/1	Lotion Making Class	\$375	17
2/2	Valentine Painting Class	\$250	27
2/8	Yoga Class	\$30	16
2/12	Zumba at the Library	Free	5
2/15	Paying For College Without Going Broke - Virtual	Free	23
2/22	History Hounds: Once Upon A Time at the Opera House - Virtual	Free	Will report on next monthly report

**Future programs that are scheduled:**

- [3/12 Motus Wildlife Tracking System](#)
- 3/15 [Detroit's Nain Rouge and Other Lutins of North America](#) - Virtual
- 3/18 [Maple Syrup and Vanilla Ice Cream—Better Together](#)
- 3/22 [Persian Gardens: Bringing Paradise Home](#)
- 3/23 [Spring Flowers Watercolor Painting](#)
- 3/27 [Free Notary Service with Comerica Bank](#)
- 3/29 Music of Motor City
- 4/12 [Chef Val's Stuffed Portobello Mushroom Cooking Class - Virtual](#)
- 4/15 Woman at Risk International
- 4/19 [The Art of the Appeal](#) - Virtual
- 4/24 [Free Notary Service with Comerica Bank](#)
- 4/26 [Meditation: How Easy & Transformative It Really Is](#)
- 5/3 [Women In History](#) – Virtual
- 5/10 Social Security Planning: Basic Rules and Claiming Strategies
- 5/16 eBird Data Collection
- 5/21 Zumba at the Library
- 5/24 Mysterious Michigan – Author Visit
- 6/7 The Great British Baking Show – Virtual
- 6/14 Guardians of Michigan – Author Visit

**Social Media from January 23rd 2022 – February 21st 2023**

Followers/Month/Year	Dec. 2022	Jan. 2023	Feb. 2023
Facebook	3835	3848	3,971
Instagram	1205	1206	1207
Twitter	961	960	958
YouTube	106	202	381
Pinterest	37	37	37

**Snapshot of Social Media Posts across platforms**

- March Spring Friends of the Library Booksale
- NYT Bestsellers
- Digital Resource Promotion
  - a) Kanopy, Libby, Creativebug, Hoopla, Consumer Reports, Teenbookcloud
- Be Prepared for Car Ownership – Virtual event at Plymouth District Library

- Event promotion on Facebook, Instagram, Twitter
- Promotion for other events going on in the community
  - a) Every Kid Outdoors
  - b) My College Planning Team – College Appeals & Financial Aid
- Detroit Zoo discounted tickets
- Groundhogs day

### **Miscellaneous Projects in Progress**

- Bi-weekly general Newsletters
  - Upcoming March Events Bookmarks
  - Lyon Township e-newsletter submission for March
  - NYT Bestseller Posters every week
  - Order name tags for the two new pages and Don (board member)
  - \*\*Working on an idea for board in entryway, maybe spring into reading or spring forecast: it's raining books
- 

### **Genealogy Report, Cathy Cottone**

#### **GENEALOGY PROGRAMS:**

January 12, 2023 - 2:00 PM - 8 attended

Genealogy Book Club

Discussing: Family Upstairs by Lisa Jewell

January 13, 2023 2:00 PM -12 attended

Genealogy Round Table

January 17, 2023 6:30 PM IN PERSON - 11 attended

When DNA and Family History Don't Match

Presenter – Judy Nimer Muhn

January 27, 2023 - 2:00 PM - 13 attended

Genealogy Round Table

February 9, 2023 1:00 PM

Genealogy Book Club

Discussing: 13 Doors – Wolves Behind Them All

February 10, 2023 - 2:00 PM

Genealogy Round Table

February 20, 2023 6:30 PM ZOOM

African American Genealogy Research

Presenter – Jessica Trotter

February 24, 2023 2:00 PM

Genealogy Round Table

March 13, 2023 6:30 PM IN PERSON  
 Beginning Irish Genealogy Research  
 Presenter: Cathy "McCarthy" Cottone

April 18, 2023 6:30 IN PERSON  
 From Sacks to Aprons - 1910's-30's  
 Presenter: Carol Brodeck

**OUTREACH**

January 16, 2023  
 Western Wayne Genealogy Society  
 Cathy's Top Ten Irish Websites ZOOM

March 7, 2023  
 Flint Genealogical Society  
 Cathy's Top Ten Irish Websites IN PESON

March 12, 2023  
 Northville Genealogy Society  
 Griffith's Valuation and the Cancel Books IN PERSON and ZOOM

April 29, 2023  
 Waterford Genealogy Society Lock In  
 Beginning Irish IN PERSON

DATABASE REPORT January 2023 Searches  
 Ancestry Library Edition – 436  
 Fold3 – 37  
 Newspapers.com - stats coming soon!  
 Newsbank - 75  
 Genealogy Help – 39 appointments - 101 hours of research

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**Youth Services Report, Jocelyn Levin**

DATE	PROGRAM	Kids In-Person	Teens In-Person	Adults In-Person	Live	Facebook Views of >1 min	YouTube Views	TOTAL
1/3/23	Recorded Storytime: <i>Snowmen at Night</i>	0	0	0	0	6	13,291	13,297
1/4/23	Lego Day	17	0	10	0	0	0	27
1/5/23	Storytime: Animals	18	0	19	0	0	0	37
1/5/23	Snow Much Fun Crafts 2pm	19	0	10	0	0	0	29
1/5/23	Snow Much Fun Crafts 4pm	22	0	12	0	0	0	34
1/5/23	Snow Much Fun Crafts 6pm	5	0	5	0	0	0	10
1/5/23	Young Writer's Club	2	2	1	0	0	0	5
1/5/23	Scavenger Hunt - Snowflakes	38	2	18	0	0	0	58
1/10/23	Recorded Storytime: <i>Little Owl's Love</i>	0	0	0	0	2	34,752	34,754

1/12/23	Storytime: Robots	18	0	15	0	0	0	33
1/14/23	Jitter Critters w/Sloan AM	13	0	13	0	0	0	26
1/14/23	Jitter Critters w/Sloan PM	18	7	18	0	0	0	43
1/17/23	Recorded Storytime: <i>Bitty Bot</i>	0	0	0	0	1	10,066	10,067
1/18/23	Scavenger Hunt - Snowmen	30	2	16	0	0	0	48
1/19/23	Storytime: Music Theme	16	0	13	0	0	0	
1/19/23	5th Grade Library Card Drive Pizza Party	12	0	5	0	0	0	17
1/24/23	Recorded Storytime: <i>The Littlest Family</i>	0	0	0	0	1	16,320	16,321
1/24/23	Wind-Up Valentine Dino Take-&-Make Craft Kit	178	11	11	0	0	0	200
1/26/23	Storytime: Family Theme	8	0	10	0	0	0	18
1/26/23	Evening Family Storytime	10	0	11	0	0	0	21
1/30/23	Homeschool Lego Day	4	0	2	0	0	0	6
1/30/23	Lego With Librarians	7	1	10	0	0	0	
1/31/23	Recorded Storytime: <i>The Night Before Groundhog Day</i>	0	0	0	0	5	26	31
		<b>435</b>	<b>25</b>	<b>199</b>	<b>0</b>	<b>15</b>	<b>74,455 (!?!)</b>	<b>659 Live</b> <b>74,470 Later</b>

### Programming:

We posted five recorded **Virtual Storytimes** in January and have posted two more so far in February. We read *Snowmen at Night*, *Little Owl's Love*, *Bitty Bot*, *The Littlest Family*, *The Night Before Groundhog Day*, *Click Clack Moo I Love You*, and *Little Blue Truck Makes a Friend*. Inexplicably we have had more than 10,000 views of each January storytime on YouTube! Analytics show that many views were from India, Russia, Indonesia, and the Philippines, but they also each had between 600 and 1800 views from the United States alone! Our February recorded storytimes don't seem to be following the same pattern – they have 8 and 15 views respectively. Who Knows!



