



FINANCE COMMITTEE MEETING

Thursday, August 21, 2025 at 6:30 PM

Access meeting materials and information via the Northwood, Ohio Public Portal:
<https://northwoodoh.portal.civicclerk.com/>

Members of Finance Committee

Louis Fahrbach, Chair
Pat Huntermark
Mark Stoner
Ken Yant, Finance Director
Kevin Laughlin, City Administrator

CALL TO ORDER:

ROLL CALL:

APPROVAL OF MINUTES:

- May 8, 2025 Meeting Minutes

TOPICS/ISSUES:

- 1) LONG TERM PROJECTIONS
- 2) INCORPORATION OF MASTER PLAN
- 3) NORTHWOOD PROGRESS REPORT
- 4) DALLING ROAD EXTENSION

NEW BUSINESS:

OLD BUSINESS:

ADJOURNMENT:

May 8, 2025

City of Northwood Finance Committee Meeting Minutes

CALL TO ORDER

The Finance Committee was called to order by Louis Fahrbach at 06:16 PM on May 8, 2025 in the Council Chambers and via Live Stream.

ROLL CALL

The roll was called by Clerk Popovitch and those in attendance were as follows: Louis Fahrbach, Mark Stoner, Pat Huntermark, City Administrator Kevin Laughlin, and Finance Director Ken Yant.

APPROVAL OF MINUTES

April 24, 2024 Meeting Minutes

MOTION: Councilor Stoner made a motion to **Approve**; seconded by Councilor Fahrbach. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Stoner, Councilor Huntermark; **No:** None; **Abstain:** None **Result:** *Passed*

TOPICS/ISSUES

RESOLUTION 2025-04 A RESOLUTION ADOPTING ESTIMATE OF REVENUES FOR BUDGET YEAR BEGINNING JANUARY 1, 2026; AND DECLARING AN EMERGENCY

Finance Director Yant and City Admin Laughlin reviewed the prelim revenue estimates for the upcoming year; submission to the County Auditor is required every July. They outlined the projected revenues and budget implications before the 1st reading of the resolution on the council agenda this evening. Key points:

- **Revenue Estimates:** Current year revenues: \$8.3 million; projections for next year: \$7.6 million, reflecting a return to a 70/20/10 revenue allocation (general fund/capital improvement/capital replacement) from the current 80/20 split.
- **Budget Challenges:** Maintaining the 70/20/10 split may require cuts, as department requests are expected to total \$8.3 million. Sticking with 80/20 avoids cuts but continues underfunding the capital replacement fund.
- **Capital Funds:** Both Cap Improvement and Cap Replacement Funds started the year with healthy balances (~\$3.2 million each), though continued underfunding could cause long-term issues.
- **Enclave TIF & Other Revenues:** Funds from the Enclave TIF and other sources (like the Jeep Country property sale, which went to CIC) were discussed as potentially freeing up resources, though not immediately impactful on general budget strategy.

No action taken; Committee agreed to review fund balances & consider adjusted allocations (75/15/10) ahead of the budgeting process starting in August. The resolution is on the council agenda and may be amended if Council requests changes.

NEW BUSINESS

Committee discussed non-union compensation ordinance on the council agenda. It was suggested the ordinance be for 6 months to align non-union employee raises with a January–December fiscal cycle, facilitating integration with the upcoming 2025 budget process. Due to a 2% decline in revenue, the committee discussed implementing a 1.75% raise for six months, and reevaluating around Sept. – Nov. Request to split out the ordinance based upon different employment classifications. This raise, when annualized, aligns with the originally budgeted 3.5%. Concerns raised about being fiscally responsible given lower-than-expected revenues, with a preference for not exceeding the budgeted raise amount. General support for proceeding cautiously, but also a request for further discussion before finalizing the ordinance. It was agreed that the full Council should have the opportunity to weigh in, suggesting the ordinance may need to be amended or tabled for broader input. Finance Director Yant encouraged the committee to review how unused funds from unratified union contracts might impact the overall salary expenditure, potentially offsetting the cost of raises.

