AGENDA
CITY OF GROSSE POINTE PARK CITY COUNCIL MEETING

December 21st, 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 November 9th Meeting Minutes
   II. Approval of November 10th – 12th Meeting Minutes
   III. Finance Report
   IV. Resolution Approving Wayne County 2021 Annual Permits
V. Approval of Regular Agenda
VI. Public Comment (Agenda Items)
VII. Managers’ Report
VIII. Department Head Report
   I. Chad Craig, Park & Rec Supervisor
IX. Committee and Commission Reports
X. Unfinished Business
   I. Approval of Donation Policy
   II. Dog Park Update
   III. Council Comment
XI. New Business
   I. Setting 2021 Meeting Dates
   II. Approval of Lease for DPW Facility
   III. Approval of DDA By-Laws
   IV. Current DPW Discussion
   V. Wayburn/Kercheval Intersection Discussion
   VI. Public Safety Chief Replacement Discussion
   VII. Winter Initiative Business Discussion
   VIII. Board and Commission Appointments:
      i. Council Assignments, Recreation Commission, Tax Increment Finance Authority, & Planning Commission
      IX. Council Comment
XII. Public Comment (Non-Agenda Items)
XIII. Adjournment

ZOOM MEETING AND TELECONFERENCE INFORMATION
- Go to zoom.us
- Meeting ID: 821 4115 4649
Dial In Information

+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Germantown)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 821 4115 4649
Password: 191516

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, December 20th.

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 – NOVEMBER 9TH, 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 Fluitt, 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 October 26th Meeting Minutes
- Finance Report
- Public Act 152 of 2011 Annual Opt-Out Provision Resolution

Motion by Councilmember Read supported by Councilmember Robson, to approve the consent agenda as presented.

Councilmember Fluitt, Robson, and Relan requested changes to the minutes on pages four, six, and seven. Mover and supporter accepted the changes.

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

NAYS: None

APPROVAL OF REGULAR AGENDA

Mayor Denner presented to Council for consideration the approval of the regular agenda with the addition of a District Update from Congresswoman Brenda Lawrence.

Motion by Mayor Denner, supported by Councilmember Relan, to approve the regular agenda with the addition of a District Update from Congresswoman Brenda Lawrence

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

NAYS: None

PUBLIC COMMENT (AGENDA ITEMS)
City Manager Sizeland read three written comment submitted by 3 residents.

No residents made verbal comments.

DISTRICT UPDATE: CONGRESSWOMAN BRENDA LAWRENCE

Mayor Denner introduced Congresswoman Brenda Lawrence.

Congresswoman Lawrence provided an update on current and future action being discussed in Congress.

MANAGERS REPORT

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

- 2020 Road Program
- Small Cell Application
- Social District
- TIFA and DDA COVID Support Programs
- DTE Update
- COVID-19 Statistics
- Public Works Building
- City Hall Building
- EGLE MI Clean Water Plan
- URIF Discussions Update
- Website and Email Updates

Councilmember Read inquired if the asphalt patches located throughout DTE work areas would be temporary.

City Manager Sizeland stated the asphalt patches were temporary and would be replaced with concrete by DTE when weather permits and/or in the spring.

Councilmember Fluitt requested that a program be implemented for business located at Mack Avenue and Cadieux because they do not qualify for the current DDA and TIFA programs.

COMMITTEE AND COMMISSION REPORTS

Recreation Commission:
Councilmember Read stated that the Recreation Commission met on November 4th. The Commission welcomed the newest commissioner James Ceuninck. Parks and Rec Supervisor Chad Craig provided an overview of recreation activities as the City transitions into winter programming while being mindful of COVID issues. The Christmas tree is in place at Windmill Pointe Park and the Parks and Rec Department is exploring safe options for the tree lighting and other holiday activities. Activity updates will be provided through the City emails and posted on the City Facebook page. Winter preparations are also under way at Patterson Park for the ice rink and the sledding hill. The ice rink should open Thanksgiving weekend, weather permitting. The Lavins Fitness Center is open from 7 am – 7pm and drop-in indoor
pickleball will start on November 17th and will take place Tuesday and Thursday from 1pm – 3pm and Sundays from 10am – 12pm. Indoor karate and the Rock Steady boxing program have also started.

The marina subcommittee held its first meeting on October 28th. It was a good forum for well holders to ask questions and discuss issues particular to the marina. The subcommittee plans to meet one more time this year on a date to be determined. After that, they plan to meet four times per year prior to each Recreation commission meeting.

UNFINISHED BUSINESS:
UPDATE ON CITY COUNCIL VACANCY

City Manager Sizeland stated that administration reviewed options and logistics to have the council vacancy process in person but determined that it would be best for everyone’s safety to host the event via Zoom due to the increase in COVID-19 cases throughout the Pointes. The meeting to select a new council member will be one meeting, adjourned/recessed at the end of November 10th and continued into a second night on the 12th. The League of Women Voters will be moderating the two days on November 10th and 12th at 5pm and asking questions of the 13 candidates while City Council watches. The Council will select a group of finalists for a second interview on November 12th following the interview sessions on the 10th. After the second interview is complete, City Council will then consider a candidate for the vacancy to be voted on that evening. Public comment will be available at the end of the meeting on the 12th and the entire meeting will be available to the public through live steam via Zoom. The names and applications of the candidates are available to view on the City website.

Councilmember Hodges inquired on who selected the questions the candidates will be answering.

City Manager Sizeland stated that the questions were selected by administration utilizing resources available through MML and researching communities who have been through a similar process.

Councilmember Fluitt inquired on how the finalists would be selected.

Mayor Denner stated that after all the candidates completed their interview the first night, City Council would initially state their top five candidates and determine how to move forward based on how the initial votes fall.

UNFINISHED BUSINESS:
SCHAAP CENTER UPDATE

City Manager Sizeland stated that numerous discussions have taken place with Scott Cave, who is the owners rep, regarding the requests made by City Council in August. Those requests included a discussion regarding a sunset on fundraising, a traffic and parking study, and employing green and sustainable design with construction. At this time, the project engineers are completing a written review of the current green and sustainable design practices and a parking document. According to an update from Schaap Center spokesperson Ms. Turnbull, the Center has raised $22.8 million dollars to date for their capital and endowment fundraising. The Center is scheduled to reach its capital campaign goal and break ground in the summer of 2021 with project completion anticipated by fall 2022. The capital campaign goal is $25 million with $16.8 raised and the endowment goal of $10 million with $6 million raised.
Councilmember Read inquired on the status of the fundraising sunset.

City Manager Sizeland stated that the URIF declined to implement one.

Councilmember Relan requested an update regarding the Public Safety presence the center will require.

UNFINISHED BUSINESS:
COUNCIL COMMENT

Councilmember Fluit requested verification that council had a shared understanding of the agenda setting process laid out in the approved City Council Code of Conduct.

City Manager Sizeland stated that topics emailed to the City Manager and the Mayor within the seven business days before the meeting can be added to the agenda as a discussion item and the discussion will determine if the item needs to be added to future agendas for further Council action.

NEW BUSINESS:
RESOLUTION HONORING DAVE GASKIN

Mayor Denner read the following resolution:

A RESOLUTION HONORING

DAVID M. GASKIN

WHEREAS, David M. Gaskin served on the City Council from 1983 – 1991, as Mayor ProTem from 1985 – 1987, 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 37 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.

Motion by Mayor Denner, supported by Councilmember Robson, to approve the resolution as presented.

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

NAYS: None

NEW BUSINESS:
RESOLUTION HONORING DAN GRANO

Mayor Denner read the following resolution:

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 38 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.

Motion by Mayor Denner, supported by Councilmember Read, to adopt the resolution as written.

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

NAYS: None

NEW BUSINESS:
DONATION AND GIFT POLICY DRAFT AND DISCUSSION

City Manager Sizeland stated that a draft donation and gifts policy is being presented for Council review and feedback. The purpose of the 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. This policy is intended to provide guidance to individuals, community groups, or businesses who wish to make donations or gifts to the City.

Councilmember Read requested corrections to page 2 and 3.

Councilmember Read requested that the ability to make anonymous donations be removed for transparency purposes and stated that anonymous donations can be directed to the Foundation.

NEW BUSINESS:
DIVERSITY AND INCLUSION DISCUSSION

City Manager Sizeland stated that the discussion was included on the agenda per request by Councilmember Relan. Based on initial research, the following communities have diversity and/or inclusion committees: Clinton Township, Rochester Hills, Grand Rapids, and Lansing. The Rochester Hills committee appears to have good representation and a plan for who they are going to reach out to in the community and how they will work with city officials and representatives.

Councilmember Relan stated that he would like to discuss the creation of a diversity and inclusion advisory committee to provide input to City Council and the Mayor. The input would be focused on policies and processes that promote and facilitate active community involvement and identify and prioritize support for the community concerning diversity and inclusion and making sure that the decisions being made are reflective and inclusive of the diversity present in the community.

Numerous Councilmembers vocalized support to investigate the creation of a diversity and inclusion advisory committee further.

Mayor Denner suggested the creation of an ad hoc committee, supported by City Manager Sizeland, to explore the topic further. The ad hoc committee includes Councilmembers Relan, Hodges, and Read.

NEW BUSINESS:
COUNCIL COMMENT
Councilmember Read and Hodges thanked Clerk Blahut and her team for the well-executed general election that took place on November 3rd.

Councilmembers Hodges and Relan congratulated the newly elected Grosse Pointe School System Board of Education members.

Councilmember Fluitt stated that she would like to know when the Planning Commission seat currently held by Mr. Fikany would be addressed because his term has expired.

Mayor Denner stated that he would be addressing the following appointments at the December meeting: three positions on Recreation Commission, five positions on the TIFA Board, one position on the Planning Commission.

Mayor Denner stated that he would also like to set the meeting dates for 2021 at the December meeting.

PUBLIC COMMENT (NON-AGENDA ITEMS)

City Manager Sizeland read 1 written comment submitted by 1 resident.

2 residents made verbal comments.

Motion by Councilmember Robson, 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 10:07 pm.
An electronic special 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 Fluitt, 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, Sue Acton, League of Women Voters, Steve Trowbridge, League of Women Voters, and Leah Smith, Assistant to the City Manager.

CANDIDATE INTERVIEWS

Mayor Denner introduced Ms. Sue Acton from the League of Women Voters as the moderator for the interview portion of the process.

Ms. Acton stated that the candidates would be interviewed in two different groups. The first group included the candidates:

- Dr. Paul Burgoyne
- Mr. Patrick Coletta
- Mr. Graig Donnelly
- Mr. Robert Farhat
- Mr. Lawrence Gannan
- Dr. Jeff Greer
- Mr. Nicholas Gwozdz

The second group included the following candidates:

- Mr. Tim Kolar
- Mr. Thomas Lavigne
- Ms. Darcy McConnell
- Ms. Pier King Piepenbrok
- Ms. Mary Rouleau
- Mr. Max Andrew Wiener

Ms. Acton stated that both groups of candidates will be asked the same four questions and will be given one minute to answer. Every candidate will also have two minutes to make an opening and a closing statement. A 30-second warning card will be held up indicating that the candidate has 30-seconds to complete their answer/statement. If the stop card is held up, that indicates time is up and the finalist may finish their current sentence but may not begin a new one. The order of answering the questions was determined by drawing lots before the meeting began.
Following the opening statements by the candidates in each group, Ms. Acton asked the following questions for all candidates to answer:

- Based on your knowledge of the City, what do you feel the top priority should be for the City of Grosse Pointe Park.
- What do you perceive your responsibilities to be as a member of the City Council.
- How do you describe Grosse Pointe Park to people who have never been here.
- If appointed, what would you like to accomplish over the next year.

Ms. Acton asked all of the candidates to make a two-minute closing statement to end the interview portion of the meeting.

Following the second group of interviews, Mayor Denner called for a brief recess to allow City Council to review their notes and decide on their top six candidates.

**SELECTION OF FINALISTS CANDIDATES**

Mayor Denner called the meeting back to order and requested that the City Council members state their top five candidates in alphabetical order for Administration to track. Clerk Blahut stated the following candidates were the top six selections by City Council:

- Dr. Greer
- Mr. Kolar
- Ms. McConnell
- Ms. Piepenbrok
- Ms. Rouleau
- Mr. Wiener

Mayor Denner stated that he would like Council consensus on how to proceed.

Councilmember Fluitt stated that the meeting should be continued into Thursday because that was the process advertised to the public and the candidates.

Councilmember Robson suggested eliminating candidates with only two votes, leaving six finalists for the second round of interviews.

Councilmember Hodges and Relan stated that all six should be advanced to the second round of interviews.

Mayor Denner stated that the top six will move forward to the second round of interviews on Thursday, November 12th and asked City Administration to contact and release the names of the six finalists, and to also contact the candidates not selected to move forward.

Councilmember Relan requested that the process for Thursday be solidified and shared ahead of the meeting.

Mayor Denner recessed the meeting at 7:40pm.

**CALL TO ORDER – THURSDAY, NOVEMBER 12TH**
Mayor Denner called the meeting back to order at 5pm on November 12th. All City Council members and additional participants were present.

FINALIST INTERVIEW FOR THE VACANT CITY COUNCIL POSITION

Ms. Acton from the League of Women Voters stated that the following finalists were present:

- Dr. Jeff Greer
- Mr. Tim Kolar
- Ms. Darci McConnell
- Ms. Pier King Piepenbrok
- Ms. Mary Rouleau
- Mr. Max Andrew Wiener

Ms. Acton stated that all of the finalists will be asked the same five questions and will be given one minute to answer. Every finalist will also have two minutes to make an opening and a closing statement. A 30-second warning card will be held up indicating that the finalist has 30-seconds to complete their answer/statement. If the stop card is held up, that indicates time is up and the finalist may finish their current sentence but may not begin a new one. The order of answering the questions was determined by drawing lots before the meeting began.

Ms. Acton first asked all of the finalists to make a two-minute opening statement. Following the opening statement, Ms. Acton asked the following questions for all finalists to answer:

- What would you do to fully understand an important Grosse Pointe Park community issue before you undertake City Council action regarding it.
- As a City Councilmember, you will listen to various opinions regarding a concern and/or policy from residents. Please give an example of a situation that demonstrates your ability to make difficult decisions.
- Please describe how you would react to a situation in which the Council voted four-three to approve a very contestable issue and you were on the dissenting side.
- The City of Grosse Pointe Park is a council-manager form of government. Please describe your understanding of the relationship and the role of a Council person in that form of government.
- What services or departments of the City interest you the most.

