

# **City of Flint, Michigan**

*Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
[www.cityofflint.com](http://www.cityofflint.com)*



## **Meeting Agenda - Final**

**Monday, January 23, 2023**

**4:30 PM**

**COUNCIL CHAMBERS**

### **SPECIAL AFFAIRS COMMITTEE**

*Ladel Lewis, Chairperson, Ward 2*

*Eric Mays, Ward 1  
Judy Priestley, Ward 4  
Tonya Burns, Ward 6  
Dennis Pfeiffer, Ward 8*

*Quincy Murphy, Ward 3  
Jerri Winfrey-Carter, Ward 5  
Allie Herkenroder, Ward 7  
Eva L. Worthing, Ward 9*

*Davina Donahue, City Clerk*

**CALL TO ORDER****ROLL CALL****READING OF DISORDERLY PERSONS CITY CODE SUBSECTION**

*Any person that persists in disrupting this meeting will be in violation of Flint City Code Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.*

**PUBLIC SPEAKING**

*Members of the public shall have no more than two (2) minutes to address the City Council on any subject.*

**COUNCIL RESPONSE**

*Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two (2) minutes.*

**RESOLUTIONS****RESOLUTIONS (POSTPONED)**

*[NOTE: Resolutions No. 230011, 230012, 230013, 230014, 230015, 230016, and 230017 were POSTPONED from the January 18, 2023 Finance Committee Meeting to this Special Affairs agenda due to the lack of a quorum.]*

**230011**      Genesee County Prosecutor's Office [Orthram Incorporated]/Forensic Genetic Genealogy Analysis

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to enter into an agreement with the Genesee County Prosecutor's Office, in an amount NOT-TO-EXCEED \$80,850.00, over a three-year grant period (October 1, 2022 - September 30, 2025). [NOTE: Orthram Incorporated will enter a performance-based contract with the City of Flint Police Department SAKI Unit to provide laboratory testing of genome sequencing to forensic evidence.]

**230012**      Jack Doheny Supply/Vactor Parts, Services and Repairs

Resolution resolving that Purchasing is authorized to issue and purchase order to Jack Doheny Supply, in an FY2023 amount NOT-TO-EXCEED \$40,000.00, for vactor parts, services and repairs, as requested by the Water Service Center.

**230013**      CO#2/Commonwealth Heritage Group/Continued Archeological Services

Resolution resolving that the appropriate City Officials do all things necessary to authorize Change Order No. 2 [for] continued archaeological services with Commonwealth Heritage Group, in an amount NOT-TO-EXCEED \$63,020.00, and a total contract amount of \$137,020.00.

**230014** Memorandum of Understanding [MOU]/City of Flint/Flint Police Department Lieutenants and Captains/Lump Sum Payments

Resolution resolving that the Flint City Council approves the Memorandum of Understanding granting three thousand dollar (\$3,000.00) lump sum payments to [three recently promoted Lieutenants] Esther Campbell, Christopher Bigelow and Robert Frost, who would have received the lump sum had they been promoted after the July 25, 2022 ratification of the Collective Bargaining Agreement between the City of Flint and the Police Officers Labor Council-Flint Police Department Sergeants.

**230015** Agreement/City of Flint/YWCA Greater Flint/Sub-Grantee/FY-22 Sexual Assault Kit Initiative Grant

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to enter into an agreement with the YWCA Greater Flint, in an amount NOT-TO-EXCEED \$142,272.00, over a three-year grant period of October 1, 2022 - September 30, 2025.

**230016** Agreement/City of Flint/Genesee County Prosecutor's Office/Sub-Grantee/FY-22 Sexual Assault Kit Initiative Grant

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to enter into an agreement with the Genesee County Prosecutor's Office, in an amount NOT-TO-EXCEED \$379,590.00, over a three-year grant period of October 1, 2022 - September 30, 2025.

**230017** Budget Amendment/FY2023 Second Quarter

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to incorporate the approved appropriation changes into the FY2023 operating budget of the City of Flint, in the amount of \$123,000.00.

## APPOINTMENTS

**230010** Appointment/Bishop International Airport Authority [BIAA]/Dr. Beverly Walker-Griffea

Resolution resolving that the Flint City Council approves the appointment of Dr. Beverly Walker-Griffea (1520 E. Second Street, Flint, MI, 48503) to the Bishop International Airport Authority for a three-year term [commencing immediately and] expiring January 2, 2026. [NOTE: Dr. Walker-Griffea is replacing Wyntis Hall whose term expired January 2, 2023.]

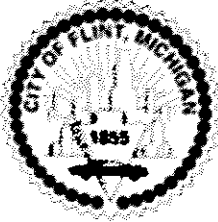
- 230018**      Appointment/Mass Transportation Authority [MTA]/Sharon Reeves
- Resolution resolving that the Flint City Council approves the appointment of Sharon Reeves (1601 Woodslea Drive, Flint, MI, 48507) to serve a two-year term on the Mass Transportation Authority Board of Directors, commencing immediately and expiring March 31, 2025. [NOTE: Ms. Reeves is replacing Quincy Murphy who is stepping down.]
- 230019**      Appointment/Downtown Development Authority Board [DDA]/Rodney Lontine
- Resolution resolving that the Flint City Council approves the appointment of Rodney Lontine (200 E. First Street, Flint, MI, 48502) to serve a four-year term on the Downtown Development Authority Board, commencing immediately and expiring June 30, 2027. [NOTE: Mr. Lontine is filling a vacancy.]
- 230020**      Appointment/Ethics and Accountability Board [EAB]/Martin Banks
- Resolution resolving that Mayor Sheldon A. Neeley [recommends] the appointment of Martin Banks (4512 Maines Street, Flint, MI, 48505) to serve a six-year term on the Ethics and Accountability Board, commencing immediately and expiring June 26, 2029. [NOTE: Mr. Banks is filling a vacancy.]

## **ORDINANCES**

## **DISCUSSION ITEMS**

## **ADDITIONAL COUNCIL DISCUSSION**

## **ADJOURNMENT**



**RESOLUTION NO.:**

**PRESENTED:** JAN 18 2023

**ADOPTED:**

**RESOLUTION TO ENTER CONTRACT WITH ORTHRAM INCORPORATED TO  
CONDUCT FORENSIC GENETIC GENEALOGY ANALYSIS FOR THE CITY OF FLINT  
FY-22 NATIONAL SEXUAL ASSAULT KIT INITIATIVE GRANT FROM THE  
DEPARTMENT OF JUSTICE**

**BY THE CITY ADMINISTRATOR:**

**WHEREAS**, the City of Flint Police Department received a U.S. Department of Justice (DOJ) Grant under the FY23 National Sexual Assault Kit Initiative (SAKI), in the amount of \$2,500,000.00, which the City of Flint Council approved under resolution 220453 on 10/24/2022; and

**WHEREAS**, the primary focus of SAKI is intended to help law enforcement officers and prosecutors in the City of Flint address challenges associated with unsubmitted SAKs in order to reduce the number of unsubmitted SAK's in their jurisdiction. This will give the City of Flint the evidence and tools to solve and reduce violent crimes associated with sexual assault, while achieving long term goal of improving the criminal justice response to sexual assault, and providing victim centered services.

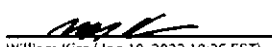
**WHEREAS**, Othram Incorporated, located at 2829 Technology Forest Blvd., Ste. 100, The Woodlands, TX 77381 will provide laboratory testing of genome sequencing to forensic evidence, for the use of Forensic Genetic Genealogy (FGG) for the Flint Police Department SAKI Unit.

**WHEREAS**, Othram Incorporated, will enter a performance-based contract over the duration of the grant program, to provide FGG analysis as a partner in collaboration with the City of Flint Police Department SAKI Unit.

Account Number	Grant Code Account Name	Amount
296-301-732-801.000	Professional Services	\$80,850.00
	<b>(10/1/2022 - 9/30/25) TOTAL</b>	<b>\$80,850.00</b>

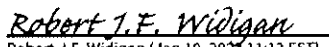
**IT IS RESOLVED** that the appropriate City Officials are authorized to do all things necessary to enter into an agreement with Genesee County Prosecutor's Office in the amount not-to-exceed \$80,850.00 over the three-year grant period, October 1, 2022 – September 30, 2025.

**Approved as to Form:**

  
William Kim (Jan 10, 2023 10:35 EST)


**William Kim, Chief Legal Officer**

**Approved as to Finance:**

  
Robert J.F. Widigan (Jan 10, 2023 11:12 EST)

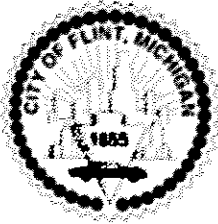
**Robert Widigan, Chief Financial Officer**

**For the City of Flint:**

  
Clyde D. Edwards (Jan 10, 2023 11:39 EST)

**Clyde D. Edwards, City Administrator**

**Approved by Council:**



**RESOLUTION NO.:**

**PRESENTED:**

**ADOPTED:**

**RESOLUTION STAFF REVIEW**

**Date:** January 6, 2023

**Agenda Item Title:** RESOLUTION TO ENTER CONTRACT WITH ORTHRAM INCORPORATED TO CONDUCT FORENSIC GENETIC GENEALOGY ANALYSIS FOR THE CITY OF FLINT FY-22 NATIONAL SEXUAL ASSAULT KIT INITIATIVE GRANT FROM THE DEPARTMENT OF JUSTICE

**Prepared by:**

Carissa Bush, SAKI Financial Assistant

**Background/Summary of Proposed Action:**

The purpose of this resolution is to award a contract with Othram Incorporated to fulfill a component of the SAKI grant and will conduct Forensic Genetic Genealogy (FGG). The task of Othram conducting additional analysis of DNA extraction and determining FGG could assist both law enforcement officers and prosecution of sexual assault.

Excluded from this process:

- No known exclusions

**Financial Implications:**

The \$80,850.00 will be encumbered from the Professional Services in the Flint SAKI budget: 15PBJA-22-GG-03768

Account Number	Grant Code Account Name	Amount
296-301-732-801.000	Procurement Contract	\$80,850.00
	<b>TOTAL</b>	<b>\$379,590.00</b>

**Budgeted Expenditure:** Yes ☒ No ☐ Please explain, if no:

**Pre-encumbered:** Yes ☒ No ☐ **Requisition #:** \_\_\_\_\_

**Other Implications:** No other implications are known at this time.

**Staff Recommendation:** Staff recommends approval of this resolution.

**APPROVAL** Terence Green  
Terence Green (Jan 10, 2023 06:17 EST)

**Terrance Green-Chief of Police**

**DATE** 01/10/2023



PRESENTED: JAN 18 2023



## CITY OF FLINT

### RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 1/03/23

BID/PROPOSAL#

AGENDA ITEM TITLE: Vactor Repairs and Accessories

PREPARED BY: Cheri Priest, Utilities - Water Service Center

VENDOR NAME: Jack Doheny Supply

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

The WSC requests additional funding be added to existing purchase order. The WSC is now responsible for repairs which is an additional expense not originally budgeted for. Jack Doheny is the closet dealer which services this equipment.

