



CITY OF DETROIT
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 • 628-2158
FAX: 313 • 224 • 0542
WWW.DETROITMI.GOV

October 7, 2022

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 up to 278 trees from the Greening of Detroit for various parks across Detroit

The Greening of Detroit has awarded up to 278 trees, valued at \$224,400.00, to the City of Detroit General Services Department, for various parks and recreation centers across Detroit. There is no match requirement for this donation.

The objective of the donation to the department is to make landscape improvements at various parks and recreation centers across the city. The Greening of Detroit will purchase and install up to 278 shade and ornamental trees (1.5" caliper balled and burlap) at the following parks:

- Kemeny Recreation Center (35 Trees), 2260 S Fort St, Detroit, MI 48217
- Clark (50 trees), 4301 Vernor Hwy, Detroit, MI 48209
- Patton (38 trees), 8151 Dix Ave., Detroit, MI 48209
- Romanowski (65 trees), 4795 Lonyo, Detroit, MI 48210
- Peterson Playfield (60 trees), 18294 Greenfield Rd, Detroit, MI 48235
- Skinner Playfield (30 trees), 12800 Kelly Rd, Detroit, MI 48224

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

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Donald R Johnson
34F9071313554A4...

Office of Budget



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the General Services Department has been awarded a donation of up to 278 trees for various parks and recreation centers across Detroit, from the Greening of Detroit, valued at \$224,400.00; 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 of up to 278 trees for Kemeny Recreation Center, Clark Park, Patton Park, Romanowski Park, Peterson Playfield, and Skinner Playfield.



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form Applicant Section

AIM Code N/A

DPRD Prop # N/A

Request tracking # DAF0922-0001

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

Organization Name: <i>The Greening of Detroit</i>	Contact Name: <i>Fai Foen</i>
Address: <i>13000 W. McNichols, Detroit, MI 48235</i>	Phone: <i>3137570788</i>
Email: <i>fai@greeningofdetroit.com</i>	Website: <i>www.greeningofdetroit.com</i>
Preferred contact method: <i>Email</i>	Organization type: <i>Environmental non-profit</i>

DONATION INFORMATION

Park/Rec Facility Name: <i>Multiple, see Gift Letter</i>	Address: <i>Multiple, see Gift Letter</i>
<i>Specific location at the property (if needed for clarity):</i>	
Estimated value (including all costs incurred): <i>\$ 224,400</i>	
How is this project funded? <i>We receive government, foundation and corporate support.</i>	
Improvement Type: Please note all Improvements require supporting documentation, see below list with links to the materials.	
<input checked="" type="checkbox"/> Physical Improvement (Select all that apply.) <ul style="list-style-type: none"> <input type="checkbox"/> Structure/Facility (may require BSEED permits) BSEED Permits Link <input type="checkbox"/> Signage (may require BSEED permit) BSEED Permits Link <input type="checkbox"/> Artwork <input checked="" type="checkbox"/> Other <input type="checkbox"/> Maintenance Improvement	
Will this project host an event of more than 25 or more people in the proposed park?	
<input checked="" type="checkbox"/> Yes (requires Events Permit) Events Permit Link <input type="checkbox"/> No	

PROJECT SUMMARY

Please include a brief narrative of the donation.

The Greening of Detroit offers its full assistance in purchasing and installing approximately 278 shade and ornamental trees (1.5" caliper balled and burlap) at the following parks, during the Fall 2022, Spring 2023, and Fall 2023 planting seasons: Kemeny Recreation Center, Clark, Patton, Peterson Playfield, and Skinner Playfield.

[Asset Donation Gift Letter Template Link](#)

[Artwork Gift Letter Template Link](#)

PROJECT DOCUMENTS/SITE PLAN(S)

Please attach the following required documents here: gift letter, site plan, pictures, scope, and specifications, plus maintenance agreement if applicable:



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:

The Greening of Detroit worked closely with the Landscape Design Unit to confirm the location and appropriateness of trees for this site.

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

Explanation:

The Greening of Detroit has 33 years experience of specifying, procuring and planting trees through its community planting model.