Ms. Acton asked all of the finalists to make a two-minute closing statement to end the interview portion of the meeting.

Mayor Denner stated that the process will include City Council selecting their top three candidates in no particular order that they will identify alphabetically to Administration. Following the initial top three selection, Council will continue to narrow down the field as necessary until a single candidate rises to the top. Before any voting takes place, Council will hold a discussion to talk about what is important to each Council Member with what they are looking for in their next City Council colleague.

Councilmember Read stated that she would propose still limiting City Council members to three votes but voting by candidate instead of every Councilmember stating their top three as a list.

Mayor Denner accepted Councilmember Read’s suggestion and stated that would be the process followed to narrow the field down.
Mayor Denner called for a brief recess to allow City Council to review their notes and determine their top three.

FINALIST INTERVIEW FOR THE VACANT CITY COUNCIL POSITION: COUNCIL DISCUSSION

Mayor Denner stated that he would like individual Councilmembers to state what is important to them and what qualities they are looking for in a new colleague.

Councilmember Robson stated that he was looking for someone who was a team player, thick skinned, a listener, honorable, collaborative, and an individual who understand the difference between City Council and City Administration.

Councilmember Read stated that the most important quality she was looking for was communication skills; listening and being able to articulate a well thought-out response. Also someone who is thick skinned, a team player, and values community engagement.

Councilmember Fluit stated that she was looking for someone with applicable experience, someone who had goals for the City, someone who demonstrates knowledge about current issues, and someone who is already engaged in the community themselves.

Councilmember Hodges stated that she was looking for someone who appeared to be calm and reasonable. She stated that she also considered what council needs, what skills are needed, and who the voters would choose.

Councilmember Relan stated that he was looking for someone with understanding of how the City and Council operates and what has already been done, someone who values community engagement, and someone who plans to help implement solutions.

Mayor Denner stated that he looking for someone with strong communication skills, a team player/collaborator, and someone who has relevant skills and/or life experience. He also stated that he considered what is already represented on Council and how the holes in representation that are present can be filled.

Mayor Denner asked Clerk Blahut to call the roll for each finalist in alphabetical order and reminded Councilmembers to only vote three times. Ms. Darci McConnell received five votes, the most of any candidate.

Motion by Councilmember Relan, supported by Councilmember Read, to appoint Ms. Darci McConnell to City Council.

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

NAYS: None

All Members of Council congratulated Ms. McConnell and stated that they were excited to work with her on council.

PUBLIC COMMENT
City Manager Sizeland read 3 written comments submitted by 3 residents.

No residents made verbal comments.

Motion by Councilmember Robson, supported by Councilmember Read, to adjourn.

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

NAYS: None

With no further business, the meeting adjourned at 7:20 pm.
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<td>Refuse Disposal - September &amp; October</td>
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*Invoices over $5,000 require review & acceptance.*

November 2020
ANNUAL MAINTENANCE PERMITS
WAYNE COUNTY

At a Regular Meeting of the Grosse Pointe Park City Council on Monday, December 14, 2020, the following resolution was offered:

WHEREAS, the (hereinafter the “Community”) periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the “County”) for permits to conduct emergency repairs, annual maintenance work, and for other purposes on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 et seq., the County permits and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such permit (hereinafter the “Permit”), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not as a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the Permit which results in claims being asserted against or judgment being imposed against the County, and all officers, agents and employees thereof pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor’s behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.
This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community’s authorized representative.

**BE IT FURTHER RESOLVED,** that the following individual(s) is/are authorized in their official capacity as the Community’s authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

Nick Sizeland  City Manager
Pat Thomas  Public Works Supervisor

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Grosse Pointe Park, County of Wayne, Michigan, on Monday, December 14, 2020

________________________________________
Jane M. Blahut, City Clerk
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, individuals, community groups and businesses who 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 Master Plan and Recreation Master Plan, to the extent those exist, including the City Master Plan and Recreation Plan 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, subject to City Council approval.

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 donation shall take place through the Grosse Pointe Park Foundation. The Foundation will work 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.
7. The City has an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations shall reflect the character, be consistent with the intended surroundings, and complement the aesthetics of the proposed site unless otherwise considered by the City Council.

8. 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.

9. 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.

10. 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.

11. 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.

VI. 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 V. Such donations shall be properly documented, which documents shall be approved by the City Attorney and communicated to City Council.

VII. 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 (in the case of gifts below the $25,000 threshold, for its information). Any denial or rejection of any Donation or gift shall state the reasons for such denial or rejection by vote of council.

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.
Donation Application Form  
Attachment A

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
PROPOSED

City Council
2021 Meeting Dates

Second or Fourth Monday of each month

January 11
February 8
March 8
April 12
May 10
June 14
July 12
August 23
September 27
October 25
November 8
December 13
**TITLE:** RESOLUTION APPROVING LEASE OF DEPARTMENT OF PUBLIC WORKS FACILITY FROM THE GROSSE POINTE PARK NORTHWEST TAX INCREMENT FINANCE AUTHORITY  

**DATE:** 12/10/2020

**SUMMARY:** This Resolution asks the City Council to approve the Lease Agreement with the GPP TIFA for the use and eventual ownership of the new DPW facility the GPP TIFA is constructing. The Lease contemplates that the GPP TIFA will use $4,000,000 in funds obtained by its previously approved bond to construct the new DPW facility. The City of GPP, under the Lease, would then occupy and use the facility while the bond debt is being retired. Once the GPP TIFA retires the bond debt, full ownership of the DPW facility would be transferred to GPP. The occupancy terms of the lease are standard for this type of project. GPP would be responsible for the maintenance of the facility as tenant as well as providing insurance. Rent would be nominal (1 dollar per month).

Approval of the lease allows GPP’s DPW to use and occupy the new facility, and eventually own it. If the Lease is not approved, GPP could be exposed to potential liability. The City Council has already approved the development plan, which contemplates the lease by the City and the use of the public facility for the DPW. For the City to not lease the project and for the building to be owned by the TIFA and not used for the public facility described in the development plan would be contrary to the development plan (which has been approved by both the City and the TIFA, and was the subject of a public hearing), the approved full faith and credit resolution (which recites the purpose for which the bonds are being issued), and the approved bond authorizing resolution.

**FINANCIAL IMPACT:** The City upon approval of the lease would then be responsible for maintenance of the facility as a tenant.

**RECOMMENDATION:** It is recommend that the Lease Agreement with TIFA for the new DPW facility be approved and the Resolution adopted.

**PREPARED BY:** Jake Howlett  
**TITLE:** City Attorney
RESOLUTION APPROVING LEASE OF DEPARTMENT OF PUBLIC WORKS FACILITY FROM THE GROSSE POINTE PARK NORTHWEST TAX INCREMENT FINANCE AUTHORITY

Minutes of a regular meeting of the City Council of the City of Grosse Pointe Park, Wayne County, Michigan (the “City”), held electronically through Zoom on December 14, 2020, at 7:00 p.m., local time.

PRESENT:

ABSENT:

OTHERS PRESENT:

The following Resolution was offered by Council Member ___________ and supported by Council Member ________________:

WHEREAS, the City has, pursuant to the provisions of Act 450, Public Acts of Michigan, 1980, as amended, now Part 3 of Act 57, Public Acts of Michigan, 2018 (the “Act”) created the Grosse Pointe Park Northwest Tax Increment Finance Authority (the “Authority”) and has designated the boundaries of the Authority district; and

WHEREAS, the City adopted a Development Plan and Tax Increment Financing Plan with respect to the Authority at a meeting held on October 27, 1986; and

WHEREAS, the Authority submitted amendments to the last approved Development Plan and Tax Increment Financing Plan to this City Council for governing body consideration in accordance with Section 318(2) of the Act; and

WHEREAS, the City Council conducted a public hearing with respect to such amendments in accordance with Section 317 of the Act on May 11, 2020; and

WHEREAS, on June 8, 2020, this City Council approved and adopted for all purposes of the Act the amendments to the Development Plan and Tax Increment Financing Plan in the form submitted by the Authority to this City Council (as so amended, the “Amended Development Plan and Tax Increment Financing Plan”); and

WHEREAS, pursuant to the Amended Development Plan and Tax Increment Financing Plan, (a) the Authority proposes to issue its tax increment bonds in 2020 pursuant to Section 315
of the Act in an amount not to exceed $4,000,000, payable for up to a fifteen (15) year period, for the purpose of enhancing the City’s western boundary and encouraging the continued rejuvenation of the Mack Avenue corridor through the acquisition, construction and equipping of a public facility consisting of the Department of Public Works’ offices and related storage facility, with the principal amount of such bonds to include payment of any architect, engineering, other professional and administrative services, legal and financing expenses in connection therewith, and the issuance costs of such bonds (the “Bonds”), and (b) the Authority and the City intend that the land on which such public facility will be constructed, together with all improvements thereon (collectively the “Project”), will be leased by the Authority to the City pursuant to the terms of a Lease in substantially the form and substance attached as Appendix A (the “Lease”), and that upon the payment in full of the Bonds, the Project will be conveyed by the Authority to the City; and

NOW THEREFORE, be it resolved by the City Council of the City of Grosse Pointe Park, as follows:

1. The form and substance of the Lease attached hereto as Appendix A is hereby approved, and subject to and upon the issuance of the Bonds by the Authority, the Mayor and the City Clerk (the “Authorized Officers”) are hereby authorized and directed to execute and deliver the Lease for and on behalf of the City. The approval of the Lease is subject to completion and includes approval of corrections and other changes as are approved by the City Attorney and bond counsel, and as are determined by the Authorized Officers to be necessary or desirable, permitted by the Act or otherwise by law, and not materially adverse to the City. Such determination shall be evidenced by the Authorized Officers’ execution of the Lease.

2. The Mayor, the City Manager, the City Clerk and the Finance Director of the City, and each of them, or their designees, are authorized and directed to take or cause to be taken all actions necessary or desirable to comply with and effectuate the terms of the Lease, including the recording of a memorandum of the Authority’s conveyance obligation under the Lease.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution shall be, and the same hereby are, rescinded, but only to the extent of such conflict.

A vote was taken on the foregoing Resolution, the results of which were as follows:

YES: Council Members:__________________________________________________

__________________________________________________

NO: Council Members:__________________________________________________

__________________________________________________
The Resolution was thereupon declared adopted.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Grosse Pointe Park, Michigan, at its regular meeting held on December 14, 2020, at 7:00 p.m., local time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

____________________________________
Jane M. Blahut,
City Clerk, Grosse Pointe Park, Michigan
Dated: December 14, 2020
APPENDIX A
LEASE
LEASE CONTRACT
(DEPARTMENT OF PUBLIC WORKS FACILITY)

THIS LEASE CONTRACT ("Lease") dated _______, 2020, by and between the GROSSE POINTE PARK NORTHWEST TAX INCREMENT FINANCE AUTHORITY (the “Authority”), a tax increment finance authority organized and existing under and pursuant to the provisions of Act No. 57, Public Acts of Michigan, 2018, as amended ("Act 57"), which repealed and recodified Act No. 450, Public Acts of Michigan, 1980, and the CITY OF GROSSE POINTE PARK, a Michigan municipal corporation (the “City”, and collectively, with the Authority, the “Parties”).

WITNESSETH:

WHEREAS, the Authority has been incorporated by the City pursuant to Act 57 for the purpose of halting a decline in property values, increasing property tax valuation, eliminating the causes of the decline in property values, and promoting growth in the City; and

WHEREAS, the Authority owns certain land as described on attached EXHIBIT A (the “Land”);

WHEREAS, the Authority shall design and construct on the Land a certain building suitable for use by the City as a public works building and warehouse, and all appurtenances thereto, as more fully described in EXHIBIT B to this Lease (the Land together with all improvements thereon, being collectively the “Project”), and lease the same to the City; and

WHEREAS, it is proposed that the Authority finance all or a portion of the cost of the Project by the issuance of tax increment bonds payable from tax increment revenues received by the Authority pursuant to an Amended Development Plan and Tax Increment Finance Plan established under Act 57 (the “Plan”); and

WHEREAS, a description of the Project, a preliminary estimate of the period of usefulness thereof and a preliminary estimate of the total cost of the Project, all as set forth on EXHIBIT B to this Lease, have been provided to the City Clerk.

THEREFORE, IN CONSIDERATION OF THE CITY’S FULL FAITH AND CREDIT PLEDGE WITH RESPECT TO THE BONDS AND THE MUTUAL UNDERTAKINGS AND AGREEMENTS SET FORTH BELOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES TO THIS LEASE AS FOLLOWS:

1. Authorization and Issuance of Bonds. Concurrently with the date of this Lease, the Authority shall issue a series of tax increment bonds in the aggregate principal amount of not to exceed $4,000,000 ("the Bonds"), in accordance with the provisions of Act 57 and the Resolution adopted by the Authority authorizing the issuance of the Bonds (the “Bond Resolution”), for the purpose of defraying a portion of the cost of the Project.
The Authority shall pledge for the payment of the principal of and interest on the Bonds the tax increment revenues received by the Authority pursuant to the Plan. The Project, this Lease and the cash rental payments to be made by the City pursuant to this Lease are not security for the Bonds.

The Authority, after the sale of the Bonds, will deposit in the City of Grosse Pointe Park Northwest Tax Increment Finance Authority, County of Wayne, State of Michigan, Tax Increment Bonds, Series 2020 Debt Retirement Fund established pursuant to the Bond Resolution (hereinafter sometimes referred to as the “Debt Retirement Fund”) the accrued interest on the Bonds, if any. The balance of the proceeds of the sale of the Bonds shall be deposited by the Authority into a special depository account to be named City of Grosse Pointe Park Northwest Tax Increment Finance Authority, County of Wayne, State of Michigan, Tax Increment Bonds, Series 2020 Project Fund (hereinafter sometimes referred to as the “Project Fund”) and used for the payment of hard and soft costs (including architect, engineering, legal and financing expenses) in connection with the planning, designing, acquisition, construction and financing of the Project, and to pay the costs of issuance of the Bonds, subject to the terms and provisions of the Bond Resolution.

