



City of Flint, Michigan

Third Floor, City Hall
1101 S. Saginaw Street
Flint, Michigan 48502
www.cityofflint.com

Meeting Agenda – FINAL
Wednesday, November 20, 2024
5:00 PM

City Council Chambers

GOVERNMENTAL OPERATIONS COMMITTEE

VACANT, Chairperson

Leon El-Alamin, Ward 1

VACANT, Ward 3

Jerri Winfrey-Carter, Ward 5

Candice Mushatt, Ward 7

Jonathan Jarrett, Ward 9

Ladel Lewis, Ward 2

Judy Priestley, Ward 4

Tonya Burns, Ward 6

Dennis Pfeiffer, Ward 8

Davina Donahue, City Clerk

ROLL CALL

REQUEST FOR AGENDA CHANGES/ADDITIONS

PUBLIC COMMENT

Members of the public who wish to address the City Council or its committees must register before the meeting begins. A box will be placed at the entrance to the Council Chambers for collection of registrations. No additional speakers or slips will be accepted after the meeting begins.

Members of the public shall have no more than three (3) minutes per speaker during public comment, with only one speaking opportunity per speaker.

COUNCIL RESPONSE

Councilmembers may respond once to all public speakers only after all public speakers have spoken. An individual Councilmember's response shall be limited to two (2) minutes.

CONSENT AGENDA

Per the amended Rules Governing Meetings of the Flint City Council (as adopted by the City Council on Monday, April 22, 2024), the Chair may request the adoption of a "Consent Agenda". After a motion to adopt a Consent Agenda is made and seconded, the Chair shall ask for separations. Any agenda item on a Consent Agenda shall be separated at the request of any Councilmember. After any separations, there is no debate on approving the Consent Agenda – it shall be voted on or adopted without objection.

RESOLUTIONS

240341.1 Recommending Vacation of Roberts Street/between East Stewart Avenue/North Lot Lines of Lot 234 (4401 Roberts St.) and Lot 285 (4402 Roberts St.) of the Maplewood Plat

Resolution resolving that Robert Street between E. Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Maplewood Plat is hereby vacated and discontinued forever as a public street, alley, or public ground; public utilities will remain in place. AND, further resolving that the City Clerk shall, within (30) days of this action, record a certified copy of said resolution to the State Treasurer.

240455-T Comprehensive Plan Update/Memorandum of Understanding (MOU)/City of Flint Planning Commission

Resolution resolving that the appropriate City officials are authorized to do all things necessary to enact the Memorandum of Understanding that is being recommended by the Planning Commission from their August 13th, 2024 meeting. [NOTE: The Administration would like to enact an updated MOU

to define the roles of the Planning Commission, Steering Committee, Department of Business and Community Services, City Administration, and the City Council in the Plan update process.]

APPOINTMENTS

240424-T Appointment/Water System Advisory Council/Dr. Richard Sadler

Resolution resolving that the Flint City Council approves the appointment of Dr. Richard Sadler (Maxine Street, Flint) to the Water System Advisory Council, as recommended by Mayor Sheldon Neeley.

240485-T Mayoral Appointment/City Attorney/JoAnne Gurley

Resolution resolving that the Flint City Council approves the appointment of JoAnne Gurley as the Flint City Attorney, and the Terms of Appointment, as recommended by Mayor Sheldon Neeley.

240513-T Reappointment/Gloria Coles Flint Public Library District Board/Vivian Kao

Resolution resolving that the Flint City Council approves the reappointment of Vivian Kao, of 1213 Beard St., Flint, MI 48503, to the Gloria Coles Flint Public Library District Board, to serve a three-year term that commenced on October 1, 2023 and [expires] on September 30, 2026, as recommended by Mayor Sheldon Neeley.

240514-T Appointment/Downtown Development Authority/Emily Doerr

Resolution resolving that the Flint City Council approves the appointment of Emily Doerr to serve a three-year term on the Board of the Downtown Development Authority, with such term commencing immediately and expiring on February 28, 2028, as recommended by Mayor Sheldon Neeley.

ADJOURNMENT



RESOLUTION NO.: _____

PRESENTED: 11-11-2024

ADOPTED: _____

RESOLUTION RECOMMENDING THE VACATION OF ROBERTS STREET BETWEEN EAST STEWART AVENUE AND THE NORTH LOT LINES OF LOT 234 (4401 ROBERTS ST) AND LOT 285 (4402 ROBERTS ST) OF THE MAPLEWOOD PLAT

BY THE CITY ADMINISTRATOR:

Whereas, due notice has been given to all persons interested as to the time and place of a hearing in respect to the proposed action of this body to vacate Roberts Street between E. Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Maplewood Plat.

Whereas, pursuant to the requirements of section 42-25 of the Flint City Code, a public hearing was held so that members of the Flint Planning Commission could meet and hear objections to the proposed vacation and discontinuance of the above-described street, alley or public ground.

IT IS RESOLVED, that Roberts Street between E. Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Maplewood Plat is hereby vacated and discontinued forever as a public street, alley, or public ground; public utilities will remain in place.

FURTHER RESOLVED, the City Clerk shall, within thirty (30) days of this action, record a certified copy of this resolution with the Register of Deeds of Genesee County and forward a certified copy of said resolution to the State Treasurer.

ADMINISTRATION:

APPROVED AS TO FINANCE

Clyde D. Edwards / A0339
Clyde D. Edwards / A0339 (Nov 7, 2024 12:43 EST)
Clyde Edwards, City Administrator

Phillip Moore
Phillip Moore (Nov 7, 2024 09:36 EST)
Phillip Moore, Chief Financial Officer

APPROVED AS TO FORM:

CITY COUNCIL:

Joseph Kuptz
Joseph Kuptz (Nov 7, 2024 09:39 EST)
Joseph Kuptz, Acting City Attorney

Flint City Council



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: November 6, 2024

BID/PROPOSAL# N/A

AGENDA ITEM TITLE: RESOLUTION RECOMMENDING THE VACATION OF ROBERTS STREET BETWEEN EAST STEWART AVENUE AND THE NORTH LOT LINES OF LOT 234 (4401 ROBERTS ST) AND LOT 285 (4402 ROBERTS ST) OF THE MAPLEWOOD PLAT

PREPARED BY: Administration

VENDOR NAME: N/A

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

This street vacation is in support of the construction of a new City of Flint Police and Fire training facility. The Planning Commission's positive recommendation for this street vacation was based on the assurance that all affected properties are owned by the City of Flint. This has been reviewed by the Zoning function of the city for recommendations about landscaping and screening to ensure this project has a positive effect on the surrounding neighborhood.

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

N/A

Section III. POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

The construction of a new Police and Fire Training Facility will benefit Flint residents through increased abilities of city staff to meet the ever-changing needs of public safety around the community. This facility will allow staff to continuously update training protocol as new requirements are added for continuing education / licensure. Finally, this facility's construction is part of larger redevelopment efforts in North Flint including the Flint Commerce Center, the Berston Field House addition, and the Sacred Heart Veteran's Village.



CITY OF FLINT

Section IV: FINANCIAL IMPLICATIONS: N/A

IF ARPA related Expenditure: No

Has this request been reviewed by E&Y Firm: YES NO IF NO, PLEASE EXPLAIN:

There are no financial implications to the vacation of Roberts Street – all affected parcels are owned by the City of Flint and the existing public utilities will stay in place. If an easement is necessary with Consumers Energy, that will be provided by them at no cost.

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN: N/A

Dept.	Name of Account	Account Number	Grant Code	Amount
FY25 GRAND TOTAL				

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal) No

OTHER IMPLICATIONS (i.e., collective bargaining): No

PRE-ENCUMBERED? YES NO REQUISITION NO:

ACCOUNTING APPROVAL: [Signature] Date: 11/07/2024

WILL YOUR DEPARTMENT NEED A CONTRACT? YES NO

Section V: RESOLUTION DEFENSE TEAM:

(Places of the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Chief Wiggins	
2	Chief Green	
3	Ed Taylor	

STAFF RECOMMENDATION: (PLEASE SELECT): APPROVED NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Theron S. Wiggins
Theron S. Wiggins / Nov 6, 2024 16:28 EST
Chief Wiggins, Fire Department

ADMINISTRATION APPROVAL: Clyde D. Edwards / A0339
Clyde D. Edwards / A0339 (Nov 7, 2024 12:43 EST)



CITY OF FLINT
DEPARTMENT OF BUSINESS & COMMUNITY SERVICES
Planning & Zoning Division

Sheldon Neeley,
Mayor

Staff Report

Board / Commission:	City of Flint Planning Commission
Meeting Date:	Tuesday, July 9, 2024
Location:	1101 S Saginaw St, Flint, MI 48502
File Number:	PC 24-16
Petition Type:	Street Vacation
Applicant:	City of Flint
Location:	Roberts St, between E Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Plat of Maplewood
Parcel ID (PID)	N/A
Ward:	2
Current Zoning:	Public Right-of-Way
Future Zoning:	OS, Open Space

Property Background:

The segment of Roberts St subject to the partial vacation petition is a local two-way street located between E. Stewart Ave St and Black Ave, Northwest adjacent to the Flint Commerce Center (Buick City) and is part of the Plat of Maplewood subdivision (see **Exhibit B**).

The character of the proximal area of the subject segment of Roberts Street has transitioned from a traditional residential neighborhood, with adjacent civic, commercial and industrial uses to vacant properties that have been purchased by the Genesee County Landbank for demolition; the Flint Commerce Center (Buick City) is adjacent southeast of the subject segment of Roberts St.

Planning Overview:

The City of Flint (City) is seeking a positive recommendation from the Planning Commission to City Council for approval by resolution, to partially vacate Roberts St, between E Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Plat of Maplewood (see **Exhibits A&B**).

The petition to vacate Robert St is related to the proposed development of a City of Flint Fire Department and Police Department Training Center Annex (see **Exhibit B**). The vacated street will be remain as limited access of vehicular ingress and egress for authorized personnel who will be utilizing and operating at the proposed Fire Department and Police Department Training Center Annex; combination of the parcels that make up the block that is bound by Black Ave, Industrial Ave, E. Stewart Ave, and Carlton St into a single parcel that contain will occur once site control has been secured by the City (see **Exhibit B**).



CITY OF FLINT
DEPARTMENT OF BUSINESS & COMMUNITY SERVICES
Planning & Zoning Division

Sheldon Neeley,
Mayor

Public access to Roberts St, south from Black Ave, terminating at the North Lot Lines of 4401 & 4402 Roberts St, will remain allowing the property owners of 405 Roberts St, 47-31-183-033 Roberts St, and 914 & 918 Black Ave to access their properties (see **Exhibit B**).

Public Utility Infrastructure

Currently there exists water, sanitary sewer, and storm sewer infrastructure along Roberts St that will remain in place prior to the vacation petition (see **Exhibit F**); if necessary and required by the City of Flint DPW and Engineering Department, a utility easement will be retained from between E Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Plat of Maplewood.

Private Utility Infrastructure

Based on the provided concept site plan (**Exhibit D**) the only private utility that exists are electrical assets; correspondence with the private utility company that owns said electrical assets within the proposed vacated area and the City will occur throughout the development process to ensure that any easement to said private utility company that is needed, will be provided.

Department Reviews:

Department	Status	Comments
Zoning	Approved	None
Water Department	Pending	
Sewer Department	Pending	
Traffic Engineering	Approved	None

Staff Recommendation

The Plan Commission's duty on a street vacation is to make a recommendation to City Council for approval by resolution based on the merits of the application, planning principles, input from various City departments, utility companies, and transportation agencies.

Staff finds that the petition to partially vacate Roberts St, PC 24-16, has satisfied the applicable review criteria to make a positive recommendation for approval to City Council.

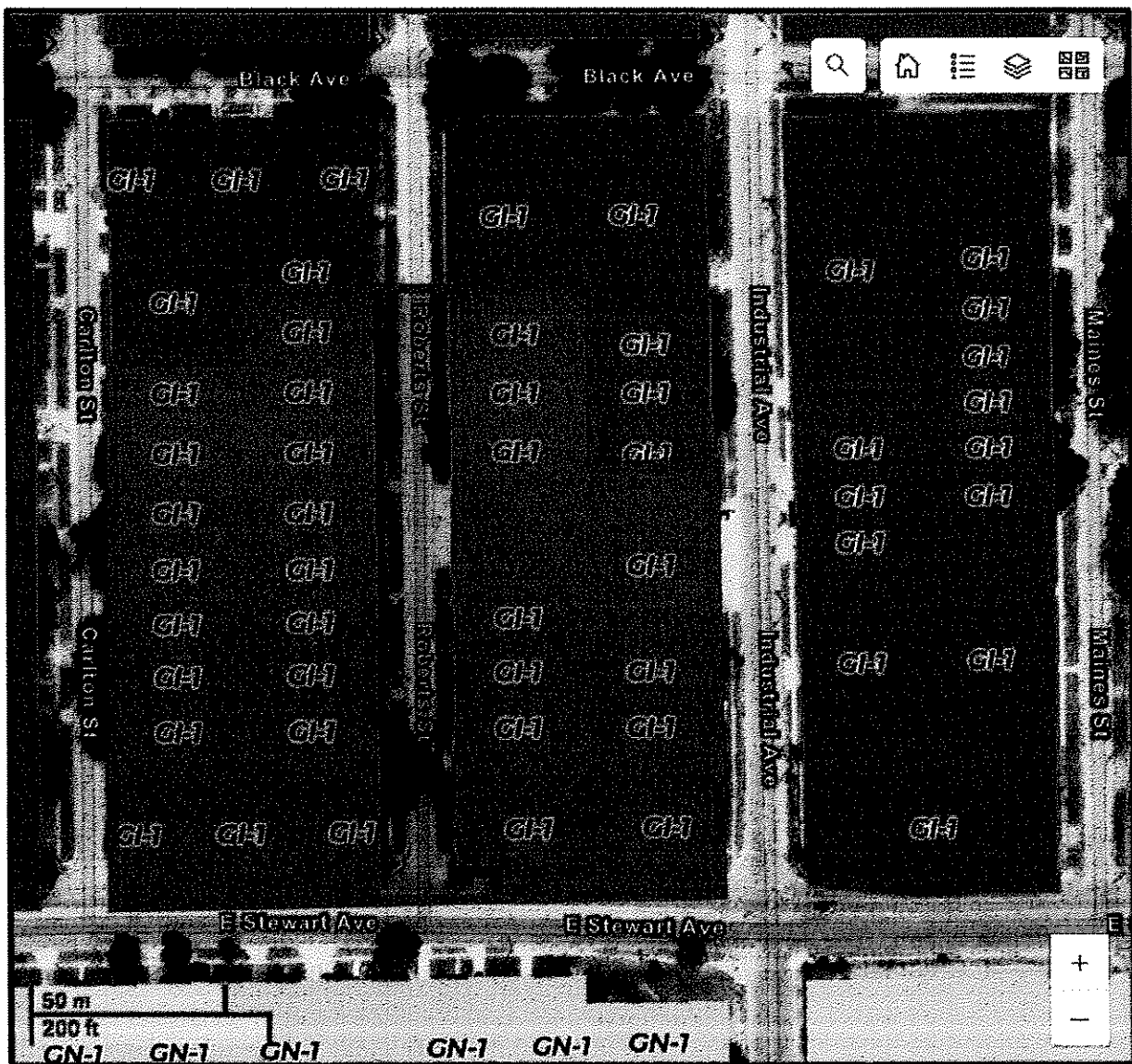


CITY OF FLINT
DEPARTMENT OF BUSINESS & COMMUNITY SERVICES
Planning & Zoning Division

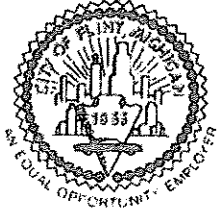
Sheldon Neeley,
Mayor

Land Use/ Compatibility: The property is currently City of Flint owned public right-of-way and is surrounded by the following zoning districts:

- GI-1, Green Innovation – Low Intensity
- GN-1, Green Neighborhood
- CE, Commerce & Employment



CITY OF FLINT 1101 SOUTH SAGINAW ST. ROOM S105 FLINT, MICHIGAN 48502
OFFICE: 810-766-7355 WEBSITE: www.cityofflint.com



CITY OF FLINT
DEPARTMENT OF BUSINESS & COMMUNITY SERVICES
Planning & Zoning Division

Sheldon Neeley,
Mayor

Exhibits Attached to this Report:

Exhibit A – Vacation Application

Exhibit B – Area to be Vacated

Exhibit C – Existing Conditions

Exhibit D – Fire Department & Police Department Training Center Annex Concept Site Plan

Exhibit E – Plat of Maplewood Subdivision

Exhibit F – Roberts Street Utilities

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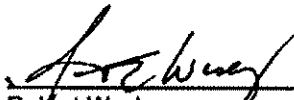


CITY OF FLINT
DEPARTMENT OF BUSINESS & COMMUNITY SERVICES
Planning & Zoning Division

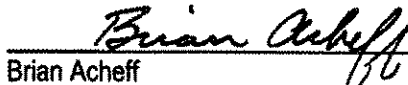
Sheldon Nealey,
Mayor

Plan Commission Action – PC 24-16 | Roberts St Partial Vacation

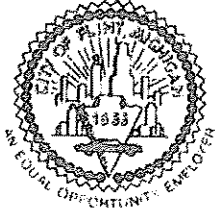
The City of Flint Planning Commission is hereby making a Positive Recommendation with conditions to the City of Flint, City Council, to approve by resolution, petition PC 24-16, to partially vacate Roberts St, between E. Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Plat of Maplewood, on this 9 day of July of 2024.