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

Explanation:

Procurement and volunteer logistics are underway. Site preparation begins two days prior to the event, and completes the day of the planting date listed. Maintenance begins during the first growing season,

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

Explanation:

The Greening of Detroit is responsible for cleanup related to tree planting event.

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

CITY APPLICANT OTHER N/A

Explanation:

The Greening of Detroit provides a 3 year maintenance plan that includes irrigation, and the first structural pruning of these trees. No warranty is provided, but any trees that have died within the first two years can be removed (flush cut) at the request of the Landscape Design Unit. The Parks Development Unit has also agreed to provide full removal as needed.

***AFTER CITY REVIEW, THE FORM WILL ROUTE BACK FOR APPLICANT 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 (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Any previous experience with this applicant?
Describe: Yes. Greening of Detroit has a standing rapport with the City.

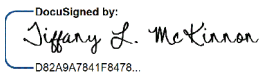
Park Partnership / Community Group Affiliation? YES NO
Describe: N/A

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

Other comments:
DAF is for tree plantings in multiple parks. Kemeny, Clark, Patton, Romanowski, Peterson, Skinner. Donor will coordinate with respective LA and Barry Burton for tree planting. Donor will apply for event permits as needed.

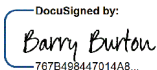
Administrator Name: Tiffany L. Mckinnon **Signature:**  **Date:** 9/6/2022

Landscape Architect Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Asset Value: 9,000 Asset Life Cycle: 25 years

Conditions of Approval:
None. Criteria provided meets all requirements

Landscape Architect Name: Barry Burton **Signature:**  **Date:** 9/9/2022

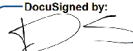
PDU Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Conditions of Approval:

PDU Name: David Sumners

Signature:

DocuSigned by:

379CF3CBB6DF4E8...

Date: 9/14/2022

Grounds Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Conditions of Approval:

Grounds Name: Rosemary Edwards

Signature:

DocuSigned by:

692D351DF88D441...

Date: 9/21/2022

Facilities Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision:

Conditions of Approval:

Facilities Name:

Signature:

Date:

Recreation Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

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:

Donor to continue coordination with Landscape Design Unit.
Applicant will be responsible for tree planting and maintenance as listed in their donation gift letter. Trees should be planted with tree guards. If tree guards are needed please make request with PDU.

Landscape Design Unit Contact - Barry Burton (burtonb@detroitmi.gov)
PDU Contact - Dave Sumners (sumnersd@detroitmi.gov)

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

DocuSigned by:
Fai Foen
E32069E9D7BA4B0...

Print Name: Fai Foen

On behalf of Organization: The Greening of Detroit

Date: 9/22/2022

DIRECTOR AUTHORIZATION (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Completed by the City of Detroit.

Donation Decision: Approved

Conditions of Approval:

Director Name: Crystal Perkins

Signature:

DocuSigned by:

Crystal Perkins

619D1524D70D44B...

Date: 9/26/2022

GIFT LETTER OF REQUEST
(Attachment to the Asset Improvement Request)

August 29, 2022

Sandra Yu Stahl
Detroit Parks and Recreation Division
115 Erskine St.
Detroit, MI 48201

Dear Sandra:

On behalf of The Greening of Detroit, I am writing to offer our full assistance in purchasing and installing approximately 278 shade and ornamental trees (1.5" caliper balled and burlap) at the following parks:

- Kemeny Recreation Center (35 Trees) 2260 S Fort St, Detroit, MI 48217
- Clark (50 trees), 4301 Vernor Hwy, Detroit, MI 48209
- Patton (38 trees), 8151 Dix Ave., Detroit, MI 48209
- Romanowski (65 trees), 4795 Lonyo, Detroit, MI 48210
- Peterson Playfield (60 trees), 18294 Greenfield Rd, Detroit, MI 48235
- Skinner Playfield (30 trees), 12800 Kelly Rd, Detroit, MI 48224

The costs, approximately \$224,400, are being borne by our group. These improvements will take place during the Fall 2022, Spring 2023, and Fall 2023 planting seasons. We have worked with community and city representatives to ensure these improvements are desired.

The Greening of Detroit provides a 3 year maintenance plan that includes irrigation, and the first structural pruning of these trees. No warranty is provided, but any trees that have died within the first two years can be removed (flush cut) at the request of the Landscape Design Unit.