2. Title to and Completion of Project. As soon as practicable after the Bonds have been sold, the Authority shall acquire and commence the Project. The preliminary plans and specifications (the “Plans”), preliminary cost estimate and estimated period of usefulness for the Project, which Plans, preliminary cost estimate (the “Budget”) and estimated period of usefulness have been filed with the City Clerk and the Director of the Authority, are hereby approved and adopted by the Parties. The Project shall be implemented substantially in accordance with such Plans and Budget, with such changes as may be approved by the City Clerk and the Director of the Authority.

3. Increased Project Costs or Improvements to the Project. The general contractor for the Project shall be approved by the Authority. The cost of the Project shall be finalized using a bid process acceptable to the Authority. In the event that after issuance of the Bonds, the Project cannot be completed at the estimated cost set forth in the Budget, the Authority may approve the expenditure of the increased cost in cash, or in the absence of such approval (or if the Authority does not approve the payment of the full amount of the increased cost), the Authority shall immediately so notify the City. The City may elect in its discretion to pay the increased cost (or portion thereof not approved to be paid by the Authority) in cash (from City funds or other sources, including donations from third parties) to the Authority. In the event of a cash payment by the Authority and/or the City, the amount of such cash payment shall be deposited in the Project Fund for the Project and the Authority shall proceed to acquire and complete the Project. In the alternative, the City Clerk and the Director of the Authority may agree, by an amendment to this Lease, to modify the Plans and the Budget for the Project so that the funds available will be sufficient to enable the Authority to complete the Project in accordance with the Plans and Budget for the Project, as so modified.

4. Funds Remaining After Completion. Subject to the provisions of the Bond Resolution requiring that any surplus moneys remaining after paying the costs of the Project and paying the costs of issuance of the Bonds shall be used in accordance with the provisions of applicable law, including the provisions of the Internal Revenue Code of 1986, as amended, and the regulations thereunder (the “Code”), relating to tax exempt bonds, any unexpended balance of the proceeds of the sale of the Bonds remaining after completion of the Project may be used to improve or enlarge
the Project or for other projects of the Authority described in the Plan, provided that such use of the funds in the Project Fund has been approved by the City, and by the Municipal Finance Division of the Michigan Department of Treasury if required by applicable law, and any other conditions to such use of the funds in the Project Fund imposed by the Bond Resolution have been satisfied.

5. **Bonds and Insurance Requirements During Construction.** The Authority shall require the contractor or contractors for the Project to furnish, all necessary bonds guaranteeing performance and all labor and material bonds and all owner’s protective, workers’ compensation and liability insurance required for the protection of the Authority and the City. Such bonds and insurance, and the amounts thereof, shall be subject to approval of the City on the advice of its counsel, but in no event less than required by law for a public works project. The Authority also shall require a sufficient fidelity bond from any person handling funds of the Authority. The insurance for all contractors shall name both the City and the Authority as additional insured parties.

6. **Lease Term; Possession; Reconveyance.**

   (a) The Authority does hereby lease its interest in the Project to the City for a term commencing on the effective date of this Lease and ending on (i) ____________, 20__, or (ii) such earlier or later date on which principal of and premium, if any, and interest on the Bonds, the fees and expenses of the transfer agent for the Bonds (the “Transfer Agent”) and all amounts then owing hereunder and under the Bond Resolution have been paid in full; but in no event shall the term of this Lease end until one day after the last maturity or payment in full of the Bonds. Notwithstanding the commencement of the term, the City shall have no obligations, responsibilities or liabilities for the Project until the improvements on the Land are substantially completed in accordance with the Plans and possession of such provided to the City for its use and occupancy (the date of such substantial completion and delivery being the “Occupancy Date”).

   (b) At the end of the term of this Lease or earlier termination of this Lease, the Authority shall convey to the City all of its right, title and interest in and to the Project and any lands, easements or rights-of-way appertaining thereto, and upon such conveyance, this Lease shall terminate, and the Authority shall have no further interest in, or obligations with respect to, the Project. Title to the land and the improvements thereon to be conveyed shall be fee simple title, free and clear of all liens and encumbrances except for such matters of record as of the date of this Lease and such latter matters of record as authorized by the City. The foregoing conveyance obligation shall survive the expiration or termination of this Lease. The foregoing conveyance obligation shall run with the land and shall be set forth in a memorandum recorded against the Land.

   (c) The Authority shall, upon the terms and conditions set forth in this Lease, acquire all lands, buildings, tenements, hereditaments, easements and rights-of-way necessary to enable it to complete the Project.

7. **Cash Rental.** The City hereby agrees to pay to the Authority as cash rental for the Project One Dollar ($1.00) per annum, subject to the terms hereof. For so long as any Bonds are outstanding, the City shall pay to the Authority by ____________ 1, 2021 and by each _________________ 1 thereafter, until this Lease has terminated.
8. **Expenses of Issuing and Payment of Bonds.** The Authority shall pay from the proceeds of the sale of the Bonds all expenses incurred with respect to the issuance of the Bonds. The City covenants and agrees to pay to the Authority, in addition to the payments provided for in Section 7 and as additional cash rentals, all expenses incurred with respect to the issuance and payment of the Bonds, to the extent not so paid from the proceeds from the sale of the Bonds, including amounts sufficient to compensate the Transfer Agent for all services performed by it under the Bond Resolution and for all its expenses, charges and other disbursements and those of its attorneys, agents and employees incurred in and about the administration and execution of the trusts and agencies created by the Bond Resolution and the performance of its powers under the Bond Resolution. The obligation of the City to make such payments shall be a general obligation of the City.

9. **Additional Debt and Pledges.** Nothing in this Lease shall restrict or be construed as restricting the City’s ability to incur additional indebtedness or to make any pledges or assignments as security for current or future obligations of the City.

10. **Tax Compliance Covenant.** The City covenants and agrees that it will not take any action or omit to take any action which will have the effect of causing the interest on the Bonds to be included in gross income for federal income tax purposes, or which will have the effect of causing the Bonds to be private activity bonds, as defined in Section 141 of the Internal Revenue Code of 1986, as amended (the “Code”). The City agrees to comply with the provisions of any Non-Arbitrage and Tax Compliance Certificate delivered in conjunction with the issuance of the Bonds as it may from time to time be amended pursuant to the Bond Resolution.

11. **Maintenance and Repairs.** As of the Occupancy Date, the City shall, at its own expense, operate and maintain the Project and shall keep the same in good condition and repair, subject to normal wear and tear. Operation and maintenance shall include (but not be limited to) the providing of all personnel, equipment and facilities, all light, power, heat, water, sewerage, drainage and other utilities, and all properties and services of whatever nature, as shall be necessary or expedient in the efficient and lawful operation and maintenance of the Project as determined by the City. Premiums for insurance required to be carried upon or with respect to the Project or the use thereof and taxes levied upon either party hereto on account of the ownership or use of the Project, or on account of rentals or income from the Project, shall likewise be deemed operation and maintenance expenses. The obligation of the City to pay all costs and expenses of the operation and maintenance of the Project shall be a general obligation of the City.

The Authority hereby assigns to the City any warranties or guaranties obtained by the Authority from any architects, contractors, suppliers and others in connection with the design and construction of the Project and shall assist the City in enforcing such (to the extent such cannot be assigned or the City cannot enforce such, then upon the request of the City the Authority shall enforce such warranties and guaranties).

12. **Property Insurance and Insurance Proceeds.** The City shall make provision, at its own expense, for property insurance in such amount as it deems appropriate which may or may not be equal to the amount of Bonds outstanding from time to time or to the amount of the full replacement cost of the Project if that amount be less than the amount of Bonds outstanding. During the term of
this Lease, the proceeds of such insurance shall be payable to the Authority as the loss payee and shall be made effective from the date of commencing construction of the Project. The City shall have the option to use the proceeds of insurance, in the event of loss or damage to the Project, for the repair or restoration of the Project. If the City shall determine not to use the proceeds of insurance for the repair or restoration of the Project, the amount of such insurance proceeds shall be paid to the Authority and by it deposited in the Debt Retirement Fund and used in accordance with the Bond Resolution and the provisions of the Code relating to tax exempt bonds, and the City shall receive appropriate credits on future cash rental payments due under this Lease. Provided, however, after such funds have been fully used in accordance with the Bond Resolution and the provisions of the Code relating to tax exempt bonds, the balance, if any, shall be belong to the City and used as determined by the City in its sole discretion (the Authority acknowledging that the Project shall be owned by the City after expiration or termination of this Lease and thus the Authority has no interest in the excess insurance proceeds).

13. **Liability Insurance.** To the extent permitted by law, the City shall provide, either through liability insurance, retained risk arrangements or otherwise, adequate protection of the City and the Authority as determined by the City against loss on account of damage or injury to persons or property, imposed by reason of the ownership, possession, use, operation, maintenance, and/or repair of the Project and the site of the Project, or resulting from any acts of omission or commission on the part of the City or the Authority or their respective officers, employees or agents in connection with the Project. Retained or pooled risk arrangements, or insurance coverage substantially equivalent to the arrangements and coverage maintained on the date hereof, by the City for the City and the Authority shall satisfy the requirements of this Section. Such arrangements or insurance shall be made effective from the date construction of the Project commences; provided, however, any coverage provided by a contractor during construction of the Project shall be primary in the event of duplicative coverage.

14. **No Unlawful Use Permitted.** The Project shall not be used or permitted to be used in any unlawful manner or in any manner which would violate the provisions of any contract or agreement between the City and the Authority. After the Occupancy Date, the City shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, ordinance, or governmental regulation or order and shall save the Authority harmless and free from all costs or damages with respect thereto.

15. **Alterations of Project.** The City, in its sole discretion, may install or construct in or upon, or may remove from, the Project any equipment, fixtures or structures, and may make any alterations to or structural changes in, the Project, as the City may desire so long as the removal from or additions to do not cause the Project to be untenable or unusable for the purpose for which it was constructed.

16. **Right of Inspection.** The Authority, through its officers, employees and/or agents, may enter upon the Project at any reasonable time during the term of this Lease for the purpose of inspecting the Project and determining whether the City is complying with the covenants, agreements, terms, and conditions of this Lease.
17. **Appurtenant Facilities.** The site on which the Project is to be located includes, or may include, roadways, walks, drives, parking areas and landscaping which are of benefit to and necessary to the full use and enjoyment of the Project, and it is hereby agreed that so long as any Bonds remain outstanding and unpaid, such appurtenant facilities will be maintained in good repair and condition (subject to normal wear and tear) by the City or by its lessees and available to the users and occupants of the Project.

18. **Successors and Assigns.** This Lease shall inure to the benefit of, and be binding upon, the respective parties hereto and their successors and assigns, provided, however, that no assignment shall be made in violation of the terms of this Lease. The City may sublease, license or grant others the right to use all or part of the Project without approval of the Authority.

19. **Consents, Notices, Etc.** Except as otherwise provided in this Lease, the right to give any consent, agreement or notice required or permitted in this Lease shall be vested, in the case of the City, in its City Council, and in the case of the Authority, in its members. Any notice required or permitted to be given under this Lease shall be given by delivering the same, in the case of the City, to the City Clerk, and in the case of the Authority, to its Director.

20. **Changes in Law or Corporate Status.** In the event there shall occur changes in the Constitution or statutes of the State of Michigan which shall affect the organization, territory, powers or corporate status of the City, the terms and provisions of this Lease shall be unaffected thereby.

21. **Amendment to Lease Contract.** The Project, this Lease and the cash rental payments due under this Lease are not security for the Bonds. Nothing contained herein shall be construed as requiring the consent of the holders of Bonds to (a) any amendment or the revocation of this Lease, (b) the issuance by the Authority of additional indebtedness, (c) additional pledges or assignments of, or agreements to set aside as received, any Security (as defined in the Bond Resolution) received or to be received by the Authority, as security for current or future obligations of the Authority, or (d) any assignments of this Lease or subleases of the Project.

22. **Indemnification of Authority.** To the extent permitted by applicable law, as of the Occupancy Date the City shall hold the Authority and the members of its board harmless and keep them fully indemnified at all times against any loss, injury or liability to any person or property by reason of the use, misuse or non-use of the Project by the City or by any other person or from any act or omission in, on or about the Project. Provided, however, the foregoing shall not apply in the event of fire or other casualty which is covered by property insurance; rather the Parties shall look solely to the insurance for any recovery and each party waives all claims and rights of subrogation with respect to any loss covered by property insurance.

23. **Quiet Enjoyment.** The Authority covenants that the City, on payment of the rental at the time and in the manner aforesaid and performing all the foregoing covenants, shall and may peacefully and quietly have, hold, and enjoy the Project for the term aforesaid without any manner hindrance from the Authority or anyone claiming and interest by, through or under the Authority.

24. **Governing Law; Construction.** This Lease shall be governed by and construed in accordance with the laws of the State of Michigan. If any provision of this Lease shall be invalid or
unenforceable, the remainder of this Lease shall not be affected but shall be enforced to the extent permitted by law. The captions, headings and titles in this Lease are solely for convenience of reference and shall not affect its interpretation. This Lease shall be construed without regard to any presumption or other rule requiring construction against the party causing this Lease to be drafted. All terms and words used in this Lease, regardless of the number or gender in which they are used, shall be deemed to include any other number and any other gender as the context may require.

25. **Non-Waiver.** The failure of either party to insist, in any one or more instances, upon the strict performance of any one or more of the obligations of this Lease, or to exercise any election herein contained, shall not be construed as a waiver or relinquishment for the future of the performance of such one or more obligations of this Lease or of the right to exercise such election, but the Lease shall continue and remain in full force and effect with respect to any subsequent breach, act or omission.

26. **Counterparts and Electronic Signatures.** This Lease may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. A copy of a signature received through telefax transmission or other electronic means (including files in Adobe .pdf or similar format) shall bind the party whose signature is so received, and shall be considered for all purposes, as if such signature were an original.

27. **Effective Date of Lease.** This Lease shall be effective as of the date of the issuance of the Bonds.

IN WITNESS WHEREOF, the Authority, by its Members, and the City, by its Council, have caused this Lease Contract to be signed by their duly authorized officers, all as of the day and year first above written.