Robert Wesley
Plan Commission President



Brian Acheff
Zoning Coordinator



CITY OF FLINT
DEPARTMENT OF BUSINESS & COMMUNITY SERVICES
Planning & Zoning Division

Sheldon Neeley,
Mayor

Positive Recommendation:

I motion to make a positive recommendation to City Council for approval by resolution regarding the partial vacation of Roberts St between E Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Plat of Maplewood, as the subject vacation petition, PC 24-16, **has satisfied** the applicable review criteria.

Postponement:

I motion to postpone the hearing of requested petition, PC 24-16, regarding the partial vacation of Roberts St between E Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Roberts St) of the Plat of Maplewood till the next regularly scheduled meeting, as the subject vacation petition, PC 24-16, **has not satisfied** the applicable review criteria and further information is needed as follows:

1. ...
2. ...
3. ...
4. ...

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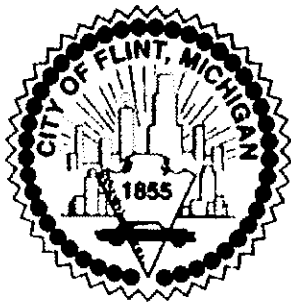


Exhibit A

Fee: \$1002
Date Rec'd: 6/20/2024
Application #: PC 24-16
Meeting Date: 7/9/2024

City of Flint
Department of Business and Community Services
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426
<https://www.cityofflint.com/departement/bcs/>

Application for Street, Alley, or Other Public Ground Vacation	
<input checked="" type="checkbox"/> Street Vacation	<input type="checkbox"/> Alley Vacation
<input type="checkbox"/> Other Public Ground Vacation	
Property Information	Street/Alley/Other Public Ground to be Vacated: Roberts St
	Nearest Cross Streets:
	Located between: <u>Black Ave</u> & <u>E Stewart Ave</u> (street) (street)
	Legal Description: All the vacated Roberts Street from E Stewart Ave to the North lot lines of Lot 234 and Lot 285 Maplewood.
	Acreeage: ≈ 0.67 acres
	Address(es) & Parcel I.D. Number(s) (if applicable): N/A
	Zoning District (if applicable): None
	Reason for Vacation The City of Flint is seeking to partially vacate Roberts Street in order to utilized the vacated section of the street as a means of vehicular ingress and egress to a proposed Fire & Police Training Center Annex (Annex); the vacation will allow for limited access to the Annex for authorized personnel only.

Exhibit A

Applicant Information				
Applicant	Name:			
	Firm/Entity:	City of Flint		
	Address:	1101 S Saginaw St		
	City:	Flint		
	State:	MI	Zip Code:	48502
	Phone:	(810) 766-7426	Email:	
	Applicant Signature:	<u>Theron S. Wiggins</u> <small>Theron S. Wiggins (Nov 6, 2024 16:28 EST)</small>		

Applicant Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Theron S. Wiggins

Printed Name of Applicant

Theron S. Wiggins

Theron S. Wiggins (Nov 6, 2024 16:28 EST)

Signature of Applicant

Notary Public's Name (printed)

Theron S. Wiggins

Theron S. Wiggins (Nov 6, 2024 16:28 EST)

Signature of Notary

My Commission Expires

State; County

Subscribed and sworn to before me this _____ day of _____,

(Day)

(Month)

(Year)

Exhibit A

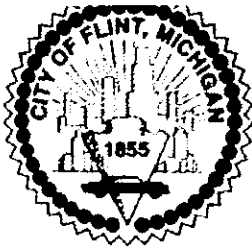
Owner Information				
Property Owner <input checked="" type="checkbox"/> Same as applicant	Name:			
	Firm/Entity:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Designee of Agency Authorizing Vacation:			
	Designee Signature:	<u>Theron S. Wiggins</u> <small>Theron S. Wiggins (Nov 6, 2024 16:28 EST)</small>		

Please note:

The non-refundable fee made payable to the City of Flint must accompany your application.

For fees, please reference the City of Flint Master Fee Schedule.

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City of Flint
Department of Business and Community Services
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426
<https://www.cityofflint.com/departments/bcs/>

Exhibit A

Affidavit & Consent of Owner

Project Police and Fire Training Facility

Docket _____
 (If Applicable)

Complete and submit if applicant is different from the property owner.

I (we) _____
 NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____
 (Please include the Address(es) and Parcel Identification Number(s) (PID))
 (For requests that appertain to multiple parcels of real property attach (a) notarized exhibit(s) to this affidavit)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. Such request being made by the applicant (is) (is not) a condition to the sale or lease of the above reference property.

 (AFFIANT)

STATE OF MICHIGAN)
) SS:
 COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____
 (Day) (Month) (Year)

 (Print)
 _____, Notary Public
 (Signature)

Seal:

My Commission expires: _____
 County of Residence: _____

Exhibit A

VACATION OF STREET, ALLEY, OR PUBLIC GROUNDS **APPLICATION PROCEDURES**

- 1) Prior to application, please contact the City of Flint Zoning Division staff to discuss the vacation request to ensure that the applicant is aware of the effects the vacation may have and any responsibilities that may apply to the applicant should the vacation be approved.
- 2) Submit application to City of Flint Zoning Division; include with the application:
 - a) The associated non-refundable \$1002 fee made payable to the "City of Flint";
 - b) A survey with legal description of the requested vacation;
 - c) A copy of the original plat map identifying the subject area and adjoining properties
 - d) Any letters from all the applicable utility companies indicating no objection to the vacation;
 - e) If applicable, the attached petition form with names, addresses and signatures of abutting property owners of the requested vacation for verification of concurrence with the requested vacation.
 - f) Any other information you feel necessary for the Planning Commission to review your request.
- 3) Notice of Public Hearing:
 - a) Legal Notice: No less than 15 days before the public hearing, Zoning staff will prepare a public notice to be published in the Flint Journal, giving notice of the public hearing, and outlining the applicant's request.
 - b) Public Notice: No less than 15 days before the public meeting, Zoning Staff will send a mailed notice, via USPS, to property owners within 300 feet of the subject site to inform them of the request and when and where the public hearing will take place.

VACATION OF STREET, ALLEY, OR PUBLIC GROUNDS
APPLICATION PROCEDURES

Exhibit A

4) Application Review

- a) Zoning staff reviews the application, any additional materials submitted, and conducts a site visit. A staff report is generated and submitted to the Planning Commission summarizing the merits of the application, planning principals, input from various City departments, utility companies, transportation agencies, and any other relevant background information.
- b) Prior to the public hearing, the Planning Commission reviews all application materials, the staff review, and conducts a site visit of the subject site.

5) Planning Commission

- a) During the public hearing portion of the Planning Commission meeting, the applicant has the opportunity to address the Commission regarding the vacation request. In addition, anyone with interest in the case is also given an opportunity to address the Commission, either for or against the requested vacation. The Planning Commission considers all public input prior to rendering a recommendation.
- b) After public comment is given, the Commission will deliberate on the merits of the case and vote on a recommendation to forward to the Flint City Council. The application is then forwarded to City Council with the Planning Commission's recommendation.

6) City Council

- a) The Flint City Council will schedule a public hearing, publish a notice of said public hearing and hold the public hearing at one of their regularly scheduled meetings. The Flint City Council renders the final decision to approve or deny the application for the requested vacation.
- b) A vacation and discontinuance of street, alley, or public ground requires approval of City Council and adoption by Resolution. Should the vacation be approved, the city property shall cease to be part of the city public system and the land will become the property of the adjoining landowner and placed on the assessment rolls for the purpose of taxation. The city may reserve an easement for public utility purposes. It becomes the new owner's responsibility to maintain the property they have acquired.

Exhibit A

VACATION OF STREET, ALLEY, OR PUBLIC GROUNDS **APPLICATION PROCEDURES**

- 7) Upon approval, within 30 days the City Clerk shall record a certified copy of the resolution with the Register of Deeds for Genesee County and forward a certified copy of the resolution to the State Treasurer.

Please use the following link below in **BLUE**, to review the City of Flint, City Code language for the vacation of streets, alleys, or other public grounds:
City of Flint City Code Chapter 50, §42-25

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Exhibit B Roberts St

Area To Be Vacated



Map Publication:
06/19/2024 12:33 PM



powered by
FetchGIS

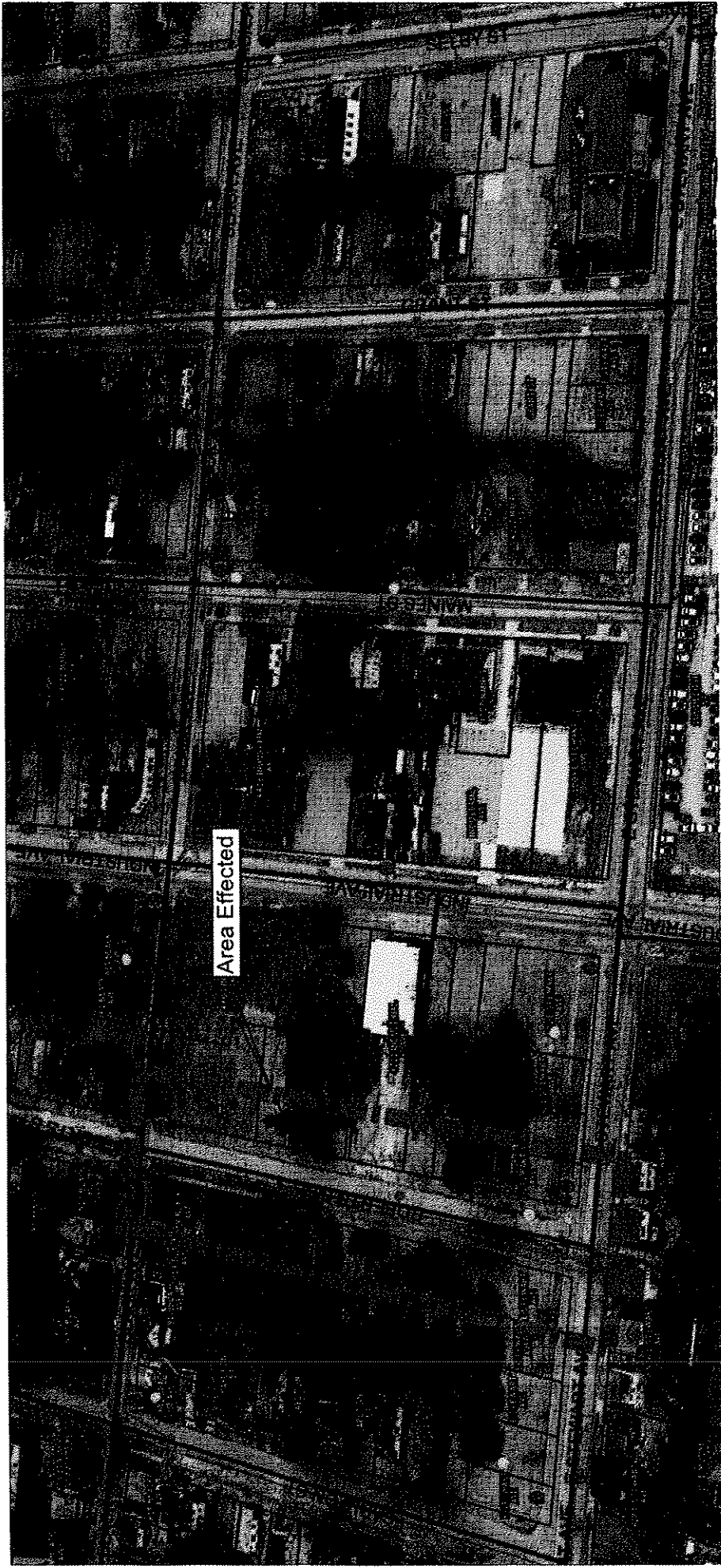
Disclaimer: This map does not represent a survey or legal document and is provided on an 'as is' basis. Genesee County expresses no warranty for the information displayed on this map document.



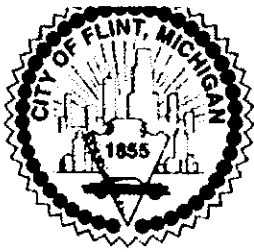


Roberts St Utilities

Exhibit F



04/02/2022



City of Flint
Department of Business and Community Services
1101 S Saginaw Street Room S105, Flint, MI 48502
Phone: (810)766-7426
<https://www.cityofflint.com/department/bcs/>

Affidavit & Consent of Owner

Project Police and Fire Training Facility

Docket _____
 (If Applicable)

Complete and submit if applicant is different from the property owner.

I (we) _____
 NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____
 (Please include the Address(es) and Parcel Identification Number(s) (PID))
 (For requests that appertain to multiple parcels of real property attach (a) notarized exhibit(s) to this affidavit)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. Such request being made by the applicant (is) (is not) a condition to the sale or lease of the above reference property.

 (AFFIANT)

STATE OF MICHIGAN)
) SS:
 COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____
 (Day) (Month) (Year)

 (Print)
 _____, Notary Public
 (Signature)

Seal:

My Commission expires: _____
 County of Residence: _____



CITY OF FLINT

FLINT PLANNING COMMISSION
ROBERT WESLEY, CHAIRMAN

Action Notification

7/11/2024

To:

Ed Taylor
Deputy Chief of Staff
City of Flint
1101 S Saginaw St
Flint, MI 48502

CC:

Emily Doerr
Director of Business and Community Services
City of Flint
1101 S Saginaw St
Flint, MI 48502

CC:

City of Flint – City Council
1101 Saginaw St, Room #310
Flint, MI 48502

RE: PC 24-16 Roberts St Vacation Petition

Request

The City of Flint is seeking a positive recommendation from the City of Flint Planning Commission to the City of Flint City Council for approval to partially vacate Roberts St, between E Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Robert St) of the Maplewood Plat.

Decision

At its meeting on July 9, 2024, the City of Flint Planning Commission made **Positive Recommendation with Condition**, to the City of Flint City Council regarding PC 24-16; please see the recommended condition of approval below.

Condition(s)

A designee of City of Flint (City) shall provide proof of site control of the subject properties that comprise the site of the proposed City of Flint Fire Department and Police Department Training Center Annex; please provide the Zoning Coordinator with proof of site control in the form of a signed and notarized Affidavit of Consent of Property Owner and/or (a) purchase agreement(s).

Forward

The City of Flint, City Council will take action to approve, deny, or table PC 24-16, while paying regard to the City of Flint Planning Commission's positive recommendation with condition regarding PC 24-16; if PC 24-16 is approved with the recommended condition, the City shall furnish proof of site control regarding the properties that comprise the proposed City of Flint Fire Department and Police Department Training Center Annex as stated in the aforementioned Conditions section of this letter.



CITY OF FLINT

FLINT PLANNING COMMISSION
ROBERT WESLEY, CHAIRMAN

If you have any questions, please contact me directly at bacheff@cityofflint.com or (810) 382-9299.

Respectfully,

A handwritten signature in cursive script that reads "Brian Acheff".

Brian Acheff
Zoning Coordinator
City of Flint - Planning & Zoning Division
1101 S. Saginaw St. Rm. S105

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Sheldon Neeley
Mayor

CITY OF FLINT

FLINT PLANNING COMMISSION

Draft Meeting Minutes
July 9th, 2024

Commissioners Present

Robert Wesley, Chair
Carol-Anne Blower, Vice-Chair
Lynn Sorenson, Secretary
Joshua Brown
Robert Jewell
Mona Munroe-Younis
Jeffrey Curtis Horton

Staff Present

Shannon Morris, Assistant City Attorney
Brian Acheff, Zoning Coordinator
Max Lester, Int. Zoning Coordinator
Dalton Castle, Planner I
Tyler Bailey, Deputy Director of Business Services
Montel Menifee, Marihuana Licensing Coordinator

Absent:

Nadia Rodriguez

ROLL CALL:

Chairperson Wesley called the meeting to order at 6:23 p.m. Roll was taken, and a quorum was present.