Thank you for your time and consideration!

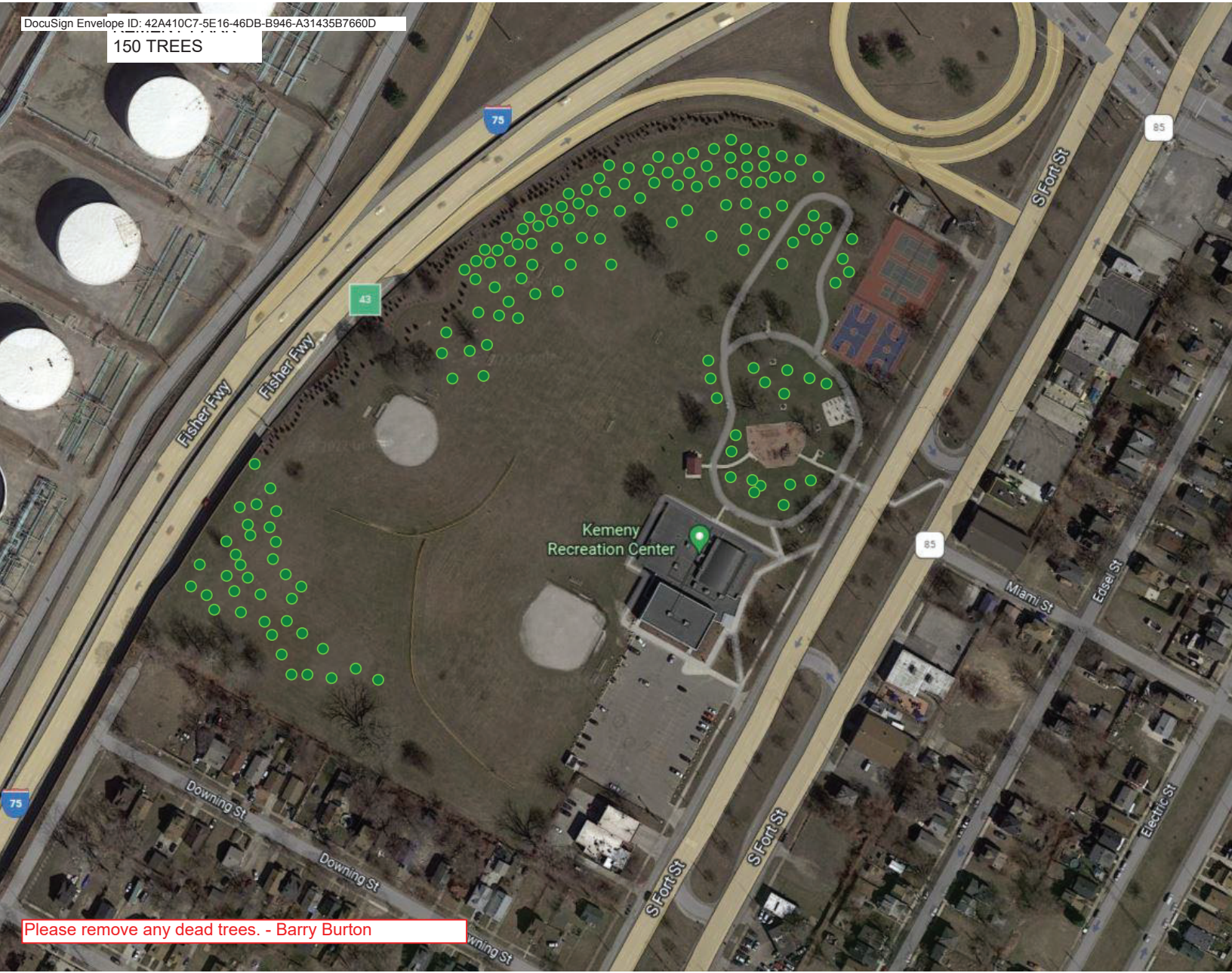
Sincerely,



Fai Foen
Director of Green Infrastructure
The Greening of Detroit
fai@greeningofdetroit.com