**CITY OF GROSSE POINTE PARK**

By: ____________________________________
Robert Denner, Mayor

By: ____________________________________
Jane M. Blahut, City Clerk

**CITY OF GROSSE POINTE PARK NORTHWEST TAX INCREMENT FINANCE AUTHORITY**

By: ____________________________________
Nick Sizeland, Director
EXHIBIT A

Legal Description of the Land
Description of Project:

The Project consists of the design and construction of a public facility along Mack Avenue between Wayburn and Maryland Streets in the City for the location of the City’s Department of Public Works offices and a combined storage facility, including the acquisition of real property and furnishings to be used therein or in connection therewith and related architect, engineering, other professional and administrative services.

Estimated Useful Life:

__ years

Estimated Project Costs:

$____________________
<table>
<thead>
<tr>
<th>TITLE: DDA By Laws</th>
<th>DATE: December 9, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMARY: The DDA approved at its November 24, 2020 meeting the following DDA By Laws. As required under the Recodified Tax Increment Finance Authority Act 57 of 2018 these by laws are subject to the approval of the governing body (City Council).</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL IMPACT: None</td>
<td></td>
</tr>
<tr>
<td>RECOMMENDATION: Council Review and Adopt the DDA By Laws</td>
<td></td>
</tr>
<tr>
<td>PREPARED BY: Nick Sizeland</td>
<td>TITLE: City Manager</td>
</tr>
</tbody>
</table>
ARTICLE I: PURPOSE

Section I. Statement of Purpose

A. Purpose:

The purpose of the Downtown Development Authority of the City of Grosse Pointe Park ("DDA"), established June 21, 1984, is to act in accordance with what is now Part 2, Act 57 of 2018, the Recodified Tax Increment Financing Act, MCLA §125.4101 et seq. (the "Act") as such statute may from time to time be amended; including, particularly, to correct and prevent deterioration in the DDA District; to encourage renovation or reuse of vacant or unsightly property; to create and implement development plans in the DDA District; to promote the economic growth of the DDA District; and to encourage the expansion of commercial and other contributing enterprises in the DDA District. The DDA supplies the funding and the public and private sector leadership to provide for the future success and viability of the DDA District.

B. Powers of the DDA:

(1) The DDA may:

a. Prepare an analysis of economic changes taking place in the DDA District.

b. Study and analyze the impact of metropolitan growth upon the DDA District.

c. Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan, which, in the opinion of the Board, aids in the economic growth of the DDA District.

d. Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille–DeRossett-Hale single state construction code. MCLA §125.1501 et seq.

e. Develop long-range plans, in cooperation with the Planning Commission which is chiefly responsible for planning in the municipality, designed to halt the deterioration of the property values in the DDA District and to promote the economic growth of the DDA District, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
f. Implement any plan of development in the DDA District necessary to achieve the purposes of Part 2 of Act 57 of 2018, in accordance with the powers of the DDA as granted by Part 2 of Act 57 of 2018.

g. Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

h. Acquire by purchase or otherwise, on terms and conditions and in a manner the DDA considers proper, or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property which the DDA determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements and options with respect to that property.

i. Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings and any necessary or desirable appurtenances to that property within the DDA District for the use, in whole or in part, of any public or private person or corporation, or a combination of them.

j. Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the DDA.

k. Lease any building or property under its control or any part of a building or property.

l. Accept grants and donations of property, labor or other things of value from a public or private source.

m. Acquire and construct public facilities.

n. Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the DDA District.

o. Contract for broadband service and wireless technology service in the DDA District.

p. Create, operate, and fund a loan program to fund improvements for existing buildings located in the DDA District to make them marketable for sale or lease. The DDA Board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the DDA Board.

q. Create, operate, and fund retail business incubators in the DDA District.

(2) It is the express determination of the DDA Board to create, operate, or fund a retail business incubator in the DDA District, the DDA Board shall give preference to tenants who will provide goods or services that are not available or that are
underserved in the downtown area. If the DDA Board creates, operates, or funds retail business incubators in the downtown district, the DDA Board and each tenant who lease space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:

(i) The lease or rental rate that may be below the fair market rate as determined by the DDA Board;

(ii) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months;

(iii) The terms of a joint operating plan with 1 or more other businesses located in the DDA District;

(iv) A copy of the business plan of the tenant that contains measurable goals and objectives;

(v) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the DDA Board.

C. Goals:

a. Improve communication and processes between the City and businesses and other institutions.

b. Increase awareness of DDA District.

c. Create and/or otherwise support a profit and non-profit base including a cultural or art center that will support and complement one another.

d. Improve the physical and visual appearance of the DDA District through various enhancements within the DDA District which includes continued entranceway improvements, soften the appearance of the commercial area, improve vehicular and pedestrian circulation to reduce conflicts, address parking needs in the development area and, whenever possible, in adjacent residential areas, compliant acting retail and office use by expanding compatible development including civic related programs to strengthen the DDA District, encourage renovation or reuse of vacant or unsightly property and/or conditioned improvements of facades.

e. Improve the efficiency and effectiveness of the operating board, staff, and volunteers.

f. To nurture community pride in and support of the DDA District.
g. To promote the DDA District through marketing, public relations, and communications strategies.

h. To establish a coordinated effort among various organizations and agencies to support the revitalization of the DDA District.

i. To promote economic growth and increase property values in the DDA District and to eliminate the causes of deterioration.

j. To enhance the image of the DDA District.

k. To expand and diversify the mix of profit and non-profit enterprises and ownership thereof in the DDA District to include retail, restaurants, and offices within the district.

l. To strengthen residential development and renovation.

m. To maintain and increase private sector investment and expansion.

n. To encourage business excellence and quality in merchandise, services, and building appearance.

o. To create a business district that is unique, diverse, friendly, comfortable, active, urban, cutting edge, accessible, creative, and cultural.

D. Goals Will be Achieved Through Long Term Commitment to Following Areas:

a. Design.

b. Economic restructuring.

c. Promotions.

d. Organization.

e. Financial Planning.

E. Funding Procedures:

Requests for project funding must be submitted to the DDA Board.

ARTICLE II: OFFICES

Section I. Offices

The DDA may have such offices as the DDA Board of Directors may determine or the affairs of the DDA may require from time to time.
ARTICLE III: BOARD OF DIRECTORS

Section I. General Powers of Board of Directors
The affairs of the DDA shall be managed by its Board of Directors.

Section II. Number, Tenure, and Qualifications
The DDA Board of Directors shall consist of nine members, appointed by the Mayor, subject to approval of the City Council. The members shall be appointed for a term of four years. Of the members first appointed, an equal number of the members shall be appointed for one year, an equal number for two years, an equal number for three years, and an equal number for four years, as near as is practicable. At least a majority of the members shall be persons who have an interest in property located in the DDA District. At least one of the members shall be a resident of the DDA District, if the district has one hundred or more persons residing within it. A member shall hold office until the member’s successor is appointed and assumes the office. Thereafter, each member shall serve for a term of four years. The Mayor shall be a member of the DDA Board of Directors.

Section III. Selection of Board Members
The Mayor, with the approval of the City Council, shall appoint the members of the DDA Board. Subsequent Board Members shall be appointed in the same manner as the original appointments at the expiration of each member’s term of office. All terms shall be effective October 1.

In case of a vacancy prior to the end of a term, the new appointee shall serve until the end of the current vacancy.

The Mayor, in determining the best candidates for positions on the DDA Board of Directors, shall engage in a thorough recruitment selection process that considers the needs of the DDA Board of Directors, needs of the DDA, and review of applicants. A person so appointed by the Mayor shall be declared a voting member of the DDA Board of Directors upon approval by the City Council and taking the constitutional oath of office.

Section IV. Expiration of Term; Continuation in Offices; Reappointment; Filling Vacancies
A Board Member whose term of office has expired shall continue to hold office until his or her successor has been appointed. If a vacancy is created by the death, resignation, or removal of a Board Member, a successor shall be appointed by the Mayor for the unexpired term only without the need for City Council approval.

Section V. Removal
Pursuant to notice and after having been given an opportunity to be heard, a member of the Board may be removed for cause by the City Council. Removal of a member is subject to review by the Wayne County Circuit Court.

Section VI. Disclosure of Interests
A Board Member who has a direct financial interest in any matter before the DDA Board of Directors shall disclose his or her interest prior to the DDA Board of Directors taking any action with respect to the matter, which disclosure shall become a part of the record of the DDA Board of Directors’ official proceedings. Board Members shall be subject to the provisions of MCLA §15.321, et. seq. (Conflict of Interest as to Contracts), MCLA §15.341, et. seq. (Standards of Conduct and Ethics), and any applicable provisions of the City’s Charter and Code of Ordinances.

Section VII. Regular Meetings

Regular meetings of the DDA Board of Directors shall be held at such time and place, as the Board shall from time to time determine. The Chairperson of the DDA Board of Directors shall determine the specific time and day of each month that regular meetings shall be held based on the availability of Board Members. All meetings of the DDA shall be open to the public and shall be conducted in compliance with the Open Meetings Act (MCLA §15.261 et seq).

Section VIII. Special Meetings

Special meetings of the DDA Board of Directors may be called by the Board Chairperson, the Director, or any three (3) Board Members. The person or persons authorized to call special meetings of the DDA Board of Directors may fix any place within the City as the place for holding any special meeting.

Section IX. Informational Meetings.

Each year, the DDA Board of Directors shall hold not fewer than two (2) informational meetings. Notice of an informational meeting shall be posted on the City’s website not less than 14 days before the date of the informational meeting. Not less than 14 days before the informational meeting, the DDA Board shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by the DDA. As an alternative to mailing notice of the informational meeting, the DDA Board may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by the DDA by electronic mail. Informational meetings may be held in conjunction with other public meetings of the DDA Board of Directors or the City Council.

Section X. Notice of Meetings

Except as otherwise provided by law, all meetings of the DDA Board of Directors shall be preceded by public notice in accordance with the Open Meetings Act, as amended.

Section XI. Quorum and Voting

A majority of the members of the DDA Board of Directors then in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of Disclosure of Interest (Article III, Section VI), a majority of the remaining members of the DDA Board of Directors shall constitute a quorum for the transaction of business.

The vote of a majority of members present at a meeting at which a quorum is present shall constitute the action of the DDA Board of Directors unless the vote of a larger number is required by statute or elsewhere in these bylaws.

Section XII. Public Meetings
The meetings of the Board shall be open to the public and the DDA Board of Directors shall adopt rules consistent with the Open Meetings Act governing its procedures and the holding of meetings subject to the approval of City Council.

**Section XIII. Compensation of Members**

Members of the DDA Board of Directors shall serve without compensation, but shall be reimbursed for actual and necessary expenses, subject to authorization by a vote of two-thirds of the majority of the Board Members.

**Section XIV. Minutes of all Meetings**

The minutes of any meeting of the DDA Board of Directors will be mailed to all members of the DDA Board of Directors for their review four calendar days prior to the next regularly scheduled meeting. Minutes of the proceedings of regular or special meetings shall be prepared at the request of and provided to any member of the DDA Board of Directors or the City Council. Minutes of closed meetings shall be maintained in conformity with and shall be subject to the provisions of the Open Meetings Act (MCLA §15.261 *et seq*).

**ARTICLE IV: OFFICERS**

**Section I. Officers**

The officers of the DDA Board of Directors shall be a Chairperson, and Vice Chairperson.

**Section II. Election and Term of Office**

Officers of the DDA Board of Directors shall be elected annually by the DDA Board at the first DDA meeting after October 1. If the election of officers shall not be held at such meeting, such election shall be held within 90 days of such meeting. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified. A term of office is one year. No member shall hold more than one office of the DDA at a time.

**Section III. Removal**

After notice and having been given an opportunity to be heard, the DDA Board of Directors may remove any officer elected or appointed by the DDA Board of Directors whenever it judges that it is in the best interest of the DDA. Removal of a person from the position of an officer by the DDA Board of Directors shall not constitute removal of the person as a member of the Board of Directors.

**Section IV. Vacancies**

A vacancy in office because of death, resignation, removal, disqualification, or otherwise may be filled by the DDA Board of Directors for the unexpired portion of the term of the officer.

**Section V. Chairperson**

The Chairperson shall preside at all meetings of the DDA Board of Directors and shall discharge the duties of the presiding officer. To qualify as a candidate for Chairperson in an election, the
Board Member must have served at least one full year on the DDA Board of Directors to be eligible.

Section VI. Vice Chairperson

In the absence of the Chairperson or in the event of his inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. Any Vice Chairperson shall perform such other duties as from time to time may be assigned to that position by the Chairperson or by the DDA Board of Directors. To qualify as a candidate for Vice Chairperson in an election, the Board Member must have served at least one full year on the DDA Board of Directors to be eligible.

Section VII. Secretary and Recording Secretary

The DDA Board of Directors may appoint a Secretary who shall record, review, and sign those documents as required by law.

The Recording Secretary shall record, review, and present to the DDA Board of Directors for approval all DDA Board of Directors meeting minutes, committee minutes, and correspondence. In the absence of a secretary, the DDA Board of Directors shall perform said duties.

Section VIII. Treasurer

The City Treasurer shall act as the DDA Treasurer. The Treasurer shall review and present to the DDA Board of Directors for approval all DDA fund and expense reports. The Treasurer will be responsible for all tracking of all funds, expenses and revenues.

Section IX. Executive Board Members

The Executive Board shall be made up of the Chairperson, Vice Chairperson, Treasurer, City Manager, and Director of the DDA.

Section X. Board Powers

The responsibilities of the Executive Board shall be to advise the DDA Director on the finances, personnel, and administration of the DDA.

ARTICLE V: EMPLOYMENT OF PERSONNEL

The DDA Board of Directors may employ personnel as deemed necessary by the DDA Board of Directors. Such personnel may include, but not be limited to, a Director and legal counsel. The DDA Board of Directors may employ and fix the compensation of a Director, subject to the approval of the City Council.

Section I. DDA Director

The DDA Board of Directors may employ a Director (“DDA Director”) subject to the approval of the City Council. A Board Member shall not be eligible to hold the position of Director. If no
DDA Director is appointed or serving, the City Manager shall fulfill all the duties of the DDA Director.

**Section II.  DDA Director Term of Office**

The DDA Director shall serve at the pleasure of the DDA Board of Directors.

