



**OFFICE OF THE
CHIEF FINANCIAL OFFICER**
Office of Development and Grants

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1026
Detroit, Michigan 48226

Phone 313•628•1258
Fax 313•224•0542
www.detroitmi.gov

February 5, 2024

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Request to accept a donation of various Renovations for Milan Park

Project Evergreen has awarded a donation of various renovations to the City of Detroit General Services Department for Milan Park, including renovations to the multi-purpose play field, as well as new trees/landscaping, and installing new fitness equipment. The donation is valued at \$250,000.00. There is no match requirement for this donation. The total project cost is \$250,000.00.

The objective of the donation is to renovate Milan Park for recreation activities and create more greenspace for community enjoyment. The renovations include:

- Improving the grass playing field by filling in ruts, bringing in new soil and overseeding.
- Installing a combination soccer and football goal.
- Improving the Baseball field, including removing the infield dirt (which is old and weedy), and bringing in good topsoil and overseed.
- Installing new trees throughout – at entryways, along the walking path, near the playground – and making landscape improvements.
- Installing new fitness equipment to draw people into the park to benefit from physical, mental and social health.

I respectfully ask your approval to accept this donation in accordance with the attached resolution.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

DocuSigned by:
Donald R. Johnson
34F9071313554A4...

Office of Budget

CC:
Sajjiah Parker, Assistant Director, Grants



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the General Services Department has been awarded a donation of various renovations for Milan Park, including renovations to the multi-purpose play field, as well as new trees/landscaping, and installing new fitness equipment, from Project Evergreen, valued at \$250,000.00; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED, that the General Services Department is hereby authorized to accept a donation for various renovations for Milan Park.



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form Applicant Section

AIM Code	DPRD Prop #	Request tracking #
----------	-------------	--------------------

FORM PURPOSE

This form is for individuals or organizations who wish to donate labor, artwork, or funding to physically improve or enhance a City park or recreation center. The information provided on this form will be used to evaluate the proposed donation to determine if the donation can be accepted by the City. All fields not in *italics* are required.

REQUESTOR INFORMATION

<i>Organization Name:</i> Cindy Code	Contact Name: Project EverGreen
Address: 8500 Station St. #230 Mentor OH 44060	Phone: 877-758-4835
Email: cindycode@projectevergreen.org	<i>Website:</i> www.projectevergreen.org
Preferred contact method: e-mail	Organization type: 501c3 non profit

DONATION INFORMATION

Park/Rec Facility Name: Milan Park	Address: 19820 Curtis St., Detroit
<i>Specific location at the property (if needed for clarity):</i> improvements will take place throughout the park	
Estimated value (including all costs incurred): \$ 250,000	
How is this project funded? grants, donations, volunteers	
<p>Improvement Type:</p> <p>Please note all Improvements require supporting documentation, see below list with links to the materials.</p> <p><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Structure (requires BSEED permit)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Signage (may require BSEED permit)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> All others (requires Gift Letter)</p> <p><input type="checkbox"/> Maintenance Improvement</p> <p>Will this project host an event of more than 25 or more people in the proposed park?</p> <p><input checked="" type="checkbox"/> Yes (requires Events Permit)</p> <p><input type="checkbox"/> No</p>	

PROJECT SUMMARY

Please include a brief narrative of the donation.

Our proposed scope of work will include – renovated multi-purpose play field – improve the grass playing field, filling in ruts, bringing in new soil and overseeding; new combination soccer and football goal; baseball field, remove the infield dirt (which is old and weedy), bring in good topsoil and over-see; new trees throughout – entryways, along the path, near the playground; Evergreen Road entryway – clean up and landscape plantings; and new fitness equipment.



PROJECT DOCUMENTS/SITE PLAN(S)

Please attach your gift letter (required; see links on previous page), site plan, pictures, scope, and/or specifications here:

Attached.

RESPONSIBILITIES

Please specify what the proposed responsibilities would be of the applicant, the City or others that are associated with this project. Your application will be reviewed by City staff from each area, starting with a Landscape Architect to review or help you with design and ensure it meets City safety standards.

Who is responsible for the Planning and Design? CITY APPLICANT OTHER N/A

Explanation:

Following community meetings and conversations between the city parks department and Project EverGreen, a site plan was completed by the city.

Who is responsible for Construction (labor/material/permits/insurance)? CITY APPLICANT OTHER N/A

Explanation:

Project EverGreen, and its general contractor (Premier Group Associates), will manage all construction, permits, etc., for our portion of the work at Milan Park.

In Process

What is the timeline of construction/completion for this donation project? (Project must commence within 90 days of application approval, unless extension requested.)

Explanation:

Planning and prep will begin as soon as this project has been approved by the city. Actual construction work will begin in the spring of 2024.

Who is responsible for Cleanup, and Restoration if required? CITY APPLICANT OTHER N/A

Explanation:

Project EverGreen will assume responsibility for clean up and restoration related to our scope of work.

What are the scheduled Maintenance Requirements for the improvement, and who would be responsible for doing them?

CITY APPLICANT OTHER N/A

Explanation:

Project EverGreen will assume responsibility for maintenance and improvement related to our scope of work. After project completion, the city will assume responsibility for ongoing maintenance.