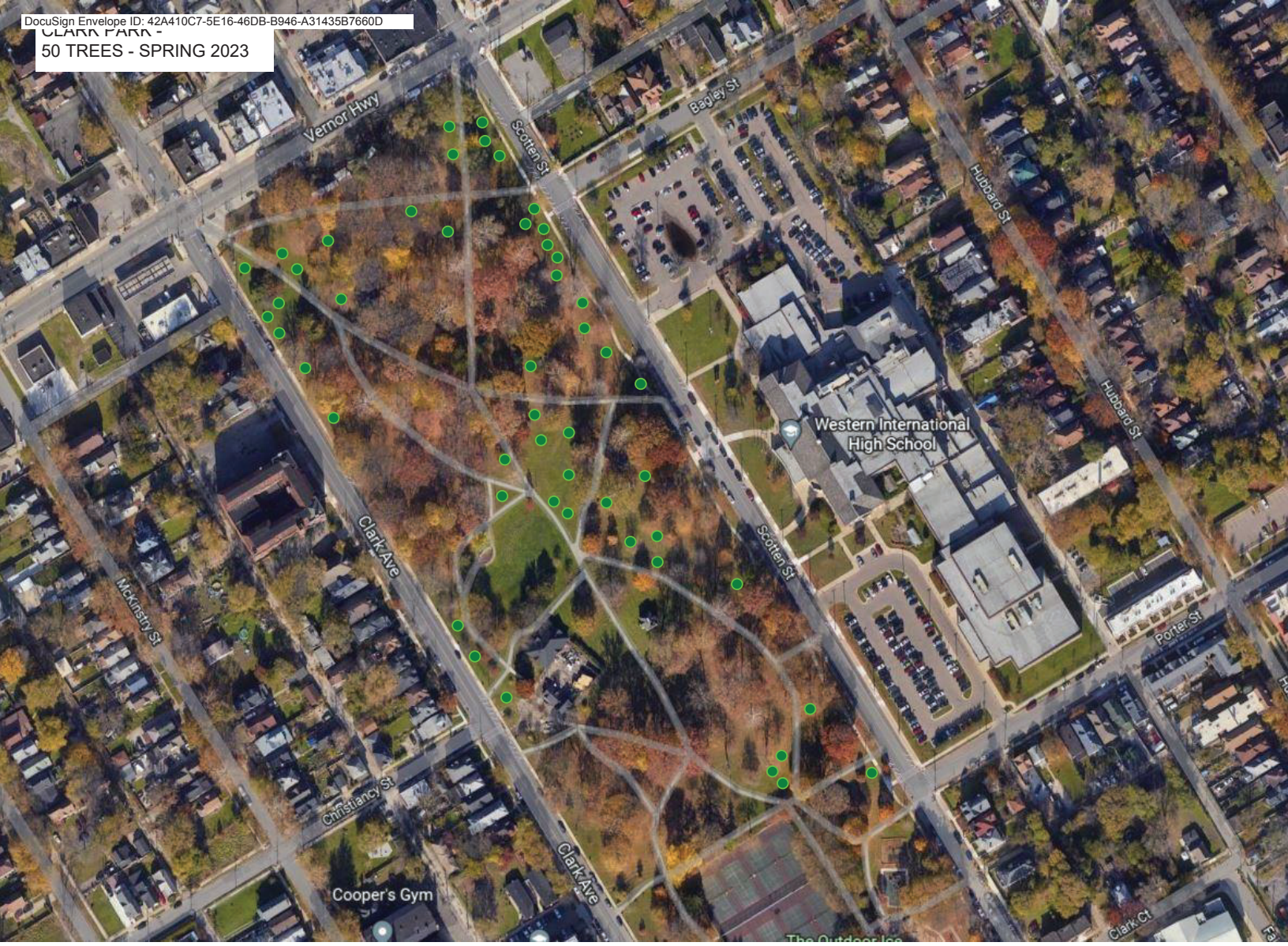
DocuSign Envelope ID: 42A410C7-5E16-46DB-B946-A31435B7660D

