

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, JUNE 20, 2023, 6:00 p.m.**

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NOTICE OF LIBRARY BOARD MEETING
TUESDAY, June 20, 2023
6:00 p.m.

The Saline District Library Board will be holding its monthly meeting to conduct regular business at this time.

This meeting will be held in the Library's Brecon Room.

555 N. Maple Road, Saline, MI 48176

Public comment will be allowed at specified times during the meeting according to Policy 512: Public Discussion at Board of Trustees Meetings.

In advance of the meeting, you may contact the Library Board here:
salinelibrary.org/about/board-of-trustees/

For special accommodations, please contact Library Director Karrie Waarala:
karrie@salinelibrary.org

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, JUNE 20, 2023, 6:00 p.m.**

President Gray _____ Vice President Conn _____ Secretary Byron _____ Treasurer TerHaar _____
Trustee Bieliauskas _____ Trustee Hundley _____ Trustee Healy _____
Director Waarala _____ Assistant Director Lash _____ Administrative Assistant Pilarz _____

A. Call Meeting to Order at _____.

B. Approval of Agenda
Move _____ Second _____ to approve the agenda as presented.

C. Approval of Past Minutes
Move _____ Second _____ to approve the May 16, 2023 meeting minutes as written.

Move _____ Second _____ to approve the June 14, 2023 Building & Grounds Committee meeting minutes as written.

D. Public Discussion
Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.

E. President's Report

F. Friends of the Library Report

G. Financial Reports
Move _____ Second _____ to approve the May 2023 financial reports.

H. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

I. Library Director's Report

J. Old Business

1. Library Renovation and Site Improvement Project update

K. New Business

1. Selection of Construction Management Firm

Move _____ Second _____ to contract with McCarthy & Smith for Construction Management services for the Library Renovation and Site Improvement Project.

2. Schrandt Grant to fund the 2023 Manhattan Short Film Festival

Move _____ Second _____ to approve Schrandt Grant funding for the 2023 Manhattan Short Film Festival.

L. Public Discussion

Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.

M. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on June 20, 2023

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the May 16, 2023 meeting minutes as written.

Move _____ Second _____ to approve the June 14, 2023 Building & Grounds Committee meeting minutes as written.

Move _____ Second _____ to approve the May 2023 financial reports.

Move _____ Second _____ to contract with McCarthy & Smith for Construction Management services for the Library Renovation and Site Improvement Project.

Move _____ Second _____ to approve Schrandt Grant funding for the 2023 Manhattan Short Film Festival.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, MAY 16, 2023, 6:00 p.m.

Present: President Gray, Vice President Conn, Secretary Byron, Trustee Bieliauskas, Trustee Healy, Trustee Hundley, Director Waarala, Assistant Director Lash, Administrative Assistant Pilarz
Absent: Treasurer TerHaar

- A. Call Meeting to Order at 6:00 pm.
- B. Approval of Agenda
Motion to approve the agenda as written. Move Gray, Second Hundley. Motion carried.
- C. Approval of Past Minutes
Move Gray, Second Hundley to approve the April 18, 2023 meeting minutes as written. Motion carried.

Move Bieliauskas, Second Gray to approve the May 10, 2023 Building & Grounds Committee meeting minutes as written. Motion carried.
- D. Public Discussion
No public present
- E. President's Report: President Gray shared appreciation for the Michigan 2023 Notable Books Author Event featuring Ebony LaDelle, hosted by Saline District Library in April.
- F. Friends of the Library Report: The Friends of the Library generously provided gift cards to three SDL pages who will graduate in June 2023. The budget for a fall 2023 shredding event was approved.
- G. Financial Reports
Move Gray, Second Conn to approve the April 2023 financial reports. Motion carried.
- H. Committee Reports
 - 1. Finance
 - a. Monitored checking account balance. Will begin using a payment protection service to verify checks presented for payment.
 - b. Plans to request a cash flow projection for the library renovation project from Quinn Evans Architect to share with SDL's representative at KeyBank.
 - c. Reviewed Policies 701, 714.
 - 2. Arts: Did not meet
 - 3. Building & Grounds: Reviewed the RFP for Construction Management Services for the library renovation project.
 - 4. Library Services: Did not meet
 - 5. Staff Excellence
 - a. Reviewed policies 604, 623.
 - b. Plans to collect and evaluate Library Director performance review processes.

- I. Library Director's Report: Submitted as written. SDL plans to continue advertising in *The Saline Post*, including a ½ page ad to promote the Summer Reading Program. Management is in discussion with a candidate for the open Youth Services position. Several applications have been submitted for the Library Assistant positions. Director Waarala is beginning work to redesign the SDL annual budget. The Library will have a table at the Pittsfield and Saline Farmer's Markets twice per month and seeks Trustee volunteers to partner with an SDL staff member during these events.

- J. Old Business
 - 1. Library Renovation and Site Improvement Project: The RFP for Construction Management Services was published on the SDL website, distributed to construction firms, Phoenix Contractors, O'Neal Construction and McCarthy & Smith. Preliminary survey work began on May 16. Surveyors will perform wetlands delineation the following week and will provide a report to Quinn Evans Architects by June 1st. Quinn Evans team members are working with the SDL management team to develop the plan for the staff area renovations.

- K. New Business
 - 1. Policy Review
 - a. Policy 604: Employment Practices
Move Gray, Second Hundley to approve revised Policy 604: Employment Practices. Motion carried.

 - b. Policy 623: Dress Code
Move Byron, Second Gray to approve Policy 623: Dress Code as presented. Motion carried.

 - c. Policy 701: Accounting Procedures
Move Hundley, Second Conn to approve revised Policy 701: Accounting Procedures. Motion carried.

 - d. Policy 714: Fraud Risk Management
Move Gray, Second Byron to approve Policy 714: Fraud Risk Management as presented. Motion carried.

- L. Public Discussion
No public present

- M. Adjournment
Move Gray, Second Byron to adjourn the meeting at 6:31 p.m. Motion carried.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on May 16, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

DRAFT
SALINE DISTRICT LIBRARY
BUILDING & GROUNDS COMMITTEE
MEETING MINUTES
WEDNESDAY, JUNE 14, 2023, 5:00 p.m.

Present: Secretary Byron, Trustee Bieliauskas, Trustee Healy, Vice President Conn, Treasurer TerHaar, Director Waarala, Assistant Director Lash, Ann Dilcher of Quinn Evans

- A. Call Meeting to Order at 5:01 p.m.
- B. Approval of Agenda
Move Byron, Second TeHaar to approve the agenda as presented. Carried.
- C. Public Discussion
No public present
- D. New Business
 - 1. Presentation of proposals for Construction Management services
 - a. 5:15 p.m. – McCarthy & Smith Construction Services
 - b. 6:15 p.m. – O'Neal Construction
 - c. 7:00 p.m. – Phoenix Contractors, Inc.
- E. Public Discussion
No public present
- F. Adjournment
Move Byron, Second Healy to adjourn the meeting at 8:48 p.m.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Building & Grounds Committee of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on June 14, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

Saline District Library
Bank Reconciliation
Key Bank - General
May 1, 2023 - May 31, 2023

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	255,758.76
			+ Cleared Deposits & Other Additions	153,953.03
			- Cleared Checks & Other Payments	177,814.39
			Ending Bank Balance	<u>231,897.40</u>
Open Deposits & Additions				Total
				<u>0.00</u>
Open Checks & Payments				
24391	01/24/23	790-860	ANNA HINKLEY	8.78
24536	05/08/23	790-750.1	JO ANN YATES McFRY	250.00
24543	05/16/23	790-750.2	FRANCIE FRUITMAN	400.00
24554	05/19/23	790-955	DAVID RODGERS	300.00
				Total
				<u>958.78</u>
Reconciled Bank Balance				<u><u>230,938.62</u></u>
Bank Transactions				
		000-258	EFTPS	(10,953.86)
		000-258	EFTPS	(10,919.27)
		790-723	ALERUS RETIRE XFERS	(7,012.68)
		000-008	ALERUS RETIRE XFERS	(3,923.70)
		790-920	DTE - ELECTRICITY	(3,863.03)
		000-258.1	5080 MI TAX PYMT	(3,537.11)
		790-921	DTE - GAS	(1,499.55)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRGS	(278.84)
		790-965	MERCH FEE & DISC	(87.61)
		000-665.1	INTEREST	103.53
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
				Total
				<u>107,382.88</u>
Adjusted General Ledger Balance				<u><u>230,938.62</u></u>

Saline District Library
Statement of Financial Position
As of May 31, 2023

Assets

Current Assets		
000-001	Key Bank - General	\$ 230,938.62
000-003	Old National CD 1	105,432.31
000-004	Bk of Ann Arbor CD	293,614.88
000-008	Employee Advances	6,655.02
000-013	Agency Account (Schrandt)	2,716,281.01
000-013.1	Agency Account-Unrealized Gain	(285,835.32)
000-017	Agency Sub Account (Investment Account)	6,406,731.61
000-017.1	Agency Sub Account-Unrealized Gain	(590,791.85)
Total Current Assets		8,883,026.28
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 8,883,026.28

Liabilities and Net Assets

Current Liabilities		
000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	3,548.72
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,288.70
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,288.70
Net Assets		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	(375,169.71)
000-399	Net Position	1,463,919.29
Total Net Assets		8,807,737.58
Total Liabilities and Net Assets		\$ 8,883,026.28

See Accountants' Compilation Report

**Saline District Library
Income Statement
Actual vs. Budget**

	1 Month Ended May 31, 2023 Actual	6 Months Ended May 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 0.00	\$ 542,700.34	\$ 561,751.00	96.61
000-402.2	0.00	23,277.29	23,041.00	101.03
000-402.3	0.00	6,126.60	6,129.00	99.96
000-402.4	0.00	446,054.28	443,191.00	100.65
000-402.5	2,184.51	806,696.48	797,941.00	101.10
000-402.6	0.00	128,717.18	128,214.00	100.39
000-402.7	0.00	357,439.29	352,923.00	101.28
000-413	0.00	96,900.28	96,900.00	100.00
000-540	0.00	14,243.88	28,400.00	50.15
000-628	256.40	1,847.95	3,400.00	54.35
000-628.1	0.00	402.35	1,000.00	40.24
000-629	15.00	1,695.00	3,000.00	56.50
000-656	0.00	0.00	25,000.00	0.00
000-658	1,030.34	6,364.05	10,000.00	63.64
000-658.1	352.25	3,037.87	5,000.00	60.76
000-658.2	1.00	5.00	0.00	0.00
000-665.1	103.53	751.10	110.00	682.82
000-665.3	16,084.94	28,778.30	100,000.00	28.78
000-674	10.00	3,288.25	4,000.00	82.21
000-674.1	0.00	100.00	1,000.00	10.00
000-674.2	0.00	8,830.76	20,000.00	44.15
000-680	0.00	14.00	0.00	0.00
	<u>20,037.97</u>	<u>2,477,270.25</u>	<u>2,611,000.00</u>	<u>94.88</u>
	Total Revenue	20,037.97	2,477,270.25	2,611,000.00
	Gross Profit	20,037.97	2,477,270.25	2,611,000.00
Operating Expenses				
790-702	95,613.04	616,176.19	1,300,000.00	47.40
790-716	6,772.60	34,322.58	120,000.00	28.60
790-719	1,524.90	10,078.37	21,000.00	47.99
790-722	7,211.86	46,462.37	97,500.00	47.65
790-723	2,685.91	15,427.51	40,000.00	38.57
790-727	248.78	2,275.21	6,500.00	35.00
790-727.3	377.56	589.48	1,600.00	36.84
790-727.4	0.00	2,210.27	4,500.00	49.12
790-730	0.00	259.32	500.00	51.86
790-732	419.09	3,066.81	5,000.00	61.34
790-734	258.27	3,224.44	12,000.00	26.87
790-740	0.00	647.67	33,000.00	1.96
790-750.1	2,041.16	6,700.75	18,000.00	37.23
790-750.2	1,365.02	4,378.57	10,000.00	43.79
790-750.3	953.49	5,958.60	13,000.00	45.84
790-750.4	1,215.10	2,853.30	5,500.00	51.88
790-752.1	324.48	324.48	3,000.00	10.82
790-752.2	244.59	364.43	2,000.00	18.22
790-752.3	0.00	369.19	5,000.00	7.38
790-760	80.98	1,245.78	2,000.00	62.29
790-762.1	634.65	634.65	3,000.00	21.16
790-762.3	0.00	88.76	2,000.00	4.44
790-770	0.00	3,583.52	12,000.00	29.86
790-772.1	11,426.26	60,531.52	115,000.00	52.64
790-772.3	0.00	12.75	0.00	0.00
790-772.4	0.00	5,000.00	5,000.00	100.00
790-780	279.05	8,230.54	26,000.00	31.66

**Saline District Library
Income Statement
Actual vs. Budget**

	1 Month Ended May 31, 2023 Actual	6 Months Ended May 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
790-785	Online Database	0.00	23,017.14	43,000.00	53.53
790-801	PS-Auditor	0.00	23,980.00	23,000.00	104.26
790-802	PS-Bookkeeping	645.00	3,870.00	8,000.00	48.38
790-803	PS-Attorney	1,457.00	1,715.50	3,000.00	57.18
790-804	PS-Consultants	11,300.00	13,845.00	45,000.00	30.77
790-805	PS--Computer Consultants	0.00	0.00	5,000.00	0.00
790-806	PS-Tax Collection	0.00	0.00	400.00	0.00
790-810	Cooperative Fees	0.00	0.00	4,000.00	0.00
790-820	Polaris	0.00	0.00	55,000.00	0.00
790-850	Internet	297.50	1,674.44	24,000.00	6.98
790-851	Telephone	897.28	2,682.87	5,800.00	46.26
790-860	Travel/Lodging	0.00	118.17	4,000.00	2.95
790-880	Marketing	18.00	7,039.95	15,500.00	45.42
790-885	Misc Funded by Friends	242.11	927.11	0.00	0.00
790-920	Electricity	3,863.03	20,988.82	48,000.00	43.73
790-921	Gas	1,499.55	10,664.45	18,000.00	59.25
790-922	Water	0.00	2,809.02	8,000.00	35.11
790-930	Building Maintenance	1,007.49	13,995.78	30,000.00	46.65
790-932	Grounds Maintenance	1,750.00	35,213.45	37,000.00	95.17
790-934	Equipment Maintenance	25.78	6,029.69	24,000.00	25.12
790-955	Grants	431.91	2,973.72	0.00	0.00
790-956	Miscellaneous	0.00	613.27	3,000.00	20.44
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	0.00	598.00	8,000.00	7.48
790-958	Dues	230.00	2,548.00	5,000.00	50.96
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	0.00	20.55	500.00	4.11
790-965	Bank Charges	366.45	2,290.32	4,000.00	57.26
790-969	Insurance	0.00	16,736.00	23,000.00	72.77
790-971	Capital Improvement	0.00	13,315.50	50,000.00	26.63
790-975	Furniture	0.00	1,618.58	30,000.00	5.40
790-981	Books Funded by Friends	0.00	197.01	2,000.00	9.85
790-982.1	Adult Fiction	107.25	11,812.74	35,000.00	33.75
790-982.15	Large Print	0.00	2,857.83	9,000.00	31.75
790-982.2	Teen Fiction	17.23	3,028.00	10,000.00	30.28
790-982.3	Youth Fiction	0.00	8,988.55	23,000.00	39.08
790-983.1	Adult Nonfiction	17.73	12,424.60	35,000.00	35.50
790-983.15	Reference	0.00	1,226.78	4,000.00	30.67
790-983.2	Teen Nonfiction	0.00	874.76	4,000.00	21.87
790-983.3	Youth Nonfiction	1,004.50	3,544.15	15,000.00	23.63
790-984.1	Audiobooks-Adult	945.77	3,145.21	14,000.00	22.47
790-984.2	Audiobooks-Teen	39.99	1,120.71	6,000.00	18.68
790-984.3	Audiobooks-Youth	67.97	1,156.52	6,200.00	18.65
790-985.1	DVD/Blu Rays-Adult	542.00	3,997.74	17,000.00	23.52
790-985.2	DVD/Blu Rays-Teen	0.00	255.66	500.00	51.13
790-985.3	DVD/Blu Rays-Youth	377.04	726.29	2,600.00	27.93
790-986.1	Music CDs-Adult	149.89	532.07	2,500.00	21.28
790-986.3	Music CDs-Youth	54.71	91.42	200.00	45.71
790-998	Special Projects	0.00	20,828.00	33,000.00	63.12
	Total Operating Expenses	<u>161,031.97</u>	<u>1,121,110.43</u>	<u>2,611,000.00</u>	<u>42.94</u>
	Operating Income (Loss)	<u>(140,994.00)</u>	<u>1,356,159.82</u>	<u>0.00</u>	<u>0.00</u>

**Saline District Library
Income Statement
Actual vs. Budget**

	1 Month Ended May 31, 2023 Actual	6 Months Ended May 31, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget
Other Income (Expenses)				
000-665.4	Agency Account Interest	9,099.34	24,628.53	0.00
000-670	Sub-Agency Change in Market Value	(44,041.66)	65,873.91	0.00
000-670.4	Agency Change in Market Value	(24,553.95)	22,458.60	0.00
000-965.4	Agency Admin Charges	(862.10)	(5,201.57)	0.00
	Total Other Income (Expenses)	<u>(60,358.37)</u>	<u>107,759.47</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(201,352.37)</u>	<u>1,463,919.29</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (201,352.37)</u>	<u>\$ 1,463,919.29</u>	<u>\$ 0.00</u>

Saline District Library Fund 101
Monthly Revenue
May 2023

06/09/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.5 · Pittsfield Township-Real Tax								
Deposit	05/12/2023			Ck# 045014		001 · Key Bank...	2,184.51	2,184.51
Total 402.5 · Pittsfield Township-Real Tax							2,184.51	2,184.51
Total 402 · Property Taxes Control Account							2,184.51	2,184.51
628 · Printers-Revenue								
Deposit	05/01/2023			Deposit		001 · Key Bank...	11.20	11.20
Deposit	05/02/2023			Deposit		001 · Key Bank...	61.60	72.80
Deposit	05/03/2023			Deposit		001 · Key Bank...	2.00	74.80
Deposit	05/05/2023			Deposit		001 · Key Bank...	19.80	94.60
Deposit	05/08/2023			Deposit		001 · Key Bank...	7.50	102.10
Deposit	05/08/2023			Deposit		001 · Key Bank...	10.50	112.60
Deposit	05/09/2023			Deposit		001 · Key Bank...	2.90	115.50
Deposit	05/10/2023			Deposit		001 · Key Bank...	5.00	120.50
Deposit	05/11/2023			Deposit		001 · Key Bank...	22.30	142.80
Deposit	05/12/2023			Deposit		001 · Key Bank...	5.30	148.10
Deposit	05/12/2023			Deposit		001 · Key Bank...	2.00	150.10
Deposit	05/15/2023			Deposit		001 · Key Bank...	12.50	162.60
Deposit	05/15/2023			Deposit		001 · Key Bank...	6.00	168.60
Deposit	05/15/2023			Deposit		001 · Key Bank...	3.60	172.20
Deposit	05/16/2023			Deposit		001 · Key Bank...	6.70	178.90
Deposit	05/17/2023			Deposit		001 · Key Bank...	20.70	199.60
Deposit	05/17/2023			Deposit		001 · Key Bank...	14.50	214.10
Deposit	05/19/2023			Deposit		001 · Key Bank...	18.90	233.00
Deposit	05/19/2023			Deposit		001 · Key Bank...	2.00	235.00
Deposit	05/22/2023			Deposit		001 · Key Bank...	2.00	237.00
Deposit	05/23/2023			Deposit		001 · Key Bank...	2.00	239.00
Deposit	05/24/2023			Deposit		001 · Key Bank...	2.00	241.00
Deposit	05/26/2023			Deposit		001 · Key Bank...	2.00	243.00
Deposit	05/30/2023			Deposit		001 · Key Bank...	9.40	252.40
Deposit	05/31/2023			Deposit		001 · Key Bank...	4.00	256.40
Total 628 · Printers-Revenue							256.40	256.40
629 · Non-Resident Fees								
Deposit	05/19/2023			Deposit		001 · Key Bank...	15.00	15.00
Total 629 · Non-Resident Fees							15.00	15.00
658 · Fines-Overdue Materials								
Deposit	05/01/2023			Deposit		001 · Key Bank...	15.70	15.70
Deposit	05/01/2023			Deposit		001 · Key Bank...	46.70	62.40
Deposit	05/01/2023			Deposit		001 · Key Bank...	9.90	72.30
Deposit	05/02/2023			Deposit		001 · Key Bank...	18.85	91.15
Deposit	05/03/2023			Deposit		001 · Key Bank...	11.45	102.60
Deposit	05/04/2023			Deposit		001 · Key Bank...	10.95	113.55
Deposit	05/05/2023			Deposit		001 · Key Bank...	86.70	200.25

Saline District Library Fund 101
Monthly Revenue
May 2023

06/09/23

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	05/05/2023			Deposit		001 · Key Bank...	18.30	218.55
Deposit	05/08/2023			Deposit		001 · Key Bank...	9.00	227.55
Deposit	05/08/2023			Deposit		001 · Key Bank...	4.60	232.15
Deposit	05/08/2023			Deposit		001 · Key Bank...	23.20	255.35
Deposit	05/09/2023			Deposit		001 · Key Bank...	5.25	260.60
Deposit	05/10/2023			Deposit		001 · Key Bank...	13.05	273.65
Deposit	05/11/2023			Deposit		001 · Key Bank...	31.80	305.45
Deposit	05/12/2023			Deposit		001 · Key Bank...	75.55	381.00
Deposit	05/12/2023			Deposit		001 · Key Bank...	89.30	470.30
Deposit	05/15/2023			Deposit		001 · Key Bank...	43.70	514.00
Deposit	05/15/2023			Deposit		001 · Key Bank...	34.20	548.20
Deposit	05/16/2023			Deposit		001 · Key Bank...	92.69	640.89
Deposit	05/18/2023			Deposit		001 · Key Bank...	50.90	691.79
Deposit	05/19/2023			Deposit		001 · Key Bank...	116.45	808.24
Deposit	05/19/2023			Deposit		001 · Key Bank...	24.75	832.99
Deposit	05/22/2023			Deposit		001 · Key Bank...	12.50	845.49
Deposit	05/22/2023			Deposit		001 · Key Bank...	25.10	870.59
Deposit	05/22/2023			Deposit		001 · Key Bank...	18.50	889.09
Deposit	05/23/2023			Deposit		001 · Key Bank...	25.95	915.04
Deposit	05/24/2023			Deposit		001 · Key Bank...	30.95	945.99
Deposit	05/26/2023			Deposit		001 · Key Bank...	64.00	1,009.99
Deposit	05/30/2023			Deposit		001 · Key Bank...	5.00	1,014.99
Deposit	05/31/2023			Deposit		001 · Key Bank...	15.35	1,030.34
Total 658 · Fines-Overdue Materials							1,030.34	1,030.34
658.1 · Materials Replacement Fees								
Deposit	05/01/2023			Deposit		001 · Key Bank...	18.70	18.70
Deposit	05/02/2023			Deposit		001 · Key Bank...	68.26	86.96
Deposit	05/03/2023			Deposit		001 · Key Bank...	28.99	115.95
Deposit	05/04/2023			Deposit		001 · Key Bank...	5.99	121.94
Deposit	05/05/2023			Deposit		001 · Key Bank...	22.00	143.94
Deposit	05/05/2023			Deposit		001 · Key Bank...	13.96	157.90
Deposit	05/09/2023			Deposit		001 · Key Bank...	1.50	159.40
Deposit	05/10/2023			Deposit		001 · Key Bank...	15.49	174.89
Deposit	05/12/2023			Deposit		001 · Key Bank...	29.48	204.37
Deposit	05/12/2023			Deposit		001 · Key Bank...	19.99	224.36
Deposit	05/17/2023			Deposit		001 · Key Bank...	76.96	301.32
Deposit	05/19/2023			Deposit		001 · Key Bank...	17.99	319.31
Deposit	05/22/2023			Deposit		001 · Key Bank...	13.95	333.26
Deposit	05/23/2023			Deposit		001 · Key Bank...	18.99	352.25
Total 658.1 · Materials Replacement Fees							352.25	352.25
658.2 · Card Replacement Fees								
Deposit	05/26/2023			Deposit		001 · Key Bank...	1.00	1.00
Total 658.2 · Card Replacement Fees							1.00	1.00
665.1 · General Account Interest								

Saline District Library Fund 101
Monthly Revenue
May 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Deposit	05/08/2023			Deposit		001 · Key Bank...	103.52	103.52
Total 665.1 · General Account Interest							103.52	103.52
674 · Donations-Unrestricted								
Deposit	05/19/2023			Deposit		001 · Key Bank...	10.00	10.00
Total 674 · Donations-Unrestricted							10.00	10.00
699 · Transfer from Other Funds								
Deposit	05/05/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							153,953.02	153,953.02

Saline District Library Fund 101
Bill List
May 2023

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	05/12/2023			pay period ending 5/6/2023	34,315.04
Check	05/12/2023			MERS Pay Period Ending 5/...	1,629.99
Check	05/12/2023			MERS Staff Loan Pmt. pay ...	183.74
Check	05/12/2023			MERS Staff Loan Pmt. pay ...	88.19
Check	05/12/2023			MERS 457 Pay Period Endi...	1,956.85
Check	05/26/2023			pay period ending 6/20/2023	34,045.96
Check	05/26/2023			MERS Pay Period Ending 6/...	1,604.42
Check	05/26/2023			MERS Staff Loan Pmt. pay ...	183.74
Check	05/26/2023			MERS Staff Loan Pmt. pay ...	88.19
Check	05/26/2023			MERS 457 Pay Period Endi...	1,966.85
Total 702 · Salaries					76,062.97
716 · Employee Insurances/Benefits					
Bill	05/16/2023	97611...	SBIS	Invoice for May and June 20...	2,211.55
Bill	05/16/2023	6/1-6/...	BLUE CROSS BLU...		5,901.13
Total 716 · Employee Insurances/Benefits					8,112.68
719 · Health Reimbursement					
Bill	05/16/2023	ADMN...	EHIM		140.50
Bill	05/16/2023	FND0...	EHIM		1,384.40
Total 719 · Health Reimbursement					1,524.90
723 · Retirement					
Check	05/12/2023			MERS Pay Period Ending 5/...	1,629.99
Check	05/26/2023			MERS Pay Period Ending 6/...	1,604.42
Total 723 · Retirement					3,234.41
727 · Office Supplies					
Bill	05/16/2023	16484...	STAPLES BUSINES...		248.78
Total 727 · Office Supplies					248.78
727.3 · Supplies-Youth					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		236.88
Bill	05/16/2023	16484...	STAPLES BUSINES...		140.68
Total 727.3 · Supplies-Youth					377.56
732 · Cleaning Supplies					
Bill	05/16/2023	16484...	STAPLES BUSINES...		419.09
Total 732 · Cleaning Supplies					419.09
734 · Processing Supplies					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		54.75

Saline District Library Fund 101
Bill List
May 2023

Type	Date	Num	Name	Memo	Amount
Bill	05/16/2023	16484...	STAPLES BUSINES...		203.52
Total 734 · Processing Supplies					258.27
750.1 · Adult Programming					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		81.92
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		211.33
Bill	05/08/2023	80038...	STERICYCLE, INC.	Shred program	776.40
Bill	05/08/2023	71900	THE LIBRARY NET...		466.00
Bill	05/08/2023	5/11/1...	MCFRY, JO ANN Y...	Gentle flow yoga 5/11, 5/18, ...	150.00
Bill	05/08/2023	5/11/1...	MCFRY, JO ANN Y...	Walking yoga 5/15, 5/22	100.00
Bill	05/16/2023	4/19/2...	EBONY LADELLE	Presenter fee	63.00
Bill	05/16/2023	16484...	STAPLES BUSINES...		192.51
Bill	05/16/2023	466756	KEYBANK - NATIO...		211.33
Total 750.1 · Adult Programming					2,252.49
750.2 · Teen Programming					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		813.25
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		151.77
Bill	05/16/2023	PO 61...	FRANCIE FRUITMAN	Program 6/1/2023	400.00
Bill	05/16/2023	466756	KEYBANK - NATIO...		151.77
Total 750.2 · Teen Programming					1,516.79
750.3 · Youth Programming					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		459.73
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		73.76
Bill	05/16/2023	6203	GRAPES PIANO SE...	PO 6203	100.00
Bill	05/16/2023	152592	ANN ARBOR SYMP...	Final pmt for 2 performances	320.00
Bill	05/16/2023	466756	KEYBANK - NATIO...		73.76
Total 750.3 · Youth Programming					1,027.25
750.4 · Programming Funded by Friends					
Bill	05/08/2023	25965	COLLABORATIVE ...	Summer Reading supplies	913.77
Bill	05/16/2023	48619...	SCHOLASTIC INC.	1K BBK	287.23
Bill	05/16/2023	48623...	SCHOLASTIC INC.	Books for Babies	14.10
Total 750.4 · Programming Funded by Friends					1,215.10
752.1 · Summer Reading-Adult					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		324.48
Total 752.1 · Summer Reading-Adult					324.48
752.2 · Summer Reading-Teen					
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		128.00
Bill	05/16/2023	466756	KEYBANK - NATIO...		128.00
Bill	05/16/2023	72436...	OTC BRANDS, INC.		116.59

Saline District Library Fund 101
Bill List
May 2023

Type	Date	Num	Name	Memo	Amount
Total 752.2 · Summer Reading-Teen					372.59
760 · Youth Toys/Realia					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		80.98
Total 760 · Youth Toys/Realia					80.98
762.1 · Adult ETC					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		634.65
Total 762.1 · Adult ETC					634.65
772.1 · Ebooks-Adult					
Bill	05/08/2023	71900	THE LIBRARY NET...		2,700.84
Bill	05/08/2023	50372...	MIDWEST TAPE	Hoopla	5,725.42
Bill	05/16/2023	CD01...	OVERDRIVE, INC		3,000.00
Total 772.1 · Ebooks-Adult					11,426.26
780 · Software					
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		150.05
Bill	05/16/2023	23051...	DEPRECIATION W...	Invoice # 23051508	129.00
Bill	05/16/2023	466756	KEYBANK - NATIO...		150.05
Total 780 · Software					429.10
802 · Professional Services-Bookkeep					
Bill	05/04/2023	01	STROM ACCOUNTI...	Monthly Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
803 · Professiona services-Attorney					
Bill	05/08/2023	856958	FOSTER, SWIFT, C...	Quinn Evans contract review	634.50
Bill	05/08/2023	856827	FOSTER, SWIFT, C...	Substance Abuse policy revi...	822.50
Total 803 · Professiona services-Attorney					1,457.00
804 · Professiona services-Consult					
Bill	05/16/2023	39758	QUINN EVANS	Services thru April 28, 2023	11,300.00
Total 804 · Professiona services-Consult					11,300.00
850 · Internet					
Bill	05/08/2023	5/13/2...	T-MOBILE	Hot spots	297.50
Total 850 · Internet					297.50
851 · Telephone					
Bill	05/08/2023	269443	TELNET WORLDWI...		897.28
Total 851 · Telephone					897.28

Saline District Library Fund 101

Bill List

May 2023

06/09/23

Accrual Basis

Type	Date	Num	Name	Memo	Amount
880 · Marketing					
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		18.00
Bill	05/16/2023	466756	KEYBANK - NATIO...		18.00
Total 880 · Marketing					36.00
885 · Msc funded by Friends					
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		242.11
Bill	05/16/2023	466756	KEYBANK - NATIO...		242.11
Total 885 · Msc funded by Friends					484.22
920 · Electricity					
Bill	05/15/2023		DTE ENERGY - EL...		3,863.03
Total 920 · Electricity					3,863.03
921 · Gas					
Bill	05/15/2023		DTE ENERGY - GAS		1,499.55
Total 921 · Gas					1,499.55
930 · Building Maintenance					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		171.92
Bill	05/08/2023	96406...	WASTE MANAGEM...		233.30
Bill	05/08/2023	211559	WYANDOTTE ALA...		197.70
Bill	05/16/2023	83482	HOWLETT LOCK A...	door repair, parts, service c...	404.57
Total 930 · Building Maintenance					1,007.49
932 · Ground Maintenance					
Bill	05/08/2023	578571	UNDERWOOD NUR...	Tree Removal 4/21/2023	1,750.00
Total 932 · Ground Maintenance					1,750.00
934 · Equipment Maintenance					
Bill	05/16/2023	50672...	RICOH USA, INC		25.78
Total 934 · Equipment Maintenance					25.78
955 · Grants					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		15.99
Bill	05/04/2023	5/4/20...	KEYBANK - NATIO...		115.92
Bill	05/16/2023	466756	KEYBANK - NATIO...		115.92
Bill	05/19/2023	PO 61...	DAVID RODGERS	Piano Talks Program	300.00
Total 955 · Grants					547.83
958 · Dues					
Bill	05/16/2023	1247	SALINE AREA CHA...	Annual dues	230.00

Saline District Library Fund 101
Bill List
May 2023

Type	Date	Num	Name	Memo	Amount
Total 958 · Dues					230.00
965 · Bank Charges					
Check	05/03/2023			KB Merch. fee	57.12
Check	05/03/2023			KB Merch. fee	30.49
Check	05/08/2023			April Analysis Service Chrg.	278.84
Total 965 · Bank Charges					366.45
982.1 · Adult Fiction					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		107.25
Total 982.1 · Adult Fiction					107.25
982.2 · Teen Fiction					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		17.23
Total 982.2 · Teen Fiction					17.23
983.1 · Adult Nonfiction					
Bill	05/04/2023	3/10-4...	AMAZON CAPITAL ...		17.73
Total 983.1 · Adult Nonfiction					17.73
983.3 · Youth Nonfiction					
Bill	05/08/2023	167032	J. APPLESEED PU...	Invoice #167032	1,004.50
Total 983.3 · Youth Nonfiction					1,004.50
984.1 · Audiobooks-Adult					
Bill	05/08/2023	4/1-4/...	MIDWEST TAPE		945.77
Total 984.1 · Audiobooks-Adult					945.77
984.2 · Audiobooks-Teen					
Bill	05/08/2023	4/1-4/...	MIDWEST TAPE		39.99
Total 984.2 · Audiobooks-Teen					39.99
984.3 · Audiobooks-Youth					
Bill	05/08/2023	4/1-4/...	MIDWEST TAPE		67.97
Total 984.3 · Audiobooks-Youth					67.97
985.1 · DVDBlu Rays-Adult					
Bill	05/08/2023	4/1-4/...	MIDWEST TAPE		542.00
Total 985.1 · DVDBlu Rays-Adult					542.00
985.3 · DVD/Blu Rays-Youth					
Bill	05/08/2023	4/1-4/...	MIDWEST TAPE		377.04

