AGENDA
CITY OF GROSSE POINTE PARK
CITY COUNCIL MEETING
November 9th, 2020

SPECIAL NOTICE: To Continue to Minimize the Spread of COVID-19, this meeting will
be held electronically. See instructions below for how to join the meeting and guidelines
for meeting conduct. All City Council meeting materials are included as part of this
meeting notice.

I. Call to Order
II. Roll Call
III. Pledge of Allegiance to the Flag
IV. Approval of Consent Agenda
   I. Approval of October 26th Meeting Minutes
   II. Finance Report
   III. Public Act 152 of 2011 Annual Opt-Out Provision Resolution
V. Approval of Regular Agenda
VI. Public Comment (Agenda Items)
VII. District Update: Congresswoman Brenda Lawrence
VIII. Managers’ Report
IX. Committee and Commission Reports
X. Unfinished Business
   I. Update on City Council Vacancy
   II. Schaap Center Update
   III. Council Comment
XI. New Business
   I. Resolution Honoring Dave Gaskin
   II. Resolution Honoring Dan Grano
   III. Donation and Gift Policy Draft and Discussion
   IV. Diversity and Inclusion Discussion
   V. Council Comment
XII. Public Comment (Non-Agenda Items)
XIII. Adjournment

ZOOM MEETING AND TELECONFERENCE INFORMATION
- Go to zoom.us
- Meeting ID: 832 4345 4187
- Password: 995863

Dial In Information
Meeting ID: 832 4345 4187
Password: 995863

Michigan Relay is a communications system that allows hearing persons and deaf, hard of hearing, or speech-impaired persons to communicate by telephone. Users may reach Michigan Relay by dialing 7-1-1 and then connection with Zoom conference number above. There is no additional charge to use this service. Please contact smithl@grossepointepark.org with any other requests for accommodations.

How to Submit Public Comment

There will be two options for how to submit a public comment for this meeting: attending the Zoom meeting or written comment. There will be two public comment periods: one before agenda items at the beginning of the meeting and one at the end of the meeting for new/old business. Spoken comments will be limited to three minutes. Written comments will be limited to 250 words.

Members of the public wishing to make a comment via Zoom will need to either join the meeting through the app on their computer/tablet/mobile phone and/or dial in to the phone number listed on the public notice. All spoken comments through the Zoom app or the phone will be limited to three minutes. The provided meeting guidelines outline the process for teleconferencing comments that will be followed during the meeting.

Written comments can be submitted directly to smithl@grossepointepark.org. If you are submitting two written comments, please type either Public Comment Agenda Items or Public Comment New/Old Business in the subject line of your email. Written submissions need to be 250 words or less and be submitted by 5pm on Sunday, November 8th.

Guidelines for Public Participants

1. All virtual meetings will be conducted via Zoom with a dial-in option. If you join the meeting utilizing the Zoom app on your computer/tablet/phone, you will be able to listen, see the City Council members, and make a public comment if you desire to do so. We are not allowing the public to utilize a webcam during the meeting. If you join the meeting with your webcam on, it will be disabled by the host.
2. All meeting materials and meeting information is available on the City website at www.grossepointepark.org
3. The meeting will start promptly at the time listed on the meeting notice. **Public participants will be permitted to join the meeting five minutes before the meeting is scheduled to start.**
4. When you are ready to join the meeting, please make sure your line is muted to decrease background noise. Public participant lines have to remain muted until the public comment portion of the meeting. **Also make sure your webcam is disabled before you join.** If you join the meeting with your webcam on, it will be disabled by the host.
5. If you decide you want to make a public comment, please utilize the raise hand function in the Zoom app or on the phone **during the agenda item before the appropriate public comment period.** To raise your hand on the phone, press *9. Staff will add you to the public comment queue list for the next public comment period. **Please note that all public participants are only allowed one three-minute public comment per public comment period.**
6. **When each public comment period begins,** the Mayor will review the process for public comments. After the process is reviewed, the Mayor will call on a Staff member to read any public comments that were submitted via written statement. When those are completed, the Mayor will call for any spoken public comment. A staff member will call on public participants by either the last four digits of your phone number or your participant name listed in the Zoom app. Public participants will be called in the order they were added to the queue list. Public participants who do not respond within ten seconds of their phone number or screen name being called will be skipped and the next person in line will be called on. This method will continue until all public participants have had the opportunity to comment. **All public comments shall not exceed three minutes and a timer will be displayed on the screen.**
7. Once the public comment period is done, the Mayor will either continue with the next agenda item or end the meeting.