Jocelyn and Staci hosted four **In-Person Storytimes** in January about Animals, Robots, Music, and Families. February has featured themes of Groundhogs, Valentines, and Winter & the Northern Lights. Attendees have practiced fine motor skills by gluing down paper shapes to make robots, making fingerprint rainbows, coloring and taping groundhogs to popsicle sticks that were then used to “pop up” out of dixie cups, using q-tips to paint heart valentines, and using chalk to create northern lights art. As part of the Music storytime, everyone got

to take home a copy of *If You're Happy and You Know It Jungle Edition* thanks to the Enhanced Storytime grant program sponsored by Great Start Oakland. One little boy has really taken to Ms. Jocelyn and backs



himself into her during post-storytime playtime until she sits down so that he can plop himself down in her lap!

We kicked off 2023 with some “**Snow Much Fun Crafts**” on Thursday, January 5<sup>th</sup>. We originally scheduled two sessions, but added a third due to a high demand. A total of 46 kids and 27 adults enjoyed making paper strip trees decorated with white paint snow applied with q-tips, coffee filter snowmen with felt scarves, and rainbow tissue paper snowflakes.



**Scavenger Hunts** of pictures hidden around the library are proving to be extremely popular. I rarely work a day without hearing some young patron excited to try to find the hidden images. Early January featured **Rainbow Snowflakes** then we hid **Snowmen**, which then switched to **Hearts** for February. We’ve just put up **Lego Minifigures** as the next Hunt until we get to **Leprechauns** in March.

#### Programming (cont.):

During the January session of **Young Writer’s Club**, four kids participated. Snow and winter were the themes of the month.

They listened to a sample of strange noises (metal clanking, thuds...) and wrote a story about it. Most of them turned out quite creepy! In February, they focused on Valentine and Anti-Valentine stories, and Roll-a-Story valentine edition. Both months the kids really liked the “Build a Story” game where we each take turns contributing one word at a time to make sentences, and eventually a short story. These always end up being really silly but the kids love it. Sessions will continue monthly.



Staff from **Sloan-Longway** returned in January for two sessions of **Jitter Critters** during which 38 kids and teens (with help from 31 adults) used their creativity, artistic abilities, and engineering skills to design and create their own battery-powered critter equipped with a vibrating motor to make it “jitter” across the table. We had all sorts of critters created from turtles to unicorns to feathered monsters by members of 23 different families.



On Thursday, January 19<sup>th</sup>, we invited all the 5<sup>th</sup> graders in South Lyon Community Schools who had their own library cards to join us for a **Pizza Party**. Twelve kids and four parents had fun playing board games and eating pizza. The majority were from Pearson Elementary School, but we also had attendees from Bartlett and Kent Lake.



Wind-Up Valentine Dinosaur **Take-and-Make Craft Kits** were a hit in January, with 206 kits requested.



**Lego with Librarians** was back with a special daytime session during Winter Break on Wednesday, January 4<sup>th</sup>. It was a full house with 17 kids and 10 adults! We continued offering a monthly day-time **Homeschool Lego Day** session for a local homeschool group which meets earlier in the day on the same day we have evening Lego Night so doesn't entail any extra set up. This month

was small with only two families, but they anticipate bigger numbers by February or March. **Lego Night** on 1/30 was fun and we had six families attend. Kids made everything from gardens to spaceships, enjoyed meeting new friends who also love Lego, and are looking forward to next month.

Kids and adults really enjoyed the craft stations during our **Spread the Love Valentine Crafts Program**. They each made two types of Valentine cards: one with bunched tissue paper and one with construction paper. They also made Heart Hedgehogs and everyone each made a couple of Coffee Filter Color Blended Hearts.



**Collection:**

Our Beginning to Read collection is almost completely leveled now. Parents often have a difficult time figuring out which Early Reader books are good choices for their children. By finding the Guided Reading, Accelerated Reader, Lexile, and DRA reading levels for each book, I can decide whether to label the book as Green (easiest – generally kindergarten/beginning of 1<sup>st</sup> grade), Yellow (about 1<sup>st</sup> grade), Red (about 2<sup>nd</sup> grade), or Blue (hardest, generally end of 2<sup>nd</sup> grade/beginning of 3<sup>rd</sup> grade). Volunteers Charvi and Jasreen have been looking up the levels on various websites so that I can determine which color to label each book.

**Professional Development:**

**Library Visits Jocelyn and Staci Made in Preparation for New Library Building:**

Wednesday, February 14 10:15am – 2:15pm	Visited Northville, Farmington, and Farmington Hills Libraries
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**Meetings Jocelyn Attended in January and February (so far):**

Wednesday, January 11 2:30 – 3:30pm	MiLibraryQuest (virtual)
Tuesday, January 12 11:00am – 12:00pm	MLA 2023 Spring Institute Work Group Meeting (virtual)
Friday, January 13 9:30am – 12:00pm	TLN Youth Services Committee Meeting (Salem-outh Lyon)
Friday, January 13 1:30 – 3:30pm	TLN Teen Services Committee Meeting (Salem-South Lyon)
Tuesday, January 17 11:00am – 12:00pm	MLA 2023 Spring Institute Work Group Meeting (virtual)

Wednesday, January 18 3:00 - 4:00pm	Focus Group for STEM Tales Grant
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**Webinars/Training Jocelyn Attended in February (so far):**

Thursday, February 9 2:00 – 3:00pm	All Together Now with the Detroit Zoo (virtual)
Monday, February 13 8:45 – 9:45 am	NARCAN Training (in person at LTPL)

**Meeting Staci Attended in January:**

Wednesday, January 18 3:00 - 4:00pm	Focus Group for STEM Tales Grant
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**Professional Development (cont.):**

**Webinars Staci Attended in January and February (so far):**

Thursday, January 19 2:00 – 3:30pm	Ready to Read Storytime Tune-Up!
Thursday, February 9 2:00 – 3:00pm	All Together Now with the Detroit Zoo (virtual)
Monday, February 13 8:45 – 9:45 am	NARCAN Training (in person at LTPL)

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
01/13/2023	LIBRA	9018	1030401318	AMERICAN DATA SECURITY INC	675.00	0.00	675.00	1
01/13/2023	LIBRA	9019	DEMCO	DEMCO, INC.	121.30	0.00	121.30	1
01/13/2023	LIBRA	9020	EBS CO	EBS CO	1,226.00	0.00	1,226.00	1
01/13/2023	LIBRA	9021	GREATBRRI	GREATER BRIGHTON AREA CHAMBER OF CO	125.00	0.00	125.00	1
01/13/2023	LIBRA	9022	GRETELHOLL	GRETEL HOLLISTER	30.00	0.00	30.00	1
01/13/2023	LIBRA	9023	JULIE HALL	JULIE HALL	150.00	0.00	150.00	1
01/13/2023	LIBRA	9024	KANOPY INC	KANOPY INC	55.25	0.00	55.25	1
01/13/2023	LIBRA	9025	MLA	MICHIGAN LIBRARY ASSOCIATION	645.00	0.00	645.00	1
01/13/2023	LIBRA	9026	MICHIGAN O	MICHIGAN OFFICE SOLUTIONS	40.39	0.00	40.39	1
01/13/2023	LIBRA	9027	MIDAMERICA	MIDAMERICA BOOKS	137.04	0.00	137.04	1
01/13/2023	LIBRA	9028	PCLEAN	PINNACLE COMMERCIAL CLEANING	2,110.00	0.00	2,110.00	1
01/13/2023	LIBRA	9029	PROQUEST	PROQUEST LLC	4,600.00	0.00	4,600.00	1
01/13/2023	LIBRA	9030	QUILL	QUILL CORPORATION	242.10	0.00	242.10	1
01/13/2023	LIBRA	9031	TWOBILE L	T-MOBILE	811.18	0.00	811.18	1
01/13/2023	LIBRA	9032	LIBRNETWOR	THE LIBRARY NETWORK	3,699.72	0.00	3,699.72	1
01/13/2023	LIBRA	9033	UNIQUE	UNIQUE	163.10	0.00	163.10	1
01/13/2023	LIBRA	9034	1030401405	XPRESSIVELY YOURS, LLC CAROL SUE	75.00	0.00	75.00	1