Saline District Library Fund 101

Bill List

May 2023

Type	Date	Num	Name	Memo	Amount
Total 985.3 · DVD/Blu Rays-Youth					377.04
986.1 · Music CDs-Adult					
Bill	05/08/2023	4/1-4/...	MIDWEST TAPE		149.89
Total 986.1 · Music CDs-Adult					149.89
986.3 · Music CDs-Youth					
Bill	05/08/2023	4/1-4/...	MIDWEST TAPE		54.71
Total 986.3 · Music CDs-Youth					54.71
TOTAL					137,249.56

**Saline District Library
Quarterly Investment Report
2nd Quarter Ending 5/31/2023**

Activity Summary	Agency Fund	SubAgency Fund	Total
3/1/2023 Beginning Balance	\$5,554,321.18	\$2,379,871.75	\$7,934,192.93
Cash/Securities Tranferred In	\$644,460.82	\$35,311.83	\$679,772.65
Dividends/Interest	\$28,323.15	\$12,420.54	\$40,743.69
Cash/Securities Transferred Out	(\$494,460.82)	(\$35,311.83)	(\$529,772.65)
Investment Fees	(\$6,250.90)	(\$2,569.75)	(\$8,820.65)
Net Change in Market Value	\$89,546.32	\$40,723.15	\$130,269.47
5/31/2023 Ending Balance	\$5,815,939.75	\$2,430,445.69	\$8,246,385.44

Holdings Summary	Agency Fund	SubAgency Fund	Total
3/1/2023 Principal Holdings			
U.S. Treasury Notes	\$5,377,703.45	\$2,230,955.50	\$7,608,658.95
Money Market Funds	\$155,355.06	\$116,748.57	\$272,103.63
Total Principal Holdings	\$5,533,058.51	\$2,347,704.07	\$7,880,762.58
Income Holdings			
Money Market Funds	\$21,262.67	\$32,167.68	\$53,430.35
Total Holdings	\$5,554,321.18	\$2,379,871.75	\$7,934,192.93
5/31/2023 Principal Holdings			
U.S. Treasury Notes	\$5,610,704.85	\$2,271,678.65	\$7,882,383.50
Money Market Funds	\$200,109.90	\$150,548.27	\$350,658.17
Total Principal Holdings	\$5,810,814.75	\$2,422,226.92	\$8,233,041.67
Income Holdings			
Money Market Funds	\$21,262.67	\$8,218.77	\$29,481.44
Total Holdings	\$5,832,077.42	\$2,430,445.69	\$8,262,523.11

Certificates of Deposit

Institution / Term	Maturity	Interest Rate	Amount
KeyBank / 12 months	4/13/2024	4.50%	\$200,000.00
Bank of Ann Arbor / 12 months	3/24/2024	3.80%	\$200,000.00
Total			\$400,000.00



**Library Director's Report
Submitted by Karrie Waarala
June 20, 2023**

- Updates to the Library Renovation and Site Improvement Project include:
 - Ann Dilcher of Quinn Evans attended an SDL All-Staff meeting on June 9th to introduce the current floorplan for interior renovations to the staff. Now that the plan has been through several iterations, it is complete enough to open it up to staff members for everyone's input and feedback.
 - Ann and Quinn Evans' landscape architect, Chris Mueller, met with members of the SDL Management Team to introduce concepts for the exterior site improvements. We have a meeting to discuss plans for the programming pavilion on June 22.
 - Site surveys have been completed, and the wetlands report from Midwestern Consulting is included in the Library Board packet.
- Summer Reading kicked off on June 12, and we already have 1287 participants registered, which is about 75% of our total from last year. Upcoming programs relating to the "All Together Now" theme include our inaugural [Juneteenth Celebration](#), a [Community Blood Drive](#), [Eurythmic Movement & Music](#) for grades K-3, and, since it has been so popular for kids, [Read to a Dog for Teens and Adults](#).
- The Management Team is currently looking into options for a library app. We have had a very good demo from Innovative, which is the company that provides our ILS (Integrated Library System), Polaris. We have received a quote from myLIBRO and are waiting on a quote from CapiraMobile. Innovative is quite a bit more than myLIBRO, but guaranteed seamless navigation of our catalog and library users' accounts could make it worth the extra cost.
- "Food for Fines" continues to be popular at SDL; so far we have waived \$335 worth of overdue fines in exchange for donations of nonperishable food items for Saline Area Social Service.
- Voting has finally been straightened out for the [Ann Arbor Family Press 2023 Family Favorites](#) contest and is open through July 15. Once registering with the website, individuals can vote once per day. SDL has won the last four years in a row, and we would love to make it five!

- In addition to the nice press in *The Saline Post* lately, we have been approached by a new reporter covering Saline for *The Sun Times News* who is very interested in doing a series of news stories about SDL. Jess and I have had one meeting with her, and I have another scheduled for next week.
- We have a number of staffing updates:
 - Jasmine Riehl has been hired as our new Youth Assistant. Her first day was June 5.
 - Nora Carichner has moved into the 20 hour/week Library Assistant position to assume MeLCat duties.
 - David Woodington has moved into one of the two posted Part-Time Library Assistant positions, which means we will need to hire a new Building Monitor at the beginning of next school year.
 - Barb Gutowski has been hired for the other Part-Time Library Assistant position. Her first day was June 5.
- The library will be closed Tuesday, July 4 for Independence Day.
- Recent comments from patrons include:
 - A grandmother complimented the addition of many activities and toys to the Youth section. She stayed for hours with her grandchildren, who played happily, and she felt the experience gave them a very positive association with the library.
 - Upon learning about the ETC Collection, a grandfather explained to his grandson, "They're all things you can check out. Pretty cool, huh? It's not just books!"
 - A patron expressed awe and appreciation over the beautiful flowers on the front desk that Technology Manager Ron Andrews brought in from his home garden. The staff is grateful to Ron for these as well!

**Saline District Library
Building and Grounds Committee
Construction Management Comparisons**

Committee Rankings	McCarthy & Smith	O'Neal	Phoenix
Relevant Experience	6.5	11.5	18
Staff Experience	11	8	18
Approach	7	12	17
Fee Structure	6	13	11
Interview	9	12	15
Schedule	9	10	17
Cost Savings	10	11	15
Total	58.5	77.5	111

Pre-Construction Fees	\$19,000	\$9,500	\$12,000
CM fee	2.8%	4.0%	5.0%
	\$64,400	\$92,000	\$115,000

Construction Value
\$2,300,000

References Called	McCarthy & Smith	O'Neal
	Larry Neal Clinton Macomb	Paul McCann Dexter
	Jessica Keyser Grosse Pointe	Mary Jo Suchy Belleville
	Garret Hungerford Redford	Lisa Hoenig Ypsilanti



CARL F. SCHRANDT ENDOWMENT FUND Program Guidelines & Application Information

In 1994, the Library received a bequest from the Estate of Carl F. Schrandt. Both Carl and his wife Joan Rodman Schrandt had a strong sense of community and believed that each person had an individual responsibility to make it a better place for all citizens. It is in this spirit that the Saline District Library Board of Trustees has established the ***Carl F. Schrandt Endowment Fund***.

Earnings on this fund will be used to support special projects that can originate from a variety of sources within the Saline community. The Library is looking for projects and special events that are not a part of the regular operating budget. These programs will be selected annually by the Board of Trustees from proposals submitted by interested persons or organizations.

WHO MAY APPLY

Applications can originate from individuals or groups (such as service groups, businesses, government, schools, and churches), library staff and library board members.

To qualify for funding consideration, an applicant must meet the following criteria:

Be a resident or an employee within the Saline library district and be at least 18 years old.

GUIDELINES

All programs or projects must be in accordance with the Mission Statement and stated roles of the Library (Lifelong Learning, Resource Center, Building Community, and Gathering Place).

The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal.

Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and the Board.

All programs must be free and accessible to all.

HOW TO APPLY

The application must be in writing and must include the content listed below.

1. Application Cover Sheet

Submit one original and four duplicated copies

2. Project Description Sheet

Submit one original and four duplicated copies

3. Applicant Description

Submit one copy of each of the following:

- a brief summary of your qualifications or resume
- if part of an organization, a list of current board members and their professional or business affiliation
- evidence of official organizational approval of your application (a copy of your board minutes or a signed letter of endorsement from board chairperson)

Applications are to be completed as instructed and mailed to:

**Carl F. Schrandt Endowment Fund
Saline District Library
Attn: Karrie Waarala, Director
555 N Maple Road
Saline, MI 48176**

APPLICATION REVIEW PROCESS

The proposal will be reviewed by the Library Services Committee which meets as necessary. The Committee will make recommendations to the Board of Trustees, and a decision should be made within eight weeks of application. Applicants will be notified as soon as possible after a decision has been made.

Applications not funded will be returned to applicants.

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Cover Sheet**

Project Title Manhattan Short Film Festival

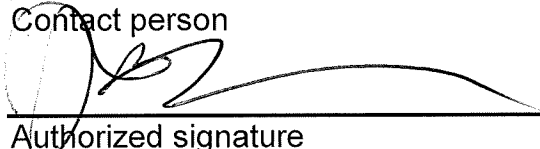
Jessica Lash, Assistant Library Director, Saline District Library
Name of applicant

Saline District Library, 555 N. Maple Rd
Address

Saline, MI 48176 734.429.5450 ext. 34
City/state/zip Phone

Is applicant a resident or employee in the Saline Library district? Yes X No

Jessica Lash, Assistant Library Director
Contact person


Authorized signature

Manhattan Short Film Festival
Name of collaborating organization (if applicable)

319 Lafayette St #126 New York, NY 10012 212.529.8640 1998
Address and phone date organization founded

Emagine Saline
Name of collaborating organization (if applicable)

1335 E Michigan Ave, Saline, MI 48176 1997
Address and phone date organization founded

Date application submitted 5.31.2023

Is the organization located in the Saline library district? Yes X* No

*Saline District Library and Emagine Saline are located in the library district.

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Outline and Instruction Form**

This outline should be followed when applying for a grant. Please supply the required information for all 11 areas. Be specific and provide details where required.

1. Project Name

Manhattan Short Film Festival

2. Proposal Description

YOU BE THE JUDGE for the 2023 Manhattan Short Film Festival.

Manhattan Short Film Festival is an annual film festival featuring short films shown in over 300 screening venues around the world – and the audience votes on the winner! Join us at Emagine Saline for a viewing of the finalist films and vote for the winning film.

3. Goals of the Project

Mission statement: The Library exists to advance intellectual curiosity, promote lifelong learning, encourage cultural knowledge, and maintain an environment in which minds can grow. It supports and active, informed, and evolved community by providing all people with open access to resources in various formats representing diverse points of view.

This project encourages cultural knowledge, intellectual curiosity, and provides a chance for our community to participate in a worldwide event. Many film festivals are shown in larger communities, limiting access to those living in close proximity or those willing or able to travel. The Manhattan Short Film Festival is a worldwide festival – these films are shown in over 300 venues around the world and the audience votes for the finalist. This is an opportunity to bring a film festival to the Saline community and allow them to participate in a large-scale event.

Community Benefits:

The project will allow patrons to gather and participate in a cultural experience in their own community. This will also expose the community at large to the power of film, and give members of the community a chance to see a variety of films from new directors.

Applicant Benefits:

This project will allow the library to connect with the community through film, and provide a way for the community to participate in a unique event.

4. Audience

Who will benefit from this project?

The greater Saline community will benefit from this project by participating in a cultural event that they may not otherwise be able to experience. Library staff will also benefit from reaching out to more members of the community by bringing a unique program to our patrons.

Estimate the number of people who would benefit and / or participate in the project.

Each auditorium at Emagine Saline holds 82 people. This program has the potential to reach 164 people in Saline.

5. Timeline for Implementation

The program runs from September 28-October 8. We have two showings scheduled for the following dates:

Sunday, October 1, 12:30 – 3 pm

Sunday, October 8, 12:30 – 3 pm

Jessica has been in contact with Manhattan Short founder Nick Mason and Chikas Reynolds at Emagine Saline since April 2023.

6. Equipment and Space Needed

Emagine Saline will serve as the screening venue for this program, and they will be providing all equipment. Manhattan Short will provide the disc with all of the movies, as well as the voting cards. Saline District Library will organize and promote the event.

7. Budget

Manhattan Short (cost of program)	\$600
Emagine Saline Auditorium Rental (price for two days)	\$985
Promotional Materials (boosting event on socials and in local news)	\$115
Total	\$1700

8. Number of staff and / or volunteers needed to implement project

One staff member, Jessica Lash, will communicate with Nick Mason at Manhattan Short, and staff at Emagine Saline. She will also handle publicity for the event and be present at the performances. Library staff will promote the performance to the public and register attendees through LocalHop. Jessica Lash and the Saline District Library Social Media Team will schedule Social Media posts, and Jessica will add the event to the eNews for the weeks leading up to the event. These will all take place during regular staff hours.

9. Publicity

We will publicize the event through the library website, e-newsletter, social media, and our Events calendar. We will also publicize with *The Saline Post*, *The Sun Times News*, and posters and flyers will be on display in businesses around town.

10. Criteria to evaluate the project

Voting cards will be distributed at each show, and these cards will indicate the number of participants that the program draws. We will also welcome feedback on Social Media about the event.

11. Resume and / or Qualifications

Jessica Lash has been the Assistant Library Director since June 2022. She served as the Head of Adult Services at Saline District Library from June 2017- June 2022. Prior to that, she was an Adult Services Librarian, then Head of Adult Services at Salem-South Lyon District Library from 2013-2017. She earned her MLIS and Archival Administration Certification from Wayne State University in 2013, and her Librarian I certification in February 2018.

Quarterly Report

Q22023

6.15.2023

Marketing/PR

- Jessica and Arlene are discussing expanding our reach and utilizing Patron Point for different marketing campaigns
- Currently we are looking at creating campaigns to replace notices being sent out by Polaris
- SDL now has a YouTube channel and our Mini Podcast recordings are available for listening/watching from a playlist
- SDL is now doing a print ad in the Saline Post print edition once a month
- SDL is now advertising programs in the Sun Times News calendar
- Karrie and Jess have started talking to Carleen Nelson-Nesvig from the Sun Times News about doing a series of stories about the library

Outreach

- Farmers Markets
 - Jessica contacted the Pittsfield Farmers Market and will be attending once a month from June through September
 - SDL is a sponsor of the Saline Farmers Market and will be attending twice a month from July through October

Respectfully submitted,

Jessica Lash
Assistant Director

Youth Services Quarterly Report March – May 2023

Spring Programs:

- Youth staff continued our regular weekly storytimes in five-week sessions. Each week there are six storytimes including Book Babies, Preschool Storytime, Evening Storytime and Family Fun Drop-in. In total there were 50 storytimes with 1281 participants.
- Read to A Dog has remained popular, Therapaws dog Gracie Maize visits once a month to help emerging and struggling readers practice reading aloud.
- The monthly programs like Science Club, Crafty Kids, Graphic Novel book club, Books-to-Art, Preschool Playtime, Tween Writers Group and Chapter Champs continued.
- Spring Break was a very busy week for the youth department with a wide variety of programs including a Family Bird Walk, Captain Underpants party, Open Spot Theater, and more.
- The Leap into Science programs concluded with the Wind program March 21st. The youth department will continue to meet with the Leap into Science Cohort for further education and curriculums.
- In total 43 programs were offered, in addition to storytime, with 1832 attendees.
- April was Financial Literacy Month. The youth department hosted Smart Money Week giving out 100 DIY coin box crafts, 75 copies of the book *Owl + otter and the Big Yard Sale* by Andrea Mills, and hosted a Smart Money program for school-age children.

Outreach & Partnerships:

- Anna Hinkley and Evie Moorer have continued to grow our preschool outreach visits attending several preschools a month. Several of these groups visited the library in May as well.
- Anna Hinkley and Kelly Soerens were both mystery readers at Harvest and Pleasant Ridge for March is Reading Month.
- Summer Reading School visits began May 15.
- There were 16 visits to the library totaling 520 patrons and 11 offsite presentations to 641 students.
- May 17, Daisy Girl Scout Troop 40902 visited the library to learn about being responsible library users to help earn their responsibility patch.

Department Changes:

- Laura Dobrowoloski's last day was May 8.
- Jasmine Riehl's will begin June 5 as Youth Library Assistant

Professional Development:

- Youth Services Advisory Council MiYouth Meeting (presenter)
- Leap into Science Cohort meeting
- TLN Youth Services Committee meeting
- Speaking Volumes: Podcasts for Patrons and Professionals
- Managing the Irate Patron podcast
- ReadSquared Refresher Training
- ReadSquared Registration Training
- All Aboard for Kindergarten: Cognitive Domain and Early Literacy Tips
- PreKindergarten Programs: Using Physical Activity to Promote Joyful and Engaged Learning
- Child development Stages in Art
- Child Development from the Pioneer Library System
- Library Law Spotlight: Smile! First Amendment Audits and Public Libraries
- Preparing for Challenges: How to Be Ready Before You Get One
- PLA Lounce Astronomy Programming in Your Library!
- Disability Accommodations in Libraries

Submitted by: Kelly Soerens, Head of Youth Services

**Quarterly Report
Adult Department
Q2 2023**

6.10.2023

Programming

The Adult Department had the following programs of note:

- New Adult Supported Social Club is a big hit with a consistent attendance of 30 or more.
- Informational seminars on Taxes in Retirement, Home buying and more have had deep engagement with those who attended
- The Michigan Notable Books author event with Ebony Ladelle was a success with great attendance and collaboration with Fine Print Bookstore.

Displays

The following displays generated a lot of interest in the Adult and Teen Department:

- Teen had a creative display of a tree that slowly bloomed paper flowers as the weeks went on. Adult had a variety of displays large and small consisting of gardening titles, awareness for Asian American and Pacific Islander Heritage month, and Pride Month.

Staff Development

- Staff met for monthly department meetings as well as all staff meetings discussing programming, the summer reading program, and the upcoming renovation of the building. Staff regularly watch webinars on a variety of topics such as accessibility in the workplace, weekly new release titles to look out for, and more.

Outreach

- Staff continues to go to senior facilities to deliver books for residents on a monthly basis.
- Kim and Katie have developed monthly DEI programs with the City of Saline DEI committee. Films and book discussions have already occurred with more on the way.

Respectfully submitted,

Evan Smale
Head of Adult Services

Support Services Quarterly Report
2023 2nd Quarter
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
 - Total Circulation of physical items – 67,795
 - Total Patron Visits – 36,115
 - New Patrons Registered – 388
- Webinars/Training Sessions
 - Patron Point (Monthly) to create new automated emails to make it easier for our patrons to access the library
 - Disability Accommodations in Libraries, May 17, 2023
 - Library Safety and Security: A Holistic Approach, May 18, 2023

CATALOGERS/LIBRARY ASSISTANTS/PAGES

- Our Cataloger is retiring on Jun 16. One of our current Library Assistants has been moved into that position and has begun training.
- One of our MeLCat Library Assistants has left for a new position. One of our current Library Assistants will move into this position beginning June 1.
- We are currently hiring two new Library Assistants to fill both of those open positions. They will begin on 6/5/2023 and 6/12/2023.

2nd Quarter Technology Report (March, April, May 2023)

Submitted by Ron Andrews, Technology Manager

Technology Support

- All of the Youth AWE computers we replaced with brand new workstations. I created a Help notebook for the Youth staff and we are maintaining an issue log.
- Replacing the printer in the Youth department due to failure of the old Xerox. The new printer will be closer to the Youth desk and will have public access from the Youth computers.
- Based on our Technology plan, I ordered new workstations for the Support Services for this year. In order to provide the staff with more desk space, I got Dell AIO (all-in-one) workstations. These new stations should give them more robust service and better space to work in.
- Worked at troubleshooting some lingering bugs with the public workstations after the upgrade. Will continue to monitor test until replacement.

Network Support

- Ran quarterly update for PCI In-House and Online security for KeyBank
- Ran checks on a few Gmail security alerts from staff logging in outside the library
- Move Public and Staff computers onto the Faronics Cloud so that I can better manage updates, system parameters, and inventory without having to touch each workstation. This is a work in progress and I have some specific software that we use here at SDL that I need to write custom scripts
- We had a server failure in March of our Envisionware server. Thanks to assistance from TLN for both networking and PC, support we were able to get it replaced, reset and update the public workstations, and review security settings on our network systems. We used an existing server, which requires us to purchase and update OS for the server, to create Nvisionware23 to provide services for all of the Envisionware modules. After thorough testing I feel that Envisionware is actually running better than before. I have also created a proposal for more Envisionware training on the specific service modules that we have here.
- I worked with TLN-Network again to update the filtering on both the hardwired and wireless system.
- I must say that CrowdStrike is the absolutely software system that we have purchased and are running. It is our new antivirus and malware system. I works on AI instead of updates signature files so it is much more resilient and catches lots more hits. I spent some time working with TLN again to make sure that we are using this to the best support that we can and it is certainly helping us to maintain our network security.
- I started work on research a Security firms based on some work that Tolan had done previously. I will be looking for a company who can do a security audit for us and; help us find any holes and close those holes at best.
- I continue to troubleshoot small bugs with the Faronics cloud software.
- I have received and am working with Karrie on quotes from TLN to replace our soon to be EOL server, Hyper-Saline. This server maintains our primary domain controller, staff files, backup software, and settings for our VOIP system. It will require me to migrate all of the current software and settings as we can to the new servers. Then it will require several hours of taking our system down to get it up and running again. More later.

Polaris Support

- Setup new account and multiple Polaris setting for Kavitha as she is training with MaryS
- Webinar with Polaris regarding their Innovation app
- Researching update to Polaris 7.4 from our current version of 7.1
- Worked with Youth dept and MaryS to get non-MARC records to inport into Polaris
- Remote assistance with Polaris restarting after a power outage
-

Other Library Involvement

- DownloadDestination Support May 8-12

Circulation FY2022-2023

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	15,233	18,641	16,981	19,369	17,370	15,966							103,560
% of Total Circ.	76.07%	78.31%	78.26%	76.88%	78.76%	77.70%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	77.68%
AV Materials													
DVD/BLU-RAY	3,562	3,703	3,393	4,125	3,174	3,160							21,117
Music CDs	244	307	268	369	248	235							1,671
Audio Books	459	492	444	583	544	462							2,984
Playaways	7	5	1	4	3	7							27
J Kits	189	236	213	286	308	231							1,463
Total AV	4,461	4,743	4,319	5,367	4,277	4,095	0	0	0	0	0	0	27,262
% of Total Circ.	22.28%	19.93%	19.91%	21.30%	19.39%	19.93%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.45%
Interlibrary Loans													
SDL Patron Filled Requests	735	944	1,003	978	782	793							5,235
% of Total Circ.	3.67%	3.97%	4.62%	3.88%	3.55%	3.86%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.93%
Lends Out to Libs	767	1,010	927	1,006	873	870							5,453
Equipment	140	126	136	181	161	188							932
Periodicals	192	294	262	277	246	298							1,569
% of Total Circ.	0.96%	1.24%	1.21%	1.10%	1.12%	1.45%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.18%
TOTAL 2023 CIRC	20,026	23,804	21,698	25,194	22,054	20,547	0	0	0	0	0	0	133,323
Prior Year Circ.	20,258	21,787	20,641	22,998	20,707	20,210	25,265	26,549	26,530	21,492	22,092	20,886	269,415
% Difference	-1.15%	9.26%	5.12%	9.55%	6.51%	1.67%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-50.51%
Downloads													
Ebooks	3,046	3,717	3,176	3,341	3,143	3,248							19,671
AudioBooks	2,993	3,177	2,920	3,321	3,275	3,477							19,163
Music	312	311	279	246	295	238							1,681
Video	613	274	238	222	278	305							1,930
Magazines	318	280	363	270	234	225							1,690
Tumble books	0	3	4	1	0	9							17
Total Downloads	7,282	7,762	6,980	7,401	7,225	7,502	0	0	0	0	0	0	44,152
Prior Year	5,198	6,655	6,498	6,845	6,628	6,704	6,824	7,335	7,458	6,598	6,872	6,538	80,153
% Difference	40.09%	16.63%	7.42%	8.12%	9.01%	11.90%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-44.92%
GRAND TOTAL CIRC	27,308	31,566	28,678	32,595	29,279	28,049	0	0	0	0	0	0	177,475
Prior Year Grand Total	20,863	21,771	20,340	22,766	19,441	21,083	30,602	34,343	33,627	27,847	27,646	26,150	306,479
% Difference	30.89%	44.99%	40.99%	43.17%	50.60%	33.04%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-42.09%
Cards Issued	73	131	151	147	126	115							743
Prior Year	90	102	104	123	93	90	184	141	188	143	95	96	1,449
% Difference	-18.89%	28.43%	45.19%	19.51%	35.48%	27.78%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-48.72%
3 M Gate Count	10,113	12,615	12,215	12,474	11,897	11,744							71,058
prior year	7,163	8,359	7,981	10,222	9,634	9,634	11,166	9,857	11,440	11,540	11,754	11,582	120,332
% Difference	41.18%	50.92%	53.05%	22.03%	23.49%	21.90%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-40.95%
Average Per Day	326	406	421	402	396	378	0	0	0	0	0	0	204

*Total Gate Count Estimated due to Envisionware Gates Down 3/1/2023 through 3/28/2023

Programs and Services FY2022-2023

COMPUTER USAGE													
PC usage onsite	535	631	586	652	608	580							3,592
Prior Year	511	509	476	663	601	650	616	485	680	639	640	600	7,070
% difference	4.70%	23.97%	23.11%	-1.66%	1.16%	-10.77%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-49.19%
WiFi usage onsite	1,162	3,668	4,150	3,072	2,732	2,995							17,779
Prior Year	2,727	3,275	2,896	3,336	3,149	3,412	3,426	2,749	3,525	4,280	4,200	3,965	40,940
% difference	-57.39%	12.00%	43.30%	-7.91%	-13.24%	-12.22%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-56.57%
Youth AWE computers	269	330	418	312	388	271							1,988
Prior Year	0	0	0	85	153	93	276	342	302	171	155	278	1,855
% difference	#DIV/0!	#DIV/0!	#DIV/0!	267.06%	153.59%	191.40%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	7.17%
Ref. Questions:													
Youth	417	559	514	608	459	471							3,028
Adult	361	488	503	508	485	405							2,750
Circ Desk	320	573	472	431	384	300							2,480
Total Reference	1,098	1,620	1,489	1,547	1,328	1,176	0	0	0	0	0	0	8,258
Prior Year	797	1,063	937	1,067	988	1,032	1,797	1,562	1,670	1,389	1,237	1,207	14,746
% difference	37.77%	52.40%	58.91%	44.99%	34.41%	13.95%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-44.00%
Brecon Rm: #Groups	6	6	14	18	18	16							78
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	110	41	130	172	183	173							809
Study Rms: #Groups	179	199	195	198	202	204							1,177
Prior Year #Groups	150	174	159	214	188	190	206	186	219	199	242	204	2,331
# of individuals	238	283	299	301	290	288							1,699
* Includes views of online programs beginning December 2021													

Website Access FY2022-2023

ONLINE SERVICES	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	TOTAL
Website access	8,993	11,495	9,728	10,738	9,633	10,264							60,851
Prior Year	9,379	12,167	10,966	11,348	11,550	11,923	13,454	12,254	11,334	10,923	9,433	8,966	133,697
% difference	-4.12%	-5.52%	-11.29%	-5.38%	-16.60%	-13.91%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-54.49%
Catalog access	7,753	9,671	9,152	12,081	10,494	11,362							60,513
Prior Year	6,907	10,334	8,025	8,529	7,261	8,377	9,143	9,264	10,178	9,374	8,797	9,066	105,255
% difference	12.25%	-6.42%	14.04%	41.65%	44.53%	35.63%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-42.51%
Informational Databases	240	384	311	701	1,884	1,601							5,121
Prior Year	227	199	300	283	298	254	173	446	705	869	536	247	4,537
% difference	5.73%	92.96%	3.67%	147.70%	532.21%	530.31%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	12.87%
Local History Databases													
Saline Valley Farms	13	15	14	7	11	10							70
Prior Year	12	10	14	31	31	13	12	16	15	11	85	14	264
% difference	8%	50%	0%	-77%	-65%	-23%	-100%	-100%	-100%	-100%	-100%	-100%	-73%
Historical Homes	80	55	53	46	75	54							363
Prior Year	16	20	11	23	32	1	0	0	39	21	73	63	299
% difference	400%	175%	382%	100%	134%	5300%	#DIV/0!	#DIV/0!	-100%	-100%	-100%	-100%	21%
Saline Newspapers													0
Prior Year	6,875	9,027	259	0	0	0	0	0	0	0	0	0	16,161
% difference	-100%	-100%	-100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100%
Historical Photos	112	162	166	191	210	171							1,012
Prior Year	135	180	166	149	148	95	146	160	139	198	147	172	1,835
% difference	-17%	-10%	0%	28%	42%	80%	-100%	-100%	-100%	-100%	-100%	-100%	-45%
MI Activity Pass	1	8	17	16	2	13							57
Prior Year	4	2	9	17	9	13	12	16	8	20	19	4	133
% difference	-75%	300%	89%	-6%	500%	0%	-100%	-100%	0%	-100%	-100%	-100%	-57%
New eNews subscribers	58	110	114	104	96	86							568
Total eNews subscribers	10,648	10,734	10,828	10,917	11,002	11,063							11,063
Prior Year	10,763	9,810	9,884	9,959	10,035	10,096	10,209	10,292	10,396	10,483	10,547	10,607	10,607
% difference	-1.07%	9.42%	9.55%	9.62%	9.64%	9.58%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	4.30%

* Bot emails were purged from eNews subscribers in 1/22, bringing the total down

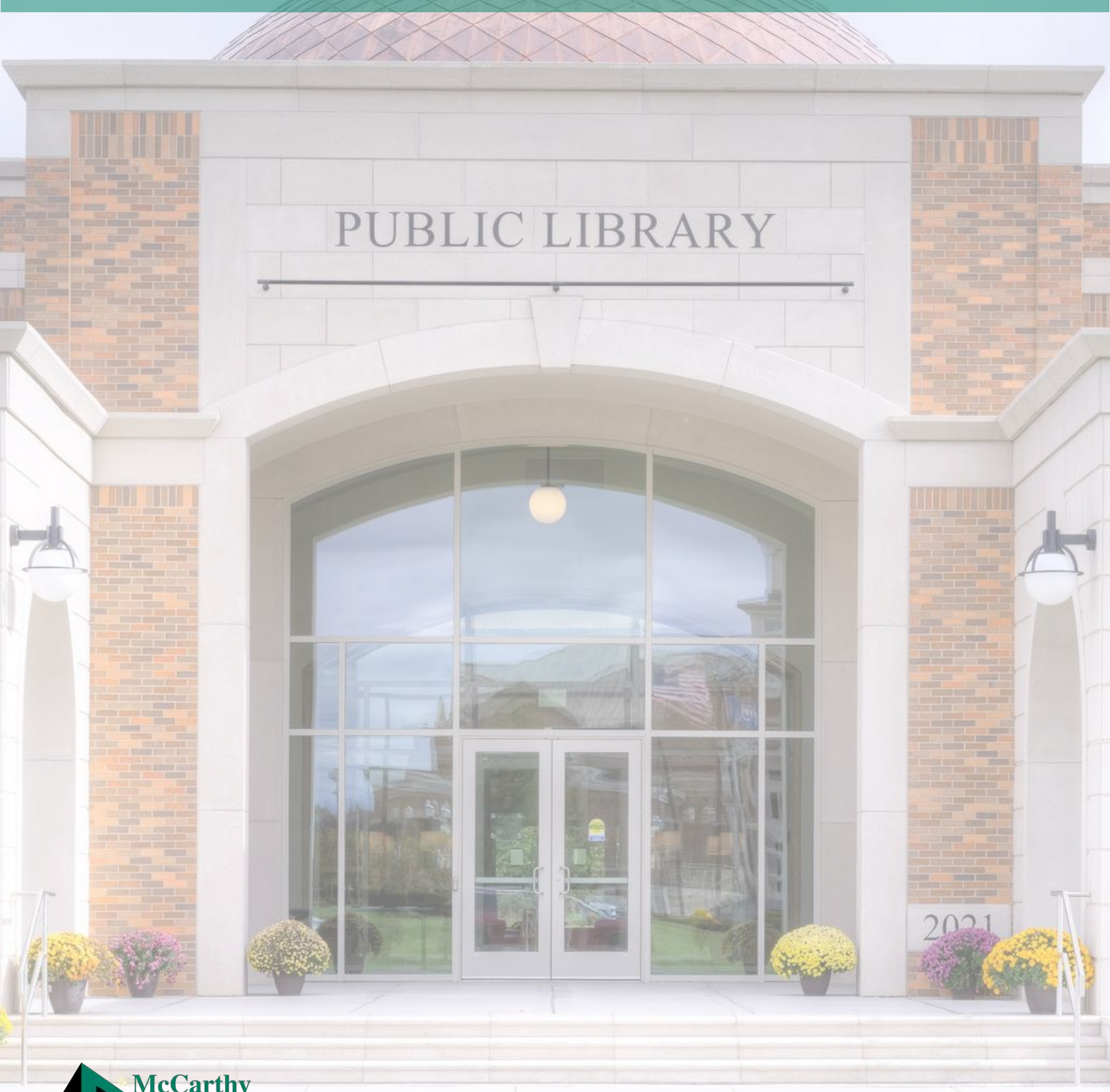
** CMU has changed site tracking; historical newspaper statistics will no longer be available

SALINE DISTRICT LIBRARY

LIBRARY RENOVATION, NEW SITE PAVILION, AND SITE IMPROVEMENTS

Construction Management Services Proposal

June 2, 2023



SECTION 1 FIRM OVERVIEW

SECTION 2 RELEVANT EXPERIENCE

SECTION 3 PROFESSIONAL SERVICES

SECTION 4 PROJECT STAFFING

SECTION 5 PROJECT APPROACH

SECTION 6 FEES

SECTION 7 OVERALL FIRM DIFFERENTIATION & QUALIFICATIONS



SECTION 1 FIRM OVERVIEW

1. Name of firm and address of corporate office.
2. Address, telephone, and contact information for office servicing this project.
3. Type of organization (*partnership, corporation, etc.*).
4. Number of years in business (*How long has your company provided contracting services? Construction Management Services?*).
5. Brief history, mission, and philosophy of firm.
6. Names of officers, owners, and other principals of firm.



