Paint Creek Trailways Commission Meeting

Tuesday, October 20th, 2020 at 7:00 PM

Via Teleconferencing – GoToMeeting
https://global.gotomeeting.com/join/609748741

Access code: 609-748-741
Or by phone: +1 (571) 317-3122

The purpose of the electronic meeting is to maintain social distancing and comply with the Michigan Department of Health and Human Services Emergency Order.

The Paint Creek Trailways Commission will provide reasonable and necessary auxiliary aids and services for individuals with disabilities with advance notice. Please contact the Trail office at manager@paintcreektrail.org or 248-651-9260 at least 72 hours in advance.

MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Virtual Meeting Announcement
4. Approval of Agenda
5. Public Comment
6. Consent Agenda:
   a. Minutes: Special Meeting, September 15, 2020
   b. Treasurers Report – September 2020
7. Discussion and Approval: Workers Compensation Insurance
8. Approval of Invoices
9. Discussion: Limited Access Permit Request, 1759 W. Gunn Rd., Oakland
Township

10. **Update/Discussion:** Moutrie Pollinator Garden Risk Assessment Responses
11. **Approval:** Resolution Approving and Authorizing an Amendment to a
    Development Project Agreement
12. **Discussion/Approval:** Bridge 33.7 Stairway Quotes
13. **Discussion:** Michigan Department of Natural Resources Iron Belle Trail Challenge Grant
14. **Discussion:** Dillman & Upton Privacy Fence
15. **Discussion/Approval:** Trailways Commission Purchasing Policy
16. **Discussion:** 2021 Draft Budget
17. **Manager’s Report**
18. **Commissioner Reports**
19. **Adjournment of Regular Meeting**

**Next Regular Meeting:**
November 17, 2020 – Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

Enclosures: Agenda Summary
September 15, 2020 Draft Minutes
September 2020 Treasurer’s Report
Memo: Worker’s Compensation Insurance and Quotes
Limited Access Permit Application and Attachments – 1759 W. Gunn Rd., Oakland Township
Memo: Moutrie Pollinator Garden Risk Assessment Responses
Michigan Natural Resources Trust Fund Agreement Amendment
Resolution Approving and Authorizing an Amendment to a Development Project Agreement
L.J. Construction, Inc. Bridge 33.7 Stairway Quote
WCI Contractors, Inc. Bridge 33.7 Stairway Quote
Memo: Michigan DNR IBT Challenge Grant
Memo & Quote: Dillman & Upton Privacy Fence
Memo: Trailways Commission Purchasing Policy
Memo & Draft 2021 Paint Creek Trailways Commission Budget
October Manager’s Report
Community Foundation of Greater Rochester September Fund Statement
1. **Call to Order**

2. **Pledge of Allegiance**

3. **Virtual Meeting Announcement**

4. **Approval of Agenda**

5. **Public Comment**

6. **Consent Agenda:**
   a. Minutes: Special Meeting, September 15, 2020
   b. Treasurers Report – September, 2020

7. **Discussion/Approval:** Workers Compensation Insurance  
   **Summary:** The Commission does not currently have Workers Compensation Insurance as required by the State of Michigan. Two quotes, one from Accident Fund Insurance Company of America and the other from Michigan Workers Compensation Fund, are included in the packet for approval to obtain the coverage.  
   **Desired Action:** Approval  
   **Budget Impact:** $814.00

8. **Approval of Invoices**

9. **Discussion:** Limited Access Permit Request, 1759 W. Gunn Rd., Oakland Twp.  
   **Summary:** Dawn Kelley is requesting a Limited Access Permit for an encroachment accessing her property to the Trail. Ms. Kelley’s Limited Access Permit application and supporting documents are included in the packet.  
   **Desired Action:** Discussion/Direction  
   **Budget Impact:** None

10. **Update/Discussion:** Moutrie Pollinator Garden Risk Assessment Responses  
    **Summary:** Manager Ford consulted with the MMRMA Senior Risk Control Consultant and the Trail attorney regarding the Commission’s liability questions about the use of unofficial path near the Moutrie Garden and the split rail fence. Their responses are included in the memo in your packet.  
    **Desired Action:** Discussion/Direction  
    **Budget Impact:** None

11. **Approval:** Resolution Approving and Authorizing an Amendment to a Development Project Agreement  
    **Summary:** The Agreement with the Michigan DNR called for completion of the Bridge 33.7 project by July 31, 2019, but the project completion has been delayed. The resolution will approve and authorize amending the Agreement to extend the project completion deadline to January 31, 2021.  
    **Desired Action:** Approval  
    **Budget Impact:** None

12. **Discussion/Approval:** Bridge 33.7 Stairway Quotes  
    **Summary:** Bids from WCI Contractors, Inc. and L. J. Construction, Inc. for construction of the stairway at Bridge 33.7 are included in the packet.  
    **Desired Action:** Approval  
    **Budget Impact:** Project supported by RCWJF funds
13. **Discussion:** Michigan Department of Natural Resources Iron Belle Trail Challenge Grant  
**Summary:** Due to the resurfacing project coming in under budget, the Commission did not spend contingency funds from the Michigan DNR allocated for this project. The DNR has indicated that the Commission may use these funds for other Iron Belle Trail-related projects. A list of potential projects is included in the memo in your packet.  
**Desired Action:** Discussion/Direction  
**Budget Impact:** None

14. **Discussion:** Dillman & Upton Privacy Fence  
**Summary:** The Commission has expressed interest in adding an additional privacy fence at the Dillman & Upton location. A quote from TradeMark Fence including pricing on two different types of wood are included in the packet.  
**Desired Action:** Approval  
**Budget Impact:** Up to $8,900.

15. **Discussion:** Trailways Commission Purchasing Policy  
**Summary:** Trail staff is requesting the current Purchasing Policy be amended and that the Trail Manager’s limit be increased from $500 to $1,000.  
**Desired Action:** Direction/Approval  
**Budget Impact:** None

16. **Discussion:** 2021 Draft Budget  
**Summary:** A draft budget based on past budget history, current Commission projects and future plans is included in your packet for your review.  
**Desired Action:** Discussion/Direction  
**Budget Impact:** Unknown

17. **Manager’s Report:** Included in your packet.  
18. **Commissioner Reports**  
19. **Adjournment of Regular Meeting**

**Next Regular Meeting:**  
November 17, 2020 – Paint Creek Cider Mill
SPECIAL MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Via Teleconferencing – GoToMeeting
Access code: 762943645, or by phone 1-312-757-3121

CALL TO ORDER: The Tuesday, September 15, 2020 Special Meeting was called to order by Vice-Chairperson Steele at 7:00 p.m.

Voting Members Present: Frank Ferriolo, Linda Gamage (exit 7:35 p.m.), Steve Sage, Dan Simon, Donni Steele, Jeff Stout
Voting Alternates Present: David Becker (voting after 7:35 p.m.), Theresa Mungioli, Clara Pinkham
Non-Voting Alternates Present: Martha Olijnyk
Village of Lake Orion Non-Voting Member Present: None
Voting Members Absent: Rock Blanchard, David Walker
Alternates Absent: Chris Barnett, Robin Buxar, Chris Hagen, Ann Peterson
Village of Lake Orion Non-Voting Member Absent: Brad Mathisen
Village of Lake Orion Non-Voting Alternate Absent: Vacant
Others Present: Melissa Ford, Trail Manager, Chris Gray, Assistant Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

ANNOUNCEMENTS: Vice-Chair Steele explained the purpose of the electronic meeting is to maintain social distancing and comply with the Michigan Governor’s Executive Order 2020-21. The Paint Creek Trailways Commission will provide reasonable and necessary auxiliary aids and services for individuals with disabilities with advance noticed. Please contact the Trail office at manager@paintcreektrail.org or 248-651-9260 at least 72 hours in advance.

APPROVAL OF AGENDA:
MOTION by Ferriolo, seconded by Simon, Moved, to approve the September 15, 2020 agenda as presented.
Ayes: All Nays: None
MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:
   a. Minutes – August 18, 2020 Regular Meeting, approve and file
   b. Treasurers Report – August 2020, receive and file
MOTION by Ferriolo, seconded by Sage, Moved, to approve the Consent Agenda as presented.
Ayes: All Nays: None
MOTION CARRIED.
APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling $20,804.74. In addition to the recorder’s fee, this amount includes credit card charges for GoToMeeting for the September meeting, postage and a bike fix-it station replacement hose, a reimbursement from Wiegand’s Nursery back to the Friends Group, payment for legal fees and WCI’s invoice for the parking lot resurfacing project. Estimated unrestricted fund balance is $90,000.

MOTION by Sage, seconded by Simon, Moved, that the invoices presented for payment are approved in the amount of $20,804.74 and orders be drawn for payment.

Roll Call Vote:
Ayes: Ferriolo, Gamage, Mungioli, Pinkham, Sage, Simon, Steele, Stout
Nays: None
MOTION CARRIED.

DISCUSSION: Limited Use Permit, Dillman & Upton: Ms. Ford displayed a rendering of the property and how they are proposing to repair the fence in order to straighten and stabilize it. She indicated Mr. Todd Upton from Dillman & Upton is on a call in the meeting and asked him to explain what the plans are. Mr. Upton said they propose to put in steel I-beams which are 8 inches in depth and 4 inches in width. They will be installed 42 inches below the frost level as close to the existing posts as possible. The fence has outlived its use, and in dire need of repair. About 20 of the existing posts have rotted out or have broken off at the grade level. The distance between the edge of the trail and the fence is about 20 feet, and there is an existing walkway that is overgrown. Their thought was to use a small post hold digger; he doesn’t think this will interfere with the trail at all. Hopefully they can get the fence back together. Ms. Ford displayed some photos of the existing fence. Mr. Sage asked how many support beams will be installed on the south side of the property up to Woodward. Mr. Upton said there are 20 posts existing, if they were broke, they will be fixed, and if they weren’t broke, then they would move on to the next post. They have previously tried to straighten it by attaching one post to the next one, and said they have created as much damage as anyone by pushing too much lumber against it too high – they probably broke the posts themselves. Ms. Steele asked if the fence will be repaired, or only the posts. Mr. Upton said they were going to attempt to start out with the posts with maybe a coat of stain on them. The area is overgrown, so it will take some minor tree trimming to get to the fence. They will do the trimming and clean it up to make it look better. Ms. Steele opened up discussion for Commissioner questions. After all questions are asked, Mr. Upton can then respond. Mr. Becker is concerned about the aesthetics of this and asked if the posts will be coated or painted. He also asked if it’s possible to put the posts on the D&U side of the fence rather than the trailway side. That way, the problem of the aesthetic effect on the trail will be minimized. Mr. Simon also recommended the posts go on the D&U side of the fence. Mr. Sage has a concern about coordination with the City and staff with the clearing of the area. Also, the City is installing a fiber conduit to the new DPW grounds, so some coordination needs to happen with the City and staff. Ms. Pinkham said the applicant indicated the fence has outlived its usefulness, and asked if there is a plan to replace it down the road. Mr. Upton then responded to the questions. He indicated they have no intention of replacing the fence, only a repair and improvement. As far as the posts going on the D&U side – they could possibly do that, although it’s not his first choice – then trail users wouldn’t have to look at them and they wouldn’t have to trim the trees or clear the brush. But at some point in time, it will overgrow the trail. He’s not talking clear cutting; it was just enough to get the machine in to do the maintenance. If the posts go on the inside, they are working within the boundaries of their property. As far as where the conduit will go, the fence is about 150 feet away from that, so it’s not an issue – they have called Miss Digg about this. He will check if a permit is necessary from the City of Rochester to perform the fence maintenance, but doesn’t think it’s necessary. Mr. Sage indicated he will check with the City regarding a permit. As far as painting or coating the posts, Mr. Upton said he would paint the posts and put a clear coat or a stain on the fence. Mr. Becker said if the posts are installed on the D&U side, he doesn’t care if they are painted or not – he only asked for aesthetic
reasons. He asked Mr. Upton what factors weigh in on which side of the fence the posts go on. Mr. Upton explained for reasons of stability – it doesn’t matter, he can put them on the inside of the fence. This will reduce them from doing any trimming or clearing on the trail side. Mr. Stout asked when work will start and completed. Mr. Upton said he hopes to do the work with their own people when time permits, probably a 2-3 week time period, and would like to start as soon as possible. Mr. Ferriolo thanked the applicant for getting involved quickly and taking care of business. He asked what impact the paint will have on the longevity of the wood – will it increase the lifespan of the fencing. Mr. Upton said it won’t hurt, the fence that is there is a pressure treated wolmanized wood and that has a lifetime warranty, but they have been their own worst enemy as far as some of the damage created. It wouldn’t hurt to put a coat of finish on it, and he would do that. Mr. Ferriolo asked with the commitment to put the posts on the inside and to paint or stain it, do we need a motion to approve, or allow him to go forward with the maintenance plan as shown. Mr. Becker said a motion would not be a bad idea, since they will be working on our licensed property. Ms. Olijnyk agreed because there is an application for a permit, so we need to move on this request.

MOTION by Sage, seconded by Pinkham, Moved, to approve the application for a limited use permit by Dillman & Upton to repair the fence within the trail right-of-way.

Roll Call Vote:
Ayes: Ferriolo, Gamage, Mungioli, Pinkham, Sage, Simon, Steele, Stout
Nays: None

MOTION CARRIED.

MOTION by Sage, Moved, to agree to an understanding with Dillman & Upton for the installation of up to 20 support beams necessary to facilitate repair of the fence going forward, with the posts going on the inside and the painting of the posts and the fence face to the trail at the discretion of Dillman & Upton.

Mr. Becker suggested before the motion is seconded, to not limit the amount of support beams to 20 in case more are needed. Mr. Sage agreed to the amendment. Mr. Becker also suggested the applicant work with Ms. Ford on the choice of paint/stain that will be used. Mr. Upton indicated he would work with staff, and asked if he runs into weather issues with the paint/stain, if this could be finished in the spring. The Commission was fine with this.

Amended Motion:
MOTION by Sage, seconded by Simon, Moved, to agree to an understanding with Dillman & Upton for the installation of as many support beams required to facilitate repair of the fence going forward, with the posts going on the inside and the painting of the posts and the fence face to the trail at the discretion of Dillman & Upton.

Roll Call Vote:
Ayes: Ferriolo, Gamage, Mungioli, Pinkham, Sage, Simon, Steele, Stout
Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Moutrie Pollinator Garden Sign: Ms. Ford displayed a rendering of the sign. Mr. Louis Carrio said this is the design that was returned from the Rochester Sign Shop and they were fine with the artwork that was presented to them. They added some elements on the frame, and he feels it looks good. Since this was released for Commission review, a couple people provided input. So on the final design submitted to the sign shop, the photos will be 10-15% bigger and each will be about 7” square. The sign shop will match the color and the font the best they can to the trail sign program. Mr. Carrio said a question was raised about having one logo as shown on the frame, or put a second logo to the right – it doesn’t matter to him. This was the only feedback received, and with these changes, he’s ready to go. Mr. Becker said the sign looks terrific, thanked Mr. Carrio and feels it will be a positive addition.
to the trail. He mentioned a possible verb tense error in the third panel and asked if it should be “is” or “are”. Ms. Pinkham feels the verb should be “is”, but will check it out and get back to Mr. Carrio. Mr. Ferriolo agreed with adding the second logo as it adds to the balance, and feels the sign really communicates all of the elements. If people read the sign, it will draw people into the garden. He thanked Mr. Carrio for all his work. Mr. Blanchard called into the meeting to comment that Mr. Carrio has done a lot of work to make sure the sign gets together and appreciates all the work he’s done. The sign looks terrific. (As Ms. Gamage has left the meeting, Mr. Becker is now a voting member.)