Num Checks: 17 Num Stubs: 0 Num Invoices: 17 Total Amount: 14,906.08

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/03/2023	AP	AMERICAN DATA SECURITY INC PROGRAMS Vnd: 1030401318 Invoice: 93730 Expected Check Run: 01/13/2023	Invoice: 93730 Ref#: 23183 (ON SITE SHRED 10/15/2022) 271-000-878.000 271-000-202.000	675.00	675.00 ✓
01/03/2023	AP	DEMCO, INC. OFFICE EXPENSE Vnd: DEMCO Invoice: 7239094 Expected Check Run: 01/13/2023	Invoice: 7239094 Ref#: 23177 (OFFICE SUPPLIES) 271-000-727.000 271-000-202.000	121.30	121.30 ✓
01/03/2023	AP	EBSCO CAPITOL IMPROVEMENTS Vnd: EBSCO Invoice: 1000199152-1 Expected Check Run: 01/13/2023	Invoice: 1000199152-1 Ref#: 23180 (1/1/2023 - 12/31/2023) 271-000-975.000 271-000-202.000	1,226.00	1,226.00 ✓
01/03/2023	AP	GREATER BRIGHTON AREA CHAMBER OF CO MEMBERSHIPS & DUES Vnd: GREATERBRI Invoice: 8820 Expected Check Run: 01/13/2023	Invoice: 8820 Ref#: 23185 (KENSINGTON VALLEY DUES) 271-000-731.000 271-000-202.000	125.00	125.00 ✓
01/03/2023	AP	GRETEL HOLLISTER PROGRAMS Vnd: GRETELHOLL Invoice: 1/25/2023 Expected Check Run: 01/13/2023	Invoice: 1/25/2023 Ref#: 23172 (1/25/2023 "YOGA CLASS") 271-000-878.000 271-000-202.000	30.00	30.00 ✓
01/03/2023	AP	JULIE HALL PROGRAMS Vnd: JULIE HALL Invoice: 1/18/2023 Expected Check Run: 01/13/2023	Invoice: 1/18/2023 Ref#: 23170 (1/18/2023 "WHAT'S MY NUMBER" ADULT PROGRA 271-000-878.000 271-000-202.000	150.00	150.00 ✓
01/03/2023	AP	KANOPIY INC BOOKS ON TAPE Vnd: KANOPIY INC Invoice: 329059-PPU Expected Check Run: 01/13/2023	Invoice: 329059-PPU Ref#: 23182 (PLAY CREDITS) 271-000-754.000 271-000-202.000	55.25	55.25 ✓
				55.25	55.25

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/03/2023	AP	MICHIGAN LIBRARY ASSOCIATION SEMINARS & TRAINING MEMBERSHIPS & DUES Vnd: MLA Invoice: 13970 & 13971 Expected Check Run: 01/13/2023	Invoice: 13970 & 13971 Ref#: 23179 (MEMBERSHIP RENEWAL STACI KOKENAKES J 271-000-728.000 271-000-731.000 271-000-202.000	475.00 170.00	645.00
01/03/2023	AP	MICHIGAN OFFICE SOLUTIONS COPIER EXPENSE Vnd: MICHIGAN O Invoice: IN4147370 Expected Check Run: 01/13/2023	Invoice: IN4147370 Ref#: 23176 (1/3/2023 - 2/2/2023) 271-000-965.001 271-000-202.000	40.39	40.39
01/03/2023	AP	MIDAMERICA BOOKS BOOKS Vnd: MIDAMERICA Invoice: 554157 Expected Check Run: 01/13/2023	Invoice: 554157 Ref#: 23174 (BOOKS) 271-000-750.000 271-000-202.000	40.39 137.04	40.39 137.04
01/03/2023	AP	PINNACLE COMMERCIAL CLEANING CUSTODIAN Vnd: PCLEAN Invoice: 6424 Expected Check Run: 01/13/2023	Invoice: 6424 Ref#: 23184 (JANUARY 2023 CLEANING SERVICE) 271-000-801.009 271-000-202.000	137.04 2,110.00	137.04 2,110.00
01/03/2023	AP	PROQUEST LLC GENEALOGY Vnd: PROQUEST Invoice: 70767056 Expected Check Run: 01/13/2023	Invoice: 70767056 Ref#: 23186 (GENEALOGY 12/1/2022 -11/30/2023) 271-000-755.000 271-000-202.000	2,110.00 4,600.00	2,110.00 4,600.00
01/03/2023	AP	QUILL CORPORATION OFFICE EXPENSE Vnd: QUILL Invoice: OFFICE SUPPLIES Expected Check Run: 01/13/2023	Invoice: OFFICE SUPPLIES Ref#: 23175 (OFFICE SUPPLIES 29728333 297197546 271-000-727.000 271-000-202.000	4,600.00 242.10	4,600.00 242.10
01/03/2023	AP	T-MOBILE BOOKS ON TAPE Vnd: TMOBILE L Invoice: 962549604 Expected Check Run: 01/13/2023	Invoice: 962549604 Ref#: 23173 (11/21/2022 - 12/20/2022) 271-000-754.000 271-000-202.000	242.10 811.18	242.10 811.18
				<u>811.18</u>	<u>811.18</u>

### **New Business 2-28-2023**

#### **8. a. New Library Architect firm selection**

In previous board packets, Trustees have received from the four competing architectural firms:

- Proposals
- Presentations slides from January 31
- Budget memos/breakdowns (if submitted)
- public and staff feedback/scores

The Board has had one Special Board meeting (on February 15) for discussion on selection of the architectural firm. At this meeting it will be up to the board to select a firm for the design and engineering of the new library at 11 mile and Milford rd.

I urge any of you who want to discuss any of the documentation (proposals, presentations), or any other matter pertaining to the selection process to reach out to me prior to the board meeting. If there is anything that I can help clarify or help you with - please let me know.

### **Unfinished Business 2-28-2023**

#### **9. a. Civil Engineering Proposal - CES (Leslie Zawada)**

*Please see attached documents sent by Leslie Zawada*



January 24, 2023

Charter Township of Lyon  
58000 Grand River Avenue  
New Hudson, MI 48165

ATTN: Township Board of Trustees

RE: Library Site Improvements – Civil engineering and surveying proposal

Dear Township Board of Trustees,

As you are aware, the residents of Lyon Township approved the millage to complete the development of a new library on the Township owned parcel at the northeast corner of 11 Mile and Milford Roads.

At the July 2022 Board meeting, detailed site and building costs were reviewed. It is my understanding that the goal is to start construction on this project in 2024. Based on the anticipated construction time frame it is critical to begin site design and permitting. The widening of Milford Road and the pathway crossing of Milford Road/Novi-Lyon Drain prompts RCOC and EGLE Floodplain permitting requirements and it is expected to be a lengthy process.

I have developed the attached design proposal based on the assumption that the Township Board would want to move forward at this time with only the items required to accommodate the library. The park amenities were not included in the design proposal.

Please find the attached proposal for civil engineering and surveying, as well as the cost estimates that were used to generate the proposal.