Project Executive: William T. McCarthy
President / Principal in Charge

Address: 24317 Indoplex Circle
Farmington Hills, Michigan 48335

Phone: 248.427.8400

Fax: 248.427.8401

E-mail: bmccarthy@mccarthysmith.com

Website: www.mccarthysmith.com

Our firm has been in business as a
Construction Manager & General Contractor for over **58 years**.
We are proud to be an American business entity - incorporated in Michigan.

Firm Officers

President..... William T. McCarthy
Vice President..... Eileen M. McCarthy
Secretary, Treasurer..... Deborah A. McCarthy
Date of Incorporation..... March 31, 1965
State of Incorporation..... Michigan

Company Philosophy

To provide our clients the best quality and value,
by implementing the construction process with a focus on
personal relations,
integrity,
honesty,
and value-minded leadership.

McCarthy & Smith, Inc. is not an Iran linked business.

7. Provide an indication of the firm's financial capability to handle the project, including bonding capacity and name of bonding firm.

McCarthy & Smith, Inc. is a financially sound company. If there is a concern, we would be willing to provide confidential documents that illustrate our financial stability.

Insurance & Surety Agent

Guy Hurley, Insurance & Surety Services
989 E. South Blvd, Suite 200
Rochester Hills, MI 48307
Mr. Robert Heuer, Vice President
248.519.1413

Bonding Company

Travelers Casualty & Surety Company of America
Available bonding capacity on individual projects is \$20,000,000 single projects.

8. What is the firm's dollar value of work in place per year over the last five years?

Annual Dollar Value for the Last 5 Years

2022	2021	2020	2019	2018
\$197,500,000	\$172,660,000	\$117,190,000	\$134,860,000	\$123,000,000

9. What percentage of your firm's business is conducted as CM at-risk?

Approximately, 10% of our firm's business is conducted as CM at-risk.

10. Has your firm been involved in a termination from a project for convenience or cause?

McCarthy & Smith, Inc. has not been involved in a termination from a project for convenience or cause.

11. Over the past five years, has your firm been party to any lawsuits or arbitration due to nonperformance or contract disputes? Please explain each occurrence.

McCarthy & Smith, Inc. has not been involved in any lawsuits or arbitration due to nonperformance or contract disputes.

McCarthy & Smith, Inc. is a highly energetic, value-minded construction firm. We are a second generation, family-owned company headquartered in Farmington Hills. Our focus is on serving clients in the Southeastern Michigan area with personalized construction management, general contracting and construction consulting services. We take pride in repeat business with our clients. Client satisfaction is our mission.



We specialize in institutional facility construction and renovation providing construction services to a variety of facilities: library buildings, institutional buildings, educational & academic buildings, churches, cemeteries, mausoleums, office buildings, municipal buildings, recreational centers, industrial buildings, medical facilities, and commercial buildings. Area of facility improvements include: libraries, youth spaces, STEM spaces, community collaborative spaces, outdoor gathering spaces, office spaces, meeting spaces, conference rooms, pools, auditoriums, athletic facilities, industrial spaces, food service spaces, system upgrades (mechanical, electrical, fire suppression, fire alarm), security systems, and technology implementation. Project construction values range from \$200,000 to over \$350,000,000.

We are an experienced team of professionals. Our team members understand the construction process and know how to successfully manage these construction projects. Many projects require detailed planning and skilled construction professionals, particularly if a facility is being improved while still in use. Our expertise is in planning, estimating, value engineering, managing, bidding, and constructing challenging projects. We use proven methodologies and tools to expedite the construction process. *Plan the Work. Work the Plan.*



McCarthy & Smith, Inc. is centered on integrity. Its founders possessed determined leadership, solid management skills and effective communication skills. Team members continue to bring this commitment of integrity, determined leadership, strong management skills and effective communication skills to your facilities improvement project. Our staff is an extension of your staff. We are your advocates throughout this entire process. We respond to your needs quickly, efficiently and effectively.

McCarthy & Smith, Inc. takes pride in its relationship with our clients. We develop long-lasting relationships with each of our clients, and pride ourselves in continuing to be called upon by these clients for any of their construction needs.

We are ready to provide construction management services to Saline District Library! We satisfy our clients with personalized attention to all project details. We understand our role and by performing this role to our utmost capability, the project's budget, schedule, quality, and safety requirements shall exceed our client's expectations. The project will meet your goals and objectives and be a positive impact on your Community!

SECTION 2 RELEVANT EXPERIENCE

CHECK OUT



1. Provide a list of 5 projects you would consider most comparable to this, including name of project, description, budget completion date, and references for both client and architect (*continued*)...



Clinton-Macomb Public Library

New North Branch Library

- New 25,000 sf facility on 5 acre site, in construction
- Project construction value - \$9,000,000; 2019-2020
- Architect: Quinn Evans Architects • 313.462.2550

Reference - Mr. Larry Neal, Director • 586.226.5011

White Lake Township Library

New Library

- New single story, 28,179 sf building on 5 acre site
- Bids taken in early February 2018, 130 bids; bonds released in April 2018
- Project completed 2019
- Project construction value - \$8,000,000
- Architect: C2AE • 517.371.1200

Reference - Ms. Denise Stefanick, Retired Director • 248.568.8419



Grosse Pointe Public Library

Remodeling at all Three (3) Branches

- Phase I - Interior remodeling with high-end finishes; new exterior patio/gathering space; construction value \$1.8M, 2020
- Phase II - Construction value \$7,000,000, On-Going
- Architect: Quinn Evans Architects • 313.462.2550

Reference - Ms. Jessica Keyser, Director • 313.343.2074, ext 1200



Redford Township District Library

Second Floor Renovation

- Renovating the second floor out of unfinished space, underway
- New drive-thru access and addition for exterior program area; complete 2022
- Two-story, 65,00sf library, with coffee shop, fireplace, community meeting spaces; detailed design, wood paneling, high end finishes; complete 2004; CM, \$7.5M
- **Architect: Merritt Cieslak Design, Ron Cieslak • 248.374.0001**

Reference - Garrett Hungerford, Director • 989.387.3268



Plymouth District Library

Renovations and Expansion of Three (3) Floors

- \$720,000 administrative staff area remodel and mechanical system upgrades, 2017-18
- \$1.5M, new roof, snow melt system, vestibule enhancements, 2015-2016
- \$2.1M, computer lab, meeting rooms, children areas, teen area, 2007
- **Architect: Merritt Cieslak Design, Ron Cieslak & Steve Schneeman • 248.374.0001**

Reference - Ms. Carol Souchock, Retired Director • 248.245.5057

Schedules are an essential component of every project. Our experience in the public sector, has allowed us to become experts on creation, implementation, and execution of schedules. McCarthy & Smith will create and implement a “Design, Bid, Award, & Construction” schedule (aka Program Schedule) at the onset of the project in order to keep all parties, including Owner, Architect, CM, and Subcontractors accountable to meet due dates during the pre-construction effort.

Once in the construction phase, McCarthy & Smith will closely monitor and update schedules which will include a “master” schedule along with weekly “Look-Ahead” schedules. These schedules allow the Project Team to communicate progress with all interested parties, including library patrons. McCarthy & Smith takes great pride in creating and meeting project goals and deadlines. Most of our CM projects hit the originally scheduled durations. In some circumstances, Owner driven changes extend the final duration due to added scope. In these scenarios, schedules are updated and communicated well in advance of finalizing the proposed change.

Clinton-Macomb Public Library



The Clinton-Macomb Public Library New North Branch is an exquisite 28,091 sf library built on a wetlands area to serve a growing community in Macomb Township. The Library has features driven for community use such as, a small study, group meeting rooms, expansive spaces for library collection and outdoor reading and gathering spaces. The exterior has unique features including porticoes for outdoor reading and gathering, musical instruments, a stone seating area, and drive-up service window. The Library gives visitors a sense of openness with the intricate details of the dome interior and compass medallion embedded in the terrazzo floor. The building showcases the unique construction methods used to complete this project, such as the geothermal system, installation of archways, elevated access floors & time capsule, automated conveyor belt, and the snow melt system. There were challenging times during the construction of this facility from budget constraints, wet site due to its location and navigating through the pandemic. All these challenges were met by our experienced team of professionals that worked together to get this beautiful and intricate library built. **Featured in CAM Magazine October 2022 Special Issue as one of 12 outstanding construction projects of the year.**

Completion: 2021
Architect: Quinn Evans
Value: \$9,000,000

Mr. Larry Neal, Director
 Clinton-Macomb Public Library
 586.226.5011



White Lake Township Library



A new library facility was designed and constructed for the White Lake community. The building is located centrally in White Lake Township on a expansive site with trees, brush/grasses, and a small creek. The building was designed & constructed to take advantage of the amenities of the site - large expansive windows providing natural light into building with views to the creek, natural spaces, outside patio spaces, and walking trails. The interior space is three times larger than the previous library. Amenities included is a large children's area, young adult area, idea lab, community room, fireplace with seating area, small study rooms, and circulation work room. **Featured in CAM Magazine November 2020 Special Issue as one of 15 outstanding construction projects of the year.**

Completion: June 2019
Architect: C2AE
Value: \$8,000,000

Denise Stefanick, Retired Director
 White Lake Twp Library
 248.568.8419



Grosse Pointe Public Library



McCarthy & Smith, Inc. has provided construction management services to Grosse Pointe Public Library since 2020. First phase of projects encompassed exterior renovation at Central Branch for exterior gathering spaces, and a full interior renovation of Ewald Branch. The second phase of projects include interior remodel of both Woods Branch and Central Branch. Remodels of spaces include new carpet, new paint, new fixtures, new furniture with space reconfiguration and system upgrades. A new drive-up window has been constructed at Central Branch. The focus of the improvements is to ensure building safety, functional accessibility of all visitors & staff, and space improvements to meet current demands of staff & community.

Completion: On-Going
Architect: Quinn Evans
Value: \$7,000,000

Jessica Keyser, Director
 Grosse Pointe Public Library
 313.343.2074

Redford Township District Library



McCarthy & Smith team has provided construction services to Redford Township District Library since 2003. There are plans in place for a 2023 build-out of the second floor space that was left unfinished from the new construction of 2004. The 2-story, 65,000 sf library was built in 2004 using the CM at Risk delivery approach. Highlights of the new facility include a coffee shop, various reading areas, a fireplace, and spaces for community activities. The interior incorporates detailed design and finishes. Exceptional lighting fixtures can be found throughout the building. Wood details include wall paneling, a circulation desk, and reference desks. A major project issue was the determination of weak soils at the site. In order to construct a 2-story structure on this site, extensive site preparation and unique foundation structures were used. The project was completed on time and within budget. In 2022, a new drive-up window and expanded the exterior for a community plaza were constructed.

Completion: On-Going
Architect: MCD Architects
Value: \$7,500,000 (original building)

Garrett Hungerford, Director
 Redford Township District Library
 989.387.3268

Plymouth District Library



Renovations and expansion are completed at the Plymouth District Library. New space (8,800 sf) on second floor was developed with three new dormers, and a new monument staircase, two elevators and one stairway extended to second floor. The expanded space contains a computer lab, six modular guest rooms (two person), two study rooms (4-6 persons), reference center, wireless internet access, and rest rooms. A new teen area was configured on the main floor. Complete remodeling of lower level was performed for children's area. All renovations / expansion occurred while library remained open. Additional improvements were completed 2015-16 - new snow melt system, new entrance, new generator, new roof, electrical upgrades.

Completion: July 2007; 2015-2018
Architect: MCD Architects
Value: + \$5,000,000

Carol Souchock, Director
 Plymouth District Library
 248.245.5057

2. List status of all projects currently being worked on by your firm.

Name/Address	% Completed Phase	Bond Value/ Project (\$\$)	Reference	Architect
Redford Twp District Library 25320 Six Mile Rd Redford, MI 48240 Second Floor Build-Out	85% CMr 6/24 completion	\$10 M	Mr. Garrett Hungerford Director (313) 538.4257	MCD Architects Farmington, MI (248) 374-0001
Grosse Pointe Public Library 120 Kercheval Ave Grosse Pointe Farms, MI 48236 Multi-phase/multi-building remodeling & new addition projects	65% CMr 9/23 completion	\$7 M	Ms. Jessica Keyser Director (313) 343.2074	Quinn Evans Detroit, MI (313) 462.2550
White Lake Township 7525 Highland Rd White Lake, MI 48383	0% CMr 9/26 completion	\$24.5 M	Mr. Sean O'Neil Community Dev. Director (248) 698.3300	Redstone Architects Straub Pettitt Yaste Architects
Ann Arbor Public Schools 2555 South State Street Ann Arbor, MI 48014 Multi-Facility Improvements, 2019 Bond Program	CMa Over 20 Years	\$ 1.5 B	Mr. Bernie Rice Executive Director (734) 994-8118	Multiple Architects Gilbane Building Co. (Program Mgr)
Center Line Public Schools 26400 Arsenal Center Line, MI 48015 Multi-Facility Improvements, New Early Elementary School; 2017 Bond Program	75% CMa 11/24 completion	\$53.95 M	Mr. Charlie Roddis Chief Financial Officer (586) 510-2027	Partners in Architecture Mt. Clemens, MI (586) 469-3600
Farmington Public Schools 32000 Shiawassee Farmington, MI 48336 Multi-Facility Improvements, 2020 Bond Program	70% CMa 11/25 completion	\$98 M	Mr. Jon Barth Director of Facilities (248) 489-3435	Wakely Associates Warren, MI (586) 573-4100
Lincoln Park Public Schools 1650 Champaign Lincoln Park, MI 48146 Multi-Facility Improvements, 2019 Bond Program	95% CMa 10/24 completion	\$60.9 M	Dr. Terry Dangerfield Superintendent (313) 389-0200	IDS Troy, MI (248) 823-1200
Melvindale-Northern Allen Park Schools 18530 Prospect St. Melvindale, MI 48122 Multi-Facility Improvements	40% CMa 1/24 completion	\$8 M	Ms. Elfriede Hervey Director of Maintenance (313) 389-3324	Wakely Associates Warren, MI (586) 573-4100
Novi Community School District 25345 Taft Road Novi, MI 48374 Multi-Facility Improvements, 2019 Bond Program, Sinking Fund Projects	50% CMa 11/25 completion	\$185 M	Mr. Ben J.A. Mainka Superintendent (248) 449-1240	TMP Architecture Bloomfield Hills, MI (248) 338-4561
Plymouth-Canton Community Schools 454 S. Harvey Plymouth, MI 48187 Multi-Facility Additions & Renovations, New Construction	35% CMa 11/28 completion	\$275 M	Ms. Debbie Piesz Chief Finance/Operations (734) 416-2740	TMP Architecture Bloomfield Hills, MI (248) 338-4561
South Lake Schools 23101 Stadium Blvd St. Clair Shores, MI 48080 Multi-Facility Improvements	85% CMa 10/23 completion	\$20 M	Mr. Frank Thomas Business Director (586) 435-1600	Wakely Associates Warren, MI (586) 573-4100
Wayne-Westland Community Schools 36745 Marquette Westland, MI 48185 Multi-Facility Remodeling, 2018 Bond Program	65% CMa 11/24 completion	\$158 M	Mr. Tony Spisak Exec. Director (734) 419.2162	French Associates TMP Architecture

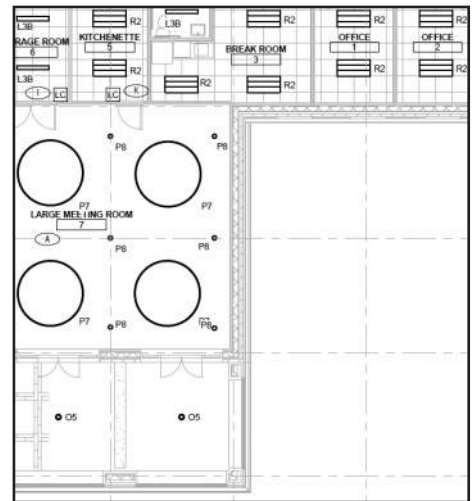
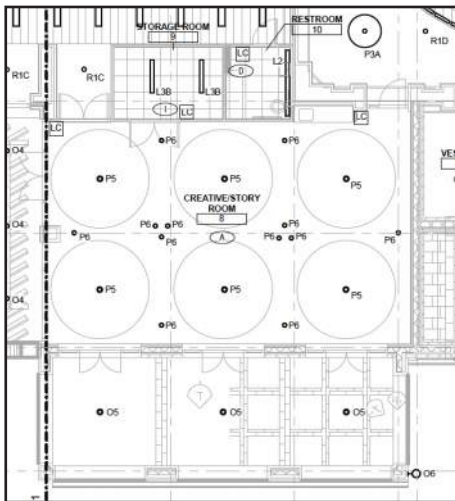
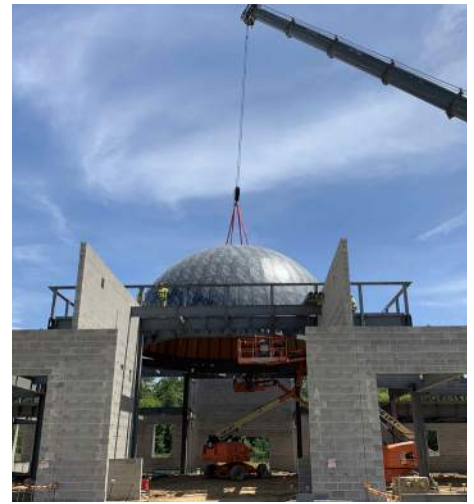
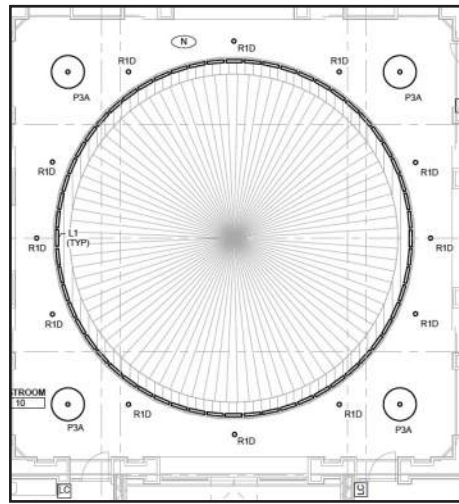


SECTION 3 PROFESSIONAL SERVICES

1. What is your record concerning accuracy of design estimates and actual cost?

There is no “perfect science” in performing estimates. McCarthy & Smith understands the risks that estimates inherently carry. If an estimate is over conservative, an Owner may be “Value Engineering” or cutting scope based on a perception of affordability. On the other hand, if an estimate is falsely underestimated, the client may not be able to afford the project on the day of bid. Neither scenario is desired.

McCarthy & Smith utilizes years of experience, current construction bid data on other in-house projects, 3rd party specialty analysis, and market trends to fully package estimates for Team reviews. It is our experience that when “Bid Day” arrives, there are no huge surprises for any party.



2. Describe your approach and procedure to value engineering.

Value Engineering & Estimating Capabilities

Our staff has extensive & diverse technical expertise to review designs and provide accurate estimates. The McCarthy & Smith team is comprised of construction management facility experts that have reviewed, evaluated, and offered engineering suggestions and solutions to institutional facilities in Michigan and Ohio. Our knowledge and expertise will ensure that Saline District Library receives the best value for their projects.

Value Engineering will be performed during the pre-construction/design phase. Our team will interact with Saline District Library, Quinn Evans Architects, engineers, and consultants to discuss and review building systems, structures, and materials. We will analyze and assist with the selection of the best products and systems. We use criteria such as availability, durability, serviceability, safety, maintenance costs, and initial cost. We may suggest alternate solutions to a system, structure or material based on our knowledge and construction experience to produce buildings and systems that are affordable, durable, and meet or exceed quality requirements.

A major component of the construction management approach is providing project estimates at various stages throughout the construction delivery process. There is typically four points within the process where estimates are prepared - budget/concept, schematic design, design development, and construction documents/bid division.

1. Initially, a budget/concept estimate will be developed. This estimate is based on project scope, feasibility study information, and initial review of building plans.
2. A schematic design estimate will be developed based on initial design parameters. This schematic estimate is a check on project budget before proceeding and committing to building footprint changes and design.
3. Once the building enhancements and improvements have been designed and the drawings are in design development phase, a design development estimate will be performed. At this point, the major systems are defined and the material quantity and quality can be identified and priced.
4. A final estimate will be performed based on construction documents just prior to bidding. This allows a clear evaluation of subcontractor bids verifying material quantities, types, unit costs, and understanding alternate suggestions.

Each estimate is compiled in an Excel spreadsheet format. Estimates will be prepared for each building project. The building project will be divided by major scopes of work – electrical, mechanical, footings, steel, windows/doors, landscaping, and so on. These scopes of work are consistent categories throughout the construction industry. Items within each scope of work will be identified and priced. Totals for each scope of work will be compiled as well as the total for entire project. Because our staff is composed of facility experts, the cost data supplied by our team is current and accurate. If the estimate is not within the budget values, our team will review and value engineer with input from the A/E teams, consultants, and Owner personnel to bring the estimates within the budget. Systems, structures, materials, and equipment will be examined with their respective current cost data. If required, a subcontractor who is an expert in their field, may be contacted to ask for suggestions and costs for a system or material.

Our staff takes pride in working with the entire project team to keep the budget in control. We excel in working with our clients, their budget, and making sure they are satisfied with the total project – design, costs, quality and schedule.

The McCarthy & Smith team has capabilities to provide all construction management services required for this project. Our team uses the services of mechanical and electrical estimators to assist with detailed mechanical and electrical estimating. These team members are professionals and have been used on our educational projects in the past.

Firm Name	Specialty	Years Affiliated
Keith Bowman	Architectural Estimating/Consulting	18 years
Jerry Giordano	Mechanical Estimating/Consulting	8 years
Terry Rosen	Electrical Estimating/Consulting	15 years

3. Describe the methods used in scheduling the project.

The McCarthy & Smith team considers scheduling to be the primary tool of organization and management on construction and renovation projects. Scheduling is used to monitor and control the entire process - design, bid, and construction - assuring that time commitments are kept. Our team utilizes Excel and Microsoft Project software for scheduling. Our team members will work diligently to create a schedule and maintain throughout the entire construction process.

There are several types of schedules that are used by our team members. Each has a specific focus:

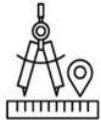
- Overall Program Schedule - “master key” or director of the construction management delivery process; includes design, bid & award, and construction activities.
- Milestone Dates - “key dates” of project; include bidding dates, start and completion dates to assist with sub-contractors bidding.
- Detailed Construction Schedule - “specific schedule” for all activities within a building & site; on multi-facility projects - a plan will be developed for each building.
- Three Week Construction Schedule - “look ahead” detailed construction schedule
- Completion Schedule - “final dates” defined for occupancy; move-in schedule, final wrap-up activities, punchlist.



4. List the general work items you have the capability to accomplish within your own firm. Do you intend a certain percentage of actual work to be performed by your own forces? If so, what percentage and what work.

McCarthy & Smith, Inc. provides construction management services throughout the entire construction process! An outline of services during the Pre-Construction/Design, Bid & Award, Construction, and Close-out & Warranty phases are provided below, with detail on the following pages. The McCarthy & Smith team will work with all team members throughout the project.

McCarthy & Smith will not self-perform any of the trade category construction work. We believe this to be a conflict of interest.



Pre-Construction / Design Phase

- Budget and Scope Review
- Program Schedule & Work Plan Development
- Design Meetings
- Reporting & Documentation
- Value Engineering & Estimating Services
- Design Budget Review
- Constructability Review
- Permits & Compliance



Bid & Award Phase

- Multiple Prime Bidding
- Bidding Division Description & Proposal Forms
- Bidder Solicitation & Bid Advertisements
- Pre-Bid Meetings
- Bid Openings
- Post-Bid Interviews
- Award Recommendations
- Contract Preparation



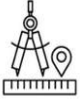
Construction Phase

- Pre-Construction Activities
- On-Site Office & Staff
- Contractor Coordination
- Shop Drawing & Submittal Process
- Expediting
- Payment Process & Cost Control
- Change Orders
- Project Records & Documentation
- Safety Adherence
- Quality Assurance
- Owner Occupancy



Close-out & Warranty Phase

- Close-out Procedures
- Building Commissioning
- Warranty



Pre-Construction / Design Phase

Budget and Scope Review

A comprehensive review of planned construction dollars, proposed facility planning summary, facility assessments and conceptual estimates will be conducted to confirm overall budget and scope for facility.

Benefit: *Project scope budget comply with bond application and bond identified costs.*

Program Schedule & Work Plan Development

McCarthy & Smith, Inc. develops a comprehensive program schedule with input by all team members including the architect, consultants, building administrators and community members. These work plans are the road map for planning, design, bid-award, renovation and construction phases. The schedule is continuously monitored and controlled to ensure adherence and on-time completion.

Benefit: *Project schedule objectives are kept in focus by the team for optimum achievement.*

Design Meetings

Our staff is present at design meetings to provide construction input as required. Participation by all team members enhances communication allowing better understanding of the project's requirements and challenges.

Benefit: *Team members gain insight and offer suggestions to design solutions.*

Reporting & Documentation

Comprehensive reports document the process for your project. This takes place during the pre-construction phase, at bid/award of subcontractors, periodically through the course of construction, and at project completion.

Benefit: *Successful projects start and finish with good communication.*

Value Engineering & Estimating Services

Reviews and estimates are performed at various stages of design: schematic, design development and construction documents. These reviews include a detailed report of estimated costs. In the event that adjustments need to be made to keep the project within budget, we will suggest alternatives or modifications to bring the project within budget.

Benefit: *Estimates provide the Owner information on which to base approval decisions. Value engineering provides Owner cost benefit analysis for evaluation of building systems.*

Design Budget Reviews

Budget reviews will be conducted at the conclusion of each major design phase: schematic, design development and construction documents. Line-by-line reviews of estimates will enable the team to have the information necessary to modify scope and keep project within budget.

Benefit: *Design budget reviews keep project within budget.*

Constructability Reviews

Construction reviews occur during design and during construction document preparation. Selection of materials, construction methods, and construction details are reviewed from a construction perspective to make sure the project can be built/modified/renovated as specified.

Benefit: *Good, clean bid documents yield fewer changes and lowest cost to Owner.*

Permits & Compliance

Our team will obtain necessary permits required for all the projects. We will ensure all necessary documents are in place prior to start of construction.

Benefit: *Bring experience to your project team for permit process.*



Bid & Award Phase

Multiple Prime Bidding

At the conclusion of the design phase, the McCarthy & Smith project team divide the project into trade contractor divisions to eliminate as much subcontracting as possible.

Benefit: *Owner realizes lowest cost available by obtaining direct prime contractors.*

Bid Division Description and Proposal Forms

We write bid division descriptions. All forms, instructions to bidders, and general requirements for each bid division, along with project manual, architect's specification manual and drawings will be compiled and packaged.

Benefit: *Allows for "apples to apples" comparison when evaluating proposals.*

Bidder Solicitation & Bid Advertisements

Our project team develops and prepares a list of qualified bidders for the team's review and input using local area as a hub. Potential bidders are contacted by email, phone and in person to assure an adequate number of competitive bids. We maintain and update the bidders' list as it develops. We use the web-based bidding tool, Building Connected, to electronically distribute drawings & specifications, track potential bidders, and submit bids.

Benefit: *Strong bidder participation makes the competitive bid system work.*

Pre-Bid Meetings

We actively solicit participation of all bidders at pre-bid meetings. We organize and conduct the meetings involving all interested project team members - Owner, architects, engineers and consultants.

Benefit: *An educated bidder will submit a thorough proposal for a complete job.*

Bid Openings

We plan, conduct, and record bid openings for all divisions. The web-based tool, Building Connected, allows for electronic submittal of all bids, virtual public bid opening process and recording of bid opening. Bidder information is recorded and tabulated in an organized format. A formal bid tabulation is presented to the Owner.

Benefit: *Allows for ease of review and evaluation.*

Post-Bid Interviews

We conduct post-bid interviews with appropriate low bidders to verify their understanding of the project, compliance with project plans and specified materials, and the ability to staff project to adhere to schedule requirements.

Benefit: *Eliminates problem contractors resulting from incomplete bids.*

Award Recommendations

Based on post-bid interviews, the team presents its award recommendation to the Owner in a written report, which outlines the necessary actions for each contract.

Benefit: *Team documents presented to Owner for action.*

Contract Preparation

Our project team drafts all contractor contracts for Owner approval and signature. We follow up on all associated paperwork, necessary bonds and insurance certificates.

Benefit: *Our team administers all project "paperwork", when required.*



Construction Phase

Pre-Construction Activities

We conduct pre-construction meetings with all awarded contractors prior to their initiation of on-site activity to review procedures, review safety guidelines, establish quality control and establish lines of communication.

Benefit: Contractors will be educated in project procedures/objectives.

On-Site Office and Staff

Prior to construction activity, we establish an on-site office with a full-time superintendent to plan, manage and coordinate the activities of multiple contractors.

Benefit: Dedicated individuals and space are on site for your project.

Contractor Coordination

To ensure efficient coordination of multiple contractors on the project site, we conduct both weekly progress and monthly project meetings.

Benefit: Issues affecting project can be addressed by the team at the pre-arranged meetings.

Shop Drawing & Submittal Process

Our on-site superintendent along with project engineer, initiate and manage the shop drawing and sample submittal process to ensure timely submittal of required samples and documents.

Benefit: Contractors supply only approved materials.

Expediting

We expedite all processes to ensure delivery of all systems, materials and equipment.

Benefit: Keeps project on schedule.

Payment Process & Cost Control

We administer and record project progress, and manage monthly payment to subcontractors on a monthly basis through an automated payment process. Our staff monitor and track all schedule of values, sworn statements, notice of furnishings and waivers of lien.

Benefit: All documentation will be monitored, collected and filed.

Change Orders

We obtain and verify pricing from subcontractors for changes in scope arising from design, code requirements, and Owner - directed changes.

Benefit: An agent of the Owner verifies pricing with no economic motive.

Project Records and Documents

Complete and accurate project records are maintained during construction. Periodic progress reports are compiled for communication.

Benefit: Owner retains a complete history of the project for future reference.

Safety Adherence

Safety of all participants on construction site is our utmost priority. Our field staff ensures all safety requirements and procedures are followed. Our team is very proud of our safety record.

Benefit: A safe construction site.

Quality Assurance

Our team manages quality from the onset of a project. We are proactive in establishing quality systems, materials, products and procedures. During construction, our on-site superintendent continuously monitors the work for quality conformance.

Benefit: A finished building that meets drawings and specifications as approved by Owner.

Owner Occupancy

We schedule and coordinate inspections, cleaning, training and start-up activities. All warranty work is expedited as it arises.

Benefit: Facilitates a smooth transition from construction completion to Owner occupancy. We are an active partner in expediting warranty items.



Close-out Phase

Close-out Procedures

After substantial completion of a project, our project team along with the Owner, architects, and consultants, will walk through the building identifying areas that need to be addressed. A formal list (i.e. punch list) will be published containing those identified items. This list is a culmination of input from architect, Owner, building occupants, consultants, subcontractors and ourselves. Action to be taken will be agreed upon by all project team members.

Our field staff will then proceed to address each item with the appropriate subcontractor. Up to this point, the subcontractor will not have received their final payment. A 10% retainage will occur until all punch list items have been rectified, required documentation has been submitted, and project team members agree to final payment for the subcontractor. Our field superintendent and project manager will then re-walk the building and site along with the architect to re-examine corrected work.

Our staff has a person solely dedicated to retrieving, compiling, and archiving the close-out documentation for projects. Her task is to work with the project manager, project engineer, architect, field staff and subcontractors to review all close-out documentation requirements for each bid division (subcontractor), then proceed to attain all necessary documentation from the subcontractors. Documents are reviewed and neatly organized for completeness, and combined electronically. Final payment will be held until this documentation is complete. Our process is efficient, because it begins when the project begins. As part of the bid documents, the requirements for close-out documentation are defined for each bid division. Starting the process up-front, ensures that the required paperwork is defined, no surprises at the end. A subcontractor understands what is required to complete the project.

Currently, we use a web-based tool, Procore, to expedite close-out process and track required documentation.

Building Commissioning

McCarthy & Smith staff will coordinate getting a building commissioned and ready for use. We will work with building facility personnel, and equipment/installation contractors to disseminate procedures for operating and maintaining the new building systems. We will develop plans and schedules for the commissioning of the systems.

Warranty

McCarthy & Smith, Inc. provides post-construction follow-up for the longest warranty period covered by a contractor which is typically one year from substantial completion. We typically work with clients well past the warranty period to help address issues which arise within the course of building usage.

Our goal is to work with the Saline District Library, as we do with each of our clients, on a long-term basis. Our commitment to exceptional customer service ensures that you will be long-term, satisfied client, not just for one project during its stipulated time of contracted services.