FINANCIAL IMPLICATIONS: None

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
2493	Supplies	591-540.202-752.000	N/A	15,000.00
2496	Supplies	590-540.208-752.000	N/A	25,000.00
FY23 GRAND TOTAL				40,000.00

PRE-ENCUMBERED? YES ☒ NO

REQUISITION NO: 23-0006597

ACCOUNTING APPROVAL: Cheri Priest  
Cheri Priest (Jan 3, 2023 14:20 EST)

Date: January 3, 2023

STAFF RECOMMENDATION: (PLEASE SELECT): X APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

Entrice Mitchell, Sewer Maintenance Supervisor

Signature: Entrice Mitchell

Email: jmittchell@cityofflint.com





# CITY OF FLINT

## RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 7/15/22

BID/PROPOSAL#

AGENDA ITEM TITLE: Vactor Accessories

PREPARED BY: Cheri Priest, Utilities - Water Service Center

VENDOR NAME: Jack Doheny Supply

### BACKGROUND/SUMMARY OF PROPOSED ACTION:

The WSC requests a purchase order be issued for the purchase of vactor accessories as our vactors are currently leased through this vendor. These vehicles are highly specialized and the vendors that service this make and model are extremely limited. Jack Doheny is the closet dealer which also services this equipment.

FINANCIAL IMPLICATIONS: None

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
2493	Supplies	591-540.202-752.000	N/A	8,000.00
2496	Supplies	590-540.208-752.000	N/A	35,000.00
FY23 GRAND TOTAL				43,000.00

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 23-0006056

ACCOUNTING APPROVAL: Cheri Priest Date: 7/15/22

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE:

Entrice Mitchell

Entrice Mitchell, Sewer Maintenance Supervisor



# CITY OF FLINT

## Department of Public Works & Utilities

**Sheldon A. Neeley**  
Mayor

**Michael J. Brown**  
Director

September 2, 2021

**TO:** Lauren Rowley  
Purchasing Manager

**FROM:** Entrice Mitchell  
Sewer Maintenance Supervisor

**SUBJECT:** JACK DOHENY ~ SOLE SOURCE

Jack Doheny is the only vendor located within the state of Michigan that provides products for and services these types of trucks. We would have to go some distance out of state to reach any other similar vendors to provide supplies or service the trucks, which is neither time nor cost effective. I am requesting \$38,000.00/year for their products.

Let me know if you have any questions or concerns.

EM/bd

230013



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: JAN 18 2023

ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING CHANGE ORDER #2 FOR CONTINUED  
ARCHAEOLOGICAL SERVICES**

**BY THE CITY ADMINISTRATOR**

**WHEREAS,** In June 2019, Commonwealth Heritage Group was selected as the sole source vendor to provide archaeological excavation and monitoring services as part of the service line replacement project to identify and replace, if necessary, services line in an area designated as the State Historic and Preservation (SPHO) zone in an amount not to exceed \$41,000.00; and

**WHEREAS,** In March 2020, change order #1 was needed for additional archaeological services in an amount not to exceed \$33,000, for a total contract amount of \$74,000.00; and

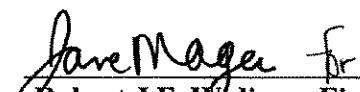
**WHEREAS,** The City of Flint is in the final phase of service line replacement and excavations which include additional archaeological zones. It is necessary to enter into change order #2 to continue archaeological services in an amount not to exceed \$63,020.00 (includes \$4176.43 outstanding invoices), for a total contract price of \$137,020.00.

**THEREFORE BE IT RESOLVED,** that the appropriate City Officials do all things necessary to authorize change order #2 continued archaeological services with Commonwealth Heritage Group in an amount not to exceed \$63,020.00 and a total contract amount of \$137,020.00. Funds are available from account 496-540.760-802.064 FEPAWIIN-1.

**APPROVED AS TO FORM:**

  
William Kim, Chief Legal Officer

**APPROVED AS TO FINANCE:**

  
Robert J.F. Widigan, Finance Director

**FOR THE CITY OF FLINT:**

  
Clyde Edwards, City Administrator

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
Allie Herkenroder, City Council President



# CITY OF FLINT

## RESOLUTION STAFF REVIEW FORM

**TODAY'S DATE:** January 9, 2023

**BID/PROPOSAL#**

**AGENDA ITEM TITLE:** Change Order #2 for Service Line Replacement Archaeological Support

**PREPARED BY:** Yolanda Gray, Department of Public Works Accounting Supervisor

**VENDOR NAME:** Commonwealth Heritage Group

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

In June 2019, Commonwealth Heritage Group was selected as the sole source vendor to render services in an amount not to exceed \$41,000, for archaeological excavation and monitoring services as part of the service line replacement project to identify and replace, if necessary, service lines in an area designated as the State Historic and Preservation (SPHO) zone. The City of Flint is required to have an archaeologist on site while working is being done to identify any human remains or artifacts that may be found and would then need to be properly returned to the Chippewa tribe for proper reburial. In March 2020 change order #1 was required for additional archaeological services in an amount not to exceed \$33,000 for a total contract price of \$74,000. The City of Flint is in the final phase of service line replacement and excavations have occurred in archaeological zones. It is necessary for Commonwealth to continue archaeological services in an amount not to exceed \$63,020 (includes \$4176.43 outstanding invoices), for a total contract price of \$137,020

**FINANCIAL IMPLICATIONS:**

**BUDGETED EXPENDITURE?** YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Fund	Name of Account	Account Number	Grant Code	Amount
496	LSL Archaeological	496-540.760-802.064	FEPA18WIIN-1	\$63,020.00
FY23GRAND TOTAL				\$63,020.00

**PRE-ENCUMBERED?** YES ☒ NO ☐ **REQUISITION NO:** 230006612

**ACCOUNTING APPROVAL:** Yolanda Gray **Date:** 1-9-23

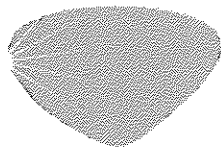
**WILL YOUR DEPARTMENT NEED A CONTRACT?** YES ☐ NO ☒

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

**DEPARTMENT HEAD SIGNATURE:** Michael J. Brown 1-10-23  
Michael J. Brown, Director of Public Works

# **Ongoing Archaeological Support Services for the City of Flint FASTStart Water Service Line Replacement Project, Genesee County, Michigan**

**Flint Proposal No. 19000581 – Amendment 2**



**COMMONWEALTH**  
H E R I T A G E G R O U P

**3215 Central Avenue  
Dexter, Michigan 48130**

**December 14, 2022**

**Commonwealth Proposal J-1079.1, Amendment 2**

**This proposal contains pricing and other information confidential and proprietary to Commonwealth Heritage Group, LLC. Disclosure of this proposal's contents to organizations or persons other than City of Flint and the project proponent is not authorized without the specific written permission of Commonwealth Heritage Group, LLC. All technical specifications and costs in this proposal are valid for 120 days following the date of this proposal.**

## COMPANY PROFILE

Commonwealth Heritage Group, LLC. (Commonwealth; FEIN 38-3024655), a Michigan-based corporation founded in 1988, is a professional consulting firm providing historic preservation, cultural resource, and landscape architecture services through the disciplines of archaeology, preservation planning, landscape architecture, geoarchaeology, geophysics, architectural history, and historical research. Commonwealth provides a full range of cost-effective Cultural Resource Management (CRM) and Historic Preservation services throughout the United States from our regional offices.

Commonwealth's multi-disciplinary professional staff includes prehistoric, historic, urban, and industrial archaeologists; geoarchaeologists and geophysicists; preservation planners; historians; and architectural historians, all of whom meet or exceed the Secretary of the Interior's Professional Qualifications Standards for their respective disciplines. A support staff of CAD, IT, and geospatial specialists, field and laboratory assistants, and administrative personnel further augments Commonwealth's professional expertise. Our team leaders are Register of Professional Archaeologists (RPA) and licensed Landscape Architects, and many of our staff have undergone Hazardous Waste Operations and Emergency Response (HAZWOPER) training. Commonwealth is a founding member of the American Cultural Resources Association (ACRA), the national trade association of the CRM industry.

Nationwide, Commonwealth's nine offices and laboratories maintain state-of-the-art equipment and technology allowing us to quickly process data collected in the field and generated in the lab. Up-to-date software allows us to customize deliverables to be compatible with your needs and software applications including the latest versions of ESRI ArcGIS software, including ArcGIS Desktop with ArcGIS Online for cross platform data management and mobilization, with additional use of Adobe Illustrator for high-quality graphics production. Our state-of-the-art Trimble GPS units and total stations allow for real-time, in-field data input and transmission. The integration of a highly trained team and cutting-edge equipment allows us to successfully complete projects of any size accurately, on time, and within budget.

Commonwealth consistently delivers quality products at the best value to our clients. We routinely build relationships with state and federal agencies, State Historic Preservation Offices, the public, and other entities in the CRM field to ensure an atmosphere of friendly and professional cooperation. These relationships and experiences allow us to design innovative and practical solutions for even the most complex of CRM projects. When you hire Commonwealth, you can be assured an extremely qualified, dedicated, and experienced team will do their part to help you effectively accomplish your project goals. Commonwealth is a registered small business and was approved as a Title VI Equal Opportunity Employer in 1995 by the Michigan Department of Equal Opportunity.

## **EXPERIENCE**

Commonwealth is a full-service heritage management and consulting firm serving clients for projects of all sizes for more than 30 years. Commonwealth clients include, but are not limited to, private sector energy and mining companies, federal and state land management agencies, transportation departments, and municipal utilities.

### **RECENT MONITORING**

Pertinent to this proposal, Commonwealth successfully completed multiple months of archaeological monitoring for the City of Flint and for three contractors involved in water service line replacement for Worth Township, Sanilac County, Michigan. Additionally, Commonwealth conducted multiple months of archaeological monitoring for Consumers Energy after the discovery of Native American human remains in Manistee, Michigan, and coordinated with federally recognized Tribes to assist in development of a Memorandum of Agreement, and respectfully analyzed and documented the remains and transported the remains back to the descendent Tribe. Commonwealth's lead human osteologist, Dr. Emily Mueller Epstein (see below and Appendix A) was the Principal Investigator and human remains analyst for both of these recent monitoring projects, was in the field conducting monitoring for the majority of them and will serve the same role on the City of Flint's monitoring project.

### **KEY STAFF**

For this contract, Dr. Ethan Epstein, Dr. Emily Epstein, and Ms. Sarah Posin will be the key staff ensuring the quality and timeliness of the project efforts. Each staff member brings technical and regional expertise to our team.

#### **Project Manager**

**Dr. Ethan Epstein** serves as Regional Director of Archaeology in Commonwealth's Dexter, Michigan office. He has over 17 years of experience in archaeology. His specialties and experience include precontact, early postcontact, and historic period archaeology of the Upper Great Lakes and Great Basin regions, as well as the northern Great Plains. His cultural resource management experience has served both private- and public-sector clients, including the USFS, USACE, NPS, BLM, National Guard, state transportation and natural resource departments, utility companies, pipeline and transmission line partnerships, municipalities, and real estate development firms. Dr. Epstein has significant experience conducting mechanized deep testing, has been listed on the Register of Professional Archaeologists, and is recognized by the Director of the Wisconsin Historical Society as a qualified burial excavator under Wisconsin Statute and Wisconsin Administrative Code.