Please contact me with any questions regarding this project, I may be reached at (586) 484-7449.

Sincerely,  
CIVIL ENGINEERING SOLUTIONS, INC.

A handwritten signature in blue ink, appearing to read "Leslie Zawada", is written over a light blue circular stamp or watermark.

Leslie Zawada, P.E.  
President

Enclosures

cc: Holly Teasdale, Lyon Township Library Director  
Carol Rosati, Township Attorney via email



Date: January 24, 2023

Client: Charter Township of Lyon Board of Trustees, 58000 Grand River Avenue, New Hudson, MI 48165 and the Charter Township of Lyon Public Library Board

The Client and Civil Engineering Solutions, Inc. (CES) enter into this agreement for certain services as described below. The parties agree as follows:

**PROJECT DESCRIPTION:** Topographic survey, civil engineering design and permitting of the Township owned site located at the northeast corner of Milford and Eleven Mile Roads improvements to support a Township library as shown on the attached exhibit.

**SCOPE OF WORK:**

CES will complete the necessary topographic survey and development of the engineering plan sheets as required to complete the engineering design of the site improvements. CES will complete the design of the widening of Milford Road within the limits depicted on the attached exhibit, offsite sanitary sewer and water main extensions to service the library building (does not include frontages), design of site improvements for stormwater drainage and underground detention, and the design of parking lot improvements. CES will prepare the plan sheets to include all items necessary to construct the site improvements for the project.

CES will also complete all required permit applications, including RCOC right-of-way, OCWRC Soil Erosion, EGLE Act 399 water main permitting, EGLE Part 41 Permitting, WRC Drain Permit; EGLE floodplain permitting, etc.

**FEES AND INVOICING:** The fee to provide the scope of services is based on our contract with the Township and outlined below. The design fee is based on the attached conceptual project cost estimate of \$4,426,125.64; in accordance with our contract for projects with an estimated cost over \$3,000,000 the design fee is 5.75%.

Topographic Survey:	\$ 29,626.00 Lump Sum
Engineering Design and Permitting:	\$ 254,502.22 Lump Sum
Geotechnical Budgetary Estimate:	\$ 43,000.00 Estimated

Please note geotechnical soil borings will also be necessary. CES has provided a budgetary estimate, however, actual costs will be based on prices from geotechnical companies. CES will endeavor to obtain three quotes and present these to the Township Officials for review and approval.

Please note that CES cannot guarantee receipt of any permits. It is possible that the RCOC may require additional improvements and we will update the Officials as the project progresses. Similarly, EGLE may require compensating cuts for any fill in the floodplain which may affect layout of the site, if this occurs CES will continue to update the Officials.

Invoicing and payment shall be in accordance with the current agreement for engineering services between Charter Township of Lyon and Civil Engineering Solutions, Inc.



**ITEMS NOT INCLUDED IN AGREEMENT:** permit fees; construction staking, contract administration, inspection and construction material testing; photometric design; Compensating cut design – if required by EGLE; traffic studies; landscaping design; signalization design; title work; easement document preparation and negotiation; tree species identification and landscape architectural design services; HEC-RAS modeling of the Novi-Lyon Drain; record drawing (as-built) preparation; design of park amenities. Additional items not included in the scope will be billed on an hourly basis in accordance with our contract with Lyon Township.

**ACCEPTANCE AND AUTHORIZATION TO PROCEED:** This proposal is presented to the Township Board of Trustees and the Library Board for consideration. CES will proceed if authorized by the Township Board of Trustees and the Library Board.



Date: 1/24/2023

Project: 11 Mile and Milford Park  
 CES Project No.: 2018-0003  
 Created by: Michael G. Nearing, P.E.  
 Checked by: Leslie Zawada, P.E.  
 Proposed Cost Split of Site Costs

1150 Corporate Office Drive  
 Suite 210  
 Milford, MI 48381

**SUMMARY OF CONCEPTUAL PROJECT SITE COSTS**  
 11 MILE AND MILFORD ROAD PARK AND LYON TOWNSHIP LIBRARY

Proposed Facility/Item	Estimated	Proposed Township Share Factor	Proposed Library Share Factor	Township	Library
	Conceptual Cost			Share	Share
Library - Site Improvements (without pathway)	\$2,242,340.16	50.0%	50.0%	\$1,121,200	\$1,121,200
Storm Sewer	\$775,900.00	50.0%	50.0%	\$388,000	\$388,000
Culvert Crossing Novi-Lyon Drain, SW Quandrant	\$635,800.00	75%	25%	\$476,900.00	\$159,000.00
Off-site Water Main Construction	\$331,300.00	25.0%	75.0%	\$82,800	\$248,500
Off-site Sanitary Sewer Construction	\$410,900.00	25.0%	75.0%	\$102,700	\$308,200
Milford Road Widening	\$886,900.00	50.0%	50.0%	\$443,500	\$443,500
				<b>\$2,615,100.00</b>	<b>\$2,658,400.00</b>

**Notes/Comments:**

- This summary of conceptual project costs does not include costs for the proposed pavilion structure, rest rooms, or amphitheater
- This proposed cost sharing analysis assumes that the Library and Township will each pay their respective utility connection fees as outlined elsewhere herein
- An easement will be required to construct and maintain the proposed sanitary sewer along Elk Run, East.
- A revised MS4 Permit will be required to be obtained.
- Engineering approval of the project's design will be required from RCOC and OCWRC.
- A Joint Permit Application from EGLE will be required for the proposed work within the limits of the existing 100-year flood plain and the Novi-Lyon Drain.
- A NPDES Notice of Coverage will be required to be filed with EGLE.
- An Act 399 and Part 41 Permit will be required to be obtained from EGLE.
- The project will require Site Plan and Engineering approval prior to commencing construction.
- A long-term plan for the maintenance of the athletic and on-site storm water facilities will be required
- The park cost estimate was originally \$1,912,680 plus design costs; it has been removed from this sheet but was part of the 7/5/22 Cost Summary

Disclaimer: This is an estimate based upon 2021 MDOT Average weighted unit price. CES consulted with contractor for grading costs and Contech for bridge costs and updated these estimates in April, 2022.  
 McKenna & Assoc prepared landscape cost estimate and it too was updated in April, 2022. Since cost are determined by actual bids the CES has no control over the final cost of the project.

OLIGUDA - DISCUSSED AT  
7/5/22 BOARD MEETING



Date: 06/20/2022  
 Project: 11 Mile and Milford Park  
 CES Project No.: 2018-0003  
 Created by: Michael G. Nearing, P.E.  
 Checked by: Leslie Zawada, P.E.  
 Proposed Cost Split of Site Costs

1150 Corporate Office Drive  
 Suite 210  
 Milford, MI 48381

**SUMMARY OF CONCEPTUAL PROJECT SITE COSTS**  
 11 MILE AND MILFORD ROAD PARK AND LYON TOWNSHIP LIBRARY

Proposed Facility/Item	Estimated Conceptual Cost	Proposed Township Share Factor	Proposed Library Share Factor	Total Project Cost	
				Township Share	Library Share
Library-Park - Site Improvements	\$2,718,100.00	50.0%	50.0%	\$1,359,100	\$1,359,100
Park Only Items	\$1,912,680.00	100.0%	0.0%	\$1,912,680	\$0.00
Storm Sewer	\$775,900.00	50.0%	50.0%	\$388,000	\$388,000
Culvert Crossing Novi-Lyon Drain, SW Quadrant	\$635,800.00	75%	25%	\$476,900.00	\$159,000.00
Off-site Water Main Construction	\$331,300.00	25.0%	75.0%	\$82,800	\$248,500
Off-site Sanitary Sewer Construction	\$410,900.00	25.0%	75.0%	\$102,700	\$308,200
Milford Road Widening	\$886,900.00	50.0%	50.0%	\$443,500	\$443,500
				<b>\$4,765,680.00</b>	<b>\$2,906,300.00</b>

*Handwritten:* This is included in the Park Design

- Notes/Comments:**
- This summary of conceptual project costs does not include costs for the proposed pavilion structure, rest rooms, or amphitheater
  - This proposed cost sharing analysis assumes that the Library and Township will each pay their respective utility connection fees as outlined elsewhere herein
  - An easement will be required to construct and maintain the proposed sanitary sewer along Elk Run, East.
  - A revised MS4 Permit will be required to be obtained.
  - Engineering approval of the project's design will be required from RCOC and OCWRC.
  - A Joint Permit Application from EGLE will be required for the proposed work within the limits of the existing 100-year flood plain and the Novi-Lyon Drain.
  - A NPDES Notice of Coverage will be required to be filed with EGLE.
  - An Act 399 and Part 41 Permit will be required to be obtained from EGLE.
  - The project will require Site Plan and Engineering approval prior to commencing construction.
  - A long-term plan for the maintenance of the athletic and on-site storm water facilities will be required.