5. Discuss the construction manager's responsibility for providing quality control and inspection of the work in place.

Quality Policy Statement

To provide our clients the best quality, service, and value, so that we achieve 100% client satisfaction. Our firm strives for construction excellence, by using and continually improving the best construction practices to deliver the right construction solution for every client.

The McCarthy & Smith construction project delivery system has several built-in elements which monitor and maintain quality during both project development and construction. McCarthy & Smith team will work with entire project team, including the architect throughout the quality plan and process. The following elements are highlights of our procedures.

- Pro-active establishment and implementation of a project work plan and project procedures for documents, communications, approvals, change orders, purchasing, and invoicing.
- All materials and finishes are carefully examined to determine cost & value, life cycle performance, installation requirements, and interfaces with the use environment.
- Use of our direct multiple prime contracting format provides for the pre-qualification of prime material and labor bidders in all bidding categories, as well as direct coordination and administration of prime contractors.
- Bid evaluations and post bid interviews identify all opportunities for value engineering and ensure subcontractors have committed to project requirements.
- Prior to construction, a series of pre-construction meetings with critical trades and third party materials testing are conducted if required. This ensures the expectations of the construction testing protocol are communicated prior to actual construction.
- Our full-time and our on-site staff will plan, manage, and coordinate on-site contractor activities in the interest of the project and the Owner. Our field staff continuously monitor the work for quality conformance. If any work does not meet drawings or specifications, it will be discussed with the project team immediately and corrective action taken. Our staff is diligent to meet all project requirements and industry standards. Our reputation as a company depends on it!
- Contractors will not receive final payment until punchlist items have been completed to the satisfaction of the entire project team.

Quality Assurance and Quality Control Programs have been in place at McCarthy & Smith, Inc. since the company inception in 1965. Over the years, the programs have been amended to encompass current project(s) needs and industry standards.



6. Describe your cost control systems for the construction phase of the project.

Cost Control & Accounting System - Unique to McCarthy & Smith, Inc.

McCarthy & Smith would propose to use our cost control system for the Saline District Library Project. The computerized Cost Control System used by our firm was specifically developed by us. It is a tool used by our firm for clients using the construction management approach. Clients and contractors appreciate its simplicity and straightforwardness. A complete, current analysis of all costs spent or pending can be obtained.

The system is initiated upon completion of Bid & Award. Once construction contracts are prepared and approved, the data is entered into the system. All related information is added to system — budget values, contractors' data, contract values, general condition allowances, contingency. The financial details of all project contracts are accurately recorded using a "Schedule of Values". Contractor monthly "Applications for Payment" are weighed against percentages of work completed on the "Schedule of Values". This process is also used as a vehicle for approval of contractor invoices for payment. Monthly, we prepare all "Application and Certification" for payment forms. We also prepare "Sworn Statements of Payment" and "Partial Lien Waivers" for all payments to be made. All the necessary paperwork and necessary steps for fund disbursement are handled by our project team. Fund disbursement is done on a monthly basis with contractors being paid for the approved scope completed to date.

Our application and payment system is very thorough and fair. When all preliminary approvals are complete and the amounts finalized, we submit a list to the Owner for approval. Once approved, checks are generated from our cost control system, along with the payment application documents - updated schedule of values, application and certification for payment, sworn statement and partial "unconditional" waiver of lien. Our team then completes the process and distributes checks to subcontractors and acquires required waivers of lien and associated paperwork. We suggest establishing a bank account for contractor payment once funding is obtained and prior to start of construction. A single monthly check is deposited into this account for contractor payment. All tracking of this account is performed by our staff, as well as, an Owner. This process has been implemented with our clients and has been very successful. These reports provide an audit grade check on the disbursement of dollars for construction. Segregation of construction costs for financial and tax accounting purposes can be easily tracked and completed. Tracking of separate series values can be handled. These reports have been well received by clients' auditors. The system lends itself to open book accounting.

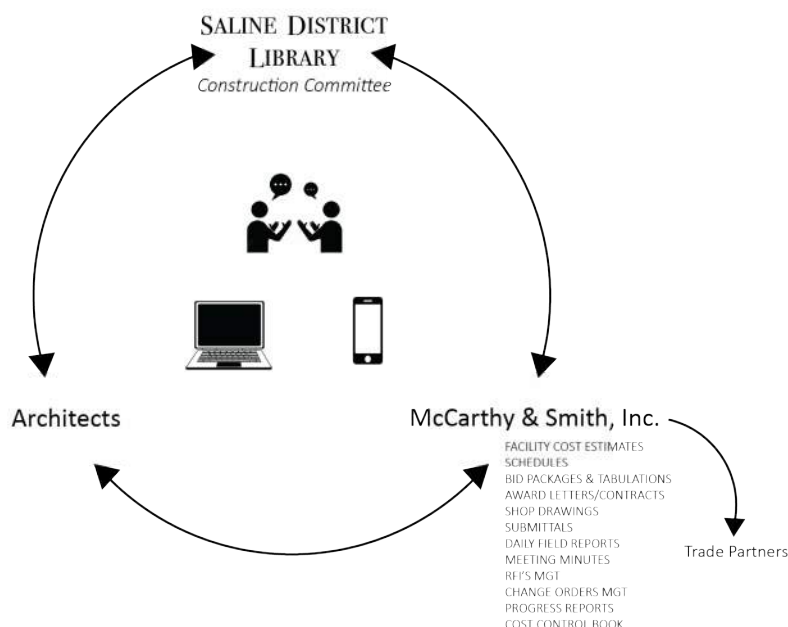
Our team will work closely with Saline District Library to tailor the accounting system to comply with your needs. Having worked with clients in the past, we understand billing and approval procedures. Our cost control payment system has been used with several library clients including White Lake Township Library, Clinton-Macomb Public Library, Grosse Pointe Public Library, Redford Township District Library, and Plymouth District Library. We will make the system work for your project.

To facilitate the contractor payment process with minimal additional work to our clients, we have developed the following protocols which streamline the process and ensure safeguards:

1. Our pay application is generated identifying all payments to be made to individual contractors.
2. The pay application is coded to the accounts developed by the Owner.
3. A joint escrow account is established for the purpose of paying the contractors. The proposed joint account receives payment from the Owner for the pay application. Authorized signers on the account typically consist of 2 representatives from the Owner and 2 representatives from McCarthy & Smith, President and Secretary/Treasurer.
4. The Cost Control System generates checks to the contractors for the current pay application.
5. The bank account is reconciled with deposits and check withdrawals on a quarterly basis. Copies of the bank statements are forwarded to the Owner monthly.
6. To safeguard these funds, McCarthy & Smith maintains Employee Dishonesty Insurance in an amount of \$1,000,000/occurrence.

Samples can be provided upon request.

7. How do you keep your clients informed of the status of the project?



Communication Method Plan

McCarthy & Smith team members possess strong communication skills. We believe in establishing strong lines of communication between ourselves, Saline District Library personnel, architects, and subcontractors. During the onset of team formation, defined methods for reporting would be established. This will help to insure the success of the project. Once the construction is underway, our field superintendents communicate daily with the project team and subcontractors on issues of the day and flexibility of the plan to adapt to the facility's ongoing construction. Our team will conduct weekly meetings with our field superintendent, project manager, Saline District Library personnel, and architects to review current project status, schedule, budget, and upcoming issues. Changes are discussed at this time, so timely action can be made by the project team. Our team will produce and distribute minutes of team meetings. We will prepare and present periodic reports for the Owner in a Power Point presentation. This format has been very well received by our clients. Members of our team are available at any time to report on the project.

We believe in communicating all the news - the good, and sometimes, the not so good. This practical approach towards communication has been highly appreciated by our clients.

The above chart illustrates several document tools used by McCarthy & Smith to implement the construction process. These tools expedite the construction process and enable communication among all team members. Each of these tools has a distinctive format and procedure (RFI Mgt, Change Order Mgt, Cost Control Book, etc.). As we do with all our clients at the beginning of a project, we will present each of these tools to the project team in the form of a technical procedures manual. At this time, we will review formats and procedures. Modifications can be made at this time to incorporate special needs and concerns of the project team. These documents are being prepared, controlled, and archived with standardized construction software packages. Our team members use Procore Software, a construction tool to assist with project management and communication. In addition, team members are experienced in MS Office products (Excel, Power Point, Teams, Word), MS Project for Scheduling, Blue Beam, Building Connected, and other software tools. A sample progress report has been provided on the following page.

Construction Project Management Tool

The McCarthy & Smith team has embraced the construction project management tool - Procore. This is a web-based software program that enables workflow collaboration for all team members - Owners, Architects/Engineers, Construction Managers, Trade Contractors, and Suppliers. This platform facilitates efficient work flow and better communication. Documents can be reviewed and approved digitally. We encourage further discussion on how this tool has assisted the McCarthy & Smith team in aiding our clients through their construction projects. Examples can be provided upon request.

7. How do you keep your clients informed of the status of the project *(continued)*?

PROJECT STATUS UPDATE

New White Lake Township Library

Progress Report




June 20, 2018

NEW WHITE LAKE TOWNSHIP LIBRARY

Project Description:

With the highly anticipated groundbreaking ceremony completed, work has begun by removing underbrush, trees, and stripping of top soil.








June 20, 2018

NEW WHITE LAKE TOWNSHIP LIBRARY

Project Overview:

With the top soil removed, the focus was on the building pad preparation. Once that was established, the installation of the spread footings had begun.

June 20, 2018

TWO WEEK LOOK AHEAD

Looking ahead:

- Continue installation of foundations
- Installation of water main extension from Senior Center to building site and continue North
- Elizabeth Lake Road lane expansion at main entrance to site
- Erect masonry walls




June 20, 2018



SECTION 4 PROJECT STAFFING

1. List key staff who will be assigned to this project. Provide resumes for these individuals.

SALINE DISTRICT LIBRARY



Bill McCarthy
Principal in Charge

Pre-Construction

Terry Rosen
Electrical Consultant

Jerry Giordano
Mechanical Consultant

Keith Bowman
Architectural Consultant

Aaron Phillips
Senior Project Manager

Kyle Pietila
Project Manager

Nick Pietila
Project Engineer

Suzanne Wilson
Cost Control Adm

Lyn Blaharski
Close Out Management

Brian MacAskill
Safety Director

Bill Butka
Field Superintendent
Candidate

Andy Southwell
Field Superintendent
Candidate



Bill McCarthy

Principle in Charge



Bill is president of McCarthy & Smith, Inc. He took charge in 1996 and under his guidance, the firm has experienced substantial growth by providing value-conscious, client-focused construction services. A graduate of Michigan Technology University, Bill holds a degree in Civil Engineering. He has been assisting Owners with their construction needs since 1982. Bill possesses strong leadership, communication and project management skills. His expertise lies in guiding Owners and their staff through all phases of the construction delivery process - Concept, Design Development, Bid, Construction, and Warranty. As an Owner advocate, he develops program schedules, provides cost models/estimates, value engineers, direct/manages teams of individuals, delivers comprehensive presentations and ensures that a project meets the expectations of the Owner. With his strong communication skills, Bill takes time to interface with the subcontractor community. This enables an Owner and their project to benefit from the strong working relationship McCarthy & Smith, Inc. has developed with subcontractors within Southeastern Michigan. In addition to directing McCarthy & Smith, Bill dedicates his time to several local organizations. He is dedicated to serving the community and the construction industry.

EDUCATION

Michigan Technological University
Houghton, MI
Bachelor of Science
Civil Engineering

CONTINUED EDUCATION

CPR/First Aid/AED Certification
Asbestos Awareness Certification
USGBC LEED School Review

AFFILIATIONS

Associated General Contractors
(AGC) of America, Michigan Chapter
Chairman 2004

AWARDS

"Governor George W. Romney
Outstanding Volunteer of the
Year, 2006-2007" presented by the
Farmington Hills Commission on
Children, Youth and Families

PROJECT EXPERIENCE

Institutional /Commercial

Plymouth District Library - Plymouth, MI - Renovations
Redford Township District Library - Redford, MI - New District Library
Inkster Public Library - Inkster, MI - Interior & Exterior Renovation
City of Westland - Westland, MI - New City Hall
Allen Park Community Center - Allen Park, MI - Additions & Renovations
City of Madison Heights - Madison Heights, MI - New Fire Station
City of Northville - Northville, MI - Street-scape Project
Crosspointe Meadows Church - Novi, MI - New Church
Our Lady of Victory - Northville, MI - Renovations
Detroit Baptist Manor - Farmington Hills, MI - Renovation to Senior Assisted Living Facility
Arbor Hills APLP - Salem Twp., MI - Additions & Renovations
St. Hugo of the Hills Catholic Church - Bloomfield Hills, MI - Renovations
St. John the Baptist - Howell, MI - New Sanctuary
St. Patrick Church of White Lake - White Lake, MI - Facility Expansion, Three Phases
Sweetest Heart of Mary - Detroit, MI - Steeple Repair
Birmingham Unitarian Church - Bloomfield Hills, MI - Sanctuary Addition
Wayne RESA - Wayne, MI - Renovations to Auditorium and Office Facility
Vista Maria - Dearborn Heights, MI - New Buildings

Educational

Ann Arbor Public Schools - Ann Arbor, MI - Multi-Facility Renovations
Woodhaven-Brownstown School District - Woodhaven, MI - Multiple Bond Programs
Novi Community School District - Novi, MI - Multiple Bond Programs
Port Huron Area School District - Port Huron, MI - Multi-Facility Renovations, New ECC Facility
Plymouth-Canton Community Schools - Plymouth, MI - Multiple Bond Programs
Wayne-Westland Community Schools - Westland, MI - Multiple Bond Programs
Hazel Park Schools - Hazel Park, MI - Edison MAX Treatment Center Renovation
Farmington Public Schools - Farmington, MI - Multiple Bond Programs
Lincoln Park Public Schools - Lincoln Park, MI - Multiple Bond Programs
Livonia Public Schools - Livonia, MI - Elementary School Renovations
Detroit Public Schools, Detroit, MI - Henry Ford High School Renovations, \$17M
Trenton Public Schools, Trenton, MI - Multiple Bond Programs
Lake Shore Public Schools - St. Clair Shores, MI - Multi-Facility Additions & Renovations
East China School District - East China, MI - Middle School Improvements
Yale Public Schools - Yale, MI - Pre-Construction Services
Wayne State University - Detroit, MI - Community Arts Auditorium Renovations, McGregor Pond
University of Detroit - Mercy - Detroit, MI - Multiple Projects
University of Detroit Jesuit - Detroit, MI - Pre-Construction Services, New Science Wing
Clintondale Community Schools - Multi-Facility Additions & Renovations
Marysville Public Schools - Marysville, MI - Multiple Bond Programs, New High School
Warren Consolidated Schools - Warren, MI - Multi-Facility Additions & Renovations
Garden City Public Schools - Garden City, MI - Multi-Facility Additions & Renovations
Allen Park Public Schools - Allen Park, MI - Multi-Facility Additions & Renovations
Orchard Lake St. Mary's - Orchard Lake, MI - New Science Center
Oakland Intermediate Schools - Pontiac, MI - Telecommunications Upgrade
Monroe County Community College - Monroe, MI - Library Renovations
Oakland University - Rochester, MI - Renovations
Pettisville Local Schools - Pettisville, OH - New PK-12 school
Otsego Local Schools - Otsego, OH - New PK-5, High School Renovation
Vanguard - Sentinel JVS - Fremont, OH - Multiple Building Renovations

Aaron Phillips
Sr. Project Manager



Aaron is a self-motivated Sr. Project Manager with experience in a wide range of Institutional, Commercial and Housing projects. He has managed multiple projects simultaneously with successful results. Aaron has exceptional skills to meet the day to day requirements of working with Owners, Architects, Subcontractors, Suppliers, Consultants, Building Inspectors, and Community. He is well organized, a problem solver, detailed orientated, strong communicator and capable of multitasking. Aaron understands the processes and procedures required to get a project completed on-time and within budget. He is knowledgeable in developing & implementing schedules, estimating, value engineering, administrating documentation, executing payment process and managing the project construction.

PROJECT EXPERIENCE

Institutional

Clinton-Macomb Public Library - Clinton Township, MI
New Library Northern Branch
Renovations at Main Branch & South Branch
White Lake Township Library - White Lake, MI
New Construction, 30,000 SF Library, including site work
Inkster Public Library - Inkster, MI
Retrofit of Building for Library; interior and exterior renovations
Redford Library - Redford, MI
Exterior Program Area & New Drive-Thru Book Drop
Build Out of Upper Level Interior Space
Grosse Pointe Public Library - Grosse Point, MI
Renovations at 3 Branch Locations
Plymouth District Library - Plymouth, MI
Interior and Exterior renovations and misc. improvements
State of Michigan - Detroit, MI
Milliken State Park & Harbor
State of Michigan - Northville, MI
Michigan Department of Community Health - Hawthorn Center

Educational

Farmington Public Schools - Farmington, MI
2020 Bond Program - Multiple Facilities Additions & Renovations
East Middle School, Lanigan Elementary School, Gill Elementary School,
Forest Elementary School
2015 Bond Program - Multiple Facilities Additions & Renovations
Farmington High School, North Farmington High School,
Farmington Central High School, Power Middle School, East Middle School,
Warner Middle School, STEAM Academy, Eight Elementary Schools,
Alameda Early Childhood Center, High School Athletic Fields
Cloverdale Center Remodeling
Lincoln Park Public Schools - Lincoln Park, MI
2019 Bond Program
Multi-Facility Additions & Renovations
High School Track
Middle School Renovations
Elementary Schools - Additions & Renovations
Wayne-Westland Community Schools - Westland, MI
2018 Bond Program
Ford Career-Technical Center - Renovation Project
University of Michigan - Ann Arbor, MI
Wolverine Tower Project - exterior structural column repairs, steel lintel repairs,
masonry restoration, new HVAC, enclosure panel systems
Chemistry Lab Renovations
Michigan State University - East Lansing, MI
Management Education Center, HVAC Upgrades
University of Detroit Mercy - Detroit, MI
Case Automotive Lab Remodel
New McNichols Entry - Site work, monument, guard house, roadway,
lighting and landscape
Renovations of Chemistry Lab
Melvindale-Northern Allen Park Public Schools - Melvindale, MI
New High School Campus

SALINE DISTRICT LIBRARY

EDUCATION

Appalachian State University
Boone, North Carolina
Bachelor of Science
Industrial Construction
Technology Bachelor of Arts
Minor - Communication

CONTINUED EDUCATION

OSHA 30 Hour Certification
CPR/First Aid/AED Certification
Procore Project Management
Certification
North Carolina Residential General
Contractor's License

Kyle Pietila
Project Manager



As a Project Manager, Kyle emphasizes the importance of time-management and understands how to work with contractors to get the project completed according to schedule. He is an effective communicator and enjoys collaborating with all project team members. Kyle has worked on a multitude of educational and institutional projects. His attention to detail ensures a construction project exceeds the Owner's expectations. Kyle is tech-savvy and is a member of the Tech Team at McCarthy & Smith.

PROJECT EXPERIENCE

Institutional

- Redford Library - Redford, MI
 - Build-Out of Upper Level Interior Space,
 - Exterior Program Area & New Drive-Thru Book Drop
- Grosse Pointe Public Library - Grosse Point, MI
 - Renovations at 3 Branch Locations
- White Lake Library - White Lake Township, MI
 - New Construction & Site Work
- Plymouth District Library - Plymouth, MI
 - HVAC System Replacement

Educational

- Wayne-Westland Community Schools - Westland, MI
 - 2018 Bond Program
 - Multiple Facility Projects
 - Stottlemeyer Early Childhood Center - Playground Remodel
 - Hoover Elementary School - Mechanical & Site Upgrades
 - Franklin Middle School - Remodel
 - Stevenson Middle School - Remodel
 - Wayne Memorial High School - Pavement Replacements
 - John Glenn High School Health Clinic - Extensive Remodel
 - Farmington Public Schools - Farmington, MI
 - 2015 Bond Program
 - Multiple Facility Projects
 - Alameda Early Childhood Center - Addition & Remodel
 - Warner Middle School - Remodel
 - Farmington Early Childhood Center - Remodel & New Addition
 - High Meadow Common Campus - Remodel
 - University of Michigan - Ann Arbor, MI
 - Multi-Facility Renovation Projects
 - Art Studios Renovations
 - EE & CS Building - Lab 1428 Renovations
 - Lay Automotive Engineering Dyno Lab Renovations
 - GG Brown Lab Renovations

EDUCATION

- Michigan Technological University
Houghton, MI
 - Construction Management
Classes
- Eastern Michigan University
Ypsilanti, MI
 - Bachelors of Science
Construction Management

CONTINUED EDUCATION

- OSHA 30 Hour Certification
- CPR/First Aid/AED Certification
- Procore Certification
 - Project Manager
- Procore Certification
 - Superintendent
- Procore Certification
 - Architect
- Procore Certification
 - Administrative

Brian MacAskill

Sr. Field Superintendent
& Safety Director



Brian has over 36 years of experience in the construction industry. His varied experiences with large construction and renovation projects have proved him a capable leader and administrator. Brian is an effective communicator and proven manager in complex, time-constrained projects. He works diligently with the Owner's best interest in mind - to keep the project within budget, on schedule and to meet quality expectations. Brian directs safety compliance for McCarthy & Smith. He is involved in managing all aspects of safety issues: training, safety manual, job site safety, and site inspection.

EDUCATION

Michigan Technological University
Houghton, MI
Bachelor of Science
Civil Engineering

Bay De Noc Community College
Escanaba, MI
Associate of Applied
Technology & Drafting

CONTINUED EDUCATION

OSHA 30 Hour Certification
CPR/First Aid/AED Certification
Asbestos Awareness Certification
AGC Training Classes
Project Management
Supervision
Safety

AFFILIATIONS

Associated General Contractors
- Safety Committee

PROJECT EXPERIENCE

Institutional

Redford Township District Library - Redford, MI - New Facility
Foristar Gas To Energy Plant - Albany, NY - New Facility
IDS Operations Center - Minneapolis, MN - New Facility
General Mills, Inc. - Fridley, MN - Food Processing Renovations
Gaylord Otsego County Hospital - Gaylord, MI - Hospital Renovations
Beatrice-Hunt/Wesson - Toledo, OH - Food Processing Line Addition
Target Stores - Grand Rapids, MI - New Retail Facility
Showa Aluminum Corporation of America - Mt. Sterling, OH - Manufacturing Facility
TD Manufacturing - Hillsboro, OH - Manufacturing Facility
NSK Bearing Division - Ann Arbor, MI - Manufacturing Facility
NSK Bearing Division - Clarinda, OH - Manufacturing Facility

Educational

Novi Community School District - Novi, MI
2019 Bond Program Renewal
Novi High School - Additions & Renovations
Sinking Fund Renewal - Renovations & Remodels
2014 Bond Program
New Early Childhood Center
Elementary - Additions & Renovations
Port Huron Schools - Port Huron, MI
2016 Bond Program
New Early Childhood Center
Multiple Facility Additions & Renovations
Royal Oak Schools - Royal Oak, MI - 2017 Bond Program - High School Remodeling Project
Marysville Public Schools - Marysville, MI
2007 Bond Program
New Marysville High School
New Synthetic Turf Field
Athletic Stadium - Remodel
New Tennis Courts
Plymouth-Canton Community Schools - Plymouth, MI
2013 Bond Program
New Liberty Middle School
2004 Bond Program
New Workman Elementary School
1998 Bond Program
New Dodson Elementary School
New Discovery Middle School
Warren Consolidated Schools - Warren, MI - Additions & Renovations
St. Patrick Church of White Lake - White Lake, MI
Three Phases of Projects 1997-2003
Gymnasium, Media Center & Classrooms - Additions
Church Offices & Social Hall - Additions & Renovations
West Bloomfield School District - West Bloomfield, MI
2000 Bond Program
12 Buildings - Additions & Renovations
Orchard Lake St. Mary's - Orchard Lake, MI - New Science Center
Mt. Pleasant Public Schools - Mt. Pleasant, MI - Multiple Facility Additions & Renovations
Gaylord Public Schools - Gaylord, MI
New High School & Upper Elementary Conversion and Technology - Upgrade
Wayne State University - Detroit, MI - McGregor Pond - Improvements
University of Detroit-Mercy - Detroit, MI - Parking Lot Improvements at Detroit Mercy Dental Center
Central Michigan University - Mt. Pleasant, MI - Central Energy Facility - Expansion
Vestaburg Community Schools - Vestaburg, MI - High School & Elementary - Additions & Renovations

Bill Butka
Field Superintendent



Bill has exceptional field supervision skills with over 30 years experience in the construction industry. Bill understands what it takes to get a project completed on time, within budget and exceed the Owner's quality requirements. Bill's vast experience enables him to work closely with Owners, architects and contractors to optimize the construction process. He works hard to ensure the Owner's goals and objectives are achieved in the most efficient manner. Bill possesses 39 years of Union Carpenter experience and has been with McCarthy & Smith as one of our Field Superintendents for 9 years. In previous work with carpentry companies, his responsibilities included leading teams of carpenters, supervision of carpenters, estimating, installation of carpentry products. Bill is a great asset to the McCarthy & Smith team.

EDUCATION

Michigan Regional Carpenters
Apprenticeship School

CONTINUED EDUCATION

OSHA 30 Hour Certification
CPR/First Aid/AED Certification
Procore Certification -
Superintendent
CAM - Estimating

PROJECT EXPERIENCE

Institutional

White Lake Township Library - White Lake Township, MI
30,000 SF Library - New Construction & Site Work, 2018-2019
Clinton-Macomb Public Library - Clinton Twp, MI
25,000SF Library - New Construction & Extensive Site Work (5 acre), 2020-21
Gross Pointe Public Library - Gross Pointe, MI
Renovations at 3 Branch Locations
Leanna Hicks Public Library - Inkster, MI
Addition & Renovations
Wayne County Airport Authority - Romulus, MI
North Parking Lot - Construction, 2017
Restroom in North Terminal - Remodels and Upgrades, 2015
Skycap in North Terminal - Improvements, 2015-2016
Detroit Institute of Arts - Detroit, MI
Rivero Kahlo Exhibition - Construction, 2014
St. Michael's Catholic Community - Sterling Heights, MI
Additions & Remodeling, 2014, 2015
Walter P. Reuther Psychiatric Hospital - Westland, MI
Boy Scouts of America - Ypsilanti, MI

Educational

Farmington Public Schools - Farmington, MI
2015 Bond Program
East Middle School - Additions & Renovations
Power Middle School - Addition & Renovation
Cranbrook Educational Community - Bloomfield Hills, MI, 2014
Keppel Gym Locker Room - Renovations
Brookside Tech Lab - Renovations
Music Building Office - Renovations
University of Michigan - Ann Arbor, MI
Multi-Facility Projects
University of Detroit-Mercy - Detroit, MI
Multi-Facility Projects

Andrew Southwell

Field Superintendent



Andrew has worked in the construction industry for 33 years as estimator, project manager, and field superintendent. He has experience in all types of construction projects, including Residential, Commercial, and Institutional. Andrew possesses excellent estimating skills and effective communication skills. He is a responsible team player, able to interact with all team members. Andrew knows how to construct buildings on tight schedules and complex conditions. He has worked on many projects with new construction and remodeling occurring at the same time, with the Owner occupying the building. With his vast knowledge and experience, Andrew makes an excellent Field Superintendent.

EDUCATION

Michigan State University
East Lansing, MI
Building Construction Management

Michigan Builder's License
No. 2101111883

CONTINUED EDUCATION

OSHA 30 Hour Certification
CPR/First Aid/AED Certification
Procore Certification
- Superintendent

PROJECT EXPERIENCE

Institutional

Plymouth District Library - Plymouth, MI - Heating System Upgrades

Educational

Plymouth-Canton Community Schools - Plymouth, MI

2020 Bond Program

Hulsing Elementary School - Additions

Classrooms & Gymnasium - New Buildings

Main Office - Addition

2013 Bond Program

Salem High School - Renovations

Plymouth High School - Renovations

Canton High School - Renovations

Elementary School Buildings - Remodels

Cafeteria - Improvements

Kitchen - Renovations

Security - Upgrades

Life Skill Rooms - Renovations

Locker Room - Replacements

Roof - Replacements

Site Work - Improvements

Livonia Public Schools - Livonia, MI

2013 Bond Program

Multiple Elementary Schools - Additions & Renovations

2. List status of all projects currently being worked on by the staff proposed for this project the percentage of their time they will be assigned to this project.

Projects currently being worked on by our proposed team have been highlighted below. Several of these projects will be in the close-out phase or completed when the Saline District Library projects are underway. Please reference Section 7 - Fees for the percentage of time staff members will be assigned to the Saline District Library project.

Aaron Phillips

Senior Project Manager

Grosse Pointe Public Library
Redford Township District Library
Farmington Public Schools
Lincoln Park Public Schools

Kyle Pietila

Project Manager

Grosse Pointe Public Library
Redford Township Public Library
Wayne-Westland Community Schools
Center Line Public Schools

Nick Pietila

Project Engineer

Redford Township Public Library
Center Line Public Schools

Bill Butka

Field Superintendent

Grosse Pointe Public Library

Andrew Southwell

Field Superintendent

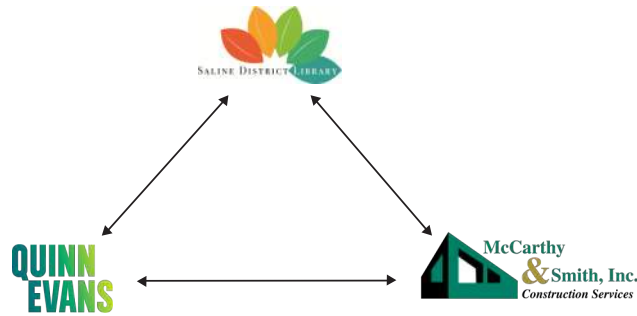
Plymouth Canton Community Schools
- Miller Elementary School



SECTION 5 PROJECT APPROACH

1. Describe the firm's approach to an owner - construction manager - architect/engineer team relationship.

"Successful Projects are Built upon Successful Partnerships"



The McCarthy & Smith team believes that the Owner, Architect, and Construction Manager must work together from the onset of the project to bring forward the right solutions to meet Saline District Library's priorities in terms of scope, budget, schedule, life cycle and quality.

2. What is your approach to maximizing local trade contractor participation?

It is in the best interest of a project to make the best possible use of local qualified contractors and suppliers. Our team takes several steps to insure local qualified contractor participation. Currently, McCarthy & Smith has a database of over 4,000 contractors. We require trade contractors to complete Statement of Qualifications if they are to bid projects for us. Our trade contractor qualification process requires contractors to provide us with a company profile, related project experience, current year or latest financial statement, certificate of insurance, bonding limits, safety record (EMR rating).

Our team evaluates the trade contractors to ensure they are financial sound companies with the knowledge and experience to perform the work to meet the project requirements. Our team will call references and in certain situation, visit job sites to examine work of a trade contractor. We will only recommend trade contractors that our team feels with perform as required for the project - our reputation as a Construction Manager depends on this.

During the bid process, detailed scopes of work and bid divisions are prepared so that contractors have a clear understanding of the required work. Our team solicits bids from a large group of qualified trade contractors, including local firms. These contractors may be recommended by Saline District Library, your architectural team, consultants, as well as, qualified, proven contractors the team members have worked with on previous library projects. We use a web-based tool - Building Connected to electronically distribute drawings & specifications, track potential bidders, submit bids and compile bid results. Advertisements can be placed in local papers to inform local contractors if required. Team members make phone calls and send e-mail notifications to qualified contractors inviting them to bid on the project. A pre-bid meeting is held to educate all prospective bidders about the project and bidding process. They will learn what is required for their individual bid. Making information available on the project ahead of time allows trade contractors a good opportunity at securing work.

For those contractors who are not qualified to bid the divisions of work (i.e. smaller firms), our team makes sure that they have the opportunity to submit a quote to those who can bid direct to the Owner, possibly as material suppliers or subcontractors. During the post-bid interviews, our team emphasizes the project requirements for quality, schedule, costs and safety. We will check contractors for adherence to project requirements.

Our team has earned a reputation in the contracting community for preparing clear and concise bidding documents. Preparation of well-written scopes of work, along with an accurate schedule, allows bidding contractors to submit the best pricing possible. We advocate fair treatment. Your community will benefit by having contractors who trust and respect the members of the building team and will reward the Owner with performance and reasonable pricing of changes.

3. What would be the primary issues and concerns you participate for this project, and how would you address them?

In our opinion, the highest priority of this project is the Team selection. You have already chosen a superior Architect for this unique project. Choosing the correct Construction Manager is paramount. McCarthy & Smith share the same values as the Saline District Library's Mission Statement of "building community" in every aspect of our business. Since 1965, we have operated with the same ideals as the Library of "building" through utilizing resources, opportunities, and sharing new ideas.

4. Describe your anticipated process for cost control on the project.

As your construction manager, it is our responsibility to ensure that the project is kept within budget, adheres to schedule and meets quality of Saline District Library. In this role, we are the Owner's advocate, we understand the state of the construction business in this area and know that to keep within budget we must:

- Be involved early in the process to advise on issues which may affect cost, schedule, and quality. Tasks include:
 - Provide cost analysis/estimates using current data
 - Review plans and specifications
 - Provide constructability reviews
 - Expedite owner's purchased items
 - Recommend bid alternates
 - Understand commodity markets, current trends, supply issues
- Perform Life Cycle Costing
 - Prepare estimates at various stages during Design to ensure costs are understood and provide options (value engineering) if design exceeds budget.
- Expedite Bid Process
 - Actively solicit bidders to ensure good bid coverage on each bid division. Accept voluntary bid alternates, which can be evaluated.
- Be aware of field conditions during construction to value engineer situations as they arise to ensure they meet project requirements for cost and quality.
- Perform value engineering throughout the entire construction delivery process to ensure best solutions for each building project is attained.
- Command strong lines of communications between ourselves, architectural team, Saline District Library Administration, consultants, contractors, and building staff.

Our staff takes an active role in keeping the Owner up-to-date of costs vs. budget. We will report to Saline District Library personnel on these issues if required.

We work creatively with the architect, consultants, contractors, and Owner to maximize construction dollars by implementing an effective work plan.