#### **Principal Investigator**

**Dr. Emily Mueller Epstein** Dr. Mueller Epstein (Ph.D., University of Wisconsin-Milwaukee [UWM]) is a principal investigator and lab director for Commonwealth Heritage Group, LLC (Commonwealth). With 17 years of experience in archaeology, Dr. Mueller Epstein's specialties include Great Basin pre-and post-contact archaeology, bioarchaeology, historic cemeteries, and the analysis of osseous material (both fauna and human skeletal remains). She has nearly 20 years of training and experience as an analyst of human and a non-human faunal remains in both field and laboratory settings in addition to experience cataloging archaeological collections and associated paper records. Dr. Mueller Epstein meets the definition of a qualified museum

professional established in 36 CFR 79.4(h) and the Office of Personal Management Classification and Qualifications for the Museum Curator Series, 1015. She has been listed on the Register of Professional Archaeologists and is recognized by the Director of the Wisconsin Historical Society as a qualified skeletal analyst and burial excavator under Wisconsin Statute 157.70(4) and Wisconsin Administrative Code HS 2.02(12) and 2.04(6)(b).

### **Project Archaeologist**

**Ms. Sarah Posin** has nine years of archaeological experience working on historic and prehistoric archaeological sites throughout the Eastern United States, especially the Ohio River Valley and the Southeast. She brings to Commonwealth Heritage Group her previous experience with a variety of projects as a field director and crew leader on pipeline and reservoir recertification surveys, as well as numerous Phase I surveys. She also has been responsible for authoring portions of and complete technical reports. She is also an osteologist with experience excavating and analyzing prehistoric and historic human burials and was instrumental in assisting the State of West Virginia in complying with their Native American Graves Protection and Repatriation Act (NAGPRA) responsibilities.

## **TECHNICAL SCOPE OF WORK**

### **PROJECT DESCRIPTION**

The City of Flint is replacing lead and galvanized steel service lines to residences—primarily single-family homes—in Flint, Michigan during Phase VI of the FASTStart Water Service Line Replacement Project (Project). The project location includes the City of Flint, Michigan; SHPO Addresses for Water Service Line Replacements (Project Area, as provided by City of Flint), as enumerated in the City of Flint RFP of June 25, 2019. Project funding was authorized by the Water Infrastructure Improvement for the Nation (WIIN) Act of 2016. The Project's federal nexus requires compliance with Section 106 of the National Historic Preservation Act (NHPA). Commonwealth proposes to assist the lead federal agency (US EPA or USACE) with fulfilling their Section 106 obligations, including those outlined by the Michigan SHPO. Commonwealth is already supporting the City of Flint under this contract, and this proposal is to provide ongoing archaeological support services for the City as outlined in the original proposal dated July 12, 2019. All assumptions and scope tasks remain as they were, with the only changes being additional properties in the program, revised rates and travel cost estimates, and the total Not-to-Exceed Fee, listed below.

## **COST ESTIMATE**

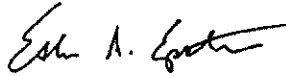
All charges for professional services for the Phase VI of the FASTStart Water Service Line Replacement Project will be limited to a "Not-to-Exceed Fee," unless the City authorizes additional charges in writing and the "Not-to-Exceed Fee" shall be submitted with and made a part of this Proposal.

Therefore, Commonwealth's TOTAL Not-to-Exceed Fee without additional written confirmation from City of Flint is the original \$41,000 plus an additional \$33,000, (see 19-042A, C/O#1, attached) of which \$4,176.43 remains unpaid to Commonwealth, plus an additional \$62,970 for newly requested work (cost breakout below) for a total of \$137,020. These additional costs include



\$6,970 for project reporting, and 50 days of monitoring, \$56,000, based on 50 additional homeowners participating and the completion of one property per day.

Sincerely,



Ethan A. Epstein, PhD  
Regional Director  
Commonwealth Heritage Group, LLC.

<b>Commonwealth 2023 Hourly Rates</b>	
<b>Category</b>	<b>Hourly Rate</b>
Regional Director	\$96.72
Archaeology Principal Investigator	\$87.90
Graphics/GIS	\$75.72
SOI-Qualified Archaeological Monitor	\$80.00
Project Archaeologist	\$66.21
<b>Other Direct Costs (ODCs)</b>	
<b>2. Transportation</b>	<b>Rate</b>
Miles @ \$0.58/mile	\$0.625/mile
Company Truck @ \$75/day	\$100/day
Gas (for rental vehicles only)	cost (\$30/day estimate)
Commercial Rentals—at cost, per day (or week, etc.)	cost (\$100/day estimate)
<b>3. Meals and Lodging</b>	
Lodging—cost	cost (\$100/day estimate)
Per Diem M&IE	\$55/day
<b>4. Other Direct Costs</b>	
GPS Units—\$35day/\$175week/\$800month	\$35day/\$175week/\$800month



# COMMONWEALTH

HERITAGE GROUP



Ethan A. Epstein, Ph.D.  
Regional Director Archaeology/Project  
Manager  
3215 Central Street, Dexter, Michigan 48130  
(715) 482-0273 • [ethan.epstein@chg-inc.com](mailto:ethan.epstein@chg-inc.com)

## *Education*

Ph.D.	University of Wisconsin-Milwaukee	Anthropology	2016
M.S.	University of Wisconsin-Milwaukee	Anthropology	2007
B.B.A.	University of Iowa	Finance	1984

## *Experience Profile*

Dr. Epstein serves as Regional Director of Archaeology in Commonwealth's Dexter, Michigan office. He has over 17 years of experience in archaeology. His specialties and experience include precontact, early postcontact, and historic period archaeology of the Upper Great Lakes and Great Basin regions, as well as the northern Great Plains. His cultural resource management experience has served both private- and public-sector clients, including the USFS, USACE, NPS, BLM, National Guard, state transportation and natural resource departments, utility companies, pipeline and transmission line partnerships, municipalities, and real estate development firms. Dr. Epstein has significant experience conducting mechanized deep testing, has been listed on the Register of Professional Archaeologists, and is recognized by the Director of the Wisconsin Historical Society as a qualified burial excavator under Wisconsin Statute and Wisconsin Administrative Code.

## *Professional Societies*

Society for American Archaeology  
Wisconsin Archeological Survey  
Conference on Michigan Archaeology

## *Specialized Training*

Dr. Epstein specializes in lithic (flaked stone tool) analysis, which was the basis of both his master's thesis and Doctoral dissertation. In addition, Dr. Epstein has successfully completed formal training in the legal aspects and implementation of Section 106 investigations, *Section 106: An Introduction. National Preservation Institute, 2016.*

## *Representative Projects*

### **River Raisin National Battlefield Park Archaeological Overview and Assessment Michigan**

Principal Investigator. Commonwealth Heritage Group, Inc. (Commonwealth) conducted an archeological overview and assessment and developed precontact and postcontact predictive site location models for five priority areas in the River Raisin National Battlefield Park in Michigan. The overview and assessment constitutes a support document for archeological resource management by the United States Department of the Interior National Park Service (NPS)

### **Cultural Resource Survey for Upper Detroit Parks**

Principal Investigator. To meet Section 106 requirements, Commonwealth Heritage Group, Inc. (Commonwealth) conducted Phase I archaeological survey and mechanized deep trench testing along the Detroit River in support of the USEPA's habitation evaluation and restoration project.

---

Dexter, MI (HQ) | Tuscaloosa, AL | Tempe, AZ | Tucson, AZ | Gainesville, FL | Lakeland, FL | Columbus, GA  
Traverse City, MI | Littleton, MA | Minneapolis, MN | Tarboro, NC | Buffalo, NY | Columbus, OH  
West Chester, PA | Memphis, TN | Ogden, UT | Chantilly, VA | Milwaukee, WI

[www.commonwealthheritagegroup.com](http://www.commonwealthheritagegroup.com)

**Cultural Resource Survey and Assessment  
Tennessee**

Principal Investigator. To meet Section 106 requirements, Commonwealth Heritage Group, Inc. (Commonwealth) conducted Phase I survey, Phase II testing, and mechanized deep trench excavation for the US Army Corps of Engineers at the Lock C multicomponent sites along the Cumberland River in Tennessee.

**Phase I Investigation of a Block on Selden Street  
Michigan**

Principal Investigator. To meet Section 106 requirements, Commonwealth Heritage Group, Inc. (Commonwealth) conducted investigations for the Detroit Building Authority. Mechanized trenching resulted in the identification of 42 features including building foundations and several lesser concentrations of cultural material distributed across 16 newly identified sites corresponding to 16 parcels from an 1897 Sanborn map of downtown Detroit.

**Archaeological Contingency Plans for the Gordie Howe Bridge Project  
Michigan**

Principal Investigator. Commonwealth Heritage Group, Inc. (Commonwealth) developed contingency evaluation, mobilization, and remediation plans for inadvertent discovery at the Windsor-Detroit Bridge Authority's (WDBA) Gordie Howe International Bridge project in Detroit.

**I-94 Modernization Project  
Michigan**

Principal Investigator. To meet Section 106 requirements, Commonwealth Heritage Group, Inc. (Commonwealth) examined the land use history and archaeological potential within sections of the I-94 corridor and adjacent highway corridors for the Michigan Department of Transportation.

**Ottawa National Forest Phase II Investigation  
Michigan**

Principal Investigator. To meet Section 106 requirements, Commonwealth Heritage Group, Inc. (Commonwealth) conducted a Phase II cultural resource investigation of the precontact period McDonald site in the Ottawa National Forest.

**Ottawa National Forest Cultural Resource Survey and Monitoring  
Michigan**

Principal Investigator. To meet Section 106 requirements, Commonwealth Heritage Group, Inc. (Commonwealth) conducted Phase I archaeological surveys of 59 areas totaling 7,740 acres of National Forest holdings and monitored 58 archaeological sites in Michigan's Upper Peninsula.

**Hiawatha National Forest Cultural Resource Survey  
Michigan**

Principal Investigator. To meet Section 106 requirements, Commonwealth Heritage Group, Inc. (Commonwealth) conducted Phase I archaeological survey of 34,500 acres of National Forest holdings in Michigan's Upper Peninsula.

**Chequamegon-Nicolet National Forest Cultural Resource Survey  
Wisconsin**

Principal Investigator. To meet Section 106 requirements, Commonwealth conducted Phase I archaeological survey of 30,700 acres of National Forest holdings in northern Wisconsin.

**Ottawa National Forest Cultural Resource Survey  
Michigan**

Co-Principal Investigator. To meet Section 106 requirements, Commonwealth conducted Phase I archaeological survey of 7,710 acres of National Forest holdings in Michigan's Upper Peninsula.

**Chequamegon-Nicolet National Forest Cultural Resource Survey**  
**Wisconsin**

Co-Principal Investigator. To meet Section 106 requirements, Commonwealth conducted Phase I archaeological survey of 6,787 acres of National Forest holdings in northern Wisconsin.

**Chequamegon-Nicolet National Forest Cultural Resource Survey**  
**Wisconsin**

Co-Principal Investigator. To meet Section 106 requirements, Commonwealth conducted Phase I archaeological survey of 8,470 acres of National Forest holdings in Northern Wisconsin.

**Cultural Resource Survey of Area G of Camp Ripley**  
**Minnesota**

Principal Investigator. Dr. Epstein worked on this Phase I archaeological survey of 2,912 acres of Minnesota National Guard holdings in Central Minnesota.