**Section III. The DDA Director’s Role**

The Director shall be the Officer of the DDA. The Director shall service at the pleasure of the DDA Board of Directors and a member of the DDA Board of Directors is not eligible to hold the position of Director. The Director shall report directly to the Chairperson of the DDA Board of Directors. The Director shall, subject to the approval of the Board of Directors, supervise, and be responsible for the preparation of plans and the performance of the functions of the DDA in the manner authorized by the Act. The Director shall attend all meetings of the DDA Board of Directors, and shall render to the DDA Board of Directors and to the City Council, a regular report covering the activities and financial conditions of the DDA.

Before entering upon the duties of his or her office, the Director shall take and subscribe to the constitutional oath.

**Section IV. Oath and Bond**

Before entering upon the duties of the office, the DDA Director shall furnish a bond, by posting a bond in the penal sum outlined in the ordinance establishing the DDA payable to the DDA for use and benefit of the DDA, approved by the Board of Directors, and filed with the clerk. The bond premium shall be deemed as an operating expense of the DDA, payable from funds available to the authority for expenses of operation.

**Section V. Legal Counsel.**

Legal counsel shall advise the DDA Board of Directors in the proper performance of its duties.

**ARTICLE VI: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

**Section I. Contracts**

The DDA Board of Directors shall approve all contracts entered into by the DDA.

**Section II. Checks, Drafts, etc.**

All orders for the payment of money, notes, or other evidences of indebtedness shall be signed by the Director and forwarded on to the Finance Director of the City of Grosse Pointe Park for signature and for the issuance of payment.

**Section III. Deposits**
All funds of the DDA shall immediately be deposited into the appropriate fund or account to the credit of the DDA in such banks, trust companies, or other depositories as the Finance Director of the City of Grosse Pointe Park may select.

Section IV. Gifts
The DDA Board of Directors may accept, on behalf of the DDA, any contribution, gift, bequest, or device for the general purposes or for any special purpose of the DDA. The DDA Director shall inform the City of Grosse Pointe Park in writing of the receipt of such gifts.

Section V. Budget
The Director and the Board shall prepare and submit for the approval of the DDA Board a budget for the operation of the DDA for the ensuing year. The DDA Board of Directors shall set goals and objectives annually in April to develop and approve a budget for the fiscal year beginning the first day of July. The DDA Board of Directors shall submit an annual budget to the City Council by the end of April for inclusion in the annual budget presentation to City Council for City approval. The budget shall be adopted by the DDA Board after approval by the City Council.

ARTICLE VII: BOOKS AND RECORDS
The DDA shall keep correct and complete books and records of account, shall also keep minutes of the proceedings of the DDA Board of Directors, and shall keep at the principal office a record giving the names and addresses of the Board Members. All books and records of the DDA shall be open to the public at all times.

The Director shall provide the Treasurer, DDA Board of Directors, and City Council with regular financial reports of the activities of the revenues received and expenditures made by the DDA.

ARTICLE VIII: FISCAL YEAR
The fiscal year of the DDA shall begin on the first day of July and end the last day of June each year.

ARTICLE IX: INFORMATION

Section I.

(1) Annually, on a form and in the manner prescribed by the Michigan Department of Treasury, the DDA shall submit to the City Council, the governing body of a taxing unit levying taxes subject to capture by the DDA, and the Michigan Department of Treasury a report on the status of the tax increment financing account. However, the DDA may submit by electronic means a report described in this Section to the City Council and the governing body of a taxing unit levying taxes subject to capture by the DDA. The report shall include all of the following:

2. The name of the DDA.
3. The date the DDA was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.

4. The date the DDA began capturing tax increment revenues.

5. The current base year taxable value of the DDA District.

6. The unencumbered fund balance for the immediately preceding fiscal year.

7. The encumbered fund balance for the immediately preceding fiscal year.

8. The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.

9. The amount in any bond reserve account.

10. The amount and purpose of expenditures from the account.

11. The amount of principal and interest on any outstanding bonded indebtedness.

12. The initial assessed value retained by the DDA by property tax classification.

13. The captured assessed value retained by the DDA by property tax classification.

14. The tax increment revenues received for the immediately preceding fiscal year.

15. Whether the DDA amended its Development Plan or its tax increment financing plan within the immediately preceding fiscal year and if the DDA amended either plan, a link to the current development plan or tax increment financing plan that was amended.

16. Any additional information the City or the Michigan Department of Treasury considers necessary.

(1) The report described in Section 1 above, shall be filed with the Michigan Department of Treasury at the same time as the annual financial report is filed with the Michigan Department of Treasury under section 4 of the Uniform Budgeting and Accounting Act, 1968 PA 2, MCL §141.424.

ARTICLE X: AMENDMENTS TO BY-LAWS

These by-laws may be altered, amended, or repealed, and new by-laws may be adopted by a majority of the members appointed and serving if written notice is given of intention to alter, amend, or repeal or to adopt new by-laws at such meeting. The full nature of the bylaw change shall be included in the notice. Adoption of bylaw changes shall require affirmative votes by six members of the DDA Board of Directors and subsequent approval by the City Council.

ARTICLE XI: POLITICAL CAMPAIGN ACTIVITY
The DDA shall not expend funds of the DDA or otherwise contribute to the advocacy of any political candidate or ballot question.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the DDA Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the DDA Board of Directors may adopt.

Adopted by the DDA on ____________, 2020

Adopted by the City of Grosse Pointe Park on ____________, 2020
December 21 Council Meeting

Assignments/Appointments

Council Appointment

Planning Commission
Appoint Councilmember Michele Hodges to replace Councilmember Dan Grano

Committee Assignment Changes

Communications Committee
Councilmember Darci McConnell replaces Councilmember Vikas Relan

Ordinance Review Committee
Councilmember Darci McConnell replaces Councilmember Dan Grano
Councilmember Lauri Read becomes the chair

Public Service Committee
Councilmember Darci McConnell replaces Councilmember Dan Grano
Mayor Denner becomes the chair

Real Estate Development Committee
Dissolve the committee

Diversity and Inclusion ad hoc Committee
Councilmember Darci McConnell replaces Councilmember Michele Hodges
Councilmember Vikas Relan continues as chair
Commission/Board Appointments

Recreation Commission
   Michael J. Bannon, reappoint to term ending 12/31/23
   Roy Edmonds, reappoint to term ending 12/31/23
   Sarah Coats, appoint to replace Gerry Schilling to term ending 12/31/23

Tax Increment Finance Authority Board
   Randy Cousineau, reappoint to term ending 12/31/22
   Adi Kokoshi, reappoint to term ending 12/31/23
   Pier King Piepenbrok, appoint to replace Patrick Mann to term ending 12/31/24
   Arthur Mullen, appoint to replace James Odell to term ending 12/31/24
   Jeff Lee, appoint to replace Thomas McDonald to term ending 12/31/22

   Julie Secord, appoint to the unexpired term remaining of Sonny Mio,
      term ending 12/31/23

Planning Commission
   J. Douglas Turnbull, appoint to replace Michael Fikany to term ending 9/23
   Amy Schladen Chesterton, appoint to the unexpired term remaining of Frederick Olds,
      term ending 9/22
City of Grosse Pointe Park Board and Commission Application

First Name  MICHAEL
Last Name  BANNON
Address
City/State/Zip
Home Phone  ___________________________  Cell Phone  ___________________________
Email  ___________________________

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☐ Tax Increment Finance Authority
☐ Beautification Commission
☒ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☐ Other:  ___________________________
☐ Other:  ___________________________

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☐ Social Media  NA
☐ Other:  ___________________________

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☒ Yes
☐ No

rea'd 10/7/2020

[Signature]
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

I was appointed for a term of one year beginning last December. I would like to continue on the P+R Commission.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

Dog Parks: Design, Rules and Regulations

I also have some experience dealing with MI Egle (former DEQ) which could be useful in the future.
City of Grosse Pointe Park Board and Commission Application

ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History

B.A. LEWIS UNIVERSITY
M.S. UNIVERSITY OF LOUISVILLE
M.PHIL. YALE UNIVERSITY
PH.D. YALE UNIVERSITY
POST DOCTORAL YALE UNIVERSITY CAMBRIDGE (UK), NIH.

Occupation (if retired, list former occupation)

PROFESSOR, WAYNE STATE UNIVERSITY SCHOOL MEDICINE

Current and/or Former Volunteer Experience (including previous civic involvement)

PARKS AND RECREATION COMMISSIONER (12/19 - ) (GP)
COMMISSIONER, GROSSE POINTE SOCCER ASSN (GP)
PTO OFFICER, PIERCE MIDDLE SCHOOL (GP)
SCIENCE CLUB FOUNDER, DEFER ELEMENTARY (GP)
BRAIN AWARENESS WEEK PRESENTATIONS, GPASS (GP)
GPASS DISTINGUISHED VOLUNTEER AWARD (GP)
VICE PRESIDENT, BOARD OF DIRECTORS, LAKE BEACH PROPERTY OWNERS ASSOCIATION (SOMERSET TWP)

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☐ Yes
☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)

1986
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☒ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☒ No

If yes, please provide the property address(es):

________________________________________________________________________

________________________________________________________________________

Do you own a business or work at a business within the TIFA and/or DDA?

________________________________________________________________________

If yes, please provide business name and address:

________________________________________________________________________

Are you a resident within the TIFA or DDA?

☐ Yes
☐ No
APPLICATION CERTIFICATION

Please note: Applications are kept on file for a period of 2 years. If you are not appointed within that period, you must reapply. Resumes and cover letters can be attached to this application but are not required for consideration. Signed and completed applications can be returned via email to clerk@grossepointepark.org or by US mail to: City of Grosse Pointe Park ATTN: City Clerk 15115 East. Jefferson Avenue Grosse Pointe Park, MI 48230

By submitting this application, I certify the foregoing statements and answers are true and complete. I agree in advance that any misrepresentation or falsification of any of the above information shall be cause for rejection of this application or depending upon when the falsification is discovered. I consent for the City of Grosse Pointe Park to verify the information provided.

Signature of Applicant

10/5/2020
Date
City of Grosse Pointe Park Board and Commission Application

First Name: Roy
Last Name: Edmunds
Address: 
City/State/Zip: 
Home Phone: 
Cell Phone: 
Email: 

AREAS OF INTEREST
Please check the Boards/Commission you are interested in serving on:

- Downtown Development Authority
- Tax Increment Finance Authority
- Beautification Commission
- Parks and Recreation Commission
- Planning Commission
- Board of Review
- Ethics Review Board
- Other: 
- Other: 

If you are applying due to a current vacancy, how did you hear about the vacancy?
- City Website
- Social Media
- Other: 

Have you attended meeting(s) of the board and/or commission you are applying to sit on?
- Yes
- No

rec'd 11/9/2010
**City of Grosse Pointe Park Board and Commission Application**

**ADDITIONAL INFORMATION**
Please briefly summarize the following information:

<table>
<thead>
<tr>
<th>Education History</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. Michigan State U</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupation (if retired, list former occupation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current and/or Former Volunteer Experience (Including previous civic involvement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks and Recreation Commission</td>
</tr>
<tr>
<td>Gulf Manor Condo Board Member</td>
</tr>
<tr>
<td>Lutheran Home Board Member</td>
</tr>
<tr>
<td>Grosse Ile Club Tennis and Membership Committee</td>
</tr>
</tbody>
</table>

**CITY CHARTER REQUIREMENTS**

Registered to vote in the City of Grosse Pointe Park?
- [x] Yes
  - [ ] No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City) **Sept 1993**
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

As a father of 5 children raised in the park and a frequent user of the Park's recreation facilities and cultural center, I am familiar with all aspects of Park management and operations. I am attracted to this honorary position and have a strong desire to serve my community.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

As a private business owner I have developed management and operational skills that lend themselves to working with other groups and individuals. I am proficient in organizing, planning and executing programs and events.

I am a good listener, excellent team player and frequently demonstrate leadership qualities when called upon to exercise such.

I have a strong commitment to GPP.
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☐ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☐ No

If yes, please provide the property address(es):

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Do you own a business or work at a business within the TFIA and/or DDA?

If yes, please provide business name and address:

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Are you a resident within the TIFA or DDA?

☐ Yes
☐ No
APPLICATION CERTIFICATION

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[Signature]

[Signature of Applicant]

[Date] 11/9/2020
City of Grosse Pointe Park Board and Commission Application

First Name: Sarah
Last Name: Coats
Address: 
City/State/Zip: 
Home Phone:  
Cell Phone:  
Email: 

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☐ Tax Increment Finance Authority
☐ Beautification Commission
☒ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☐ Other:  
☐ Other:  

If you are applying due to a current vacancy, how did you hear about the vacancy?

☒ City Website
☒ Social Media
☐ Other:  

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☒ Yes
☐ No

9/18/2020 Hop
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

Please see attached.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

Please see attached.
ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History

Please see resume.

Occupation (if retired, list former occupation)

Attorney. Please see resume for details.

Current and/or Former Volunteer Experience (including previous civic involvement)

Please see resume.

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☒ Yes
☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)

April 2016.
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☐ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☐ No

If yes, please provide the property address(es):

________________________________________________________________________
________________________________________________________________________

Do you own a business or work at a business within the TIFA and/or DDA?

If yes, please provide business name and address:

________________________________________________________________________
________________________________________________________________________

Are you a resident within the TIFA or DDA?

☐ Yes
☐ No
APPLICATION CERTIFICATION

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__________________________
Aaral Coate

Signature of Applicant

__________________________
9-17-20

Date
Sarah E. Coats

To the Clerk and Mayor Denner:

Every quarter, I eagerly await publication of The Communicator and, when it arrives, I fill in my calendar with upcoming activities. My family picked Grosse Pointe Park in 2016 after looking at a number of metro-area communities, and we couldn’t be happier. A big reason for our happiness is the thriving parks and recreation community.

My daughter has studied karate with Instructor Santi since we arrived, and I’ve watched her grow in ability and confidence. Our kids have taken swim, tennis, and skating lessons; been knapsackers and pipsqueaks; camped out at the park; and enjoyed afternoons at the pool and splash pad. As a family we have watched movies, attended tree lightings and street parties, and found our home in this community through the parks. We go to the parks to play, meet friends, and relax. Now that I have developed relationships with other parents and community members, I want to be more involved in the City I love. I want to continue the Park’s excellence and reflect the diverse views of the community.