***THANK YOU FOR COMPLETING THIS FORM. AFTER CITY REVIEW THE FORM WILL ROUTE BACK TO THE APPLICANT FOR A FINAL SIGNATURE AND APPROVAL. PLEASE CLICK THE FINISH BUTTON TO SUBMIT.**



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form City Section

This section of the form is for internal City use only.

It is used to review and analyze proposals pending a recommendation to proceed.

Administrative Input

Any previous experience with this applicant? YES NO

Park Partnership / Community Group Affiliation? YES NO

Describe: See explanation/project Evergreen

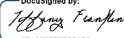
Does this project require a maintenance agreement or MOU? YES NO

Conditional input: Facilities Recreation

Has the appropriate gift letter, site plan and supplemental materials been provided? YES NO N/A

Landscape Design Area / City Council District: 1 2 3 4 5N 5S 6 7 City-wide

Other comments:
Project Evergreen to assume responsibility for care

Administrator Name: Tiffany Franklin **Signature:**  **Date:** 10/30/2023 | 8:33:39 AM


In Process

Landscape Architect Input

Donation Decision: Approved

Asset Value: \$ 250,000.00 Asset Life Cycle: 20 Years

Conditions of Approval:
Project Evergreen to inform construction schedule prior to any mobilization, site layout and excavation activities.
Construction to be performed by GSD construction standards and specifications and contractor to be approved by GSD.
GSD/City Representative to inform/involved with construction Management activities.
Contractor to coordinate with GSD contractor's construction activities. If any.
Contractor to restore the site disturbance.

Landscape Architect Name: Farhat **Signature:**  **Date:** 10/30/2023 | 10:18:32

Grounds Input

Donation Decision: Approved

Conditions of Approval:

Full Approval.

Grounds Name: Jerrell Harris

Signature:  Jerrell Harris
DocuSigned by:
Jerrell Harris
E2133673891C4F8...

Date: 1/12/2024 | 4:16:23 PM EST

PDU Input

Donation Decision: Approved

Conditions of Approval:

Approved

PDU Name: David Sumner

Signature:  David Sumner
DocuSigned by:
David Sumner
379CF3C886DF1E8...

Date: 11/14/2023 | 11:20:09 AM EST

In Process

Facilities Input

Donation Decision:

Conditions of Approval:

Facilities Name:

Signature:

Date:

Recreation Input

Donation Decision:

Conditions of Approval:

Recreation Name:

Signature:

Date:

APPLICANT CERTIFICATION

By submitting this request, the undersigned certify(ies) as follows:

1. I/we have the authority to execute this Authorization Form on behalf of myself and the organization named herein;
2. I/we will abide by all rules and policies of the City of Detroit and the General Services Department’s Parks and Recreation Division.
3. I/we commit to completing the proposed donation/project within a year of Authorization Form approval. If the project is not complete within a year from approval I/we will reach out to the General Services Department for an approval extension. If an extension is not requested within 30 days of the one year lapse of Authorization Form approval, a new Donation Authorization Form must be submitted, and the process for approval will start over.
4. All of the information submitted in this Authorization Form is true and accurate to the best of my/our knowledge;
5. The purpose of this Authorization Form is to provide the Parks and Recreation Division with enough information about the donation(s) described herein needed for prior approval of the donation(s);
6. I/We will defend, indemnify, save and hold harmless the City of Detroit, its officers, employees, and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by, or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the property, project, or improvements described in this Authorization Form.
7. We acknowledge that all donations are subject to the prior approval by resolution of the Detroit City Council.
8. I/We acknowledge the approved or denied terms of the review donation project as listed below:

Project Conditions required for approval:
 Approved -see above

Project Requires City Council approval prior to implementation (submission will be done by GSD/the City).

Project Condition Terms Denied by Applicant Project Approved Conditions Accepted by Applicant

Signature:  _____ **Print Name:** Cindy Code

On behalf of Organization: Project EverGreen Foundation **Date:** 1/16/2024 | 2:33:33 PM EST

DIRECTOR AUTHORIZATION

Completed by the City of Detroit.