**Ottawa Bergland Presque Isle Cultural Resource Survey**  
**Michigan**

Co-Principal Investigator. To meet Section 106 requirements, Commonwealth conducted Phase I archaeological survey of 6,675 acres of National Forest holdings in Michigan's Upper Peninsula.

**Camp Cooks and Eckerman Area Culture Resource Inventory Survey**  
**Michigan**

Principal Investigator. Commonwealth conducted Phase I archaeological survey of 20,515 acres of Hiawatha National Forest holdings in Michigan's Upper Peninsula. This project was completed in support of Section 106 requirements.

**Strandlund Site**  
**Minnesota**

Co-field Director. Dr. Epstein worked with Ms. R. Jones for the excavation of this prehistoric riverfront faunal bed/campsite.

**Phase I investigation Kohler Golf Course Development**  
**Wisconsin**

Field Director. Dr. Epstein oversaw investigations completed for a 250-acre stratified Archaic through Woodland archaeological site located on the shores of Lake Michigan.

**Phase III investigations at Wolters Site**  
**Wisconsin**

Dr. Epstein directed the field component of the investigations of this stratified Archaic to Late Woodland period site, located along the banks of the Oconomowoc River.

**US Highway 45 Phase I investigation**  
**Wisconsin**

Field Director. A 28-mile-long investigation of the US Highway 45 corridor in Racine and Kenosha counties.

**Skillet Creek Mounds**  
**Wisconsin**

Field Director. Dr. Epstein responsibilities included overseeing the mechanical stripping and removal of features from these seven mounds, 22-acre, locale. Cultural periods identified include the Paleolithic, Woodland, and historic Euro American.

**Midewin National Tallgrass Prairie  
Illinois**

Field Director. Dr. Epstein oversaw over 3,000 acres of Phase I and Phase II investigation and cultural resource inventory. As a result of the survey, cultural periods identified included the Archaic through Post-Contact and historic Euro American periods.

*Selected Publications and Presentations*

Epstein, Emily M., Ethan Epstein, and Rick Wells

- 2012 "Stone Spheres from the Steens Mountain and Surrounding Region," *Current Happenings in Archaeology*.

Epstein, Ethan, and Emily M. Epstein

- 2010 "Preliminary Results of Investigations at the Roaring Triangulation (35HA 385) Site, Catlow Uplands of Southeastern Oregon," Paper presented at the 32nd Great Basin Anthropological Conference.

Ethan Epstein and Emily M. Epstein

- 2008 "Chipped Stone and Animal Bones at Mortar Riddle Site (35HA2627) Steens Mountain: Change Over Time," Paper presented at the 31st Great Basin Anthropological Conference, 2008.

Ethan Epstein and Emily M. Epstein

- 2006 "Steens Mountain Mortar Riddle Site (35HA2627)". Paper presented at the 30th Great Basin Anthropological Conference.

*Public Outreach Experience*

- 2018 Hosted Friends of the Park group on-site during the ongoing archaeological investigations for the Upper Detroit Riverfront Parks Habitat Restoration Project. Addressed community concerns regarding park access during field work and the preservation of cultural resources in the park should they be encountered. Provided contextual historical information, presented Commonwealth's historical research, discussed our field methods, and provided a hands-on opportunity for Friends to examine artifacts.
- 2018 "Can Late Paleo-Indian responses to Changing Resource Availability Inform Modern Political Policy?", Huron Valley Chapter of the Michigan Archaeological Society.
- 2012 Co-hosted an on-site "Archaeology Day" for City of Kenosha teens sponsored by area religious organizations.
- 2006-2010 Co-hosted and trained Bureau of Land Management archaeology volunteers in groups ranging up to 30 people.
- 2007 "The Mortar Riddle: Economic Adaptation and Mobility in a Great Basin, Upland Wetland Environment," Wisconsin Archeological Society, Ritzenthaler Lecture, Oshkosh.

*Teaching Experience*

- 2007-2009 University of Wisconsin-Milwaukee, Teacher's Assistant. Instructed Laboratory Components for Human Evolution, Archaeological Analysis and Report Writing, Zooarchaeology, and Archaeological Survey and Report Writing.

*Patents and Inventions*

- 2018 Developed mechanized process for thawing frozen ground, creating "seasonal" excavation conditions and enabling the placement of shovel test units during winter months.



# COMMONWEALTH

HERITAGE GROUP



Emily Mueller Epstein, Ph.D.  
Principal Investigator/Lab Director  
3215 Central Street, Dexter, Michigan 48130  
P (517) 262-4157 E emily.epstein@chg-inc.com

## Education

Ph.D.	University of Wisconsin-Milwaukee	Anthropology	2017
M.S.	University of Wisconsin-Milwaukee	Anthropology	2007
B.S.	University of Oregon	Anthropology	2001

## Experience Profile

Emily Mueller Epstein (Ph.D., University of Wisconsin-Milwaukee [UWM]) is a principal investigator and lab director for Commonwealth Heritage Group, Inc. (Commonwealth). With 17 years of experience in archaeology, Dr. Mueller Epstein's specialties include Great Basin pre- and post-contact archaeology, bioarchaeology, historic cemeteries, and the analysis of osseous material (both fauna and human skeletal remains). She is listed in the Register of Professional Archaeologists and is recognized by the Director of the Wisconsin Historical Society as a qualified skeletal analyst and burial excavator under Wisconsin Statute 157.70(4) and Wisconsin Administrative Code HS 2.02(12) and 2.04(6)(b).

Prior to joining Commonwealth, Dr. Mueller Epstein held teaching appointments at the City College of Chicago and at the UWM for courses in and human anatomy and physiology. While working as lab supervisor with UWM-Cultural Resource Management Services (UWM-CRMS), she compiled the methods and wrote the standard operating procedures used to stabilize, inventory, and analyze over 600 adult and juvenile human burials recovered from the Milwaukee County Poor Farm Cemetery in 2013 and those used for the stabilization and inventory of more than 1,000 individuals recovered from the same site in the early 1990s. During the 2013 field project, Dr. Mueller Epstein was responsible for tracking 20 individual burials, associated grave goods, and coffin hardware per day. She identified and completed analysis of juvenile and fetal crania recovered from the cemetery that exhibited post-mortem medical investigation, which was featured in an edited volume on the bioarchaeology of dissection and autopsy published in 2017. She has presented her research on a non-destructive technique she developed for assessing perinatal dental remains for evidence of live birth. Dr. Mueller Epstein completed analyses of Woodland and historic Wisconsin dog burials, one of which was featured in an issue of the *Wisconsin Archaeologist*. She completed zooarchaeological analyses for other historic and precontact archaeological sites while employed with UWM-CRMS, in addition to evaluating inadvertent findings of osseous material from construction projects.

Dr. Mueller Epstein's dissertation focused on household settlement and subsistence during Late Archaic climatic oscillations in the northern Great Basin. She completed the identification and analysis of faunal samples, totaling over 30,000 individual specimens recovered from four sites on Steens Mountain in Harney County, Oregon. Most of the specimens represented large mammals, including bighorn sheep, mule deer, and pronghorn antelope. She also identified freshwater mussel, fish, birds, and reptiles in the samples. She was successful in demonstrating the presence of unique house architecture, a variant subsistence and settlement pattern based on the analysis of faunal remains, flaked stone, and ground stone artifacts. Her analysis of beads and ornaments recovered from a hunter-gatherer household site is featured in an edited volume published by Oxbow Books in 2017.

## Professional Societies

Society for American Archaeology  
Midwest Archaeological Conference  
Association of Oregon Archaeologists  
Committee on Michigan Archaeology

Dexter, MI (HQ) | Tuscaloosa, AL | Tempe, AZ | Tucson, AZ | Gainesville, FL | Lakeland, FL | Columbus, GA  
Traverse City, MI | Littleton, MA | Minneapolis, MN | Tarboro, NC | Buffalo, NY | Columbus, OH  
West Chester, PA | Memphis, TN | Ogden, UT | Chantilly, VA | Milwaukee, WI

[www.commonwealthheritagegroup.com](http://www.commonwealthheritagegroup.com)

*Licensure*

Skeletal Analyst qualified to conduct analyses of human burials excavated in Wisconsin (2013–present)  
Archaeologist qualified to excavate human burials in Wisconsin (2014–present)

*Specialized Training*

National Preservation Institute Training (Section 106: An Introduction [2017]) - Curation

*Representative Projects*

**Archaeological Monitoring for the City of Flint's FASTStart Water Service Line Replacement**

**City of Flint – Michigan**

Principal Investigator. To comply with the Michigan State Historic Preservation Office requirements, the City of Flint has contracted Commonwealth to monitor mechanical excavations carried out as part of the water service line replacement project.

**Hydroelectric Projects Reservoir Shoreline Survey for Historic Properties**

**HDR– Michigan**

Principal Investigator. HDR contracted Commonwealth to assess historic properties and erosional surfaces along nearly 15 miles of river shoreline in support of the Village of Constantine's compliance with Federal Energy Regulatory Commission licensing requirements. Dr. Mueller Epstein was responsible for the projects technical quality that involved land and water-based assessment methods.

**Archaeological Survey, Testing, and Analysis of Human Remains**

**Consumers Energy – Michigan**

Principal Investigator. Following the inadvertent discovery of human remains during a U.S. Army Corps of Engineers-permitted mitigation project, Consumers Energy contracted Commonwealth to conduct on shore survey and testing to assess the project area for historic resources. Dr. Mueller Epstein also completed an analysis of human remains inadvertently discovered during the project.

**Re-Inventory/Management Recommendations on the Historic St. Louis Arsenal**

**Missouri**

To comply with Section 106 requirements concerning federally owned collections, Commonwealth inventoried collections and made curatorial management recommendations for the General Services Administration. As a qualified museum professional, Dr. Mueller Epstein completed the inventory of collections and assessed conditions of the intended on-site curatorial facility.

**Stockbridge-Munsee Community Curation Facility Development Services**

**Wisconsin**

Lab Director. Commonwealth worked with the Stockbridge-Munsee Tribe to draft archaeological curation policies, procedures, and recommendations so that the Tribe's Historic Preservation Office planned curation facility meets Section 106 requirements. Dr. Mueller Epstein was responsible for inspections, inventories, and development of a revised Curation Policy Manual.

**Hydroelectric Projects Reservoir Shoreline Survey for Historic Properties**

**Consumers Energy Company – Michigan**

Principal Investigator. To comply with Federal Energy Regulatory Commission licensing requirements, Consumers Energy contracted Commonwealth to assess historic properties and erosional surfaces along nearly 150 miles of river shoreline in Michigan for Consumers. Dr. Mueller Epstein was responsible for the projects technical quality that involved land and water-based assessment methods.

**Villa Maria Cemetery Relocation**

**Minnesota**

Minnesota state law requires archaeological excavation in certain cemetery relocation projects, as was the case for the Villa Maria Cemetery. To comply with the state regulations, Commonwealth excavated burials to facilitate their conveyance to a cemetery location by local funeral directors. Dr. Mueller Epstein conducted skeletal analysis in the

field to assure individual burial identity.