**Hosts will have the ability to and will remove participants from the meeting if they breach the peace in such a way that disrupts or interferes with the meeting.**
COUNCIL MEETING – OCTOBER 26TH, 2020
7:00 P.M.

An electronic meeting through Zoom was held due to MDHHS Epidemic Order limiting meeting size and to decrease the spread of COVID-19.

The meeting was called to order by Mayor Denner and opened with the Pledge of Allegiance to the Flag.

The following were electronically present: Councilmembers Relan, Read, Hodges, Robson, and Fluit, and Mayor Denner.

Also electronically present: Nick Sizeland, City Manager, Jane M. Blahut, Finance Director/Clerk, Jake Howlett, City Attorney, Stephen Poloni, Director of Public Safety, Jim Bostock, Public Safety Lieutenant, and Leah Smith, Assistant to the City Manager.

APPROVAL OF CONSENT AGENDA

Mayor Denner presented to Council for consideration the approval of the consent agenda as presented.

The consent agenda included the following items:
- Approval of September 28th Meeting Minutes
- Finance Report
- MERS Resolution

Motion by Councilmember Hodges, supported by Councilmember Fluit, to approve the consent agenda as presented.

Councilmember Fluit requested changes to the minutes on page five and eleven.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluit, and Mayor Denner

NAYS: None

APPROVAL OF REGULAR AGENDA

Mayor Denner presented to Council for consideration the approval of the regular agenda as presented.

Motion by Councilmember Hodges, supported by Councilmember Read, to approve the regular agenda as presented.

Amendment to the agenda by Mayor Denner stating that Congresswoman Brenda Lawrence would be unable to join the meeting to make her presentation. Both mover and supporter accepted the amendment.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluit, and Mayor Denner

NAYS: None
PUBLIC COMMENT  (AGENDA ITEMS)

City Manager Sizeland read one written comment submitted by a resident.

2 residents made verbal comments.

MANAGERS REPORT

City Manager Sizeland presented a brief overview of the status of issues since the last meeting:

- 2020 Road Program
- City Master Plan
- Social District
- TIFA and DDA COVID Support Programs
- Water Service Line Verification Appointments
- DTE Update
- Public Works Building
- City Hall Building
- Donation & Gift Policy
- URIF Discussions Update
- Safe Routes to School

Numerous Councilmembers voiced concern over the temporary sidewalk areas in place due to the DTE project and requested that an in-depth safety inspection is completed before Halloween.

Councilmembers Read requested clarification of the agenda setting process in City Council Code of Conduct.

COMMITTEE AND COMMISSION REPORTS

Beautification Commission:
Councilmember Relan stated that the Beautification Commission met on October 7th via Zoom. The Commission held their annual plant exchange virtually and the event was a success. Beautification award winners have been selected and notification will be sent out this week with award signs and certificates delivered at a later date. The Commission would like to include younger residents in the commission and are exploring the idea of having a young resident or family Beautification Commissioner to help further this endeavor.

Michigan Municipal League Conference:
Councilmember Fluitt stated that as the MML Representative, she attended the virtual conference September 29th through October 2nd. The MML did an excellent job of hosting sessions virtually and many sessions lead to meaningful discussions. Councilmember Fluitt encouraged residents who are interested in learning more about municipal government to visit the MML website, www.mml.org.

Sustainability Committee Meeting:
Councilmember Fluitt stated that the Sustainability Committee met on October 21st via Zoom. The agenda included a presentation regarding Electric Vehicle charging stations. The Committee also discussed alternatives to a full sustainability audit, initiatives the City can participate in including the
Michigan Green Community challenge, and building a sustainability section on the City website. The Committee plans on meeting again in early December.