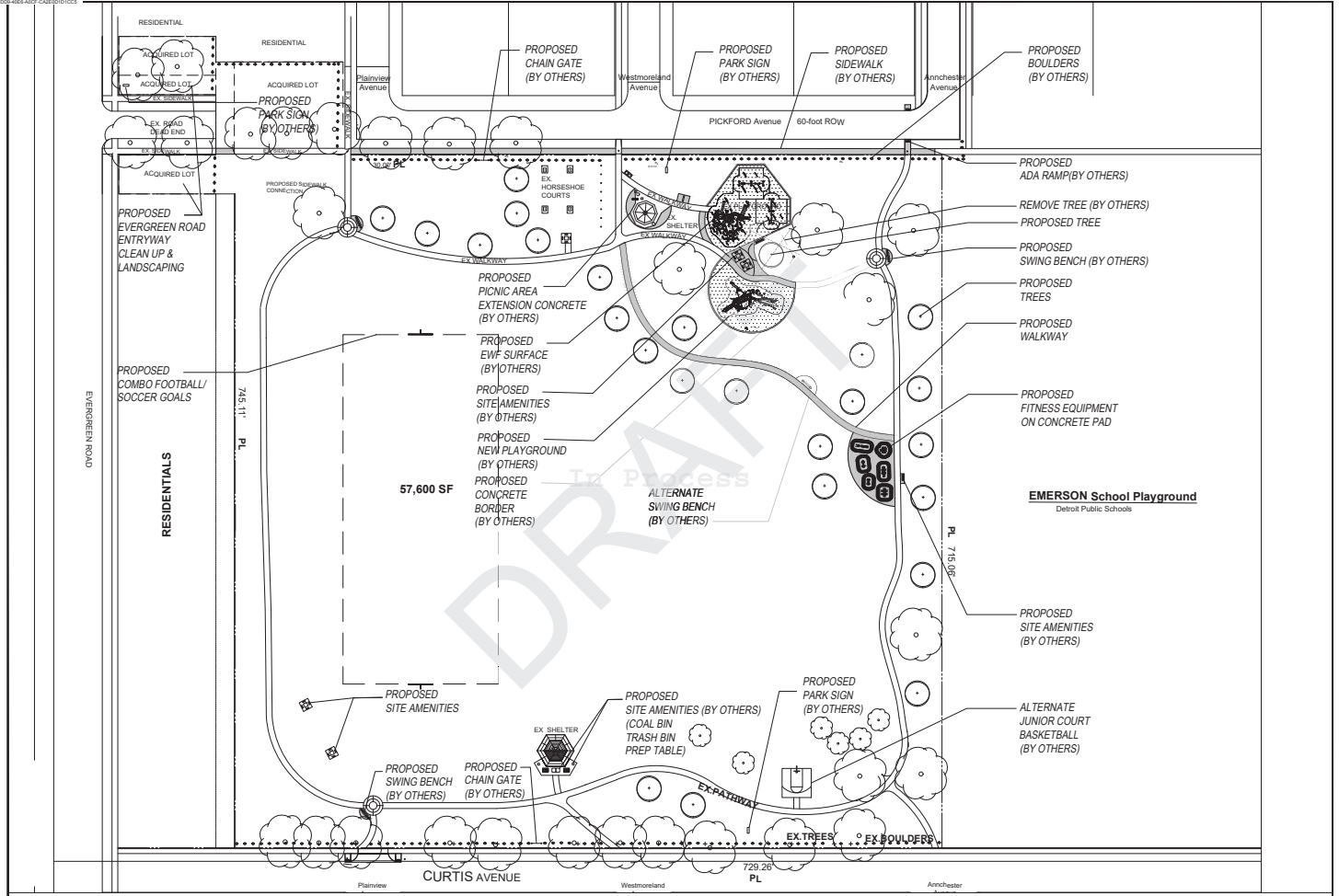
Donation Decision: Approved

Director Name: Crystal Perkins

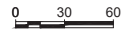
Signature:  DocuSigned by:
Crystal Perkins
618D1524D70D14E...

Date: 1/16/2024 | 3:49:20 PM EST

In Process



MILAN PARK - PROJECT EVERGREEN SITE PLAN CONCEPT





Oct. 27, 2023

Crystal Perkins, Director
General Services Department
115 Erskine St.
Detroit, MI 48201

Dear Crystal,

On behalf of the Project EverGreen Foundation, a national 501c3 non-profit, I am writing to offer our full assistance in renovating Milan Park. The approximate value of our work is \$250,000. This will be provided by Project EverGreen and its group of partners that includes the Gilbert Family Foundation, donors (both financial and in-kind) and professional volunteers.

These improvements will begin to take place in the spring of 2024, with an anticipated project completion date of no later than Nov. 30, 2024. We have worked with the City Parks Department and community representatives to ensure these improvements are desired.

Our proposed scope of work will include –

- Multi-purpose play field – improve the grass playing field, filling in ruts, bringing in new soil and overseeding.
- Combination Soccer and football goal
- Baseball field – the field will not be maintained for organized baseball play (although the backstop will remain for pick up play). We'll remove the infield dirt (which is old and weedy), bring in good topsoil and overseed. This will expand the amount of open green space for community enjoyment.
- New trees throughout – entryways, along the path, near the playground.
- Evergreen Road entryway – clean up and landscape plantings.
- Fitness equipment – draw people into the park to benefit from physical, mental and social health.

It will also include mobilization, general conditions, bonds and insurances, close-out work, contingency and additional services. Our proposal is contingent upon the City of Detroit participating as an equal partner in the Milan Park project as has been done in the past.

Our team has been working closely with the city on this Milan Park project throughout 2023. The city conveyed to us that it was a top priority for the neighborhood and the city. We hope you will take the needed steps to approve this park improvement project quickly with contingencies from the city that it is committed to competing its portion of the project in 2024.

Project EverGreen and its contractors with the city's representatives will leave the site safe and clear of obstruction between phases one and two. Thank you for your time and consideration.

Sincerely,

Cindy Code
Executive Director – 877-758-4835