Plan the Work. Work the Plan.

5. Describe your anticipated process for controlling the project schedule.

Schedules will be developed and maintained throughout the project by our staff. Input is obtained from all team members to insure the schedules are accurate and attainable. Schedules are reviewed daily, weekly, bi-weekly, and monthly with the appropriate team members to insure dates and durations are being maintained.

If dates and durations are slipping, corrective action will occur to keep the project within schedule. These actions in the past have included: calling and working with suppliers, as well as producers to get a product delivered on time as they have committed to us; obtaining additional staffing from a subcontractor if they are falling behind on their schedule; working additional shifts to meet schedules; working with building occupants during renovation projects to schedule the work for minimum interruption to their academic/educational program and usage of the building.

Our staff is committed to schedules. McCarthy & Smith, Inc. follows through on our promises to get the construction complete and the facility ready for use.

For each project, we will compile a comprehensive work plan, which include construction schedule, work phasing plan and egress plan. Based on our experience - a detailed schedule and work phasing plan is essential for success. It is important to communicate this plan to all project team members, Owner, architects, engineers, trade contractors, and community. Team members will talk with building inspectors and State of Michigan personnel to develop strategies for this plan. Developing a full complement of activities, milestone dates, material procurement dates and work phasing will help to manage the project and meet the schedule requirements.

6. Describe your anticipated process for quality assurance and control.

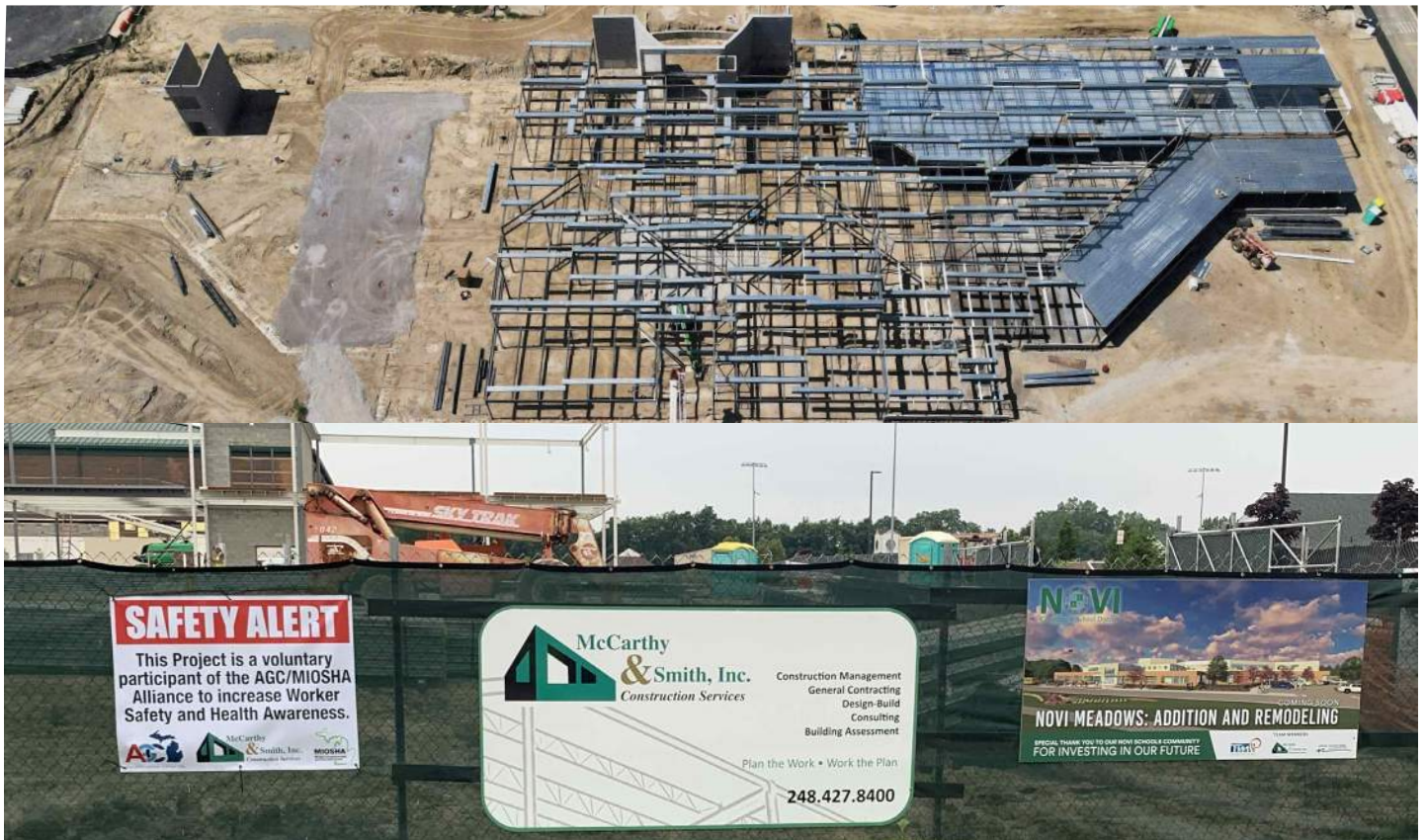
Please reference Section 3, Question 6.

7. Describe your anticipated process for ensuring safety on the project.

The McCarthy & Smith team is very proud of our safety program. Our current **2023 EMR rating of .73**, which indicates our commitment to Safety First.

We hold quarterly internal seminars to which safety, health, quality, and training are emphasized. Topics presented by experts in their fields have recently included mental health awareness, active shooter training, Miss DIG811 training, Covid topics, and etc. McCarthy & Smith team members are encouraged to take classes to continue their education and remain current with construction industry standards. Classes are attended through Associated General Contractors (AGC), Construction Association of Michigan (CAM), and other sources. Team members from McCarthy & Smith serve on the AGC-Michigan Chapter Safety Committee. Due to our emphasis on safety, McCarthy & Smith consistently receives the AGC Michigan Chapter's Construction Safety Excellence Award.

If selected as your Construction Manager, we would recommend the project take part in a voluntary Safety Program created by the AGC Michigan & MIOASHA Alliance. The alliance features three major parts: promote construction site safety & health, train workers, and inspect construction projects to maintain safe workplaces. The benefits include open communication with MIOASHA personnel (answering questions, seeking safety solutions...). This Alliance allows for the scheduling of safety inspections in advance. McCarthy & Smith is currently participating in this program on a large construction - new building project for Novi Community Schools.



8. Provide a summary schedule outlining the timing, sequencing and phasing (if appropriate) of the project.

Please review the following pages.



Saline District Library Renovation of the Library, New Site Pavilion, and Site Improvements Project Concept Program Schedule

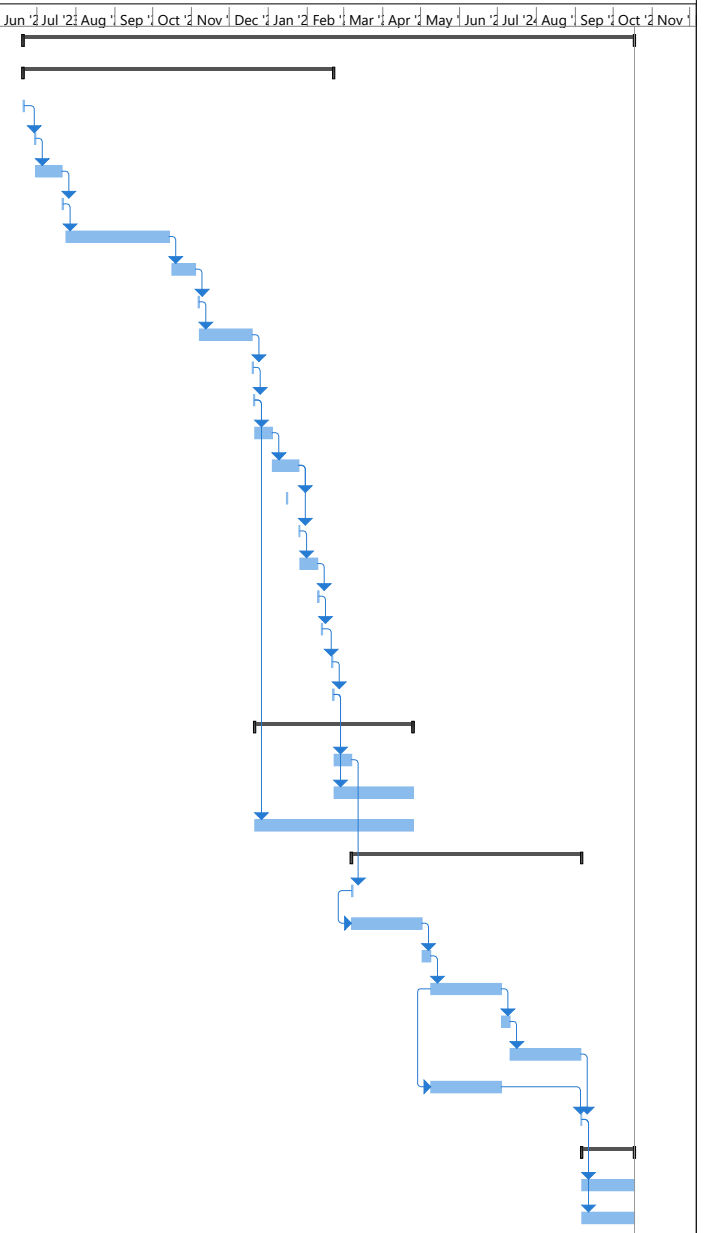
Stage	Task	2023												2024											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Month No.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Preconstruction	CM Notice to Proceed																								
Preconstruction	Schematic Design																								
Preconstruction	Schematic Design Estimate & Page Turn																								
Preconstruction	Design Development																								
Preconstruction	Design Development Estimate & Page Turn																								
Preconstruction	Construction Documents																								
Preconstruction	Bid Period																								
Preconstruction	GMP & Award Recommendations																								
Procurement	Submittals																								
Procurement	Material Procurement																								
Construction	Phase I Interior																								
Construction	Phase II Interior																								
Construction	Exterior																								
Construction	Phase III Interior																								



Saline District Library

Renovation of the Library, New Site Pavilion, and Site Improvements Project

ID	Task	Task Name	Resource Names	Duration	Start	Finish	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1		Saline District Library Project		348 days	Tue 6/20/23	Thu 10/17/24																			
2		Preconstruction		177 days	Tue 6/20/23	Wed 2/21/24																			
3		CM Notice to Proceed	SDL	1 day	Tue 6/20/23	Tue 6/20/23																			
4		Project Kick Off Meeting	MCS,QE,SDL	1 day	Thu 6/29/23	Thu 6/29/23																			
5		Schematic Design Estimate	MCS	15 days	Fri 6/30/23	Thu 7/20/23																			
6		Schematic Design Estimate Review & Page Turn	MCS,QE,SDL	1 day	Fri 7/21/23	Fri 7/21/23																			
7		Design Development	QE	60 days	Mon 7/24/23	Fri 10/13/23																			
8		Design Development Estimate	MCS	15 days	Mon 10/16/23	Fri 11/3/23																			
9		Design Development Estimate Review & Page Turn	MCS,QE,SDL	1 day	Mon 11/6/23	Mon 11/6/23																			
10		Construction Documents	QE	30 days	Tue 11/7/23	Mon 12/18/23																			
11		Construction Design Documents Final Page Turn	MCS,QE,SDL	1 day	Tue 12/19/23	Tue 12/19/23																			
12		Construction Documents to CM	QE	1 day	Wed 12/20/23	Wed 12/20/23																			
13		Prepare Construction Bid Package	MCS	10 days	Thu 12/21/23	Wed 1/3/24																			
14		Bid Period & Solicitation	MCS	15 days	Thu 1/4/24	Wed 1/24/24																			
15		Pre-Bid Meeting	MCS	1 day	Mon 1/15/24	Mon 1/15/24																			
16		Public Bid Opening	MCS	1 day	Thu 1/25/24	Thu 1/25/24																			
17		Post Bid Interviews	MCS	10 days	Fri 1/26/24	Thu 2/8/24																			
18		Draft Award Recommendation & GMP Finalization	MCS	1 day	Fri 2/9/24	Fri 2/9/24																			
19		Review Award Recommendation & GMP with Select Committee	MCS	1 day	Mon 2/12/24	Mon 2/12/24																			
20		Present Award Recommendation to Board of Trustees	MCS,QE	1 day	Tue 2/20/24	Tue 2/20/24																			
21		Issue Letters of Intent to Subcontractors	MCS	1 day	Wed 2/21/24	Wed 2/21/24																			
22		Procurement		90 days	Thu 12/21/23	Wed 4/24/24																			
23		Precontract Submittals	MCS	10 days	Thu 2/22/24	Wed 3/6/24																			
24		Material Procurement	MCS	45 days	Thu 2/22/24	Wed 4/24/24																			
25		Permitting	MCS	90 days	Thu 12/21/23	Wed 4/24/24																			
26		Construction		131 days	Thu 3/7/24	Thu 9/5/24																			
27		Mobilization	MCS	1 day	Thu 3/7/24	Thu 3/7/24																			
28		Phase I Interior Remodeling	MCS	40 days	Thu 3/7/24	Wed 5/1/24																			
29		Interior Moving/Relocation to Next Phase	SDL	5 days	Thu 5/2/24	Wed 5/8/24																			
30		Phase II Interior Remodeling	MCS	40 days	Thu 5/9/24	Wed 7/3/24																			
31		Interior Moving/Relocation to Next Phase	SDL	5 days	Thu 7/4/24	Wed 7/10/24																			
32		Phase III Interior Remodeling	MCS	40 days	Thu 7/11/24	Wed 9/4/24																			
33		Exterior Site Improvements	MCS	40 days	Thu 5/9/24	Wed 7/3/24																			
34		Project Completion	MCS	1 day	Thu 9/5/24	Thu 9/5/24																			
35		Post Construction		30 days	Fri 9/6/24	Thu 10/17/24																			
36		As-Built Package Submission	MCS	30 days	Fri 9/6/24	Thu 10/17/24																			
37		Closeout Document Submission	MCS	30 days	Fri 9/6/24	Thu 10/17/24																			



Concept Program Schedule



SECTION 6 FEES

Saline District Library
 Renovation of the Library, New Site Pavilion, and Site Improvements Project
 Fee Proposal Detail Worksheet
 Friday, June 2, 2023

A. Pre-Construction Phase Services Fee:

Position	Schematic Design	Design Development	Bidding	Post Bid/GMP Development	Total Hours	2023 Rates	Cost
Principal	1	1	0	1	3	\$ 215.00	\$ 645.00
Project Director	2	2	2	2	8	\$ 152.00	\$ 1,216.00
Sr. PM	0	0	0	0	0	\$ 123.00	\$ -
Project Manager	12	16	18	28	74	\$ 99.00	\$ 7,326.00
Project Engineer	4	4	16	16	40	\$ 72.00	\$ 2,880.00
Estimators (Arch, Mech, Elect)	28	28			56	\$ 129.00	\$ 7,224.00
Superintendent					0	\$ 99.00	\$ -
					178		\$ 19,291.00

Pre Construction Fee \$ 19,000.00

B. Construction Phase Services:

Construction Management Fee will be calculated based on the cost of the work at the establishment of the GMP.

1. Construction Phase (Not to Exceed CMR Fee)

Library Renovation Estimated Hard Cost	Construction Value	CM Fee	
	\$ 2,300,000.00	2.80%	\$ 64,400.00

2. Construction Manager Fees for project additions as a percentage of the change amount (if exceeding additional 15% of construction cost)

10%

3. Fee (or Credit) for project deletions as a percentage of the change amount

0%

Saline District Library
 Renovation of the Library, New Site Pavilion, and Site Improvements Project
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 Friday, June 2, 2023

4. Cost of General Conditions

Below is a detailed worksheet of proposed costs associated with onsite project staffing, costs associated with onsite construction office, and costs associated with insurance and PLM bonds. Also, below is a sample detailed listing of other related General Condition Items which costs can be determined once the project takes on more definition, typically at Schematic Design or Design Development.

a. Staffing Costs

Construction

The proposed duration for construction is based on the timelines provided with in the RFP for a 6 month Construction Duration. We are envisioning all work to be completed in 2024.

Position	Wks	Hrs/ Wk	Utl	Hrs	Rate	Cost
Project Director 2023	0	40	5%	0	\$ 152.00	\$ -
Project Director 2024	28	40	5%	56	\$ 157.00	\$ 8,792.00
Project Manager 2023	0	40	15%	0	\$ 99.00	\$ -
Project Manager 2024	28	40	15%	168	\$ 102.00	\$ 17,136.00
Project Engineer 2023	0	40	25%	0	\$ 72.00	\$ -
Project Engineer 2024	28	40	25%	280	\$ 74.00	\$ 20,720.00
Superintendent 2023	0	40	100%	0	\$ 99.00	\$ -
Superintendent 2024	26	40	100%	1040	\$ 102.00	\$ 106,080.00
			Totals	1544		152,728.00

\$ 153,000.00

Saline District Library
Renovation of the Library, New Site Pavilion, and Site Improvements Project
Fee Proposal Detail Worksheet
Friday, June 2, 2023

b. Sample General Condition Items-Detailed to be developed at Schematic Design

Start Weeks Months
End 26.0 6.0

Cost Code				Quantity	Unit	Rate	Cost	
	SITE OFFICE							\$ 3,000.00
1310	Delivery-Set-up				Trips		\$ -	
1311	Rental - Office Trailer (M & S)				Months		\$ -	
1312	Office Furniture				Allow		\$ -	
1313	Office Equipment - Computer s (PE, Supers)	1	Ea	6	Months	\$ 150.00	\$ 900.00	
1314	Office Equipment - Copier Rental				Copier		\$ -	
1315	Office Supplies				Months		\$ -	
1316	Internet Service				Months		\$ -	
1318	Mobile Phone (Site PersonnelField)	1	Ea	6	Months	\$ 150.00	\$ 900.00	
1319	Electric Service TBD				Allow		\$ -	
1320	Electric Usage TBD				Months		\$ -	
1323	First Aid				Months		\$ -	
1324	Small Tools/Supplies				Months		\$ -	
1325	Drinking Water			6	Months	\$ 200.00	\$ 1,200.00	
	Portable Toilet- Office Related							
1327	Rental-Storage Trailer				Months		\$ -	
							\$ -	
	ADMINISTRATION EXPENSES							\$ -
1410	Drawing - Reproduction				Allow		\$ -	
1411	Postage/Overnight Delivery				Months		\$ -	
1412	Copying				Allow		\$ -	
1413	Photographs				Allow		\$ -	
1414	Schedules - Initial				Allow		\$ -	
1415	Schedules - Update				Allow		\$ -	
	Project Collaboration Tool-Procure Building Construction		TBD		rate	0.0018%	\$ -	
	PERMITS & ALLOWANCES							TBD
1451	General Building Permit (<i>By Owner</i>)				Allow		\$ -	
452	Cash Allowances				Allow		\$ -	
1453	Contingency Allowance				Allow		\$ -	

Saline District Library
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Friday, June 2, 2023

Cost Code				Quantity	Unit	Rate	Cost		
	QUALITY CONTROL								TBD
1476	Construction Testing (All)				Allow		\$ -		
1477	Foundation - Soils/Concrete				Allow		\$ -		
1478	Site Utility - Soils				Allow		\$ -		
1479	Building - Steel				Allow		\$ -		
1480	Flatwork - Soils/Concrete				Allow		\$ -		
1481	Site Curbing - Concrete				Allow		\$ -		
1482	Roof Inspection				Allow		\$ -		
1483	Asphalt Paving				Allow		\$ -		
1484	Masonry Inspection								
	FIELD ENGINEERING								TBD
1511	Building - Layout - Bldg				Allow		\$ -		
1512	Site Utility - Staking				Allow		\$ -		
1513	Site Lighting - Staking				Allow		\$ -		
1514	Site Grading - Staking				Allow		\$ -		
1515	Site Parking - Staking				Allow		\$ -		
1516	Site Curbing - Staking				Allow		\$ -		
	BONDS & INSURANCE								\$ 27,301.00
1551	General Liability Insurance(Contract Value) Current Rate			\$ 2,300,000.00	Rate	\$ 0.001870	\$ 4,301.00		
1552	Excess Liability Insurance				Rate		\$ -		
1553	Professional Liability Insurance				Rate		\$ -		
1554	Builders Risk Insurance-(By Owner)				Rate		\$ -		
1555	Performance Bond (At GMP) Sample Contract Value			\$ 2,300,000.00	Rate	1%	\$ 23,000.00		
	TEMPORARY SITE ACCESS								TBD
1610	Temporary Road				Allow		\$ -		
1611	Temporary Staging Area				Allow		\$ -		
1612	Temporary Parking				Allow		\$ -		
1613	Perimeter Access				Allow		\$ -		
	TEMPORARY BARRIERS/CONTROLS								TBD
1626	Fence Enclosures				LF		\$ -		
1627	Scaffold Walkways				Allow		\$ -		
1628	Gate Access				Allow		\$ -		
1629	Tree and Plant Protection				Allow		\$ -		
1630	Street Barricades				Allow		\$ -		
1631	Traffic Control				Allow		\$ -		
1632	Signage/Safety				Allow		\$ -		
1633	Directional Signage				Allow		\$ -		
1634	Street Sweeping				Trips		\$ -		
1635	Snow Removal				Trips		\$ -		
1636	Pumping				Allow		\$ -		
1637	Dewatering				Allow		\$ -		

Saline District Library
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Friday, June 2, 2023

Cost Code				Quantity	Unit	Rate	Cost	
	SITE SECURITY							TBD
1651	Guard Service				Allow		\$ -	
1652	Alarm Service				Allow		\$ -	
1653	Fence Enclosures				Allow		\$ -	
1654	Gate Entries				Allow		\$ -	
	PROJECT IDENTIFICATION							TBD
1676	Project Sign-				Allow		\$ -	
1677	Information & Directional Signage				Allow		\$ -	
1678	OSHA/Safety				Allow		\$ -	
	TEMPORARY UTILITIES							TBD
1710	Temporary Toilet Facilities				Months		\$ -	
1720	Water-Permit/Hook-up(<i>By Owner</i>)				Allow		\$ -	
1721	Water Usage				Allow		\$ -	
1722	Water Tanker Supply				Allow		\$ -	
	ELECTRIC							
1730	Electrical Service				Owner		\$ -	
1731	Electrical Usage (<i>By Owner</i>)				Months		\$ -	
1732	Temporary Electrical Light & Power				Owner		\$ -	
1733	Electric Generator-Equipment				Allow		\$ -	
1734	Electric Generator-Fuel				Allow		\$ -	
	HEAT							
1740	Heating Equipment(TBD)				Allow		\$ -	
1741	Heating-Fuel				Months		\$ -	
	OTHER							
1750	Temporary Fire Protection				Allow		\$ -	
1760	Fire Extinguishers				Allow		\$ -	
1770	Pay Phone Service				Allow		\$ -	
	TEMPORARY CONSTRUCTION/MAINT.							TBD
1810	Rooftop Enclosures				Allow		\$ -	
1815	Building Enclosures				Allow		\$ -	
1820	Weather Enclosures				Allow		\$ -	
1825	Temporary Enclosures - Windows/Dooors				Allow		\$ -	
1830	Scaffolding Equipment				Allow		\$ -	
1835	Dust Enclosures(Within Building)TBD				Allow		\$ -	
1840	Temporary Floor Cover				Allow		\$ -	
1870	Small Tools				Allow		\$ -	
1875	Building/Safety Supplies				Allow		\$ -	
1876	Misc. Field Conditions				Allow		\$ -	

Saline District Library
 Renovation of the Library, New Site Pavilion, and Site Improvements Project
 Fee Proposal Detail Worksheet
 Friday, June 2, 2023

Cost Code				Quantity	Unit	Rate	Cost	
	CLEAN-UP							TBD
1905	Labor - General -				hrs		\$ -	
1910	Dumpster-Usage				ea		\$ -	
1911	Street Parking Space for Dumpster				Months		\$ -	
1920	General Clean-up				SF		\$ -	
1921	Cleaning Supplies				ALLOW		\$ -	
1925	Final Clean-up - Building				SF		\$ -	
1930	Final Clean-up - Site				hrs		\$ -	
1940	Window Cleaning				Included in Final Cleaning		\$ -	
1945	Janitorial - Cleaning Services				None Required		\$ -	
	Moving(By Owner)				Allow		\$ -	
Grand Total							\$ 30,301.00	\$ 30,301.00

TBD



SECTION 7 OVERALL FIRM DIFFERENTIATION & QUALIFICATIONS

1. Describe your firm's overall service philosophy, and how it relates to your ability to provide a successful project outcome.

Approach to the Project

- Ensure that a clear scope of work is defined, designed, and constructed, using best practices of lessons learned
- Work closely with entire project team to ensure a successful project - honest, open, clear communication
- Schedule, Quality, Fiscal and Safety Responsible
 - Participate in pre-construction team meetings and provide expertise on current construction environment
 - Provide cost analysis, prepare estimates, provide value analysis, and provide schedule impacts
 - Explore and implement solutions that have worked on similar projects
 - Develop and confirm: scope, project schedule, bidding strategies, construction work plans
 - Have weekly construction updates with team; implement and maintain schedule
 - Make progress reports throughout the course of the project
 - Build with safety in mind at all times
 - Open accounting & cost control procedure to enable review of costs; control costs to maintain budget
 - Pro-active in quality control; use full-time, on-site field superintendent
- Demonstrate care and custody towards your facilities throughout the course of construction and warranty phases
- Work with the Saline District Library, Quinn Evans Architects, and entire team to further develop an overall program work plan. Our task is to develop, refine, and then implement work plans that meet the scope, quality, cost, safety and schedule requirements. Ultimately, plans will be in place that will allow all participants a thorough understanding as to how the project requirements will be successfully achieved.

2. Explain your firm's approach to and experience with partnering and teaming.

McCarthy & Smith, Inc. will form a strong team from the onset of the program. We strongly believe in the "teaming" approach to construction. Our team members have a long-standing and positive working relations with Quinn Evans Architects. Our staff will assist the entire team from the beginning through the end of your project. It is our ability to work with all individuals - architects, engineers, owners, consultants, and contractors - to form a team that makes the project a success. McCarthy & Smith is known for our experience, innovative solutions, up-front planning and "teaming" approach!

Work Plan Development

Our staff know how to develop detailed construction work and phasing plans. These plans will take into account input from all team members. An integral component of the plans is the schedule. Efforts are made to maximize efficiency and effectiveness. We will plan and schedule construction activities taking into account the unique requirements of the expansion and renovation project. ***Plan the Work. Work the Plan.***

McCarthy & Smith Commitment

Our entire team will be an advocate for Saline District Library. McCarthy & Smith, Inc. centers on integrity. Its founders possessed determined leadership, strong management skills and strong communication skills. Our team brings this commitment of integrity, determined leadership, strong management skills and strong communication skills to your facilities improvement project. Our staff is an extension of your staff. We are your advocates throughout this entire process. We respond to your needs quickly and efficiently.

Client Satisfaction - Do It Right

McCarthy & Smith, Inc. takes pride in its relationship with our clients. We develop long-lasting relationships with each of our clients, and pride ourselves in continuing to be called by these clients for any of their construction needs. We are ready to provide construction management services to Saline District Library!

3. Describe your firm's safety record.

The McCarthy & Smith team is very proud of our safety program. Our current **2023 EMR rating of .73**, which indicates our commitment to Safety First.

4. Briefly describe why your firm should be selected.

Construction Management Experience

McCarthy & Smith, Inc. brings extensive construction and renovation experience to your project.

- ✓ Over 58 years of experience in providing construction management services
- ✓ Institutional facilities specialists with experience in more than 500 successfully completed projects
- ✓ Expansion experience with Library facilities. **Supporters of the Michigan Library Association.**
- ✓ Cost estimating based on current building cost data
- ✓ Extensive construction experience in improving facilities while buildings are occupied
- ✓ Expansive knowledge of state and local regulations

Proven Construction Management Processes

McCarthy & Smith, Inc.'s procedures enable the facility improvement projects to run smoothly.

- ✓ Proven processes, methodologies, and tools to handle your construction requirements
 - Documented operating procedures
 - Detailed cost estimating
 - Value engineering
 - Aggressive bidder solicitation
 - Contractor coordination
 - Financial cost management (Cost Control Book - unique to McCarthy & Smith)
 - Safety procedures program and committee
 - Communication
- ✓ Detailed work plans (scope, schedule, costs)
- ✓ A firm believer in the "Team" approach to construction
- ✓ Owner being the ultimate decision maker

Commitment

McCarthy & Smith, Inc. is a firm based on integrity, honesty and a commitment to our clients and the communities we serve.

- ✓ Determined leaders and managers of the construction process
- ✓ Knowledgeable, experienced, and skilled team members
- ✓ Strong, effective communicators
- ✓ Strategic & cooperative planners
- ✓ Consistent & dependable staffing
- ✓ Innovative solutions to problems
- ✓ A "Do Whatever Is Required" attitude to get the job complete
- ✓ Facility must open "On Time"

Client Satisfaction #1

McCarthy & Smith, Inc. takes pride in its relationship with its clients. We develop long-lasting relationships with each of our clients, and pride ourselves in continuing to be called by these clients for any of their construction needs.

You should select McCarthy & Smith, Inc. because of our **dedicated staff**; as well as, our shared values of **honesty** and **integrity** in everything that we say and do. We are ready to serve Saline District Library now!





> **Aquatic Resources Delineation Report
Saline District Library Project
Washtenaw County, Michigan**

May 2023

ECT No. 230325

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Document Review

The dual signatory process is an integral part of Environmental Consulting & Technology, Inc.'s (ECT's) Document Review Policy No. 9.03. All ECT documents undergo technical/peer review prior to dispatching these documents to any outside entity.

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List of Acronyms and Abbreviations

APT	Antecedent Precipitation Tool
CWA	Clean Water Act
ECT	Environmental Consulting & Technology, Inc.
EGLE	Department of Environment, Great Lakes, and Energy
EPA	Environmental Protection Agency
FAC	Facultative
FACU	Facultative Upland
FACW	Facultative Wetland
FEMA	Federal Emergency Management Agency
FIRM	Federal Insurance Rate Map
GNSS	Global Navigation Satellite System
HUC	Hydrologic Unit Code
MIRIS	Michigan Resource Inventory System
MWI	Michigan Wetlands Inventory
NHD	National Hydrography Dataset
NRCS	Natural Resources Conservation Service
NREPA	Natural Resources and Environmental Protection Act
NWI	National Wetlands Inventory
OBL	Obligate Wetland
OHWM	Ordinary High-Water Mark
PEM	Palustrine Emergent Wetland
PFO	Palustrine Forested Wetland
Project	Saline District Library
SFHA	Special Flood Hazard Area
UPL	Obligate Upland
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USFWS	U.S. Fish and Wildlife Service
USGS	U.S. Geological Survey
WOTUS	Waters of the United States

Executive Summary

Midwestern Consulting, LLC contracted Environmental Consulting & Technology, Inc. to perform a wetland and stream delineation for approximately 14.2 acres of the Saline District Library Project located in Saline, Washtenaw County, Michigan (Project Area, **Appendix A: Figure 1**).

On May 18, 2023, ECT conducted a field reconnaissance of the Project Area to identify, delineate, and characterize wetland and stream features, and to determine their likely regulatory status.

ECT evaluated the Project Area for on-site water resources to determine the regulatory status of these features based on the Michigan Natural Resources and Environmental Protection Act, 1994, PA 451, as amended (NREPA). ECT identified six wetlands within the Project Area, identified as W1 through W6. Based on current provisions under Part 303, Wetlands Protection, of NREPA and conditions observed during the site visit and delineation, ECT believes that wetlands W3 and W4 are likely regulated due to their contiguity to surface waters (i.e., draining directly to a stormwater inlet) (**Appendix A: Figure 8**). Due to exemptions listed under Section 324.30305 of NREPA Part 303, it is likely that wetlands W5 and W6 are exempt and therefore are not regulated wetlands. No streams were identified within the Project Area as no features were found that exhibited a bed, bank, ordinary high water mark, and evidence of flow. Wetlands W1 and W2 have no connection to regulated water resources and are cumulatively less than five acres in size.

The identification of wetlands is based on the condition of the Project Area at the time of the investigation. All wetland boundaries, and likely jurisdictional statuses, are considered preliminary. The Michigan Department of Environment, Great Lakes, and Energy have the authority to confirm, deny, or change wetland and stream determinations through the permit review process.

1.0 Introduction and Methodology

Midwestern Consulting contracted Environmental Consulting & Technology, Inc. (ECT) to perform a wetland delineation and stream assessment for the approximately 14.2-acre (Project Area) Saline District Library Project (Project), located in Saline, Washtenaw County, Michigan (**Appendix A: Figure 1**).

On May 18, 2023, ECT conducted a field investigation of the Project Area to identify, delineate, and characterize wetlands, assess water features and streams, and determine the likely regulatory status of the identified water resources. The Project Area is a public library that includes the main library building, mowed lawns, parking lots, sidewalks, stormwater basins, and an undeveloped forest with hiking trails throughout. The Project Area is located west of North Maple Road in the north-central portion of the City of Saline and is surrounded by a middle school to the north; a railroad and commercial and residential development to the east; a residential development to the west and an abandoned railroad and a manufactured home community to the south. The Project Area is located within the Wood Outlet Drain-Salina River Hydrologic Unit Code [HUC] 041000020402) and Koch Warner Drain-Saline River (HUC 041000020403) watersheds, both of which are within the larger River Raisin Watershed (HUC 04100002).

Wetlands within the Project Area were delineated following the 1987 U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual (Environmental Laboratory 1987) and Regional Supplement to the Army Corps of Engineers Wetland Delineation Manual: Midwest Region (USACE 2010) guidelines. The presence of wetlands is determined based on three parameters: the presence of hydric vegetation (hydrophytes), hydric soils, and wetland hydrology. Wetland boundaries were mapped using a sub-meter DA2® series Trimble® global navigation satellite system (GNSS) unit. Wetland data points and corresponding upland points were also mapped with the same GNSS unit. USACE regional determination forms were completed for each wetland and its corresponding upland point (**Appendix B**).