Planning Commission:
Mayor Denner stated that the Planning Commission met on October 8th via Zoom. The only agenda item was the selection of a consultant to complete the Master Plan update. The four firms interviewed included MKSK, McKenna, OHM Advisors, and Beckett & Raeder Inc with the Commission awarding the project to MKSK.

SEMCOG:
Councilmember Read stated that she attended the SEMCOG General Assembly virtual meeting October 15th – 16th. Many region wide issues including transportation issues were discussed. Councilmember Read encouraged residents to visit www.semcog.org for more information.

TIFA:
City Manager Sizeland stated that the TIFA Board met on October 22nd via Zoom. Agenda items included a COVID-19 grant and Social District update, approval of the demolition contractor for the City owned properties on Mack and Wayburn, and discussion of parking study quotes which the Board tabled voting on until a later meeting. The TIFA Board will be holding their annual informational meeting on November 23rd at 7pm.

UNFINISHED BUSINESS:
UPDATE ON CITY COUNCIL VACANCY

City Manager Sizeland stated that as of October 27th, there are ten applications submitted for the City Council vacancy. Administration is recommending a special meeting of the City Council to interview the candidates on November 10th or 12th and meeting earlier in the day due to the number of candidates. There are two options for how to hold the meeting:

- Council and the applicants meet in-person at one meeting. All applicants would provide a brief introduction of themselves and each candidate would be asked the same three questions in random order. This would be an average of approximately twenty minutes per applicant.
- Council and the applicants would still meet in-person with the first meeting being utilized to narrow the field to five applicants. Those five applicants would be invited to a second meeting for a more in-depth interview.

Councilmembers stated that they would like City Administration to work with the League of Women votes to solidify the process and assist with administrating the meeting.

Mayor Denner stated that he would like Council and City Administration to hold both November 10th and 12th at 5pm for potential special meetings.

UNFINISHED BUSINESS:
COUNCIL COMMENT

Councilmember Fluit requested an update on the ongoing meetings with the NAACP.
Chief Poloni stated that they held their last meeting third week of October and he had Lt. Bostock attend with him. Several discussions were continued including race relations. They are investigating options of hosting an in-person meeting following COVID protocols.

Councilmember Fluit requested that Clerk Blahut restate the absentee ballot process.

Clerk Blahut stated that registered voters can turn in an application for absentee ballot in person or in a City drop box. Staff will process the application and issue an absentee ballot. October 31st will be the last day absentee voters can request a ballot and leave City Hall with it. The City Clerk’s Office will be open Saturday, October 31st from 8am – 4pm for issuing absentee ballots. Starting Monday, November 2nd, absentee ballots can be obtained at the Clerk’s office until 4pm but must be filled out at City Hall. All absentee ballots can be returned in one of the three City drop boxes and must be returned by 8pm on November 3rd to be counted.

Councilmember Relan stated that he would like a copy of the legal opinion from City Attorney Howlett regarding the Schaap Center approval process.

NEW BUSINESS:
ZONING BOARD OF APPEALS

Mayor Denner stated that the City Council will now convene as the Zoning Board of Appeals per City Charter to discuss and make a ruling on the variance request presented.

City Manager Sizeland stated that Mr. Richard Tepper Jr., owner of 1200 Devonshire, is requesting a variance under Sec. 27-81 Schedule limiting height, bulk, density, and area by zoning district. The applicant wishes to build a 2120 sq. foot addition which will not meet the required rear and side yard setbacks per Article X, Schedule of Regulation Section 27-81.

Chief Building Supal stated that there will be two additions added to the existing 3005 sq. ft. home. The main residential addition, which will consist of three floors, will only have a rear yard setback of 19 feet and side yard setback of 3 feet and 7'6" 5/8". This does not meet the requirements laid out in the City’s Zoning requirement Article X Schedule of Regulations RA which requires a rear yard setback of 30 feet and a side-yard setback of 10'8". The plans appear to be creating two residential homes on a single-family residential lot. City Administration recommends denial of the variance request.

The requestor presented his case and responded to City Council questions.