The meeting was held both in-person in the Dome at City Hall and via Zoom conferencing as approved.

Roll Call:

Commissioner Brown: Present
Commissioner Blower: Present
Commissioner Jewell: Present
Commissioner Rodriguez: Absent

Commissioner Sorenson: Present
Commissioner Munroe-Younis: Present
Commissioner Horton: Present
Chairperson Wesley: Present

ADDITIONS/CHANGES TO THE AGENDA:

Commissioner Jewell requested that SPR 24-08 be heard directly after PC 24-08 as both items pertain to the same project.

Commissioner Jewell recommended that SPR 24-09 to the July 23rd, 2024, Planning Commission meeting to align with the public hearing set to be held on that same date from the same applicant.

Commissioner Jewell made a motion to postpone SPR 24-09 to the July 23rd, 2024, Planning Commission meeting. Commissioner Munroe-Younis seconded the motion.



**Sheldon Neeley
Mayor**

CITY OF FLINT FLINT PLANNING COMMISSION

Roll Call:

Commissioner Brown: Yes
Commissioner Blower: Yes
Commissioner Jewell: Yes
Commissioner Rodriguez: Absent

Commissioner Sorenson: Yes
Commissioner Munroe-Younis: Yes
Commissioner Horton: Yes
Chairperson Wesley: Yes

M/S – Jewell/Munroe-Younis

7 yes, 0 no, 0 abstain

The motion carried.

ADOPTION OF THE AGENDA:

Commissioner Wesley asked for a motion to approve the agenda. Commissioner Jewell motioned to accept the agenda with the discussed amendments. Commissioner Munroe-Younis seconded the motion.

M/S – Jewell/Munroe-Younis

Unanimously carried by voice vote

MINUTES OF PREVIOUS MEETINGS:

Commissioner Jewell asked for a line to be added on page 6 noting that the Planning Commission has been the approving body for components of RRC certification.

Commissioner Brown made a motion to approve the minutes of June 11, 2024 as amended.
Commissioner Horton supported this motion.

M/S – Brown/Horton

8 yes – 0 no – 0 abstain

Unanimously carried by voice vote

PUBLIC FORUM:

Chairperson Wesley opened the floor for public forum. Barbara Smith via Zoom requested that since the citizens are “lay-people” that action by the Planning Commission be restated to be easier understood. She asked if SPR 24-09 has been rescheduled. Chairperson Wesley clarified that SPR 24-09 was pushed to the July 23rd, 2024, Planning Commission agenda and would not be discussed.

PUBLIC HEARINGS:

PC 24-08: Applicant Todd Stamper / 5125 N Dort Hwy, LLC, DBA Priority Waste, request approval of a Planned Sign Program regarding the proposed Solid Waste Transfer Station & Materials Recovery Facility located at 1420 E. Pierson Rd (PID #47-32-101-033), 5125 N. Dort Highway (PID #47-32-101-032), and 47-31-226-005 Thetford Rd.



**Sheldon Neeley
Mayor**

**CITY OF FLINT
FLINT PLANNING COMMISSION**

Brian read the staff report. Staff recommendation is conditional approval for PC 24-08 pending conditional approval of SPR 24-08 and receipt of manufacturing and installation notes for the proposed signage.

Giovanni Lavigne, the project architect, presented the application. Commissioner Jewell asked if Mr. Lavigne is approved to speak on behalf of the applicant. Brian pointed to the application with applicant Todd Stamper's signature which lists Mr. Lavigne as the primary contact. Mr. Lavigne explained that the restrictions on signage are not conducive to the nature of the site, as truck drivers would be unable to see the signage if they were to meet all height and sizing requirements.

Commissioner Jewell asked Mr. Lavigne to walk him through the site. Mr. Lavigne explained there are eight entry points to the site with very specific routes a given truck would have to take to be weighed, dump, and then park or exit. He further explained that there would be one entrance dedicated to civilians and stressed the importance of controlling traffic flow on the site.

Commissioner Sorenson asked how many entrances to the site there are and their locations. Mr. Lavigne explained there are three gates on Pierson as well as an entrance and exit along Dort Hwy.

Matt Allen, Public Relations Director for Priority Waste, spoke about the benefits of the facility creating jobs in the City of Flint and assisting in waste management for Genesee County.

Commissioner Jewell asked staff if there had been any additional communications regarding PC 24-08. Brian said there had not been any additional communications.

Commissioner Blower made a motion to conditionally approve PC 24-08 PC 24-08 pending conditional approval of SPR 24-08 and receipt of manufacturing and installation notes for the proposed signage. Commissioner Brown seconded the motion.

Roll Call:

Commissioner Brown: Yes
Commissioner Blower: Yes
Commissioner Jewell: Yes
Commissioner Rodriguez: Absent

Commissioner Sorenson: Yes
Commissioner Munroe-Younis: Yes
Commissioner Horton: Yes
Chairperson Wesley: Yes

M/S – Blower/Brown

8 yes – 0 no – 0 abstain

Unanimously carried by voice vote



**Sheldon Neeley
Mayor**

CITY OF FLINT FLINT PLANNING COMMISSION

PC 24-12: Applicant Christopher Ascencio / Souls of Aztecas, Inc requests approval of a Special Land Use application to operate a Charitable Organization / Social Service Club regarding the property located at 2902 Richfield Rd (PID #47-33-352-001).

Max read the staff report. Staff recommendation is approval of PC 24-12 as presented or with optional conditions. The applicant noted on their application that hours of operation would be 12 PM to 12 AM, this may be considered as a condition of approval, though a slightly earlier time than 12 PM may be appropriate.

Christopher Ascencio presented his application. He spoke about how Souls of Aztecas had cleaned the building and maintained the property. Commissioner Horton asked what their impact is expected to be on the community. Mr. Ascencio explained they have already had a positive impact by giving away toys and bikes to children as well as hosting other community events.

Commissioner Jewell commented that he appreciates receiving the before and after photos of the building. He asked if there was interest in operating earlier than 12 PM and if so, how much earlier. Mr. Ascencio said there is interest, a time of 7 AM would allow additional time to prepare for events as well as allow for community breakfasts. Max clarified that the only limitation to what hours of operation the Planning Commission can allow is that operation between 12 AM and 6 AM in the TN-2 zoning district is not permitted.

Commissioner Blower raised the concern of noise and impact on neighbors. Mr. Ascencio explained their operation has been limited thus far, but they do not foresee themselves disturbing their neighbors. He added that all interactions they have had thus far with their neighbors have been positive.

Commissioner Sorenson asked if alcohol would be served. Mr. Ascencio said there would not.

Kevin Duran, a member of Souls of Aztecas, expressed his support for PC 24-12. Max read an email from Jessica McCullen who asked several questions, whether or not alcohol would be served, the hours of operation, and if those operating out of the building are a gang.

Commissioner Blower asked the applicant if the hours of operation of 7 AM to midnight would be appropriate for their purposes. Mr. Ascencio said that those hours would be sufficient.

Commissioner Blower made a motion to approve PC 24-12 with the hours of operation of 7 AM to 12 PM. Commissioner Sorenson seconded the motion.



Sheldon Neeley
Mayor

CITY OF FLINT

FLINT PLANNING COMMISSION

Roll Call:

Commissioner Brown: Yes
Commissioner Blower: Yes
Commissioner Jewell: Yes
Commissioner Rodriguez: Absent

Commissioner Sorenson: Yes
Commissioner Munroe-Younis: Yes
Commissioner Horton: Yes
Chairperson Wesley: Yes

M/S – Blower/Sorenson

8 yes – 0 no – 0 abstain

Unanimously carried by voice vote

PC 24-13: Applicant Samir Shango / Star Budz Flint, LLC requests approval of a Complete Transfer of Ownership & Marihuana Facilities License regarding the “Group E”, Marihuana Retail Facility, “The Sweet Leaf”, located at 400 S. Dort Highway, Flint, MI 48503 (PID #41-08-434-033).

Brian read the staff report.

Commissioner Jewell asked if the application is just for approval of a transfer of ownership. Brian and Montel confirmed that yes, the application is only for a transfer of ownership and a background check on the new owner has been completed.

Attorney Bruce Leach presented the application. He explained there are no proposed changes to the site or business aside from a name change. Mr. Shango explained that in Mt. Morris he has donated turkeys at Christmas time and held coat drives, saying he would support the Flint community in similar ways.

Commissioner Jewell asked the applicant if anything in his background would cause alarm. Mr. Shango said there is nothing in his background to cause alarm.

Commissioner Munroe-Younis asked the applicant if they had spoken with the neighbors by the facility. Mr. Shango said he had not, as he had been waiting for approval first.

Commissioner Horton noted that an individual had communicated their opposition to opening a marihuana facility at 400 S Dort Hwy, however the facility is already operational.

Commissioner Jewell asked staff if there had been any additional communications regarding PC 24-13. Brian directed the commission to see the letter previously referenced by Commissioner Horton.

Commissioner Blower made a motion to approve PC 24-13 as presented. Commissioner Jewell seconded the motion.



**Sheldon Neeley
Mayor**

CITY OF FLINT

FLINT PLANNING COMMISSION

Roll Call:

Commissioner Brown: Yes
Commissioner Blower: Yes
Commissioner Jewell: Yes
Commissioner Rodriguez: Absent

Commissioner Sorenson: Yes
Commissioner Munroe-Younis: Yes
Commissioner Horton: Yes
Chairperson Wesley: Yes

M/S – Blower/Jewell

8 yes – 0 no – 0 abstain

Unanimously carried by voice vote

PC 24-14: Applicant Mark Savaya / MS Industries, LLC requests approval of a Complete Transfer of Ownership & Marihuana Facilities License regarding the “Group E”, Marihuana Retail Facility, “Leaf & Bud”, located at 1227 James P. Cole Blvd, Flint, MI 48503 (PID #41-07-134-030).

Brian read the staff report.

Commissioner Jewell asked if the application is just for approval of a transfer of ownership. Brian and Montel confirmed that yes, the application is only for a transfer of ownership.

Attorney Scott Roberts, representing Mr. Savaya, presented the application, speaking on donations MS Industries has made to benefit the community.

Commissioner Horton referred to an email from the University Park Estates Homeowner’s Association speaking against allowing the marihuana facility to continue operation citing an incident of breaking and entering at the facility. Attorney Roberts stated he was not aware of this issue and deferred to the current owner’s attorney Elliot Choi. Attorney Choi said he does not currently have any information regarding the break in and that Leaf & Bud has already vacated the premises.

Commissioner Horton asked what the new security plan would be. Attorney Roberts explained that there would be security both in and outside the building.

Commissioner Jewell asked if there has been authorization from Mr. Savaya to allow Attorney Roberts to speak on his behalf. Montel explained that the authorization is on the application.

Commissioner Blower asked for clarification on the timeline of the building being operational. Attorney Roberts said that to his knowledge the business was operational then ceased operation approximately 2 months prior. He then deferred to Attorney Choi for additional clarification. Attorney Choi explained that yes, the business had ceased operation approximately one to two months ago. Commissioner Blower asked staff if the license had lapsed due to inactivity. Montel explained that to his knowledge the business is not open and have not paid fees to his to his department.



**Sheldon Neeley
Mayor**

CITY OF FLINT FLINT PLANNING COMMISSION

Commissioner Blower clarified that the applicants have said they ceased all function at the property including security and asked if that would make the license invalid. Montel said that it would.

Attorney Roberts said that these issues may be result of PC 24-14 being pushed from the prior Planning Commission agenda due to a lack of quorum.

Chairperson Wesley asked if this item was prepared for presentation for the Planning Commission. Brian said that now that staff are aware the business has ceased operation for an excess of thirty days, they will need reapproval for the license permit. Attorney Choi said that to his knowledge the security system has been turned off but not removed.

Commissioner Blower made a motion to postpone PC 24-14 to a later date to receive additional information. Commissioner Munroe-Younis seconded the motion.

Roll Call:

Commissioner Brown: Yes
Commissioner Blower: Yes
Commissioner Jewell: Yes
Commissioner Rodriguez: Absent

Commissioner Sorenson: Yes
Commissioner Munroe-Younis: Yes
Commissioner Horton: Yes
Chairperson Wesley: Yes

M/S – Blower/Munroe-Younis

8 yes – 0 no – 0 abstain

Unanimously carried by voice vote

The meeting was temporarily suspended at 9:19 PM and began again at 9:24 PM.

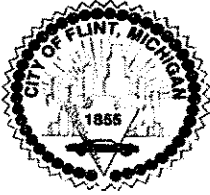
Commissioner Horton was excused at 9:24 PM.

PC 24-16: The City of Flint is seeking a positive recommendation from the City of Flint Planning Commission to the City of Flint City Council for approval to partially vacate Roberts St, between E Stewart Ave and the North lot lines of Lot 234 (4401 Roberts St) and Lot 285 (4402 Robert St) of the Maplewood Plat.

Brian read the staff report.

Commissioner Sorenson expressed concern that the city would need to acquire four separate land bank parcels all in a row. Brian said he would have to defer Tyler for that concern and explained the right of first refusal.

Commissioner Blower asked if their approval would go into effect prior to or after attaining the privately owned homes. Brian clarified that the Planning Commission is sending a recommendation to the City Council, not approving the application.



**Sheldon Neeley
Mayor**

**CITY OF FLINT
FLINT PLANNING COMMISSION**

Commissioner Blower made a motion to submit a recommendation of approval to the City Council for PC 24-16. Commissioner Brown seconded the motion.

Commissioner Munroe-Younis asked that the motion be amended to include a recommended condition of the City of Flint acquiring all privately owned properties affected by the vacation.

Commissioner Blower amended her motion to submit a recommendation of approval to the City Council for PC 24-16 to recommend the condition of approval that the City of Flint acquire an affidavit of consent from the private property owners affected by the proposed street vacations. Commissioner Brown accepted the amendment.

Roll Call:

Commissioner Brown: Yes
Commissioner Blower: Yes
Commissioner Jewell: Yes
Commissioner Rodriguez: Absent

Commissioner Sorenson: Yes
Commissioner Munroe-Younis: Yes
Commissioner Horton: Excused
Chairperson Wesley: Yes

M/S – Blower/Brown

7 yes – 0 no – 0 abstain

Unanimously carried by voice vote

SITE PLAN REVIEW:

SPR 24-08: Applicant Todd Stamper / 5125 N Dort Hwy, LLC, DBA Priority Waste, requests approval of a Site Plan Review application regarding the proposed Solid Waste Transfer Station & Materials Recovery Facility located at 1420 E. Pierson Rd (PID #47-32-101-033), 5125 N. Dort Highway (PID #47-32-101-032), and 47-31-226-005 Thetford Rd.

Brian read the staff report. Brian explained that approval of SPR 24-08 would be conditional on approval of a variance allowing relief from the 500 ft distance requirement for a facility utilizing heavy machinery from a residentially zoned district or use. Another condition of approval would be City Council approval of a street vacation of Thetford Rd which was partially vacated in the 80's.

Commissioner Jewell asked for additional clarification regarding the requested waiver from parking lot interior zone landscaping. Brian explained that the ordinance requires that for every 15 spaces a landscape island would be required, which the applicant found to be too burdensome given the nature of large trucks needing to maneuver the property on a daily basis.

Mr. Lavigne commented that parking lot island landscaping requirements in general exist to improve the user experience of a property. He went on to say that in the case of the Priority Waste parking lot, the primary users will be truck drivers who would likely be inconvenienced by the existence of island landscaping.



Sheldon Neeley
Mayor

CITY OF FLINT

FLINT PLANNING COMMISSION

Commissioner Blower asked what portion of work is done inside versus outside. Mr. Lavigne explained that all work is performed inside the building. Commissioner Blower asked what the intent was as far as combining the parcels. Mr. Lavigne explained there was no intent to combine the parcels as that would require them to reapply to EGLE for their waste management license.

Commissioner Sorenson asked if the “DIY” trash drop off extended to recyclables as well. Mr. Lavigne said that the “DIY” drop off would not include recyclables, which would be limited to pick up only. Commissioner Sorenson asked if they would be handling hazardous waste at the property. Mr. Lavigne said they would not.

