



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

April 4, 2023

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 103 trees from the Greening of Detroit for St. Hedwig Park and the Historic Fort Wayne**

The Greening of Detroit has awarded up to 103 trees, valued at \$82,400.00, to the City of Detroit General Services Department, for St. Hedwig Park and the Historic Fort Wayne. There is no match requirement for this donation. This is a non-cash donation.

The objective of the donation to the department is to make landscape improvements at St. Hedwig Park and the Historic Fort Wayne. The Greening of Detroit will purchase and install up to 103 shade and ornamental trees (1.5" caliper balled and burlap), which will be installed at:

- St. Hedwig Park - 2900 Junction St, Detroit, MI 48226
- The Historic Fort Wayne - 6325 W Jefferson Ave, Detroit, MI 48209

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

CC:  
Sajjiah Parker, Assistant Director, Grants

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

Office of Budget

## Office of Development and Grants

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### RESOLUTION

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

**WHEREAS**, the General Services Department has been awarded a donation of up to 103 trees for St. Hedwig Park and the Historic Fort Wayne, from the Greening of Detroit, valued at \$82,400.00; 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 103 trees for St. Hedwig Park and the Historic Fort Wayne.



GENERAL SERVICES DEPARTMENT  
**Parks & Recreation  
Division**

## Donation Authorization Form Applicant Section

AIM Code	DPRD Prop #	Request tracking #
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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

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

### DONATION INFORMATION

Park/Rec Facility Name: Multiple, see Gift Letter	Address: Multiple, see Gift Letter
<i>Specific location at the property (if needed for clarity):</i> Multiple, see site plans.	
Estimated value (including all costs incurred): \$ \$82,400	
How is this project funded? We receive government, foundation and corporate support.	
<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.)           <ul style="list-style-type: none"> <li><input type="checkbox"/> Structure/Facility (may require BSEED permits)</li> <li><input type="checkbox"/> Signage (may require BSEED permit)</li> <li><input type="checkbox"/> Artwork</li> <li><input checked="" type="checkbox"/> Other</li> </ul> </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 checked="" type="checkbox"/> Yes (requires Events Permit)             <input type="checkbox"/> No         </p>	

### PROJECT SUMMARY

Please include a brief narrative of the donation.

The Greening of Detroit offers its full assistance in purchasing and installing 103 shade and ornamental trees (1.5" caliper balled and burlap) at Historic Fort Wayne (6325 W Jefferson Ave, Detroit, MI 48209) and St. Hedwig Park (2900 Junction St, Detroit, MI 48226).

**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:

See 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:

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 events.

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 previously 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: we have worked with Greening of Detroit on tree planting projects for many years, they are familiar with our policies and requirements for tree selection and maintenance.

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:

Greening has worked with LA John DeRuiter and Horticulturalist Barry Burton on site selection and tree species, prior to submitting this application.

**Administrator Name:** Juliana Fulton

**Signature:** DocuSigned by:  
Juliana Fulton  
985C1B35C3D848D

**Date:** 3/8/2023 | 9:57:13 AM EST

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

**Donation Decision:** Approved

Asset Value: \$82,400

Asset Life Cycle: 20+ YEARS

Conditions of Approval:

Follow work plan.

**Landscape Architect Name:** Tim Karl

**Signature:** DocuSigned by:  
[Signature]  
101E2B034629008

**Date:** 3/20/2023 | 3:33:05 PM EST

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

**Donation Decision:** Approved

**Conditions of Approval:**

Full approval

**PDU Name:** David Sumner

**Signature:** 

**Date:** 3/28/2023 | 11:18:46 AM EDT

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

**Donation Decision:** Approved

**Conditions of Approval:**

Full approval per plans.

**Grounds Name:** Rosemary Edwards

**Signature:** 

**Date:** 3/28/2023 | 8:21:17 AM PDT

***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:**

Required conditions: continue working with the Landscape Design Unit team on site selection and tree species. The Historic Fort Wayne planting approval is pending historic review (Juliana Fulton from PSPU is coordinating this).