City Manager Sizeland read two written comments submitted by neighbors, one in support and one against.

One neighbor made verbal comments against the variance request.

Motion by Mayor Denner, support by Councilmember Robson, to deny the variance request.

Amendment by Mayor Denner to refund the variance application fee.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluit, and Mayor Denner
NAYS: None

Mayor Denner closed the Zoning Board of Appeals session, reopening the session of Council.

NEW BUSINESS:
PARKS AND RECREATION COMMISSION BYLAWS

City Manager Sizeland stated that the draft set of bylaws for the Recreation Commission will help define the Commission’s governing structure including voting members, terms, meetings, committees, etcetera. Historically, the Recreation Commission has had no rules for guidance in the past which has caused issues. Approval of these bylaws will provide clear guidelines for the Commission moving forward.

City Attorney Howlett stated that upon further review of the document, the bylaws are inconsistent with the City ordinance that governs the Recreation Commission and suggested that the approval be contingent on amending the ordinance to create an uneven number in voting members.

Motion by Councilmember Read, supported by Councilmember Fluitt, to approve the Recreation Commission restated bylaws.

Councilmembers Read, and Robson, and Mayor Denner requested changes on pages 1, 3, and 4.

Councilmember Read and Mayor Denner requested striking H. Ex Parte Contact under Section III Meetings from the document.

Amendment by Mayor Denner to amend the motion to include the following: inclusive of changes which were recommended by Council during the meeting. The amendment was accepted by the mover and supporter.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

NEW BUSINESS:
COMMISSION AND BOARD APPOINTMENTS

Downtown Development Authority:

Mayor Denner stated that he was recommending Ms. Allene Carlile for reappointment to the Downtown Development Authority. Ms. Carlile has served on the DDA since 2012 and is the only applicant on file who has an interest in property in the District, which is required per statute.

Motion by Mayor Denner, supported by Councilmember Robson, to re-appoint Ms. Allene Carlile to the Downtown Development Authority for a four-year term expiring in 2024.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None
Planning Commission:

Mayor Denner stated that he is recommending the appointment of Jimmy Saros to the Planning Commission. Mr. Saros is currently a real estate broker and lead in operating Saros Real Estate who lives on Balfour and attended Brown University.

Motion by Mayor Denner, supported by Councilmember Robson, to appoint Jimmy Saros to the position on the Planning Commission currently held by Mr. Fikany for a three-year term.

AYES: Councilmembers Hodges, and Robson, and Mayor Denner

NAYS: Councilmembers Relan, Read, and Fluitt

Mayor Denner stated that because the motion failed, Mr. Fikany will continue to serve on the Planning Commission.

Ethics Review Board:

Mayor Denner stated that newly adopted Ethics Ordinance calls for the establishment of a three-member resident Ethics Review Board with the City Attorney serving as an ex officio member. Due to this board being new, the three members being recommended for appointment will have different initial term lengths with terms ending on October 31st and new terms starting on November 1st. The following attributes were considered while reviewing applications:

- Personal and professional qualifications
- Accomplishments over a sustained career.

Mayor Denner stated that he was recommending Mr. Lawrence Mann for appointment to the Ethics Review Board. Mr. Mann was employed as a partner at Bowman and Brooke LLP and a Law Professor for Wayne State University Law School before retiring in 2017.

Motion by Mayor Denner, supported by Councilmember Robson, to appoint Mr. Lawrence Mann to the Ethics Review Board for a three-year term ending in 2023.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

Mayor Denner stated that he was recommending Mr. David Breen for appointment to the Ethics Review Board. Mr. Breen is a Certified Public Accountant and retired from a leadership position at PricewaterhouseCoopers. He currently serves on both the Compensation Committee and on the Board of Directors, System and Hospitals for the Henry Ford Health System.

Motion by Mayor Denner, supported by Councilmember Hodges, to appointment Mr. David Breen to the Ethics Review Board for a two-year term ending in 2022.