Commissioner Munroe-Younis asked the reasoning behind providing twice as much parking on the proposed site plan than the required minimum. Mr. Lavigne explained there is one space for every truck driver such that they may leave their personal vehicle on site when taking a truck as well as one space for each of their 90 employees.

Commissioner Munroe-Younis asked what the hours of operation would be. Mr. Allen explained that the facility operates from 6 AM to 6 PM. Commissioner Munroe-Younis expressed concern that the facility may cause excess noise and asked if any measures had been taken to avoid that. Mr. Lavigne explained that all work will be performed inside and that no stamping would be performed on site. He went on to note that any noise dampening material would also be soil absorbing which would cause issues in maintaining the cleanliness of the site. Mr. Allen explained that the dozers running on top of the waste pile actually has a self-sound dampening effect.

Commissioner Blower made a motion to approve the application, as well as the requested waiver from Article 13 Section 50-156(C) Parking Lot Interior Zone Landscaping with the following conditions:

1. The applicant shall receive approval of a non-use variance from the Zoning Board of Appeals providing relief from **Article 9, §50-103(E)** of the Zoning Ordinance before issuance of final site plan approval.
2. The vacation of the two sections of City of Flint owned right-of-way, needed for site control, if necessary, shall occur before disposition of said sections of City of Flint owned right-of-way (see **Exhibit C**).
3. The disposition of the two sections of City of Flint owned right-of-way, needed for site control shall occur before the issuance of the final Certificate of Occupancy (see **Exhibit C**).
4. The combination of the two sections of City of Flint owner right-of-way with the respective



**Sheldon Neeley
Mayor**

CITY OF FLINT

FLINT PLANNING COMMISSION

adjacent parcels shall occur before the issuance of the final Certificate of Occupancy (see Exhibit C).

5. Before issuance of the final Certificate of Occupancy, the final parcel boundaries of the subject development shall be conveyed on the final submittal of revised plans that will be approved and signed by the Planning Commission President
6. If necessary, a survey and legal instrument regarding the perpetual Utility Easement regarding any City of Flint owned utilities under the vacated Thetford Rd shall be provided to the City of Flint Zoning Division before issuance of the final certificate of occupancy.
7. The applicant shall submit revised plans that convey the reconfigured access limitations for Gate #2 along E. Pierson Rd, satisfying the requested change from Traffic Engineering.
8. The applicant shall receive City Engineering approval before final site plan approval.
9. The applicant shall provide copies of all Environmental and Michigan Department of Transportation (MDOT) permits before issuance of the final Certificate of Occupancy
10. 11. A Haul Route Map delineating the haul route for the proposed operation shall be submitted to the Zoning Coordinator before final Site Plan approval is granted.

Commissioner Sorenson seconded the motion.

Roll Call:

Commissioner Brown: Yes
 Commissioner Blower: Yes
 Commissioner Jewell: Yes
 Commissioner Rodriguez: Absent

Commissioner Sorenson: Yes
 Commissioner Munroe-Younis: Yes
 Commissioner Horton: Yes
 Chairperson Wesley: Yes

M/S – Brown/Horton

8 yes – 0 no – 0 abstain

Motion Carried

Commissioner Jewell made a motion to postpone the remainder of the agenda to the July 23rd, 2024, Planning Commission meeting. Commissioner Brown supported the motion.

M/S – Brown/Horton

8 yes – 0 no – 0 abstain

Unanimously carried by voice vote



Sheldon Neeley
Mayor

CITY OF FLINT
FLINT PLANNING COMMISSION

CASE REVIEW:

Postponed to the July 23rd, 2024, Planning Commission meeting.

REPORTS:

Postponed to the July 23rd, 2024, Planning Commission meeting.

RESOLUTIONS:

Postponed to the July 23rd, 2024, Planning Commission meeting.

OLD BUSINESS:

Postponed to the July 23rd, 2024, Planning Commission meeting.

NEW BUSINESS:

Postponed to the July 23rd, 2024, Planning Commission meeting.

ADJOURNMENT:

M/S – Jewell/Munroe-Younis

Unanimously carried by voice vote.

Meeting adjourned at 9:49 PM.



240455-T

RESOLUTION NO.: _____

PRESENTED: 10-9-2024

ADOPTED: _____

RESOLUTION FOR FLINT CITY COUNCIL TO ADOPT COMPREHENSIVE PLAN UPDATE MOU WITH CITY OF FLINT PLANNING COMMISSION

The Imagine Flint Comprehensive Plan ("the Plan"), adopted on October 28, 2013, was reviewed by the Planning Commission per the Michigan Planning Enabling Act, being P.A. 33 of 2008, as amended, M.C.L. 125.3801 *et seq.*, and the determination was made that an update was needed at the February 13th, 2024 regular meeting. Part of the creation of the plan included a Memorandum of Understanding (MOU) between the City of Flint, City of Flint Planning Commission, and City Council for City of Flint, signed March 28, 2011, to define roles and responsibilities between the partnering entities. Now the Administration would like to enact an updated MOU to define the roles of the Planning Commission, Steering Committee, Department of Business and Community Services, City Administration, and the City Council in the Plan update process.

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary to enact the Memorandum of Understanding that is being recommended by the Planning Commission from their August 13th, 2024 meeting.

For the City:

For the City Council:

CLYDE D EDWARDS / A0311
CLYDE D EDWARDS / A0311 (Oct 1, 2024 16:24 EDT)
Clyde D. Edwards, City Administrator

Approved as to Form:

Approved as to Finance:

JK
Joseph Kuptz (Oct 1, 2024 13:31 EDT)
Joseph Kuptz, Acting City Attorney

Phillip Moore
Phillip Moore (Oct 1, 2024 10:17 EDT)
Phillip Moore, Chief Financial Officer

RESOLUTION STAFF REVIEW

TODAY'S DATE: September 25, 2024

BID/PROPOSAL# N/A

AGENDA ITEM TITLE: RESOLUTION FOR FLINT CITY COUNCIL TO ADOPT COMPREHENSIVE PLAN UPDATE MOU WITH CITY OF FLINT PLANNING COMMISSION

PREPARED BY: Emily Doerr

VENDOR NAME: N/A

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

The Imagine Flint Comprehensive Plan ("the Plan") was reviewed by the Planning Commission per the Michigan Planning Enabling Act, being P.A. 33 of 2008, as amended, M.C.L. 125.3801 *et seq.*, and the determination was made that an update was needed at the February 13th, 2024 regular meeting. A Memorandum of Understanding ("MoU") was drafted to define the roles of the Planning Commission, Steering Committee, Department of Business and Community Services, City Administration, and the City Council in the Plan update process. The Planning Commission reviewed the attached MOU and approved it with amendment at the August 13th, 2024 regular meeting.

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

MOU between City of Flint, City of Flint Planning Commission, and City Council for City of Flint Master Plan signed 3/28/2011 (enclosed)

Section III. POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

The Plan update process is focused on resident engagement and there are multiple references to "the Steering Committee" in the MOU which will be a group of stakeholders up to 21 people – 90% of whom must be city residents – who will provide additional time for review and recommendations for updating on top of the hundreds, if not thousands of residents who will be engaged through the 18-month process that will include no less than 50 community meetings.

Section IV: FINANCIAL IMPLICATIONS:

Having an updated Comprehensive Plan will allow the City of Flint to apply for more grant funding.

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN: N/A

MEMORANDUM OF UNDERSTANDING

CITY OF FLINT COMPREHENSIVE PLAN

This Memorandum Of Understanding – City of Flint Comprehensive Plan (“Memorandum”) is executed to be effective as of this _____ day of _____ 2024, by and between the administration of the City of Flint, a Michigan municipal corporation (“Administration”), City of Flint Planning Commission (“PC”) and the City Council of the City of Flint (“Council”); the Administration, the PC and the Council are individually a “Branch” and collectively the “Branches”.

The following is a recital of certain facts which underlie this Memorandum:

- A. The Branches wish to work together to develop an update to the “Comprehensive Plan” pursuant to the Michigan Planning Enabling Act, being P.A. 33 of 2008, as amended, M.C.L. 125.3801 *et seq.* (the “Act”); and
- B. The Comprehensive Plan shall fulfill the role required by section 4-503 of the Charter of the City of Flint (the “Charter”); and
- C. Each Branch understands that the Act contains procedures and requirements in order to adopt a statutorily valid comprehensive plan; and
- D. The Branches wish to document their preliminary understandings and intent by this Memorandum; and
- E. While each Branch understands that this Memorandum is not a binding contract, each Branch intends to proceed through the procedures contained in this Memorandum.

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is agreed as follows:

1. Introduction and Intent. This Memorandum is intended to be a non-binding expression of the present intent of the Branches to research, prepare, adopt and implement an updated “Comprehensive Plan” pursuant to the Act (the “Plan”). Each Branch understands that additional documents will be negotiated and adopted by each of the Branches before the full Plan is approved and binding, and that the Act requires specific roles from each Branch. While this Memorandum is not a binding contract, each Branch intends to act in accordance with the terms contained in this Memorandum.
2. The Plan. The Plan refers to a plan adopted or amended under the Act, and used to satisfy the requirement of section 203(1) of the Michigan Zoning Enabling Act, being P.A. 110 of 2006, as amended, M.C.L. 125.3101 *et seq.* Also referred to as the “Comprehensive Plan”, “Imagine Flint Comprehensive Plan”, and previously referred to as the “Imagine Flint Master Plan”.
3. Branch Roles. The Branches will share the Plan tasks, pursuant to Michigan law, in the following areas:

a. Administration.

The role of the Administration in connection with the development of the Plan will include the following:

i. Mayor.

The Mayor of the City shall do the following:

1. The Mayor will appoint, pursuant to section 4-202 of the Charter, a "Director of Business and Community Services".
2. The Mayor will appoint, pursuant to Article 6, Section 6-302 of the Flint Code of Ordinances, any vacancies for permanent positions of the Planning Commission.
3. The Mayor will appoint members to the Steering Committee per the selection process noted in subsection (c).

ii. City Administrator.

The City Administrator shall do the following:

1. The City Administrator or his or her designee shall engage in discussions with all other City departments and commissions regarding positioning, leveraging, and coordinating City resources as part of the comprehensive planning and development process in connection with the development and adoption of the Plan.

iii. Department of Business and Community Services ("DBCS").

The role of the Department of Business and Community Services ("DBCS") in connection with the development of the comprehensive plan will be the following:

1. The DBCS Director shall communicate to and coordinate with the Mayor, Administration, and the City Council regarding positioning/leveraging current City resources as part of the comprehensive planning and development process, including internal coordination of resources and projects utilizing community and economic development funding.
2. The DCBS Director shall be the liaison for the City Administration and all City departments, agencies, committees, and commissions in preparation of proposals relative to the comprehensive planning process.
3. The DBCS Director shall oversee functions relating to developmental matters as defined in the Charter, section 4-502 ("Development Matters"), so far as such functions relate to the comprehensive planning process.

4. The DCBS Director shall receive all reports concerning Development Matters and other information which they request. The DCBS Director shall, with the head of any agency involved, evaluate all reports and information in light of the policies, programs, and priorities of the Mayor and Plan.
5. The DCBS Director will coordinate with the Planning Administrator in the administration of any grants awarded to the City in connection with the comprehensive planning process and management of the comprehensive planning process.
6. The DBCS shall prepare procurement resolutions, including those for the hiring of professional consultants. Each such resolution shall require legal review as to form and financial review as to budget.
7. The DBCS will coordinate comprehensive planning consultants and/or partners in consultation with the Planning Commission and manage the professional consultants to assist the City in the comprehensive planning process.

b. Planning Commission ("PC").

The role of the PC in connection with the development of the Plan will include the following:

- i. Pursuant to the procedure contained in the Act, make and approve the Plan as a guide for development within the City of Flint.
- ii. Provide policy direction and input regarding matters such as goals and objectives, and concepts for funding proposals.
- iii. Ensure that guiding principles identified in the initial steps of the planning process are adhered to throughout the comprehensive planning process.
- iv. Steer and guide the comprehensive planning process, subject to the authority reserved and vested in the Administration as described above and the Council below.
- v. Form advisory groups which may involve additional people and partners to address specific components such as parks, public works, transportation, etc.
- vi. Communicate at least monthly with the DBCS Director, Planning Administrator, and Steering Committee about the comprehensive planning process.
- vii. Participate in and sponsor comprehensive planning workshops.
- viii. Hold public hearings for community input in accordance with the procedure contained in the Act.
- ix. Approve the final Plan in accordance with the Act and the Charter.

c. Steering Committee.

The role of the Steering Committee in connection with the development of the Plan will include the following:

- i. In matters concerning the comprehensive planning process, the Steering Committee will be led by no less than four (4) and no more than six (6) co-chairs consisting of community leaders who are residents of the City of Flint.
 1. The Steering Committee will consist of no more than 21 members that includes representatives of community residents, the business community, neighborhood organizations, faith-based organizations, comprehensive plan partners, other local stakeholders, at least one member of the Flint City Council and at least one member of the Flint Planning Commission. A minimum of 90% of members shall reside in the City of Flint. Additional advisory groups may be formed involving additional people and partners to address specific components such as parks, public works, transportation, etc.
 2. The Planning Commission may set criteria or guidelines for selecting Steering Committee members and co-chairs by majority vote of the PC membership.
 3. Two (2) co-chairs will be selected from the Planning Commission by majority vote of the Commission membership.
 4. Four (4) co-chairs and the remaining Steering Committee members will be selected by a panel of the PC co-chairs, the City Council President, and the Mayor.
 5. The Steering Committee will not be a board assigned with decision-making authority over the Plan. Its role will be to help channel community resources towards the comprehensive planning effort and ensure the broadest feasible community ownership of the comprehensive planning process.

d. Flint City Council ("Council").

The role of the Council in connection with the development of the Plan will include the following:

- i. Adopt a resolution allowing for the right of the Council to approve or reject the Plan, pursuant to section 43 of the Act.
- ii. Participate in the procurement process by adopting procurement resolutions, including those for the hiring of professional consultants.
- iii. Participate in comprehensive planning workshops.
- iv. Receive quarterly updates on the planning process from a designated co-chair of the Steering Committee, the Planning Commission Chairperson, or the DCBS or their designee, and provide input regarding goals and objectives.

- v. Review, approve or reject (but not amend) the final Plan in accordance with the Act, including the following provisions of Section 43 of the Act:

“(3) Approval of the proposed comprehensive plan by the planning commission under subsection (2) is the final step for adoption of the comprehensive plan, unless the legislative body by resolution has asserted the right to approve or reject the comprehensive plan. In that case, after approval of the proposed comprehensive plan by the planning commission, the legislative body shall approve or reject the proposed comprehensive plan...”

“(4) If the legislative body rejects the proposed comprehensive plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed comprehensive plan. The planning commission shall consider the legislative body’s objections and revise the proposed comprehensive plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed comprehensive plan.”

4. Miscellaneous.

- a. Further Assurances. Each party to this Memorandum shall act in good faith to give effect to the intent of this Memorandum and agrees to execute and deliver such other documents and to take such other action as may be necessary or convenient to consummate the purpose and subject matter of this Memorandum.
- b. Counterparts. It is understood and agreed that this Memorandum may be executed in several counterparts, each of which, for all purposes, shall be deemed to constitute an original and all of which counterparts, when taken together, shall be deemed to constitute one and the same agreement, even though all of the parties hereto may not have executed the same counterpart.
- c. Governing Law. This Memorandum is executed in and shall be governed by, and construed under, the internal laws of the State of Michigan, without regard to conflicts of laws principles.

(the remainder of this page is intentionally blank)

IN WITNESS WHEREOF, the parties have executed this Memorandum to be effective as of the date listed above.

WITNESS:

ADMINISTRATION:

Administration for the City of Flint, a Michigan municipal corporation

By:
Its:

PLANNING COMMISSION:

City of Flint Planning Commission

By:
Its:

CITY COUNCIL:

City Council for the City of Flint

By:
Its:

MEMORANDUM OF UNDERSTANDING

CITY OF FLINT MASTER PLAN

This Memorandum Of Understanding – City of Flint Master Plan (“Memorandum”) is executed to be effective as of this 28th day of March 2011, by and between the administration of the City of Flint, a Michigan municipal corporation (“Administration”), City of Flint Planning Commission (“PC”) and the City Council of the City of Flint (“Council”); the Administration, the PC and the Council are individually a “Branch” and collectively the “Branches”.