**Milwaukee County Poor Farm Cemetery (MCPFC) Project  
Wisconsin**

Dr. Mueller Epstein compiled methods and wrote the standard operating procedures used to stabilize, inventory, and analyze over 600 adult and juvenile human burials recovered from the historic cemetery. She completed the analysis of a formally interred dog and made taxonomic identifications of non-human mammals recovered from general fill areas at the site. Emily also excavated adult and juvenile human burials.

**Greater Sage-Grouse Habitat Improvement  
Burns District Bureau of Land Management - Washington**

The Burns District BLM conducted Phase I archaeological survey of 1,703.4 acres identified for sage grouse habitat restoration to comply with Section 106. The project area includes Glass Buttes, a documented obsidian source and the location of cinnabar mining. During the project, 33 precontact sites exhibited evidence for raw obsidian procurement. Historic sites included mining equipment as well as evidence of 1930s era camp life.

*Selected Reports and Publications*

Epstein, Emily Mueller  
2020a

Epstein, Emily Mueller

2019a *Cultural Resources Investigation for the Freedom Road Rehabilitation Project Review, Farmington, Oakland County, Michigan, R-1399.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2019b *Cultural Resources Investigation for the Van Horn Road Categorical Exclusion, Wayne County, Michigan, R-1389.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2019c *Cultural Resources Sensitivity Letter Report for Geddes I Solar, LLC Site in Saginaw County, Michigan, R-1392.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2019d *Cultural Resources Sensitivity Project for CCR Macbeth Site, Muskegon County, Michigan, R-1382.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2019e *2018 Phase I Archaeological Survey, Testing, and Analysis of Human Remains at the Consumers Energy Jones Street Remediation Project, Site, Manistee, Michigan, R-1363.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2019f *Archaeology Survey for the Constantine Hydroelectric Project Relicensing (FERC No. 10661), St. Joseph County, Michigan, R-1386.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

Epstein, Emily Mueller

2018a *Cultural Resources Sensitivity Project for CCR MI Solar Sites-Bundle 2, Barry, Branch, Calhoun, Genesee, Ingham, and Montcalm Counties, Michigan R1353.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2018b *Cultural Resource Sensitivity Study for the Muskegon County Solar Project, Muskegon, Michigan R1347.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2018c *ER18-116 Hines Park Ann Arbor Non-Motorized Trail Connector, Sec. 4, T2S, R9E, City of Westland, Wayne County (FHWA) R1341.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2018d *Phase I Archaeological Investigation for the Veteran's Administration Housing Project, Chesterfield Township, Macomb County, Michigan R1334.* Commonwealth Heritage Group, Inc., Dexter, Michigan.

2018e *RES America Summit Lake Wind (Barr Project No. 22071001.01 R1337.* Commonwealth Heritage Group, Inc., Dexter, Michigan.



- 2018f *42,446.50-acre Wind Farm Cultural Resources Assessment R1324*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- 2018g *Phase I Archaeological Investigation for Section 17 and 17 of the Iron Belle Trail, Richfield Township, Genesee County, Michigan, R1333*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- 2018h *ER18-180 Phase I Archaeological Investigation for the Old River Trail Pathway, Delta Township, Eaton County, Michigan, R1326*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- 2018i *Implementation of the Historic Property Management Plan: 2018 Monitoring, Calkins Bridge Hydroelectric Project, Allegan County, Michigan ER 99-217, FERC*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- 2018j *ER18-200 Phase I Archaeological Investigation for the City of Grandville Kayak Launch, Grandville Township, Michigan, R1331*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- 2018k *Phase I Archaeological Survey of the Proposed Wetland Habitat and Storm Water Project for Chandler Park, City of Detroit, R-1321*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- 2018l *Stockbridge-Munsee Community Curation Facility Development Services, R-1314*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- 2018m *Periodic Shoreline Inspection and Assessment of Cultural Resources in the Hydroelectric Pond Embankments Along the Au Sable, Manistee, and Muskegon Rivers, R-1310*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- Epstein, Emily Mueller and Scott Slagor  
 2018 *2,108-acre Cultural Resources Assessment, R1325*. Commonwealth Heritage Group, Inc., Dexter, Michigan.
- Epstein, Emily Mueller, and Kelly M. Hagenmaier  
 2017 *Section 106 Compliance: Phase I Archaeological Survey of the Proposed Eden on Rouge Assisted Living and Memory Care Facility, 44100 Connection Way, Canton, Michigan, R-1290*. Commonwealth Heritage Group, Inc., Jackson, Michigan.
- Epstein, Emily Mueller, and Robert Watson  
 2017 *Phase I Archaeological Investigations the United States Coast Guard Auxiliary Operated Grand Marais Marquette County, Michigan*. Commonwealth Heritage Group, Inc. Milwaukee, Wisconsin.
- Hagenmaier, Kelly M., Emily Mueller Epstein, and Ethan Epstein  
 2017 *Phase I Archaeological Survey of the Proposed French Paper Company Dam Relicensing, City of Niles, Niles and Bertrand Townships, Berrien County, Michigan, Vol. II Archaeological Resources*. Commonwealth Heritage Group, Inc., Jackson, Michigan.
- Epstein, Emily Mueller  
 2017a *Games, Exchange, and Stone: Hunter-Gatherer Beads at Home*. In *Not Just for Show: The Archaeology of Beads, Beadwork, and Personal Ornaments* edited by Daniella Bar-Yosef Meyer, pp. 81 – 92. Oxbow Books, Oxford. Link to the publisher: <https://www.oxbowbooks.com/oxbow/not-just-for-show.html>
- 2017b *Unnoticed All His Worth, a Dog Burial at the Milwaukee County Poor Farm Cemetery*. Paper presented at the 50th Annual Society for Historical Archaeology, January 6, 2017, Fort Worth, Texas (with Patricia B. Richards). Link to conference abstracts: <https://sha.org/wp-content/uploads/2015/05/2017-Conference-on-Historical-and-Underwater-Archaeology-Abstract-Book.pdf>
- Robert J. Watson, Emily Mueller Epstein, Robert J. Jeske, David Strange, and Kathryn C. Egan-Bruhy

- 2016 *Archaeological Investigations and Burial Analysis at Ss. Peter and Paul Parish Cemetery (47BTR0024). City of Independence Trempealeau County, Wisconsin.* Commonwealth Heritage Group, Inc., Milwaukee, Wisconsin.

Richards, Patricia B., Carrie R. Jones, Emily Mueller Epstein, Nick W. Richards, Brooke L. Drew, and Thomas J. Zych

- 2016 You Couldn't Identify Your Grandmother If She Were in That Party: The Bioarchaeology of Postmortem Investigation at the Milwaukee County Poor Farm Cemetery. In *The Bioarchaeology of Dissection and Autopsy in the United States*, edited by Kenneth C. Nystrom, pp. 237-257. Springer International Press, Switzerland. Available online: [http://link.springer.com/chapter/10.1007%2F978-3-319-26836-1\\_11](http://link.springer.com/chapter/10.1007%2F978-3-319-26836-1_11)

Richards, Patricia B., Eric. Burant, Brooke L. Drew, Emily Mueller Epstein, Carrie R. Jones, Nick W. Richards, and Thomas J. Zych

- 2015 *Nine for Mortal Men Doomed to Die: The Archaeology and Osteology of the 2013 Milwaukee County Poor Farm Cemetery Project (Froedert Tract - 47MI0527).* The University of Wisconsin-Milwaukee Cultural Resource Management Program. Archaeological Research Laboratory Report of Investigations No. 381.

Epstein, Emily Mueller, Brianne Charles, and Brooke Drew

- 2015 *Neonatal Line Assessment among Milwaukee County Institution Grounds (MCIG) Perinates to Determine Viability.* Paper presented at the 2015 Society for American Anthropology Annual Meeting, San Francisco, California.

Epstein, Emily Mueller

- 2012 Faunal Analysis. Contribution to Phase II Archaeological Investigation of the McHugh Site (47WP294), *A Nineteenth-Century Irish Farmstead in Waupaca County, Wisconsin.* Brooke L. Drew and John D. Richards, Editors. UWM Archaeological Research Laboratory Report of Investigations, No. 187. Manuscript on file, Cultural Resource Management Services, Anthropology Department, University of Wisconsin, Milwaukee.

Epstein, Emily Mueller

- 2010 Analysis of *Canis sp.* Remains Recovered from the Richter Site (47DR80), a North Bay Phase Middle Woodland Occupation on Washington Island, Wisconsin.



# COMMONWEALTH

HERITAGE GROUP



Sarah L. Posin, MSc., RPA  
Project Archaeologist  
3215 Central Street, Dexter, Michigan 48130  
P (614) 715-6717 E sposin@chg-inc.com

## *Education*

M.Sc.	University of Sheffield	Human Osteology and Funerary	2010
B.A.	Marshall University	Anthropology	2007

## *Experience Profile*

Ms. Posin has 10 years of archaeological experience working on pre- and postcontact archaeological sites throughout the eastern regions of the United States, particularly the Ohio River Valley and the Southeast. Prior to her employment at Commonwealth Heritage Group, Inc. (Commonwealth) she worked on a variety of projects as a field director and crew leader on pipeline and reservoir recertification surveys, as well as numerous Phase I surveys. She has also been responsible for authoring several technical reports. Ms. Posin is also an osteologist, with experience excavating and analyzing pre- and postcontact human burials and has been instrumental in assisting the State of West Virginia in complying with their Native American Graves Protection and Repatriation Act responsibilities. Additionally, she is recognized by the Wisconsin Historical Society as a qualified skeletal analyst and burial excavator under Wisconsin Statute 157.70(4) and Wisconsin Administrative Code HS 2.02(12) and 2.04(6)(b).

## *Professional Societies*

The Register of Professional Archaeologists  
The American Institute of Archaeology  
Fellow, Conference on Michigan Archaeology

## *Representative Projects*

### **Phase II Archaeological Investigations at Fort Eustis, Newport News, Virginia**

Project Archaeologist. Ms. Posin provided assistance to the field directors and supervised fieldwork consisting of close-interval shovel testing and test unit excavation during NRHP eligibility evaluation at three sites on Fort Eustis property. Additionally, she assisted with laboratory processing and analysis of prehistoric and historic artifacts recovered during the field investigations.

### **Phase IB Archaeological Survey, Eversource Lines 373, 385, and 391 Grounding Project, Rochester to Derry, New Hampshire**

Field Director and Report Author. Ms. Posin supervised fieldwork consisting of shovel testing around transmission line structures within archaeologically sensitive areas where grounding line replacement is to occur. No new sites were encountered, and no adverse effects were observed at existing sites.

### **Phase II Archaeological Investigation for the Western New York National Cemetery Genesee County, New York**

Co-Field Director. Ms. Posin supervised fieldwork consisting of close-interval shovel testing and test unit excavation within a 60-acre project area, which is to be part of a cemetery for veterans in Western New York. Additionally, she assisted with laboratory processing and analysis of over 5,000 artifacts recovered during the field investigations.

## OTHER LOCATIONS

Alexandria, VA (703) 354-9737 Columbus, OH (614) 549-6190 Littleton, MA (978) 793-2579 Milwaukee, WI (414) 446-4121  
Ogden, UT (801) 394-0013 Tarboro, NC (252) 641-1444 Traverse City, MI (517) 262-3376 West Chester, PA (610) 436-9000

**Phase I Archaeological Investigation for Sections 16 and 17 of Iron Belle Trail, Richfield Township, Genesee County, Michigan**

Project Archaeologist. Ms. Posin also served as the lead author of the letter report submitted for an approximately 1.36-mile long bicycling trail creation and improvements. One site, the remains of a razed mid-twentieth-century structure, was recorded and recommended not eligible for the National Register of Historic Places (NRHP).