Councilmembers Fluitt and Relan stated that they would like see more diverse representation on the City Boards and Commissions.
AYES: Councilmembers Read, Hodges, and Robson, and Mayor Denner

NAYS: Councilmembers Relan and Fluitt

Mayor Denner stated that he was recommending Mr. Rick Pacynski for appointment to the Ethics Review Board. Mr. Pacynski served as in-house counsel for Masco and Unisys corporations and also served as a Law Professor at the University of Michigan – Dearborn. He currently serves as a Board member for the Old Newboys Goodfellows Fund of Detroit.

Motion by Mayor Denner, supported by Councilmember Hodges, to appoint Mr. Rick Pacynski to the Ethics Review Board for a one-year term ending in 2021.

AYES: Councilmembers Read, Hodges, and Robson, and Mayor Denner

NAYS: Councilmembers Relan and Fluitt.

NEW BUSINESS:
COUNCIL COMMENT

Councilmember Hodges stated that she would like the Council to participate in a team building exercise once the new Councilmember is appointed.

Councilmember Relan stated that he would like to be able to accept resident suggestions regarding sustainability and for the new sustainability page on the City website.

PUBLIC COMMENT (NON-AGENDA ITEMS)

Two residents made verbal comments.

Motion by Mayor Denner, supported by Councilmember Read, to adjourn.

AYES: Councilmembers Relan, Read, Hodges, Robson, and Fluitt, and Mayor Denner

NAYS: None

With no further business, the meeting adjourned at 10:30 pm.
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GROSSE POINTE PARK RESOLUTION
AUTHORIZATION
OPT OUT PROVISION
(Exemption from the Requirements of Public Act 152 of 2011)

WHEREAS, the Publicly Funded Health Insurance Contribution Act 152 of 2011, enacted by the legislature of the State of Michigan on September 27, 2011 ("Act"), is intended to limit a public employer’s expenditures for employee medical benefit plans; to provide the power and duties of certain state agencies and officials; to provide for exceptions; and to provide for sanctions; and

WHEREAS, under the provisions of the Act public employees in the state of Michigan are to adopt, by January 1 of each year, provisions providing for a hard cap on employer contributions to employee health care or a cost sharing arrangement by which public employers pay 80% of health care premiums with employees paying the other 20%, and

WHEREAS, the Act requires that public employers choose certain cost-sharing obligations for public employee health insurance premiums; and

WHEREAS, Section 8 of the Act allows that, by a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of the Act for the next succeeding year; and

WHEREAS, the City Council for the City of Grosse Pointe Park has historically recognized, in its role as a steward for the public funds entrusted to it, that it must efficiently manage those limited resources and traditionally engages in reviews of employee compensation packages to maximize both employee satisfaction and fiscal responsibility; and

NOW THEREFORE BE IT RESOLVED, that the City of Grosse Pointe Park, Michigan, elects to opt out of Public Act 152 of 2011 for the next succeeding year, 2021; and

BE IT FURTHER RESOLVED, that the City Council for the City of Grosse Pointe Park acknowledges its responsibility to revisit its options and responsibilities under Public Act 152 of 2011 on an annual basis.
**SUMMARY:** While the administration reviewed options and logistics with the School District, League of Women Voters and Council to have the council vacancy process in person we have determined in the interest of everyone’s safety with the COVID numbers rising in the Pointes the meeting will be held via Zoom instead of in person.

The League of Women Voters will be moderating two days on November 10th and 12th at 5pm asking questions of 15 candidates while the City Council views the forum. After the candidates have all been asked questions on the 10th, the Council will narrow down the field of candidates to a second round of questions on the 12th. After the second round of interview questions are complete the City Council will then consider a candidate for the Council vacancy to be voted on that evening.

The meeting to select a new council member will be one meeting, adjourned/recessed at the end of the November 10th and then continued into a second night on the 12th. Public comment will be available at the end of the second night on November 12th. The entire meeting will be available to the public through a live stream via Zoom.

The names and applications of the candidates have been online for the public to view on the City website.