**Disclaimer:** This is an estimate based upon 2021 MDOT Average weighted unit price. CES consulted with contractor for grading costs and Contech for bridge costs and updated these estimates in April, 2022. McKenna & Assoc prepared landscape cost estimate and it too was updated in April, 2022. Since cost are determined by actual bids the CES has no control over the final cost of the project.



Date: 04/29/2022

Cost Estimate: On-Site Project Cost

Project: 11 Mile and Milford Park

CES Project No.: 2018-0003

Prepared By: Michael G. Nearing, P.E.

Checked By: LZ

1150 Corporate Office Drive

Suite 210

Milford, MI 48381

**Project Desc.:** This Conceptual Estimate is for the entire on-site project including: asphalt parking, sidewalks but excludes athletic fields, and ballfields. Estimate **does not** include widening of Milford Road, (contained in a separate estimates), off-site sanitary sewer and water main construction, amphitheater, and pavilion structure; these are contained in a separate estimate

ITEM	WORK ACTIVITY	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>On-Site Project Cost (Excludes Milford Road Widening, Amphitheater &amp; Pavilion) - Option 2A</b>					
<u>DEMOLITION/REMOVAL</u>					
1	Tree, Rem, 6 inch to 18 inch	8	EA	\$500.00	\$4,000.00
2	Clearing	1.00	Ac	\$15,000.00	\$15,000.00
3	DTE Electric Facilities, Remove, Complete	1	LSUM	\$40,000.00	\$40,000.00
<u>PAVING &amp; MISC.</u>					
4	HMA - 4" MDOT 4E1 and 5E1 - parking lot and access drive	2,425	TON	\$130.00	\$315,250.00
5	HMA - Shared Use Path (from intersection to transition point)	90	TON	\$145.00	\$13,050.00
6	Aggregate Base, 8 inch, (Parking Lot and Access Drive)	11,000	SYD	\$22.00	\$242,000.00
7	Aggregate Base, Shared Use Path (6" 21AA)	590	SYD	\$21.00	\$12,390.00
8	Aggregate Surface Course, 23A, 10" CIP	0	SYD	\$20.00	\$0.00
9	Misc. Concrete Sidewalk (6" non-reinforced - monolithic walk & curb)	15,720	SFT	\$6.00	\$94,320.00
10	Sidewalk Ramp, ADA, Modified	100	SFT	\$10.00	\$1,000.00
11	Aggregate base, 6" 21AA (Sidewalk)	1750	SYD	\$21.00	\$36,750.00
12	Concrete Pavt, 9", Dumpster	130	SYD	\$75.00	\$9,750.00
13	Aggregate Base, 8 inch, Dumpster	130	SYD	\$22.00	\$2,860.00
14	Curb and Gutter, Conc.	2,050	LF	\$25.00	\$51,250.00
15	Sign, ADA	12	SFT	\$15.00	\$180.00
16	Sign, ADA Post	44	LF	\$12.00	\$528.00
17	Pavt Mrkg, Polyurea, 4" Blue	360	LF	\$8.50	\$3,060.00
18	Pavt Mrkg, Polyurea, 4" Cross Hatching, Blue	110	LF	\$7.00	\$770.00
19	Pavt Mrkg, Polyurea, 4" White	5,400	LF	\$2.50	\$13,500.00
20	Grading	675,000	SFT	\$0.50	\$337,500.00
21	Imported Fill	4,000	CYD	\$30.00	\$120,000.00
22	Fence, Chain Link, 96 inch,	895	FT	\$36.00	\$32,220.00
23	Fence, Protective - 2 Rail	0	LF	\$10.00	\$0.00
24	Guy Wire Relocation	2	EA	\$800.00	\$1,600.00
25	DTE, Installation/Coordination	1	LSUM	\$65,000.00	\$65,000.00
26	Bumper Blocks	0	EA	\$100.00	\$0.00
27	Lighting, Parking Lot (Budget Figure)	1	LSUM	\$70,000.00	\$70,000.00
<u>PEDESTRIAN PORTION</u>					
28	Signal Designing	1	LSUM	\$8,000.00	\$8,000.00
29	Pushbutton Support Post, RCOC	3	EA	\$1,200.00	\$1,200.00
30	Pedestal Alum, RCOC	1	EA	\$1,400.00	\$1,400.00
31	Pedestal, Fdn	2	EA	\$2,000.00	\$2,000.00
32	Pushbutton and Sign	3	EA	\$1,500.00	\$1,500.00
33	Ts. Pedestrian, Two Way Bracket Arm Mtd (LED) Countdown	2	EA	\$3,000.00	\$3,000.00
34	Ts. Pedestrian, Two Way Bracket Mtd (LED) Countdown	2	EA	\$3,000.00	\$3,000.00
<u>SESC</u>					
35	Erosion Control, Silt Fence	4,100	LF	\$2.25	\$9,225.00
36	Erosion Control, Inlet Filter	15	EA	\$120.00	\$1,800.00
37	Erosion Control, Gravel Access Approach	1	EA	\$3,500.00	\$3,500.00

38	Erosion Control, Rip-Rap	30	SYD	\$125.00	\$3,750.00
48	Landscaping (per estimate prepared by McKenna - updated CES)	1	LS	\$100,000.00	\$100,000.00
49	Mobilization (5%)	1	LSUM	\$81,017.65	\$81,017.65

*This subtracts  
Landscaping (item 48)*

Construction of Site Improvements \$1,601,370.65  
Contingencies @ 15% \$240,205.60

Sub-total Construction & Contingences subject to Cost Sharing **\$1,841,576.25**

Design Engineering (estimated @ 6.0% of total constr. & contingency costs)	\$110,494.57
Topographic Survey Adjustments (estimated @ 0.5% of total constr. & contingency costs)	\$9,207.88
Construction Engineering (estimated @ 8.0% of total constr. & contingency costs)	\$147,326.10
Material Testing (estimated @ 3% of total constr. & contingency costs)	\$55,247.29
Geotechnical Investigation (estimated budget figure) - Option 2A	\$25,000.00
Traffic Impact Statement for Milford Road Improvements (based on GHD proposal dated 5/9/22)	<b>\$10,000.00</b>
Lyon Township Utility Connection Fees - Library	\$43,488.07
Lyon Township Utility Connection Fees	\$0.00