Our parks and recreation department is vitally important to attracting new residents, facilitation community, and improving the lives of Park residents. As the parent of young children who has lived in other communities, I can offer perspective and new ideas. As an attorney, I am, first and foremost, a problem-solver. I am skilled at considering risks and seeing issues from all sides, and working to find solutions to difficult problems. And, critically, I am active in the community, from Little League to the schools to community organizations.

I believe my service will be an asset to the Park and its residents. I am thoughtful and caring. I believe in the public good, and have the time and talent to work hard for the benefit of our community.

Thank you for your consideration,

Sarah E. Coats
OBJECTIVE
Serve Grosse Pointe Park.

COMMUNITY INVOLVEMENT
League of Women Voters, 2016 – present
- Board of Directors, Membership
- Educate local citizens re voting rights.

Defer Elementary PTO, 2016 - present
Pierce Middle School PTO, 2018 - present
- Assist with fundraising, planning, and implementing activities throughout the year.

Friends of the Grosse Pointe Public Library, Member
Silent Victims of Crime, Board Member, 2012-2016

EMPLOYMENT
Littler Mendelson P.C., Remote Attorney
Team Lead, Class Action Counsel, 2017 - present
- Conduct investigations, assess risk, and calculate potential damages in class action matters and recommend solutions.
- Develop strategies and procedures for handling mass actions.
- Lead team of six attorneys.

Orrick, Herrington & Sutcliffe LLP, Remote Attorney
Heller Ehrman LLP, San Francisco, CA
Associate, 2003 - 2016
- Litigated employment cases from investigation to trial.
- Counseled employers on human resources compliance.

Zeiders, Inc., Field Work
Personal Financial Counselor, 2014-2019
- Counseled U.S. Service Members on all matters of personal finance.
- Developed and taught courses live and on-line.

EDUCATION
University of California, Los Angeles,
Juris Doctor
- Order of the Coif; ranked ninth in class.
- Editor, UCLA Law Review

Boston University, B.A., Psychology
- Magna Cum Laude
- Received half-tuition Trustee Scholarship

LICENSES
- MICHIGAN BAR LICENSE
Active Member in Good Standing, 2017 – present

- CALIFORNIA BAR LICENSE
Active Member in Good Standing, 2003 – present

PERSONAL
- PARENT
Children ages 5, 9, and 13

- SPOUSE
Ben Coats, Federal attorney and community volunteer
City of Grosse Pointe Park Board and Commission Application

First Name: Randy
Last Name: Cousineau
Address: 
City/State/Zip: 
Home Phone: 
Cell Phone: 
Email: 

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☒ Tax Increment Finance Authority
☐ Beautification Commission
☐ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☐ Other: __________________________
☐ Other: __________________________

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☐ Social Media
☐ Other: __________________________

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☒ Yes
☐ No

rec'd 11-19-2020
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

I WANT TO HELP THE CITY OF GROSSE POINTE PARK MOVE FORWARD IN A POSITIVE DIRECTION. THE TIFA BOARD NEEDS TO MAKE CHANGES TO BENEFIT ALL RESIDENTS AND BUSINESSES. I WANT TO HELP GUIDE THE DECISIONS OF TIFA WITH A COMMON SENSE VIEW.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

30 YEARS AS PART OWNER OF POINTE HARDWARE + LUMBER
DEGREE FROM WESTERN MICHIGAN UNIVERSITY IN FINANCE
STUDIED AT U OF M GRADUATE SCHOOL OF BUSINESS
I UNDERSTAND FINANCE + ECONOMIC VERY WELL - THIS FACILITATES AN UNDERSTANDING OF HOW DECISIONS MADE BY TIFA WILL AFFECT THE COMMUNITY AS A WHOLE IN THE FUTURE.
City of Grosse Pointe Park Board and Commission Application

ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History
1976 - Graduated Rochester Adams High School
1980 - Graduated Western Michigan Univ.
    Major: Finance, Minors: Marketing, Management
1981-83 Attended University of Michigan Graduate School of Business

Occupation (if retired, list former occupation)
Co-Owner Pointer Hardware + Lumber

Current and/or Former Volunteer Experience (including previous civic involvement)
    GPP TIF Board - Current Member
    Chesterfield Township Finance Committee

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☐ Yes
☒ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)
Non-Resident Business Owner
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☒ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☒ No

If yes, please provide the property address(es):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you own a business or work at a business within the TIFA and/or DDA? YES

If yes, please provide business name and address:

Points Hardware & Lumber

Are you a resident within the TIFA or DDA?

☐ Yes
☒ No
APPLICATION CERTIFICATION

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[Signature]

Signature of Applicant

[Date]

11-18-20
City of Grosse Pointe Park Board and Commission Application

First Name  Adi
Last Name  Kokosha
Address
City/State/Zip
Home Phone  Cell Phone
Email

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☐ Tax Increment Finance Authority
☐ Beautification Commission
☐ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☐ Other: 
☐ Other: 

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☐ Social Media
☐ Other: 

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☒ Yes
☐ No

rec'd 1/3/20
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

I have been a part of the city of G.P. Park since 2008 with a business on Kercheval and have seen the city transform to a wonderful atmosphere. I would like to continue to support and dedicate my time and effort to continue to make this part of the city better.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

Just being a business owner for over a decade in the area.
City of Grosse Pointe Park Board and Commission Application

ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History
High school degree and some college

Occupation (if retired, list former occupation)
Owner/Manager of a Restaurant

Current and/or Former Volunteer Experience (including previous civic involvement)
Mostly coaching youth sports.

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☐ Yes
☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)
December 2015
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☒ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☒ No

If yes, please provide the property address(es):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you own a business or work at a business within the TIFA and/or DDA?

☐ Yes

If yes, please provide business name and address:

[Name of Business]

15102 Kercheval

Are you a resident within the TIFA or DDA?

☐ Yes
☒ No
APPLICATION CERTIFICATION

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[Signature]

Signature of Applicant

12-3-2020

Date
First Name  Pier 
Last Name  King Piepenbrok 
Address  
City/State/Zip  
Home Phone  N/A  Cell Phone  
Email  

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☒ Tax Increment Finance Authority
☐ Beautification Commission
☐ Parks and Recreation Commission
☒ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☒ Other: City Council
☐ Other: 

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☒ Social Media
☐ Other: 

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☒ Yes  I have attended City Council meetings via Zoom.
☐ No
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

This application is intended for the recently vacated Council seat. I am interested in serving my community to help continue the positive progress that has been made. Grosse Pointe has historically not been a very inclusive community and although the demographic has changed over the decades some attitudes remain stagnant. I would like to bring additional diversity to the Council and bring a different vantage point and perspective. I believe it's important that all residents believe they have a voice at the table. I am committed to diversity, equity and inclusion.

I am interested in serving on the TIFA or the Planning Commission, however, I am open to serving where the most need is and where my passions, knowledge and skill set can be most effective.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

I have been in public service on the State level for many years and understand the benefit of having a well rounded team. I bring communication, organizational and operational skills. I have a service-focused attitude and am committed to working together to make our great community even better.
City of Grosse Pointe Park Board and Commission Application

ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History
Please see attached resume.

Occupation (if retired, list former occupation)
Please see attached resume.

Current and/or Former Volunteer Experience (including previous civic involvement)
My Father's Business Food Pantry
SOAR Reading/Mentoring Program
Habitat for Humanity
Meals on Wheels
Gleaners
Life Remodeled
Harvest Gathering (SOM)

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?
☐ Yes
☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)

October 2007
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☐ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☐ No

If yes, please provide the property address(es):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you own a business or work at a business within the TIFA and/or DDA?

If yes, please provide business name and address:

________________________________________________________________________
________________________________________________________________________

Are you a resident within the TIFA or DDA?

☐ Yes
☐ No

☐ No
APPLICATION CERTIFICATION

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[Signature]

Signature of Applicant

October 20, 2020

Date
SUMMARY OF QUALIFICATIONS
Senior legal administrative professional with over 20 years experience possessing exceptional communication and organizational skills. Demonstrated expertise in HR and facilities related matters. Innovative, hands on team leader with service focused attitude who blends operational experience and administrative specialties with business goals. As a strategic business partner, coordinates with leadership team, management team, and work force to build solid working relationships.

PROFESSIONAL EXPERIENCE
Attorney General, State of Michigan, April 2019-present
Senior Executive Management Assistant to the Solicitor General
Management support for the Solicitor General. Perform a wide array of duties including but not limited to scheduling, draft correspondence, event prep, brief on events and special projects, review and process contracts and other fiscal related documents, procure office equipment and IT equipment. Provide legal administrative support to the 30 member Flint Water Prosecution Team. Provide support for the Attorney General and other Executive Staff as needed.

Attorney General, State of Michigan, 1998-2019
Administrative Director
Responsible for all administrative duties for Attorney General Detroit Metropolitan operations including but not limited to human resources and facilities related matters, on-site continuing education for Detroit staff and serve as Attorney General representative on various committees etc. Supervise clerical support staff in the Civil Rights Division and Driver License Restoration Section, including part time, full time and contractual employees. Coordinate workload distribution among support staff in representing the Secretary of State in 4 major counties and various outlying counties in the State of Michigan. Process all Supreme Court and Court of Appeals pleadings. Prepare all inter-departmental and client-agency related monthly reports and any special projects as they arise. Provide administrative support to the Attorney General when he/she is in the Detroit Office.

J. L. Hudson, Oakland Mall, Troy, MI 48083, 1990-1991
Associate
Retail associate responsible for customer care and maintenance of stock for department. Required excellent communication skills and attention to detail.

Legal Secretary
Processed and maintained caseload for the Wayne County Circuit Court Driver Restoration Section and any cases taken to the Michigan Court of Appeals and Supreme Court. Specific duties included typing, formatting, editing, proofing of all pleadings including cite checks. Copying, compiling exhibits and other documents for court filing. Maintenance of weekly court docket and assigned attorneys' calendars.

Attorney General, State of Michigan, 1988-1990
Receptionist
Primary duties included receiving all incoming calls and walk in clients. Disseminating pertinent information and directing individuals to the proper entity. Sorting and distributing mail for all divisions within the Detroit Office of the Attorney General. Provided backup to the Wayne/Oakland/Washtenaw County Docket Clerks and miscellaneous clerical duties performed for Assistant Attorney General, Director of Detroit Office.

OTHER SKILLS
Proficient in Microsoft Office Suite (Excel, Outlook, Word, PowerPoint), Crystal Reports, Lexis, Westlaw, Legal Files Database System, Access.

EDUCATION
Bachelor of Arts, University of Michigan – Dearborn, MI 48128
University of Michigan – Ann Arbor, MI 48104
Grinnell College, Grinnell, IA 50112
High School diploma, The Academy of Sacred Heart, Bloomfield Hills, MI 48301

References available upon request
Pier King Piepenbrok – Application Addendum

[Addendum to application submitted October 28, 2020 for appointment to TIFA, this addendum is meant to supplement the answers to questions #1 and #2 on page two of the application.]

I am submitting the following information as an addendum to my October 28, 2020 application for consideration for appointment to the Tax Increment Finance Authority (Board). I have been a resident of the TIF district for over 13 years and have not only benefited from previous enhancements and developments facilitated by the Board but I also transact a great deal of personal business in the TIF in support of the small businesses in the area.

I am interested in serving on this Board as I believe the concept of capturing increment tax revenues for the purpose of stimulating economic growth and encouraging private investment without levying additional taxes on the residents is an excellent way to improve our community in both the long and short run. Considering the various goals of the Board including, but not limited to – aesthetics, safety/security, renovation/improvement and enhancing the entrances to the City to promote a positive image - I believe these are all of great importance for the future of our community. I believe it is also important that in our pursuit of these goals, we should be careful to consider our evolving demographic and what the future needs of our community will be and, how our future development can incorporate those needs and attract the “Family Forming” (as defined in the Master Plan) demographic that has been declining.

It is my understanding that the current makeup of this Board is not balanced in terms of representation of both business owners and residents of the district. My appointment would boost the resident component and I bring a collaborative approach to addressing the important potential projects currently facing the Board. I believe our overall collaboration should include the TIFA partnering with other City boards and commissions i.e. Planning and DDA to insure we tackle projects from a comprehensive, no-detail-missed perspective.

My skillset includes excellent communication including active listening which complements my drive to improve community awareness specifically regarding the TIFA and my desire to encourage more community engagement (through the appropriate channels) relative to the use of these funds that are captured from the overall taxes levied. I believe when people are more informed, they are driven to be more engaged and, in turn, take an ownership of the developments in a way that would contribute to positive marketing for our community. I also believe that collaborating with our neighbors and other stakeholders to develop plans that not only help our city but add to the overall improvement of the areas related to our borders, demonstrates our commitment to inclusiveness and an eagerness to
improve regional relations and bridge divides and that will in turn increase the attractiveness of our city and the region.

I wish to commit my time and resources to the team effort of continuing the betterment of our great city by serving on the TIFA Board. I respectfully submit this addendum and thank you for your consideration of my application.
City of Grosse Pointe Park  
15115 E. Jefferson  
Grosse Pointe Park, MI 48230

BIOGRAPHICAL SKETCH

X I am interested in making an application to serve as a member of the following Board/Commission

<table>
<thead>
<tr>
<th>Beautification Commission</th>
<th>Building Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Review</td>
<td>Planning Commission</td>
</tr>
<tr>
<td>Recreation Commission</td>
<td>Tax Increment Finance Authority (T.I.F.A.)</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

NAME: Arthur Muller

ADDRESS

TELEPHONE: Home:  
Office:  
Email

OCCUPATION: Urban Planner

# OF YEARS RESIDENT OF GROSSE POINTE PARK: 40 years

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION: 

- Urban planning
- Master planning
- Site plan reviews
- Zoning administration
- Drafting historic preservation

EDUCATION: BA History, Hamilton College; MS Historic Preservation, Columbia University

PROFESSIONAL/SERVICE CLUB AFFILIATIONS: American Institute of Certified Planners

DescribE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: I would like to lend my professional expertise to improve the quality of life for our residents

Signature of applicant

Return to Clerk's Office

21 March 2019
ARTHUR F. MULLEN, AICP

ROLE
Professional Planner

EDUCATION
> BA History, Hamilton College
> MS Historic Preservation, Columbia University

CERTIFICATIONS
> American Institute of Certified Planners
> Architectural Historian and Historian

COMMUNITY INVOLVEMENT
• Michigan Downtown Association, Board Member and Former Committee Chair
• Belevedere Club, Building and Ground Committee
• Belle Isle Botanical Society
• Collecte de Fonds Presidente - Marche du Naine Rouge

REPRESENTATIVE PROJECT EXPERIENCE
• Master Planning Services, Various Locations, MI. Planner assisting Various Weldon Township in revising a joint master plan with adjoining communities to become their independent land use planning document. Prepared survey work for community engagement for residents of Millington Township and assisted in drafting new portions of their master plan including transportation and implementation/action plan sections. Providing recreational planning services for Milford Township, Blair Township, and Algoma Township including identifying community desires and needs for the next five years and opportunities for funding.

