



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

November 28, 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 Three Kiosks from the People for Palmer Park**

The People for Palmer Park has awarded three kiosks, valued at \$45,000.00, to the City of Detroit General Services Department, to be installed at Palmer Park. There is no match requirement for this donation. The total project cost is \$45,000.00.

The objective of the donation to the department is to provide wayfinding and information kiosks at Palmer Park. The kiosks will provide a map of the park and information about amenities and activities.

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

DocuSigned by:

*Donald R Johnson*

34F9071313554A4...

Office of Budget

CC:  
Sajjiah Parker, Assistant Director, Grants

## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the General Services Department has been awarded a donation of three kiosks, from the People for Palmer Park, valued at \$45,000.00; 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 of three kiosks to be installed at Palmer Park.



GENERAL SERVICES DEPARTMENT  
**Parks & Recreation**  
Division

## Donation Authorization Form Applicant Section

AIM Code PALMER PARK	DPRD Prop # 133	Request tracking # DAF22-11-001
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### 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: PEOPLE FOR PALMER PARK	Contact Name: ROCHELLE E. LENTO
Address: P.O. BOX 43735	Phone: 313-727-9925
Email: RLENTOD@DYKEMA.COM	Website: PEOPLEFORPALMER PARK.ORG
Preferred contact method: Email	Organization type: NON PROFIT PARK GROUP

### DONATION INFORMATION

Park/Rec Facility Name: PALMER PARK	Address: 1121 MERRILL PLAISANCE
Specific location at the property (if needed for clarity): THREE (3) LOCATIONS	
Estimated value (including all costs incurred): \$ 45,000	
How is this project funded? GRANT FROM THE STATE CHanneled THROUGH THE DETROIT PARKS COALITION	
<p>Improvement Type:</p> <p><b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b></p> <p><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Structure/Facility (may require BSEED permits) <a href="#">BSEED Permits Link</a>  <input type="checkbox"/> Signage (may require BSEED permit) <a href="#">BSEED Permits Link</a>  <input type="checkbox"/> Artwork  <input checked="" type="checkbox"/> Other         </p> <p><input type="checkbox"/> Maintenance Improvement</p> <p><b>Will this project host an event of more than 25 or more people in the proposed park?</b></p> <p><input type="checkbox"/> Yes (requires Events Permit) <a href="#">Events Permit Link</a>  <input checked="" type="checkbox"/> No</p>	

### PROJECT SUMMARY

Please include a brief narrative of the donation.

PEOPLE FOR PALMER PARK INTENDS TO CONTRACT FOR THE CONSTRUCTION OF THREE KIOSKS IN PALMER PARK. THE KIOSKS WILL PROVIDE A MAP OF PALMER PARK AND INFORMATION ABOUT PARK AMENITIES AND ACTIVITIES. THEY WILL BE LOCATED IN THREE STRETCIG AREAS, I.E. ONE BY THE COMMUNITY HOUSE, ONE BY THE TENNIS COURTS/KABOOM PLAYGROUND AND ONE IN THE AREA ON 7 MILE NEAR THE ANTIICPATED BANDSHELL AND NEW PARKING LOT INSTALLATION.

[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:

PEOPLE FOR PALMER PARK HAS RESEARCHED AND IDENTIFIED THE COMPANY IN THE PROPOSAL THAT WILL BUILD THE KIOSKS. WE WILL ALSO IDENTIFY A CONTRACTOR TO DO THE INSTALLATION, BUT WILL WORK COLLABORATIVELY WITH THE CITY ON THE SPECIFICATIONS FOR INSTALLATION.

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

Explanation:

OUR FUNDING COVERS BOTH THE COST OF THE KIOSKS AND INSTALLATION.

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

Explanation:

BY NOVEMBER 2022.

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

Explanation:

WE ANTICIPATE VERY LITTLE CLEAN-UP, OR RESTORATION; BUT IF THE MAP NEEDS TO BE UPDATED AT SOME FUTURE DATE, WE WILL BE RESPONSIBLE.

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

☐ CITY ☐ APPLICANT ☐ OTHER ☒ N/A

Explanation:

WE DO NOT ANTICIPATE ANY REQUIRED MAINTENANCE, BUT IF A KIOSK IS DAMAGED OR NEEDS REPAIRS, WE WILL BE RESPONSIBLE.

**\*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: Map/signage will be worked out with the Landscape architect at a later point and added to the kiosk.