The following is a recital of certain facts which underlie this Memorandum:

- A. The Branches wish to work together to develop a “Master Plan” pursuant to 2008 PA 33, being MCL 125.3801 et seq. (the “Act”); and
- B. The Master Plan shall fulfill the role of the “Comprehensive Plan” required by section 4-504 of the Charter of the City of Flint (the “Charter”); and
- C. Each Branch understands that the Act contains procedures and requirements in order to adopt a statutorily valid master plan; and
- D. The Branches wish to document their preliminary understandings and intent by this Memorandum; and
- E. While each Branch understands that this Memorandum is not a binding contract, each Branch intends to proceed through the procedures contained in this Memorandum.

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is agreed as follows:

1. Introduction and Intent. This Memorandum is intended to be a non-binding expression of the present intent of the Branches to research, prepare, adopt and implement a “Master Plan” pursuant to the Act (the “Plan”). Each Branch understands that additional documents will be negotiated and adopted by each of the Branches before the full Plan is approved and binding, and that the Act requires specific roles from each Branch. While this Memorandum is not a binding contract, each Branch intends to act in accordance with the terms contained in this Memorandum.
2. The Plan. The Plan refers to a plan adopted or amended under the Act, and used to satisfy the requirement of section 203(1) of the Michigan Zoning Enabling Act, 2006 PA 110, MCL 25.3203.
3. Branch Roles. The Branches will share the Plan tasks, pursuant to Michigan law, in the following areas:
 - a. Administration. The role of the Administration in connection with the development of the Plan will include the following:
 - i. Mayor. The Mayor of the City shall do the following:

1. The Mayor will appoint, pursuant to section 4-202 of the Charter, a "Chief Planning Officer" as contemplated by section 4-501 of the Charter.
- ii. City Administrator. The City Administrator shall do the following:
 1. The City Administrator or his or her designee shall engage in discussions with all other City departments and commissions regarding positioning, leveraging and coordinating City resources as part of the master planning and development process in connection with the development and adoption of the Plan.
- iii. Department of Community and Economic Development ("DCED"). The role of the Department of Community and Economic Development ("DCED") in connection with the development of the master plan will be the following:
 1. The DCED Director shall communicate to and coordinate with the Chief Planning Officer, Administration and the City Council regarding positioning/leveraging current City resources as part of the master planning and development process, including internal coordination of resources and projects utilizing community and economic development funding.
 2. The DCED shall prepare procurement resolutions, including those for the hiring of professional consultants. Each such resolution shall require legal review as to form and financial review as to budget.
 3. The DCED will select master planning consultants in consultation with the Planning Commission and manage the professional consultants to assist the City in the master planning process.
- iv. Chief Planning Officer. The Chief Planning Officer shall do the following:
 1. The Chief Planning Officer shall report to the DCED Director, the City Administrator, and the Mayor.
 2. The Chief Planning Officer shall oversee functions relating to development matters as defined in the Charter, section 4-502 ("Development Matters"), so far as such functions relate to the master planning process.
 3. The Chief Planning Officer shall be the liaison for the City Administration and all City departments, agencies, committees and commissions (including the PC and the Master Planning Steering Committee) in preparation of proposals relative to the master planning process.

4. The Chief Planning Officer shall obtain all information and conduct all studies required by the Mayor and the heads of agencies in the preparation of proposals relative to Development Matters.
5. The Chief Planning Officer shall receive all reports concerning Development Matters and other information which it requests. The Chief Planning Officer shall, with the head of any agency involved, evaluate all reports and information in light of the policies, programs, and priorities of the Mayor and Plan.
6. The Chief Planning Officer will coordinate with the Planning Administrator in the administration of any grants awarded to the City in connection with the master planning process ("Grants") and management of the master planning process.

b. Planning Commission ("PC"). The role of the PC in connection with the development of the Plan will include the following:

- i. Pursuant to the procedure contained in the Act, as summarized on the attached Exhibit 2, make and approve the Plan as a guide for development within the City of Flint.
- ii. Provide policy direction and input regarding matters such as goals and objectives, concepts for funding proposals, desired qualities for Chief Planning Officer candidates, and criteria for selecting master planning consultants.
- iii. Ensure that guiding principles identified in the initial steps of the planning process are adhered to throughout the Master Planning initiative.
- iv. Steer and guide the master planning process, subject to the authority reserved and vested in the Administration as described above and the Council below.

~~The Steering Committee shall be no more than 24 members that includes representatives of community residents, the business community, neighborhood organizations, faith-based organizations, master plan partners, other local stakeholders, at least one member of the Flint City Council and at least two members of the Flint Planning Commission. Additional advisory groups may be formed involving additional people and partners to address specific components such as parks, public works, transportation, etc.~~

1. ~~The Master Planning Steering Committee will be led with 2 co-chairs consisting of 1 member of the Planning Commission and 1 community leader.~~
2. ~~The members of the Master Planning Steering Committee will be selected by a four person panel consisting of the 2 co-chairs, a member of the City Council, and the Mayor.~~
3. ~~The Master Planning Steering Committee will not be a board assigned with decision making authority, nor will it be a public~~

body. Its role will be to help channel community resources towards the master planning effort and ensure the broadest possible community ownership of the master planning process.

4. The Master Planning Steering Committee will reflect the social makeup of the City of Flint in its membership (including by race, gender, age, geography, etc.) At least 75% of the Master Plan Steering Committee must be people who reside in the City of Flint. Each ward of the City shall have at least one resident of that ward who is a member of the Master Plan Steering Committee.
- vi. Communicate at least monthly with the Chief Planning Officer, Planning Administrator, and Steering Committee about the master planning process.
- vii. Participate in and sponsor master planning workshops.
- viii. Hold public hearings for community input in accordance with the procedure contained in the Act.
- ix. Approve the final Plan in accordance with the Act and the Charter.
- c. Flint City Council ("Council"). The role of the Council in connection with the development of the Plan will include the following:
 - i. Adopt a resolution allowing for the right of the Council to approve or reject the Plan, pursuant to section 43 of the Act.
 - ii. Participate in the procurement process by adopting procurement resolutions, including those for the hiring of professional consultants.
 - iii. Participate in master planning workshops.
 - iv. Receive monthly updates on the planning process and provide input regarding goals and objectives.
 - v. Review, approve or reject (but not amend) the final Plan in accordance with the Act, including the following provisions of section 43 of the Act:

"(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan..."

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to

(3) and this subsection shall be repeated until the legislative body approves the proposed master plan."

4. Work Plan. Attached as Exhibit 1 is a "Work Plan" describing the sequence of tasks and events necessary to research, prepare, adopt and implement the Plan.
5. Master Plan Flow Chart. Attached as Exhibit 2 is a "Master Plan Development and Adoption Process" describing the sequence of legal steps necessary to adopt the Plan.
6. Miscellaneous.
 - a. Further Assurances. Each party to this Memorandum shall act in good faith to give effect to the intent of this Memorandum and agrees to execute and deliver such other documents and to take such other action as may be necessary or convenient to consummate the purpose and subject matter of this Memorandum.
 - b. Counterparts. It is understood and agreed that this Memorandum may be executed in several counterparts, each of which, for all purposes, shall be deemed to constitute an original and all of which counterparts, when taken together, shall be deemed to constitute one and the same agreement, even though all of the parties hereto may not have executed the same counterpart.
 - c. Governing Law. This Memorandum is executed in and shall be governed by, and construed under, the internal laws of the State of Michigan, without regard to conflicts of laws principles.

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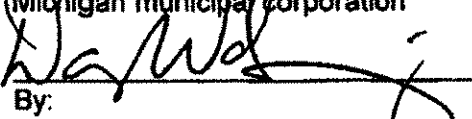
IN WITNESS WHEREOF, the parties have executed this Memorandum to be effective as of the date listed above.

WITNESS:


Maxine Murray

ADMINISTRATION:

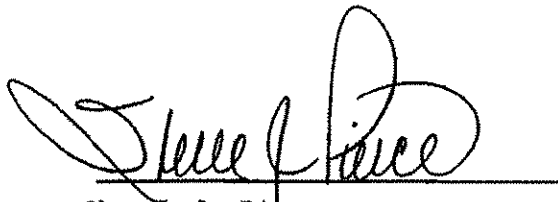
Administration for the City of Flint, a Michigan municipal corporation


By:
Its:

PLANNING COMMISSION:

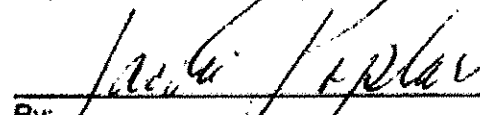
City of Flint Planning Commission


By:
Its:


Sheree J. Pierce

CITY COUNCIL:

City Council for the City of Flint


By:
Its:


Davina Donahue

**Master Planning Roles and Responsibilities
Adapted from City of Flint Master Plan MOU, approved March 28, 2011**

Administration	Planning Commission	City Council	Steering Committee
<p>Mayor</p> <p>Appoints Chief Planning Officer (CPO)</p>	<p>Makes and approves plan as a guide for development within the City of Flint</p>	<p>Adopts a resolution allowing for the right of the Council to approve or reject the Plan</p>	<p>The Committee will be co-chaired by a member of the Planning Commission and a community leader.</p>
<p>City Administrator</p> <p>Positions, leverages, and coordinates City resources</p>	<p>Provides policy direction and input regarding goals and objectives of planning process, concepts for funding proposals, desired qualities for Chief Planning Officer (CPO), and criteria for selecting master planning consultants</p>	<p>Participates in the procurement process by adopting procurement resolutions, including those for the hiring of professional consultants</p>	<p>The members of the Master Planning Steering Committee will be selected by a four-person panel consisting of the 2 co-chairs, a member of the City Council, and the Mayor</p>
<p>Department of Community and Economic Development (DCED)</p> <p>DCED Director communicates to and coordinates with CPO, Administration, and City Council regarding positioning/leveraging City resources</p> <p>Prepares RFQs/RFP(s) for consultant(s)</p> <p>In consultation with Planning Commission, selects and manages consultants</p>	<p>Ensures that guiding principles identified in the initial steps of the planning process are adhered to throughout the Master Planning initiative</p> <p>Steers and guides the master planning process, subject to the authority reserved and vested in the Administration and Council</p> <p>Convenes Steering Committee [Selects commissioner to co-chair the committee]</p> <p>Communicates at least monthly with the CPO, Planning Administrator, and Steering Committee about the master planning process.</p> <p>Sponsors and participates in master planning workshops</p> <p>Holds public hearings for community input on Plan</p> <p>Approves final Master Plan</p>	<p>Participates in master planning workshops</p> <p>Receives monthly updates on the planning process and provides input regarding goals and objectives</p> <p>Reviews, approves or rejects (but does not amend) the final Plan</p> <p>{Council is empowered to submit statement of objections to Commission; Commission shall revise plan to address objections, process is repeated until Council approves proposed plan.}</p>	<p>The Committee will be comprised of up to 21 members and shall include representatives of:</p> <ul style="list-style-type: none"> -community residents -the business community -neighborhood organizations -faith-based organizations -master plan partners -other local stakeholders <p>-at least one member of the Flint city Council</p> <p>- at least two members of the Flint Planning Commission.</p> <p>Additional advisory groups may be formed, involving additional people and partners, to address specific elements of the Plan</p> <p>The Steering Committee "will not be a board assigned with decision making power, nor will it be a public body its role will be to help channel community resources towards the master planning effort and ensure the broadest feasible community ownership of the master planning process."</p> <p>The steering Committee "will reflect the social makeup of the City of Flint in its membership (including by race, gender, age, geography, etc.). At least 75% of the advisory group must be people who reside in the City of Flint. Each ward of the City shall have at least one resident of that ward who is a member of the Master Plan Steering Committee."</p>
<p>Chief Planning Officer (CPO)</p> <p>Reports to DCED Director, City Administrator, and Mayor</p> <p>Oversees functions related to development matters, so far as functions relate to the master planning process</p> <p>Acts as liaison to all City agencies regarding preparation of proposals for planning process</p> <p>Obtains information and conducts studies as required by Mayor and heads of agencies</p> <p>Upon request, receives reports concerning development matters. In conjunction with pertinent agency head(s), evaluates reports in light of policies, programs, and priorities of the Mayor and Plan</p> <p>In coordination with Planning Administrator, administers grants awarded to City in connection with master planning process</p>			

MASTER PLAN FOR SUSTAINABLE FLINT
DRAFT WORK PLAN

	Approx. Time (quarters)
<p>Phase 1 Assemble team</p> <p>Data collection and Analysis Review current plan documents Review innovative Planning Principles</p>	<p>one - two</p>
<p>Hire or designate a "Chief Planning Officer" Select Steering Committee Hire professional consultants Collect and identify current and critical data. Collect and review institutional and neighborhood planning documents.</p> <p>Analyze data and review opportunities for integrated planning efforts. Create maps from the analyzed data and planning documents that depict the current picture of the existing conditions and identify trends to use in decision making. Review of innovative planning and development strategies.</p>	
<p>Phase 2 Develop Planning Framework and Guiding Principles Community and Stakeholder Engagement</p> <p>Develop Planning Toolbox</p>	<p>three - six</p>
<p>Develop planning training curriculum and organize educational sessions on plan development and implementation for residents, city administrators, city officials, and stakeholders. Conduct Community Vision Sessions that develop consensus around a set of guiding Principles and city-wide Strategic Planning Framework for future planning.</p> <p>Develop a "Planning Toolbox" that will define a methodology for identifying different types of planning areas within the City. It will also serve as a set of best planning practices, policies and priorities specific to each type of planning area for neighborhood and community groups to use to complete small area land use plans.</p>	
<p>Phase 3 Develop Master Plan Adoption of Master Plan</p>	<p>seven - ten</p>
<p>Develop sub area plans. Develop Draft Master Plan for a sustainable Flint. Complete statutory procedures, including all public hearings, required for adoption of Master Plan.</p>	
<p>Phase 4 Implementation of Master Plan</p>	<p>ten - twelve</p>
<p>Amend existing City Zoning Ordinances to reflect Master Plan principles, goals, and objectives. Write and adopt capital improvements plan. Develop GIS mapping and statistical data base system for access to comprehensive information on each parcel located in the City for planning and development purposes. Develop community educational materials regarding the Master Plan, related plans and tools. Corridor Plan(s)</p>	
	<p>total: 12 calendar quarters</p>

MASTER PLAN DEVELOPMENT AND ADOPTION PROCESS

City of Flint decides to update the City Master Plan



The City of Flint's Planning Commission sends a "Notice of Intent to Plan" explaining that they intend to prepare a master plan and request the recipient's cooperation and comment:

- The Planning Commission of each contiguous municipality or the legislative body if there is no Planning Commission. (Flint Twp., Mt. Morris Twp., Genesee Twp., City of Burton, Mundy Twp.)
- The County Planning Commission of the county the municipality is located in (Genesee County Metropolitan Planning Commission). The notice to the County will include a statement that a notice to other required municipalities has been sent and a list of those it was sent to.
- Each public utility and railroad company and any government entity that registers its name with the municipality.
- The Genesee County Road Commission and MDOT if the plan will include a master street plan.

The notice may include a statement that further notice shall be via e-mail unless there is a request for a paper copy sent by first-class mail delivery.



Flint Planning Commission Prepares Draft Master Plan



Flint Planning Commission submits a draft master plan to the Flint City Council for review and comment. Flint City Council approves distribution of the draft master plan. Flint Planning Commission sends a copy of the draft Master Plan and an explanation of where to send any comments (which may include of notice of public hearing) to everyone required to be sent the initial notice at the beginning of the planning process. The notice must be sent at least 63 days prior to the Flint Planning Commission's public hearing for a new or updated master plan. The statements are advisory only.



At least 15 days prior to the public hearing the Flint Planning Commission publishes a notice of the public hearing in a local newspaper. A notice of the public hearing shall be sent to each entity that was sent the initial notice at the beginning of the planning process.



The Flint Planning Commission holds the public hearing. It may vote to adopt the master plan at that meeting or at a subsequent meeting. Approval requires a 2/3 vote of the members of the Planning Commission. Adoption is by resolution.



If the Flint City Council has not passed a resolution asserting its right to final approval, the action of the Planning Commission is final



If the Flint City Council has passed a resolution asserting its right to final approval, the Flint Planning Commission forwards a copy of the plan as approved by them to Flint City Council for approval.



The Flint City Council may vote to approve or reject the plan, but may not change it. If they approve the plan, it is adopted. If they reject the plan, it is sent back to the Flint Planning Commission with an explanation of their objections. The Flint Planning Commission shall revise the plan to address the objections and may then vote to approve the plan again and send it back to the Flint City Council.



The Flint Planning Commission sends a copy of the adopted Master Plan to everyone required to be sent the initial notice at the beginning of the planning process.