**MOTION** by Becker, seconded by Ferriolo, **Moved**, to approve the sign as presented and amended tonight.

Mr. Simon asked if a decision was made on the location of the sign as this was discussed quite a bit at the last meeting. Mr. Carrio said he and Mr. Blanchard looked at the site and brought up a rendering of the proposed location, off the trail where people can stand and not be in the way of the passing bicycles and pedestrians. Mr. Carrio said in addition to the sign, he started tagging individual plants with their common and botanical names and a QR code that takes you to a lot of information about the plant – he’s done six thriving plants so far to test the QR codes to make sure they work. The other plants will be done once he’s had experience of what survives long term. This expense will be covered by the Friends Group. Mr. Becker is a little concerned about the sign placement – it may be a little close to the trail for bicyclists trying to weave around someone in front of them, and asked if there are any standards in place to dictate the minimum space required between a bicyclist and permanent obstruction. Ms. Ford will look into this issue. Ms. Olijnyk thanked Mr. Carrio for all his extra work on the QR codes and names of the plants; she feels this will help people to appreciate the garden even more. Mr. Carrio commented he’s already had a comment from someone that donated to the garden how happy they were to have the QR code and get additional information. Mr. Carrio said he’d revise the sign and asked if he should communicate with the sign shop or if staff should handle, and where the invoice should be sent. Ms. Ford said the bill should be routed through the Commission, and suggested Mr. Carrio deal with the sign shop as he’s been communicating with them and is the most up to date on what needs to be done. He will do so, and ask that an updated proposal with a price be sent himself and staff. Ms. Mungioli asked Mr. Carrio for some suggestions on deer resistant plants. Mr. Carrio said this would be hard as deer don’t always adhere to resistant plants – but will try to offer advice.

Roll Call Vote:
Ayes: Becker, Ferriolo, Mungioli, Pinkham, Sage, Simon, Steele, Stout
Nays: None

**MOTION CARRIED.**

**MANAGER’S REPORT:** In addition to the written report, Ms. Ford indicated she was notified the DNR spending freeze is over for the signage grant, so we are able to proceed with this project.

**COMMISSIONER REPORTS:** No reports given.

**ADJOURNMENT OF SPECIAL MEETING:**
**MOTION** by Mungioli, seconded by Simon, **Moved**, to adjourn the Special Meeting at 7:53 p.m.
Ayes: All Nays: None

**MOTION CARRIED.**

**NEXT REGULAR MEETING:** October 20, 2020 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,
## Paint Creek Trailways Commission

### Treasurer's Report - Flagstar Bank

**September 2020**

| Balance: 1-Sep-20 |
|-------------------|------------------|
| Checking Balance  | $ 185,333.33     |
| Outstanding Checks (3438,3443) | $ 470.00 |
| **Total Balance** | **$ 184,863.33** |

**Revenues:**

- Ray Wiegand's Nursery - Refund on overcharge of plants
- Moutrie Pollinator Garden
- Interest Income - September 2020 Interest Income

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<tr>
<td><strong>Total Revenues</strong></td>
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</table>

**Expenditures:**

- 3446 - Chase Card Services - Credit Card Purchases
- 3447 - Friends of the Paint Creek Trail - Reimbursement overcharge of plants Moutrie Pollinator Garden
- 3448 - Rosati, Schultz, Joppich & Amsbuechler, PC - Legal Services
- 3449 - Sandi DiSipio - August 2020 Recorders Fee
- 3450 - WCI Contractors, Inc. - Parking Lot Resurfacing

<table>
<thead>
<tr>
<th>Total Expenditures</th>
<th>$ 20,804.74</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 164,250.17</strong></td>
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| Balance: 30-Sep-20 |
|-------------------|------------------|
| Checking Balance  | $ 184,720.17     |
| Outstanding Checks (3443,3449,3450) | $ 20,470.00 |
| **Total Balance** | **$ 164,250.17** |

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**Signed By:**

Trailways Commission Treasurer

Trail Manager

Date: _____________________________ ________________________________

September 2020
MEMO
To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: Workers Compensation Insurance
Date: October 14, 2020

Recently, one of the member communities requested a copy of the Trailways Commission’s Workers Compensation Insurance Certificate in preparation for their own workers comp audit. Trail staff reached out to both Oakland Township and MMRMA and discovered that Trail staff is not covered by either of these entities.

Our MMRMA policy does not include Workers Compensation Insurance as it is a separate policy.

In 2017, Trail Manager Myers was mistakenly told by a former member of Oakland Township accounting department that Trail staff was covered under the Township’s policy. However, the Township has confirmed that it does not cover anyone who is not an employee and that Trail staff are not covered by their insurance company.

Therefore, Trail staff requested that MMRMA procure Workers Compensation Insurance policy quotes as it is state law that all public employers must carry workers compensation coverage. Two quotes, one from Accident Fund Insurance Company of America and the other from Michigan Workers Compensation Fund, follow this memo.

Based on these quotes, I recommend that the Commission accept and approve the quote from Accident Fund for $814.
Johnston Lewis Associates

WORKERS’ COMPENSATION QUOTE

To: PAINT CREEK TRAILWAYS COMMISSI
From: Accident Fund Ins Co Of America
Agency: Johnston Lewis Associates
Agency Code: 9003816
Agency Contact: JAN GIBSON
Date: Monday, September 21, 2020
Insured: PAINT CREEK TRAILWAYS COMMISSI
Quote Id: 2701885-00
City/State: ROCHESTER, MI
FEIN/SSN: 383206489
Effective Date: 09/15/2020
Expiration Date: 09/15/2021

ACCIDENT FUND INS CO OF AMERICA is pleased to present your Workers Compensation Insurance coverage in the state of MI.

Michigan Merit Modification is Unavailable

Premium: $814.00
Minimum Premium: $750.00

Payment Plan: Direct Bill - 2 Pay (Deposit 50%)

Employers’ Liability

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Installment Schedule

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Total Installments $814.00

Other Payment Plan Options

1 Pay (Deposit 100%)
Premium Finance - Full Pay
AccuPremium

Coverage

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The quotation requested should be considered an estimate and is subject to change based on changes in rates or any other item by jurisdictions that have control over such items. The quote is valid until the effective date of the policy.
**This application cannot be mailed.**

Payment for the MI Workers Compensation Assigned Risk Online Application (OAR) must be made by electronic check. Coverage will not be provided if the correct payment or deposit premium is not received within two business days from receipt of the confirmation email sent once the application has been approved.

Under no circumstance will coverage be bound sooner than 12:01 AM the day following receipt by MWCPF. Missing or incomplete information may delay the binding of coverage.

### I. GENERAL INFORMATION

| 1. PAINT CREEK TRAILWAYS COMMISSION |
| NAME OF EMPLOYER | |
| 2. 38-3206489 | □ Applied For (IRS SS-4 Form required) |
| FEDERAL EMPLOYER IDENTIFICATION NUMBER | |

| 3. 4393 COLLINS RD | ROCHESTER | MI | 48306 | 2486519260 |
| Mailing Address (Street) | CITY | STATE | ZIP | PHONE |
| 4. 4393 COLLINS RD | ROCHESTER | MI | 48306 | |
| Principal Location (Street) | CITY | STATE | ZIP | |
| 5. None | |
| Other Michigan Location (Street) | CITY | STATE | ZIP | |
| 6. 4393 COLLINS RD | ROCHESTER | MI | 48306 | |
| Payroll Office Address (Street) | CITY | STATE | ZIP | |

### Legal Status:

- □ Sole Proprietor*  
- □ Partnership  
- □ Corporation  
- □ Non-Profit Corp  
- □ Limited Partnership  
- □ LLC  
- □ LLP  
- □ TRUST  
- □ OTHER  
- Governmental Agency  

* A sole proprietor is not eligible for workers' compensation benefits.

* A sole proprietor with no employees working for a distinct entity is an employee of that entity.

8. Are there operations in states other than Michigan?  
   □ YES  ☑ NO

If "YES" complete the following:

<table>
<thead>
<tr>
<th>STATE</th>
<th>LOCATION</th>
<th>INSURANCE CARRIER</th>
<th>POLICY NUMBER</th>
</tr>
</thead>
</table>

**Note:** The Michigan assigned risk plan only provides coverage for Michigan.

### II. INSURANCE RECORD

1. Has there been previous workers' compensation insurance coverage in Michigan?  
   - ☑ No; if no, complete  
   - □ New Business  
   - □ Self Insured  
   - □ Other (explain)  THOUGH THE WORKERS COMP WAS WITH OAKLAND TOWNSHIP - JUST FOUND OUT IT WAS NOT  
   - □ Yes if yes, provide insurance record - three previous years  

   If previously self-insured, give name of self-insured employer or group fund if different from the above named insured

<table>
<thead>
<tr>
<th>STATE</th>
<th>INSURANCE COMPANY</th>
<th>POLICY NUMBER</th>
<th>POLICY PERIOD FROM - TO</th>
<th>PREMIUM PAID</th>
</tr>
</thead>
</table>

© 2018 Michigan Workers' Compensation Placement Facility  
14 Not Submitted  179584 1
2. Has there been a name change during the past five years?  
3. Did you purchase the business, or any part of it, from someone else during the past five years?  
If you answered "yes" to either of the above, give previous name, ownership and date of change/purchase.

4. Do owners(s) own a majority interest in any other business?  
   If "Yes" give complete legal name of the other entity(s).  
   If you answered yes to 2,3 or 4 above an ERM form may be required.

5. Do you (applicant) have a Workers' Compensation Insurance policy in force for Michigan?  
   If "Yes" indicate expiration or cancellation date:

III. Business Principals

1. List the name and title of all officers, general partners, members of limited company or spouse of sole proprietor.  Indicate the duties and approximate annual salaries for each person.  If eligible persons are to be excluded check the appropriate box.

2. Indicate percentage of ownership for each person listed.  If 100% of ownership is not shown, complete and submit an ERM form with this application.

3. If eligible persons are excluded, the appropriate completed and signed exclusion form must be attached.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Duties</th>
<th>Exclude</th>
<th>Percent of Ownership</th>
<th>Approximate Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

4. Have the payrolls for officers, partners, LLC members, or spouse of sole proprietor been included in determining the estimated annual premium?

IV. PREMIUM CALCULATION

1. Explain nature of business.  Completely describe all operations at each location.  (do not use manual phraseology for description.)  If more than one legal entity is to be insured indicate each named entity's operation.

   MANAGES THE PAINT CREEK TRAIL

2. If you use subcontractors in your business, ask your agent to tell you about the rules for audits for money paid to the subcontractors.  The employee/employer relationship will be governed by the elements of rule Nine F part 3 and part 5 in the Facility Basic Manual and the Information and Procedures Handbook.

3. Are employees leased?  If yes, provide name and address of leasing company  
   □ YES  □ NO

4. Are you an employee leasing firm?  If yes attach a client list to this application.  
   □ Yes  □ NO

5. Do you supply employees on a temporary basis?  If yes attach a client list to this application.  
   □ Yes  □ NO

6. Calculation of Estimated Annual Premium.  Assign a classification code to each individual operation.  If payroll levels differ from the most recent audit or previous policy, confirm application payroll levels with Social Security Form 941, Tax Form Schedule C (both sides), current payroll schedule, or M.E.S.C. Report.
<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CLASS DESCRIPTION</th>
<th>USLH</th>
<th>NUMBER OF EMPLOYEES</th>
<th>TOTAL PAYROLL</th>
<th>RATE</th>
<th>PREMIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>9015</td>
<td>JANITORIAL OPERATIONS AND CUSTODIAL CARE</td>
<td></td>
<td>3</td>
<td>46,877</td>
<td>2.94</td>
<td>1,378</td>
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</table>

**V. DEPOSIT PREMIUM**

<table>
<thead>
<tr>
<th>Deposit Required</th>
<th>Manual Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $1,000</td>
<td>100%</td>
</tr>
<tr>
<td>$1,000 - $2,500</td>
<td>50%</td>
</tr>
<tr>
<td>Over $2,500</td>
<td>25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Increased Limit</th>
<th>$500,000</th>
<th>50</th>
</tr>
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<tbody>
<tr>
<td>Experience Mod</td>
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<tr>
<td>Standard Premium</td>
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<tr>
<td>Loss Premium Disc</td>
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<td>EXPENSE CONSTANT</td>
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<tr>
<td>Rate Plan</td>
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<tr>
<td>Surcharges</td>
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<td></td>
</tr>
<tr>
<td>TERRORISM</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>TOTAL ESTIMATED ANNUAL PREMIUM</td>
<td>1,633</td>
<td></td>
</tr>
</tbody>
</table>

*DEPOSIT PREMIUM 817

The balance of the Total Estimated Annual Premium is to be paid according to a deferred payment plan established by the servicing carrier.

Premium is paid via MWCPF online payment options.
VI. EMPLOYER'S AGREEMENT

The employer must:

1. Maintain a complete record of all payroll transactions in such form as the insurance company may reasonably require. Such record will be available to the company at the designated address.

2. Comply substantially with all laws, orders, rules and regulations in force and effect made by the public authorities relating to the welfare, health and safety of employees.

3. Comply with all reasonable recommendations made by the insurance company relating to the welfare, health and safety of employees.

The undersigned employer certifies that:

1. The employer has read and understands the application and has truthfully answered all questions.

2. The undersigned employer hereby applies for assigned risk workers' compensation insurance in Michigan and expressly represents that such insurance is being sought in good faith and that the employer is making such application with knowledge that the employer is unable to procure workers' compensation insurance through ordinary methods.

3. The employer understands that by making application to the Michigan Workers' Compensation Placement Facility, his Business Name, City, Risk I.D. Number, Premium, Expiration Date, Class Code, Experience Modification, and any Assigned Risk Surcharge will be published quarterly in the Michigan Workers' Compensation Placement Facility Depopulation Report, issued to any interested party, in an effort to depopulate the Assigned Risk Plan.

4. Any person who knowingly provides false or misleading information on this application for workers' compensation insurance may be subject to criminal prosecution.

<table>
<thead>
<tr>
<th>KRISTEN MYERS</th>
<th>TRAIL MANAGER</th>
<th>KRISTEN MYERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Employer Name and Title</td>
<td>DATE</td>
<td>* Signature (Corporate Officer, General Partner, Sole Proprietor, Member or Manager of LLC)</td>
</tr>
</tbody>
</table>

* If a person other than those listed has signed this application, attach a copy of the power of attorney or other legal document assigning authority for signature.

VII. NON-STATUTORY COVERAGE

The Facility provides federal coverage as an adjunct to State Act Coverage. If you have admiralty (Jones Act) exposure and insure such in a Facility policy, the fact that you also have a Protection and Indemnity policy on vessels does not negate the Facility coverage and premium is due.

VIII. STATEMENT OF AGENT OF RECORD

I, JAN C GIBSON , do hereby certify that I am a licensed insurance agent of the State of Michigan.