• Non-Motorized Planning, City of Durand, MI. Planner leading the effort with the City of Durand to develop a city-wide non-motorized transportation plan that will guide development of bike paths, bike lanes, multi-use paths and sidewalks within the City and ensuring that this network will connect with adjoining communities and designations.

• Current Planning, Various Locations, MI. Planner providing site plan reviews for a number of Wade Trim’s clients including Milford Township, Milford Village, and Harrison Township. These site plans include special land use approval reviews as well. Provided in zoning ordinance language to regulate solar energy farms in Atlas, Gaines, and Summerfield Townships.

• Van Born Road Corridor Improvements – Planning Implementation Framework, Dearborn Heights and Taylor, MI. Assessing the land use and zoning issues that hinder the redevelopment of the Van Born Road commercial corridor. Developed suggested alternatives in six general planning categories that would create an environment that would leverage proposed public-sector streetscape investments. The planning concepts would create a conducive environment for significant private sector investment along the corridor.

• Planning Services, Pontiac, MI. Served as the acting Planning Manager for the City of Pontiac with the responsibility for managing all the City’s day-to-day planning needs including completing site plan reviews and serving as staff to the Historic District Commission, Planning Commission, and Zoning Board of Appeals. Ensured a smooth transition back to City staff from Wade Trim’s service during Pontiac’s restructuring.

• Kayak Consulting, Detroit and Grosse Pointe Park, MI. President. Provided a variety of planning, preservation, media, and development consulting services for several different organizations. Served as a part-time planning consultant for a Detroit area urban planning firm, including current and long range planning. Completed National Register nomination of a commercial building to support its redevelopment. Directed community development and planning services for a local municipality. Successfully wrote grants for multiple clients from several funding sources.

• Van Buren Township Planning and Economic Development Dept., Van Buren Township, MI. Director. Directed all Planning, Zoning, Economic Development, Building, and Environmental activities for one Detroit’s fastest
growing urbanizing townships. Addressed a significant backlog of Building Plan reviews in a timely and cost-effective manner. Implemented a paper-less application and record retention system. Negotiated with four different developers to restart developments in dormant and unfinished subdivisions. Initiated two projects to eliminate the backlog in unexpended Community Development Block Grant funds. Utilized technology to update the permit processing, enabling inspectors to work efficiently from the field, and posting new information onto the web. Attracted Menards, Costco Depot, and Constellium into the township and met their aggressive approval deadlines.

- Mount Clemens Downtown Development Authority, Mount Clemens, MI. Executive Director. Managed a broad spectrum of development-focused activities designed to support investment in Macomb County's only midrise downtown district. Reviewed and refreshed the extensive special events calendar to ensure the quality and the visitor experience which supported the DDA's redevelopment agenda. Managed multiple non-profit organization grants, directed their efforts, and handled their reporting requirements. Managed the development of a Geographic Information System (GIS) database for the entire city. Directed media messaging across all print and web outlets about the Downtown on a variety of topics including writing more than 50 news releases per year, including developing and maintaining print, TV, and radio media contacts. Developed information libraries to support development opportunities. Created two standing committees to improve communications with and between downtown businesses. Utilized project management skills to bring the Downtown Mount Clemens Wayfinding project from concept through design to installation while garnering approvals from various governmental agencies. Implemented a Regional Marketing Program that developed close contact with print, radio, web, and TV while ensuring that Mount Clemens garnered significant acquired media in the Detroit market.

- MotorCities National Heritage Area, Detroit, MI. Revitalization Programs Manager. Manager -Corridor Programs 2000-2004. Coordinated, implemented the Revitalization Program and heritage development while partnering with the Tourism Manager to develop written materials for the heritage area. Developed the 1,200 MotorCities Site Index, a ground-breaking cultural heritage database. Advocated with Congressional staff in Washington, DC regarding the National Heritage Area federal appropriation. Assisted in the writing and editing of large amount of written material including newsletters, calendars, Top Eleven Endangered lists, and anniversary publications. Ensured public participation in the preparation of the heritage area's first General Management Plan, which covered much of Southeast and Central Michigan. Developed and managed the MotorCities Grants and Mini-grants program, leveraging $200,000 into more than $1 million in new auto heritage programming.

- Planning and Development Department - Development Division, Detroit, MI. Team Leader/Principal City Planner. Senior Planner; Intermediate Planner. Managed four staff, provided range of project facilitation services to for and non-profit developers, liaised with variety of City departments, and conducted development finance work. Successfully managed development finance work with use of CDBG, Bond, UDAG, and Section 108 loans along with preparing grant applications to differing funding sources. Facilitated projects through every major City review including the preparation of a new development plan.

- Zachary and Associates, Detroit, MI. Historic Preservation Consultant. Served as office preservation consultant to Development Finance and Urban Planning firm. Researched and wrote developmental history of Detroit's Cass Corridor, which has led to four National Register districts. Began the Section 106 Review of the Brush Park Phase 1 project.
City of Grosse Pointe Park Board and Commission Application

First Name: Jeff

Last Name: Doe

Address: 

City/State/Zip: 

Home Phone: N/A

Cell Phone: 

Email: 

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☐ Tax Increment Finance Authority
☐ Beautification Commission
☐ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board

☐ Other: FIFA Board

☐ Other: 

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☐ Social Media
☐ Other: 

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☐ Yes
☐ No

Received 12-1-2020
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

I have been a business owner for 33 years (Sierra Station) and have the insight and the experience to help the TI-FA Board.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

Being a business owner for 33 years with bringing some expertise to the TI-FA Board.
City of Grosse Pointe Park Board and Commission Application

ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History

[Marketing Degree from University of Wisconsin-Whitewater]

Occupation (if retired, list former occupation)

[Executive Assistant Wolverine Human Services, Restaurant Owner Sierra Station]

Current and/or Former Volunteer Experience (including previous civic involvement)

[N/A]

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☑ Yes
☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)

[1-20, 2001]
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☒ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☒ Yes
☐ No

If yes, please provide the property address(es):

________________________________________________________________________

Do you own a business or work at a business within the TFIA and/or DDA?

☒ Yes
☐ No

If yes, please provide business name and address:

________________________________________________________________________
________________________________________________________________________

Are you a resident within the TIFA or DDA?

☒ Yes
☐ No
APPLICATION CERTIFICATION

Please note: Applications are kept on file for a period of 2 years. If you are not appointed within that period, you must reapply. Resumes and cover letters can be attached to this application but are not required for consideration. Signed and completed applications can be returned via email to clerk@grossepointepark.org or by US mail to: City of Grosse Pointe Park ATTN: City Clerk 15115 East. Jefferson Avenue Grosse Pointe Park, Mi 48230

By submitting this application, I certify the foregoing statements and answers are true and complete. I agree in advance that any misrepresentation or falsification of any of the above information shall be cause for rejection of this application or depending upon when the falsification is discovered. I consent for the City of Grosse Pointe Park to verify the information provided.

[Signature]

Signature of Applicant

[Date]

12-1-2020
City of Grosse Pointe Park Board and Commission Application

First Name  JULIE

Last Name  SECORD

Address

City/State/Zip

Home Phone  Cell Phone

Email

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☒ Tax Increment Finance Authority
☐ Beautification Commission
☐ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☐ Other: ____________________________

☐ Other: ____________________________

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☒ Social Media
☐ Other: ____________________________

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☐ Yes
☒ No
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

I WANT TO SERVE ON THE TAX INCREMENT FINANCE AUTHORITY BECAUSE I'M DEEPLY INVESTED IN THE CONTINUED GROWTH AND IMPROVEMENT OF GROSSE POINTE PARK. I FIRST MOVED TO THE PARK 9 YEARS AGO, TO A HOUSE ON THE 1200 BLOCK OF WAYBURN AND THEN TO THE 1200 BLOCK OF BAFOUR. OVER THE PAST 9 YEARS I'VE WITNESSED MANY POSITIVE CHANGES TO GROSSE POINTE PARK, SPECIFICALLY TO THE COMMERCIAL DISTRICTS WHICH ARE ALL WITHIN WALKING DISTANCE OF MY HOME. I WOULD LIKE TO CONTINUE TO SEE IMPROVEMENTS IN THESE AREAS THROUGH THE WORK OF THE TIFA. I BELIEVE THAT A DIVERSE, FULLY OCCUPIED, AND VISUALLY APPEALING COMMERCIAL DISTRICT BENEFITS THE ENTIRE COMMUNITY.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

FOR THE PAST TEN YEARS I HAVE WORKED AS THE DIRECTOR OF FINANCE FOR A REAL ESTATE DEVELOPMENT COMPANY, GREENSPACE HOLDINGS, LLC (GREENSPACE). GREENSPACE IS FOCUSED PRIMARILY ON OWNING AND-developing BOTH RESIDENTIAL AND COMMERCIAL PROPERTIES IN GROSSE POINTE PARK, MAJORITY OF WHICH ARE LOCATED WITHIN THE TIFA DISTRICT. IN ADDITION TO WORKING FOR GREENSPACE, I HAVE ALSO BEEN INVOLVED WITH THE GROSSE POINTE HOUSING FOUNDATION SINCE THE FOUNDATION WAS FOUNDED IN 2011, GROSSE POINTE HOUSING FOUNDATION IS A NOT FOR PROFIT FOUNDATION WHICH PROVIDES RENTAL SUBSIDIES FOR STUDENTS AND MEDICAL RESIDENTS WHO RESIDE IN A SPECIFIC AREA OF GROSSE POINTE PARK WHICH ENCOMPASSES MUCH OF THE SAME GEOGRAPHIC AREA AS THE TIFA DISTRICT.
City of Grosse Pointe Park Board and Commission Application

ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History
BACHELORS OF ACCOUNTING - LAKE SUPERIOR STATE UNIVERSITY

Occupation (if retired, list former occupation)
CERTIFIED PUBLIC ACCOUNTANT

Current and/or Former Volunteer Experience (including previous civic involvement)
WEST PARK WINTER SOCIAL VOLUNTEER, 2015-2017
ST CLARE COOPERATIVE NURSERY SCHOOL TREASURER, 2016-2018

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☑ Yes
☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)
9 YEARS (JULY 2011)
City of Grosse Pointe Park Board and Commission Application

Are you related and/or married to any current elected officials or City staff?

☐ Yes
☒ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☒ No

If yes, please provide the property address(es):

________________________________________________________________________

Do you own a business or work at a business within the TFIA and/or DDA?

☐ Yes
☒ No

If yes, please provide business name and address:

GREENSPACE HOLDINGS, LLC OWNS A NUMBER OF BOTH COMMERCIAL & RESIDENTIAL PROPERTIES WITHIN THE TIFA DISTRICT.

Are you a resident within the TIFA or DDA?

☐ Yes
☒ No
APPLICATION CERTIFICATION

Please note: Applications are kept on file for a period of 2 years. If you are not appointed within that period, you must reapply. Resumes and cover letters can be attached to this application but are not required for consideration. Signed and completed applications can be returned via email to clerk@grossepointepark.org or by US mail to: City of Grosse Pointe Park ATTN: City Clerk 15115 East Jefferson Avenue Grosse Pointe Park, MI 48230

By submitting this application, I certify the foregoing statements and answers are true and complete. I agree in advance that any misrepresentation or falsification of any of the above information shall be cause for rejection of this application or depending upon when the falsification is discovered. I consent for the City of Grosse Pointe Park to verify the information provided.

[Signature]

Signature of Applicant

[Date]

November 30, 2020
First Name  J. Douglas
Last Name  Turnbull
Address  
City/State/Zip  
Home Phone  
Cell Phone  
Email  

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☐ Tax Increment Finance Authority
☐ Beautification Commission
☐ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☐ Other:  
☐ Other:  

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☐ Social Media
☐ Other:  neighbor and friends

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☐ Yes
☐ No

rec 9/15/2020
City of Grosse Pointe Park Board and Commission Application

Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)  

See attached

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:  

See attached
ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History

[Blank lines]

See attached

Occupation (if retired, list former occupation)

[Blank lines]

See attached

Current and/or Former Volunteer Experience (including previous civic involvement)

Bay Harbor Foundation, Founding Member
Bay Harbor Concours d’Elegance, Chair - 4 years
Cape House of Oakland County, Board Member
Oakland County Sheriff’s Advisory Board Member
For the Kids Foundation, Board Member

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?

☑ Yes

☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City)

November 2014 - Present

February 1964 - 1996
Are you related and/or married to any current elected officials or City staff?

☐ Yes
☒ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☒ No

If yes, please provide the property address(es):

________________________________________________________________________

________________________________________________________________________

Do you own a business or work at a business within the TIFA and/or DDA?

☒ No

If yes, please provide business name and address:

________________________________________________________________________

Are you a resident within the TIFA or DDA?

☐ Yes
☒ No
APPLICATION CERTIFICATION

Please note: Applications are kept on file for a period of 2 years. If you are not appointed within that period, you must reapply. Résumes and cover letters can be attached to this application but are not required for consideration. Signed and completed applications can be returned via email to clerk@grossepointepark.org or by US mail to: City of Grosse Pointe Park ATTN: City Clerk 15115 East. Jefferson Avenue Grosse Pointe Park, MI 48230

By submitting this application, I certify the foregoing statements and answers are true and complete. I agree in advance that any misrepresentation or falsification of any of the above information shall be cause for rejection of this application or depending upon when the falsification is discovered. I consent for the City of Grosse Pointe Park to verify the information provided.

[Signature of Applicant]

9/15/2020

Date
September 15, 2020

City of Grosse Pointe Park  
15115 East. Jefferson Avenue  
Grosse Pointe Park, MI 48230  
Attention: City Clerk

I am interested in serving on the planning commission in an effort to provide guidance for land use and development within the City of Grosse Pointe Park. It is very exciting to have the opportunity to embark on a properly developed master plan process with a focus on effective zoning ordinances that will be of great value to our community for future generations.