**FINANCIAL IMPACT:** If a special election were to happen the cost to the City would be approximately $10-12,000

**RECOMMENDATION:** Approve Councilmember on November 12th

| PREPARED BY: Nick Sizeland | TITLE: City Manager |
City of Grosse Pointe Park

A RESOLUTION HONORING

DAVID M. GASKIN

WHEREAS, David M. Gaskin served on the City Council from 1983 – 1991, serving a total of 8 years;

WHEREAS, David M. Gaskin is being recognized for his leadership, vision, and dedication and commitment to Grosse Pointe Park that has contributed to the betterment of the lives of the residents of Grosse Pointe Park;

WHEREAS, David M. Gaskin has been a Grosse Pointe Park resident for 56 years, whereby he and his wife Carol raised two children;

WHEREAS, David M. Gaskin is a successful attorney, practicing with Dahlberg, Mallender & Gawne for 27 years and Butzel Long PC for 9 years, retiring in 2005;

WHEREAS, David M. Gaskin served on the City Council during the creation of the Downtown Development Authority and the Northwest Tax Increment Finance Authority, and the creation of the Public Safety Department;

WHEREAS, David M. Gaskin served as Council Representative on the Personnel Committee, and Grosse Pointe Park representative on the Board of Trustees of the Grosse Pointe Public Library;

WHEREAS, David M. Gaskin served on the Planning Commission as a Planning Commission voting member from 1991-2020, serving a total of 29 years, including the 2012 City Master Plan and serving as the Master Plan Subcommittee Chair in 2019;

RESOLVED, That the Mayor and members of the City Council of the City of Grosse Pointe Park join in acknowledging David M. Gaskin for his 35 years of dedicated service to the residents of Grosse Pointe Park as a Councilmember for the City of Grosse Pointe Park, as a Member of the Planning Commission and as a Trustee of the Grosse Pointe Public Library.

Dated: November 9, 2020

Robert W. Denner, Mayor
City of Grosse Pointe Park

A RESOLUTION HONORING

DANIEL C. GRANO

WHEREAS, Daniel C. Grano served on the City Council from 2005-2020, serving a total of 15 years;

WHEREAS, Daniel C. Grano is being recognized for his leadership, vision, dedication and commitment to Grosse Pointe Park that has contributed to the betterment of the lives of the residents of Grosse Pointe Park;

WHEREAS, Daniel C. Grano has been a Grosse Pointe Park resident for 41 years, whereby he and his wife Marianne have three children;

WHEREAS, Daniel C. Grano is an Assistant Attorney General for the State of Michigan;

WHEREAS, Daniel C. Grano served as Council Representative on the Planning Commission, Public Service Committee as Chair, Ordinance Review Committee as Chair, Recreation Commission and Communication Committee;

WHEREAS, Daniel C. Grano was instrumental in supporting the development of Kercheval Avenue, enhanced streetscapes on Mack Avenue, removal of the floodplain designation from the Windmill Pointe neighborhood, millage for the Public Safety Department and for the maintenance of roads, a bond for infrastructure construction at the Palmer T. Heenan Municipal Center, and most recently the planned construction of a new Public Services Department building on Mack Avenue;

WHEREAS, Daniel C. Grano was instrumental in supporting the Grosse Pointe Park Foundation for its many projects that offer amenities to the residents of Grosse Pointe Park. Improvements at Windmill Pointe Park include the Carol C. Schaap Theater, the fountain and zero depth children’s pool, the expansion of the gate house, and most recently the Atrium at the Tompkins Community Center. Improvements at Patterson Park include the Lindell Lodge, children’s splash pad, golf putting and chipping facility, a new gatehouse, pickleball courts and the planned development of a dog park;

RESOLVED, That the Mayor and members of the City Council of the City of Grosse Pointe Park join in acknowledging Daniel C. Grano for his 15 years of dedicated service to the residents of Grosse Pointe Park as a Councilmember for the City of Grosse Pointe Park.

Dated: November 9, 2020

Robert W. Denner, Mayor
### Donation and Gift Policy

**SUMMARY:** For review is a draft donation and gifts policy for city council review and feedback. The purpose of this policy is to establish a process for acceptance and documentation of donations/gifts made to the City including the installation, long-term maintenance and operation of donated elements to the City which, as determined by the City Council or City Manager. The policy provides guidance when individuals, community groups and businesses wish to make donations or gifts to the City.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Provide City Administration with feedback and comments to present at December Council Meeting for formal consideration and adoption.