<table>
<thead>
<tr>
<th>JOHNSTON LEWIS ASSOCIATES</th>
<th><a href="mailto:JANG@JLAINS.COM">JANG@JLAINS.COM</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF AGENCY</td>
<td>Email</td>
</tr>
<tr>
<td>Alternate Contact</td>
<td>Alternate Email</td>
</tr>
<tr>
<td>5600 NEW KING DR. STE. 210</td>
<td></td>
</tr>
<tr>
<td>MAILING ADDRESS OF AGENCY</td>
<td></td>
</tr>
<tr>
<td>TROY</td>
<td>MI</td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>Federal Employer's ID Number</td>
<td>381946081</td>
</tr>
</tbody>
</table>

JAN C GIBSON

<table>
<thead>
<tr>
<th>SIGNATURE OF INSURANCE AGENT</th>
<th>DATE</th>
</tr>
</thead>
</table>

IF THE APPLICATION IS NOT COMPLETELY FILLED OUT AN EFFECTIVE DATE WILL NOT BE GIVEN
SUBCONTRACTOR STATEMENT

Criteria used to determine subcontractor status vary from situation to situation. Refer to Rule IX. F. SUBCONTRACTORS in the Basic Manual for Workers’ Compensation and Employers Liability Insurance (1997 Edition). At a minimum (additional information may be required), the following information must be supplied at audit on each subcontractor who is a sole proprietor with no employees (claiming to be an independent contractor) you use during the course of a given policy period:

1. A written statement that the sole proprietor has no one working for him/her.
2. A copy of printed business material (advertisement, certificate of general liability insurance, filed dba or assumed name document, business card, etc.) used by the subcontractor in the operation of his/her business.
3. A list of other entities the sole proprietor has worked for in the past 6 months

In the case of over-the-road, long-haul truck drivers, subcontractors who are sole proprietors must provide:

1. A written statement that the sole proprietor has no one working for him/her.
2. A written statement that the sole proprietor owns his/her own vehicle (tractor and/or trailer).

In all cases where the subcontractor is a sole proprietor with employees, a partnership, corporation, LLC or other entity, a valid certificate of workers compensation insurance or a properly filed BWC 337 (if the entity is qualified) form must be provided. Failure to provide this information on subcontractors will result in additional premium being charged at audit.

IT MUST BE UNDERSTOOD BY INDIVIDUALS USING THIS DOCUMENT TO DECLARE THEIR INDEPENDENT CONTRACTOR STATUS: THEY ARE NOT ELIGIBLE FOR WORKERS’ COMPENSATION BENEFITS PROVIDED BY POLICIES WRITTEN TO PROTECT ENTITIES THEY WORK FOR. ALSO, MEETING THE REQUIREMENTS OF THIS DOCUMENT IS NOT AN ATTEMPT TO EVADE THE WORKERS’ COMPENSATION LAWS OF THE STATE OF MICHIGAN, NOR IS IT GIVING UP THE RIGHT TO WORKERS COMPENSATION COVERAGE; IT IS A STATEMENT OF FACT IN SUPPORT OF DECLARING INDEPENDENT CONTRACTOR STATUS IN CONJUNCTION WITH SECTION 418.161(n) OF THE STATE OF MICHIGAN, WORKERS’ DISABILITY COMPENSATION ACT, PUBLIC ACT 317 OF 1969.

Kristen Myers
Trail Manager

Type Employer Name and Title

DATE

* Signature (Corporate Officer, General Partner, Sole Proprietor, Member or Manager of LLC)

IX. Attachments

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Date</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Application PDF</td>
<td>9/10/20</td>
<td>jgibson1</td>
</tr>
</tbody>
</table>
Application for Limited Use Permit for
Private Access to the Paint Creek Trail

Description of Limited Use Requested:

A much safer approach to the Trail!

Date Submitted: 5 - 27 - 2020
Applicant: Brian Keiley
Mailing Address: 1759 West Genes City/Zip: Rochester Hills
Email Address: Phone: 810 397-6517

Address or General Location:

Property ID(s): #10-25-126-004

Reason for Request:

Entrance posed various dangers!

Application Submission Requirements:

1) Existing Site conditions;
2) Site Plan;
3) A landscape plan (if applicable)
4) Drawings of structures (if applicable)

Signature: Date: 5 - 27 - 2020

Please submit form with required attachments to:

Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306
Or
Manager@paintcreektrail.org
Measure distance
Click on the map to add to your path

Total area: 45,736.14 ft² (4,249.03 m²)
Total distance: 1,171.10 ft (356.95 m)
Encroachment on Paint Creek Trail Property – Near 10-28-503-013
April 15 and 27 and May 1, 2020
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: Moutrie Pollinator Garden
Date: October 14, 2020

Following the Commission’s August meeting, I reached out to both the MMRMA Senior Risk Control Consultant and the Trail attorney regarding the Commission’s liability questions. Below are their responses:

**MMRMA Senior Risk Control Consultant Terry Van Doren:**

The Hazard warning sign provides the required language to warn users of the park to a hazard and thus helps in providing Governmental Immunity to your organization. However, you own the property and nothing is guaranteed in a courtroom.

My recommendations are Advisory there is no penalty from the MMRMA from not implementing the recs.

My letter is subject to FOIA requests. A plaintiff must prove gross negligence on the organization. Prior knowledge of an issue and your actions after knowledge of the issue may be determined as gross negligence.

Planting trees may result in a blunt force trauma injury. Hedges that don’t have sharp needles/sticks and are tall enough in height can be used as a barrier.

I recommend you ask liability related questions for action or inaction of your attorney for their legal opinion.

**Trail Attorney Lisa Hamameh:**

Mr. Van Doren provided the Commission with recommendations in order to strengthen the Commission’s defenses in the event of a loss that results in a claim against the Commission. Implementing one or more of the recommendations will not automatically absolve the Commission of any liability. Similarly, failing to implement one or more of the recommendations will not automatically mean the Commission is liable. The degree
of liability will be decided by a court. While the Commission is not required to implement the recommendations, as Mr. Van Doren suggested, his communication with you is not privileged and subject to FOIA. Therefore, an injured person might obtain copies of those emails and claim that the Commission was aware of a hazard and chose to disregard recommendations from its risk control consultant. That type of argument may hurt the Commission’s defense.
This is an amendment to the Agreement entered into between the Michigan Department of Natural Resources ("DEPARTMENT") and the Paint Creek Trailways Commission in the county of Oakland County for the Michigan Natural Resources Trust Fund grant number TF16-0008.

The purpose of this amendment is to:

- extend the end date of the project period from 10/31/2020 to 01/31/2021 to allow for more time to complete the project.

A. The DEPARTMENT and the GRANTEE mutually agree to amend the Agreement as follows:

- The time period allowed for project completion is 07/14/2017 through 01/31/2021, hereinafter referred to as the “project period.” Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.

- Submit a complete request for final reimbursement within 90 days of project completion and no later than 4/30/2021. If the GRANTEE fails to submit a complete final request for reimbursement by 4/30/2021, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.

B. All other provisions of the Agreement shall be continued in full force and effect.

C. The amendment may be executed separately by the parties and is not effective until both the GRANTEE and the DEPARTMENT have signed it.
D. This amendment modifies an Agreement which was approved by resolution of the GRANTEE’S governing body as evidenced by the resolution attached to the Agreement. It is the sole responsibility of the GRANTEE to determine if its laws, policies, or procedures require approval by its governing body before execution of this amendment by the GRANTEE. By signature of this amendment, the GRANTEE certifies that:

1. Approval of the amendment by its governing body is not required, or
2. The amendment has been approved by resolution (true copy attached) of the

| (date) | (special or regular) | (name of approving body) |

<table>
<thead>
<tr>
<th>SIGNED</th>
<th>WITNESSED</th>
</tr>
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<tbody>
<tr>
<td>By: ___________________________</td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>Title: ___________________________</td>
<td>By: ___________________________</td>
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<tr>
<td>Date: ___________________________</td>
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<th>WITNESSED</th>
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<td>By: ___________________________</td>
<td>By: ___________________________</td>
</tr>
<tr>
<td>EFFECTIVE DATE: ___________________________</td>
<td>By: ___________________________</td>
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</tbody>
</table>
RESOLUTION NO. 2020-004

RESOLUTION APPROVING AND AUTHORIZING
AN AMENDMENT TO A DEVELOPMENT PROJECT AGREEMENT

At a meeting of the Paint Creek Trailways Commission, Oakland County, Michigan, held virtually via GoToMeeting, on the 20th day of October, 2020, at 7 p.m.

PRESENT:

ABSENT:

The following resolution was offered by ____________ and supported by ________________.

WHEREAS, the Commission has undertaken a project entitled the Paint Creek Trail Bridge 33.7 Renovation, #TF16-0008 (the "Project"); and

WHEREAS, on August 15, 2017, the Commission adopted a Resolution Regarding the Development of Property through the Michigan Natural Resources Trust Fund, pursuant to which the Commission approved entering into a Development Project Agreement (the "Agreement") with the Michigan Department of Natural Resources (the "Department") to obtain a grant for the Project; and

WHEREAS, the Department and the Commission entered into the Agreement; and

WHEREAS, the Commission began work on the Project; and

WHEREAS, the Agreement called for completion of the Project by July 31, 2019, but the Project completion has been delayed; and

WHEREAS, the Department and the Commission are willing to amend the Agreement to extend the Project completion deadline to January 31, 2021; and

WHEREAS, the public health, safety and welfare will be served by extending the Project completion deadline.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:
1. The Commission approves and authorizes an amendment to the Agreement in the form attached hereto as Exhibit A.

2. The Chairman of the Commission is authorized to execute the Amendment on behalf of the Commission, to make such minor changes to the Amendment as required or requested by the Department and to take such other actions as may be necessary or appropriate regarding the Amendment.

3. All actions heretofore taken by Commission officials, employees, and agents with respect to the Agreement are hereby ratified and confirmed.

4. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS:

NAYS:

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN   
)  
COUNTY OF OAKLAND  
)

I, the undersigned, the duly qualified and acting Secretary of the Paint Creek Trailways Commission, Oakland County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Commission at a meeting held on the ___ day of October, 2020, at __:00 __.m.

Commission Secretary
QUOTE FORM

NAME OF BIDDER: L.J. Construction, Inc.

ADDRESS: 5863 S. Kingston Road
Clifford, MI 48727

PHONE: 989-761-0131

Please submit quotes by Wednesday, October 7, 2020 at 3:00 P.M., Local Time via email to manager@paintcreekrail.org or

by mail:
Paint Creek Trailways Commission
4393 Collins Road
Rochester, Michigan 48306

in person:
Paint Creek Trailways Commission
4480 Orion Road
Rochester, Michigan 48306

Please note: Mailing address is different from physical address, and if planning to hand-deliver, the quote must arrive to the physical address by 3:00 p.m., Local Time.

QUOTE FORM: “PAINT CREEK TRAIL BRIDGE 33.7 STAIRWAY.”

<table>
<thead>
<tr>
<th>Guaranteed Maximum Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28,736.00</td>
</tr>
</tbody>
</table>

Based on Using #1 Spr. S4S, Treated C.L., C.A-15 Lumber, 75-90 Day Delivery

Total Lump Sum Cost for complete project

If awarded the Contract, the undersigned agrees that time is an essential condition of the Contract and will totally complete and perform the work before November 30, 2020 (unless adverse weather conditions prevent work, in which case the completion time will be determined by the Owner and Contractor).

The undersigned further proposes: to provide all, labor, supplies, permits, new and current materials, transportation and equipment required to perform the Work described herein; and to complete the Work described herein in strict accordance with the Scope of Work, Instructions to Bidder, Quote Form, Specifications, Maps, Addenda (if any), and other Contract Documents, all of which are incorporated in this Quote as is set forth at length herein.
This Quote has been prepared with the knowledge that control of the project site and coordination of the work of this Contract with the work of others will be subject to the direction of the Paint Creek Trailways Commission or their agents. The undersigned agrees that cooperation with other contractors in coordinating the work is offered as a part of this Quote.

In submitting this quote, it is understood that the right is reserved by the Owner, in its sole discretion, to accept any quote, to reject any or all quotes or parts of quotes, to waive irregularities and/or formalities in any quote and to make award in any manner deemed in the best interest of the Owner, Paint Creek Trailways Commission. It is further understood that the Owner reserves the right, in its sole discretion, on an area by area basis, to one or more Contractors.

It is the policy of Paint Creek Trailways Commission to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors, except where otherwise provided by law.

SIGNED THIS 5 DAY OF October, 2020.

Respectfully Submitted,

BY: ____________________________________________
Authorized Signature of Bidder

TITLE: ___________ Vice President __________________

Work Plan with Estimated Schedule Included? Yes ☒ No ___
Qualifications Detailed in Resume/Professional Services Overview? Yes ☒ No ___
Work References Three (3) Included? Yes ☒ No ___
Insurance Certificate with Proof of Additional Insured Included? Yes ☒ No ___
Attachment B Included? Yes ☒ No ___

Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal? Yes ____ No ☒

If yes, please explain:

TAXES
Paint Creek Trailways Commissions is exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the quote figures. The Paint Creek Trailways Commission will furnish the successful bidder with the tax exemption certificates when required.
ADDENDA
Addendum No. 1 Dated 10/5/20
Addendum No. Dated

LEGAL ADDRESS, FIRM DESIGNATION AND SIGNATURE
The Undersigned hereby declares that the address given below is the legal address to which all written notices, directions or other communications may be served or mailed:
Street 5863 S. Kingston Road
City Clifford State MI Zip 48727
Undersigned declares this quote is submitted in the name of:
L. J. Construction, Inc.
Which has the following legal status:
X Corporation, organized and operating under the laws of the State of Michigan
Federal Tax I.D. Number: 38-3391120

________ Partnership, with partners as follows

Federal Tax I.D. Number:

________ Individual, doing business as

Federal Tax I.D. Number: Or Social Security Number:

The Undersigned has the authority to represent the above-named firm and has the title therein of:
Signature
Dated 10/5/20
In the Presence of

END OF QUOTE FORM

ATTACHMENTS
A. Paint Creek Trailways Commission Insurance Requirements
Paint Creek Trail Bridge 33.7 Stairway RFQ
2. Will be permit fees be waived?

Answer: The estimated cost for the building permit is $300. There is a possibility that it may be waived. Oakland Township’s Building Director is currently on vacation this week and next. He is the person who would make the decision about waiving the fee.

3. What should be done with soil that is dug out as part of the project? Can it be left at the site or should it be removed?

Answer: Soil cannot be placed in the flood plain and therefore should be hauled away.

4. What is the plan for restoration? Does the site need to be reseeded? If so, what are the specifications?

Any disturbed area should be graded with a smooth finish that blends into the surrounding areas. Bare soil should be seeded with an annual crop cover (oats and/or annual rye). Turf grass mix cannot be used. Sloped areas should be covered with a natural fiber erosion control blanket to protect the slope from erosion. Plastic netting erosion control blankets cannot be used.

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE QUOTE FORM:

Company Name  

Contact Person  

Signature  

Date  

Melissa Ford  
Trail Manager  
Paint Creek Trailways Commission
ATTACHMENT B

VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any quote or quote, or entering into any contract for goods or services with an prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor: L.J. Construction, Inc.
Legal Name: L.J. Construction, Inc.
Street Address: 5863 S. Kingston Road
City: Clifford
State and Zip: Michigan 48727
Corporate ID # /State: 800537211 Michigan
Taxpayer ID #: 38-3391220

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a quote and be considered for a possible contract to supply goods and/or services to Paint Creek Trailways Commission.