Plant species were identified by flowers, leaves, bark, twigs, stems, reproductive structures, and/or persistent remains from the preceding growing season. The wetland indicator status for vegetation noted during the evaluation was obtained from the USACE 2020 National Wetland Plant List (USACE 2020). The soil was evaluated by digging test pits sufficient to document hydric indicators, up to 18

inches deep. Soil conditions were evaluated using criteria established by the U.S. Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) Field Indicators of Hydric Soils in the United States (USDA NRCS et al. 2018), and soil colors were evaluated using a Munsell® color chart. Hydrology was evaluated through direct observation of primary indicators (e.g., standing water and/or saturated soil) and indirectly through observation of secondary hydrology indications.

Potentially regulated streams were identified based on the presence of morphological features such as a defined bed and banks, the presence of an ordinary high-water mark (OHWM), and evidence of water flow. Streams were classified by three flow regimes: perennial, intermittent, and ephemeral. Perennial streams are classified as having regular water flow that can be seen year-round. Intermittent streams flow during certain times of the year; however, during dry periods they may not have any flowing surface water. Ephemeral streams have brief water flow typically exhibited during heavy runoff or rainfall in the immediate vicinity.

2.0 Available Mapping and Data

2.1 Aerial Imagery Review

Before the fieldwork, ECT conducted a preliminary site assessment of existing information and imagery, including aerial photographs, United States Geological Service (USGS) topographic maps, National Wetland Inventory (NWI) maps, National Hydrography Dataset (NHD) maps, Michigan Wetland Inventory (MWI) maps, soil survey maps, and Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs). The results of this desktop review were used to focus field efforts on protected natural resources that are likely to occur within the Project Area.

2.2 U.S. Geographical Survey Topographic Map

The USGS Saline 7.5 minute quadrangle map depicts the elevation within the Project Area at approximately 820 feet above mean sea level (USGS 2019; **Appendix A: Figure 2**).

2.3 National Wetland Inventory, National Hydrography Dataset, and Michigan Wetland Inventory Maps

The NWI, NHD, and MWI maps were reviewed to determine the likely presence, location, size, and type of water resources that may be within the Project Area (USGS 2023; EGLE 2023; USFWS 2023). The United States Fish & Wildlife Service (USFWS) generates NWI maps through high-altitude imagery. MWI maps are produced by overlaying data from the NWI, land cover from the Michigan Department of Natural Resources Michigan Resource Inventory System (MIRIS), and soils as mapped by USDA-NRCS. NHD maps are generated by the USGS to represent the water drainage network of the United States. These maps were used for preliminary analysis only, as these maps may not accurately depict the extent or existence of wetlands and water features in a specific area, nor do they always correctly identify the types of wetlands and water features present. On-site field mapping is required to determine the actual presence and types of wetlands and water features within the Project Area.

The NWI identified one freshwater forested/shrub wetland in the undeveloped, forested portion of the Project Area; no streams were identified in either the NWI or NHD (USFWS 2023; USGS 2023; **Appendix A: Figures 3 and 4**). The MWI maps identified hydric soils and a forested wetland within the Project Area (consistent with NWI) in addition to a historic “lowland hardwood” wetland based on the 1978 MIRIS (USFWS 2023; EGLE 2023; **Appendix A: Figures 3 and 5**).

2.4 NRCS Soils Map

ECT reviewed the USDA-NRCS soil data for hydric soils that may be present within the Project Area. Hydric soils form under conditions of saturation, flooding, or ponding long enough during the growing season to develop anaerobic conditions in the upper part of the soil (USDA NRCS et al. 2018). A total of six soil map types are mapped within the Project Area, one of which is considered hydric (**Appendix A: Figure 6; Table 2-1**).

Table 2-1. USDA-NRCS Soil Map Units

Soils Unit Name	Symbol	Hydric	Acres Within Project Area
Pewamo clay loam, 0 to 2 percent slopes	Pe	Predominantly Hydric	7.04
Nappanee silty clay loam, 2 to 6 percent slopes	NaB	Predominantly Non-hydric	5.48
Houghton muck, disintegration moraine, 0 to 2 percent slopes	HgtanA	Hydric	0.70
Blount loam, 2 to 6 percent slopes	BntaaB	Predominantly Non-hydric	0.68
Morley loam, 6 to 12 percent slopes	MoC	Predominantly Non-hydric	0.29
St. Clair clay loam, 6 to 12 percent slopes	StC	Not Hydric	0.06
Total			14.23

Source: USDA-NRCS 2023.

2.5 FEMA Flood Zone Map

Flood hazard areas identified on the FIRMs are identified as Special Flood Hazard Areas (SFHA). SFHAs are defined as areas that will be inundated by a flood event that has a 1-percent chance of being equaled or exceeded in any given year. The 1-percent annual chance flood is also referred to as the base flood or 100-year flood.

Areas having Zone A flood designation denote areas that are subject to inundation to a 100-year flood hazard area but lack determined base flood elevations. An area having Zone AE flood designation indicates that an area is subject to inundation to a 100-year flood hazard area for which a base elevation has been determined. Flood zone designation Zone X 0.2% is identified as an area not subject to a 100-year flood hazard event but may be subject to a 500-year flood hazard event. Flood Zone X designation indicates areas that have minimal flood hazards not subject to a 100-year or 500-year flood event.

A review of the FIRMs indicated no floodplains are mapped within the Project Area (FEMA 2023; **Appendix A: Figure 7**).

2.6 Antecedent Precipitation

Antecedent precipitation was calculated for the delineation date based on methods described in *Hydrology Tools for Wetland Determination* in conjunction with the USACE Antecedent Precipitation Tool (APT; USDA-NRCS 1997; USACE 2023). This method compares the precipitation of the three months before the delineation date(s) on a weighted score compared to the past 30 years of weather station data. The antecedent precipitation determines whether delineations were performed in dry, normal, or wet conditions relative to the past 30 years of precipitation. A review of APT data indicated that precipitation at the time of the May 2023 delineation was considered “Normal,” indicating that precipitation rates before the field investigation were typical for May (**Appendix C**).

3.0 Results

3.1 Wetlands

During the site reconnaissance, six wetlands (W1 through W6), totaling approximately 1.78 acres, were identified within the Project Area (**Appendix A: Figure 8**). The wetlands identified had a predominance of hydrophytic vegetation, hydric soils, and observed hydrological characteristics. USACE Midwest Region wetland determination data sheets are provided in **Appendix B**.

The scientific names and wetland indicator status of vegetation (obligate wetland, OBL; facultative wetland, FACW; facultative, FAC; facultative upland, FACU; and obligate upland, UPL) noted during the delineation follow the common name the first time each plant species is referenced. **Appendix D** provides photographs depicting conditions at the time of the site investigation. **Table 3-1** provides details on the identified wetlands within the Project Area.

Table 3-1. Wetland Summary Data: Wetland Type and Potential Regulatory Status

Wetland ID	Lat/Long	Wetland Type ¹	Regulatory Status ²	Hydrologic Connectivity ³	Acres
W1	42.175797, -83.776117	PFO	Not Regulated	Isolated	0.49
W2	42.176101, -83.776450	PFO	Not Regulated	Isolated	0.44
W3	42.176638, -83.775534	PFO	Regulated	Contiguous	0.24
W4	42.177159, -83.775209	PFO	Regulated	Contiguous	0.29
W5	42.178451, -83.776506	PEM	Exempt ⁴	Exempt ⁴	0.31
W6	42.178639, -83.775684	PEM	Exempt ⁴	Exempt ⁴	0.01

Source: ECT, 2023.

¹ Cowardin Classification: PFO = Palustrine Forested Wetland; PEM = Palustrine Emergent Wetland

² Final jurisdictional determination is made by EGLE during the permitting process.

³ Contiguous = wetland is within 500 feet of, and/or has a direct connection to a regulating feature (stream, lake, wetland, culvert/stormwater inlet).

⁴ Exempt under Part 303 NREPA Section 324.30305.

Wetlands W1, W2, and W3 are forested wetlands located in the southern and southwestern portions of the Project Area. Vegetation within wetlands W1-W3 is characterized by silver maple (*Acer saccharinum*; FACW), American elm (*Ulmus americana*, FACW), and eastern cottonwood (*Populus deltoides*, FAC) in the tree stratum; common buckthorn (*Rhamnus cathartica*; FAC), swamp white oak (*Quercus bicolor*, FACW), and bitter-nut hickory (*Carya cordiformis*, FACU) in the shrub stratum; with riverbank grape (*Vitis riparia*; FACW) dominant in the vine layer. Hydrology indicators found within

these wetlands include surface water, high water table, saturation, water marks, sparsely vegetated concave surface(s), water-stained leaves, geomorphic position, and vegetation passing the FAC-neutral test. Soils down to 15 inches were very dark gray (10YR 3/1) clay loam with dark yellowish brown (10 YR 4/4) redoximorphic features in the matrix. Below the surface layer, soils were gray (10YR 6/1) with yellowish brown (10YR 5/6) redoximorphic features in the matrix. Wetlands W1 and W2 satisfied the Depleted Matrix (F3) hydric soil indicator and wetland W3 satisfied the Redox Dark Surface (F6) hydric soil indicator. Wetlands W1 and W2 are hydrologically isolated and no connection to regulated water resources could be found and are both smaller than five acres and therefore, wetlands W1 and W2 are likely not regulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Wetland W3 appears to have an upland surface flow to wetland W4, which would make wetland W3 likely regulated by EGLE (**Appendix A: Figure 8**).

Wetland W4 is a forested wetland located in the eastern portion of the Project Area. Vegetation within wetland W4 is characterized by American elm and eastern cottonwood in the tree stratum; common buckthorn in the shrub stratum; and common buckthorn in the herbaceous stratum. A portion of the wetland also contained pussy willow (*Salix discolor*, FACW), silky dogwood (*Cornus amomum*, FACW), black elder (*Sambucus nigra ssp. canadensis*, FAC), and sedge species (*Carex spp.*). Additionally, portions of wetland W4 are dominated by the invasive common reed (*Phragmites australis*, FACW) in the herbaceous stratum. Hydrology indicators found within wetland W4 include geomorphic position and vegetation passing the FAC-neutral test. Soils down to seven inches were very dark gray clay loam with dark yellowish brown redoximorphic features in the matrix over gray silty clay with dark yellowish brown redoximorphic features in the matrix. Wetland W4 satisfied the Depleted Matrix (F3) hydric soil indicator. This wetland is directly connected to and drains into a stormwater inlet located near the eastern boundary of the wetland and is likely EGLE regulated (**Appendix A: Figure 8**).

Wetlands W5 and **W6** are emergent stormwater basins located in the northern portion of the Project Area. Vegetation within these wetlands is characterized by common reed and broadleaf cattail (*Typha latifolia*, OBL) in the herbaceous stratum. Hydrology indicators found within wetlands W5 and W6 include high water table, saturation, water-stained leaves, saturation visible on aerial imagery, geomorphic position, and vegetation passing the FAC-neutral test. Soils down to 10 inches were dark gray (10YR 4/1) clay loam with yellowish brown redoximorphic features in the matrix. Soil below the surface horizon was either greenish gray (10Y 6/1) clay or gray silty clay with yellowish brown

redoximorphic features in the matrix. Wetlands W5 and W6 directly connect to and drain into a stormwater inlet and are EGLE regulated. However, due to exceptions listed in Section 325.30305 of Part 303, Wetlands Protection, of NREPA, wetlands W5 and W6 are likely exempt from EGLE regulations.

3.2 Streams

No streams were identified during site reconnaissance (**Appendix A: Figure 8**). Rivers/streams are regulated by EGLE under Part 301, Inland Lakes and Streams, of the NREPA due to the presence of morphological features such as a defined bed and banks, the presence of OHWM, and evidence of water flow.

3.3 Floodplain

A review of the FIRMs, which depict approximated floodplain boundaries, indicated that no mapped floodplains are present within the Project Area (FEMA 2023; **Appendix A: Figure 7**).

3.4 Upland Conditions

The upland forest adjacent to wetlands W1-W4 consists of a mix of various tree, shrub, herbaceous, and vine species including but not limited to: black cherry (*Prunus serotina*, FACU), ash-leaf maple (*Acer negundo*, FAC), black walnut (*Juglans nigra*, FACU), common hackberry (*Celtis occidentalis*, FAC), American elm, eastern cottonwood, various hickories (*Carya spp.*), burr oak (*Quercus macrocarpa*, FAC), common buckthorn, flowering dogwood (*Cornus florida*, FACU), Morrow's honeysuckle (*Lonicera morrowii*, FACU), choke cherry (*Prunus virginiana*, FACU), Jack-in-the-pulpit (*Arisaema triphyllum*, FACW), black elder, lesser burdock (*Arctium minus*, FACU), riverbank grape, mother-of-the-evening (*Hesperis matronalis*, FACU), and various avens (*Geum spp.*). Upland areas adjacent to the stormwater basins (wetlands W5 and W6) consist of maintained/mowed vegetation dominated by Kentucky blue grass (*Poa pratensis*, FAC) and Fuller's teasel (*Dipsacus fullonum*, FACU). Soils in the upland forest consist of dark gray silty clay loam with yellowish brown redoximorphic features in the matrix above gray clay loam with yellowish brown redoximorphic features in the matrix. Soils in portions of the upland forest meet the hydric soil indicator of Redox Dark Surface (F6). Soils adjacent to the stormwater basins consist of dark grayish brown sandy loam with fine gravel mixed throughout. There was no indication of wetland hydrology in upland areas. Wetland/upland boundaries were distinguished based on the presence or absence of positive indicators of the three wetland criteria.

The upland and wetland forested areas contained hiking trails throughout the Project Area and are displayed in **Appendix A: Figure 9**.

4.0 Permitting Consideration

4.1 Federal Considerations

Since 1984, the federal government has authorized the State of Michigan to administer the Clean Water Act (CWA) Section 404 program within its borders, allowing them to regulate impacts to wetlands and Waters of the United States (WOTUS). Because the program is administered by the State of Michigan, applicants for most wetland permits are required only to apply to EGLE for approval under Part 303 of the Natural Resources and Environmental Protection Act (NREPA), 1994, PA 451, as amended, currently in effect in Michigan (NREPA; State of Michigan 1994). However, there are exceptions where the USACE maintains jurisdiction within Michigan. In these areas, a separate permit must be received from both the USACE and the EGLE. USACE jurisdiction over WOTUS is maintained under Section 10 of the federal Rivers and Harbors Act of 1899 (33 U.S.C. 403; Chapter 425, March 3, 1899; 30 Stat.1151):

1. Traditionally navigable waters:
 - Great Lakes;
 - Connecting channels to the Great Lakes;
 - Waters connected to the Great Lakes where navigational conditions are maintained; and
 - Wetlands that are directly adjacent to these waters.

Wetlands within the Project Area are not located in or adjacent to a Great Lake or their connecting navigable waters and therefore do not fall under USACE jurisdiction.

4.2 State Considerations

In Michigan, wetlands, streams, and floodplains are regulated by EGLE in coordination with USACE and the United States Environmental Protection Agency (EPA) under NREPA. These agencies make permitting and compliance determinations regarding wetlands, streams, and floodplains in the State of Michigan, and have the final decision in matters of regulatory status. Under Section 404 of the CWA, WOTUS is regulated jointly by EGLE and USACE. USACE has regulatory authority over Section 10 Waters and tribal lands. The EPA oversees the State's 404 Program and will assist in permit review if the Project impacts exceed thresholds outlined in the EPA Memorandum of Understanding. A permit

is required for activities such as, but not limited to, the placement of fill, dredging of material, draining of surface water, or constructing a structure within a regulated wetland or stream. Wetlands are protected under Part 303, Wetland Protection, of the NREPA. EGLE assumes regulatory authority over wetlands that are five acres or greater in the total area; contiguous to (directly adjacent to, connected to) an inland lake, pond, or stream; within 500 feet of an inland lake, pond, or stream; or 1,000 feet of a Great Lake, Lake Saint Clair, Saint Mary's River, Saint Clair River, or Detroit River.

EGLE may also exert regulatory control over isolated wetlands less than five acres in size "...if the department determines that protection of the area is essential to the preservation of the natural resources of the state from pollution, impairment, or destruction and the department has so notified the owner."

The following activities are prohibited within regulated wetlands without an EGLE permit:

1. The placement of fill material;
2. Dredging;
3. Construction within; and/or
4. The draining of surface water from a wetland.

Inland lakes, streams, and rivers are protected and regulated under Part 301, Inland Lakes and Streams, of the NREPA. EGLE assumes regulatory authority over natural or artificial inland lakes that are greater than five acres in size and streams that have definite banks, a bed, and visible evidence of a continued flow or continued occurrence of water. There are no streams within the Project Area.

Under Part 31, Water Resources Protection, EGLE regulates the development, grading, filling, and cut of floodplains with a drainage area greater than two square miles. EGLE does not regulate floodplains of the Great Lakes. A person shall not alter a floodplain except as authorized by a floodplain permit issued by EGLE under NREPA, Part 13, Permits (all water resources permits are under Part 13). The purpose of Part 31 is to assure that the flow carrying capacity of a watercourse is not harmfully obstructed and that the floodway portion of the floodplain is not used for residential construction. There are no floodplains within the Project Area.

NREPA, Part 303, Wetlands Protection, defines a pond as a natural or permanent artificial pond that has more than one acre but less than five acres of permanent open water. This does not include ponds constructed by excavating or diking dry land and maintained for the sole purpose of cooling or storing

water and does not include lagoons used for treating polluted water. NREPA, Part 301, does not regulate ponds that are less than five acres in size.

The following activities are prohibited within regulated inland lakes and streams without an EGLE permit:

1. Dredging or filling bottomland;
2. Constructing, enlarging, extending, removing, or placing a structure on the bottomland;
3. Erecting, maintaining, or operating a marina;
4. Creating, enlarging, or diminishing an inland lake or stream;
5. Structurally interfering with the natural flow of an inland lake or stream;
6. Constructing, dredging, commencing, extending, or enlarging an artificial canal, channel, ditch, lagoon, pond, lake, or similar waterway where the purpose is an ultimate connection with an existing inland lake or stream, or where any part of the artificial waterway is located within 500 feet of the ordinary high-water mark of an existing inland lake or stream; and
7. Connecting any natural or artificially constructed waterway, canal, channel, ditch, lagoon, pond, lake, or similar water with an existing inland lake or stream for navigation or any other purpose.

ECT reviewed and delineated six wetlands (W1-W6) within the Project Area. It is ECT's professional opinion that two of these wetlands (W3-W4) identified in the field delineation are likely regulated under Part 303, Wetland Protection, of the NREPA due to their contiguity to regulated surface waters (**Table 3-1; Appendix A: Figure 8**).

NREPA Part 303, Wetlands Protection, lists exceptions to EGLE permitting and regulations under Section 324.30305. Subpart (4)(b) states that

"(4) a wetland that is incidentally created as a result of one or more of the following activities is not subject to regulation under this part: (b) Construction and operation of a water treatment pond, lagoon, or storm water facility in compliance with the requirements of state or federal water pollution control laws."

ECT reviewed and delineated two storm water basin wetlands (W5 and W6) within the Project Area. It is ECT's professional opinion that wetlands W5 and W6 likely fit this exemption and are therefore exempt from EGLE regulations.

4.3 Local Considerations

ECT reviewed the City of Saline Code of Ordinances and there are no ordinances specifically directed to the regulation, permitting, or setback from wetlands. Section 6.02 of the ordinance lists requirements for residential developments intent on becoming open space preservation areas and amount of wetlands required, but this section likely does not apply to this Project (Saline, Michigan 1993).

5.0 Conclusion

ECT conducted an aquatic resource assessment on the approximately 14.2-acre Project Area for the Saline District Library Project located in Saline, Washtenaw County, Michigan. During the assessment, ECT identified six wetlands, W1-W6, totaling approximately 1.78 acres, located within the Project Area. Wetlands W3 and W4 are likely regulated by EGLE under Part 303 of NREPA due to contiguity to surface waters via stormwater inlets. Wetlands W5 and W6 are likely exempt from EGLE regulations due to being constructed stormwater basins. Wetlands W1 and W2 are likely not EGLE regulated due to being more than 500 feet from regulating water resources and being less than five acres in size.

EGLE has the final jurisdictional determination of wetlands, streams, and floodplains within the State of Michigan through the permitting process. It is unlawful to deposit fill or dredge material, drain surface water, or construct a structure in a regulated water resource without a permit from EGLE.

ECT's evaluation was performed following generally accepted procedures for conducting wetland and watercourse evaluations. ECT's conclusion reflects our professional opinion based on the conditions present at the time of the evaluation.

6.0 References

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Common Wetland Definitions

Perennial Streams: year-round streams, typically have water year-round. Water comes from upstream tributaries or headwaters as well as precipitation.

Intermittent Streams: have water intermittently throughout the year when upstream waters or groundwater provide enough streamflow. May not have flowing surface water during dry times of the year.

Palustrine Emergent Wetland (PEM): Vegetative classification of a wetland system based on the dominant vegetation, consisting of rooted herbaceous (non-woody) plant species that have parts extending above a water surface with at least 30% aerial coverage.

100-year flood: A flood with a magnitude that has a 1% chance of occurring or being exceeded in any given year.

Floodplain: The area of land adjoining a river or stream that will be inundated by a 100-year flood.

Hydric soil: Soil that is saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part (1991 National Technical Committee on Hydric Soils definition).

Hydrophytes: Plant species that grow in water or on a substrate that is at least periodically deficient in oxygen because of excessive water content; plants typically found in wet habitats.

Isolated Wetland: "wetland that is not subject to regulation under the Federal Water Pollution Control Act" as described by MI part 303.

Palustrine Scrub-Shrub Wetland (PSS): Vegetative classification of a wetland system based on the dominant vegetation consisting of woody plants less than 3 inches in diameter but greater than 3 ft but less than 20 ft in height OR where trees and shrubs combined have an aerial coverage no greater than 30%.

Palustrine Forested Wetland (PFO): Vegetative classification of a wetland system based on the dominant vegetation consisting of woody plants 3 inches in diameter or greater, regardless of height with at least 30% aerial coverage.

Traditional Navigable Water: A water body that is presently used or has been previously used in the past for transport by interstate or foreign commerce vessels.

Wetland: Defined by USACE as "...areas that are inundated or saturated by surface or groundwater...at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions."

Wetland hydrology: Hydrologic characteristics of areas that are periodically inundated or have soils saturated to the surface at some time during the growing season.

Wetland Indicator Status:

OBL: Obligate wetland plant that occurs almost always, 99% of the time, in wetlands under natural conditions, but which rarely occur in non-wetlands.

FACW: Facultative wetland plant that occurs usually, 67% to 99% of the time, in wetlands, but also occurs 1% to 33% of the time in non-wetlands.

FAC: Facultative plant that occurs in both wetlands and non-wetlands 33% to 67% of the time.

FACU: Plant that occurs sometimes, 1% to 33% of the time, in wetlands but occurs more often, 67% to 99% of the time, in non-wetlands.

UPL: Upland plant that occurs very rarely in wetlands, less than 1% of the time.

Appendix A Background Maps

Figure 1 Site Location

Figure 2 USGS Topographic

Figure 3 NWI Features

Figure 4 NHD Features

Figure 5 MWI Features

Figure 6 NRCS Soil

Figure 7 FEMA Flood Zone

Figure 8 Wetland and Stream Delineation

Figure 9 SDL Trails





Lodi Township

City of Saline

Pittsfield Township

Saline Township

York Township

-  Project Area (±14.2 acres)
-  Municipal Boundary

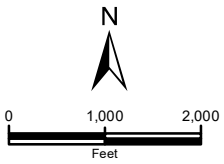
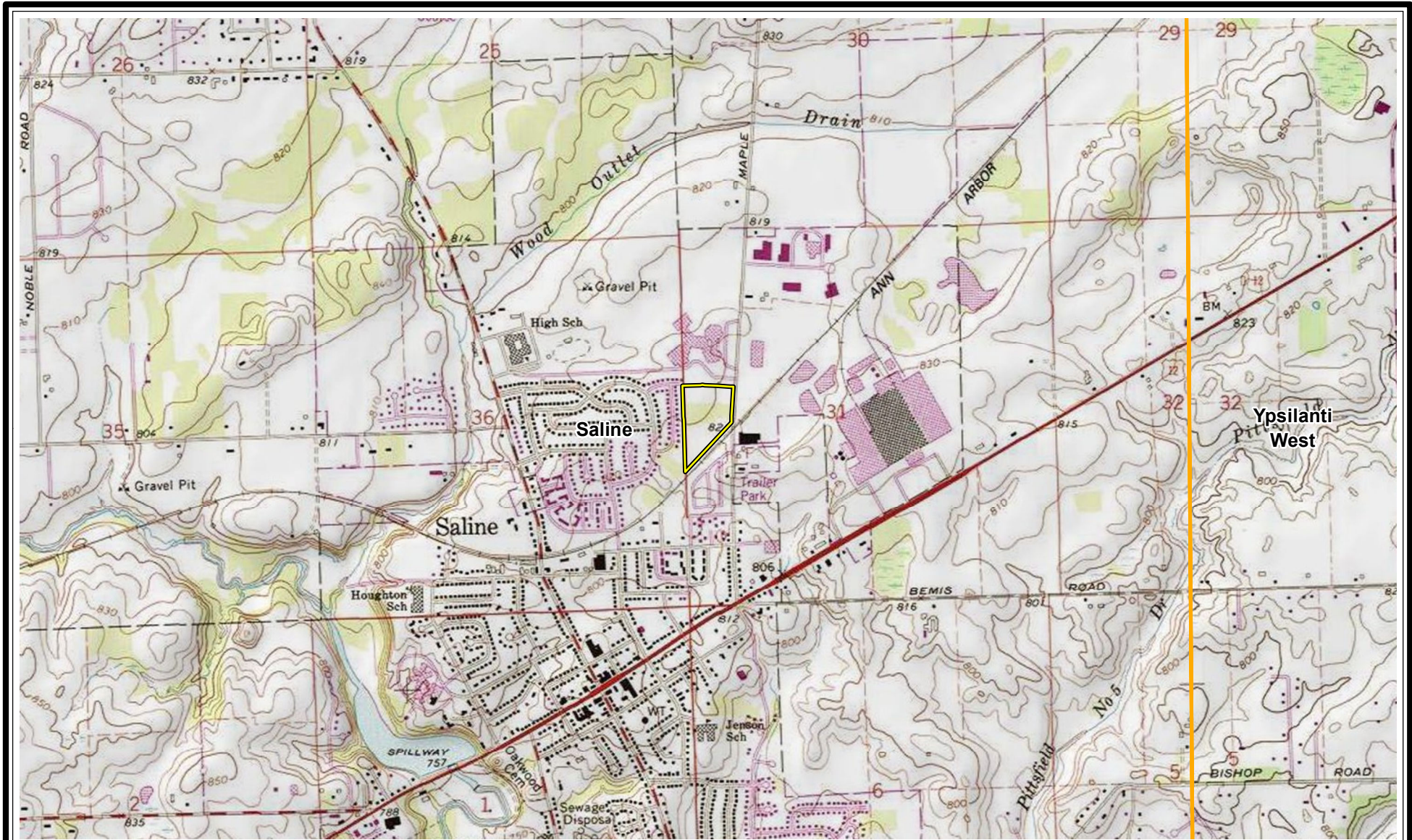




Figure 1
Site Location
 Saline District Library
 Washtenaw County, Michigan
 Date: 5/24/2023



Sources: ESRI Street Map, 2023; Washtenaw County, 2023.



-  Project Area
-  USGS 7.5 Minute Topographic Quadrangle

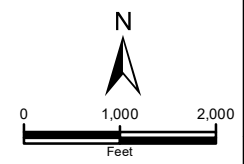


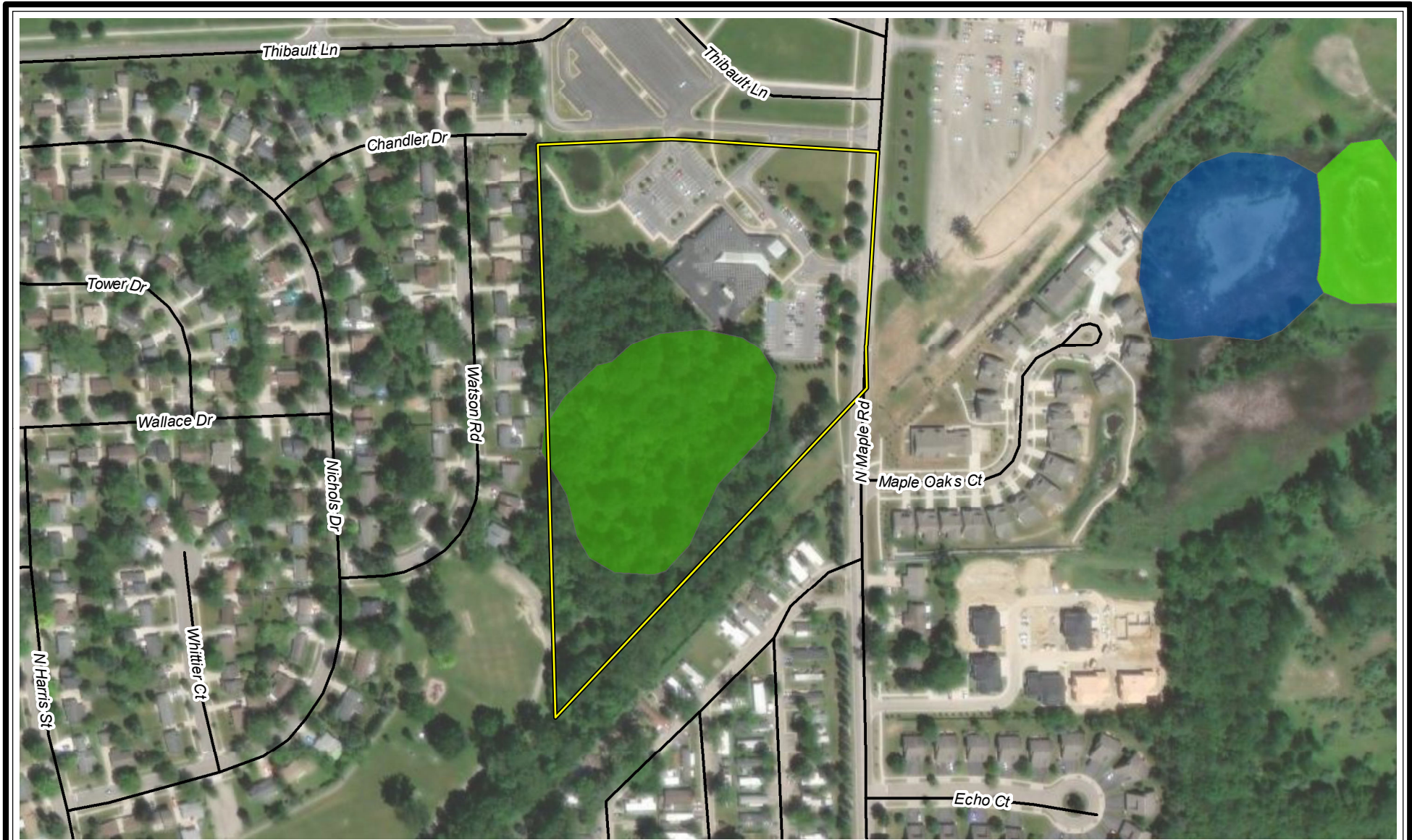
Figure 2
USGS Topographic*

Saline District Library
 Washtenaw County, Michigan
 Date: 5/24/2023



*Saline Quadrangle

Sources: USGS, 2023; ECT, 2023.



- Project Area (±14.2 acres)
- Road
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond

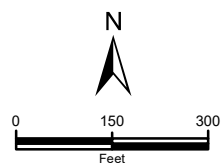
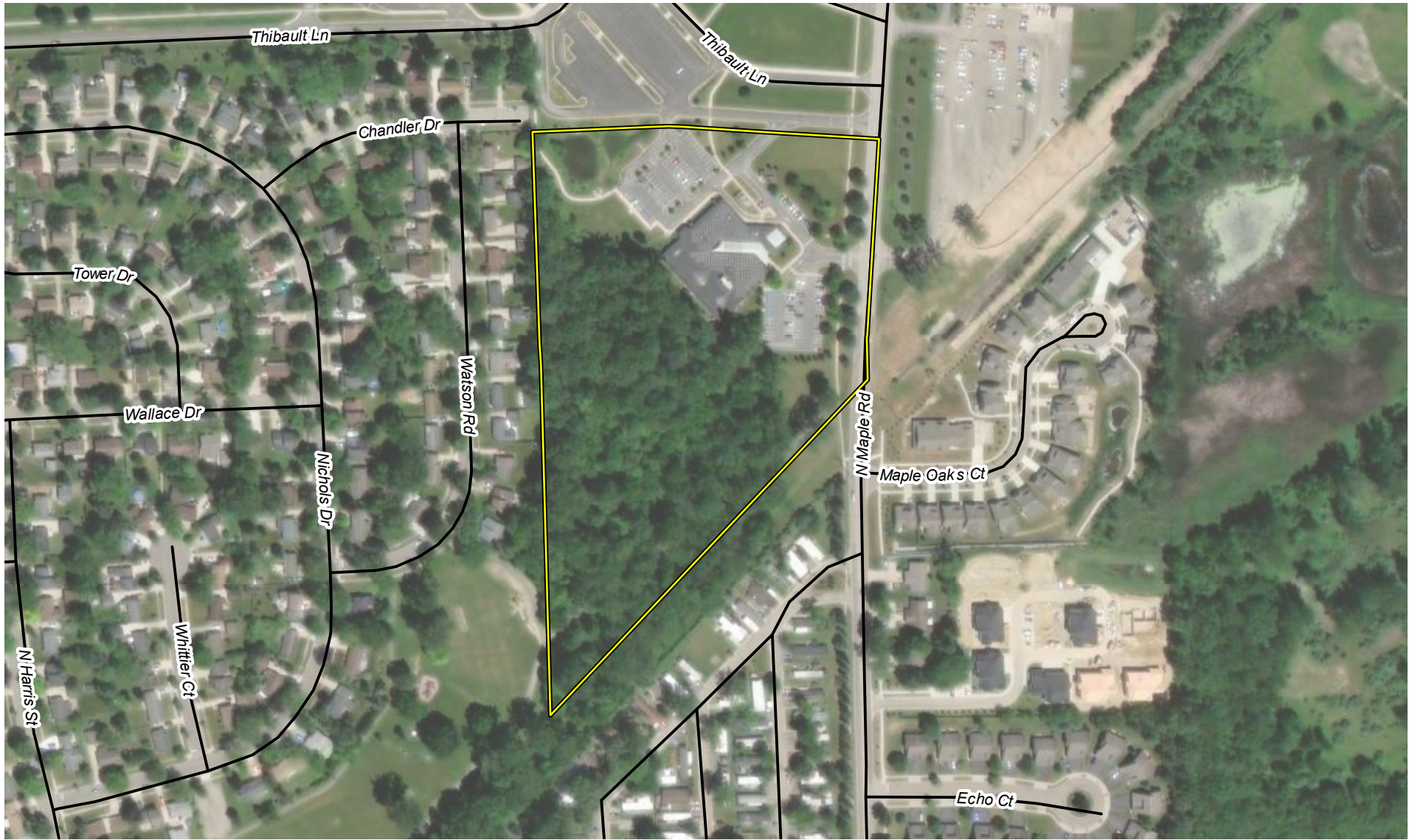


Figure 3
NWI Features
 Saline District Library
 Washtenaw County, Michigan
 Date: 5/26/2023



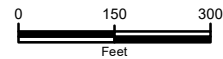
Sources: USFWS, 2023; ECT, 2023.