**PREPARED BY:** Nick Sizeland  
**TITLE:** City Manager
City of Grosse Pointe Park

Gift and Donation Acceptance Policy

I. Introduction

The City of Grosse Pointe Park welcomes and encourages support from individual donors, foundations and entities that support the programs and services of the City and recognizes that those contributions enhance, beautify, improve, supplement, support, or otherwise benefit the residents of Grosse Pointe Park.

II. Purpose and Policy

This Policy’s purpose is to establish the guidelines and process for acceptance and documentation of Donations made to the City, including the installation, long-term maintenance and operation of donated elements to the City which, as determined by the Grosse Pointe Park City Council or City Manager, will enhance the quality of life in the community. This Policy provides guidance to the City for the acceptance of gifts and donations from the Grosse Pointe Park Foundation, private individuals, community groups and businesses wish to make Donations or gifts to the City.

Guidelines/Standards for Accepting Gifts or Donations established by this Policy will apply to all donations or gifts made after the effective date of this Policy. The Policy may be amended or repealed, in whole or in part, by the Grosse Pointe Park City Council.

III. Definitions

“Gift or Donation”- For the purpose of this Policy, the terms gift or Donation shall be synonymous and hereafter shall be referred to as “Donations.” Donations are any tangible or intangible asset, including money, in whatever condition, the City is prepared to accept under this Policy set forth herein and administrative guidelines, if any, promulgated this Policy. All Donations or gifts shall become the sole property of the City unless determined otherwise by the City Council and the Donor prior to the actual Donation. The City has no duty to return any Donation unless otherwise provided for in an agreement executed by or on behalf of the Donor and the City. All Donations are irrevocable and otherwise final upon receipt by the City. The City Council has the final authority to relocate, remove or dispose of any Donation at any time, with or without notice to the Donor, unless otherwise provided for in an agreement executed by or on behalf of the Donor and the City.

“Donor” means an individual or legal entity making a Donation of money or real and/or personal property to the City.
IV. Consistency with City Interests

Donations should have a purpose consistent with the goals and objectives of the City and are in the best interest of Grosse Pointe Park and its residents.

V. Guidelines/Standards for Accepting Donations

Donations intended to either pay for or become incorporated into City parks as well as donations of artwork, equipment, vehicles, or facilities (or funding for those assets) intended to supplement those of the City often involve considerations of aesthetics, costs, and compatibility whose features shall be evaluated using the following criteria:

1. The Donation will not be in conflict with any provision of the law

2. The Donation will not materially add to the City’s workload or costs unless it provides a net benefit to the City as determined by the City Manager and the City Finance Director.

3. The Donation places no restrictions on the City, unless agreed to by the City Council.

4. All Donations or gifts shall become the sole property of the City unless determined otherwise by the City Council in writing. The City has no duty to return any Donation as all Donations are irrevocable gifts and otherwise final upon receipt by the City. City Council has the final authority to relocate, remove, or dispose of any Donation at any time, with or without notice to the Donor, unless otherwise provided for in a Donor or gift agreement.

5. All Donations may receive recognition appropriate to the level and nature of the Donation as determined by the City Council. For those of a capital nature, that may be in the form of signage, plaques, markings, or other means the City should deem appropriate. If a Donor wishes to remain anonymous, the City will work with the Donor on an appropriate level of recognition that respects the individual’s privacy. Regardless of the recognition strategy selected, the intent shall be to appropriately honor the Donor for the contribution to the City. Donation acknowledgments and memorial plaques shall be of the highest quality, life, and durability. The appearance of traditional commercial advertising shall be avoided.

6. The City has an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations shall reflect the character and be consistent with the intended surroundings and complement the
aesthetics of the proposed site unless otherwise considered by the City Council.

7. Since donated elements and their associated recognition become City property, the City has an interest in ensuring that all elements remain in good repair and are maintained appropriately. In addition, Grosse Pointe Park has an interest in ensuring that the short and long-term repair costs are reasonable and that repair parts and materials be readily available. So too, elements must be of a quality to ensure a long life, be resistant to weather, wear and tear, and acts of vandalism.