OLD BUSINESS

ADJOURNMENT

06:32 PM

ATTEST: Emily Popovitch
Clerk

APPROVED:
Chair

City of Northwood Comprehensive Plan Implementation Table

| Plan Theme | Plan Element | Strategy | Collaborating Entity or Organization | | | | | | | |
|------------------------------------|--------------|---|--------------------------------------|----------------|---|-----|--|---|------------|---------|
| | | | City Council | Planning Comm. | City Departments | NLS | Local Organizations | Other Organizations/Stakeholders | Time Frame | % Comp. |
| Community Growth and Revival (CGR) | CGR-1 | Zoning Code Updates | ✓ | ✓ | Administrator, Engineer, Public Service, Zoning | | Realtors, Businesses/Property Owners, Stakeholders | | S | |
| | CGR-2 | Revive the Former Great Eastern Plaza Footprint | ✓ | ✓ | Administrator, Engineer, Public Service, Zoning | | CIC, Realtors, Businesses/Property Owner, Stakeholders | Wood County Planning Commission, Co. Commissioners, Wood County TID, ODOD, ODOT | S/O | |
| | CGR-3 | Develop the Enclave Mixed Use Neighborhood | ✓ | ✓ | Administrator, Engineer, Public Service, Zoning | ✓ | CIC, Businesses, Property Owners | Developers, Realtors | O | |
| | CGR-4 | Woodville Road Corridor Planning | ✓ | ✓ | Administrator, Engineer, Police, Fire/EMS, Public Service, Zoning | | CIC, Architectural Review Committee, Property Owners, Businesses | City of Oregon, Developers, Realtors | M/O | |
| | CGR-5 | Promote Community Site Readiness | ✓ | | Mayor, Administrator, Engineer, Public Service, Zoning | ✓ | CIC, Property Owners | NWWSO, Co. Commissioners, Perrysburg Twp, Lake Twp, Wood County Econ. Dev. Commission, RGP, Jobs Ohio, ODOD, ODOT | O | |
| | CGR-6 | Conduct a Business Retention and Expansion (BRE) Program | | | Mayor, Administrator | | Businesses | Ohio State University Extension | S | |
| | CGR-7 | Review Nuisance and Property Maintenance and Inspection Standards | ✓ | ✓ | Mayor, Administrator, Zoning, Fire/EMS, Solicitor | | Businesses, Property Owners, Neighborhood Groups | International Code Council, Wood County Building Inspection | S | |
| | CGR-8 | Optimize the Economic Development Toolbox | ✓ | ✓ | Administrator, Finance | ✓ | CIC | | S/O | |
| | CGR-9 | Embrace Sustainable Land Use Policies and Practices | | ✓ | Administrator, Engineer, Public Service, Zoning | | | | O | |
| | CGR-10 | Prepare a Parks and Recreation Master Plan | ✓ | | Administrator, Public Service, Recreation | ✓ | Miracle League | Wood County Parks District | S | |
| | CGR-11 | Pursue the Feasibility of a Parks Levy or Joint Recreation District | ✓ | | Mayor, Administrator, Recreation | ✓ | Walbridge, Lake Twp, Fraternal Orgs, Stakeholders | Wood County Parks District, Wood County Auditor | M | |
| | CGR-12 | Public Realm Refinements (Placemaking, Gateways, Wayfinding) | ✓ | | Administrator, Engineer, Public Service, Recreation | | CIC, Businesses, Property Owners, Stakeholders | | S/O | |
| | CGR-13 | Leverage Resources for Growth and Revitalization Efforts | ✓ | ✓ | Mayor, Administrator, Engineer, Public Service, Recreation | | CIC | Wood County Planning Commission, Wood County Econ. Dev. Commission, Co. Commissioners, Co. Engineer, ODOD, ODOT | O | |

Implementation Time Frame: Short Term (S), Less than 2 years. Medium Term (M), 3-5 years. Long Term (L), 6-10 years. Ongoing (O). "NLS" = Northwood Local Schools.