I was born and raised in Grosse Pointe Park, and would be honored to serve the community in this capacity. I have decided to pursue this position now that our daughter has left for college. I now have the time available to dedicate to giving back to my community. My extensive experience and background in real estate development, government relations, logistics and project management would provide valuable expertise in community development.

I am employed by The Capuchin Franciscan Province of St. Joseph, the parent organization to the Solanus Casey Center and Capuchin Soup Kitchen located on Detroit’s lower east. As Project Manager of a $20 million-dollar expansion and neighborhood revitalization initiative I have managed a $550,000 renovation to the public chapel at St. Bonaventure Monastery and assembled land from multiple entities for this project. I have demolished blighted properties, engaged the community through town hall meetings and personal outreach and have been the liaison to the City of Detroit. Duties also include management of architects, engineers, surveyors, construction teams and subcontractors.

I served as Vice President of Clarkston-based commercial and residential developer Victor International Corporation. Victor International specialized in low-density luxury communities in Michigan and the British Virgin Islands. I interfaced with local, State, Federal and International agencies including local city council, planning commissions zoning boards of appeal, police and safety, U.S Fish Wildlife, U.S. Forestry Service, Native American Tribes and the Environmental Protection Agency. On the state level I have worked with many agencies to include that of the Office of the Governor and Michigan Department of Natural Resources.

I have extensive leadership, planning and logistics experience including every facet of resort permitting, planning, zoning and real estate sales. I worked to establish vibrant retail sectors, that mixed seamlessly with the retail components within Bay Harbor, Michigan and Oil Nut Bay, British Virgin Islands representing well over $700 million dollars in development projects. I independently managed multimillion-dollar private properties in Michigan, Florida and the British Virgin Islands.

I have an open mind and like to bring all options to the table. I am interested in continuing the resurgence of Grosse Pointe Park retail, in a sustainable way.

I thank you in advance for your time and consideration.

Regards,

J. Douglas Turnbull
J. Douglas Turnbull

EDUCATION
NORTHWOOD UNIVERSITY
Bachelor of Business Administration Management (May 1990) Midland, MI

PROFESSIONAL EXPERIENCE
Solanas Casey Center
Project Manager Detroit
- Management of $20 million dollar expansion and neighborhood revitalization
- Oversight of project team including architect and construction management
- Negotiate contracts and pricing
- Liaison to City of Detroit and community groups

Higbie Maxon Agney Grosse Pointe Farms, MI
Realtor Aug 2010 - Present

Luxe Partners LLC Clarkston
Owner Oct 2013 - Dec 2015
- Management of multi-million dollar luxury residential projects in British Virgin Islands, Florida and northern Michigan for private clientele
- Liaison to local and federal government agencies
- Personal asset management

Victor International Corporation Clarkston, MI
Vice President Jan 2000 - Aug 2010
- Managed government relations and approvals for development portfolio of award-winning communities currently valued at nearly $1 billion dollars
- Oversight for human resources and operations
- Managed several luxury resort properties and operations
- Corporate asset management including aircrafts, yachts and private estates

United States Office of Personal Management Federal Investigations Division Detroit, MI
Federal Investigator Aug 1990 - Jan 2000
- Conducted national security investigations across the United States of America

United States Army Ft. Hood, TX
Specialist Nov 1984 - Dec 1986

ADDITIONAL SKILLS
- Adaptability and Flexibility
- Community Minded
- Leadership
- Organization and Prioritization
- Problem Solving
- Teamwork
- Time Management

749 Lakepointe Grosse Pointe Park, MI, 48230 (248) 798-8600 dt@jdturnbull.com
December 9, 2020

Mayor Robert W. Denner
City of Grosse Pointe Park
15115 East Jefferson Ave
Grosse Pointe Park, Michigan 48230

Dear Mayor Denner,

I write to you today to state that if I were appointed to the City of Grosse Pointe Park Planning Commission, I will recuse myself from any items that refer to the Schaap Center. My wife, Jaime Rae Turnbull is the interim Executive Director of the Schaap Center. I think it important to state my intentions in advance if considered for a position on the Grosse Pointe Park Planning Commission.

Best Regards,

J. Douglas Turnbull
City of Grosse Pointe Park Board and Commission Application

First Name  ____________________________________________________________
Last Name  ____________________________________________________________
Address  ______________________________________________________________
City/State/Zip  __________________________________________________________
Home Phone  ___________________________  Cell Phone  ______________________
Email  _________________________________________________________________

AREAS OF INTEREST

Please check the Boards/Commission you are interested in serving on:

☐ Downtown Development Authority
☐ Tax Increment Finance Authority
☐ Beautification Commission
☐ Parks and Recreation Commission
☐ Planning Commission
☐ Board of Review
☐ Ethics Review Board
☐ Other:  ____________________________________________________________
☐ Other:  ____________________________________________________________

If you are applying due to a current vacancy, how did you hear about the vacancy?

☐ City Website
☐ Social Media
☐ Other:  City Council meeting via zoom

Have you attended meeting(s) of the board and/or commission you are applying to sit on?

☐ Yes
☐ No
Why do you want to serve on this board and/or commission? (Please attach an additional page if more space is needed)

It has been my desire to serve our community for over five years. For many years now I have watched as we receive much less than it deserves in terms of professional practice and procedures in like sized municipalities. I believe that our historic housing stock, take access and walkable amenities, as well as adjacency to downtown Detroit should render Grosse Pointe Park the single most desirable neighborhood in the metropolitan area.

I believe that a new rigorous master plan informed by a robust public engagement campaign could set the planning commission on the path to success. To me, success would look like: thriving business districts, gains in property values, City budgets that allow proper attention to deferred maintenance of infrastructure and most importantly, clear and predictable outcomes for business owners and developers who choose to invest in our community.

Please provide a brief summary of the areas of expertise you would bring to the board and/or commission:

Grosse Pointe Park is at a very critical moment in its history. As a professional planner I feel that my experience with like size municipalities, economic development and mixed use development will provide a much needed perspective on a path forward for our community. As we enter into a new era of form-based planning and predictive procedures it would be my pleasure to utilize my 25 years of knowledge to serve my community. I believe that while many perspectives are important to the planning commission at minimum, the representation should be made up of at least one certified planner.

My expertise on the commission would include but not be limited to: zoning policy, form based code, data collection and analysis, capital improvement campaigns, site plan review, creation, solicitation and review of professional requests for proposals, leading professional meetings and community engagement.
ADDITIONAL INFORMATION
Please briefly summarize the following information:

Education History _______________ see attached
CV ____________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Occupation (if retired, list former occupation)
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Current and/or Former Volunteer Experience (including previous civic involvement)
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

CITY CHARTER REQUIREMENTS

Registered to vote in the City of Grosse Pointe Park?
☐ Yes
☐ No

How long have you been a resident of Grosse Pointe Park (enter month and year when you moved to the City) 17 years moved to GPP July of 2003
Are you related and/or married to any current elected officials or City staff?

☐ Yes
☒ No

If you answered yes, name the person and/or people you are related to and the relationship(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The following questions are only applicable if you are applying to serve on the Downtown Development Authority or Tax Increment Finance Authority Boards:

Do you own property within the TIFA and/or DDA?

☐ Yes
☒ No

If yes, please provide the property address(es):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you own a business or work at a business within the TFIA and/or DDA?

no

If yes, please provide business name and address:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you a resident within the TIFA or DDA?

☐ Yes
☒ No
APPLICATION CERTIFICATION

Please note: Applications are kept on file for a period of 2 years. If you are not appointed within that period, you must reapply. Resumes and cover letters can be attached to this application but are not required for consideration.
Signed and completed applications can be returned via email to clerk@grossepoinetpark.org or by US mail to: City of Grosse Pointe Park ATTN: City Clerk 15115 East. Jefferson Avenue Grosse Pointe Park, MI 48230

By submitting this application, I certify the foregoing statements and answers are true and complete. I agree in advance that any misrepresentation or falsification of any of the above information shall be cause for rejection of this application or depending upon when the falsification is discovered. I consent for the City of Grosse Pointe Park to verify the information provided.

Amy Chesterton
Signature of Applicant

Date
Amy has over twenty-five years of experience leading large-scale strategic real estate development, mixed-use districts, urban infill, adaptive reuse, institutional, and strategic planning projects. Her expertise includes urban design, stakeholder engagement, economic strategies, implementation and branding. Her creative, grounded approach ensures plans and initiatives are implementable with widespread community support. She is a powerhouse of creative urban planning and an inspiring team leader, melding design and economic development to create plans for highly livable, vibrant, successful and sustainable communities.

**AMY CHESTERTON**  
AICP, RLA  
PRINCIPAL, DIRECTOR OF URBAN PLANNING

**REGISTRATION**

Registered Landscape Architect  
Michigan

American Institute of Certified Planners

National Charrette Institute  
Certified Facilitator

Miplace Partnership Initiative  
Placemaking Curriculum  
Certified Trainer

**EDUCATION**

Bachelor of Science in Landscape Architecture  
Ohio State University

**AFFILIATIONS**

American Society of Landscape Architects

Congress for New Urbanism  
Michigan Association of Planning  
American Planning Association

Urban Land Institute - Michigan  
Small Scale Development Council

**REFERENCES**

Melissa Dittmer  
Chief Design Officer  
Bedrock Detroit  
313.373.3973  
melissadittmer@bedrockdetroit.com

**PROJECT EXPERIENCE**

Amazon HQ2 Proposal  
Detroit, MI and Windsor, Canada

Brewster-Douglass Master Plan  
Detroit, MI

Carolina Panthers ROD™ Analysis  
Charlotte, NC

CenturyLink Field North Lot  
Seattle, WA

Delray Neighborhood Stabilization and Revitalization Plan  
Delray, MI

Detroit West Riverfront District Urban Plan  
Detroit, MI

Florida Panthers Master Plan  
Sunrise, FL

Ford Motor Land Strategic Land Use Plan  
Dearborn, MI

Grand Trunk Crossing Master Plan and Community Outreach  
Detroit, MI

Haslett Village Square Development Plan  
Haslett, MI

The Henry Ford Greenfield Village Master Plan  
Dearborn, MI

Jamsil Olympic Site  
Seoul, South Korea

Yokohama Sports Anchored Development Analysis  
Yokohama, Japan

1208 Woodward Historic Hudson’s Site Redevelopment  
Detroit, MI

The Ambassador Bridge “Gateway Project”  
Detroit, MI

Ann Arbor DDA Residential Development Study  
Ann Arbor, MI

Auburn Road Streetscape Improvement  
Auburn, MI

Brush Park South Mixed-Use Development  
Detroit, MI

Brush Park Neighborhood New Mixed-use Development  
Detroit, MI

Canton Township Wayfinding  
Canton Township, MI

City of Ferndale, Comprehensive Master Plan  
Ferndale, MI

City of Ferndale, Parks + Recreation Master Plan  
Ferndale, MI
City of Oak Park, Strategic Economic Development Plan Oak Park, MI
City of Southfield City Centre Site Master Plan Southfield, MI
Civic Center District Plan Detroit, MI
CWD Real Estate Calder Plaza Master Plan Grand Rapids, MI
Confidential Riverfront Development Detroit, MI
Davison Ave Redevelopment Plan Detroit, MI
Dearborn Living Street Plan/Michigan Municipal League Place Plan Dearborn, MI
Depot Town/West Cross Street Neighborhood Improvement Plan Ypsilanti, MI
Detroit Future City Strategic Framework Plan + Vacant Land Guide Detroit, MI
Detroit Housing Commission Parkside Village Phase III Detroit, MI
Detroit Medical Center Mixed-use District Plan Detroit, MI
Detroit River International Crossing Study & Design Aesthetic Guide Detroit, MI
Detroit Riverfront Conservancy Community Engagement Plan Detroit, MI
Eastchester Neighborhood Development Plan Eastchester, NY
Elton Park Mixed-Use Development Detroit, MI
Entertainment District Framework Plan Detroit, MI
Fellowship Village Master Plan Detroit, MI
Henry Ford Health Systems South Campus Neighborhood Plan Detroit, MI
Historic Belle Isle Master Plan Detroit, MI
Historic Fort Wayne Redevelopment Master Plan Detroit, MI
Islandview Site Feasibility Study + Conceptual Master Plan Detroit, MI
Jefferson East Business Association Strategic Streetscape & Parking Plan Detroit, MI
Livernois-McNichols Corridor Redevelopment Plan Detroit, MI
M1 Greater Downtown TOD Study Detroit, MI
Midland Center for the Arts Discovery Square Midland, MI
Midland Downtown Redevelopment Plan Midland, MI
Midland Downtown Riverside Park Midland, MI
Midtown Detroit Subdistrict Vision Plan Detroit, MI
MPlacer/AIA Michigan “Missing Middle” Housing Design Competition, Second Place MI
Mount Clemens Comprehensive Master Plan Mt. Clemens, MI
New Center Mixed-use District Plan Detroit, MI
New York City Housing Authority Strategic Investment Plan
New York, NY
Northend Neighborhood Strategic Investment Plan Detroit, MI
Old Redford Site Feasibility Study + Conceptual Master Plan
Detroit, MI
Paradise Valley Commemorative Park Detroit, MI
Redevelopment Ready Communities Best Practice Standards
Michigan Suburbs Alliance Southeast MI
Regional Transportation Authority Master Transit Plan
and Branding Southeast MI
River Rouge Housing Strategic Investment Plan River Rouge, MI
Rouge River Gateway Master Plan Southeast MI
Royal Oak Traditional Neighborhood Design Plan Royal Oak, MI
SEMCOG Woodward Avenue Rapid Transit Alternatives Analysis
Southeast MI
Sibley Road Mixed-use Development Plan Brownstown, MI
Strategic Investment Area Initiatives Detroit LISC Detroit, MI
Two Bridges Housing Development Plan New York, NY
Village of Lexington DDA Streetscape Improvement Plan
Village of Lexington, MI
Wayne State University, Campus Master Plan Update Detroit, MI
Woodmere Neighborhood Redevelopment Plan Detroit, MI
Woodward Heritage Corridor Plan Detroit, MI