8. The City also has an interest in knowing in advance the cost which may be associated with a Donation, namely those costs that concern the installation, maintenance and operation during the Donation’s expected life cycle. The costs to install, operate, repair, and/or maintain a mechanical and/or electric system proposed for use in conjunction with a Donation shall, to the greatest extent possible, be identified prior to acceptance by the City Manager and/or City Council.

9. Monetary donations approved by the City Manager and/or City Council will be deposited to the fund in which the intended use of the Donation is to be achieved. This money shall be placed into a restricted fund in the Department’s budget responsible to achieve such intended use.

10. The City Manager shall not consider approval of any donation that may meet one or more of the following criteria:

   A. Be offensive or of morally questionable material to a reasonable person;
   B. Donations that are connected with a restriction that entails special considerations or favors beyond any other resident, donating or non-donating;
   C. Any other concern, real or perceived, that may result in the loss of reputation, appearance of impropriety, or other negative impact on the City from accepting the Donation or gift.

V. City Manager Authority to Approve Donations

The City Manager shall be authorized to accept or reject offers of donated money, equipment and in-kind-Donations to City Departments or to the City in general up to $25,000 per Donation. Donated money will be expended for general purposes within the department or specified
purposes, if agreed upon with the Donor, as one-time supplements to the department’s operating budget. Donations of equipment will be considered based upon program outcomes, and department goals and needs. Each Donation will be evaluated for usefulness and potential replacement costs.

When approving donations with a value of less than $25,000, the City Manager shall base his/her decision upon the Guidelines/Standards in Section IV. Such donations shall be properly documented, which documents shall be approved by the City Attorney.

VI. Procedures for Making and Accepting Gifts

For all Donations not covered by Section V of this Policy, the City Council shall have the full and final authority to approve or deny Donation proposals. Prior to submitting a Donation Application Form (Attachment A), the Donor or Donor’s representatives shall contact the City Manager’s Office to discuss a proposed Donation. Such pre-application meeting shall assist both the prospective Donor and the City in determining whether a Donation will meet the criteria contained in this policy. If a Donation appears to be in accordance with this Policy, the Donor or Donor’s representative will then submit a Donation Application Form and meet with City Staff members to determine the specific nature of the Donation, proposed location, and yearly maintenance and operational costs for review and processing. The written proposal, including a Staff report, will be sent to City Council for its decision. Any denial or rejection of any Donation or gift shall state the reasons for such denial or rejection.

City Staff or the City Council may request additional information including, but not limited to: scaled drawings; artist’s renditions; or other documents to better illustrate the exact nature of the Donation. The City may choose to consult with other agencies or organizations in the review process. The City Council may also send any proposal to the appropriate City board or commission for review with subsequent recommendation to the City Council.
Thank you for your interest in donating to the City of Grosse Pointe Park. Your gift or donation will be considered by the City Manager or City Council after this form is filled out and a Staff report is completed. All donations shall become the sole property of the City and the City has no duty to return the donations unless provided for in an agreement. All donations are also subject to the Gift and Donation Acceptance Policy adopted by the City.

1. Name, Address and Phone Number of Donor: _______________________________
   ____________________________________________
   ____________________________________________

2. Description of Gift or Donation: _________________________________________
   ____________________________________________
   ____________________________________________

3. Value of the Gift or Donation (market value): $__________________________

4. What is the intended purpose or use for this gift or donation? ____________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

5. If applicable, what are the yearly maintenance and operational costs associated with this gift or donation? $__________________________

6. Do you have or are currently seeking to establish a contractual relationship with the City of Grosse Pointe Park? If so, please disclose the nature of the contractual relationship:
   ____________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

Date: ____________________________ Signature and Title of Donor or Donor Representative

_________________________________________ Internal City of Grosse Pointe Park use only

Date application was received: ____________________________ Date

This application is: Accepted by the City of Grosse Pointe Park on ____________________________

Rejected by the City of Grosse Pointe Park on ____________________________

City Manager Signature/Date