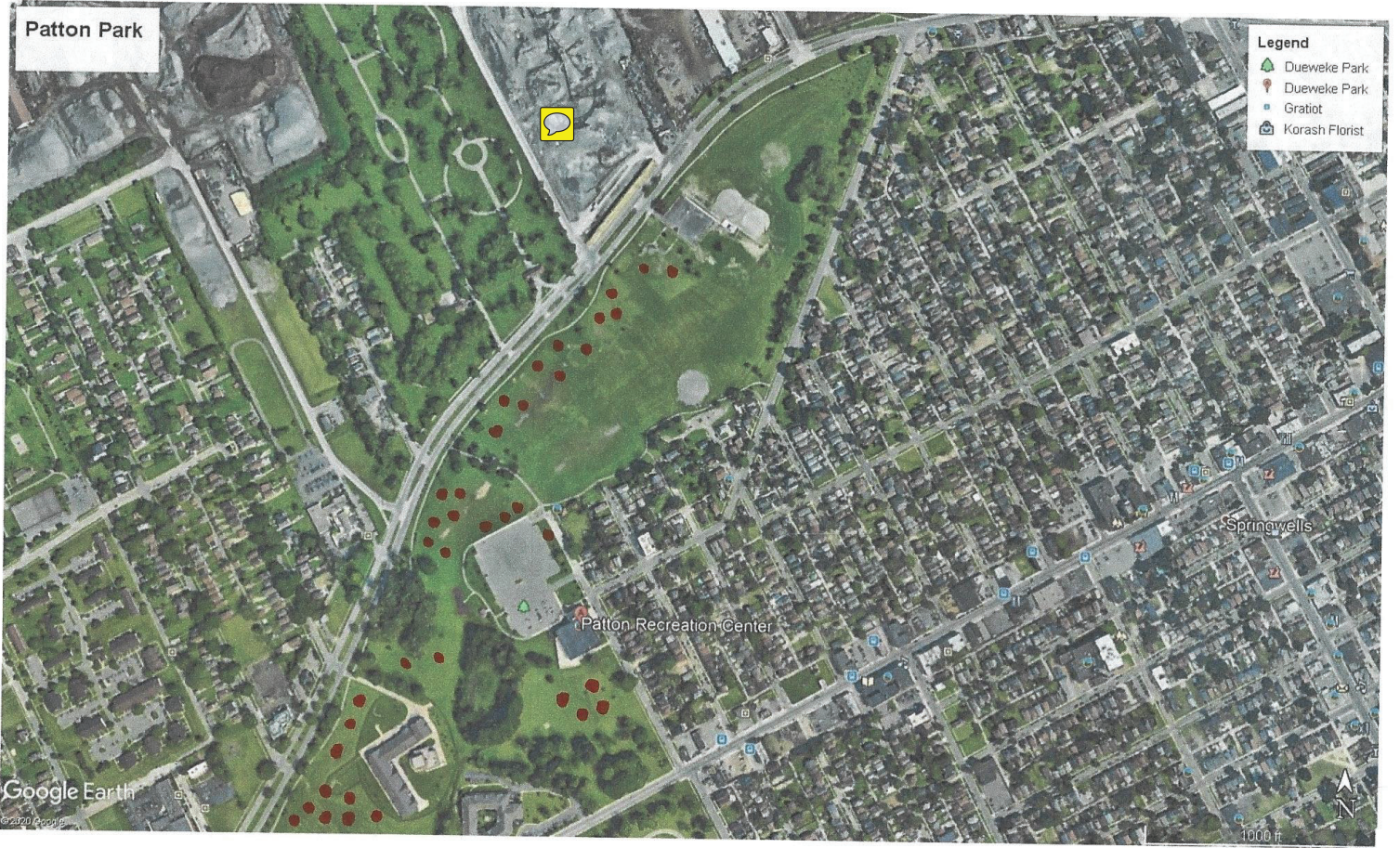
150 TREES



Please remove any dead trees. - Barry Burton

DocuSign Envelope ID: 42A410C7-5E16-46DB-B946-A31435B7660D
CLARK PARK -
50 TREES - SPRING 2023





PATTON 30 TREES



65 TREES

DocuSign Envelope ID: 42A410C7-5E16-46DB-B946-A31435B7660D
Skinner Playfield Tree Needs
December 2021