Signature of Vendor’s Authorized Agent: ____________________________
Printed Name of Vendor’s Authorized Agent: John Jochem Vice President
Witness Signature: ____________________________
Printed Name of Witness: Brian M. Umphrey
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Owner's Contact Person</th>
<th>Design Engineer</th>
<th>Completion Date</th>
<th>Type of Work</th>
<th>Cost of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>River Raisin Park</td>
<td>Jeff Wallace Village of Manchester 734-428-7877</td>
<td>Neal Biletdeaux SmithGroup 734-669-2708</td>
<td>09/16/19</td>
<td>Trailway Boardwalk Fishing Platform Site Development</td>
<td>587,013</td>
</tr>
<tr>
<td>Tahquamenon Falls Lower Falls Improvements - Phase 1</td>
<td>Jason Fate Northwest Design Group 231-348-1180</td>
<td>Jason Fate Northwest Design Group 231-348-1180</td>
<td>06/12/2017</td>
<td>Viewing Station Reconstruction Boardwalk Repairs Riverbank Stabilization</td>
<td>397,102</td>
</tr>
<tr>
<td>Eagle Creek Boardwalk</td>
<td>Mincy Milos-Dale Oakland Township 248-651-7810</td>
<td>Jeff Smith PEA, Inc. 517-546-8583</td>
<td>05/30/2017</td>
<td>Shared-use Path Boardwalk Boardwalk Bridge</td>
<td>169,825</td>
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<tr>
<td>Ypsilanti N. Bay Park Repairs</td>
<td>Jeff Allen Ypsilanti Township 734-484-0073</td>
<td>N/A</td>
<td>10/12/2016</td>
<td>Boardwalk Repair Stairs</td>
<td>11,020</td>
</tr>
</tbody>
</table>
October 7, 2020

Paint Creek Trail Bridge 33.7 Stairway

Work plan and Estimated Schedule:

We would plan to utilize the Dutton Rd as the point for accessing the work area. Silt fencing would be installed first to prevent any sedimentation from entering the Paint Creek. We would place Orange Safety fencing adjacent to the trail in the work area to prevent pedestrians from entering the work zone. Advance notice would be given prior to construction to the Paint Creek Trail Commission to inform the public of our using the trail for access to the worksite. Excavated materials not needed for the project would be removed off site. Construction of the stairway would consist of typical means and methods for this character of work. Final cleanup and restoration would be completed in a timely manner after approval of the construction.

Due to the limited or non-availability of the specified lumber for the project, we cannot meet the proposed completion date of no later than November 30, 2020. We are proposing to utilize a #1 product that our suppliers indicate should be available 75-90 after ordering. The lumber material is projected to be available for early spring construction. We would not begin any work until the materials required are in hand. Once the construction is started, work will proceed until completed. The projected duration of the project would require 7 work days to complete.

John Jochem
L.J. Construction
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
BUTEN & ASSOCIATES
5738 FOREMOST DRIVE, SE
GRAND RAPIDS, MI 49546
BRIAN L MATTILA
616-956-0040

CONTACT NAME
BETH WOLTJER
PHONE (616-956-0040)
FAX (616-956-8057)
EMAIL
beth.woltjer@buteninsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
L J CONSTRUCTION INC
5863 S KINGSTON ROAD
CLIFFORD, MI 48727

INSURER A : ABC MI SELF INSURED WC FUND
INSURER B : TRAVELERS INS CO

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INR. LINE TYPE OF INSURANCE ADDR. BURD. INSDB. ADDR. POLICY NUMBER POLICY EFF. AMOUNT EXPIRY AMOUNT LIMITS

B X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR Y CO1N670216 04/08/2020 04/08/2021 EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ex. occurrence) $ 300,000 MED EXP (Any person) $ 5,000 PERSONAL & ADV INJURY $ 1,000,000 GENERAL AGGREGATE $ 2,000,000 PRODUCTS - COMP/OP AGG $ 2,000,000 Emp Ben. $ 1,000,000

B AUTOMOBILE LIABILITY
X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS N/A N/A
X AUTO OWNED AUTOS ONLY NON-OWNED AUTOS ONLY COMP $500D X COLL $1000

B X UMBRELLA LIABILITY CLAIMS-MADE X OCCUR Y CUP1N671526 04/08/2020 04/08/2021 EACH OCCURRENCE $ 8,000,000 AGGREGATE $ 8,000,000

A WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

Y IN N N A

PER STATUTE OTH- E R

X E.L. EACH ACCIDENT $ 500,000
X E.L. DISEASE - E.A EMPLOYEE $ 500,000
X E.L. DISEASE - POLICY LIMIT $ 500,000

B LEASED/RENT EQUIP
CO1N670216 04/08/2020 04/08/2021 LIMIT DED 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE PAINT CREEK TRAILWAYS COMMISSION, OAKLAND TOWNSHIP PARKS AND RECREATION, AND THE CHARTER TOWNSHIP OF OAKLAND, EACH BODY'S ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, AGENTS, ALL BOARDS, COMMISSIONS & OR AUTHORITIES AND BARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS THERE OF ARE ADDITIONAL INSURED FOR GENERAL LIABILITY (FORM CGD246 04 19) (CONT)

CERTIFICATE HOLDER
PAINTCR
PAINT CREEK TRAILWAYS COMM
ATTN MELISS M FORD
4393 COLLINS RD
ROCHESTER, MI 48306

CANCELLATION
PAINTCR
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
BRIAN L MATTILA

ACORD 25 (2016/03)
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39
AND AUTO LIABILITY (FORM CAT474 02 15) ON A PRIMARY & NON-CONTRIBUTORY BASIS AS REQUIRED BY WRITTEN CONTRACT FOR WORK PERFORMED BY THE INSURED. 30-DAY NOTICE OF CANCELLATION APPLIES EXCEPT FOR NON-PAYMENT OF PREMIUM WHICH IS A 10-DAY NOTICE.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED
(Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS
The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that you agree in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only:

a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and

b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section III – Limits Of Insurance.

b. The insurance provided to such additional insured does not apply to:

(1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and

(b) Supervisory, inspection, architectural or engineering activities.

(2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.

c. The additional insured must comply with the following duties:

(1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

(a) How, when and where the "occurrence" or offense took place;

(b) The names and addresses of any injured persons and witnesses; and

(c) The nature and location of any injury or damage arising out of the "occurrence" or offense.

(2) If a claim is made or "suit" is brought against the additional insured:
(a) Immediately record the specifics of the claim or "suit" and the date received; and

(b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.

(3) Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.

(4) Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph 4., Other Insurance, of Section IV – Commercial General Liability Conditions.
c. **Method Of Sharing**
   If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

   If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. **Primary And Non-Contributory Insurance If Required By Written Contract**
   If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

   (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and

   (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

   subsequent to the signing of that contract or agreement by you.

5. **Premium Audit**
   a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.

   b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.

   c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. **Representations**
   By accepting this policy, you agree:

   a. The statements in the Declarations are accurate and complete;

   b. Those statements are based upon representations you made to us; and

   c. We have issued this policy in reliance upon your representations.

   The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. **Separation Of Insureds**
   Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

   a. As if each Named Insured were the only Named Insured; and

   b. Separately to each insured against whom claim is made or "suit" is brought.

8. **Transfer Of Rights Of Recovery Against Others To Us**
   If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. **When We Do Not Renew**
   If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

   If notice is mailed, proof of mailing will be sufficient proof of notice.

**SECTION V – DEFINITIONS**

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:

   a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and

   b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph A.1.c., Who Is An Insured, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph B.5., Other Insurance of SECTION IV – BUSINESS AUTO CONDITIONS:

Regardless of the provisions of paragraph a. and paragraph d. of this part 5. Other Insurance, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.
L.J. Construction, Inc.

Statement of Qualifications

L.J. Construction, Inc. was formed in 1998 to provide underdrain and excavation services for the highway and road industry. Prior to that time, the owners were primarily an excavating and farm tile drainage contractor. In 2001, we constructed our first pathway and boardwalk (Chippewa Trails) in Caro, MI. In the years since, we have diversified into several areas of civil construction, including pedestrian pathways, boardwalks, wetland enhancements, bioswale excavation, park additions, retaining walls, utility installation, as well as mass site grading.

We have won awards from the American Public Works Association and Michigan Association for County Drain Commissioners. Projects have been completed for MDOT, Michigan DNR, Army Corps of Engineers, Michigan Department of Management, Technology and Budget, as well as numerous county and local municipalities statewide, including the Upper Peninsula. We are proud of our record and have a history of quality workmanship and willingness to work with the project owners and engineers to provide the best quality possible while staying within the budget of time constraints provided.

Financial

L.J. Construction, Inc.’s financial health and stability are strong as demonstrated by the following financial statements. We maintain adequate operational balances to carry out the requirements of this solicitation. Additionally, L.J. Construction, Inc. is prequalified with the State of Michigan’s Department of Transportation based on a financial rating of $18,469,000.00
Independent Auditor's Report

L. J. Construction, Inc.
5863 S. Kingston Road
Clifford, MI 48721

We have audited the accompanying financial statements of L. J. Construction, Inc. (a Michigan corporation), which comprise the balance sheets as of December 31, 2019 and 2018 and the related statements of operations, retained earnings, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and the fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.
Opinion

In our opinion, the financial statements referred to above presents fairly, in all material respects, the financial position of L. J. Construction, Inc., as of December 31, 2019 and 2018, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Anderson, Tuckey, Bernhardt & Doran, P.C.

ANDERSON, TUCKEY, BERNHARDT & DORAN, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
CARO, MICHIGAN

April 22, 2020
L. J. CONSTRUCTION, INC.

Balance Sheets

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<thead>
<tr>
<th>ASSETS</th>
<th>December 31,</th>
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<tbody>
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<td></td>
<td>2019</td>
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<tr>
<td><strong>CURRENT ASSETS:</strong></td>
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<tr>
<td>Cash</td>
<td>$ 739,569</td>
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<td>Contract receivables</td>
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<td>Other receivables</td>
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<td>Prepaid expenses</td>
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<tr>
<td>Prepaid taxes</td>
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<td>Inventory</td>
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<tr>
<td>Costs and estimated earnings in excess of billings on uncompleted contracts</td>
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<td>Current portion - note receivable officers &amp; related parties</td>
<td>33,604</td>
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<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>2,081,855</td>
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<td><strong>PROPERTY, PLANT, AND EQUIPMENT:</strong></td>
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<tr>
<td>Machinery and equipment</td>
<td>1,757,020</td>
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<tr>
<td>Vehicles</td>
<td>464,758</td>
</tr>
<tr>
<td>Leasehold Improvements</td>
<td>69,999</td>
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<tr>
<td>Office furniture and fixtures</td>
<td>44,112</td>
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<tr>
<td><strong>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</strong></td>
<td>2,335,889</td>
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<td><strong>LESS: ACCUMULATED DEPRECIATION</strong></td>
<td>(1,447,375)</td>
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<td><strong>PROPERTY, PLANT, AND EQUIPMENT – NET</strong></td>
<td>888,514</td>
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<td><strong>OTHER ASSETS:</strong></td>
<td></td>
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<tr>
<td>Note receivable - officers &amp; related parties</td>
<td>-</td>
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<tr>
<td><strong>TOTAL OTHER ASSETS</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 2,970,369</td>
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</table>

The accompanying notes are an integral part of the financial statements.
<table>
<thead>
<tr>
<th></th>
<th>December 31, 2019</th>
<th>December 31, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES &amp; STOCKHOLDER’S EQUITY</strong></td>
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<td></td>
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<td><strong>CURRENT LIABILITIES:</strong></td>
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<tr>
<td>Accounts payable</td>
<td>$70,268</td>
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<tr>
<td>Accrued &amp; withheld payroll taxes</td>
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<tr>
<td>Accrued federal &amp; state income tax</td>
<td>142,256</td>
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<td>Billings in excess of cost and estimated earnings on uncompleted contracts</td>
<td>56,329</td>
<td>45,715</td>
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<td>Current portion - long-term debt</td>
<td>28,600</td>
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<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
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<td><strong>LONG-TERM OBLIGATIONS:</strong></td>
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<td>Long term debt, less current portion</td>
<td>27,810</td>
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<td>Deferred income tax</td>
<td>300,552</td>
<td>252,236</td>
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<td><strong>TOTAL LONG-TERM OBLIGATIONS</strong></td>
<td>328,362</td>
<td>306,591</td>
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<td><strong>TOTAL LIABILITIES</strong></td>
<td>888,797</td>
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<td><strong>STOCKHOLDER’S EQUITY</strong></td>
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<tr>
<td>Common stock, at $10 par, authorized 60,000 shares, issued and outstanding 1,725 shares</td>
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<td>17,250</td>
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<tr>
<td>Additional paid in capital</td>
<td>76,428</td>
<td>76,428</td>
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<tr>
<td>Retained earnings</td>
<td>1,987,894</td>
<td>1,325,978</td>
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<td><strong>TOTAL STOCKHOLDER’S EQUITY</strong></td>
<td>2,081,572</td>
<td>1,419,656</td>
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<td><strong>TOTAL LIABILITIES &amp; STOCKHOLDER’S EQUITY</strong></td>
<td><strong>$2,970,369</strong></td>
<td><strong>$1,933,055</strong></td>
</tr>
</tbody>
</table>
July 1, 2020

L.J. Construction, Inc. 08183  
5863 S Kingston Rd (989) 761-0131  
Clifford MI 48727

Dear Vendor:

In accordance with our Administrative Rules we have established your numerical rating which is based on a financial rating of $18,469,000.00 covering the classifications in the amounts stated below. This prequalification rating is effective until April 30, 2022.

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>18469</td>
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<tr>
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Grading, Drainage Structures & Agg. Cons  
Bridges And Special Structures  
Landscaping  
Sodding And Seeding/Turf Establishment  
Concrete C, C&G, Driveways, Sidewalks  
Sewers and Watermains  
Clearing & Grubbing  
Guardrail  
Fencing

It will be assumed that the rating is satisfactory unless the Prequalification Committee is notified in writing to the contrary within 15 days after the bidder has been advised of the rating granted. The Department may declare a prequalified bidder ineligible to bid at any time because of developments subsequent to prequalification which, in their opinion, would affect the responsibility of the bidder or their ability to perform the contract work.

Lawrence F. Sttzalk  
Manager  
Construction Contracts Section  
Contract Services Division

MURRAY D. VANWAGONER BUILDING • P.O. BOX 30050 • LANSING, MICHIGAN 48909

www.michigan.gov • (517) 373-2090
Additional financial records will be made available upon request.

**Experience**

L.J. Construction, Inc. has worked on numerous projects that pertain to this type of job. Our specialty is building projects that include unique features such as bike paths, block and boulder walls, boardwalks, gazebos, pergolas, site amenities, specialty excavating, land shaping, contouring, unique landscaping and horticulture work. For example, the $1.2M Leslie Park Golf Course/Traver Creek project that we completed, featuring altering and improving the creek to make it functional again, also making it an aesthetically pleasing landscape. We performed mass site grading, pond excavation, cascading water features, and natural landscaping work within the budget and timing constraints so the course was able to open on time.

The $2.6M Shelby/Utica Bike Path project, that we completed, featuring a meandering path that traversed the woods of River Bends Park and ended along the Clinton River. The path featured a tunnel as it passed under the railroad as well as including specialty fencing, a boardwalk, mass site grading, and natural landscape.