City of Northwood Comprehensive Plan Implementation Table

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| Community Services and Infrastructure (CSI) | CSI-1 | Pursue Formal Membership with Northwestern Water & Sewer District (NWWSD) | ✓ | | Mayor, Administrator, Engineer, Public Service | | NWWSD | Ohio EPA | S/O | |
| | CSI-2 | Continue Collaboration in Planning Infrastructure Improvements with NWWSD | ✓ | | Mayor, Administrator, Engineer, Public Service | | NWWSD | | O | |
| | CSI-3 | Update 2004 Stormwater Master Plan, including Review of Stormwater Utility Fees (City Code Sections 208.05(i) & 1046) | ✓ | | Mayor, Administrator, Engineer, Public Service | | Co. Engineer | | S | |
| | CSI-4 | Pursue Inclusion in Petition Ditch Programs to Improve Stormwater Capacity | ✓ | | Mayor, Administrator, Engineer, Public Service | | Co. Engineer | City of Oregon, Lucas County, Ottawa County | L | |
| | CSI-5 | Improve Storm Water Management, Including Low-Impact Design (LID) Solutions to Reduce Runoff and Improve Water Quality | ✓ | ✓ | Engineer, Public Service | | Co. Engineer | Ohio EPA, Property Owners, Developers | M | |
| | CSI-6 | Create Pavement Rating System to Prioritize Capital Improvements | ✓ | | Engineer, Public Service | | Co. Engineer | ODOT | O | |
| | CSI-7 | Pursue Feasibility of Creating a Street Improvement Levy to Generate Revenue for Capital Programs | ✓ | | Mayor, Administrator, Public Service | | Co. Engineer | ODOT | S | |
| | CSI-8 | Update/Modernize Engineering Rules & Local Design Standards, Including Annual Review & Update to Subdivision Regulations | ✓ | ✓ | Administrator, Engineer, Public Service | | Co. Engineer, NWWSD | | M | |
| | CSI-9 | Pursue Feasibility of Extending Sanitary Sewers to Eliminate Failing Septic Systems | ✓ | | Mayor, Administrator, Engineer, Public Service | | NWWSD | Ohio EPA | L | |

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| | | | City Council | Planning Comm. | City Departments | NLS | Local Organizations | Other Organizations/Stakeholders | Time Frame | % Comp. |
| Connected Community (CC) | CC-1 | Develop Thoroughfare Plan with Access Management Strategies | ✓ | ✓ | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | ✓ | Neighborhood Groups | Lake Twp., Perrysburg Twp., Co. Commissioners, Co. Engineer, Port Authority, ODOT, and TMACOG | S | |
| | CC-2 | Feasibility Study for geometric improvements (such as a roundabout) at the intersection of Wales Road and Tracy Road | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | | Businesses, Property Owners | ODOT and TMACOG | S | |
| | CC-3 | Feasibility Study for geometric improvements (such as a roundabout) at the intersection of Wales Road and Oregon Road | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | | Businesses, Property Owners | ODOT and TMACOG | S | |
| | CC-4 | Grade Separation Feasibility Study at Wales Road and Norfolk Southern Railroad, including relocation of Wales Road to align with E. Broadway Street & N. Wales intersection | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | | Businesses, Property Owners | Norfolk Southern Railroad, Ohio Rail Development Commission, TMACOG, and ODOT | O/S | |
| | CC-5 | Coordinate with Lake Twp. on Grade Separation Feasibility Study at Lemoyne Road and Norfolk Southern Railroad | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | ✓ | Businesses, Property Owners | Norfolk Southern Railroad, Ohio Rail Development Commission, ODOT, Lake Twp., and TMACOG | L | |
| | CC-6 | Develop Shared Use Path from end of Wise Street east to Nature Trails Park as shown in the Northwood-Oregon Bike Plan - following alongside Dry Creek for part of alignment | ✓ | | Administrator, Engineer, Public Service, Finance, Recreation | ✓ | Businesses, Property Owners, Neighborhood Groups | ODOT, TMACOG, ODNR, and First Energy | M | |
| | CC-7 | Develop Shared Use Path (SUP) from Wise Street where the transmission tower easement crosses and heads northward to Curtice Road, and then northward to Brown Road in Oregon where the existing SUP is found, following the transmission tower easements the entire way - as shown in the Northwood-Oregon Bike Plan | ✓ | | Administrator, Engineer, Public Service, Finance, Recreation | | Businesses, Property Owners, Neighborhood Groups | ODOT, TMACOG, ODNR, City of Oregon, and First Energy | L | |
| | CC-8 | Complete sidewalk coverage gaps along Curtice Road from West Point Drive to Lemoyne Road and then along Lemoyne Road southward to SR51 (Woodville Road) | ✓ | | Administrator, Engineer, Public Service, Finance | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | O/S | |
| | CC-9 | Enhance pedestrian safety at the intersection of Lemoyne Road and SR 51 (Woodville Road) | ✓ | | Administrator, Engineer, and Public Service | ✓ | | ODOT and TMACOG | S | |
| | CC-10 | Develop bike facility (type to be determined) along Oregon Road from Wales Road to Brentwood Drive, then along Brentwood Drive to Brentwood Park | ✓ | | Administrator, Engineer, Public Service, Finance, Recreation | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | M | |