 Project Area (±14.2 acres)

 Road

No NHD features
in current map view

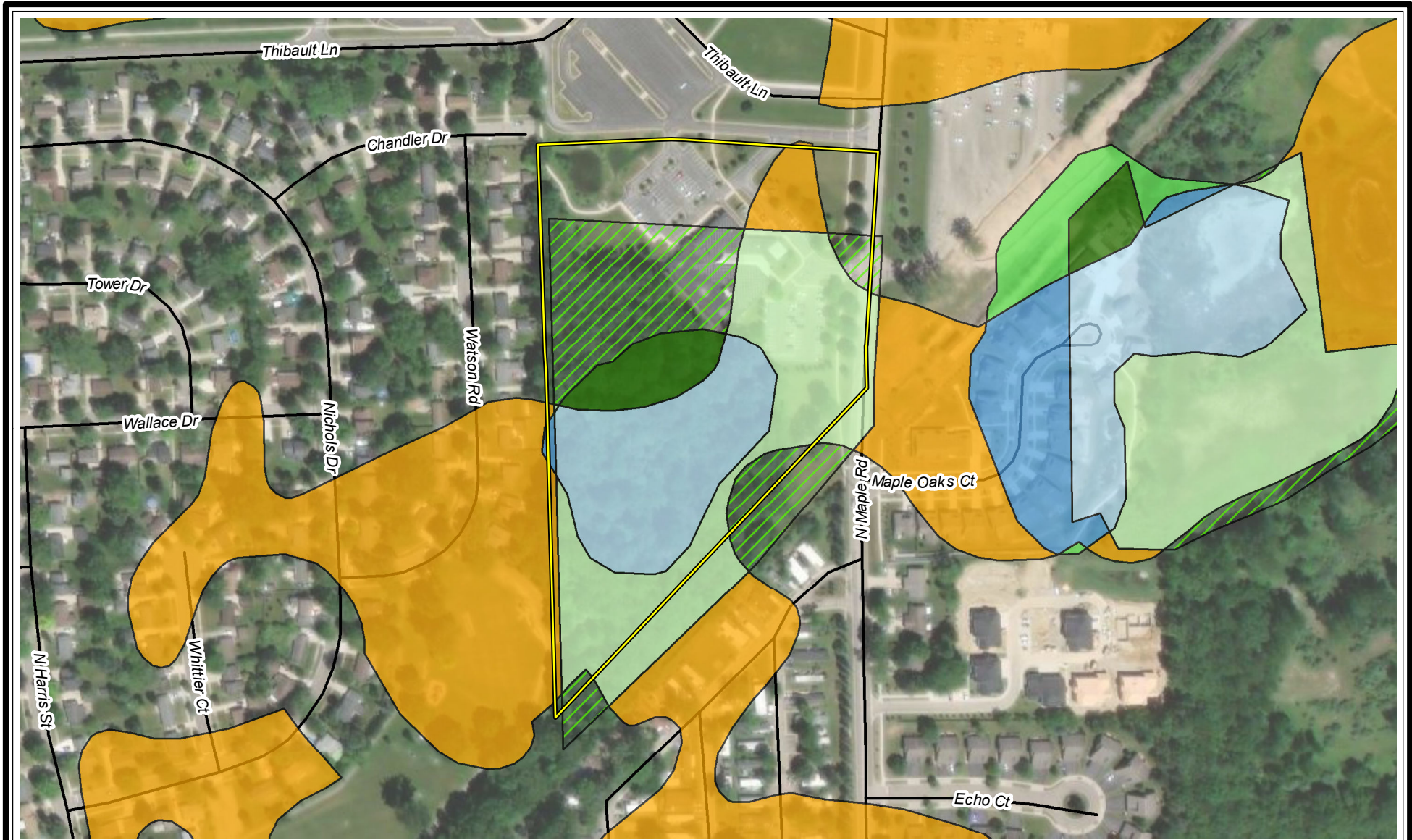


Sources: USGS, 2023; ECT, 2023.

**Figure 4
NHD Features**

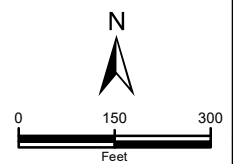
Saline District Library
Washtenaw County, Michigan
Date: 5/26/2023





- Project Area (±14.2 acres)
- Overlapping Hydric Soils & 1978 MIRIS
- 1978 MIRIS Wetland Only
- NWI only
- Overlapping NWI & 1978 MIRIS
- Overlapping Hydric Soils & NWI
- Overlapping Hydric Soils & NWI & 1978 MIRIS
- Hydric Soils Only

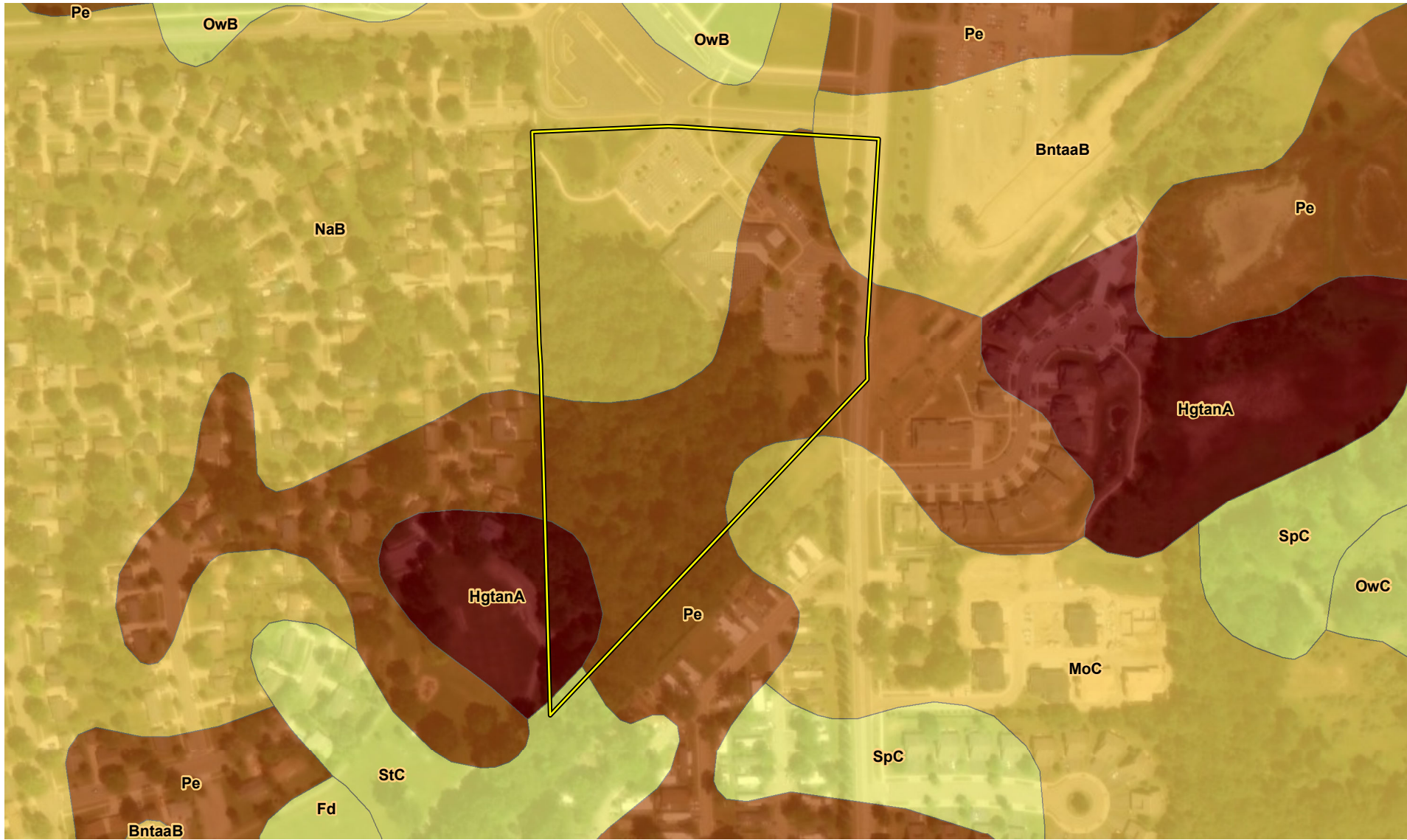
— Road




Sources: EGLE, 2023; ECT, 2023.





Figure 5
MWI Features
 Saline District Library
 Washtenaw County, Michigan
 Date: 5/26/2023

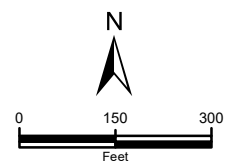




 Project Area (±14.2 acres)

Soil Hydric Rating

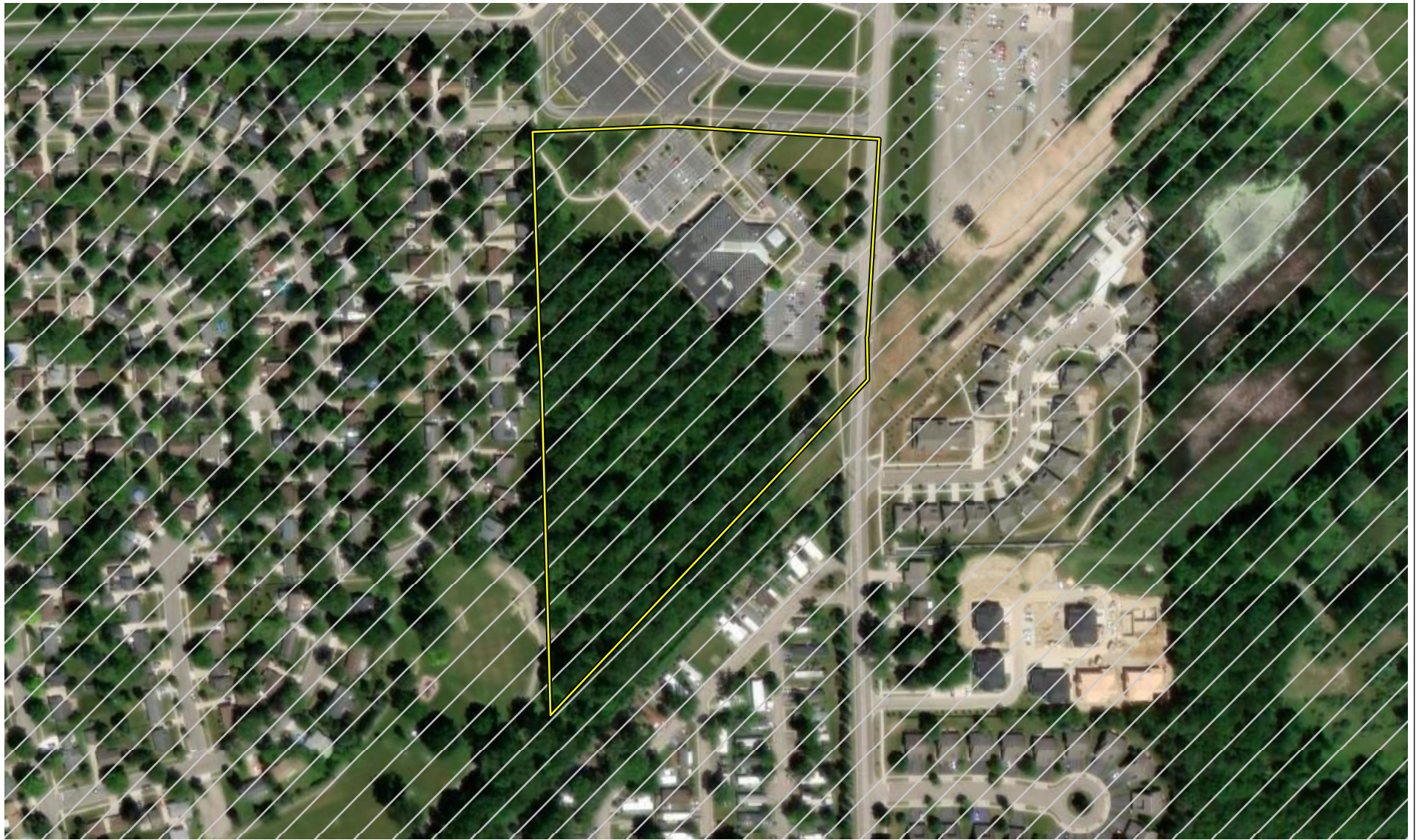
-  Not Hydric
-  Predominantly Non-hydric
-  Predominantly Hydric
-  Hydric





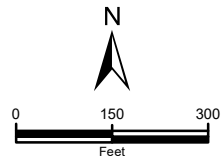
Sources: USDA-NRCS, 2023; ECT, 2023.

Figure 6
NRCS Soil
 Saline District Library
 Washtenaw County, Michigan
 Date: 5/25/2023





-  Project Area (±14.2 acres)
-  Zone X - Area of Minimal Flood Hazard



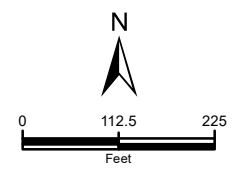
Sources: FEMA, 2023; ECT, 2023.

Figure 7
FEMA Flood Zone
 Saline District Library
 Washtenaw County, Michigan
 Date: 5/25/2023





- | | | |
|----------------------------|--------------------------------|------|
| Project Area (±14.2 acres) | Upland Sample Point | Road |
| Delineated Wetlands | Wetland Sample Point | |
| Not EGLE Regulated | Culvert | |
| EGLE Regulated | Stormwater Basin Rip Rap Inlet | |
| EGLE Regulated, Exempt | Stormwater Inlet Pipe/Grate | |



Sources: ECT, 2023; ESRI Imagery, 2022

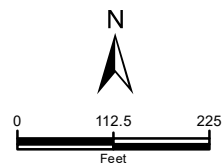
Figure 8
Wetland and Stream Delineation

Saline District Library
Washtenaw County, Michigan
Date: 5/26/2023





- Project Area (±14.2 acres)
- Delineated Wetland
- Trails
- Road
- Culvert
- Stormwater Inlet Pipe/Grate



Sources: ECT, 2023; ESRI Imagery, 2022

Figure 9
SDL Trails
 Saline District Library
 Washtenaw County, Michigan
 Date: 5/26/2023



Appendix B USACE Wetland Determination Data Forms

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W1,2-UPL
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Upland, Hillslope Local relief (concave, convex, none): None
 Slope (%): 2 Lat: 42.1760368 Long: -83.7759933 Datum: WGS 84
 Soil Map Unit Name: Pe - Pewamo clay loam, 0 to 2 percent slopes NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Remarks:	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status															
1. <u>Acer negundo</u>	<u>20</u>	<input checked="" type="checkbox"/>	<u>FAC</u>	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>3</u> (A) Total Number of Dominant Species Across All Strata: <u>8</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>37.5</u> (A/B)														
2. <u>Juglans nigra</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FACU</u>															
3. _____	_____	_____	_____															
4. _____	_____	_____	_____															
5. _____	_____	_____	_____															
<u>35%</u> = Total Cover				Prevalence Index worksheet: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Total % Cover of:</td> <td style="width:50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>0</u></td> <td>x 1 = <u>0</u></td> </tr> <tr> <td>FACW species <u>15</u></td> <td>x 2 = <u>30</u></td> </tr> <tr> <td>FAC species <u>45</u></td> <td>x 3 = <u>135</u></td> </tr> <tr> <td>FACU species <u>120</u></td> <td>x 4 = <u>480</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>180</u> (A)</td> <td><u>645</u> (B)</td> </tr> </table> Prevalence Index = B/A = <u>3.58</u>	Total % Cover of:	Multiply by:	OBL species <u>0</u>	x 1 = <u>0</u>	FACW species <u>15</u>	x 2 = <u>30</u>	FAC species <u>45</u>	x 3 = <u>135</u>	FACU species <u>120</u>	x 4 = <u>480</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>180</u> (A)	<u>645</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>0</u>	x 1 = <u>0</u>																	
FACW species <u>15</u>	x 2 = <u>30</u>																	
FAC species <u>45</u>	x 3 = <u>135</u>																	
FACU species <u>120</u>	x 4 = <u>480</u>																	
UPL species <u>0</u>	x 5 = <u>0</u>																	
Column Totals: <u>180</u> (A)	<u>645</u> (B)																	
<u>40%</u> = Total Cover																		
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																		
1. <u>Cornus florida</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FACU</u>	Hydrophytic Vegetation Indicators: ___ 1 - Rapid Test for Hydrophytic Vegetation ___ 2 - Dominance Test is >50% ___ 3 - Prevalence Index is ≤3.0 ¹ ___ 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) ___ Problematic Hydrophytic Vegetation ¹ (Explain)														
2. <u>Lonicera morrowii</u>	<u>10</u>	<input checked="" type="checkbox"/>	<u>FACU</u>															
3. <u>Rhamnus cathartica</u>	<u>5</u>	_____	<u>FAC</u>															
4. <u>Rubus idaeus</u>	<u>5</u>	_____	<u>FACU</u>															
5. <u>Rubus occidentalis</u>	<u>5</u>	_____	_____															
<u>40%</u> = Total Cover																		
Herb Stratum (Plot size: <u>5 ft r</u>)																		
1. <u>Arctium minus</u>	<u>25</u>	<input checked="" type="checkbox"/>	<u>FACU</u>															
2. <u>Circaea canadensis</u>	<u>20</u>	<input checked="" type="checkbox"/>	<u>FACU</u>															
3. <u>Geum sp</u>	<u>20</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
4. <u>Hesperis matronalis</u>	<u>15</u>	_____	<u>FACU</u>															
5. <u>Parthenocissus quinquefolia</u>	<u>10</u>	_____	<u>FACU</u>															
6. <u>Arisaema triphyllum</u>	<u>5</u>	_____	<u>FACW</u>															
7. <u>Cornus florida</u>	<u>5</u>	_____	<u>FACU</u>															
8. _____	_____	_____	_____															
9. _____	_____	_____	_____															
10. _____	_____	_____	_____															
<u>100%</u> = Total Cover																		
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																		
1. <u>Vitis riparia</u>	<u>10</u>	<input checked="" type="checkbox"/>	<u>FACW</u>	Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>														
2. _____	_____	_____	_____															
<u>10%</u> = Total Cover																		
Remarks: (Include photo numbers here or on a separate sheet.)																		
Unknown avens assumed to be FAC																		

SOIL

Sampling Point: W1,2-UPL

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 5	10YR 3/1	100					Silty Clay Loam	
5 - 11	10YR 3/1	95	10YR 5/6	5	C	M	Silty Clay Loam	
11 - 16	10YR 6/1	90	10YR 5/6	10	C	M	Clay Loam	
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:	Indicators for Problematic Hydric Soils ³ :
<input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input checked="" type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> Redox Depressions (F8) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	<input type="checkbox"/> Coast Prairie Redox (A16) <input type="checkbox"/> Dark Surface (S7) <input type="checkbox"/> Iron-Manganese Masses (F12) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks)

³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required: check all that apply)	Secondary Indicators (minimum of two required)	
<input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> Saturation (A3) <input type="checkbox"/> True Aquatic Plants (B14) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input type="checkbox"/> Geomorphic Position (D2) <input type="checkbox"/> FAC-Neutral Test (D5)	

Field Observations: Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? (includes capillary fringe) Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____	Wetland Hydrology Present? Yes _____ No <input checked="" type="checkbox"/>
--	--

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W1-SP
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave
 Slope (%): 0 Lat: 42.1757848 Long: -83.7760735 Datum: WGS 84
 Soil Map Unit Name: Pe - Pewamo clay loam, 0 to 2 percent slopes NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Remarks:	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status																													
1. <u>Acer saccharinum</u>	<u>55</u>	<input checked="" type="checkbox"/>	<u>FACW</u>	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>2</u> (A) Total Number of Dominant Species Across All Strata: <u>2</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100</u> (A/B)																												
2. <u>Populus deltoides</u>	<u>40</u>	<input checked="" type="checkbox"/>	<u>FAC</u>																													
3. <u>Ulmus americana</u>	<u>5</u>		<u>FACW</u>																													
4. _____																																
5. _____																																
<u>100%</u> = Total Cover				Prevalence Index worksheet: <table style="width:100%; border-collapse: collapse;"> <tr> <td align="center" colspan="2">Total % Cover of:</td> <td align="center" colspan="2">Multiply by:</td> </tr> <tr> <td>OBL species</td> <td align="center"><u>0</u></td> <td align="center">x 1 =</td> <td align="center"><u>0</u></td> </tr> <tr> <td>FACW species</td> <td align="center"><u>60</u></td> <td align="center">x 2 =</td> <td align="center"><u>120</u></td> </tr> <tr> <td>FAC species</td> <td align="center"><u>40</u></td> <td align="center">x 3 =</td> <td align="center"><u>120</u></td> </tr> <tr> <td>FACU species</td> <td align="center"><u>0</u></td> <td align="center">x 4 =</td> <td align="center"><u>0</u></td> </tr> <tr> <td>UPL species</td> <td align="center"><u>0</u></td> <td align="center">x 5 =</td> <td align="center"><u>0</u></td> </tr> <tr> <td>Column Totals:</td> <td align="center"><u>100</u> (A)</td> <td align="center"><u>240</u> (B)</td> <td></td> </tr> </table> Prevalence Index = B/A = <u>2.40</u>	Total % Cover of:		Multiply by:		OBL species	<u>0</u>	x 1 =	<u>0</u>	FACW species	<u>60</u>	x 2 =	<u>120</u>	FAC species	<u>40</u>	x 3 =	<u>120</u>	FACU species	<u>0</u>	x 4 =	<u>0</u>	UPL species	<u>0</u>	x 5 =	<u>0</u>	Column Totals:	<u>100</u> (A)	<u>240</u> (B)	
Total % Cover of:		Multiply by:																														
OBL species	<u>0</u>	x 1 =	<u>0</u>																													
FACW species	<u>60</u>	x 2 =	<u>120</u>																													
FAC species	<u>40</u>	x 3 =	<u>120</u>																													
FACU species	<u>0</u>	x 4 =	<u>0</u>																													
UPL species	<u>0</u>	x 5 =	<u>0</u>																													
Column Totals:	<u>100</u> (A)	<u>240</u> (B)																														
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																																
1. _____																																
2. _____																																
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4. _____																																
5. _____																																
_____ = Total Cover																																
Herb Stratum (Plot size: <u>5 ft r</u>)																																
1. _____																																
2. _____																																
3. _____																																
4. _____																																
5. _____																																
6. _____																																
7. _____																																
8. _____																																
9. _____																																
10. _____																																
_____ = Total Cover																																
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																																
1. _____																																
2. _____																																
_____ = Total Cover																																
Hydrophytic Vegetation Indicators: ___ 1 - Rapid Test for Hydrophytic Vegetation <input checked="" type="checkbox"/> 2 - Dominance Test is >50% <input checked="" type="checkbox"/> 3 - Prevalence Index is ≤3.0 ¹ ___ 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) ___ Problematic Hydrophytic Vegetation ¹ (Explain)																																
¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.																																
Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																																
Remarks: (Include photo numbers here or on a separate sheet.)																																
Additional vegetation present outside plot: <u>R. cathartica, A. negundo, one S. nigra tree</u>																																
Very sparse ground cover with <u>P. quinquefolia, O. sensibilis, T. radicans</u>																																

SOIL

Sampling Point: W1-SP

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 8	10YR 3/1	100					Silty Clay Loam	
8 - 16	10YR 6/1	90	10YR 5/6	10	C	M	Clay Loam	
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators: <input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	Indicators for Problematic Hydric Soils³: <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input checked="" type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8) <input type="checkbox"/> Coast Prairie Redox (A16) <input type="checkbox"/> Dark Surface (S7) <input type="checkbox"/> Iron-Manganese Masses (F12) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks)
---	--

³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No _____
---	--

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required; check all that apply)		Secondary Indicators (minimum of two required)
<input checked="" type="checkbox"/> Surface Water (A1) <input checked="" type="checkbox"/> High Water Table (A2) <input checked="" type="checkbox"/> Saturation (A3) <input checked="" type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input checked="" type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input checked="" type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> True Aquatic Plants (B14) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input checked="" type="checkbox"/> Geomorphic Position (D2) <input checked="" type="checkbox"/> FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>1</u> Water Table Present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>5</u> Saturation Present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>0</u> (includes capillary fringe)		Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No _____
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W2-SP
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave
 Slope (%): 0 Lat: 42.1760775 Long: -83.7764369 Datum: WGS 84
 Soil Map Unit Name: Pe - Pewamo clay loam, 0 to 2 percent slopes NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Remarks:	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status															
1. <u>Acer saccharinum</u>	<u>60</u>	<input checked="" type="checkbox"/>	<u>FACW</u>	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>4</u> (A) Total Number of Dominant Species Across All Strata: <u>4</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100</u> (A/B)														
2. <u>Populus deltoides</u>	<u>35</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
3. <u>Ulmus americana</u>	<u>5</u>		<u>FACW</u>															
4. _____																		
5. _____																		
<u>100%</u> = Total Cover				Prevalence Index worksheet: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Total % Cover of:</td> <td style="width:50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>0</u></td> <td>x 1 = <u>0</u></td> </tr> <tr> <td>FACW species <u>80</u></td> <td>x 2 = <u>160</u></td> </tr> <tr> <td>FAC species <u>50</u></td> <td>x 3 = <u>150</u></td> </tr> <tr> <td>FACU species <u>0</u></td> <td>x 4 = <u>0</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>130</u> (A)</td> <td><u>310</u> (B)</td> </tr> </table> Prevalence Index = B/A = <u>2.38</u>	Total % Cover of:	Multiply by:	OBL species <u>0</u>	x 1 = <u>0</u>	FACW species <u>80</u>	x 2 = <u>160</u>	FAC species <u>50</u>	x 3 = <u>150</u>	FACU species <u>0</u>	x 4 = <u>0</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>130</u> (A)	<u>310</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>0</u>	x 1 = <u>0</u>																	
FACW species <u>80</u>	x 2 = <u>160</u>																	
FAC species <u>50</u>	x 3 = <u>150</u>																	
FACU species <u>0</u>	x 4 = <u>0</u>																	
UPL species <u>0</u>	x 5 = <u>0</u>																	
Column Totals: <u>130</u> (A)	<u>310</u> (B)																	
<u>15%</u> = Total Cover																		
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																		
1. <u>Rhamnus cathartica</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
2. _____																		
3. _____																		
4. _____																		
5. _____																		
<u>15%</u> = Total Cover																		
Herb Stratum (Plot size: <u>5 ft r</u>)																		
1. _____																		
2. _____																		
3. _____																		
4. _____																		
5. _____																		
6. _____																		
7. _____																		
8. _____																		
9. _____																		
10. _____																		
_____ = Total Cover																		
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																		
1. <u>Vitis riparia</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FACW</u>															
2. _____																		
<u>15%</u> = Total Cover																		
Remarks: (Include photo numbers here or on a separate sheet.) Additional vegetation present outside plot: <u>Q. bicolor, A. negundo</u> Very sparse ground cover with <u>P. quinquefolia, T. radicans</u>																		
Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																		

SOIL

Sampling Point: W2-SP

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 9	10YR 3/1	100					Silty Clay Loam	
9 - 16	10YR 6/1	85	10YR 5/6	15	C	M	Clay Loam	
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators: <input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	Indicators for Problematic Hydric Soils³: <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input checked="" type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8) <input type="checkbox"/> Coast Prairie Redox (A16) <input type="checkbox"/> Dark Surface (S7) <input type="checkbox"/> Iron-Manganese Masses (F12) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks)
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³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No _____
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Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required; check all that apply)	Secondary Indicators (minimum of two required)	
<input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Saturation (A3) <input checked="" type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input checked="" type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input checked="" type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> True Aquatic Plants (B14) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input checked="" type="checkbox"/> Geomorphic Position (D2) <input checked="" type="checkbox"/> FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)		Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No _____
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W3,4-UPL
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Upland, Depression Local relief (concave, convex, none): Concave
 Slope (%): 0 Lat: 42.1767225 Long: -83.7751781 Datum: WGS 84
 Soil Map Unit Name: Pe - Pewamo clay loam, 0 to 2 percent slopes NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Remarks:	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status															
1. <u>Ulmus americana</u>	<u>75</u>	<input checked="" type="checkbox"/>	<u>FACW</u>	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>2</u> (A) Total Number of Dominant Species Across All Strata: <u>4</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>50</u> (A/B)														
2. <u>Quercus macrocarpa</u>	<u>15</u>		<u>FAC</u>															
3. <u>Carya cordiformis</u>	<u>5</u>		<u>FACU</u>															
4. <u>Populus deltoides</u>	<u>5</u>		<u>FAC</u>															
5. _____																		
<u>100%</u> = Total Cover				Prevalence Index worksheet: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Total % Cover of:</td> <td style="width:50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>0</u></td> <td>x 1 = <u>0</u></td> </tr> <tr> <td>FACW species <u>80</u></td> <td>x 2 = <u>160</u></td> </tr> <tr> <td>FAC species <u>20</u></td> <td>x 3 = <u>60</u></td> </tr> <tr> <td>FACU species <u>45</u></td> <td>x 4 = <u>180</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>145</u> (A)</td> <td><u>400</u> (B)</td> </tr> </table> Prevalence Index = B/A = <u>2.76</u>	Total % Cover of:	Multiply by:	OBL species <u>0</u>	x 1 = <u>0</u>	FACW species <u>80</u>	x 2 = <u>160</u>	FAC species <u>20</u>	x 3 = <u>60</u>	FACU species <u>45</u>	x 4 = <u>180</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>145</u> (A)	<u>400</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>0</u>	x 1 = <u>0</u>																	
FACW species <u>80</u>	x 2 = <u>160</u>																	
FAC species <u>20</u>	x 3 = <u>60</u>																	
FACU species <u>45</u>	x 4 = <u>180</u>																	
UPL species <u>0</u>	x 5 = <u>0</u>																	
Column Totals: <u>145</u> (A)	<u>400</u> (B)																	
<u>35%</u> = Total Cover																		
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																		
1. <u>Carya cordiformis</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FACU</u>															
2. <u>Prunus virginiana</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FACU</u>															
3. <u>Lonicera morrowii</u>	<u>5</u>		<u>FACU</u>															
4. _____																		
5. _____																		
<u>35%</u> = Total Cover																		
Herb Stratum (Plot size: <u>5 ft r</u>)																		
1. <u>Sambucus nigra ssp. canadensis</u>	<u>10</u>	<input checked="" type="checkbox"/>																
2. <u>Arisaema triphyllum</u>	<u>5</u>	<input checked="" type="checkbox"/>	<u>FACW</u>															
3. <u>Circaea canadensis</u>	<u>3</u>		<u>FACU</u>															
4. <u>Parthenocissus quinquefolia</u>	<u>2</u>		<u>FACU</u>															
5. _____																		
6. _____																		
7. _____																		
8. _____																		
9. _____																		
10. _____																		
<u>20%</u> = Total Cover																		
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																		
1. _____																		
2. _____																		
_____ = Total Cover																		
Hydrophytic Vegetation Indicators: ___ 1 - Rapid Test for Hydrophytic Vegetation ___ 2 - Dominance Test is >50% ___ 3 - Prevalence Index is ≤3.0 ¹ ___ 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) ___ Problematic Hydrophytic Vegetation ¹ (Explain)																		
¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.																		
Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																		
Remarks: (Include photo numbers here or on a separate sheet.)																		