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ment. The Ombudsman is not eligible to hold any City office for two (2) years after leaving the position

3-514 REMEDIES CUMULATIVE

The remedies of this Chapter are additional to those provided under any other law

3-515 SALARY AND OTHER COMPENSATION

The salary and other compensation of the Ombudsman is equal to that of the City Clerk

3-516 STAFF

The Ombudsman shall be granted a budget adequate to allow such staff as is reasonable and proper for the performance of the duties of said office. All staff members shall be appointed by and serve at the pleasure of the Ombudsman

3-517 REFERENDUM

The question of whether the office of Ombudsman shall be retained shall be submitted to the voters of the City of Flint at the general election of November, 1980. If the question fails, the office will terminate on the first day of the following January.

4-101 MAYOR

The Mayor is the chief executive officer of the City and shall have such powers and duties as are granted by state law or this Charter

4-102 TERM OF OFFICE

The Mayor shall serve for a period of four (4) years commencing at 12 o'clock noon on the Monday following the regular Mayoral general election

4-103 OBLIGATION OF LEADERSHIP

The Mayor shall take care that the laws be enforced and shall recommend to the City Council from time to time proposals for dealing with the problems of the City. At least once a year, the Mayor shall present a State of the City Address to the City Council and to the public-at-large.

4-201 CITY ADMINISTRATOR

- A. The Mayor, with the approval of the City Council, shall appoint a City Administrator who shall be the chief administrative officer of the City.
- B. The City Administrator shall serve at the pleasure of the Mayor.

4-202 EXECUTIVE STAFF

- A. The Mayor shall, in accordance with law, appoint the principal officials responsible for budget, personnel, planning, legal counsel, and administrative services; they shall serve at the pleasure of the Mayor.
- B. Other principal staff officials and their responsibilities may be created by the City by law
- C. There shall be no more than ten (10) principal staff officials serving at the pleasure of the Mayor

a position in the Classified Service, and if such person is an elected or appointed officer or employee of the City he or she shall forfeit the office or position.

4-401 APPOINTMENT OF CITY TREASURER AND CITY ASSESSOR

- A The Mayor shall appoint a City Treasurer and a City Assessor. They shall perform the duties required by law or assigned to them by the Mayor or any person designated by the Mayor.
- B They shall not serve at the pleasure of the Mayor, but shall be subject to removal in the manner provided by law or this Charter.

4-501 DUTIES AND RESPONSIBILITIES OF THE CHIEF PLANNING OFFICER

- A The chief planning officer shall obtain all information and conduct all studies required by the Mayor and the heads of agencies in the preparation of proposals relative to development matters.
- B The chief planning officer shall have continuing liaison with all agencies of the executive branch, and may assign any relevant study to any agency. Any agency, with the knowledge and consent of the chief planning officer, may undertake the study of any development matter within the scope of its duties.
- C The chief planning officer shall receive all reports concerning development matters and other information which it requests. The chief planning officer shall, with the head of any agency involved, evaluate all reports and information in light of the policies, programs and priorities of the Mayor and the master plan.

4-502 DEVELOPMENT MATTERS

The term "development matters" as used in this Charter includes:

- A The Master plan for social, economic and physical development and conservation;
- B The annual capital agenda and capital budget;
- C Any development or renewal project on or affecting public real property or public interests in real property, or requiring public assistance;
- D Proposed ordinances for the regulation of development or conservation;
- E Proposals for the demolition, disposition or relinquishment of, or encroachments upon, public real property or public interests in real property;
- F Any other items added by ordinance.

4-503 PURPOSE OF THE PLAN

"Plan" or "master plan" has the same meaning as "comprehensive plan." The plan shall be a set of guidelines to assist the Mayor and others in evaluating and implementing specific proposals for the total development of the City and its residents.

4-504 COMPREHENSIVE PLAN

The Mayor shall propose and the City Council, after review by the Planning Commission, shall approve, with the modifications the Council deems necessary, a comprehensive plan of policies for the social, economic and physical development and conservation of the City.



240424-T

RESOLUTION NO.: _____

PRESENTED: 9-18-2024

ADOPTED: _____

RESOLUTION FOR THE APPOINTMENT DR. RICHARD SADLER TO THE WATER SYSTEM ADVISORY COUNCIL

BY THE MAYOR:

WHEREAS, pursuant to the State of Michigan's administrative rules section 325.10410(7), water supplies serving a population of 50,000 or more, and consecutive systems serving a population of 50,000 or more, shall create a water system advisory council;

WHEREAS, the council shall consist of at least five members, appointed by the community supply;

WHEREAS, the purpose of this council is to improve transparency in the City of Flint community by developing materials and advising the water system on public awareness and education efforts.

WHEREAS, to be eligible for appointment to the council, an individual shall have a demonstrated interest in or knowledge about lead in drinking water and its effects;

WHEREAS, the council will develop plans for continuing public awareness about lead in drinking water, even when the action level is not exceeded; review public awareness campaign materials provided by the statewide drinking water advisory council to ensure the needs and interest of the community, considering the economic and cultural diversity of its residents, are addressed; advise and consult with the water supply on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded; advise and consult with the water supply on efforts to replace private lead service lines at locations where the owner declined service line replacement; assist in promoting transparency of all data and documents related to lead in drinking water within the water supply service area

WHEREAS, Mayor Neeley desires to appoint Dr. Richard Sadler to the Water System Advisory Council (See Attached CV).

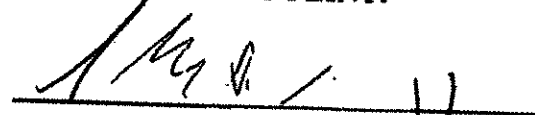
NOW THEREFORE BE IT RESOLVED, that Mayor Neeley hereby appoints Dr. Richard Sadler, who resides at Maxine St., Flint, MI 48503, to serve on the Water System Advisory Council.

APPROVED AS TO FORM:


William Kim (JFS, 2024 17 11 E01)

William Kim, City Attorney

FOR THE CITY OF FLINT:



Sheldon A. Neeley, Mayor

APPROVED BY CITY COUNCIL:



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 7/5/24

BID/PROPOSAL#

AGENDA ITEM TITLE: RESOLUTION TO APPOINT MEMBERS TO THE WATER SYSTEM ADVISORY COUNCIL

PREPARED BY: Faith Groesbeck, Public Health Manager _____

VENDOR NAME: N/A

BACKGROUND/SUMMARY OF PROPOSED ACTION:

In July 2018, the State of Michigan's Department of Environment, Great Lakes and Energy (EGLE) established the Lead and Copper Rule (LCR) under the Michigan Safe Water Drinking Act 399.

The purpose of the LCR is to minimize lead and copper in drinking water and indicates that a Water System Advisory Council (WSAC) is to be established on behalf of cities with 50,000 or more people served by its municipal water system. The WSAC is responsible for assisting with public awareness to create transparency and consumer confidence through statewide efforts of public education and action steps to ensure water quality through water sampling, water treatment and lead service line replacement. A Council shall consist of a least five members appointed by the community supply. To be eligible for appointment to Council, an individual must have a demonstrated interest in or knowledge about lead in drinking water and its effects. At least one member must be a local resident who does not formally represent the interest of any incorporated organization.

In 2023, the WSAC members and chair expressed a desire to increase membership in order to increase the chance of reaching quorum at meetings. This led to discussions with the members, the Chair, the Mayor and the Public Health Manager about the best way to ensure equal opportunities for participation that reflect the diversity of the City of Flint. Future efforts will include efforts to actively recruit young adult members. The WSAC will be hosted by the City's OPH, who will organize and oversee at least one annual meeting, according to the Open Meetings Act 267. Meeting will inform and include the public on the City's lead and copper status, progress and next steps.



CITY OF FLINT

The designated appointee lives and works within the City of Flint community and has expressed interest and a commitment to the work of the WSAC. Appointee's CV is attached.

It is the desire of the City to submit the approval of appointing members to complete the Water System Advisory Council, to Flint City Council. If approved, the City of Flint will, be in compliance with the Lead and Copper Rule required by the State of Michigan; create transparency with Flint residents; avoid any monetary penalties associated with the non-compliance of establishing the Water System Advisory Council.

FINANCIAL IMPLICATIONS: There is no budget required to establish or sustain the Water System Advisory Council.

BUDGETED EXPENDITURE? YES NO X IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Public Health	Water System Advisory Council	N/A	N/A	\$0
FY22/23 GRAND TOTAL				\$0

WILL YOUR DEPARTMENT NEED A CONTRACT? YES NO (if yes, please indicate how many years for the contract) YEARS

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 \$0



CITY OF FLINT

BUDGET YEAR 2 \$0

BUDGET YEAR 3 \$0

OTHER IMPLICATIONS (i.e., collective bargaining):

STAFF RECOMMENDATION: (PLEASE SELECT): APPROVED NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Faith Groesbeck, Public Health Manager


Faith Groesbeck (Jul 5, 2024 12:34 EDT)

BIOGRAPHICAL SKETCH

NAME: Sadler, Richard Casey

POSITION TITLE: Associate Professor of Public Health and Family Medicine

EDUCATION/TRAINING

INSTITUTION AND LOCATION	DEGREE	Completion Date	FIELD OF STUDY
University of Michigan-Flint, Flint, MI, USA	BSc	12/2007	Environmental Science & Planning
University of Western Ontario, London, ON, Canada	PhD	04/2013	Geography
University of Western Ontario, London, ON, Canada	Postdoctoral	02/2015	Geography
Johns Hopkins University, Baltimore, MD, USA	MPH	05/2020	Public Health

A. Personal Statement

I am presently a tenured Associate Professor cross-appointed in the Departments of Public Health and Family Medicine at Michigan State University's site in Flint, Michigan. A major focus of my work is to conduct community-engaged public health research with community and academic partners to derive and implement effective interventions to improve health outcomes. Given my extensive training in urban/health geography and geographic information systems (GIS)—as well as my more recent training in public health—I bring a unique set of tools to bear on the inherently spatial problems and solutions associated with inequalities in health behaviors and health risks that drive exposure to violence, drug & alcohol use, and mental health by way of disparities in the landscapes created by disinvestment and discrimination. Throughout my career, the most fundamental concern of my work has been to build on the methods for and theory behind research that considers neighborhood effects on health. This has included methodological work to improve the techniques used in GIS as well as policy work to lend evidence for the improvement of municipal land use plans. This focus on environmental correlates and methodological issues within GIS means I am well-equipped to align my research with a range of health outcomes. As I have shifted my work from food environments to deleterious environments like those caused by structural racism, I have innovatively adapted the tools I was already using to new content areas. I have taken this approach as I have made forays into collaborative work with psychologists, whose interests in the built environment stem from a similar motivation: that 'you are where you live'. My academic and experiential training in qualitative methods and cultural competence have positioned me effectively for linking GIS with community-based and policy-oriented public health research. Because of these experiences—in particular, via community-engaged work to address local food system issues—I am well-positioned to participate in public health research from methodological, experiential, conceptual, and theoretical perspectives. Importantly, in my role as a faculty member at MSU with a 70% research appointment, I am guaranteed protected time to undertake such work.

Ongoing and recently completed projects that I would like to highlight include:

U54 MD011227

Sadler (PI)

7/2016-2/2023

The Flint Center for Health Equity Solutions

SM063521 (SAMHSA)

Sadler (PI of Evaluation)

10/2020-9/2026

Flint ReCAST

R21 AA026674

Sadler (PI)

3/2019-2/2022

The Legacy Effects of Discriminatory Housing Policies on Community Availability of Alcohol

B. Positions, Scientific Appointments, and Honors

Positions and Employment

2023-present Associate Chair for Research, Department of Family Medicine, Michigan State University
2021-present Associate Professor, Departments of Public Health/Family Medicine, Michigan State University, Flint, MI
2015-2021 Assistant Professor, Division of Public Health/Department of Family Medicine, Michigan State University, Flint, MI
2014-2015 Assistant Professor, Department of Geography, UWO, London, ON, Canada
2013-2015 Post-Doctoral Fellow, HEAL, Department of Geography, UWO, London, ON, Canada
2008-2013 Graduate Research Associate, Human Environments Analysis Lab (HEAL), Department of Geography, University of Western Ontario (UWO), London, ON, Canada

Other Experience and Professional Memberships

2020- Member, Society for Prevention Research
2017- Co-Director, Healthy Flint Research Coordinating Center (HFRCC)
2015- Member, American Public Health Association
2010- Member, Association of American Geographers (AAG)
2015-2016 Food Access/Grocery Store Committee, Office of Dan Kildee, US House of Representatives
2008-2013 Member, Canadian Association of Geographers

Honors

2021 Early Career Research Excellence Award, MSU Division of Public Health
2021 Investigator Research Award, MSU/FlintMed Community Research Forum
2018 Bloomberg Fellow, Johns Hopkins Bloomberg School of Public Health
2018 Early Career Research Award, HFRCC Research Symposium
2017 Participant, Health Disparities Research Institute, National Institute on Minority Health & Health Disparities
2016 Best Paper of the Year, AJPH Editor's Choice Awards
2016 Inaugural Ut Prosim Scholar Award, Virginia Tech University
2012-2013 Ontario Graduate Scholarship
2008-2013 Western Graduate Research Scholarship (inclusive)
2010, 2011 E.G. Pleva Teaching Assistant Award
2010 Awarded Distinction on PhD Comprehensive Examination
2009 ESRI Canada Ltd. Graduate Student Award
2009 PhD Student Presentation Award, East Lakes Division Conference of the AAG
2009 Master's Student Presentation Award, International Medical Geography Symposium

C. Contributions to Science

1. Most fundamentally, my contribution to science can be found in the work I have conducted around improving geospatial methods used for assessing the influence of neighborhood environments on health behaviors and outcomes, including with respect to the construction of residential histories and activity spaces. My work on food deserts highlighted common errors in GIS-based assessments and the implications of exposure to unhealthy environments [1a]. In another subject area, a key illustration of methodological innovation is my novel use of ordinary kriging geostatistical analysis to predict locations of elevated blood lead levels [1b], seminal work which has been of enduring value to knowledge on the Flint Water Crisis. I have likewise published work on housing discrimination and disinvestment that advances methodological bounds in GIS and provides important context for future health disparities work [1c]. Lastly, my continued work with Lafreniere's lab has led to methodological innovation in day-time specific exposures of schoolchildren. These papers (and more below) demonstrate my proficiency in applying GIS to new topics outside my original area of expertise. They are also timely and of immense importance, because an understanding of spatial

dynamics is necessary to deploying neighborhood-specific and environmental design interventions to improve health outcomes.