**Cultural Resource Reconnaissance Red Pine and Aspen Stands Survey, Hiawatha National Forest Michigan**

Project Archaeologist. In addition to her lead role, Ms. Posin is a contributing report author for a survey of nearly 34,000 acres in the western unit of the Hiawatha National Forest. She served as a logistical liaison between field crews and upper-level staff, reviewing and helping process field data.

**Cultural Resource Reconnaissance Red Pine Survey, Hiawatha National Forest Michigan**

Project Archaeologist and Field Director. Ms. Posin is also a contributing report author for a survey of nearly 31,000 acres in the western unit of the Hiawatha National Forest. She served as a logistical liaison between field crews and upper-level staff, reviewing and helping process field data.

**Phase I Archaeological Survey of Preferred Alternative 4A, US 340 Improvement Study West Virginia**

Project Archaeologist and Field Director. Ms. Posin is the lead author of the survey report for approximately 5-mile long improvements to US 340 and the proposed bypass around the historic community of Rippon. Twenty new archaeological sites and seven isolated finds were identified; all were recommended not eligible for the NRHP.

**Phase I Archaeological Investigation of Dixboro Trail Michigan**

Project Coordinator. Ms. Posin also served as the lead author of the letter report submitted for an approximately 2-mile-long trail. No resources were identified or recommended eligible for the NRHP.

**Phase I Archaeological Investigation of Iron Belle Trail, Irish Road to Genesee Road Michigan**

Project Archaeologist. Ms. Posin also served as the lead author of the letter report submitted for an approximately 3.75-mile long bicycling trail creation and improvements. One site, the remains of the mid-twentieth-century Kiwanis Health Camp, was recorded and recommended not eligible for the NRHP.

Professional Archaeologists and is recognized by the Director of the Wisconsin Historical Society as a qualified skeletal analyst and burial excavator under Wisconsin Statute 157.70(4) and Wisconsin Administrative Code HS 2.02(12) and 2.04(6)(b).

### **Project Archaeologist**

**Ms. Sarah Posin** has nine years of archaeological experience working on historic and prehistoric archaeological sites throughout the Eastern United States, especially the Ohio River Valley and the Southeast. She brings to Commonwealth Heritage Group her previous experience with a variety of projects as a field director and crew leader on pipeline and reservoir recertification surveys, as well as numerous Phase I surveys. She also has been responsible for authoring portions of and complete technical reports. She is also an osteologist with experience excavating and analyzing prehistoric and historic human burials and was instrumental in assisting the State of West Virginia in complying with their Native American Graves Protection and Repatriation Act (NAGPRA) responsibilities.

## **TECHNICAL SCOPE OF WORK**

### **PROJECT DESCRIPTION**

The City of Flint is replacing lead and galvanized steel service lines to residences—primarily single-family homes—in Flint, Michigan during Phase VI of the FASTStart Water Service Line Replacement Project (Project). The project location includes the City of Flint, Michigan; SHPO Addresses for Water Service Line Replacements (Project Area, as provided by City of Flint), as enumerated in the City of Flint RFP of June 25, 2019. Project funding was authorized by the Water Infrastructure Improvement for the Nation (WIIN) Act of 2016. The Project's federal nexus requires compliance with Section 106 of the National Historic Preservation Act (NHPA). Commonwealth proposes to assist the lead federal agency (US EPA or USACE) with fulfilling their Section 106 obligations, including those outlined by the Michigan SHPO. Commonwealth is already supporting the City of Flint under this contract, and this proposal is to provide ongoing archaeological support services for the City as outlined in the original proposal dated July 12, 2019. All assumptions and scope tasks remain as they were, with the only change being to the total Not-to-Exceed Fee, listed below.

## **COST ESTIMATE**

All charges for professional services for the Phase VI of the FASTStart Water Service Line Replacement Project will be limited to a "Not-to-Exceed Fee," unless the City authorizes additional charges in writing and the "Not-to-Exceed Fee" shall be submitted with and made a part of this Proposal.

Therefore, Commonwealth's TOTAL Not-to-Exceed Fee without additional written confirmation from City of Flint is the original \$41,000 plus an additional \$33,000, for a total of \$74,000.

Sincerely,



Brandon M. Gabler, PhD, RPA  
Regional Director/VP of Operations  
Commonwealth Heritage Group, Inc.



230014

PROCLAMATION NO.: \_\_\_\_\_

PRESENTED: JAN 18 2023

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF FLINT AND POLICE OFFICERS LABOR COUNCIL-  
FLINT POLICE DEPARTMENT LIEUTENANTS AND CAPTAINS FOR LUMP-SUM  
PAYMENTS FOR RECENTLY PROMOTED LIEUTENANTS**

Pursuant to the Flint City Charter, §4-406 (D), “[t]he Mayor shall submit to City Council for approval all collective bargaining contracts and amendments thereto before they become effective.” and

The City of Flint, by its Human Resources/Labor Relations department, and the Police Officers Labor Council-Flint Police Department Lieutenants and Captains have discussed and tentatively agreed on the attached Memorandum of Understanding (“MOU”); and

This MOU permits three (3) recently promoted Lieutenants to receive lump sum payments of Three-Thousand Dollars (\$3000) they were eligible for had they been promoted after the July 25, 2022, ratification of the Collective Bargaining Agreement (“CBA”) between the City of Flint and the Police Officers Labor Council- Flint Police Department Sergeants; and

The eligible persons who would receive the payment are as follows:

- a. Esther Campbell
- b. Christopher Bigelow
- c. Robert Frost

**BE IT RESOLVED** that the Flint City Council hereby approves the subject MOU granting Three-Thousand Dollar (\$3000) lump sum payments to Esther Campbell, Christopher Bigelow and Robert Frost who would have received the lump sum had they been promoted after the July 25, 2022, ratification of the CBA between the City of Flint and the Police Officers Labor Council-Flint Police Department Sergeants.

**FOR THE CITY:**

CLYDE D EDWARDS

CLYDE D EDWARDS (Jan 13, 2023 13:28 EST)

**Clyde D. Edwards, City Administrator**

**FOR THE CITY COUNCIL:**

\_\_\_\_\_

**APPROVED AS TO FORM:**

William Kim

William Kim (Jan 12, 2023 17:15 EST)

**William Y. Kim, City Attorney**



## CITY OF FLINT

### RESOLUTION STAFF REVIEW FORM

**TODAY'S DATE:** 01/10/2023

**BID/PROPOSAL#** [REDACTED]

**AGENDA ITEM TITLE:** Recently Promoted Lieutenant Lump Sums

**PREPARED BY** Terence Green, Police Chief  
Flint Police Department

**VENDOR NAME:**

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

The City and Union are parties to a Collective Bargaining Agreement ("CBA") with an initial effective term through June 30, 2021; and The parties are currently in negotiations for a successor CBA; and The parties wish to provide recently promoted Lieutenants with lump sum payments they would have been eligible for had they promoted to Lieutenant after the July 25, 2022, ratification of the CBA between the City of Flint and the Police Officers Labor Council – Flint Police Department Sergeants; and The parties commit their agreement to writing in this MOU;

The following persons shall receive the following lump sum payments:

- a. Esther Campbell – three thousand dollars (\$3,000).
- b. Christopher Bigelow – three thousand dollars (\$3,000).
- c. Robert Frost – three thousand dollars (\$3,000).

**FINANCIAL IMPLICATIONS:** \$9,000

**BUDGETED EXPENDITURE?** YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount



## CITY OF FLINT

**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**

**BUDGET YEAR 2**

**BUDGET YEAR 3**

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

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

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_

(PLEASE TYPE NAME, TITLE)

Approved as to budget:

Jane Mager

Jane Mager (Jan 11, 2023 14:54 EST)

Jane Mager, acting Deputy Chief Financial Officer



**MEMORANDUM OF UNDERSTANDING**  
**CITY OF FLINT**  
**-and-**  
**POLICE OFFICERS LABOR COUNCIL**  
**FLINT POLICE DEPARTMENT LIEUTENANTS AND CAPTAINS**

**Recently Promoted Lieutenant Lump Sums**

This Memorandum of Understanding ("MOU"), made on \_\_\_\_\_, 2022, is between the City of Flint ("City") and the Police Officers Labor Council – Flint Police Department Lieutenants and Captains ("Union").

**RECITALS**

The City and Union are parties to a Collective Bargaining Agreement ("CBA") with an initial effective term through June 30, 2021; and

The parties are currently in negotiations for a successor CBA; and

The parties wish to provide recently promoted Lieutenants with lump sum payments they would have been eligible for had they promoted to Lieutenant after the July 25, 2022, ratification of the CBA between the City of Flint and the *Police Officers Labor Council – Flint Police Department Sergeants*; and

The parties commit their agreement to writing in this MOU;

**NOW, THEREFORE**, the parties agree as follows:

1. Eligible Individuals and Amounts. The following persons shall receive the following lump sum payments:

- a. Esther Campbell – three thousand dollars (\$3,000).
- b. Christopher Bigelow – three thousand dollars (\$3,000).
- c. Robert Frost – three thousand dollars (\$3,000).

2. The Lump Sum payments to the persons identified in paragraph 1 are subject to the following:

- a. The Lump Sum payments will be paid via separate check during the first full pay period following the effective date of this Agreement.

- b. The Lump Sum payments will be subject to usual payroll taxes and withholdings.
- c. The Lump Sum payments are not included as wages for the purpose of computing Final Average Compensation.

3. This MOU does not affect the wages or benefits of Eligible Individuals following their permanent promotion to the rank of Lieutenant.

**IN WITNESS WHEREOF**, the parties executed this Memorandum of Understanding on the day and year first above written.

***This MOU is not effective until approved by the Flint City Council.***

**City of Flint ("City")**

**Police Officers Labor Council  
Flint Police Department Lieutenants and  
Captains ("Union")**

---

---

---

---

---

---

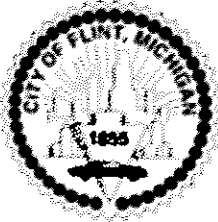
---

---

Approved as to form:

---

William Kim, City Attorney



**RESOLUTION NO.:**

**PRESENTED:** JAN 18 2023

**ADOPTED:**

**RESOLUTION AUTHORIZING THE CITY OF FLINT TO ENTER IN AN AGREEMENT  
WITH THE YWCA GREATER FLINT MAKING THEM A SUB-GRANTEE OF THE  
CITY'S FY-22 SEXUAL ASSAULT KIT INITIATIVE GRANT FROM THE DEPARTMENT  
OF JUSTICE**

**BY THE CITY ADMINISTRATOR:**

**WHEREAS,** The City of Flint Police Department received a U.S. Department of Justice (DOJ) Grant under the FY23 National Sexual Assault Kit Initiative (SAKI), in the amount of \$2,500,000.00, which the City of Flint Council approved under resolution 220453 on 10/24/2022: and

**WHEREAS,** the primary focus of SAKI is intended to help law enforcement officers and prosecutors in the City of Flint address challenges associated with unsubmitted SAKs in order to reduce the number of unsubmitted SAK's in their jurisdiction. This will give the City of Flint the evidence and tools to solve and reduce violent crimes associated with sexual assault, while achieving long term goal of improving the criminal justice response to sexual assault, and providing victim centered services.