**Traver Creek at Leslie Park Golf Course, Ann Arbor, MI**

Client: City of Ann Arbor  
Project #: 119551SG2012  
Construction: $1.3M  
Completed: 2013  

Project Engineer: Evan Pratt, Spicer Group  
Design Engineer: Steve Rozonowski, Spicer Group  
L.J. Project Manager: Laurence Jocham

L.J. Construction, Inc. completed 100% of the project work that included:

- 3,300 feet of channel restoration
- 9 feet of vertical drop structures
- 30,000 yards of sediment removal
- 6.5 acres of water quality treatment wetlands
- 10.2 acres of native vegetation
- Drain Relocation
- Wetland Enhancement
- Bioswale Excavation
- Reconnected floodplain, restored with native species
Shelby/Utica Bike Path, Utica, MI
Client: MDOT/City of Utica
Project #: 50099-112882-3
Construction: $2.65M
Completed: 2015

L.J. Construction, Inc. completed 75% of the project work that included:

- Tunnel Construction
- Boardwalk
- Shared-Use Path
- Block Wall
- Material Removal

Tahquamenon Falls, Paradise, MI
Client: Michigan Dept. of Technology
Project #: 751/14046.TAP
Construction: $397K ($13K under budget)
Completion: 2017

L.J. Construction, Inc. completed 100% of the project work that included:

- River Overlook
- Canoe Slide/River Access
- Boardwalk Construction Repairs
Key Personnel

L.J. Constructions' staff and management has proven, throughout our history, we are comfortably capable of handling sizable projects. In our 22-year history, our staff has proven we have what it takes to get the best results for the engineers and the owners of the project, resulting in numerous awards from the American Public Works Association and Michigan Association for County Drain Commissioners. We take pride in not only being able to mobilize quickly, but work safely, efficiently, and within set guidelines in challenging and wetland environments.

John Jocham, Vice President/Project Manager
6832 S. Kingston Rd, Clifford, MI 48727
(989)553-6901  ljconstructionmi@gmail.com

Education

- Michigan State University (East Lansing, MI)
- Marlette Community Schools (Marlette, MI)

Work History

- L.J. Construction, Inc., Clifford, MI (1/99-current)
- Farmland Tile, Marlette, MI (1/96-12/98)
- Self-Employed Farmer, (1/89-12/95)
- Jocham Excavating, Clifford, MI (6/83-12/98)

Skills and Qualifications

- 27 years’ experience as construction foreman
- 20 years’ experience with contract management and oversight as a project estimator and manager
- 22 years’ experience working with and meeting MDOT specifications
- State of Michigan Builders License
- Construction Site – Storm Water Management Certificate
- Helical Pier Design/Installation Certificate
- Master Certificate in Concrete Construction Management
- MIOSHA Training Certificate

Brian Umphrey, Contract Administrator
6067 Maple Ridge Rd., Alger, MI 48610
(989) 553-6906  ljconstructionmi@gmail.com

Education

- Kirtland Community College (Grayling, MI)
• Central Michigan University (Mt. Pleasant, MI)
• Standish-Sterling High School (Standish, MI)

Work History

• L.J. Construction, Inc., Clifford, MI (2000-current)
• 7-UP, Cadillac, MI (1991-1998)
• Ashcraft’s Market, Standish, MI (1986-1991)
• Grant-Norpac, Houston, TX (1985-1986)
• Median General, Denver, CO (1983-1984)

Skills and Qualifications

• Masters Certificate in Concrete Construction Management
• 20 years’ experience in construction contract administration
• Microsoft Office Certified
• Construction Field Project Management Certified
• Proficient in ProjectWise
• Trained in employee labor laws, yearly update training
• Proficient in LCP Tracker
• CET Trained In MIOSHA Record Keeping

Gordon Stenger, Project Coordinator Supervisor
4215 Swinson-Neuman Rd., Rhodes, MI 48652
(989) 553-6908  ljconstructionmi@gmail.com

Education

• Grand Valley State University (Allendale, MI)
• Pinconning High School (Pinconning, MI)

Work History

• L.J. Construction, Inc. Clifford, MI (3/02-current)
• Johnston Contracting, Midland, MI (6/96-3/02)
• Gerace Construction, Midland, MI (4/95-10/95)

Skills and Qualifications

• 25 years’ experience as a heavy equipment operator, operating a wide variety of equipment, such as excavators, dozers, pans, scrappers, loaders, graders, and backhoes; performs daily maintenance on all equipment
• 17 years’ experience as a construction foreman, building roads and bridges for State of Michigan and federal highways
• Experience with vast amounts of concrete work
• Operates equipment safely in both urban and country settings, especially around buried gas lines, fiber optics, overhead electric lines, and other hazardous environments
• Able to cut grade with a dozer or grader
• Digs ditches, retention ponds, and sewer lagoons
• Digs basements and installs septic systems for residential homes
• Manages construction projects and crews efficiently and safely

Daniel Jocham, Project Coordinator Supervisor
6112 Tamarack Dr., Kingston, MI 48741
(989) 553-6903  ljconstructionmi@gmail.com

Education

• Mason County Eastern High School (Custer, MI)

Work History

• L.J. Construction, Inc. (4/99-current)

Skills and Qualifications

• 19 years’ experience as a heavy equipment operator, operating a wide variety of equipment such as excavators, dozers, pans, scrappers, loaders, graders, and backhoes; performs daily maintenance on all equipment
• 16 years’ experience as a construction foreman, building roads and bridges for State of Michigan and federal highways
• Valid CDL Class A State of Michigan License
• Experience with water main, storm sewers, and sanitary sewers
• Operates equipment safely in both urban and country settings, especially around buried gas lines, fiber optics, overhead electric lines, and other hazardous environments
• Able to cut grade with a dozer or grader
• Digs ditches, retention ponds, and sewer lagoons
• Digs basements and installs septic systems for residential homes
Paint Creek Trail Stairway Bid Breakdown:

<table>
<thead>
<tr>
<th>Work Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization</td>
<td>$ 1,500.00</td>
</tr>
<tr>
<td>Traffic &amp; Pedestrian Control Devices</td>
<td>$ 750.00</td>
</tr>
<tr>
<td>Erosion Control work</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>Excavation &amp; spoil removal</td>
<td>$ 3,000.00</td>
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<tr>
<td>Aggregates</td>
<td>$ 2,750.00</td>
</tr>
<tr>
<td>Stairway Construction</td>
<td>$ 19,836.00</td>
</tr>
<tr>
<td>Restoration &amp; Cleanup</td>
<td>$ 750.00</td>
</tr>
</tbody>
</table>

**Total Bid Amount**  $ 28,736.00
QUOTE FORM

NAME OF BIDDER  WCI Contractors, Inc.

ADDRESS  20210 Conner St.
           Detroit, MI  48234

PHONE  313-368-2100

Please submit quotes by Wednesday, October 7, 2020 at 3:00 P.M., Local Time via email to manager@paintcreektrail.org or

by mail:
Paint Creek Trailways Commission
4393 Collins Road
Rochester, Michigan 48306

in person:
Paint Creek Trailways Commission
4480 Orion Road
Rochester, Michigan 48306

Please note: Mailing address is different from physical address, and if planning to hand-deliver, the quote must arrive to the physical address by 3:00 p.m., Local Time.

QUOTE FORM:  "PAINT CREEK TRAIL BRIDGE 33.7 STAIRWAY."

<table>
<thead>
<tr>
<th>Guaranteed Maximum Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$48,750.00</td>
</tr>
</tbody>
</table>

Total Lump Sum Cost for complete project

If awarded the Contract, the undersigned agrees that time is an essential condition of the Contract and will totally complete and perform the work before November 30, 2020 (unless adverse weather conditions prevent work, in which case the completion time will be determined by the Owner and Contractor).

The undersigned further proposes: to provide all, labor, supplies, permits, new and current materials, transportation and equipment required to perform the Work described herein; and to complete the Work described herein in strict accordance with the Scope of Work, Instructions to Bidder, Quote Form, Specifications, Maps, Addenda (if any), and other Contract Documents, all of which are incorporated in this Quote as is set forth at length herein.

Paint Creek Trail Bridge 33.7 Stairway RFQ
This Quote has been prepared with the knowledge that control of the project site and coordination of the work of this Contract with the work of others will be subject to the direction of the Paint Creek Trailways Commission or their agents. The undersigned agrees that cooperation with other contractors in coordinating the work is offered as a part of this Quote.

In submitting this quote, it is understood that the right is reserved by the Owner, in its sole discretion, to accept any quote, to reject any or all quotes or parts of quotes, to waive irregularities and/or formalities in any quote and to make award in any manner deemed in the best interest of the Owner, Paint Creek Trailways Commission. It is further understood that the Owner reserves the right, in its sole discretion on an area by area basis to one or more Contractors.

It is the policy of Paint Creek Trailways Commission to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors, except where otherwise provided by law.

SIGNED THIS 7 DAY OF October, 2020.

Respectfully Submitted,

BY: ____________________________
Authorized Signature of Bidder Thomas A. Maliszewski III

TITLE: __________________________
Vice President

Work Plan with Estimated Schedule Included? Yes X No
Qualifications Detailed in Resume/Professional Services Overview? Yes X No
Work References Three (3) Included? Yes X No
Insurance Certificate with Proof of Additional Insured Included? Yes X No
Attachment B Included? Yes X No

Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal? Yes No X

If yes, please explain:

TAXES
Paint Creek Trailways Commissions is exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the quote figures. The Paint Creek Trailways Commission will furnish the successful bidder with the tax exemption certificates when required.

Paint Creek Trail Bridge 33.7 Stairway RFQ
ADDENDA

Addendum No. 1 Dated 10/01/20

Addendum No. Dated

LEGAL ADDRESS, FIRM DESIGNATION AND SIGNATURE

The Undersigned hereby declares that the address given below is the legal address to which all written notices, directions or other communications may be served or mailed:

Street 20210 Conner St.

City Detroit State Michigan Zip 48234

Undersigned declares this quote is submitted in the name of:

WCI Contractors, Inc.

Which has the following legal status:

X Corporation, organized and operating under the laws of the State of Michigan

Federal Tax I.D. Number: 38-3007970

Partnership, with partners as follows

Federal Tax I.D. Number:

Individual, doing business as

Federal Tax I.D. Number: Or Social Security Number:

The Undersigned has the authority to represent the above-named firm and has the title therein of:

Signature Thomas A. Maliszewski III

Dated 10/07/20

In the Presence of Karen R. Merritt

END OF QUOTE FORM

ATTACHMENTS

A. Paint Creek Trailways Commission Insurance Requirements
B. Vendor Certification that It Is Not An “Iran Linked Business”
C. Paint Creek Trail Bridge 33.7 Stairway Contract
D. Project Location Map
E. Stairway Design Plans

Paint Creek Trail Bridge 33.7 Stairway RFQ
ATTACHMENT B

VENDOR CERTIFICATION THAT IT IS NOT AN "IRAN LINKED BUSINESS"

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any quote or quote, or entering into any contract for goods or services with an prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor: WCI Contractors, Inc.

Legal Name: WCI Contractors, Inc.

Street Address: 20210 Conner St.

City: Detroit

State and Zip: Michigan 48234

Corporate ID #: 800380048

Taxpayer ID #: 38-3007970

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a quote and be considered for a possible contract to supply goods and/or services to Paint Creek Trailways Commission.

Signature of Vendor’s Authorized Agent:

Printed Name of Vendor’s Authorized Agent: Thomas A. Maliszewski III

Witness Signature:

Printed Name of Witness: Karen R. Merritt

Paint Creek Trail Bridge 33.7 Stairway RFQ

Page 19
PAINT CREEK STAIRWAY

Work Plan and Schedule

In order to minimize disruption to the trail, work start date is dependent upon the delivery of the wood materials. Confirmed delivery date of the wood will determine the exact start date. At this time, an executed contract received October 21, 2020 allows the material to be delivered with an approximate start date of 8-12 weeks. Once confirmed, we can start excavation a couple of days before delivery with a 15-day work period to complete the project as follows:

**Schedule**

<table>
<thead>
<tr>
<th>Task</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Erosion</td>
<td>1 Day</td>
</tr>
<tr>
<td>Excavation</td>
<td>2 Days</td>
</tr>
<tr>
<td>Post and Stair Construction</td>
<td>7 Days</td>
</tr>
<tr>
<td>Stone Placement</td>
<td>2 Days</td>
</tr>
<tr>
<td>Railing</td>
<td>2 Days</td>
</tr>
<tr>
<td>Restoration</td>
<td>1 Day</td>
</tr>
</tbody>
</table>

Total - 15 Days

- Due to the material lead time, we would anticipate work to be done late December or January, weather conditions permitting.

**Proposed Subcontractor**

Trombly & Trombly Builders, Inc. - Carpentry
REFERENCE FORM

Name of Reference: City of Detroit, General Services Department
(Company Name)

Contact Person: Tim Karl
Title: Chief of Landscape Architecture

Phone No.: 313-224-3484 | Fax No.: 313-368-8986

E-mail address: tkarl@detroitmi.gov

Dates of Service: September 2005 to Present

Various Projects throughout the City of Detroit - See Attached Project References.

Description of Services Provided:

Riverside Park Improvements Phase 3&4 Design/Build - Present
Project Amount – $2,000,000.00
Project Description - Design and Build - Phase #3: New Parking Lot; Sledding Hill and Amphitheater, Stormwater Feature/Bioswales, Shoreline and Seawall Improvements, New Pedestrian Walks, Landscaping Lighting and power for amphitheater. Phase #4: Landscape Improvements, Parking Lot Renovation and Improvements, Stamped Concrete, Pedestrian paths and ¼ mile walking loop, renovate existing Riverwalk and include accessible site furnishings, New Play Area with Safety Surfacing, New Splash Pad, restroom/Concessions Building, Picnic Shelters, Fitness Equipment, Bench Swings, and Entry Promenade/Drop off.

Palmer Park Tennis Court Renovations – October 2018 – August 2019
Project Amount – $1,282,450.00
Project Description - Construction of a Nine (9) Full size Tennis courts, six (6) Junior Tennis Courts, concrete walkways, and site amenities.

Dad Butler Park Improvements – February 2019 - June 2019
Project Amount – $1,282,450.00
Project Description - Construction of a Nine (9) Full size Tennis courts, six (6) Junior Tennis Courts, concrete walkways, and site amenities.

40 Neighborhood Parks, Detroit MI - June 2016 - December 2018
Project Amount - $2,329,200.00 (3 Contracts)
Project Description - Playground equipment, playground repair, remove and install new asphalt basketball court with net/posts, concrete, concrete walks, HMA walking path, picnic shelter, fitness equipment, site amenities, landscaping, ornamental fence, and fence repair distributed over 8 separate parks throughout Detroit.

O'Shea Park Improvements, Detroit MI - November 2018
Project Amount - $300,000.00
Project Description - Playground repair, new asphalt walking path, renovate basketball court, and pickleball court surface, new basketball and pickleball posts and nets, site restoration.
Stein Playfield Improvements, Detroit MI - July 2018  
Project Amount - $300,000.00  
Project Description - Construct high school asphalt running track with synthetic track surface, sidewalk, entry gate, restoration.

Neighborhood Parks Improvements - Wells Park, Detroit, MI - June 2017  
Project Amount - $275,000.00  
Project Description - Playground repair, remove and install new asphalt basketball court with net/posts, concrete, picnic shelter, fitness equipment, site amenities, and fence repair.