- a. **Sadler, R.C., Clark, A.F., Wilk, P., O'Connor, C., & Gilliland, J.A., 2016.** Using GPS and activity tracking to reveal the influence of adolescents' food environment exposure on junk food purchasing. *Canadian Journal of Public Health, 107*, 14-20.
 - b. **Hanna-Attisha, M., LaChance, J., Sadler, R.C., and Schnepf, A., 2016.** Elevated Blood Lead Levels in Children Associated with the Flint Drinking Water Crisis: Application of Spatial Analysis to Determine Risk and Prioritize Public Health Response. *American Journal of Public Health, 106(2)*, 283-290.
 - c. **Sadler, R. C., & Lafreniere, D. J. (2017).** Racist housing practices as a precursor to uneven neighborhood change in a post-industrial city. *Housing Studies, 32(2)*, 186-208.
 - d. **Lafreniere, D., Stone, T., Hildebrandt, R., Sadler, R.C., Madison, M., Trepal, D., ... & Julp, J. (2021).** Schools as Vectors of Infectious Disease Transmission during the 1918 Influenza Pandemic. *Cartographica: The International Journal for Geographic Information and Geovisualization, 56(1)*, 51-63.
2. An emerging theme in my work has been an emphasis on community-engaged research, the roots of which stem from my earliest research linking local and institutional stakeholder perceptions of environmental management to geospatial metrics [2a]. This contribution is reflected in subsequent participant observation and grounded theory approaches to community work with citizens involved in local food systems and health-promoting environments [2b-2d]. Ongoing work using public participatory GIS further signifies my desire to integrate community knowledge in decision-making around the promotion of healthy environments [2d]. Beyond the direct contribution to science, my existing work with community groups in built environment & health research translates into more rapid and more effective contributions to science in the future.
- a. **Chow, T.E., and Sadler, R.C., (2010).** The Consensus of Local Stakeholders and Outside Experts in Suitability Modeling for Future Camp Development. *Landscape and Urban Planning, 94(1)*, 9-19.
 - b. **Sadler, R.C., (2016).** Integrating Expert Knowledge in a GIS to Optimize Siting Decisions for Healthy Food Retail Interventions. *International Journal of Health Geographics, 15(19)*.
 - c. **Sadler, R.C., Hippensteel, C., Nelson, V., Greene-Moton, E., and Furr-Holden, D. (2018).** Community-Engaged Development of a GIS-Based Healthfulness Index to Shape Health Equity Solutions. *Social Science and Medicine, 227*, 63-75.
 - d. **Sadler, R.C., Sanders-Jackson, A. N., Introne, J., & Adams, R. (2019).** A method for assessing links between objectively measured food store scores and store & neighborhood favorability. *International Journal of Health Geographics, 18(1)*, 1-12.
3. Increasingly, my research has moved away from singular built environment disparities (e.g. access to healthy food) and into issues of structural racism in the built environment (StRaSE), issues which transcend time and space and have complex, long-term impacts on behavior and health. Following up on work with Lafreniere above [1d], I have explored how structurally racist housing practices like redlining, blockbusting, and gentrification are correlated to food access [3a] and alcohol outlet density [3b] in our study cities of Baltimore (MD) and Flint (MI). We subsequently used these methods to understand gaps in internalizing symptoms among youth in Baltimore [3c] and in educational & health outcomes among youth in Pittsburgh [3d]. In these papers, we found that blockbusted neighborhoods (and neighborhoods that experienced urban renewal) tended to be worse off than redlined neighborhoods, making the case for our initial work into the notion that redlining alone is not a sufficient proxy for StRaSE. It is from these inquiries that I have built a strong vein of my current argument: that structural racism in multiple forms and across the lifecourse must be understood via in-depth investigations of health status change over time.
- a. **Sadler, R.C., Bilal, U., & Furr-Holden, C. D. (2021).** Linking historical discriminatory housing patterns to the contemporary food environment in Baltimore. *Spatial and Spatio-Temporal Epidemiology, 36*, 100387.
 - b. **Sadler, R. C., Wojciechowski, T. W., Trangenstein, P., Harris, A., Buchalski, Z., & Furr-Holden, D. (2023).** Linking Historical Discriminatory Housing Patterns to the Contemporary Alcohol Environment. *Applied Spatial Analysis and Policy, 16(2)*, 561-581.

- c. **Sadler, R.C.,** Felton, J., Rabinowitz, J., Powell, T., Latimore, A., and Tandon, D., accepted. **Inequitable Housing Practices and Youth Internalizing Symptoms: Mediation via Perceptions of Neighborhood Cohesion.** *Urban Planning*, 7(4).
- d. **Blatt, L. R., Sadler, R. C.,** Jones, E. J., Miller, P., Hunter-Rue, D. S., & Votruba-Drzal, E. (2024). **Historical Structural Racism in the Built Environment and Contemporary Children's Opportunities.** *Pediatrics*, e2023063230.

4. More broadly, I have recently used my research as a platform for urban policy change toward equitable development to reduce health disparities. The built form of American cities predisposes minority and low-income populations to health degrading activities such as unhealthy food consumption, lack of exercise, alcohol outlet exposure, and exposure to environmental contaminants. My work has shown how racism and discrimination in housing [1d] and its effects in promoting political fragmentation [4a] have created a disproportionate burden for minority populations, particularly in the Rust Belt. Follow-up work has used the neighborhood definitions I previously created to determine the relative health-promoting qualities of urban neighborhoods to advocate for targeted investments in the built environment [2d]. This paper in particular is foundational to my work, as it creates a framework for understanding neighborhood-level disparities in access to health promoting and exposure to health degrading environments. I have also more recently written on the environmental justice implications of urban renewal in the wake of the water crisis [4b], and on the links between segregation, fragmentation, and inequality on the one hand and regional economic distress on the other [4c].
- a. **Sadler, R.C., and Highsmith, A.R.,** 2016. **Rethinking Tiebout: The Contribution of Political Fragmentation and Racial/Economic Segregation to the Flint Water Crisis.** *Environmental Justice*, 9(5), 143-151.
 - b. **Sadler, R. C., Furr-Holden, D., Greene-Moton, E., Larkin, B., Timlin, M., Walling, D., & Wyatt, T.** (2021). **Right sizing Flint's infrastructure in the wake of the Flint water crisis would constitute an additional environmental injustice.** *Journal of the American Planning Association*, 87(3), 424-432.
 - c. **Sadler, R.C., Walling, D., Buchalski, Z., and Harris, A.,** 2020. **Are Metropolitan Areas Primed for Success? A Prosperity Risk Index for Evaluating Economic Development Patterns.** *Urban Planning*, 5(3), 323-337.

Throughout my work, a recurring theme is an integrated knowledge translation and exchange approach which emphasizes the need to connect community and science, and which is based on team science and multi-disciplinary collaborations. Because of the underdeveloped nature of built environment & health research and the gap in translating such work into social policy, considerable work remains on devising policies to create healthier cities. My work consistently features advances in methodological, theoretical, and policy-based approaches to this subject.

Complete List of Published Work in My Bibliography on NCBI:

<https://www.ncbi.nlm.nih.gov/myncbi/1pltpwcU-11kk/bibliography/public/>



RESOLUTION NO.: 240485-7
PRESENTED: 10-23-2024
ADOPTED: _____

**RESOLUTION TO
APPROVE APPOINTMENT OF CITY ATTORNEY**

BY THE MAYOR:

A vacancy in the position of City Attorney was created by the resignation of the former City Attorney effective July 26, 2024, and Mayor Sheldon Neeley has nominated JoAnne Gurley to serve as the City Attorney for the City of Flint pursuant to Section 4-603 of the City Charter.

WHEREAS, JoAnne Gurley, a qualified applicant for the position of City Attorney, has agreed to accept the nomination for the position upon terms set forth in the attached Terms of Appointment, and commence employment on November 25, 2024, if the appointment is approved by the Flint City Council.

WHEREAS, Mayor Sheldon Neeley has approved the attached Terms of Appointment for JoAnne Gurley to serve as City Attorney for the City of Flint, and requests that the same be approved by the Flint City Council pursuant to Section 4-603 of the City Charter.

THEREFORE, BE IT RESOLVED that the Flint City Council **APPROVES** the appointment of JoAnne Gurley as the Flint City Attorney, and the Terms of Appointment attached hereto.

APPROVED AS TO FORM:

Joseph Kuptz, Acting City Attorney

APPROVED AS TO FINANCE:

Phillip Moore, Chief Financial Officer

FOR THE CITY OF FLINT:

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

City Council President

TERMS OF APPOINTMENT

City Attorney

On this _____ day of October 2024 the Mayor of the City of Flint, Michigan, hereby appoints JoAnne Gurley as City Attorney pending her permanent appointment to the position of City Attorney as provided in Flint City Charter Sec. 4-603.

RECITALS

A. A vacancy in the position of City of Flint was created by the resignation of the former City Attorney effective July 26, 2024.

B. The Mayor of the City of Flint desires to recommend that the Flint City Council appoint JoAnne Gurley to serve as the Flint City Attorney pursuant to Sec. 4-603 of the Flint City Charter.

C. JoAnne Gurley has accepted the appointment to the position of City Attorney. The parties agree to the following Terms of Appointment.

1. Term of Appointment. The appointment of JoAnne Gurley as City Attorney shall be effective November 25, 2024, and shall continue until terminated as provided in these Terms of Appointment. 2. Scope of Services. Under the Mayor's general supervision, the City Attorney shall perform the duties of City Attorney as provided in Flint City Charter Secs. 4-601- 4-604 . She shall remain in good standing with the State Bar of Michigan and the Genesee County Bar Association. She may represent other clients in her individual capacity, separate and apart from the City, so long as she maintains separate malpractice insurance, does not perform this work during her hours or employment with the City of Flint, and there is no conflict of interest between the City of Flint and any new private client she represents following this appointment. She shall be subject to the work rules and policies established by the City of Flint and its Department of Law.

3. Compensation. The City Attorney shall be paid a salary based on an annual compensation rate of One Hundred Thirty-Eight Thousand Five Hundred Thirty Dollars and Nineteen Cents (\$138,530.19), payable in regular timely installments, in the same manner as other 2 employees of the City of Flint are paid. Such wages shall be paid from account 101-266.100- 702.000.

4. Benefits. The City Attorney shall be provided with the following benefits:

a. Fringe benefits equal to those now or later provided for an exempt employee allocated above Level 23, including, but not limited to, health care coverage, dental insurance, life insurance, and paid time off; but expressly excluding membership in the City of Flint Retirement System and the Civil Service System.

b. The City Attorney may participate in the City of Flint Hybrid Pension Plan as provided to other appointed officials of the City of Flint, which may change from time to time. The City Attorney shall be 100% vested at all times with respect to her own contributions to the City of Flint Hybrid Pension Plan.

For the purposes of providing the above compensation and fringe benefits to the City Attorney, the City of Flint shall place the City Attorney on the City's regular payroll so that all of said compensation and fringe benefits shall be provided in the same manner as other employees of the City of Flint.

The City Attorney may, once per fiscal year, request that up to 120 hours of her accrued paid time off be paid out in a lump sum, subject to the availability of funds.

5. Membership Dues. The City of Flint shall pay the City Attorney's annual membership dues in the State Bar of Michigan and the Genesee County Bar Association.

6. Indemnification and Insurance. The City of Flint shall indemnify and provide appropriate insurance coverage for the City Attorney for any attorney fees, reasonable costs, and damage awards incurred by the City Attorney due to any malpractice action brought against her by any person as a result of her performance of duties pursuant to her appointment. To the full extent permitted by law, the City of Flint shall defend, pay on behalf of, indemnify, and hold harmless the City Attorney against all claims, demands, suits, or losses (including, but not limited to, civil rights actions) and provide for all associated costs, and for any damages which may be recoverable from the City Attorney, by reason of any injuries or damages, including losses that may arise as a result of her acts, omissions, faults or negligence in connection with the performance of her duties and responsibilities under these Terms of Appointment and the Flint City Charter. The City of Flint shall provide appropriate insurance coverage for the City Attorney; provided, however, that the full indemnification of the City Attorney, as described here, shall not be in any way limited by the insurance coverage provided by the City of Flint.

7. Termination. These Terms of Appointment may be terminated with or without cause, in the Mayor's sole discretion in accordance with the Flint City Charter Sec. 4-603.3 The City Attorney may terminate these Terms of Appointment by providing thirty (30) days advance written notice to the Mayor, or as otherwise agreed upon by the parties.

8. Arbitration. The Mayor and the City Attorney agree that any and all disputes, controversies, or claims arising out of or in connection with or relating to these Terms of Appointment or any breach or alleged breach, and any claim that the Mayor or the City of Flint violated any state or federal statute (including discrimination/civil rights claims), Michigan common law doctrine, or committed any tort with respect to the City Attorney in relationship to their employment shall, upon the request of either party involved, be

submitted to and settled through final and binding arbitration in the State of Michigan in accordance with the Uniform Arbitration Act, MCL 691.1681, et seq., and the provisions contained in these Terms of Appointment.

a. **Notice.** Notice of the demand for arbitration shall be filed, in writing, with the other party to this Agreement, and submitted by personal delivery or certified mail to the other party at the office of the Mayor, or the residence of the City Attorney. Such notice must describe the nature of the controversy, and the remedy sought. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question arose where the party asserting the claim should reasonably have been aware of the same, but in no event later than the applicable statute of limitations.

b. **Representation and Proceedings.** The parties agree that the arbitration hearing will be conducted in accordance with the rules established by the arbitrator. Each party may elect to be represented by an attorney or other representative of their choice and at its expense, may arrange for and pay the cost of a court reporter to provide a stenographic record of proceedings. Each party shall have the right to pre-hearing discovery in the time and manner provided by the then applicable Federal Rules of Civil Procedure, unless otherwise mutually agreed to by the parties. Each party shall also have the right to subpoena witnesses and documents for the arbitration hearing. At least thirty (30) days before the hearing, the parties must exchange lists of witnesses, including any experts, and copies of all exhibits intended to be used at the hearing. Either party, upon request at the close of the hearing, will be allowed to file a post-hearing brief, with the filing date being set by the arbitrator.

c. **Arbitrator.** The arbitration shall take place before a neutral arbitrator who is licensed to practice law in the State of Michigan, and shall take place in or near Flint, Michigan. If the parties are unable to mutually select an arbitrator one shall be appointed by the Genesee County Circuit Court. The arbitrator shall have no power to add to, subtract from, or alter the terms of the Terms of Appointment, and shall render a written decision within three (3) months from the completion of the hearing or the submission of post-hearing briefs, whichever is later, or another time as mutually agreed to by the parties, setting forth findings and conclusions only as to the claims or disputes at issue.

d. **Fees and damages.** This arbitration procedure does not waive or limit, in any way, any statutory damages to which a party claims entitlement. The City Attorney shall pay that portion of the arbitrator's fee which is equal to the fee required to file a civil complaint in federal court. The City of Flint will pay the remaining portion of the arbitrator's fee. Each party shall pay for and bear the costs of its own experts, evidence, and counsel's fees.

If any party prevails on a statutory claim, which entitles the prevailing party to attorneys' fees, the arbitrator may award reasonable fees to the prevailing party in accordance with such statute.

e. Award. The arbitrator's award will be final and conclusive upon the parties and may only be challenged or appealed in accordance with the provisions of the Uniform Arbitration Act, MCL 691.1681, et seq.

A party may move a court of competent jurisdiction to enter an order confirming the arbitrator's award.

9. Whole Agreement. Any modifications to these Terms of Appointment must be in writing signed by both parties.

Dated this _____ day of October, 2024.

APPOINTEE:

As to Finance:

JoAnne Gurley

FOR THE CITY:

Sheldon A. Neeley, Mayor

JoAnne Gurley, Esq.

mcigi@aol.com

CAREER OBJECTIVE: A qualified, legal professional with a wealth of local government experience, is seeking a senior-level attorney position within a municipality or other governing entity that welcomes driven, efficient, and hard-working individuals with strong advocacy, writing and research skills

PROFILE SUMMARY: My public law career includes extensive knowledge of municipal law, employment law, zoning and land use, American Rescue Plan Act (ARPA) funding rules, arbitration regulations, complex contract review; Freedom of Information Act (FOIA) and Open Meetings Act application proficiency, rights-of-way issues; state and federal telecommunications rules and regulations; franchise contract renewal procedures; acquisition of Public Education and Government (PEG) fees, management of franchise contracts, small cell tower rules and regulations, informal and formal cable complaint processes, ordinance violation procedures.

In private practice, I have represented clients in resolving wrongful terminations, contractual disputes, landlord-tenant matters, real estate purchases and closings, negotiating and drafting legal documents and in criminal matters. Successfully worked with prosecutors to limit criminal penalties for my clients;

Ability to work diligently and compassionately with clients to secure the best legal results. Capable of working independently and/or in a team environment.