SOIL

Sampling Point: W3,4-UPL

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 4	10YR 3/1	100					Clay Loam	
4 - 16	10YR 3/1	95	10YR 4/6	5	C	M	Clay Loam	
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators: <input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	Indicators for Problematic Hydric Soils³: <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input type="checkbox"/> Depleted Matrix (F3) <input checked="" type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8) <input type="checkbox"/> Coast Prairie Redox (A16) <input type="checkbox"/> Dark Surface (S7) <input type="checkbox"/> Iron-Manganese Masses (F12) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks)
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³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required: check all that apply) <input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Saturation (A3) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> True Aquatic Plants (B14) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)	Secondary Indicators (minimum of two required) <input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input type="checkbox"/> Geomorphic Position (D2) <input type="checkbox"/> FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)		Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W3-SP
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave
 Slope (%): 0 Lat: 42.1766043 Long: -83.7755037 Datum: WGS 84
 Soil Map Unit Name: Pe - Pewamo clay loam, 0 to 2 percent slopes NWI classification: PSS1B

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Remarks:	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status															
1. <u>Ulmus americana</u>	<u>40</u>	<input checked="" type="checkbox"/>	<u>FACW</u>	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>4</u> (A) Total Number of Dominant Species Across All Strata: <u>5</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>80</u> (A/B)														
2. <u>Populus deltoides</u>	<u>35</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
3. <u>Carya cordiformis</u>	<u>15</u>		<u>FACU</u>															
4. <u>Quercus bicolor</u>	<u>10</u>		<u>FACW</u>															
5. _____																		
<u>100%</u> = Total Cover				Prevalence Index worksheet: <table style="width:100%; border: none;"> <tr> <td style="width:50%;">Total % Cover of:</td> <td style="width:50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>0</u></td> <td>x 1 = <u>0</u></td> </tr> <tr> <td>FACW species <u>60</u></td> <td>x 2 = <u>120</u></td> </tr> <tr> <td>FAC species <u>45</u></td> <td>x 3 = <u>135</u></td> </tr> <tr> <td>FACU species <u>30</u></td> <td>x 4 = <u>120</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>135</u> (A)</td> <td><u>375</u> (B)</td> </tr> </table> Prevalence Index = B/A = <u>2.78</u>	Total % Cover of:	Multiply by:	OBL species <u>0</u>	x 1 = <u>0</u>	FACW species <u>60</u>	x 2 = <u>120</u>	FAC species <u>45</u>	x 3 = <u>135</u>	FACU species <u>30</u>	x 4 = <u>120</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>135</u> (A)	<u>375</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>0</u>	x 1 = <u>0</u>																	
FACW species <u>60</u>	x 2 = <u>120</u>																	
FAC species <u>45</u>	x 3 = <u>135</u>																	
FACU species <u>30</u>	x 4 = <u>120</u>																	
UPL species <u>0</u>	x 5 = <u>0</u>																	
Column Totals: <u>135</u> (A)	<u>375</u> (B)																	
<u>35%</u> = Total Cover																		
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																		
1. <u>Carya cordiformis</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FACU</u>															
2. <u>Quercus bicolor</u>	<u>10</u>	<input checked="" type="checkbox"/>	<u>FACW</u>															
3. <u>Rhamnus cathartica</u>	<u>10</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
4. _____																		
5. _____																		
<u>35%</u> = Total Cover																		
Herb Stratum (Plot size: <u>5 ft r</u>)																		
1. _____																		
2. _____																		
3. _____																		
4. _____																		
5. _____																		
6. _____																		
7. _____																		
8. _____																		
9. _____																		
10. _____																		
_____ = Total Cover																		
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																		
1. _____																		
2. _____																		
_____ = Total Cover																		
Remarks: (Include photo numbers here or on a separate sheet.)																		

SOIL

Sampling Point: W3-SP

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 15	10YR 3/1	97	10YR 4/4	3	C	M	Clay Loam	
-								
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators: <input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	Indicators for Problematic Hydric Soils³: <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input type="checkbox"/> Depleted Matrix (F3) <input checked="" type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8) <input type="checkbox"/> Coast Prairie Redox (A16) <input type="checkbox"/> Dark Surface (S7) <input type="checkbox"/> Iron-Manganese Masses (F12) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks)
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³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Remarks:

HYDROLOGY

Wetland Hydrology Indicators:			
<u>Primary Indicators (minimum of one is required: check all that apply)</u>		<u>Secondary Indicators (minimum of two required)</u>	
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Water-Stained Leaves (B9)	<input type="checkbox"/> Surface Soil Cracks (B6)	
<input type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> Aquatic Fauna (B13)	<input type="checkbox"/> Drainage Patterns (B10)	
<input type="checkbox"/> Saturation (A3)	<input type="checkbox"/> True Aquatic Plants (B14)	<input type="checkbox"/> Dry-Season Water Table (C2)	
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)	<input type="checkbox"/> Crayfish Burrows (C8)	
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)	<input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)	
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Presence of Reduced Iron (C4)	<input type="checkbox"/> Stunted or Stressed Plants (D1)	
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)	<input checked="" type="checkbox"/> Geomorphic Position (D2)	
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Thin Muck Surface (C7)	<input checked="" type="checkbox"/> FAC-Neutral Test (D5)	
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)	<input type="checkbox"/> Gauge or Well Data (D9)		
<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input type="checkbox"/> Other (Explain in Remarks)		

Field Observations: Surface Water Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)	Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W4-SP
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave
 Slope (%): 0 Lat: 42.1770454 Long: -83.7750781 Datum: WGS 84
 Soil Map Unit Name: Pe - Pewamo clay loam, 0 to 2 percent slopes NWI classification: PSS1B

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Remarks:	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status															
1. <u>Ulmus americana</u>	<u>50</u>	<input checked="" type="checkbox"/>	<u>FACW</u>	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>5</u> (A) Total Number of Dominant Species Across All Strata: <u>5</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100</u> (A/B)														
2. <u>Populus deltoides</u>	<u>40</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
3. <u>Quercus bicolor</u>	<u>5</u>		<u>FACW</u>															
4. _____																		
5. _____																		
<u>95%</u> = Total Cover				Prevalence Index worksheet: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Total % Cover of:</td> <td style="width:50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>0</u></td> <td>x 1 = <u>0</u></td> </tr> <tr> <td>FACW species <u>65</u></td> <td>x 2 = <u>130</u></td> </tr> <tr> <td>FAC species <u>90</u></td> <td>x 3 = <u>270</u></td> </tr> <tr> <td>FACU species <u>5</u></td> <td>x 4 = <u>20</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>160</u> (A)</td> <td><u>420</u> (B)</td> </tr> </table> Prevalence Index = B/A = <u>2.63</u>	Total % Cover of:	Multiply by:	OBL species <u>0</u>	x 1 = <u>0</u>	FACW species <u>65</u>	x 2 = <u>130</u>	FAC species <u>90</u>	x 3 = <u>270</u>	FACU species <u>5</u>	x 4 = <u>20</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>160</u> (A)	<u>420</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>0</u>	x 1 = <u>0</u>																	
FACW species <u>65</u>	x 2 = <u>130</u>																	
FAC species <u>90</u>	x 3 = <u>270</u>																	
FACU species <u>5</u>	x 4 = <u>20</u>																	
UPL species <u>0</u>	x 5 = <u>0</u>																	
Column Totals: <u>160</u> (A)	<u>420</u> (B)																	
<u>95%</u> = Total Cover																		
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																		
1. <u>Rhamnus cathartica</u>	<u>35</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
2. <u>Acer saccharinum</u>	<u>5</u>		<u>FACW</u>															
3. <u>Lonicera morrowii</u>	<u>5</u>		<u>FACU</u>															
4. _____																		
5. _____																		
<u>45%</u> = Total Cover																		
Herb Stratum (Plot size: <u>5 ft r</u>)																		
1. <u>Rhamnus cathartica</u>	<u>15</u>	<input checked="" type="checkbox"/>	<u>FAC</u>															
2. <u>Arisaema triphyllum</u>	<u>5</u>	<input checked="" type="checkbox"/>	<u>FACW</u>															
3. _____																		
4. _____																		
5. _____																		
6. _____																		
7. _____																		
8. _____																		
9. _____																		
10. _____																		
<u>20%</u> = Total Cover																		
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																		
1. _____																		
2. _____																		
_____ = Total Cover																		
Hydrophytic Vegetation Indicators: ___ 1 - Rapid Test for Hydrophytic Vegetation <input checked="" type="checkbox"/> 2 - Dominance Test is >50% <input checked="" type="checkbox"/> 3 - Prevalence Index is ≤3.0 ¹ ___ 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) ___ Problematic Hydrophytic Vegetation ¹ (Explain)																		
¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.																		
Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																		

Remarks: (Include photo numbers here or on a separate sheet.)
Additional vegetation present outside plot within wetland: P. australis, F. alnus, P. arundinacea, Carex sp., one S. discolor shrub, P. quinquefolia

SOIL

Sampling Point: W4-SP

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 7	10YR 3/1	95	10YR 4/4	5	C	M	Clay Loam	
7 - 16	10YR 6/1	80	10YR 4/6	20	C	M	Silty Clay	
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:	Indicators for Problematic Hydric Soils ³ :
<input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	<input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input checked="" type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8)

³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No _____
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Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required: check all that apply)	Secondary Indicators (minimum of two required)	
<input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Saturation (A3) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> True Aquatic Plants (B14) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input checked="" type="checkbox"/> Geomorphic Position (D2) <input checked="" type="checkbox"/> FAC-Neutral Test (D5)

Field Observations: Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)	Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No _____
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Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W5,6-UPL
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Upland, Hillslope Local relief (concave, convex, none): Convex
 Slope (%): 4 Lat: 42.178619 Long: -83.775906 Datum: WGS 84
 Soil Map Unit Name: NaB - Nappanee silty clay loam, 2 to 6 percent slopes NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hydric Soil Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Wetland Hydrology Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Remarks: Edge of mowed turf, next to constructed storm water basin	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status	Dominance Test worksheet:
1. _____	_____	_____	_____	Number of Dominant Species That Are OBL, FACW, or FAC: <u>1</u> (A)
2. _____	_____	_____	_____	Total Number of Dominant Species Across All Strata: <u>2</u> (B)
3. _____	_____	_____	_____	Percent of Dominant Species That Are OBL, FACW, or FAC: <u>50</u> (A/B)
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
_____ = Total Cover				
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status	Prevalence Index worksheet:
1. <u>Rhamnus cathartica</u>	<u>3</u>	_____	<u>FAC</u>	Total % Cover of: _____ Multiply by: _____
2. _____	_____	_____	_____	OBL species <u>0</u> x 1 = <u>0</u>
3. _____	_____	_____	_____	FACW species <u>0</u> x 2 = <u>0</u>
4. _____	_____	_____	_____	FAC species <u>53</u> x 3 = <u>159</u>
5. _____	_____	_____	_____	FACU species <u>45</u> x 4 = <u>180</u>
<u>3%</u> = Total Cover				UPL species <u>0</u> x 5 = <u>0</u>
				Column Totals: <u>98</u> (A) <u>339</u> (B)
				Prevalence Index = B/A = <u>3.46</u>
Herb Stratum (Plot size: <u>5 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status	Hydrophytic Vegetation Indicators:
1. <u>Poa pratensis</u>	<u>50</u>	<input checked="" type="checkbox"/>	<u>FAC</u>	<input type="checkbox"/> 1 - Rapid Test for Hydrophytic Vegetation
2. <u>Dipsacus fullonum</u>	<u>35</u>	<input checked="" type="checkbox"/>	<u>FACU</u>	<input type="checkbox"/> 2 - Dominance Test is >50%
3. <u>Solidago altissima</u>	<u>10</u>	_____	<u>FACU</u>	<input type="checkbox"/> 3 - Prevalence Index is ≤3.0 ¹
4. <u>Euphorbia virgata</u>	<u>5</u>	_____	_____	<input type="checkbox"/> 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet)
5. _____	_____	_____	_____	<input type="checkbox"/> Problematic Hydrophytic Vegetation ¹ (Explain)
6. _____	_____	_____	_____	
7. _____	_____	_____	_____	
8. _____	_____	_____	_____	
9. _____	_____	_____	_____	
10. _____	_____	_____	_____	
<u>100%</u> = Total Cover				¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.
Woody Vine Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status	Hydrophytic Vegetation Present?
1. _____	_____	_____	_____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2. _____	_____	_____	_____	
_____ = Total Cover				
Remarks: (Include photo numbers here or on a separate sheet.)				

SOIL

Sampling Point: W5,6-UPL

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 10	10YR 4/2	100					Sandy Loam	With fine gravel
-								
-								
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators: <input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	Indicators for Problematic Hydric Soils³: <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8) <input type="checkbox"/> Coast Prairie Redox (A16) <input type="checkbox"/> Dark Surface (S7) <input type="checkbox"/> Iron-Manganese Masses (F12) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks)
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³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes _____ No <input checked="" type="checkbox"/>
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Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required: check all that apply)	Secondary Indicators (minimum of two required)	
<input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Saturation (A3) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> True Aquatic Plants (B14) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input type="checkbox"/> Geomorphic Position (D2) <input type="checkbox"/> FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)		Wetland Hydrology Present? Yes _____ No <input checked="" type="checkbox"/>
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Saline/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W5-SP
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave
 Slope (%): 0 Lat: 42.178572 Long: -83.776017 Datum: WGS 84
 Soil Map Unit Name: NaB - Nappanee silty clay loam, 2 to 6 percent slopes NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Remarks: Storm water wetland	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status	Dominance Test worksheet:														
1. _____	_____	_____	_____	Number of Dominant Species That Are OBL, FACW, or FAC: <u>1</u> (A) Total Number of Dominant Species Across All Strata: <u>1</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100</u> (A/B)														
2. _____	_____	_____	_____															
3. _____	_____	_____	_____															
4. _____	_____	_____	_____															
5. _____	_____	_____	_____															
_____ = Total Cover				Prevalence Index worksheet: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Total % Cover of:</td> <td style="width:50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>25</u></td> <td>x 1 = <u>25</u></td> </tr> <tr> <td>FACW species <u>70</u></td> <td>x 2 = <u>140</u></td> </tr> <tr> <td>FAC species <u>0</u></td> <td>x 3 = <u>0</u></td> </tr> <tr> <td>FACU species <u>5</u></td> <td>x 4 = <u>20</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>100</u> (A)</td> <td><u>185</u> (B)</td> </tr> </table> Prevalence Index = B/A = <u>1.85</u>	Total % Cover of:	Multiply by:	OBL species <u>25</u>	x 1 = <u>25</u>	FACW species <u>70</u>	x 2 = <u>140</u>	FAC species <u>0</u>	x 3 = <u>0</u>	FACU species <u>5</u>	x 4 = <u>20</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>100</u> (A)	<u>185</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>25</u>	x 1 = <u>25</u>																	
FACW species <u>70</u>	x 2 = <u>140</u>																	
FAC species <u>0</u>	x 3 = <u>0</u>																	
FACU species <u>5</u>	x 4 = <u>20</u>																	
UPL species <u>0</u>	x 5 = <u>0</u>																	
Column Totals: <u>100</u> (A)	<u>185</u> (B)																	
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																		
1. _____	_____	_____	_____															
2. _____	_____	_____	_____															
3. _____	_____	_____	_____															
4. _____	_____	_____	_____															
5. _____	_____	_____	_____															
_____ = Total Cover																		
Herb Stratum (Plot size: <u>5 ft r</u>)																		
1. <u>Phragmites australis</u>	<u>70</u>	<input checked="" type="checkbox"/>	<u>FACW</u>	Hydrophytic Vegetation Indicators: <input checked="" type="checkbox"/> 1 - Rapid Test for Hydrophytic Vegetation <input checked="" type="checkbox"/> 2 - Dominance Test is >50% <input checked="" type="checkbox"/> 3 - Prevalence Index is ≤3.0 ¹ <input type="checkbox"/> 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) <input type="checkbox"/> Problematic Hydrophytic Vegetation ¹ (Explain)														
2. <u>Lythrum salicaria</u>	<u>15</u>		<u>OBL</u>															
3. <u>Typha latifolia</u>	<u>10</u>		<u>OBL</u>															
4. <u>Dipsacus fullonum</u>	<u>5</u>		<u>FACU</u>															
5. _____	_____	_____	_____															
6. _____	_____	_____	_____															
7. _____	_____	_____	_____															
8. _____	_____	_____	_____															
9. _____	_____	_____	_____															
10. _____	_____	_____	_____															
<u>100%</u> = Total Cover																		
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																		
1. _____	_____	_____	_____	Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>														
2. _____	_____	_____	_____															
_____ = Total Cover																		
Remarks: (Include photo numbers here or on a separate sheet.)																		

SOIL

Sampling Point: W5-SP

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 6	10YR 4/1	95	10YR 4/4	5	C	M	Clay Loam	
6 - 14	10YR 6/1	85	10YR 5/6	15	C	M	Clay	Gleyed clay
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators: <input type="checkbox"/> Histosol (A1) <input type="checkbox"/> Histic Epipedon (A2) <input type="checkbox"/> Black Histic (A3) <input type="checkbox"/> Hydrogen Sulfide (A4) <input type="checkbox"/> Stratified Layers (A5) <input type="checkbox"/> 2 cm Muck (A10) <input type="checkbox"/> Depleted Below Dark Surface (A11) <input type="checkbox"/> Thick Dark Surface (A12) <input type="checkbox"/> Sandy Mucky Mineral (S1) <input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	Indicators for Problematic Hydric Soils³: <input type="checkbox"/> Sandy Gleyed Matrix (S4) <input type="checkbox"/> Sandy Redox (S5) <input type="checkbox"/> Stripped Matrix (S6) <input type="checkbox"/> Loamy Mucky Mineral (F1) <input type="checkbox"/> Loamy Gleyed Matrix (F2) <input checked="" type="checkbox"/> Depleted Matrix (F3) <input type="checkbox"/> Redox Dark Surface (F6) <input type="checkbox"/> Depleted Dark Surface (F7) <input type="checkbox"/> Redox Depressions (F8) <input type="checkbox"/> Coast Prairie Redox (A16) <input type="checkbox"/> Dark Surface (S7) <input type="checkbox"/> Iron-Manganese Masses (F12) <input type="checkbox"/> Very Shallow Dark Surface (TF12) <input type="checkbox"/> Other (Explain in Remarks)
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³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: <u>Compacted clay</u> Depth (Inches): <u>14</u>	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required; check all that apply) <input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> High Water Table (A2) <input checked="" type="checkbox"/> Saturation (A3) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input checked="" type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> True Aquatic Plants (B14) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Gauge or Well Data (D9) <input type="checkbox"/> Other (Explain in Remarks)	Secondary Indicators (minimum of two required) <input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input checked="" type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Stunted or Stressed Plants (D1) <input checked="" type="checkbox"/> Geomorphic Position (D2) <input checked="" type="checkbox"/> FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? (includes capillary fringe) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Depth (inches): <u>0</u>		Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

WETLAND DETERMINATION DATA FORM – Midwest Region

Project/Site: Saline District Library City/County: Ann Arbor/Washtenaw County Sampling Date: 2023-05-18
 Applicant/Owner: Midwestern Consulting State: Michigan Sampling Point: W6-SP
 Investigator(s): E. McLaughlin Section, Township, Range: S31 T3S R6E
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave
 Slope (%): 0 Lat: 42.1786298 Long: -83.7757238 Datum: WGS 84
 Soil Map Unit Name: NaB - Nappanee silty clay loam, 2 to 6 percent slopes NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes No (If no, explain in Remarks.)
 Are Vegetation , Soil , or Hydrology significantly disturbed? Are "Normal Circumstances" present? Yes No
 Are Vegetation , Soil , or Hydrology naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Hydric Soil Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is the Sampled Area within a Wetland? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Remarks: Storm water wetland	

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: <u>30 ft r</u>)	Absolute % Cover	Dominant Species?	Indicator Status	Dominance Test worksheet:														
1. _____	_____	_____	_____	Number of Dominant Species That Are OBL, FACW, or FAC: <u>1</u> (A)														
2. _____	_____	_____	_____	Total Number of Dominant Species Across All Strata: <u>1</u> (B)														
3. _____	_____	_____	_____	Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100</u> (A/B)														
4. _____	_____	_____	_____															
5. _____	_____	_____	_____															
_____ = Total Cover																		
Sapling/Shrub Stratum (Plot size: <u>15 ft r</u>)																		
1. _____	_____	_____	_____	Prevalence Index worksheet: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Total % Cover of:</td> <td style="width:50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>95</u></td> <td>x 1 = <u>95</u></td> </tr> <tr> <td>FACW species <u>0</u></td> <td>x 2 = <u>0</u></td> </tr> <tr> <td>FAC species <u>0</u></td> <td>x 3 = <u>0</u></td> </tr> <tr> <td>FACU species <u>5</u></td> <td>x 4 = <u>20</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>100</u> (A)</td> <td><u>115</u> (B)</td> </tr> </table>	Total % Cover of:	Multiply by:	OBL species <u>95</u>	x 1 = <u>95</u>	FACW species <u>0</u>	x 2 = <u>0</u>	FAC species <u>0</u>	x 3 = <u>0</u>	FACU species <u>5</u>	x 4 = <u>20</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>100</u> (A)	<u>115</u> (B)
Total % Cover of:	Multiply by:																	
OBL species <u>95</u>	x 1 = <u>95</u>																	
FACW species <u>0</u>	x 2 = <u>0</u>																	
FAC species <u>0</u>	x 3 = <u>0</u>																	
FACU species <u>5</u>	x 4 = <u>20</u>																	
UPL species <u>0</u>	x 5 = <u>0</u>																	
Column Totals: <u>100</u> (A)	<u>115</u> (B)																	
2. _____	_____	_____	_____															
3. _____	_____	_____	_____															
4. _____	_____	_____	_____															
5. _____	_____	_____	_____															
_____ = Total Cover																		
Herb Stratum (Plot size: <u>5 ft r</u>)																		
1. <u>Typha latifolia</u>	<u>90</u>	<input checked="" type="checkbox"/>	<u>OBL</u>	Hydrophytic Vegetation Indicators: <input checked="" type="checkbox"/> 1 - Rapid Test for Hydrophytic Vegetation <input checked="" type="checkbox"/> 2 - Dominance Test is >50% <input checked="" type="checkbox"/> 3 - Prevalence Index is ≤3.0 ¹ <input type="checkbox"/> 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) <input type="checkbox"/> Problematic Hydrophytic Vegetation ¹ (Explain) ¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.														
2. <u>Dipsacus fullonum</u>	<u>5</u>	<input type="checkbox"/>	<u>FACU</u>															
3. <u>Lythrum salicaria</u>	<u>5</u>	<input type="checkbox"/>	<u>OBL</u>															
4. _____	_____	<input type="checkbox"/>	_____															
5. _____	_____	<input type="checkbox"/>	_____															
6. _____	_____	<input type="checkbox"/>	_____															
7. _____	_____	<input type="checkbox"/>	_____															
8. _____	_____	<input type="checkbox"/>	_____															
9. _____	_____	<input type="checkbox"/>	_____															
10. _____	_____	<input type="checkbox"/>	_____															
<u>100%</u> = Total Cover																		
Woody Vine Stratum (Plot size: <u>30 ft r</u>)																		
1. _____	_____	_____	_____	Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>														
2. _____	_____	_____	_____															
_____ = Total Cover																		
Remarks: (Include photo numbers here or on a separate sheet.)																		

SOIL

Sampling Point: W6-SP

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0 - 10	10YR 4/1	95	10YR 5/6	5	C	M	Clay Loam	
10 - 16	10YR 6/1	85	10YR 5/6	15	C	M	Silty Clay	
-								
-								
-								
-								
-								

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:	Indicators for Problematic Hydric Soils ³ :
<input type="checkbox"/> Histosol (A1)	<input type="checkbox"/> Sandy Gleyed Matrix (S4)
<input type="checkbox"/> Histic Epipedon (A2)	<input type="checkbox"/> Sandy Redox (S5)
<input type="checkbox"/> Black Histic (A3)	<input type="checkbox"/> Stripped Matrix (S6)
<input type="checkbox"/> Hydrogen Sulfide (A4)	<input type="checkbox"/> Loamy Mucky Mineral (F1)
<input type="checkbox"/> Stratified Layers (A5)	<input type="checkbox"/> Loamy Gleyed Matrix (F2)
<input type="checkbox"/> 2 cm Muck (A10)	<input checked="" type="checkbox"/> Depleted Matrix (F3)
<input type="checkbox"/> Depleted Below Dark Surface (A11)	<input type="checkbox"/> Redox Dark Surface (F6)
<input type="checkbox"/> Thick Dark Surface (A12)	<input type="checkbox"/> Depleted Dark Surface (F7)
<input type="checkbox"/> Sandy Mucky Mineral (S1)	<input type="checkbox"/> Redox Depressions (F8)
<input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	

³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed): Type: _____ Depth (Inches): _____	Hydric Soil Present? Yes <input checked="" type="checkbox"/> No _____
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Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
Primary Indicators (minimum of one is required; check all that apply)	Secondary Indicators (minimum of two required)	
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Water-Stained Leaves (B9)	<input type="checkbox"/> Surface Soil Cracks (B6)
<input checked="" type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> Aquatic Fauna (B13)	<input type="checkbox"/> Drainage Patterns (B10)
<input checked="" type="checkbox"/> Saturation (A3)	<input type="checkbox"/> True Aquatic Plants (B14)	<input type="checkbox"/> Dry-Season Water Table (C2)
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)	<input type="checkbox"/> Crayfish Burrows (C8)
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)	<input checked="" type="checkbox"/> Saturation Visible on Aerial Imagery (C9)
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Presence of Reduced Iron (C4)	<input type="checkbox"/> Stunted or Stressed Plants (D1)
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)	<input checked="" type="checkbox"/> Geomorphic Position (D2)
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Thin Muck Surface (C7)	<input checked="" type="checkbox"/> FAC-Neutral Test (D5)
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)	<input type="checkbox"/> Gauge or Well Data (D9)	
<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	<input type="checkbox"/> Other (Explain in Remarks)	

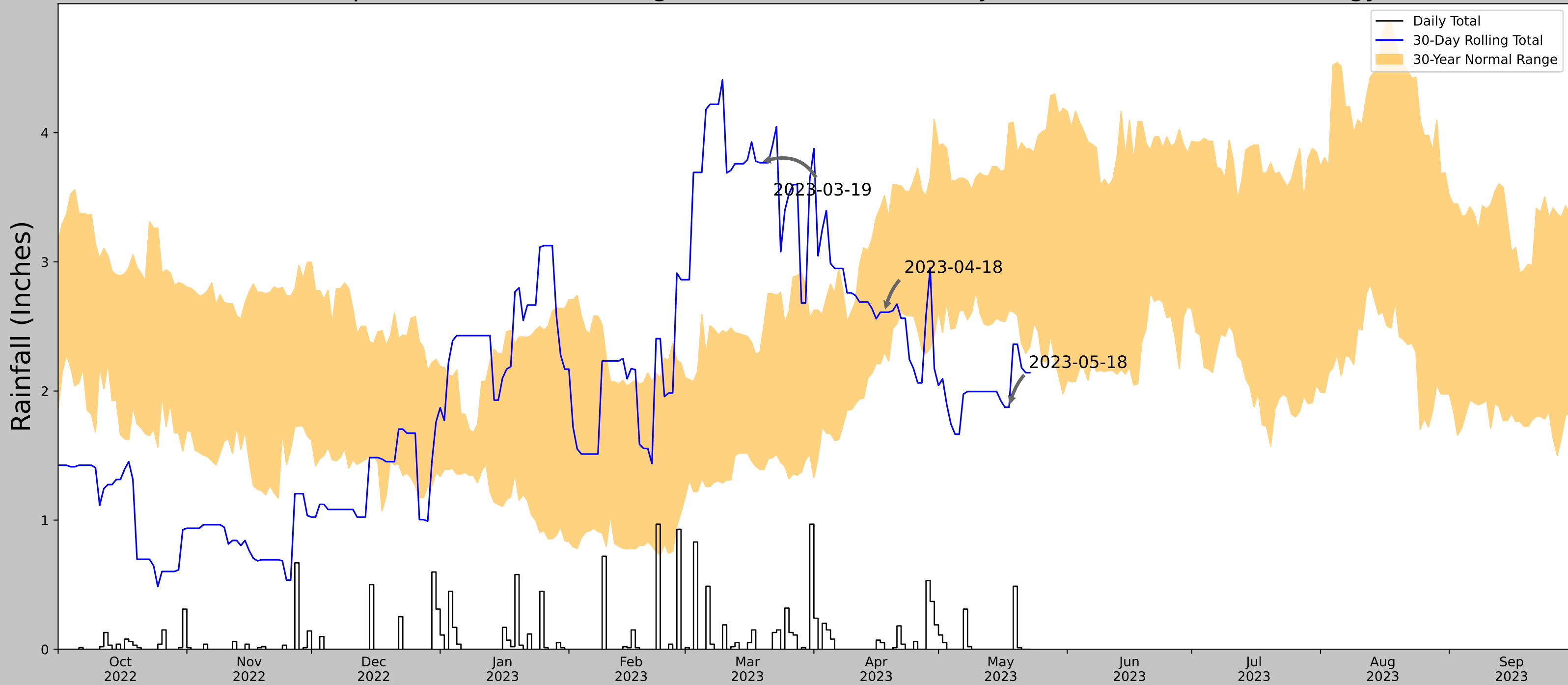
Field Observations: Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>12</u> Saturation Present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>0</u> (includes capillary fringe)	Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No _____
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Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

Appendix C Antecedent Precipitation Tool

Antecedent Precipitation vs Normal Range based on NOAA's Daily Global Historical Climatology Network



Coordinates	42.177021, -83.775947
Observation Date	2023-05-18
Elevation (ft)	816.574
Drought Index (PDSI)	Incipient drought (2023-04)
WebWIMP H ₂ O Balance	Dry Season

30 Days Ending	30 th %ile (in)	70 th %ile (in)	Observed (in)	Wetness Condition	Condition Value	Month Weight	Product
2023-05-18	2.623622	4.073622	1.874016	Dry	1	3	3
2023-04-18	2.301969	3.512992	2.610236	Normal	2	2	4
2023-03-19	1.392913	2.301969	3.767717	Wet	3	1	3
Result							Normal Conditions - 10

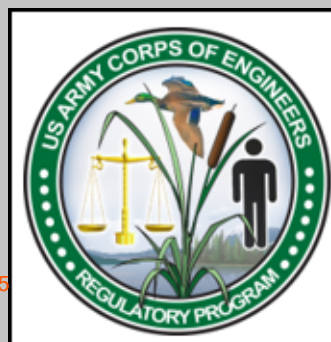


Figure and tables made by the
Antecedent Precipitation Tool
Version 1.0

Written by Jason Deters
U.S. Army Corps of Engineers

Weather Station Name	Coordinates	Elevation (ft)	Distance (mi)	Elevation Δ	Weighted Δ	Days Normal	Days Antecedent
ANN ARBOR MUNI AP	42.2239, -83.7397	821.85	3.733	5.276	1.699	8651	90
ANN ARBOR 3.1 SE	42.2391, -83.6958	825.131	2.479	3.281	1.124	60	0
ANN ARBOR SE	42.2417, -83.6933	832.021	2.673	10.171	1.23	17	0
SALINE WWTP	42.1611, -83.7819	750.0	4.847	71.85	2.529	218	0
ANN ARBOR U OF MICH	42.2981, -83.6639	812.992	6.427	8.858	2.949	2406	0
MILAN 4 ESE	42.0664, -83.6186	669.948	12.526	151.902	7.539	1	0

Appendix D Photographic Log



Client Name: Midwestern Consulting		Site Location: Washtenaw County, Michigan	Project No. 230325
Photo No. 1	Date: 5/18/2023		
Direction Photo Taken: South			
Description: The photo is taken at the northern boundary of W1 and shows an overview of the wetland.			

Photo No. 2	Date: 5/18/2023	
Direction Photo Taken: South		
Description: The photo is taken at wetland sample point W2-SP and shows representative conditions of wetland W2.		



Client Name: Midwestern Consulting		Site Location: Washtenaw County, Michigan	Project No. 230325
Photo No. 3	Date: 5/18/2023		
Direction Photo Taken: North			
Description: The photo is taken at wetland sample point W3-SP and shows representative conditions of wetland W3.			

Photo No. 4	Date: 5/18/2023		
Direction Photo Taken: Northeast			
Description: The photo is taken at the northwestern boundary of W4 and shows an overview of the wetland.			


Client Name: Midwestern Consulting		Site Location: Washtenaw County, Michigan	Project No. 230325
Photo No. 5	Date: 5/18/2023		
Direction Photo Taken: North			
Description: The photo was taken at the southwestern boundary of W5 and shows an overview of the wetland.			

Photo No. 6	Date: 5/18/2023		
Direction Photo Taken: North			
Description: The photo is taken south of wetland sample point W6-SP and shows representative conditions of wetland W6.			



Client Name: Midwestern Consulting		Site Location: Washtenaw County, Michigan	Project No. 230325
Photo No. 7	Date: 5/18/2023		
Direction Photo Taken: -			
Description: The photo shows the stormwater inlet, located in the eastern portion of W4.			

Photo No. 8	Date: 5/18/2023	
Direction Photo Taken: -		
Description: The photo shows typical hydric soils observed within forested wetlands. Specifically, the photo shows the soil profile at sample point W1-SP.		



Client Name: Midwestern Consulting		Site Location: Washtenaw County, Michigan	Project No. 230325
Photo No. 9	Date: 5/18/2023		
Direction Photo Taken: -			
Description: The photo shows typical hydric soils observed within emergent wetlands. Specifically, the photo shows the soil profile at sample point W5-SP.			

Photo No. 10	Date: 5/18/2023		
Direction Photo Taken: -			
Description: The photo shows typical soils within upland forested areas. Specifically, the photo shows the soil profile at sample point W1,2-UPL.			


Client Name: Midwestern Consulting		Site Location: Washtenaw County, Michigan	Project No. 230325
Photo No. 11	Date: 5/18/2023		
Direction Photo Taken: -			
Description: The photo shows typical soils within upland herbaceous areas. Specifically, the photo shows the soil profile at sample point W5,6-UPL.			

Photo No. 12	Date: 5/18/2023	
Direction Photo Taken: North		
Description: The photo shows typical upland conditions within the forested portion of the Project Area. This photo was taken in the northern area of the upland forest.		


Client Name: Midwestern Consulting		Site Location: Washtenaw County, Michigan	Project No. 230325
Photo No. 13	Date: 5/18/2023		
Direction Photo Taken: North			
Description: The photo shows typical upland conditions within the forested portion of the Project Area. This photo was taken in the southern portion of the Project Area.			

Photo No. 14	Date: 5/18/2023	
Direction Photo Taken: South		
Description: The photo is taken at upland sample point W5,6-UPL and shows typical upland conditions (maintained grass and parking lot) outside of the forested area.		