GSD Park Site Amenities, Detroit MI - December 2016  
Project Amount - $750,000.00  
Project Description - 4 Playgrounds, 3 walking trails, 1 parking lot repair, 250 park rule signs, and park site amenities distributed over 5 separate parks throughout Detroit Design-Build 17 Acre Park – (4) Ball fields, (6) tennis courts, (2) Playscapes, (2) Basketball courts, Shelter, Comfort Station Building, Parking Lot and Landscaping.

Patton Park Design-Build Renovations, Detroit MI - December 2016  
Project Amount - $915,000.00  
Project Description - Picnic area, (2) softball diamonds with athletic field lighting, comfort station, landscaping, parking lot improvements, asphalt trails and greenway extension, signage, and site restoration.

Balduck Park In-Town-Youth Camp Design-Build Renovations, Detroit MI - July 2015  
Project Amount - $715,000.00  
Project Description - Asphalt walking trail, gravel/aggregate nature trail, picnic shelter, comfort station, playscape, rubber surfacing, signage, camp activities area, and site restoration.

Kern Playground Renovations, Detroit, MI - June 2012  
Project Amount - $275,000.00  
Project Description - Earthwork, asphalt trail, basketball court, site furniture, site amenities, miscellaneous playground improvements.

Peterson Playfield– Design/Build - September 2005  
Project Amount - $1,357,143.00  
Project Description - Design-Build 17 Acre Park – (4) Ball fields, (6) tennis courts, (2) Playscapes, (2) Basketball courts, Shelter, Comfort Station Building, Parking Lot and Landscaping.

Littlefield Playfield, Hardstein Playground & Puritan-Coyle Playlot, Detroit, MI- June 2012  
Project Amount - $180,000.00  
Project Description - Earthwork, site furniture, play equipment, rubber surfacing, ADA concrete work, site restoration, and miscellaneous playground improvements.
Patton Park is a 93-acre park located on the southwest side of Detroit, Michigan. The park, named for World War II legendary US military leader General George S. Patton is located at 2301 Woodmere. The park has everything from baseball and soccer fields to a new rain garden and kids playscape.

**Project:** Patton Park Design-Build Renovations  
**Owner:** City of Detroit Recreation Department  
**Architect/Engineer:** Hamilton-Anderson Engineers  
**Location:** Detroit, MI  
**Contract Amount:** $915,000.00  
**Completed:** December 2016  
**Scope of Work:** Picnic area, (2) softball diamonds with athletic field lighting, comfort station, landscaping, parking lot improvements, asphalt trails and greenway extension, signage, and site restoration.
Balduck Park Balduck Memorial Park is a cultural feature (park) on the east side of Detroit, Michigan. It is located Chandler Park Dr. & Canyon St. The park has everything from baseball and softball fields, a camp activities area, walking trails, nature trail and playscapes.

Project: Balduck Park In-Town-Youth Camp Design-Build Ren.
Owner: City of Detroit Recreation Department
Architect/Engineer: Hamilton-Anderson Engineers
Location: Detroit, MI
Contract Amount: $715,000.00
Completed: July 2015
Scope of Work: Asphalt walking trail, gravel/aggregate nature trail, picnic shelter, comfort station, playscape, rubber surfacing, signage, camp activities area, and site restoration.
Dequindre Trailhead Park

The Dequindre Trailhead Park connects the first section of the Dequindre Cut from Woodbridge Street south to Atwater Street near Milliken State Park and the RiverWalk. It was recognized by the Construction Association of Michigan (CAM) as an outstanding construction project for 2010.

Project: Dequindre Trailhead Park
Owner: Detroit Economic Growth Corporation (DEGC)
Architect/Engineer: Mannik & Smith Group, Inc.
Location: Detroit, MI
Contract Amount: $1,000,000.00
Completed: June 2010
Scope of Work: Concrete, landscape, earthwork, electrical, demolition, irrigation, site improvements
Butzel Playground

Includes a large playground with 2 play structures (one for 2-5 year olds and one for 5-12 year olds), a 400 meter rubber-surfaced running track, reconstruction of the west parking lot, and an ADA accessible path which ran up to the new picnic area (also part of the new work). Work also included extensive landscaping, new sidewalks and curbs.

Project: Butzel Playground Improvements
Owner: Detroit Recreation Department
Architect/Engineer: Detroit Recreation Department
Location: Detroit, MI
Contract Amount: $350,000
Completed: October 2007
Scope of Work: Miscellaneous playground improvements: playground equipment, grading, fencing, shelters, concrete, ball fields, horseshoe courts
REFERENCE FORM

Name of Reference:  Hubbel, Roth & Clark
                  (Company Name)

Contact Person Remington Koch, F.E.  Title: Graduate Engineer II

Phone No. : 248) 454-6303  Fax No. __________________

E-mail address: RKoch@hrcengr.com

Dates of Service: March 2020 to August 2020

Description of Services Provided:

Innovation Hills Kayak Launch, City of Rochester Hills
Project Amount - $197,251.00
Project Description - Concrete sidewalk and prefabricated kayak landing.
REFERENCE FORM

Name of Reference: Charter Township of Oakland
(Company Name)

Contact Person Mindy Milos-Dale Title Director, Oakland Township Parks & Recreation Commission

Phone No.: 248-431-9950 Fax No. ______________________

E-mail address: mmdale@oaklandtownship.org ________________

Dates of Service: June 2003 to May 2013 ______________________

Lost Lake Nature Park Improvements, Draper Twin Lakes, Bear Creek Nature Park, Rochester MI, June 2003
See Attached Project References.

Description of Services Provided:

Lost Lake Nature Park Improvements, Oakland Township, May 2013
Project Amount - $529,921.00
Project Description – Earthwork, concrete, site utilities, native seeding, and building renovations.

Draper Twin Lakes, Rochester MI, January 2009
Project Amount - $153,760.00
Project Description – Aggregate walking trail, parking lot.

Bear Creek Nature Park, Rochester MI, June 2003
Project Amount - $643,794.00
Project Description - Earthwork, picnic shelter, storage building, walking trails, boardwalks, landscaping.
Lost Lake Nature Park

A 55 plus acre park located in Oakland Township that features hiking, boating, a lakeside dock for wildlife observation and shore fishing. The nature center facilities house nature programs and local school science studies. There is also a sledding hill in the winter with a warming hut.

Project: Lost Lake Nature Park Improvements
Owner: Oakland Township Parks & Recreation Commission
Architect/Engineer: PM Blough Inc.
Location: Oakland Township, MI
Contract Amount: $529,921.00
Completed: 2013
Scope of Work: Earthwork, Concrete, Site Utilities, Native Seeding, and building renovations
Draper Twin Lake Park in Oakland is a 52-acre park maintained by the Charter Township of Oakland Parks & Recreation Commission. The park is located at the intersection of Hadden and Inwood roads.

**Project:** Draper Twin Lake Park

**Owner:** Charter Township of Oakland

**Architect/Engineer:** Professional Engineering

**Location:** Oakland Township, MI

**Contract Amount:** $153,760.00

**Completed:** January 2009

**Scope of Work:** Sitework, grading, landscaping, aggregate walking trail, parking lot
Bear Creek park consists of 107 scenic acres located between Snell and Gunn Roads. It has ADA accessible limestone trails; boardwalks and observation decks; picnic pavilion; playground for 5-12 year olds, and a portable toilet. These trails allow hiking, biking, horseback riding, cross-country skiing and observing some of Michigan’s varied wildlife.
REFERENCE FORM

Name of Reference: Charter Township of Oakland

Address: 300 Dunlap Rd., Oxford MI 48371

Contact Person Jim Sharpe Title President, Sharpe Engineering

1750 Lakesview, Oxford, MI 48371

Phone No: 248-877-2102 Fax No

E-mail address: jim@sharpe-engineering.com

Dates of Service: April 2011 to November 2015

Description of Services Provided:

Project Amount - $495,487.00
Project Description – Asphalt walking trail, timber boardwalk, concrete sidewalk, site restoration.
2015 Oxford Safety Path

WCI installed a safety path segment on M-24 from Market Street to Gateway Drive as well as a segment for Dunlap Road & Seymour Lake Road from ITC Corridor to Carriage Lane Court.

- **Project:** 2015 Safety Path
- **Owner:** Charter Township of Oxford
- **Architect/Engineer:** Sharpe Engineering
- **Location:** Oxford, MI
- **Contract Amount:** $495,487.00
- **Completed:** November 2015
- **Scope of Work:** Asphalt walking trail, timber boardwalk, concrete sidewalk, site restoration.
REFERENCE FORM

Name of Reference: **State of Michigan DTMB**

Address: **P.O. Box 30026, Lansing, MI 48909**

Contact Person: **Steve Sutton**  
Title: **Nowak & Fraus Engineers**  
46777 Woodward Ave., Pontiac, MI 48342

Phone No.: **248-332-7931**  
Fax No.: ________________

E-mail address: **ssutton@nfe- engr.com**

Dates of Service: **January 2013** to **June 2015**

Description of Services Provided:
**North-South Regional Multi-Use Trail**

Project Amount - $837,813.28
Project Description – 3.1 Mile aggregate horse and walking trail through woods and wetlands, boardwalk, helical piers, fencing, and landscaping.
Name of Reference: **Oakland County Parks & Recreation**

Address: **2100 Pontiac Lake Rd., Waterford, MI**

Contact Person **Zachary Crane**

Title **Landscape Architect/Project Manager**

Phone No.: **248-420-1079**

Fax No.: ________________

E-mail address: **cranez@oakgov.com**

Dates of Service: **May 2012** to **December 2015**

**2012 Addison Oaks Connector Trail, Oakland County Parks Kayak/Boat Launches**

Description of Services Provided:

**2012 Addison Oaks Connector Trail, May 2012 to November 2012**

Project Amount - **$610,260.00**

Project Description – Two (2) Mile aggregate walking trail, helical piers, boardwalk over wetland, and restoration.

**Oakland County Parks Kayak/Boat Launches, November 2015 to December 2015.**

Project Amount - **$91,385.00**

Project Description – Install (2) handicap accessible floating canoe and kayak launches.
Addison Oaks Connector Trail joins Addison Oaks County Park Main and East sections to other local parks. The 2.4 mile gravel trail includes 10 foot wide boardwalks through wetlands areas and an 8 foot wide aggregate trail with grass shoulders. Bald Mountain State Recreation Area via Lake George Road and Oakland Township’s Cranberry Lake Park are also linked to the new trail.

**Project:** Addison Oaks Connector Trail  
**Owner:** Oakland County Parks & Recreation Commission  
**Architect/Engineer:** Giffels-Webster Engineers  
**Location:** Leonard, MI  
**Contract Amount:** $610,260.00  
**Completed:** September 2012  
**Scope of Work:** 2.4 mile aggregate walking trail, helical piers, boardwalk over wetland, and restoration
<table>
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<tr>
<th>Job Name</th>
<th>Type of Work</th>
<th>Owner's Name and Address</th>
<th>Architect / Engineer Address</th>
<th>Contract Amount</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAINT CREEK TRAIL</strong></td>
<td>Repair slope failures and eroded areas, replace stairs and retaining wall, remove grassy overgrowth and re-establish trail, scarify trail surface; place, grade and compact new aggregate, remove and replace wooden bollards, resurface gravel parking areas at trailheads, resurfacing of Bear Creek Nature Park trails, and site restoration.</td>
<td>Paint Creek Trailways Comm. 4480 Orion Road Rochester, Michigan 48306</td>
<td>The Mannik &amp; Smith Group 65 Cadillac Square, Suite 3311 Detroit, Michigan 48226 Steve Bouws 734-289-2200 x 4025</td>
<td>$ 530,234.00</td>
<td>Dec-19</td>
</tr>
<tr>
<td><strong>PAINT CREEK PARKING LOT</strong></td>
<td>Parking Area Resurfacing of Dutton Parking Lot and Gallagher Parking Lot</td>
<td>Paint Creek Trailways Comm. 4480 Orion Road Rochester, Michigan 48306 Melissa Ford</td>
<td>Paint Creek Trailways Comm. 4480 Orion Road Rochester, Michigan 48306</td>
<td>$ 20,000.00</td>
<td>Aug-20</td>
</tr>
<tr>
<td><strong>NORTH-SOUTH REGIONAL MULTI-USE TRAIL</strong></td>
<td>3.1 Mile aggregate horse and walking trail through woods and wetlands, boardwalk, helical piers, fencing, and landscaping</td>
<td>State of Michigan DTMB Dept. Natural Resources P.O. Box 30026 Lansing, MI 48909 Bruce Watkins 517-242-7882</td>
<td>Nowak &amp; Fraus Engineers 46777 Woodward Avenue Pontiac, MI 48342 Steve Sutton 248-332-7931</td>
<td>$ 837,813.28</td>
<td>Jun-15</td>
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<tr>
<td><strong>2012 ADDISON OAKS CONNECTOR TRAIL</strong></td>
<td>Two (2) mile aggregate walking trail, helical piers, boardwalk over wetland, and restoration</td>
<td>Oakland County Parks &amp; Recreation (OCPR) 2100 Pontiac Lake Road Waterford, MI 48324 Zach Crane 248-975-9628</td>
<td>Giffels-Webster Engineers 1025 E. Maple Rd. Suite 100 Birmingham, MI 48009 Matt Davis 586-781-8950</td>
<td>$ 610,260.00</td>
<td>Nov-12</td>
</tr>
<tr>
<td><strong>MEEEKS PARK PEDESTRIAN BRIDGE</strong></td>
<td>Single-span wooden pedestrian bridge including design and construction of bridge abutments and appurtenances.</td>
<td>Village of Lake Orion 37 East Flint Street Lake Orion, MI 48362</td>
<td>Hubbell, Roth &amp; Clark, Inc. 555 Hulet Drive Bloomfield Hills, MI 48303 Edward D. Zmich (248) 454-6300</td>
<td>$ 87,650.00</td>
<td>Jul-09</td>
</tr>
</tbody>
</table>
This park provides a great setting for a leisurely walk while enjoying inviting landscaping and rolling topography. The amphitheater is a perfect spot to take in a family-friendly performance.
The Greater Downtown Partnership renovated Shed 2 of the Eastern Market, which allowed an additional 50 vendors to conduct business. In addition, the project established the Eastern Market neighborhood as a link to the riverfront and downtown. Detroit Eastern Market is the largest historic public market district in the United States.
Chene Park Amphitheatre

Chene Park is a city of Detroit entertainment venue. This 6,000-seat amphitheater, located on the shore of the Detroit River, is the destination of choice for legendary artists and high profile entertainers.

**Project:** Chene Park Amphitheatre  
**Owner:** City of Detroit; Detroit, MI  
**Architect/Engineer:** Schervish, Vogel, Merz  
**Location:** Detroit, MI  
**Contract Amount:** $1,100,000.00 (3 construction contracts)  
**Completed:** 1999-2002  
**Scope of Work:** Construct outdoor music theatre including earthwork, seawall, 3 buildings, mechanical, electrical, landscaping and fountain.
A two-acre pocket park located within the Michigan State Fairgrounds was developed to tempt families to have fun while exploring outdoor adventures. The park consists of 17-foot deep, mitten shaped pond stocked with 5,000 hybrid sunfish and a pellet gun and archery range as well as a waterfall and lighthouse.
Meek’s Park is a linear park with approximately 600 feet along the banks of Paint Creek. The main feature of the park is its paved walking trail alongside Paint Creek. The pedestrian bridge over the Paint Creek is a prominent feature in the park. Other facilities include picnic tables, park benches, and a checkerboard table.