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| Connected Community (CC) | CC-11 | Develop bike facility (type to be determined) along Tracy Road from Brentwood Park entrance northward to East Andrus Road and then eastward to East Broadway Street | ✓ | | Administrator, Engineer, Public Service, Finance, Recreation | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | M | |
| | CC-12 | Develop bike facility (type to be determined) along East Broadway Street from East Andrus Road southward to Wales Road | ✓ | | Administrator, Engineer, Public Services, Finance | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | M | |
| | CC-13 | Develop bike facility (type to be determined) along Wales Road from East Broadway Street eastward to SR 51 (Woodville Road) | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police, Recreation | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | L | |
| | CC-14 | Develop bike facility (type to be determined) along Oram Road from Wales Road northward to Great Eastern Plaza, then northward along Wheeling Street into Oregon | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police, Recreation | | Great Eastern Plaza, Property Owners, Neighborhood Groups | ODOT and TMACOG | S | |
| | CC-15 | Develop bike facility (type to be determined) along Curtice Road from Wheeling Street eastward to Wynn Road, and to eastern Corporation Limit | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police, Recreation | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | M | |
| | CC-16 | Develop bike facility (type to be determined) along Bradner Road from proposed Shared Use Path near Dry Creek, southward to Corporation Limits | ✓ | | Administrator, Engineer, Public Service, Finance | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | L | |
| | CC-17 | Develop bike facility (type to be determined) along Wise Street from Lemoyne Road eastward to end of Wise Street where the proposed Shared Use Path will begin | ✓ | | Administrator, Engineer, Public Service, Finance | | The Enclave, Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | S | |
| | CC-18 | Develop bike facility (type to be determined) along Lemoyne Road from Curtice Road (at Ranger Park) southward to southern Corporation Limits | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police, Recreation | ✓ | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | L | |
| | CC-19 | Construct sidewalks along Oregon Road from Caple Boulevard northward to Wales Road | ✓ | | Administrator, Engineer, Public Service, Finance | | Businesses, Property Owners, Neighborhood Groups | ODOT and TMACOG | M | |
| | CC-20 | Conduct a Safety Study of Curtice Road from Wheeling Street to Bradner Road | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | | Businesses, Property Owners | ODOT and TMACOG | S | |