**WHEREAS,** the YWCA Greater Flint Mission is to eliminate racism, empower women and promote peace, justice, freedom, and dignity for all.

**WHEREAS,** the YWCA Greater Flint will enter a performance-based contract over the duration of the grant program, by providing a Victim Advocate as a partner in collaboration with the City of Flint Police Department SAKI Unit.

Account Number	Grant Code Account Name	Amount
296-301-732-801.000	Professional Services	\$142,272.00
	<b>(10/1/2022 - 9/30/25) TOTAL</b>	<b>\$142,272.00</b>

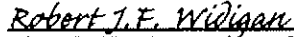
**IT IS RESOLVED** that the appropriate City Officials are authorized to do all things necessary to enter into an agreement with the YWCA Greater Flint in the amount not-to-exceed \$142,272.00.00 over the three-year grant period, October 1, 2022 – September 30, 2025.

**Approved as to Form:**

  
William Kim (Jan 10, 2023 10:35 EST)

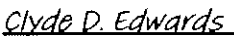
**William Kim, Chief Legal Officer**

**Approved as to Finance:**

  
Robert J.F. Widigan (Jan 10, 2023 10:28 EST)

**Robert Widigan, Chief Financial Officer**

**For the City of Flint:**

  
Clyde D. Edwards (Jan 10, 2023 11:37 EST)

**Clyde D. Edwards, City Administrator**

**Approved by Council:**



**RESOLUTION NO.:**

**PRESENTED:**

**ADOPTED:**

**RESOLUTION STAFF REVIEW**

**Date:** January 6, 2022

**Agenda Item Title:** RESOLUTION AUTHORIZING THE CITY OF FLINT TO ENTER IN AN AGREEMENT WITH THE YWCA GREATER FLINT MAKING THEM A SUB-GRANTEE OF THE CITY'S FY-22 SEXUAL ASSAULT KIT INITIATIVE GRANT FROM THE DEPARTMENT OF JUSTICE

**Prepared by:**

Carissa Bush, SAKI Financial Assistant

**Background/Summary of Proposed Action:**

The purpose of this resolution is to award an agreement to the YWCA of Greater Flint for victim services. The YWCA has been providing services to Genesee County since 1908. This contract will leverage and offer the entire suite of services the YWCA Greater Flint offers to victims of sexual assault. The YWCA of Greater Flint has partnered with the Flint SAKI Unit for over seven years due to grant funds awarded through the Department of Justice.

Locally, the YWCA Greater Flint has been serving the Flint and Genesee community for decades and has been a place of hope, healing and renewal. Serving 2,600 annually, the YWCA Greater Flint has offered safe places for women and children, while also advocating for race and gender equity.

Excluded from this process:

- No known exclusions

**Financial Implications:**

The \$142,272.00 will be encumbered from the Professional Services and Training line in the Flint SAKI budget: 15PBJA-22-GG-03768

Account Number	Grant Code Account Name	Amount
296-301-732-801.000	Professional Services	\$142,272.00
	<b>TOTAL</b>	<b>\$142,272.00</b>

**Budgeted Expenditure:** Yes ☒ No ☐ Please explain, if no:

**Pre-encumbered:** Yes ☒ No ☐ Requisition #: \_\_\_\_\_

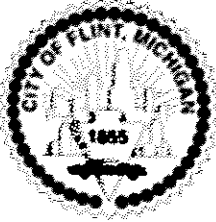
**Other Implications:** No other implications are known at this time.

**Staff Recommendation:** Staff recommends approval of this resolution.

**Department Head Signature** Terence Green  
Terence Green (Jan 10, 2023 06:18 EST)  
(Terrance Green-Chief of Police)

**DATE** 01/10/2023

230016

**RESOLUTION NO.:****PRESENTED:** JAN 18 2023**ADOPTED:**

**RESOLUTION AUTHORIZING THE CITY OF FLINT TO ENTER IN AN AGREEMENT  
WITH THE GENESEE COUNTY PROSECUTOR'S OFFICE MAKING THEM A SUB-  
GRANTEE OF THE CITY'S FY-22 SEXUAL ASSAULT KIT INITIATIVE GRANT FROM  
THE DEPARTMENT OF JUSTICE**

**BY THE CITY ADMINISTRATOR:**

**WHEREAS,** The City of Flint Police Department received a U.S. Department of Justice (DOJ) Grant under the FY23 National Sexual Assault Kit Initiative (SAKI), in the amount of \$2,500,000.00, which the City of Flint Council approved under resolution 220453 on 10/24/2022; and

**WHEREAS,** the primary focus of SAKI is intended to help law enforcement officers and prosecutors in the City of Flint address challenges associated with unsubmitted SAKs in order to reduce the number of unsubmitted SAK's in their jurisdiction. This will give the City of Flint the evidence and tools to solve and reduce violent crimes associated with sexual assault, while achieving long term goal of improving the criminal justice response to sexual assault, and providing victim centered services.

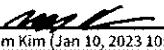
**WHEREAS,** Genesee County Prosecutor's Mission is to provide, under the Michigan Constitution, prosecution of violations of state criminal law in Genesee County, which includes the City of Flint.

**WHEREAS,** the Genesee County Prosecutor's Office will enter a performance-based contract over the duration of the grant program, to prosecute sexual assault cases as a partner in collaboration with the City of Flint Police Department SAKI Unit.

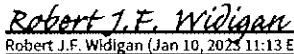
Account Number	Grant Code Account Name	Amount
296-301-732-801.000	Professional Services	\$375,540.00
296-301-732-801.000	Training	\$4,050.00
	<b>(10/1/2022 - 9/30/25) TOTAL</b>	<b>\$379,590.00</b>

**IT IS RESOLVED** that the appropriate City Officials are authorized to do all things necessary to enter into an agreement with Genesee County Prosecutor's Office in the amount not-to-exceed \$379,590.00 over the three-year grant period, October 1, 2022 – September 30, 2025.

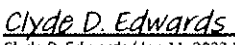
**Approved as to Form:**

  
William Kim (Jan 10, 2023 10:14 EST)

**William Kim, Chief Legal Officer****Approved as to Finance:**

  
Robert J.F. Widigan (Jan 10, 2023 11:13 EST)

**Robert Widigan, Chief Financial Officer****For the City of Flint:**

  
Clyde D. Edwards (Jan 11, 2023 12:12 EST)

**Clyde D. Edwards, City Administrator****Approved by Council:**



**RESOLUTION NO.:**

**PRESENTED:**

**ADOPTED:**

**RESOLUTION STAFF REVIEW**

**Date:** January 5, 2023

**Agenda Item Title:** RESOLUTION AUTHORIZING THE CITY OF FLINT TO ENTER IN AN AGREEMENT WITH THE GENESEE COUNTY PROSECUTOR'S OFFICE MAKING THEM A SUB-GRANTEE OF THE CITY'S FY-22 SEXUAL ASSAULT KIT INITIATIVE GRANT FROM THE DEPARTMENT OF JUSTICE

**Prepared by:**

Carissa Bush, SAKI Financial Assistant

**Background/Summary of Proposed Action:**

The purpose of this resolution is to award a agreement to Genesee County Prosecutor's Office for prosecutorial services that are dedicated to sexual assault cases. Genesee County Prosecutor's office is the designated Flint/Genesee County Prosecutor under the Michigan Constitution to perform prosecution of violations: include violent crimes like sexual assault. The City of Flint and the Prosecutor's Office have worked in a collaborative effort for over seven years due to grant funds awarded through the Department of Justice.

Excluded from this process:

- No known exclusions

**Financial Implications:**

The \$379,590.00 will be encumbered from the Professional Services in the Flint SAKI budget: 15PBJA-22-GG-03768

Account Number	Grant Code Account Name	Amount
296-301-732-801.000	Professional Services	\$375,540.00
296-301-732-801.000	Training	\$4,050.00
	<b>TOTAL</b>	<b>\$379,590.00</b>

**Budgeted Expenditure:** Yes ☒ No ☐ Please explain, if no:

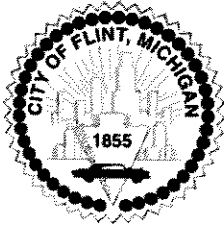
**Pre-encumbered:** Yes ☒ No ☐ **Requisition #:** \_\_\_\_\_

**Other Implications:** No other implications are known at this time.

**Staff Recommendation:** Staff recommends approval of this resolution.

**APPROVAL** Terence Green  
Terence Green (Jan 10, 2023 06:18 EST) **DATE** 01/10/2023  
**Terrance Green-Chief of Police**





RESOLUTION NO.: 230017

PRESENTED: JAN 18 2023

ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

**RESOLUTION AUTHORIZING FY2023 SECOND QUARTER BUDGET AMENDMENT**

WHEREAS, the City of Flint's operating budget is monitored on an ongoing basis by the Finance Department and City department heads and changes to an approved operating budget are required from time to time. And;

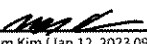
WHEREAS, the Department of Finance is recommending certain fiscal appropriation amendments to the FY2023 City of Flint operating budget as follows in accordance with State Public Act 2 of 1968 as amended. And;

WHEREAS, both amendments within 101 are moving from one direct cost line item to another, there will be no effect on the FY2023 total budget or fund balance.


FY2023 Proposed First Quarter Budget Amendments	Amended FY2023 Budget as of 1/11/2023	Proposed Amendments for FY2023 Q2	Proposed Amended FY2023 Budget	Estimated Ending Fund Balance
GENERAL FUND 101 Expenditures	\$ 65,056,151	\$123,000	\$ 65,056,151	\$ 4,787,375
Total Amendment		\$123,000		

IT IS RESOLVED, that the appropriate officials are hereby authorized to do all things necessary to incorporate the approved appropriation changes into the FY2023 operating budget of the City of Flint.

APPROVED AS TO FORM:

  
William Kim (Jan 12, 2023 09:40 EST)  
William Kim, City Attorney

APPROVED AS TO FINANCE:

  
Jane Mager (Jan 12, 2023 09:48 EST)  
Jane Mager for Robert J.F Widigan,  
Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D EDWARDS  
CLYDE D EDWARDS (Jan 12, 2023 09:55 EST)  
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

\_\_\_\_\_





# CITY OF FLINT

## STAFF REVIEW FORM

**TODAY'S DATE:** 01/09/2023

**BID/PROPOSAL#** n/a

**AGENDA ITEM TITLE:** FY23 – second quarter budget amendment (CSC Postage)

**PREPARED BY** V. Foster for Amanda Trujillo, Customer Service Center-Treasury

### BACKGROUND/SUMMARY OF PROPOSED ACTION

The USPS has increased postage rates twice within the past six months. As a result, the Treasury Division is requesting to amend the FY23 budget to cover additional postage costs incurred for utility billing/mailers and reminder notices. Due to position vacancies, funding is available in wage accounts.