EDUCATION: State Bar of Michigan Admittance, (2012)

Juris Doctorate, University of Detroit Mercy School of Law
(2005)

Bachelor of General Studies, University of Michigan-Ann Arbor
(1989)

Diversity, Equity and Inclusion Certification, Northwestern
University-Evanston, IL (2021)

COURT ADMITTANCE: United States Supreme Court
Eastern District of Michigan
State of Michigan

PROFESSIONAL AFFILIATIONS:

- State Bar of Michigan
- Genesee County Bar Association Member

KNOWLEDGE BASE:

Municipal law and governance
Employment Law
American Rescue Plan Act Funding
Rules
Michigan Home Rules Cities Act
Franchise Agreement Renewal process
Rights-of-ways issues
Small Cell Tower legislation
Pipeline Safety issues

Open Meetings Act
Freedom of Information Act
Cable Communications Policy Act of 1984, 1994
Trained on municipal ordinance violation procedures
Federal Communications Commission-franchise & Public Education and Government (PEG) rulings
Insurance Law
School Mock Trial facilitator (OCBA)

Private practice

- Civil/Criminal law experience
- Drafting pleadings, motions and briefs
- Civil/Criminal trial experience
- Conducting depositions
- Successful negotiating experience

Seminars/Continuing Education (Institute for Continuing Education & State Bar of Michigan courses)

- Litigation/Trial practice workshops
- Labor & Employment law seminars
- Business Law
- Criminal Law
- Election Law
- Deposition Training
- Professional Development

WORK HISTORY:

City Attorney, City of Pontiac-(November 2023-present)

- Serve as Chief Legal counsel to the Mayor, Deputy Mayor, City Council, and department heads
- Ensure compliance with city ordinances, policies, and procedures
- Recommend and develop cohesive standard operating policies and procedures for internal efficiency
- Update Executive leadership and City Council on legal changes on local, state, and federal laws
- Serve as an Election Commissioner for the City
- Draft grant agreements for various American Rescue Plan Act (ARPA) funding projects as well as monitor compliance with terms and conditions
- Analyze and interpret Charter provisions, local ordinances, state, and federal law
- Review all resolutions and supporting contracts for weekly City Council meetings
- Draft legal opinions, city ordinances, resolutions, and contracts
- Assign cases to outside counsel, manage their workflow, evaluate legal product for thoroughness and review invoices for accuracy
- Review and edit complex contracts for multi-million-dollar road projects, new development, and redevelopment
- Develop pretrial and litigation strategy for cases in which the City is a defendant
- Oversee prosecution of local ordinance violations and misdemeanor
- Perform legal research using Westlaw and Lexis
- Manage and monitor law department budget for fiscal control
- Engage in discovery, motion practice and witness preparation •Perform staff trainings on evolving local, state, and federal law
- Oversees maintenance of proper legal records and executed contracts
- Establish and maintain effective working relationships with subordinates, other City employees, public officials, and the general public

Chief Deputy City Attorney, City of Flint (Feb. 2022-November 2023)

- Perform professional legal work on behalf of the City, its department heads, elected officials, and its employees
- Provide legal advice and guidance to the Human Resources, Planning & Development, Planning Commission, Zoning Board of Appeals, Historic District Commission and Facilities
- Assist the City Attorney in managing and leading the Law Department and serves as the City Attorney in the absence of or during the disability of the City Attorney
- Represent the City in arbitration proceedings
- Draft leases and purchase agreements
- Conduct criminal, civil, and administrative litigation, on behalf of the City and its officials/employees, before local, state, and federal courts/agencies, including engaging in discovery, motion practice, trial, and appeals
- Manage outside counsel on assigned city cases pertaining to strategy and review billing statements
- Reviews and authorizes or denies criminal complaints and warrants (including on periodic weekends)
- Engages in settlement negotiations with parties involved in litigation matters
- Appear in circuit and district court on behalf of the City of Flint in civil and criminal matters
- Reviews and drafts contracts, ordinances, resolutions, and other legal documents
- Provides legal advice and training to City officials and employees
- Review, investigate, and process Freedom of Information Act requests, damage claims, and internal complaints
- Establish and maintain effective working relationships with court personnel, other City officials and employees, opposing counsel, and the general public
- Assists with management and leadership of the law department and its attorney & non-attorney staff

Assistant City Attorney, City of Flint, (Dec. 2020-Feb. 2022)

- Appear before state and federal agencies and courts to represent the interests of the City, its departments, agencies, officials, and employees.
- Prosecute criminal misdemeanors and civil infractions to include determining whether to authorize a warrant, accept plea-bargains, reduce charges, or take a case to trial
- Serve as on-call attorney for the Flint Police Department on weekends to determine whether or not a complaint and warrant should be authorized
- Conduct all stages of criminal, civil, and administrative litigation, including but not limited to case review, discovery, motion practice, trial, and appeals
- Work with, interprets, analyze, and respond to requests for information under the Freedom of Information Act and the Open Meetings Act
- Prepare drafts, analyzes, reviews and issues opinions concerning legal documents including contracts, agreements ordinances, court documents, resolutions, complaints, summons, and leases and engages in negotiations regarding the same
- Evaluate, assess, and investigate internal complaints of employees based upon violation of City policies
- Attend Planning Commission, Zoning Board of Appeals and Historic District Commission meetings and provide legal advice
- Research and provide legal advice to City officials, employees, and departments
- Drafts and reviews legal opinions of the City Attorney
- Draft notices, resolutions, and ordinances
- Provide in-house training pertaining to laws, policies, and procedures
- Maintain records and prepares reports and correspondence related to legal work

Cable Analyst/Writer, City of Southfield (Sep. 2006-Dec. 2020)

- Manage city franchise agreements with Comcast & AT&T
- Serve as Southfield's voting board member for the "Michigan Coalition for Protecting Our Public Rights Of Ways" (**PROTEC**) organization which advocates regionally for municipalities to maintain control of its rights of way
- Review, research, interpret and analyze federal and state laws affecting cable franchise agreements and rights of way matters
- Supervise and collaborate with in-state and out of state legal counsel on franchise agreement issues
- Provide requested legal support to City Attorney's office on cable-related matters
- Handle internal and external inquiries regarding the franchise agreements
- Advise management on cable-related issues
- Monitor usage of Public, Education and Government (PEG) fees for compliance with state and federal law (PEG fees are the sole funding source for the cable operation)
- Assist residents with resolving cable complaints through informal mediation and/or providing information on the formal Michigan Public Service Commission process
- Act as liaison among city departments, the municipal channel and cable companies to solve billing and service issues or to facilitate the completion of various projects
- Generate program schedule
- Contribute articles to city publications
- Update cable station website

Writer/Project Coordinator, City of Southfield (2000-2006)

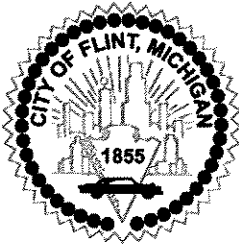
- Translate complex information into compelling scripts for municipal cable channel in a time-sensitive manner
- Conceptualize, research, and write scripts featuring city departments and community events
- Developed promotional ideas, events, and programming for municipal channel
- Produce and write stories for monthly cable newsletter and other city publications
- Design materials to increase viewership and station awareness
- Update the station's website

Television/Radio Producer (1990-2000)

I have worked in major market television stations such as Channel 4 (WDIV), Channel 7 (WXYZ) and Channel 50 (WKBD) as well as in mid-market tv stations such as WJRT in Flint, WNWO in Toledo and WWMT in Kalamazoo. I also worked for two Ann Arbor radio stations. While many of my duties were similar, I wanted to provide some highlights of my first career as a news producer before I transitioned to local government. My responsibilities included:

- Hired as an Executive Producer to develop a new 6pm newscast (WNWO)
- Hired to create a new 5pm newscast (WJRT)
- Created Producer Training program (WDIV)
- Decided newscast content for morning, noon, and evening news programs
- Generated story ideas for newscasts
- Directed reporters on story elements
- Wrote stories and teases for live and taped news coverage
- Produced special coverage and breaking news content
- Assigned stories to reporters/writers
- Assisted in developing graphics to complement story content
- Field produced stories
- Field reporter covering Ann Arbor and Ypsilanti Council Meetings (WPZA)
- Made beat calls to police agencies to discover potential stories

240513-T



RESOLUTION NO.: _____
PRESENTED: 11-20-2024
ADOPTED: _____

**RESOLUTION REAPPOINTING VIVIAN KAO
TO THE GLORIA COLES FLINT PUBLIC LIBRARY DISTRICT BOARD**

BY THE MAYOR:

Paragraph 3 of the District Library Agreement of the Gloria Coles Flint Public Library District Board provides that three of the members of the board shall be appointed by the City. Pursuant to that authority, Mayor Sheldon A. Neeley reappoints Vivian Kao, of 1213 Beard St., Flint, MI 48503, to the Gloria Coles Flint Public Library District Board, to serve a three-year term that commenced on October 1, 2023 and expiring on September 30, 2026.

BE IT RESOLVED that the Flint City Council approves the reappointment of Vivian Kao, of 1213 Beard St., Flint, MI 48503, to the Gloria Coles Flint Public Library District Board, to serve a three-year term that commenced on October 1, 2023 and expiring on September 30, 2026.

FOR THE CITY OF FLINT:

APPROVED BY CITY COUNCIL:

Sheldon A. Neeley, Mayor

APPROVED AS TO FORM:

JK
Joseph Kuptz (Nov 13, 2024 09:23 EST)
Joseph N. Kuptz, Acting City Attorney



CITY OF FLINT

**** STAFF REVIEW FORM ****

October 9 , 2024

TODAY'S DATE: *November 12, 2024*

BID/PROPOSAL# N/A

AGENDA ITEM TITLE: Resolution Reappointing Vivian Kao to the Gloria Coles Flint Public Library District Board

PREPARED BY: Joseph N. Kuptz, Acting City Attorney

VENDOR NAME: N/A

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Reappointment of Vivian Kao to the Gloria Coles Flint Public Library Board, to serve a three-year term that commenced on October 1, 2023 and expiring on September 30, 2026.

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
NA	NA	NA	NA	NA	NA

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

The appointment (and reappointment) of qualified individuals to the Gloria Coles Flint Public Library Board ensures its continued operation for the residents of Flint.



CITY OF FLINT

**** STAFF REVIEW FORM ****

October 9, 2024

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES NO IF NO, PLEASE EXPLAIN:

NONE.

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
FY25 GRAND TOTAL				

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 \$NONE

BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES NO REQUISITION NO:

ACCOUNTING APPROVAL: _____ Date: _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES NO



CITY OF FLINT

**** STAFF REVIEW FORM ****


October 9, 2024

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Clyde Edwards	810.766.7346
2		
3		

STAFF RECOMMENDATION: (PLEASE SELECT): **APPROVED** **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: 
Clyde D. Edwards (Nov 13, 2024 09:34 EST)
Clyde Edwards, City Administrator

ADMINISTRATION APPROVAL: _____
(for \$20,000 or above spending authorizations)

VIVIAN Y. KAO

**Department of Humanities, Social Sciences,
and Communication
Lawrence Technological University
21000 West Ten Mile Road
Southfield, MI 48075**

**1213 Beard Street
Flint, MI 48503
253.432.0098
vkao@ltu.edu
vivianykao1@gmail.com**

Dr. Vivian Kao was born in Houston, Texas, and grew up in the Tacoma, Washington area. She attended the University of Washington, Tacoma, where she received her B.A. in Arts, Media, and Culture; and Rutgers University, where she received her M.A. and Ph.D. in English Literature. Vivian is a first-generation American born to Chinese parents who fled to Taiwan during China's Communist Revolution in 1949 and later immigrated to the United States. As a child, Vivian spent countless hours in libraries and reading library books at home. She developed a love for literature and books of all sorts that continues to the present day. She currently holds the position of Assistant Professor of Composition at Lawrence Technological University. She teaches courses in world literature, academic writing, and the humanities.

Vivian moved to Flint in 2015. She was a founding member of the Flint Montessori Parent Advisory Group in 2017 and helped to establish the Flint Public Montessori Program at Durant-Tuuri-Mott Elementary. She hopes to become more involved with local literacy initiatives and service organizations.

Vivian resides in Flint with her husband, Dr. Benjamin Pauli, and their two small humans, Julian (age 8) and Flynn (age 2).

240514-T



RESOLUTION NO.: _____

PRESENTED: 11-20-2024

ADOPTED: _____

RESOLUTION APPROVING APPOINTMENT OF EMILY DOERR TO THE BOARD OF THE DOWNTOWN DEVELOPMENT AUTHORITY

Mayor Sheldon A. Neeley appoints Emily Doerr, resident of and business owner within Flint, MI 48503, to the Board of the Downtown Development Authority to serve a three-year term ending on 2/28/2028.

BE IT RESOLVED that the Flint City Council approves the appointment of Emily Doerr to serve a three-year term on the Board of the Downtown Development Authority, with such term commencing immediately and expiring on February 28, 2028.

FOR THE CITY OF FLINT:

APPROVED BY CITY COUNCIL:

CLYDE D EDWARDS/A0346
CLYDE D EDWARDS /A0346 (Nov 17, 2024 22:53 EST)
Clyde Edwards, City Administrator

APPROVED AS TO FORM:

JK
Joseph Kuptz (Nov 15, 2024 13:24 EST)
Joseph Kuptz, Acting City Attorney

EMILY DOERR

Tenacious and compassionate public sector executive that enjoys tackling tough problems / complex systems that need fixing. Optimistic, direct, organized, and energetic. Experienced brick-and-mortar entrepreneur.

CONTACT	EXPERIENCE
<p>PHONE 313.515.1179</p> <p>EMAIL doerr.emily@gmail.com</p> <p>LINKEDIN www.linkedin.com/in/emilymdoerr</p>	<p>HOUSING DEVELOPMENT / COMMUNITY DEVELOPMENT – local and state-level real estate development finance and policy, asset management, commercial redevelopment, single-family housing renovation, HOME/CDBG oversight: <u>8.5 years</u></p> <p><i>Director, Dept of Planning & Development - City of Flint • 6/2023 - present</i> <i>Executive Director, Michigan State Land Bank • 10/2020 - 5/2023</i> <i>VP, Housing Development - Metro Community Development • 6/2018 - 10/2020</i> <i>Housing / Grants Program Manager - City of Flint • 4/2016 - 6/2018</i></p> <p>KEY ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> • Leading reorganization of Flint's P&D Dept (42 FT, 2 PT employees); have hired or promoted 23 people to successfully dig out of 12 month backlog of federal HUD grant (Choice, CDBG, HOME, ESG) contracts, zoning, and building inspections; create ARPA compliance team within City for \$94M allocation; kick off 10-year Comprehensive Plan Update process; fully staff PC, ZBA, HDC, EDC, and BRA boards; and secured multiple housing dev / rehab grants • Opened Queens' Provisions (wine/beer/charcuterie shop and lounge) in Flint's historic CarriageTown neighborhood in a historic building in August 2023 (6 PT employees) • Led statewide agency (8 FT employees) focused on land banking policy, real estate development finance, community development advocacy and \$75M blight elimination program • Oversaw acquisition of / created asset management function for 8 commercial and 54 affordable residential units while managing renovation of 15,000 SF new office for nonprofit • Close-out of \$14M+ HOME, CDBG, & NSP grants; underwrote \$5M new housing grants
<p>SKILLS</p> <p>Writing and Management of RFQ and RFP process (both with and w/o federal funds)</p> <p>Federal / State / County / Local / Foundation grants management (writing, data collection, programmatic and financial reporting)</p> <p>Working with legal staff to develop templates and draft agreements in timely fashion</p> <p>Creation of new processes and roles while respecting history and legacy</p> <p>Reporting to Nonprofit and Government Boards of Directors</p> <p>Staff management through program transition</p> <p>ProForma and Budget Development</p> <p>Business Plan Creation for brick-and-mortar retail in challenging markets</p> <p>Construction Management (currently completing online 6-course certificate at Louisiana State University)</p>	<p>ECONOMIC DEVELOPMENT – Statewide Business Attraction, City-level Business Attraction and Retention, Small Business Support: <u>5.5 years</u></p> <p><i>Project Manager, Consumers Energy • 10/2015 - 3/2016</i> <i>Business Attraction Manager, MI Economic Development Corp. • 8/2014 - 10/2015</i> <i>Director, Community and Economic Development, City of Oak Park • 1/2013 - 5/2014</i> <i>Detroit Small Business Initiatives Manager – Detroit Regional Chamber • 11/2011 - 1/2013</i> <i>Founder, Hostel Detroit • 11/2010 - 11/2011; Board President Nov. 2010 - Present</i></p> <p>KEY ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> • Learned Right-of-Way real estate acquisition, sales, and negotiation processes at Consumers Energy but left role to work at Flint City Hall during Water Crisis • Attraction of new technology companies to Michigan totaling 329 new jobs and over \$20M new investment utilizing incentive packages with \$2.5M+ of incentive funds • Created CED function for City of Oak Park; passed bistro license ordinance through conservative City Council allowing restaurants to sell beer/wine for the first time in the city's history; streamlined development process through staffing PC and ZBA • Worked with City of Detroit staff to improve business permitting/licensing processes • Founded Hostel Detroit in April 2011; with 2 FT / 4 PT staff it has had over 35,000 guests from 98 countries with an estimated \$10.5M local economic impact
<p>EDUCATION</p> <p>Master of Business Administration, University of Detroit Mercy – August 2009 to Dec 2012</p> <p>Bachelor of Science, Central Michigan University - Economics and Political Science, minor in History – August 2003 to May 2007</p> <p>June 2020: EPA RRP Certified Renovator</p>	<p>COMMUNITY DEVELOPMENT – County Grants Management and Statewide Advocacy, Membership, and Training: <u>4 years</u></p> <p><i>Grants Manager, Wayne Metro Community Action Agency • 1/2009 - 11/2010</i> <i>Director of Membership and Special Projects, Community Economic Development Association of MI (CEDAM) • 11/2006 - 1/2009</i></p> <p>KEY ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> • Supported Chief Operating Officer in management of 70 social service grants simultaneously (proposal / program creation / data collection / financial tracking) • Compiled reports and conducted meetings with over 40 different state legislators / staff about CEDAM member impact; coordinated Real Estate Development Trainings