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| Connected Community (CC) | CC-21 | Construct roundabout at SR579 (Williston Road) and Fostoria Road - Project is funded by ODOT for construction in 2029 via safety funds | ✓ | | Administrator, Engineer, Public Service | | Property Owners | ODOT and TMACOG | O | |
| | CC-22 | Establish a Dedicated Capital Improvement Fund or Levy to Finance Road and Pedestrian/Bike Connectivity Improvements | ✓ | ✓ | Mayor, Administrator, Engineer, Public Service, Finance, Recreation | ✓ | | | M | |
| | CC-23 | Feasibility Study for a traffic signal and pedestrian crossing at the intersection of Main Street and Woodville Road | ✓ | ✓ | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | ✓ | Businesses, Property Owners | ODOT and TMACOG | S | |
| | CC-24 | Coordinate with ODOT & Lake Township on a Feasibility Study for a potential roundabout at SR579 (Williston Road) and Main Street | ✓ | | Administrator, Engineer, Public Service, Finance, Fire/EMS, Police | ✓ | Businesses, Property Owners | ODOT, Lake Twp., and TMACOG | M | |

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M E M O R A N D U M

TO: CITY LEADERS
FROM: KEVIN LAUGHLIN; GLENN GRIDDALE
DATE: 8/21/25
RE: COMPREHENSIVE PLAN; PLAN STRATEGIES AND ACTION ITEMS

Below is a list of key initiatives to report on at this meeting:

1) **Comprehensive Plan:**

- a) The process to update the city's 2004 Comprehensive Plan began last year, and our 15-member steering committee had its 6th meeting on July 25th. We are close to completing the comprehensive plan update. Attached to this memo is the Plan Implementation Table that identifies 46 action items and strategies placed into three Plan Themes:
 - i. Community Growth and Revival (13 Strategies): Action items focused on economic revitalization and long-term quality of life improvements
 - ii. Community Services and Infrastructure (9 Strategies). Action items aimed at ensuring Northwood's infrastructure quality and capacity to grow are maintained for decades
 - iii. Connected Community (24 Strategies). Action items aimed at connecting the city physically & socially to assets and organizations
- b) The Themes and Strategies in the 2025 Northwood Comprehensive Community Plan are based on:
 - Project Stakeholder Meetings
 - Review of the 2004 Comprehensive Plan
 - Plan Conditions Worksheets (Steering Committee and Council)
 - Community Survey
 - High School Student Survey
 - Community Preferences Survey
 - Stakeholder Interviews
 - Best Practices, Community Support

2) **Development / ED Site Projects:**

- a) Wallick Senior Living at the Enclave: Wallick officials have received final OHFA funding approval for their project and plans on closing on the property in early September (9/16/). Two tasks need to be completed prior to closing:

- i. Authorize funds necessary to complete the extension of Dalling Drive west to Park Avenue to accommodate the facility on their development timeline. Dave Kuhn's estimates are attached.
 - ii. Transfer parcel M50-812-340406006000 (7.94 acres) to the CIC.
- 3) **The Enclave:** Progress at this site continues to include:
 - a) We worked with Miller Diversified to put a "Coming Soon" Sign on the site advertising the Wallick Senior Living development.
 - b) We are currently working on a design and cost estimate for the clock tower and other refinements to the public space on Park Ave across from the NCC.
 - c) The site plan is being redesigned to further refine the residential development opportunities.
- 4) **TMACOG TAP Application:** We filed a Transportation Alternatives Program and Carbon Reduction Program application (for FY26-29 projects) with TMACOG. We are looking to apply for funding to close the connectivity gap along Curtis and Lemoyne Roads to the school complex.
- 5) **Better Building Program:** There is an immediate need to fix the roof at the municipal building, and Tom Huntermark has received estimates to complete the entire roof (\$117,000) rather than piecemeal fix it. We met with Dana Clark, program manager for Better Building Programs (Toledo Port Authority), concerning the feasibility of this program to finance this building improvements (roof, building improvements for Fire Station, etc.). Northwood qualifies for this type of project funding as a member of the Energy Special Improvement District (ESID). Northwood used this program to pay for lighting improvements to the city building back in 2018.