**Grand Total Estimated Cost - Library-Park - Option No. 2A (with Cost Sharing Items) \$2,242,340.16**



## 11 Mile Road Library and Park Construction

Conceptual Project Cost Estimate - Storm Sewer Construction - Option No. 2

CES Job No. 2018-0003; May 2, 2022

Created by: MGN; Checked by: LZ

### Storm Sewer - Option No. 2

<u>STORM SEWER</u>					
1	Pipe Undercut/Refill (6A Limestone)	30	Cyd	\$75.00	\$2,250.00
2	Sewer, CI IV, 12 inch, Pavement	1211	Ft	\$70.00	\$ 84,770.00
3	Sewer, CI IV, 12 inch, Greenbelt	618	Ft	\$65.00	\$ 40,170.00
4	Sewer, CI IV, 15 inch, Pavement	122	Ft	\$70.00	\$ 8,540.00
5	Sewer, CI IV, 18 inch, Pavement	49	Ft	\$80.00	\$ 3,920.00
6	Sewer, CI IV, 24 inch	0	Ft	\$90.00	\$ -
7	Sewer End Sect., 12 inch	3	Ea	\$700.00	\$ 2,100.00
8	Sewer End Sect., 15 inch	0	Ea	\$750.00	\$ -
9	Sewer End Sect., 18 inch	0	Ea	\$850.00	\$ -
10	Sewer End Sect., 24 inch	0	Ea	\$1,000.00	\$ -
11	Dr Structure, Inlet, 24 inch dia.	5	Ea	\$2,500.00	\$ 12,500.00
12	Dr Structure, Inlet-Junction Chamber, 36 inch dia.	6	Ea	\$3,600.00	\$ 21,600.00
13	Dr Structure Cover, Type K	3	Ea	\$1,100.00	\$ 3,300.00
14	Dr Structure Cover, Type B	11	Ea	\$900.00	\$ 9,900.00
15	Underground Storm Water Detention - 34,000 ft3, Complete	1	LSUM	\$325,100.00	\$ 325,100.00
16	Vortech Storm Water Pre-treatment Structure	1	LSUM	\$50,000.00	\$ 50,000.00
				Construction	\$564,150.00
				Contingencies @ 15%	\$84,622.50
				<b>Sub-total Construction &amp; Contingencies</b>	<b>\$648,772.50</b>
				Design Engineering (estimated @ 6.75% of constr. & contingency costs)	\$43,792.14
				Topographic Survey Costs (included in Library-Park Option Costs)	\$0.00
				Construction Engineering (estimated @ 8.0% of constr. & contingency costs)	\$51,901.80
				Material Testing (estimated @ 3% of constr. & contingency costs)	\$19,463.18
				EGLE Permitting and Coordination (Estimated Budget Figure)	\$12,000.00
				<b>Grand Total Storm Sewer - Option No. 2A &amp; 2B</b>	<b>\$ 775,900.00</b>



## 11 Mile Road Library and Park Construction

Conceptual Project Cost Estimate - Culvert Under Non-motorized Path, SW Quadrant

CES Job No. 2018-0003; May 2, 2022

Created by: MGN; Checked by: LZ

### CULVERT CONSTRUCTION/INSTALLATION

20' - 216" x 120" Concrete Box Culvert (including Head

1	wall, Wing walls, & Footings)	1	LSUM	\$130,900.00	\$	130,900.00
2	Installation Cost for Culvert	1	LSUM	\$147,000.00	\$	147,000.00
3	Temporary Cofferdam	1	LSUM	\$10,000.00	\$	10,000.00
4	By-pass pumping of Novi-Lyon Drain	1	LSUM	\$152,775.00	\$	152,775.00
5	EGLE Permitting and Coordination	1	LSUM	\$20,000.00	\$	20,000.00

Construction	\$	460,675.00
Contingency @15%	\$	69,101.25

Sub-total Construction & Contingencies \$ 529,776.25

Design Engineering (estimated @ 6.75% of constr. & contingency costs)	\$	35,759.90
Topographic Survey Costs (included in Library-Park Option Costs)	\$	-
Construction Engineering (estimated @ 8.0% of constr. & contingency costs)	\$	42,382.10
Material Testing (estimated @ 3% of constr. & contingency costs)	\$	15,893.29
EGLE Permitting and Coordination (Estimated Budget Figure)		\$12,000.00

**Grand Total - Culvert Under Non-motorized Path, SW Quadrant \$ 635,800.00**



## 11 Mile Road Library and Park Construction

Conceptual Project Cost Estimate - Off-site Water Main Construction

CES Job No. 2018-0003; May 2, 2022

Created by: MGN; Checked by: LZ

### DEMOLITION/REMOVAL/MOBILIZATION

1	Dewatering, Complete	LSUM	1	\$25,000.00	\$25,000.00
2	Mobilization, Max. \$____	LSUM	1	\$13,000.00	\$13,000.00
3	Pavt., Rem	Syd	110	\$14.00	\$1,540.00
4	Curb, Any Type or Size, Rem	Ft	10	\$25.00	\$250.00
5	Sidewalk, Rem	Sft	50	\$1.25	\$62.50

### WATERMAIN

6	Steel Casing Pipe, 24 inch, Jacked-in-place, Modified	Ft	75	\$450.00	\$33,750.00
7	Excavate & Backfill for Water Service Tap and Lead	Ft	385	\$50.00	\$19,250.00
8	PC 350, D.I. Water Main, w/Polyethylene Wrap, 4 inch, Tr Det I, Mod	Ft	25	\$185.00	\$4,625.00
9	PC 350, D.I. Water Main, w/Polyethylene Wrap, 6 inch, Tr Det I, Mod	Ft	5	\$210.00	\$1,050.00
10	PC 350, D.I. Water Main, w/Polyethylene Wrap, 8 inch, Tr Det I, Mod	Ft	298	\$210.00	\$62,580.00
11	PC 350, D.I. Water Main, w/Polyethylene Wrap, 12 inch, Tr Det I, Mod	Ft	125	\$225.00	\$28,125.00
12	PC 350, D.I. Water Main, 8 inch, Inserted in Casing Pipe	Ft	75	\$75.00	\$5,625.00
13	45 deg Bend, 12 inch	Ea	2		
14	45 deg Bend, 8 inch	Ea	2	\$800.00	\$1,600.00
15	22.5 deg Bend, 8 inch	Ea	2	\$800.00	\$1,600.00
16	Reducer, 8 inch x 6 inch	Ea	1	\$1,250.00	\$1,250.00
17	Tee, 12" x 12" x 8"	Ea	1	\$1,250.00	\$1,250.00
18	Tee, 8" x 8" x 4"	Ea	1	\$1,250.00	\$1,250.00
19	Fire Hydrant Assembly, with Extensions, Complete	Ea	1	\$8,000.00	\$8,000.00
20	Connection to Ex. Water Main	LSUM	1	\$6,000.00	\$6,000.00

### PAVING & MISC.

21	Pavement Replacement	Syd	100	\$66.00	\$6,600.00
22	Curb and Gutter, Conc, Det B2	Ft	10	\$75.00	\$750.00
23	Sidewalk, Concrete, 4 inch, Special	Sft	200	\$5.00	\$1,000.00
24	Sidewalk Ramp, Concrete, 6-inch, ADA, Modified	Sft	60	\$10.00	\$600.00
25	Detectable Warning Tiles	Ft	10	\$25.00	\$250.00
26	Subbase, CIP, Class II Granular Material, Modified	Cyd	12	\$75.00	\$900.00

### SESC

27	Erosion Control, Filter Bag	Ea	5	\$125.00	\$625.00
28	Erosion Control, Silt Fence	Ft	350	\$2.50	\$875.00
29	Erosion Control, Inlet Filter	Ea	2	\$250.00	\$500.00