☐ 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: Fai Foen

On behalf of Organization: The Greening of Detroit

Date: 3/28/2023 | 8:22:46 PM EDT

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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*  
618D1D2A4D70C44E

**Date:** 3/30/2023 | 8:45:58 PM EDT



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

March 3, 2023

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

Dear Crystal:

On behalf of The Greening of Detroit, I am writing to offer our full assistance in purchasing and installing approximately 103 shade and ornamental trees (1.5" caliper balled and burlap) at the following parks this Spring:

- Historic Fort Wayne (70 trees), 6325 W Jefferson Ave, Detroit, MI 48209
- St. Hedwig Park, (33 trees), 2900 Junction St, Detroit, MI 48226

The costs, approximately \$82,400, are being borne by our group. These improvements will take place Spring 2023 planting season. 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



Abbreviation	Species	Quantity
C	<i>Celtis</i>	10
J	<i>Juglans</i>	10
QR	<i>Quercus rubra</i>	15
I	<i>Quercus imbricaria</i>	15
F	<i>Fagus grandifolia</i>	15
Total		70 Trees

Historic Fort Wayne - Proposed Tree Planting Plan





Abbreviation	Species	Quantity
U	<i>Ulmus</i>	10
A	<i>Acer rubrum</i>	10
I	<i>Quercus imbricaria</i>	13
Total		33 Trees

St. Hedwig - Proposed Tree Planting Plan





**The Greening of Detroit**  
**Tree Maintenance Plan for Grant Funded Trees**  
**Updated Fall 2022**

The Greening of Detroit (Greening) combines community input with technical forestry and landscape expertise for installing and maintaining trees and plants for the benefit of public green space.

**Staff**

Our Green Infrastructure staff, including ISA Certified Arborist(s), conduct site visits, develop tree and landscape plans, specifies, procures and installs quality plant material and landscape supply to ensure tree health and planting success. Greening planting crews and Citizen Foresters support all volunteer efforts requested for projects in neighborhood and park sites.

**Tree Stock and Plant Material**

The Greening of Detroit typically plants 1.5 –2” caliper balled-and-burlapped trees with 20’ on-center spacing yielding 100 trees per acre. Tree stock is sourced from certified nurseries using ANSI Z60.1 nursery stock standards and planted per ANSI A300 planting standard. The Greening utilizes a diverse selection of trees in order to preserve and promote forest health and resilience. Special emphasis on suitability to an urban environment, site conditions, pest and disease resistance, and Southeast Michigan native status. Shrubs and perennial plants are held to the same standard.

**Tree Protection**

The Greening installs a circular berm at the outside perimeter of the planting hole, which is constructed from soil and sod removed during digging. The berm, which sits above grade, is covered with 3 inches of double-shredded hardwood mulch. Any mulch within 5 inches of the tree's trunk is pulled back to minimize moisture accumulation around the root collar and thus the invitation to disease and decay. Tree guards further protect against mechanical damage and animal predation.

The Greening of Detroit supports community engagement and education to create interest in environmental and health benefits of newly planted trees – adding a layer of tree protection and a public benefit!

### **Establishment and Maintenance**

The Greening of Detroit actively maintains its grant-funded planting projects for up to three growing seasons. Establishment and Maintenance includes:

- Providing supplemental irrigation during peak heat of approximately 10 watering events, depending on weekly rain events, or more often as agreed upon per contract;
- Providing periodic weeding of mulch rings and maintenance pruning;
- Trees are staked only when absolutely necessary, and typically due to wind conditions to improve stability. Any necessary staking will be typically completed within a month, and removed within 12 months after root establishment.

### **Plant Warranty**

Due to the nature of our Community Forestry program to distribute resources throughout our service area of Detroit, Highland Park, and Hamtramck, The Greening of Detroit does not provide a plant warranty, but can provide removal of any dead trees within the first two years and replacements on a case by case basis, due to natural plant mortality. Plants whose mortality is due to external factors beyond the control of The Greening of Detroit are the responsibility of property owner or project partner. Examples include, but are not limited to: intentional property damage by the property owner or the public, a different organization company providing maintenance, natural disaster, extreme soil conditions, etc.).



## **General Services Department**