**Project:** Meek’s Pedestrian Bridge  
**Owner:** Village of Lake Orion  
**Architect/Engineer:** Hubbell, Roth & Clark, Inc.  
**Location:** Lake Orion, MI  
**Contract Amount:** $87,650.00  
**Completed:** July 2009  
**Scope of Work:** Single-span wooden pedestrian bridge including design and construction of bridge abutments and appurtenances.
Cadillac Square Park is a re-established park in downtown Detroit, Michigan.

**Project:** Cadillac Square Park  
**Owner:** City of Detroit Downtown Development Authority  
**Architect/Engineer:** Rundell Ernstberger Assoc. LLC  
**Location:** Detroit, MI  
**Contract Amount:** $1,121,256.00  
**Completed:** September 2006  
**Scope of Work:** Earthwork, utilities, concrete, granite, pavers, irrigation, landscaping
Mt. Elliott Park

Mt. Elliott Park is a long-time Riverfront city park located at the foot of Mt. Elliott Street. Project included a pedestrian park along riverfront and renovation of two historical coast guard buildings.

Project: Mt. Elliott Park
Owner: City of Detroit Recreation Department
Architect/Engineer: Albert Kahn Collaborative
Location: Detroit, MI
Contract Amount: $3,681,133.00
Completed: June 1997
Scope of Work: Earthwork, concrete, landscaping, electrical, restoration, 2 buildings, all trades, specialty items
At 20 acres, BASF Waterfront Park is the largest park in Wyandotte. It's located on the Detroit River and is connected to Wyandotte Shores Golf Course. BASF has several picnic areas as well as a rowing launch and sand volleyball courts.

Project: BASF Waterfront Park
Owner: City of Wyandotte, Wyandotte, MI
Architect/Engineer: Laupmanis Associates
Location: Detroit, MI
Contract Amount: $2,437,232.12 (2 contracts)
Completed: August 1995
Scope of Work: Decorative and structural concrete, asphalt, fencing, earthwork, brick pavers, electrical, architectural, irrigation, and site amenities
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**
McNish Group, Inc.
26622 Woodward Ave. Ste 200
Royal Oak MI 48067

**INSURED**
WC1 Contractors, Inc.
20210 Conner
Detroit MI 48234

**CERTIFICATE NUMBER:** 636662690

**DATE (MM/DD/YYYY):** 6/24/2020

**COVERAGES**

<table>
<thead>
<tr>
<th>INSURER A</th>
<th>NAME: Hastings</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSURER B</td>
<td>CAM-Comp</td>
</tr>
<tr>
<td>INSURER C</td>
<td></td>
</tr>
<tr>
<td>INSURER D</td>
<td></td>
</tr>
<tr>
<td>INSURER E</td>
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**INSCRIBUTIONS**

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<th>INSURER(S) AFFORDING COVERAGE</th>
<th>NAIC #</th>
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<tbody>
<tr>
<td></td>
<td>14176</td>
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</tbody>
</table>

**CERTIFICATE HOLDER**

Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

[Signature]

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ATTACHMENT B

VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any quote or quote, or entering into any contract for goods or services with an prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

Vendor: WCI Contractors, Inc.

Legal Name: WCI Contractors, Inc.

Street Address: 20210 Conner St.

City: Detroit

State and Zip: Michigan 48234

Corporate ID #/State: 800380048

Taxpayer ID #: 38-3007970

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a quote and be considered for a possible contract to supply goods and/or services to Paint Creek Trailways Commission.

Signature of Vendor’s Authorized Agent: ________________________________

Printed Name of Vendor’s Authorized Agent: Thomas A. Maliszewski III

Witness Signature: ________________________________

Printed Name of Witness: Karen R. Merritt
Paint Creek Stairway Bid Breakdown:

The following is the price breakdown of our submitted bid pricing:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Work Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit</td>
<td>$300.00</td>
</tr>
<tr>
<td>2</td>
<td>Barricades</td>
<td>$3,600.00</td>
</tr>
<tr>
<td>3</td>
<td>Soil Erosion</td>
<td>$600.00</td>
</tr>
<tr>
<td>4</td>
<td>Excavation and Stone</td>
<td>$6,850.00</td>
</tr>
<tr>
<td>5</td>
<td>Stairs (Complete)</td>
<td>$33,800.00</td>
</tr>
<tr>
<td>6</td>
<td>Restoration and Site Clean-up</td>
<td>$3,600.00</td>
</tr>
</tbody>
</table>

**TOTAL:** $48,750.00
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: Resurfacing Iron Belle Trail Challenge Grant
Date: October 14, 2020

In August 2019, the Trailways Commission secured a $60,000 Iron Belle Trail Challenge grant from the Michigan DNR to serve as contingency funding for the resurfacing project. As you are aware, the trail resurfacing project came in under budget and these funds were never utilized as part of this project.

Following the conclusion of the DNR spending freeze, I was contacted by DNR staff regarding an amendment to this grant agreement to extend the grant through the end of September 2021. I explained that the Commission had completed the resurfacing project and that it had come in under budget and that the Commission would not need these funds for resurfacing. I then inquired as to whether the Commission could keep these funds to use for other projects.

The DNR has agreed to allow the Commission to keep this funding as long as it is Iron Belle Trail-related. The funding may not be used for property acquisition. The DNR has requested that the Commission submit a new grant proposal specifying what projects the Commission would like to fund with this grant.

I have put together a list of potential projects to finance with the funds below:

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Crossing Signs</td>
<td>$12,400</td>
</tr>
<tr>
<td>PCTC brochure printing (updated to include Iron Belle Trail information)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Bike Fix-It Stations at new Polly Ann – PCT connector and at Paint Creek Junction</td>
<td>$3,150</td>
</tr>
<tr>
<td>Privacy fence at Dillman &amp; Upton</td>
<td>$8,900</td>
</tr>
<tr>
<td>Replace split rail fencing at Foley Pond</td>
<td>$17,500</td>
</tr>
<tr>
<td>Audio sign at Foley Pond</td>
<td>$5,000</td>
</tr>
<tr>
<td>Replace 4 trash bins with animal proof trash bins</td>
<td>$4,050</td>
</tr>
<tr>
<td>Cost overruns</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$60,000</strong></td>
</tr>
</tbody>
</table>

An alternate project to consider is the development of the Southeast Rochester property which consists of an observation deck, access trail, and kayak landing site. When the
project was put out to bid last year, we received two bids – one for $40,106 and the other for $82,390. This cost does not include construction administration or inspection.
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: Dillman & Upton Privacy Fence
Date: October 14, 2020

At the request of Chairman Blanchard, TradeMark Fence, the contractor for the split rail fence at the Moutrie Pollinator Garden, also provided a quote for the construction of a new privacy fence at Dillman & Upton. This fence would start at the end of the current privacy fence and run 130’ to the north towards Woodward Ave.
Paint Creek Trail
4393 Collins Road
Rochester, MI 48306

We appreciate the opportunity to submit this proposal for your fence requirements. The following is a brief description of the options of work to be completed by TradeMark Fence. TradeMark Fence is to:

- Furnish and Install 130’ 8’ Tall Shadowbox Style Wood Privacy Fence in Western Red Cedar with Wood 4”x4” Posts- **$8,400.00 For 2.5” Steel 40 WT Posts add $500.00**
- Furnish and Install 130’ 8’ Tall Shadowbox Style Wood Privacy Fence in Treated Pine with Wood 4”x4” Posts- **$5,400.00 For 2.5” Steel 40 WT Posts add $850.00**

Terms: 1/2 Down, Balance due upon completion of project.

NOTE: Credit Card Payments will incur a 4% Processing Fee.

Signed by ____________________________ Date ____________

The price quoted above is only for the listed materials and any footage changes or layout changes could result in a change in price. Excess dirt to be spread along the fence line. All property lines are to be marked by the property owner. Also TradeMark Fence will call MISSDIG for the location of underground utilities; however it is the property owners responsibility to have the locations and markings of all other buried cables and/or obstructions not designated by MISSDIG. This contract may be subject to change with notification in the event of discovering adverse digging conditions. TradeMark Fence retains ownership of all materials until invoices are paid in full. Once again, we appreciate the opportunity to present you with this proposal and we look forward to working with you to complete this project.

Sincerely,

TradeMark Fence
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: Trailways Commission Purchasing Policy
Date: October 14, 2020

Presently, the Commission’s Purchasing Policy authorizes the Trail manager to make purchases up to $500.00 on budgeted items without prior approval from the Chairperson or Commission. The policy follows this memo.

Both Trail staff and Chairman Blanchard thought the spending limit was $1,000 but were unable to locate documentation stating so. Therefore, Trail staff is requesting the current Purchasing Policy be amended and that the Trail Manager’s limit be increased to $1,000.
Trailways Commission Purchasing Policy

A policy to define, authorize and regulate budgeted purchases in the conduct of Paint Creek Trailways Commission official business. This policy is in accordance with a resolution adopted by the Paint Creek Trailways Commission on January 17, 2006.

The Paint Creek Trailways Commission Coordinator is authorized to make purchases up to $500.00 on budgeted items without prior approval from the Chairperson or Commission. The Trailways Commission Chairperson may authorize purchases between $501-$1,000 on budgeted items without Commission approval. In an emergency situation, two officers of the Commission (Chairperson, Vice-Chairperson, Secretary or Treasurer) may authorize expenditures between $1,001 - $2,500. All purchases will be presented for official approval at the next available Paint Creek Trailways Commission meeting.
MEMO

To: Commissioners, Alternates, & Staff

From: Melissa Ford, Trail Manager

Subject: 2021 Draft Budget – Paint Creek Trailways Commission

Date: October 12, 2020

A draft budget based on past budget history, current Commission projects and future plans is included in your packet for your review. Per the Commission’s request last year, I have also included a projected budget for 2022.

Here are the highlights:

Revenue:

• I am recommending that the current request from each member community for operations remain the same.
• I am recommending that the Commission request an additional 2% from each member community for the patrol program to account for wage increases for the deputies and bike patroller.
• The transfer from legal services has decreased from last year due to the expiration of the current agreement with DTE. I have reached out to the Licensing Committee regarding this issue.
• I expect at least $1,900 from our MMRMA Asset Distribution.

Expenses:

• For the Assistant Manager position, I am recommending a 2% increase.
• For the Bike Patroller position, I am recommending a 2% increase
• Assuming the Personnel Committee recommends a 2% increase and that the Commission accepts, I have increased the Trail Manager salary budget.
• Since it was not spent this year, I have put $3,355 in the signage project budget (match for the Iron Belle Trail grant).
• I have added costs for two ribbon cutting ceremonies in 2021: Bridge 33.7/Resurfacing and Moutrie Pollinator Garden.
• I’ve increased the Mounted Patrol budget based on anticipated wage increases for the deputies. This will still give the Commission 500 patrol hours.

Legal Services Project Budget

I have budgeted an additional $1,500 for license preparation fees this year. Trail staff believe that all of the license agreements should be reviewed as many have not been increased in several years. If the Commission chooses to increase license fees for these licensees, it may require the Trail attorney to negotiate new agreements.

Special Project Budgets

I have kept the special project budget for the Moutrie Pollinator Garden in next year’s budget as the Moutrie Garden Committee plans to purchase a bike rack in the spring. It is
their hope that the funds will be donated by someone who is seeking to add a memorial to the trail.
## REVENUE

<table>
<thead>
<tr>
<th>Member Unit Contribution for Commission and Office Operations and Staff</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>Difference from 2020</th>
<th>2022 Projected</th>
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</thead>
<tbody>
<tr>
<td>Rochester</td>
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<tr>
<td>Oakland Township</td>
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<tr>
<td>Orion Township</td>
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<table>
<thead>
<tr>
<th>Member Unit Contribution for Patrol Program, based on community mileage</th>
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<tbody>
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<tr>
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<th>Interest</th>
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<th>2021</th>
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<td>Trailways Saleable Items</td>
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<td>Miscellaneous/Donations</td>
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### Total Revenue

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<td>$106,630</td>
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## EXPENSES

### Office

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<tr>
<th>Telephone and Computer Network Services</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>Difference from 2020</th>
<th>2022 Projected</th>
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</thead>
<tbody>
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<td>$504</td>
<td>$504</td>
<td>$0</td>
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<tr>
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<td>$100</td>
<td>$0</td>
<td>$100</td>
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<tr>
<td>Office Materials &amp; Supplies</td>
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<td>$1000</td>
<td>$700</td>
<td>$300</td>
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<td>Office Operating Expenses</td>
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<td>Rent</td>
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<td>Bench donations</td>
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### Subtotal

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<th>2021</th>
<th>Difference from 2020</th>
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<tbody>
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<td>$8,881</td>
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<tr>
<td>Travel/Mileage</td>
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<td>Education/Memberships</td>
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<td>Per Diems</td>
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<td>$4,900</td>
<td>$4,900</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td>Insurance/Professional Services (other than legal)</td>
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<td></td>
<td></td>
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<tr>
<td>Auditing Fee for FY 2019</td>
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<td>2021</td>
<td>Difference</td>
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<td><strong>Printing/Logo Expenses</strong></td>
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### 2019 Legal Services Project Budget

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### Special Project Budget - Bridge Renovation Project

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<tr>
<td><strong>Source of Funds</strong></td>
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<td>Paint Creek Trailways Commission Fund Balance</td>
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<td>2021</td>
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**EXPENSES**

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**Special Project Budget - Observation Deck**

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**Special Project Budget - Pollinator Garden**

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<table>
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<th>2021 Total Restricted Funds for future expenditures</th>
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<td><em>Rochester Art Project - Maintenance fund</em></td>
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<td><em>Art Project Brochure (Greenbaum)</em></td>
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<tr>
<td><em>MNRTF Reimbursement</em></td>
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| 2021 Unrestricted Fund Balance | $ 61,045.00 |
| 2021 Restricted Fund Balance  | $ 23,894.00 |
| 2021 Total Fund Balance (as of 10/12/20) | $ 84,939.00 |
MEMO

To: Commissioners, Alternates and Staff
From: Melissa Ford, Trail Manager
Subject: October Manager’s Report
Date: October 14, 2020

Advisory Committee Reports
There are no advisory committee reports.

Complaints/Vandalism
I am unaware of any complaints or vandalism Trail this month.

Medical Emergencies/Police/Fire Calls on the Trail
Community members notified Trail staff about an accident on the Trail on October 10th. No one involved in the accident contacted the Trail office but Trail staff have spoken with our Insurance Company and will be filing an incident report.

Finances

- All Member Community invoices for 2020 Operations and Patrol have been received.
- All January license fees have been paid.
- July license fee invoices were sent, one payment received.