### CONSTRUCTION/TRAFFIC CONTROL

29	Plastic Drum, High Intensity, Furn	Ea	20	\$25.00	\$500.00
30	Plastic Drum, High Intensity, Oper	Ea	20	\$1.00	\$20.00
31	Sign, Type B, Temp, Prismatic, Furn	Sft	48	\$6.00	\$288.00
32	Sign, Type B, Temp, Prismatic, Oper	Sft	48	\$1.00	\$48.00
33	Traf Regulator Control	LSUM	1	\$3,500.00	\$3,500.00
34	Minor Traffic Devices, Max _____	LSUM	1	\$6,000.00	\$6,000.00

### RESTORATION

35	Hydroseeding	Syd	25	\$ 5.00	\$125.00
36	Topsoil Surface, 3 inch	Syd	25	\$ 10.00	\$250.00
37	Project Clean-Up and Restoration, Special	LSUM	1	\$ 2,500.00	\$2,500.00

Construction \$241,100.00  
Contingencies @ 15% \$36,165.00

Sub-total Construction & Contingences \$277,265.00

Design Engineering (estimated @ 7.0% of constr. & contingency costs) \$19,408.55  
Topographic Survey (estimated @ 1.5% of constr. & contingency costs) \$4,158.98  
Construction Engineering (estimated @ 8.0% of constr. & contingency costs) \$22,181.20  
Material Testing (estimated @ 3% of constr. & contingency costs) \$8,317.95

**Grand Total Off-site Water Main \$331,300.00**

#### Notes/Comments:

- Restoration of Library Site (east of Milford Road) included in library/park cost estimate
- 2" Water Service Fire Suppression connections to building NOT included



## 11 Mile Road Library and Park Construction

Conceptual Project Cost Estimate - Off-site Sanitary Sewer Construction

CES Job No. 2018-0003; May 2, 2022

Created by: MGN; Checked by: LZ

Item	Work Activity	Quantity	Unit	Unit Price	Extended Cost
<b><u>SANITARY SEWER CONSTRUCTION</u></b>					
1	Mobilization, Max. \$_____	1	LSUM	\$ 15,000.00	\$ 15,000.00
2	Dewatering, Complete	1.00	LSUM	\$25,000.00	\$25,000.00
3	Sewer, SDR 26 PVC Pipe, 8 inch, Tr Det B	727.00	Ft	\$135.00	\$98,145.00
4	Sewer, SDR 23.5 PVC, Service Lead, 6 inch, Tr Det B	245.00	Ft	\$70.00	\$17,150.00
5	Pipe Undercut/Refill (6A Limestone)	20.00	Cyd	\$75.00	\$1,500.00
6	Dr Structure, Manhole, Type I, 48 inch dia, Sanitary	5.00	Each	\$8,500.00	\$42,500.00
7	Steel Casing Pipe, 24 inch, Jacked-in-place, Modified	91.00	Ft	\$450.00	\$40,950.00
8	Sewer, SDR 26 PVC Pipe, 8 inch, Inserted in Steel Casing Pipe	91.00	Ft	\$40.00	\$3,640.00
9	Dr Structure Cover, Type B, Special	5.00	Each	\$1,000.00	\$5,000.00
					\$0.00
<b><u>SESC ITEMS</u></b>					
10	Erosion Control, Filter Bag	2	Each	\$ 125.00	\$ 250.00
11	Erosion Control, Silt Fence	400	Ft	\$ 2.50	\$ 1,000.00
12	Erosion Control, Inlet Filter	2	Each	\$ 250.00	\$ 500.00
<b><u>TRAFFIC CONTROL</u></b>					
13	Plastic Drum, High Intensity, Furn	20.00	Each	\$25.00	\$500.00
14	Plastic Drum, High Intensity, Oper	20.00	Each	\$1.00	\$20.00
15	Sign, Type B, Temp, Prismatic, Furn	48.00	Sft	\$10.00	\$480.00
16	Sign, Type B, Temp, Prismatic, Oper	48.00	Sft	\$1.00	\$48.00
17	Traf Regulator Control	1.00	LSUM	\$3,500.00	\$3,500.00
18	Minor Traffic Devices, Max. \$_____	1.00	LSUM	\$7,500.00	\$7,500.00
<b><u>CONSTRUCTION AREA RESTORATION AND SITE CLEAN-UP</u></b>					
19	Sidewalk, Rem	1,650.00	Sft	\$1.25	\$2,062.50
20	Concrete Drive/Drive Approach, Non-reinforced, P-NC, 6-inch	600.00	Sft	\$8.00	\$4,800.00
21	Sidewalk, Concrete, 4 inch, Special	1,650.00	Sft	\$5.00	\$8,250.00
22	Sidewalk Ramp, Concrete, 6-inch, ADA, Modified	50.00	Sft	\$10.00	\$500.00
23	Detectable Warning Tiles	20.00	Ft	\$25.00	\$500.00
24	Subbase, CIP, Class II Granular Material, Modified	35.00	Cyd	\$75.00	\$2,625.00
25	Hydroseeding	1,600.00	Syd	\$7.50	\$12,000.00
26	Topsoil Surface, 3 inch	1,600.00	Syd	\$3.00	\$4,800.00
27	Project Clean-Up and Restoration, Special	1.00	LSUM	\$3,000.00	\$3,000.00
				Construction	\$281,420.50
				15% Contingency	\$42,213.08
				<b>Sub-total Construction &amp; Contingencies</b>	<b>\$323,633.58</b>
				Design Engineering (estimated @ 6.75% of constr. & contingency costs)	\$21,845.27
				Topographic Survey (estimated @ 1.5% of constr. & contingency costs)	\$4,854.50
				Construction Engineering (estimated @ 8.0% of constr. & contingency costs)	\$25,890.69
				Material Testing (estimated @ 3% of constr. & contingency costs)	\$9,709.01
				Right-of-way Acquisition Costs (estimated budget figure - assumes condemnation proceedings not utilized)	\$25,000.00
				<b>Grand Total Off-site Sanitary Sewer</b>	<b>\$410,900.00</b>

### Notes/Comments:

- An easement for constructing the sanitary sewer will be required along Elk Run, East. This will require additional expense
- Restoration of Library Site (east of Milford Road) included in Library/park cost estimate



Milford Road Widening  
 Conceptual Level Cost Estimate - Option No. 2  
 11 Mile Road to North  
 CES Job No. 2018-0003