**Dalling Road Extension
Wallick Frontage
City of Northwood
Preliminary Estimate of Costs
August 18, 2025**

| <u>Description</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Total Price</u> |
|--------------------------------------|-----------------|-------------------|--------------------|
| Clearing and Grubbing | 1 LUMP | \$2,000.00 | \$2,000.00 |
| Excavation | 850 CY | \$5.00 | \$4,250.00 |
| Embankment | 850 CY | \$5.00 | \$4,250.00 |
| Subgrade Compaction | 1910 SY | \$1.50 | \$2,865.00 |
| Subgrade Base Improvements | 100 CY | \$55.00 | \$5,500.00 |
| Aggregate Base | 611 CY | \$55.00 | \$33,605.00 |
| Tack Coat | 150 GAL | \$3.25 | \$487.50 |
| Asphalt Concrete Surface Course | 84 CY | \$230.00 | \$19,320.00 |
| Asphalt Concrete Intermediate Course | 84 CY | \$220.00 | \$18,480.00 |
| Sidewalks | 5300 SF | \$11.00 | \$58,300.00 |
| Curb Ramps | 200 SF | \$11.00 | \$2,200.00 |
| Detectable Warnings | 16 SF | \$35.00 | \$560.00 |
| Curbs and Gutter | 1048 FT | \$40.00 | \$41,920.00 |
| Curb | 80 FT | \$35.00 | \$2,800.00 |
| Maintaining Traffic | 1 LUMP | \$1,000.00 | \$1,000.00 |
| Mobilization | 1 LUMP | \$5,000.00 | \$5,000.00 |
| Ground Mounted Support | 24 FT | \$33.00 | \$792.00 |
| Sign | 9.25 SF | \$44.00 | \$407.00 |
| Headwall | 1.78 CY | \$1,500.00 | \$2,670.00 |
| 12" Storm Sewer, Type B | 54 FT | \$75.00 | \$4,050.00 |
| 12" Storm Sewer, Type C | 394 FT | \$55.00 | \$21,670.00 |
| 60" Storm Sewer, Type B | 39 FT | \$450.00 | \$17,550.00 |
| 60" Storm Sewer, Type C | 221 FT | \$275.00 | \$60,775.00 |
| Catch Basin, Type A-1, As Per Plan | 4 EA | \$3,000.00 | \$12,000.00 |
| 2-6 Catch Basin | 1 EA | \$8,700.00 | \$8,700.00 |
| Storm Manhole, No. 3 | 2 EA | \$3,500.00 | \$7,000.00 |
| Storm Manhole, No. 3 (6' Dia.) | 1 EA | \$8,700.00 | \$8,700.00 |
| Stop Line | 20 FT | \$10.00 | \$200.00 |
| Topsoil Furnished and Placed | 50 CY | \$50.00 | \$2,500.00 |
| Seeding and Mulching | 1850 SY | \$1.50 | \$2,775.00 |
| Commercial Fertilizer | 0.17 TON | \$600.00 | \$102.00 |
| Curb Inlet Sediment Filter | 4 EACH | \$50.00 | \$200.00 |
| Construction Entrance | 1 EA | \$1,000.00 | \$1,000.00 |
| Concrete Washout | 1 EA | \$500.00 | \$500.00 |

| | | | | |
|---|-----|------|-------------|-------------------|
| Restoration of Right - of - Way | 1 | LUMP | \$10,000.00 | \$10,000.00 |
| 8" Waterline | 588 | FT | \$64.00 | \$37,632.00 |
| Hydrant Assembly | 1 | EA | \$8,000.00 | \$8,000.00 |
| 10"x10"x8" Tapping Sleeve & Valve in Valve Box | 1 | EA | \$6,000.00 | <u>\$6,000.00</u> |

| | |
|-----------------------|--------------------|
| Construction Subtotal | \$415,760.50 |
| Contingency | <u>\$41,539.50</u> |
| Construction Total | \$457,300.00 |

| | |
|---|-------------------|
| Topographic Survey | \$2,000.00 |
| Engineering Design | \$33,250.00 |
| *Bidding | \$2,500.00 |
| Construction Staking | \$2,000.00 |
| Additional Project Representative (4 Weeks) | <u>\$9,600.00</u> |
| Project Grand Total | \$506,650.00 |