Park Partnership / Community Group Affiliation? ☒ YES ☐ NO

Describe: Long time park steward and current Adopt-A-Park steward.

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:

**Administrator Name:** Juliana Fulton

**Signature:**

DocuSigned by:  
*Juliana Fulton*  
985CB935C50B48D...

**Date:** 11/14/2022



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

**Donation Decision:** Approved

Asset Value: 45,000

Asset Life Cycle: 10 Years

Conditions of Approval:

Applicant to inform City Representative prior to install to field review and approve layout of (3) map locations.

City Representative to review and approve proposed map for Kiosk prior to placement.

**Landscape Architect Name:** Farhat Chaudhry

**Signature:**

DocuSigned by:  
*Farhat*  
C95B85234F964AD...

**Date:** 11/14/2022

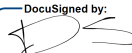
***PDU Input*** (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

**Donation Decision:** Approved

Conditions of Approval:

**PDU Name:** David Sumners

**Signature:**

DocuSigned by:  
  
370CE3CB86DE4E8

**Date:** 11/14/2022

***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:  
  
632D351DE88D441

**Date:** 11/17/2022

***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:

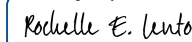
1. I/we have the authority to execute this Authorization Form on behalf of myself and the organization named herein;
2. I/we will abide by all rules and policies of the City of Detroit and the General Services Department's Parks and Recreation Division.
3. I/we commit to completing the proposed donation/project 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:**

See above LA comments. 11/21/2022

☐ 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:

DocuSigned by:  
  
 B6EAF1122D28499

Print Name: Rochelle E. Lento

On behalf of Organization: People for Palmer Park

Date: 11/21/2022

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**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:** 11/21/2022

## People for Palmer Park Kiosk Proposal



**Budget:** \$45,000

**Company:** Duroweld

**Description:**

- All welded aluminum construction (no bolts to come loose, no rust ever)
- High performance painted any color - (BLACK is the proposed color)
- surface mount on top of concrete pad (we have to provide that concrete pad)
- shipped fully assembled (only have to bolt in place to our pad. Base plates with a 1/2" diameter holes for bolts or concrete anchors)
- 2 side structure not 3 (as shown in the picture)
- Printed graphic panels from our artwork – MAP OF PALMER PARK
- Outdoor lockable bulletin board case
- Laser cut logo or signage header

**Size:** 3ft (W) x 8ft (H)

**Costs:** 2-sided, 2-panels - \$8,500 / each + \$2,000 for lockable bulletin board ; 1, 3-sided - \$17,000 +\$2,000 for lockable bulletin board (concrete pad extra)

**Locations:** (3) Community House; Chess Row area; Entrance to the Band Shell area

**Lead Time:** starts at 8 weeks for fabrication. We will have to do a Donation Authorization Application to the City of Detroit with detail that may take 2-3 weeks for approval.

**Payment:** 25% at time of order (comes with submitted drawings), 25% once we approve drawings to start fabrication, 25% after fabrication, 25% COD

- Any money left over, we might consider ordering a bench or two.

The \$45,000 budget was a donation from Detroit Parks Coalition. We need to use this money by years end.

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In Process



PO Box 43735  
Detroit, MI 48243  
313-757-2751  
[peopleforpalmerpark.org](http://peopleforpalmerpark.org)  
[info@peopleforpalmerpark.org](mailto:info@peopleforpalmerpark.org)

**Board of Directors**

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DiAnna Solomon

Vittoria Valenti-Amodeo

Nancy Varner

October 11, 2022

Director, General Services Department  
Detroit Parks and Recreation Division  
18100 Meyers Road – Lower Level  
Detroit, Michigan 48235

Re: Gift of Kiosks to be installed in Palmer Park

To Whom It May Concern:

On behalf of the People for Palmer Park, we are writing to offer the donation of three informational kiosks to be built and installed in three locations in Palmer Park. The costs, approximately \$40-45,000.00 are being borne by the group mentioned above. We are the recipient of a grant from the Detroit Parks Coalition to be spent on a capital improvement in Palmer Park.

The informational kiosk installation will hopefully take place during the late fall of 2022, pending the City's approval. We have worked with community representatives to ensure these improvements are desired.

As a gift, the ownership rights to the informational kiosks will be transferred entirely to the City. We will take responsibility to maintain the informational kiosks. We respectfully request your authorization to accept these kiosks with a waiver of reconsideration.

Sincerely,

Rochelle E. Lento  
Board President

*Entrusted as the Adopt-a-Park Community Partner with the City of Detroit*