Item Number	Description	Unit	Estimated Quantity	Est. Unit Price	Amount
1047051	Audio-visual Recording	LS	1	\$3,000.00	\$3,000.00
1047051	Dewatering, Complete	LS	1	\$25,000.00	\$25,000.00
1500001	Mobilization, Max.	LS	1	\$55,000.00	\$55,000.00
2020002	Tree, Rem, 19 inch to 36 inch	EA	3	\$1,500.00	\$4,500.00
2020004	Tree, Rem, 6 inch to 18 inch	EA	15	\$500.00	\$7,500.00
2040020	Curb and Gutter, Rem	FT	350	\$15.00	\$5,250.00
2040050	Pavt, Rem	SYD	800	\$15.00	\$12,000.00
2040055	Sidewalk, Rem	SYD	0	\$6.50	\$0.00
2050041	Subgrade Undercutting, Type II	CYD	250	\$50.00	\$12,500.00
2080036	Erosion Control, Silt Fence	FT	2800	\$2.25	\$6,300.00
2087050	Erosion Control, Inlet Filter	EA	2	\$120.00	\$240.00
3027011	Aggregate Base, 10 inch, 21-AA, Modified	SYD	3225	\$22.50	\$72,562.50
3027011	Aggregate Base, 6 inch, 21-AA, Modified	SYD	0	\$7.50	\$0.00
3027011	Aggregate Base, 6 inch, 22-A, Modified	SYD	0	\$9.10	\$0.00
3027021	Subbase, CIP, Class II Granular Material, Modified	CYD	0	\$592.00	\$0.00
3070010	Shoulder, C I I, 8-inch	CYD	1150	\$12.50	\$14,375.00
3080005	Geotextile, Separator	SYD	0	\$5.00	\$0.00
4010094	Culv End Sect, 12 inch, Metal	EA	2	\$250.00	\$500.00
4010675	Culv, C I F, CSP, 12 inch	FT	30	\$45.00	\$1,350.00
4047001	Underdrain, Subbase, 6 inch, Special	FT	0	\$9.30	\$0.00
5010003	Cold Milling HMA Surface	TON	580	\$15.00	\$8,700.00
5010005	HMA Surface, Rem	SYD	0	\$5.00	\$0.00
5010025	Hand Patching	TON	10	\$500.00	\$5,000.00
5010045	HMA, 3E3	TON	425	\$150.00	\$63,750.00
5010051	HMA, 4E3	TON	250	\$150.00	\$37,500.00
5010057	HMA, 5E3	TON	920	\$160.00	\$147,200.00
8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	FT	23	\$12.00	\$276.00
8110063	Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	EA	1	\$250.00	\$250.00
8110068	Pavt Mrkg, Ovly Cold Plastic, Only	EA	1	\$250.00	\$250.00
8110127	Pvmt Mrkg, Regular Dry, 6 inch, White, Temporary	FT	350	\$1.25	\$437.50
8110153	Pavt Mrkg, Sprayable Thermoplastic, 4 inch, White	FT	0	\$0.75	\$0.00
8110154	Pavt Mrkg, Sprayable Thermoplastic, 4 inch, Yellow	FT	4645	\$0.75	\$3,483.75
8110155	Pavt Mrkg, Sprayable Thermoplastic, 6 inch, White	FT	3115	\$0.80	\$2,492.00
8110159	Pavt Mrkg, Sprayable Thermoplastic, 12 inch, Yellow	FT	285	\$6.50	\$1,852.50
8110160	Pavt Mrkg, Sprayable Thermoplastic, 12 inch, White	FT	46	\$6.50	\$299.00
8110343	Rem Spec Mrkg	SFT	50	\$10.00	\$500.00
8117050	Pavt Mrkg, Regular Dry, Lt Turn Arrow Sym	EA	2	\$125.00	\$250.00
8117050	Pavt Mrkg, Regular Dry, Only	EA	2	\$125.00	\$250.00
8120022	Barricade, Type III, High Intensity, Lighted, Furn	EA	4	\$150.00	\$600.00
8120023	Barricade, Type III, High Intensity, Lighted, Oper	EA	4	\$1.00	\$4.00
8120140	Lighted Arrow, Type C, Furn	EA	1	\$650.00	\$650.00
8120141	Lighted Arrow, Type C, Oper	EA	1	\$50.00	\$50.00
8120170	Minor Traf Devices	LS	1	\$30,000.00	\$30,000.00
8120210	Pavt Mrkg, Longlt, 6 inch or Less Width, Rem	FT	1500	\$1.00	\$1,500.00
8120235	Pavt Mrkg, Wet Reflective, Type NR, Paint, 4 inch, White, Te	FT	1760	\$1.00	\$1,760.00
8120236	Pavt Mrkg, Wet Reflective, Type NR, Paint, 4 inch, Yellow, Tr	FT	4000	\$1.00	\$4,000.00
8120245	Pavt Mrkg, Wet Reflective, Type R, 4 inch, White, Temp	FT	0	\$1.80	\$0.00
8120246	Pavt Mrkg, Wet Reflective, Type R, 4 inch, Yellow, Temp	FT	0	\$1.80	\$0.00
8120250	Plastic Drum, High Intensity, Furn	EA	75	\$25.00	\$1,875.00
8120251	Plastic Drum, High Intensity, Oper	EA	75	\$1.00	\$75.00
8120310	Sign Cover	EA	10	\$25.00	\$250.00
8120350	Sign, Type B, Temp, Prismatic, Furn	SFT	500	\$6.50	\$3,250.00
8120351	Sign, Type B, Temp, Prismatic, Oper	SFT	500	\$0.50	\$250.00
8120352	Sign, Type B, Temp, Prismatic, Special, Furn	SFT	64	\$25.00	\$1,600.00
8120353	Sign, Type B, Temp, Prismatic, Special, Oper	SFT	64	\$1.00	\$64.00
8120370	Traf Regulator Control	LS	1	\$20,000.00	\$20,000.00
8127001	Part-Width Construction, Special	FT	1630	\$10.00	\$16,300.00
8127050	Sign, Portable, Changeable Message, NTCIP-Compliant, Furn	EA	2	\$5,000.00	\$10,000.00
8127050	Sign, Portable, Changeable Message, NTCIP-Compliant, Ope	EA	2	\$750.00	\$1,500.00
8127051	Coordination and Signal Adjustments - RCOC	LS	1	\$15,000.00	\$15,000.00
8167011	Hydroseeding	SYD	2800	\$6.00	\$16,800.00
8167011	Topsoil Surface, 3 inch	SYD	2800	\$6.00	\$16,800.00

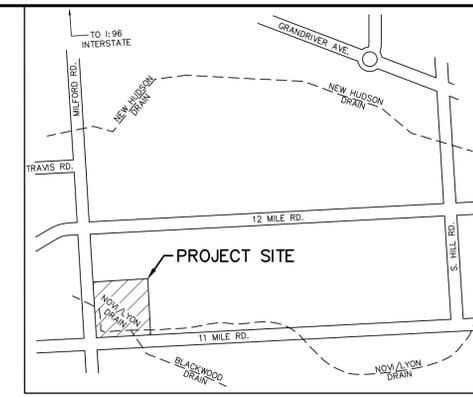
Construction \$634,896.25  
 Contingency @ 15% \$95,234.44

Sub-total Construction & Contingencies \$730,130.69

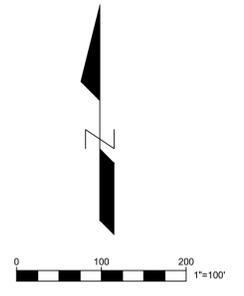
Design Engineering (estimated @ 5.75% of constr. & contingency costs) \$47,458.49  
 Topographic Survey (estimated @ 1.5% of constr. & contingency costs) \$10,951.96  
 Construction Engineering (estimated @ 8.0% of constr. & contingency costs) \$58,410.46  
 Material Testing (estimated @ 3% of constr. & contingency costs) \$21,903.92  
 Geotechnical Investigation (estimated budget figure) \$18,000.00

**Grand Total Milford Road Widening - Option No. 2 \$886,900.00**

P:\PROJECTS\2018-0003\_11\_MILE\_AND\_MILFORD\_PARK\PLANS\AUTOCAD\EXHIBITS\NEW\_BLDG\_FOOTPRINT\_AND\_PARK\_FOR\_MILLAGE\2018-0003\_EXHIBIT\_A.DWG



LOCATION MAP  
NTS



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11 MILE PARK AND LIBRARY  
EXHIBIT A

NO.	DATE	SUBMITTAL	NO.	DATE	REVISION
1	--	--	8	--	--
2	--	--	9	--	--
3	--	--	10	--	--
4	--	--	11	--	--
5	--	--	12	--	--
6	--	--	13	--	--
7	--	--	14	--	--

PROJECT NO.: 2018-0003	SCALE: 1"=100'
DRAWING NO.: --	DATE: 2022-07-13
DRAWN BY: WLH	DATE: 2022-07-13
CHECKED BY: LZ	DATE: 2022-07-13
SECTION 15	TOWN 1N RANGE 7E
CITY/TOWN: CHARTER TOWNSHIP OF LYON	OAKLAND COUNTY, MI

SHEET NO.  
**EX-A**