Follow Up

- **Bridge 33.7 Renovation:** Trail staff are still waiting to receive the final invoice for the project from MDOT/RCOC.
- **Ralph C. Wilson, Jr. Foundation Funds:** Two quotes for the Bridge 33.7 stairway project are included in your packet for review. The Branding Committee met and have begun discussions on the next phase of the signage project. They are presently working on identifying the future locations for wayfinding signage on the trail.
- **DIA Inside/Out:** Trail manager Ford will be submitting an application for the Trail to be one of the hosts of the 2021 installation.
- **Oakland Together Cultural Institution COVID-19 Support Grant:** Trail manager Ford submitted an application for this grant program on October 14th. The county will be awarding grants of up to $50,000 to Oakland County cultural and stewardship organizations. If awarded, the Community Foundation of Greater Rochester will act as the fiduciary for the Commission. We will be notified on November 6th about whether we will receive a grant.
- **Eagle Scout Projects:** Both kiosks at Clarkston/Kern and Gallagher have been installed. The kiosk at Gallagher still needs to have its plexiglass door installed which will be done shortly.
Kiosk at Clarkston/Kern constructed by Eagle Scout Candidate Zakaria Benchbana

Kiosk at Gallagher constructed by Eagle Scout Candidate Owen Myers

Future Agenda Items

♦ Memorial Bench Policy (consider adding Memorial Tree program)
♦ Portable defibrillator for Bike Patrol use
♦ Trail safety and maintenance standards
♦ Oakland Township Historical Society Railroad Signal Booth

Promotion of the Trail

- Our Facebook page has 7,174 followers, an increase of 106 since last month.
- Our Twitter account has 784 followers, the same number as last month.
- Our Instagram Account has 1,169 followers, an increase of 29 since last month.
- Our E-Newsletter has 154 subscribers.
- I’ve posted information and photos on social media.

Paint Creek Trail Website Analytics

In the last 30 days, we had 2,298 visitors, with 6,512 visits. The top 10 visited pages:

<table>
<thead>
<tr>
<th>Top Pages</th>
<th>Last 30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>3753</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>516</td>
</tr>
<tr>
<td>Parking</td>
<td>240</td>
</tr>
<tr>
<td>Mileage</td>
<td>88</td>
</tr>
<tr>
<td>Agendas, Minutes &amp; Packets</td>
<td>55</td>
</tr>
<tr>
<td>Location</td>
<td>41</td>
</tr>
<tr>
<td>FAQs</td>
<td>38</td>
</tr>
<tr>
<td>Trail Courtesy</td>
<td>26</td>
</tr>
<tr>
<td>RFP’s</td>
<td>25</td>
</tr>
<tr>
<td>COVID-19</td>
<td>23</td>
</tr>
</tbody>
</table>
In September, we had 2,553 visitors, with 10,852 visits. The top 10 visited pages:

<table>
<thead>
<tr>
<th>Top Pages</th>
<th>Last 30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>3,910</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>629</td>
</tr>
<tr>
<td>Parking</td>
<td>224</td>
</tr>
<tr>
<td>PCT Bridge Bingo</td>
<td>124</td>
</tr>
<tr>
<td>Agendas, Minutes &amp; Packets</td>
<td>91</td>
</tr>
<tr>
<td>Construction at Clarkston/Kern</td>
<td>42</td>
</tr>
<tr>
<td>FAQs</td>
<td>35</td>
</tr>
<tr>
<td>Location</td>
<td>31</td>
</tr>
<tr>
<td>COVID-19</td>
<td>30</td>
</tr>
<tr>
<td>Contact Us</td>
<td>22</td>
</tr>
</tbody>
</table>

**Commission Ad-Hoc Committee Assignments**

<table>
<thead>
<tr>
<th>Committee Assignments</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition Ad Hoc committee</td>
<td>Gamage, Olijnyk, Pinkham</td>
</tr>
<tr>
<td>Personnel Ad Hoc committee</td>
<td>Becker, Blanchard, Olijnyk, Steele</td>
</tr>
<tr>
<td>Rochester Hills Art/Pathway Project committee</td>
<td>Becker, Blanchard, Ferriolo, Walker</td>
</tr>
<tr>
<td>SE Rochester Property Ad Hoc committee</td>
<td>Becker, Gamage, Sage, Simon</td>
</tr>
<tr>
<td>Labor Day Bridge Walk (Sept 2) Ad Hoc committee</td>
<td>Ferriolo, Olijnyk, Walker</td>
</tr>
<tr>
<td>Lake Orion Ad Hoc committee</td>
<td>Becker, Blanchard, Steele, Stout</td>
</tr>
<tr>
<td>Trail Branding &amp; Signage Ad Hoc committee</td>
<td>Gamage, Ford, Olijnyk, Pinkham</td>
</tr>
<tr>
<td>Trail Improvements &amp; Resurfacing Ad Hoc committee</td>
<td>Becker, Sage, Stout, Walker</td>
</tr>
<tr>
<td>Licensing Ad-Hoc committee</td>
<td>Gamage, Simon, Stout, Walker</td>
</tr>
</tbody>
</table>

**2020 Goals**

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coordinating assistance with Friends of the Paint Creek Trail</td>
<td>The 2020 Cruisin’ for the Trails event is scheduled for May 2 on the PCT. The event is sold out! Cruisin’ for the Trails has been rescheduled for August 30 due to COVID-19. Cruisin’ for the Trails has been cancelled for 2020. It will be held next year on May 1st, 2021.</td>
<td>1</td>
</tr>
<tr>
<td>(ongoing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue Trail etiquette education</td>
<td>Ongoing. Due to increased numbers of trails users, staff has been posting content about proper trail etiquette more frequently on our social media accounts. New trail courtesy signs have been posted in all the kiosks. Trail staff attended a virtual trail etiquette summit on August 25th.</td>
<td>2</td>
</tr>
<tr>
<td>(ongoing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Brochure/Map Update</td>
<td>Map will be updated as part of the Signage project.</td>
<td>2</td>
</tr>
<tr>
<td>Continue coordination and participation with Oakland County Trail, Water &amp;</td>
<td>Trail manager Ford will attend the April TWLA meeting. April TWLA meeting postponed due to COVID-19. The July and October TWLA meetings have been cancelled due to COVID-19.</td>
<td>2</td>
</tr>
<tr>
<td>Land Alliance (TWLA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trail Closure education/public relations/Communications Plan campaign</td>
<td>Ongoing. Continue to utilize social media, website and other resources to provide information to trail users. There will be daily trail closures starting in August at the trail connector site near Clarkston &amp; Kern. Staff will continue to utilize social media and the website to notify trail users. Periodic disruption to trail traffic at Clarkston/Kern will continue through mid-October.</td>
<td>2</td>
</tr>
<tr>
<td>(Ongoing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adopt –A-Trail program</td>
<td>The first cleanup will be held in early May. A second cleanup will occur in October. Spring cleanup may be postponed due to</td>
<td>2</td>
</tr>
</tbody>
</table>
COVID-19. Adopt-a-Trail groups may organize a cleanup if they wish but are asked to follow social distancing guidelines and to take all collected trash with them to dispose. Several adopt-a-trail groups hosted distanced clean-ups this fall.

Develop a volunteer program to recruit, train to help in the office special projects and special events

Make presentation at member community City Councils and Township Boards

<table>
<thead>
<tr>
<th>Master Plan</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 2020-2024 Master Plan Update</td>
<td>Master Plan submitted to DNR. Master Plan approved by DNR on May 11, 2020. Plan is active through 2024.</td>
<td>1</td>
</tr>
<tr>
<td>Southeast Rochester Property Development</td>
<td>Southeast Rochester Property development is currently on hold.</td>
<td>3</td>
</tr>
<tr>
<td>Wayfinding signage in Rochester &amp; Lake Orion/Trail identification and road crossing signage (Branding)/Gateway signage – Each community</td>
<td>Rochester Sign Shop has ordered materials and is waiting on PCT staff for finalized map and artwork. Map and artwork are finalized. Project on hold due to DNR spending freeze. Reimbursement for logo and signage design work and 50% deposit for sign fabrication received from DNR. Additional gateway, kiosk and wayfinding signs will be financed by remaining RCWJF funds. The Gateway and Kiosk Sign project is still on hold as the DNR spending freeze is still in place. Project extended through end of September 2021 due to DNR spending freeze. <strong>Project has resumed. Materials are now on order. The Rochester Sign Shop anticipates them being received in 4-6 weeks.</strong></td>
<td>1</td>
</tr>
<tr>
<td>Bridge 33.7 Renovation Project – work with OTPRC, MDOT, and DNR to replace bridge</td>
<td>Punch list items still need to be completed. A memo in your packet from MSG detailing their response to the Commission’s request for MSG to pay for the additional timber approach railing at the bridge. Punch list items completed on June 5, 2020. Second reimbursement received from DNR for MNRTF grant. Staff is requesting a time extension as we are still waiting on the final invoice from MDOT/RCOC. Audio sign, bench and MNRTF recognition plaque installed at site. <strong>Trash/recycling bin still needs to be installed at the site.</strong></td>
<td>2</td>
</tr>
<tr>
<td>Bridge 33.7 Stairs</td>
<td>Requesting funding from Ralph C. Wilson, Jr. Foundation for project. Received cost estimate of $32,00-42,00 from MSG for design work, bid prep, construction &amp; inspection/project management. Field survey and design work in progress by MSG. Draft stair design is included in your packet. Preliminary drawings are included in your packet for review. <strong>Two quotes are in your packet for review.</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planning &amp; Development Goals</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Trails Day –June 6, 2020</td>
<td>Will be held in conjunction with Bridge 33.7 ribbon cutting. Will be a virtual event this year due to COVID-19. Issued press release and posted content on website and social media accounts.</td>
<td>2</td>
</tr>
<tr>
<td>Labor Day Bridge Walk – September 7, 2020</td>
<td>TBD. Two virtual event concepts are included in your packet for consideration. Commission will host Paint Creek Trail Bridge</td>
<td>2</td>
</tr>
</tbody>
</table>
Bingo in lieu of traditional in-person event this year. Low level of participation in PCT Bridge Bingo. Plan to add card to a family activities section of the website so that others can play it in the future.

### Bridge 33.7 & Resurfacing Ribbon Cutting
Ribbon cutting will be held in conjunction with National Trails Day on June 6th. DNR has notified us that the requirement to hold a recognition ceremony is suspended. We may utilize another method of public awareness such as a press release to recognize the DNR for their funding of this project. TBD. A ribbon cutting will be held once conditions are safe to do so. At the completion of the project, staff will issue a press release recognizing the DNR for their funding of the bridge. **Press release will be issued week of September 19th.**

### Garlic Mustard Workday
Workday will be held on May 21 in conjunction with CISMA, Six Rivers Land Conservancy & OTPRC. Workday has been cancelled due to the extension of the Governor’s Stay at Home order.

### Moutrie Pollinator Garden
Planting will commence in the spring. Engraved stone installed on May 31, 2020. Planting completed on June 17th. Benches still need to be installed. There is a memo in your packet with information about adding a split rail fence to protect the garden from cyclists using it as a cut through to the trail. Benches and obelisk installed. Received $2,000 grant from the Community Foundation of Greater Rochester for new fence to protect garden. MMRMA Risk Control Consultant visited site and has made recommendations which are included in the memo in your packet. Proof from Rochester Sign Shop emailed to Commissioners and included in your packet for review. **Split rail fence installed on October 15th.**

### Paint Creek Junction
Project slated to begin in 2020. OTPRC currently preparing to go out for bid. Schedule revised. Project expected to go out for bids in Fall/Winter 2020/2021 with construction occurring in Spring 2021.

### Apply to host Detroit Institute of Arts Inside I Out program on the Trail
2021 application due in November. **Application due October 19th.**

### Apply for Pure Michigan Trail designation from the Michigan Department of Natural Resources
Application due date TBD (most likely September).

<table>
<thead>
<tr>
<th>Policies</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Plant Approval Policy</td>
<td>No progress yet. Need expert assistance</td>
<td>3</td>
</tr>
<tr>
<td>Conservation Stewardship Policy</td>
<td>No progress yet. Need expert assistance</td>
<td>3</td>
</tr>
<tr>
<td>Fund Balance Policy</td>
<td>Auditor made recommendation in 2018 to keep a minimum of $25,000 (3 months) worth of expenses in fund balance.</td>
<td>2</td>
</tr>
<tr>
<td>Establish Memorial Tree Donation Program</td>
<td>Will be added to April agenda for discussion. Will be added to future agenda for discussion.</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance and Inspection</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assure Restrooms are maintained (ongoing)</td>
<td>Ongoing. Clarkston/Kern restroom closed until further notice due to COVID-19 and to prevent further vandalism. All restrooms on the trail are currently open.</td>
<td>1</td>
</tr>
<tr>
<td>Continue vandalism prevention education (ongoing)</td>
<td>Ongoing.</td>
<td>2</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------</td>
<td>---</td>
</tr>
<tr>
<td>Continue surface maintenance inspections and coordination of repairs (ongoing)</td>
<td>Ongoing.</td>
<td>2</td>
</tr>
<tr>
<td>Address ADA compliance issues identified in 2020-2024 PCT Recreation Master Plan</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trail Safety</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rochester – Bridge 31.7 Replacement</td>
<td>City of Rochester has received bridge inspection report. Will send to PCTC once they have reviewed it. Log jam at bridge. Rochester DPW aware of situation and have set the removal of the jam as a priority when the stay at home order is lifted. Trout Unlimited contacted and willing to assist with removal of log jam. Trout Unlimited coordinating log jam removal with city of Rochester. Log jam removed by Vanguard chapter of Trout Unlimited on June 20th. The Clinton Valley chapter of TU will be removing a log jam south of Silverbell later this summer.</td>
<td>2</td>
</tr>
<tr>
<td>Road Crossing improvements – work with RCOC on Adams Rd. crossing</td>
<td>Ongoing. Continue working with RCOC for improvements at our crossings.</td>
<td>2</td>
</tr>
<tr>
<td>Slippery decking on Bridge 33.7</td>
<td>Safety signage ordered for bridge. Will be installed once the ground has thawed. Safety signage installed.</td>
<td>1</td>
</tr>
<tr>
<td>Purchase defibrillator for bike patroller</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Term Goals</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polly Ann Connection</td>
<td>Construction has begun. Crews currently removing trees. Clearing is complete. Work on project resumed May 11th. Daily trail closures starting in August to facilitate construction. Bridge installed on August 6th.</td>
<td>1</td>
</tr>
<tr>
<td>Side parcel acquisition for parking and trail access</td>
<td>Will continue looking for opportunities. Closed session will be held at August meeting to discuss potential property acquisition.</td>
<td>3</td>
</tr>
<tr>
<td>Acquisition of historic resources</td>
<td>Will continue looking for opportunities. Opportunity to have historic railroad booth placed on the trail. Oakland Township Historical Society will make presentation at upcoming Commission meeting.</td>
<td>3</td>
</tr>
<tr>
<td>Installation of drinking fountain, where appropriate, in each community</td>
<td>Back to the Beach Runners have donated $2,500 to the Friends of the Paint Creek Trail for a water fountain at Paint Creek Junction.</td>
<td>2</td>
</tr>
<tr>
<td>Integrate Village of Lake Orion extension more fully into Trail system</td>
<td>New kiosk sign will be placed at Village of Lake Orion trailhead near bike fix-it station.</td>
<td>1</td>
</tr>
<tr>
<td>Connections to Bald Mountain State Park</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Ensure focus on keeping the trail a “Natural Beauty Trail”.</td>
<td>Ongoing</td>
<td>1</td>
</tr>
</tbody>
</table>
Community Foundation of Greater Rochester

Fund Statement-Non Endowed

September 2020
Paint Creek Trailways

BEGINNING FUND BALANCE $77,000.58

Revenue & Additions

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts</td>
<td>Karen Kowalczyk</td>
<td>07/29/2020</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Gifts Total $50.00

Expenses & Distributions

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants from Income</td>
<td>Paint Creek Trailways Commission</td>
<td>07/24/2020</td>
<td>2,758.25</td>
</tr>
</tbody>
</table>

Grants Total $2,758.25

Total Revenue & Additions $1,672.87

Total Expenses & Distributions $3,953.16

Income Transfers $0.00

YTD FUND BALANCE $74,720.29