Dept. Name of Account	Account Number	Increase Amount	Decrease Amount
CSC-Water Collection Salaried Employee Wages (exempt)	101-253.202-702.020		8,000.00
CSC – Water Collection Full-Time Wages (non-exempt)	101-253.202-702.010		29,000.00
CSC - Sewer Collection Wages (non-exempt)	101-253.203-702.010		3,000.00
CSC-Delinquent Collections Wages (non-exempt)	101-253.204-702.010		8,000.00
CSC – Treasury Operations Postage	101-253.200-902.000	8,000.00	
CSC – Water Collection Postage	101-253.202-902.000	18,000.00	
CSC – Sewer Collection Postage	101-253.203-902.000	18,000.00	
CSC – Delinquent Collections Postage	101-253.204-902.000	4,000.00	
	<b>Total</b>	<b>48,000.00</b>	<b>48,000.00</b>

**ACCOUNTING APPROVAL:** 

**Date:** 1-10-23

**OTHER IMPLICATIONS** (i.e., collective bargaining): n/a

**STAFF RECOMMENDATION:** APPROVED

**DEPARTMENT HEAD SIGNATURE:**

  
Amanda Trujillo, Treasurer

REVENUE AND EXPENDITURE REPORT FOR CITY OF FLINT									
PERIOD ENDING 06/30/2023									
01/09/2023	GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	UNENCUMBERED BALANCE	ENCUMBERED YEAR-TO-DATE DESCRIPTION	% BDGT USED		
	101-253.200-902.000	POSTAGE	30,000.00	17,904.41	11,025.59	1,070.00	CUSTOMER SERVICES-TREASURY OPERATIONS	63.25	
	101-253.201-902.000	POSTAGE	1,000.00	0.00	1,000.00	0.00	CUSTOMER SERVICES-INCOME TAX	0.00	
	101-253.202-702.020	SALARIED EMPLOYEE (EXEMPT)	39,795.00	16,932.32	22,862.68	0.00	CUSTOMER SERVICES-WATER COLLECTION	42.55	
	101-253.202-902.000	POSTAGE	55,000.00	31,763.77	(1,573.07)	24,809.30	CUSTOMER SERVICES-WATER COLLECTION	102.86	
	101-253.202-702.010	WAGES - FULL-TIME (NON-EXEMPT)	291,300.00	113,808.97	177,491.03	0.00	CUSTOMER SERVICES-WATER COLLECTION	39.07	
	101-253.203-902.000	POSTAGE	55,000.00	31,763.76	(1,573.06)	24,809.30	CUSTOMER SERVICE-SEWER COLLECTION	102.86	
	101-253.203-702.010	WAGES - FULL-TIME (NON-EXEMPT)	291,429.00	113,799.00	177,630.00	0.00	CUSTOMER SERVICE-SEWER COLLECTION	39.05	
	101-253.204-902.000	POSTAGE	3,000.00	5,133.19	(2,133.19)	0.00	DELINQUENT COLLECTIONS	171.11	
	101-253.204-702.010	WAGES - FULL-TIME (NON-EXEMPT)	80,769.00	32,928.94	47,840.06	0.00	DELINQUENT COLLECTIONS	40.77	





## CITY OF FLINT

--	--	--	--

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 23-005424

ACCOUNTING APPROVAL: Jane Mager Date: \_\_\_\_\_  
Jane Mager (Jan 9, 2023 16:54 EST)

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

(If yes, please indicate how many years for the contract) 1 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 2022/2023

BUDGET YEAR 2

BUDGET YEAR 3

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

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Robert J.F. Widigan  
Robert J.F. Widigan (Jan 9, 2023 16:59 EST)  
(PLEASE TYPE NAME, TITLE)

230010

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: JAN 18 2023

ADOPTED: \_\_\_\_\_

**RESOLUTION APPOINTING DR. BEVERLY WALKER-GRIFFEA TO THE BISHOP  
INTERNATIONAL AIRPORT AUTHORITY REPLACING WYNTIS HALL**

**BY THE MAYOR:**

The Bishop International Airport Authority is made of nine members, appointed to three year terms. Pursuant to 6-101 (B)(3) of the Flint City Charter, appointments shall be made by the Mayor with the approval of the City Council; and

Mayor Sheldon A. Neeley recommends the appointment of Dr. Beverly Walker- Griffea (resides at 1520 E. Second Street, Flint MI 48503.) to replace Wyntis Hall on the Bishop International Airport Authority, term to expire January 2<sup>nd</sup>, 2023.

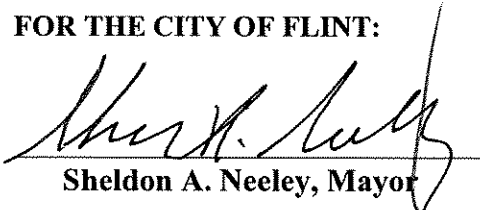
By way of background, Wyntis Hall was appointed to a three-year term which expired on January 2<sup>nd</sup>, 2023.

**BE IT RESOLVED** that the Flint City Council approves the appointment of Dr. Beverly Walker-Griffea, to serve on the Bishop International Airport Authority, term to expire January 2<sup>nd</sup>, 2026, replacing Wyntis Hall whose term expired on January 2<sup>nd</sup>, 2023.

**APPROVED AS TO FORM:**

  
William Kim, Chief Legal Officer

**FOR THE CITY OF FLINT:**

  
Sheldon A. Neeley, Mayor

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
Allie Herkenroder, City Council President

**Beverly Walker-Griffea, Ph.D.**

1520 E. Second Street Flint, MI 48503

[b.walkergriffea@mcc.edu](mailto:b.walkergriffea@mcc.edu)

810-762-0453

**President**

**Mott Community College, Flint, MI 2014 - Present**

A comprehensive, multi-campus community college serving 8337 credit and 2152 non-credit students, 64 Second Chance Pell students annually; total budget of \$74 million; 131 full-time faculty, 394 part-time faculty, 270 professional and support staff.

Reports to the Mott Community College Board of Trustees and provides national, state, and local leadership that positions the College as the community college leader in diversity, equity, and inclusion; a committed employee culture; a student-centered environment; stewardship and sustainability; workforce collaborations/partnerships and implementing compliance measures. Provides strategy development to ensure that the College has available mission focused resources to include successful millage campaigns and securing supplemental revenue sources from foundations, grants, and donor revenue. Ensures employees and students have state-of-the-art technology that is future forward and maximizes student success and organizational effectiveness. Develops strong working relationships with educators, business leaders, clergy, non-profit leaders, political leaders, and legislators to garner involvement and support.

**Responsibilities:**

- Execute the policies of the MCC Board of Trustees and communicate effectively with Board members.
- Lead with grace, humility, courage and confidence as an active, engaged, bridge-builder to ensure that all College areas are working together in support of the institution's mission, beliefs, and priorities.
- Provide strategic vision and direction that continues the MCC tradition of serving as a stable foundation, an anchor institution, and a safe-haven for the community and region.
- Ensure effective College infrastructures are in place, supported, and enhanced to accommodate innovation and increase sustainability.
- Engage in risk taking that allows for addressing emerging industry needs through entrepreneurship, workforce, and economic development activity.
- Create and maintain an environment that supports employee and student success.
- Keep Mott Community College recognized as a top community college for student success.
- Maintain a positive, collaborative labor relations environment.

**Senior Vice President for Student Services**

**Montgomery College, Rockville, MD 2011 – 2014**

A comprehensive, multi-campus community college serving in excess of 60,000 credit and noncredit students annually; the largest community college in Maryland; total budget of \$218 million; 541 full-time faculty, 1358 part-time faculty, 1213 professional, and support staff.

Reports to the President as Chief Student Services Officer; provides leadership, vision and outcomes that

foster student access, retention and completion. Assures consistency, quality, and compliance in the delivery of a common student experience from the first time a potential student contacts Montgomery College through their completion of study. Serves as the chief presidential advisor for the development, revision, and accurate implementation of student related policy and procedure. Leads college efforts and partnerships that involve public and private secondary school, four-year college and university partnerships, community, and business partnerships.

**Responsibilities:**

- Reengineered and guided a comprehensive student services division.
- Led and motivated a Student Services team that serves approximately 27,000 credit students annually with 260 full-time employees.
- Restructured and oversaw athletics to meet NJCAA multi-campus Division III eligibility and policy.
- Built, advocated, and oversaw a \$28.7 million budget.
- Developed, executed, and assessed student access, retention and completion initiatives that promoted a successful common student experience.
- Spearheaded innovative student initiatives with K-12 and university partners.
- Advanced college initiatives and partnerships with state, county, and community officials.
- Provided vision and guidance for college efforts that support closing the achievement gap of African American and Hispanic students.
- Fostered Board relations and prepared Board reports pertaining to division and student issues.
- Promoted college initiatives and partnerships nationally, statewide, and locally.
- Formulated mutually beneficial global initiatives with the University of Gondar, Ethiopian senior leadership.
- Increased division resources through entrepreneurship strategies.
- Facilitated and planned major division construction projects.
- Acted as president in her absence.

**Vice President for Student Affairs**

**Virginia Peninsula Community College, Hampton, VA 2006 – 2011**

A comprehensive, multi-campus community college, one of 23 in the Virginia Community College System, serving in excess of 16,000 credit students annually; total budget of \$35.2 million; 105 full-time faculty, 350 part-time faculty, 220 classified and support staff.

Reports to the President as Chief Student Affairs Officer; provides leadership and vision in strategic planning, facility planning, and continuous improvement of student services; facilitates partnerships with internal and external communities.

**Responsibilities:**

- Led student access and success initiatives.
- Guided Student Affairs team that serves approximately 16,000 students with 7 departments and 37 full-time employees.
- Developed and provided division oversight for a \$2.25 million budget.
- Developed relationships with community officials.

- Strengthened relationships with K-12 and university partners.
- Increased resources through grant acquisitions.
- Planned and facilitated construction projects.
- Prepared and provided Board Reports.

### **Dean of Student Development**

#### **Houston Community College System-Central College, Houston, TX 2001 – 2006**

A comprehensive, multi-campus community college, one of five in the System; 13, 400 credit students annually; total budget of \$25 million; 182 full-time faculty, 400 part-time faculty, over 350 classified and support staff.

Reports to the President as Chief Student Affairs Officer; provided leadership and vision in strategic planning, facility planning, and continuous improvement of student services; provided leadership for establishing student success strategies; facilitated partnerships with internal and external communities.

#### **Responsibilities:**

- Ensured access and success to a diverse student population.
- Led a student development team that served 13,400 students with 12 departments and 84 full-time staff members.
- Developed and provided oversight for the division's \$3.1 million budget.
- Developed and strengthened relationships with community and school partners.
- Coordinated with peers in a five-college-system consistent student services.
- Fundraising initiatives through grant acquisitions and participation in a system-wide bond initiative.
- Planned and supervised Student Affairs construction projects, including opening a new campus.
- Provided Board updates.

### **Interim Dean of Instruction for Health and Environmental Sciences,**

#### **Health & Environmental Sciences Div., Spokane Community College, Spokane, WA 2000 – 2001**

A comprehensive community college, one of three colleges in the System, serving in excess of 11,000 students; total budget of over \$24 million, 205 full-time faculty, 404 part-time faculty.

Responsible for a Division team that supported the allied health, nursing and environmental sciences teaching and learning needs for the community; provided leadership and vision in program planning, facility planning, and partnerships with local industry.

#### **Responsibilities:**

- Guided a division team that taught over 2000 students; employed 38 full-time faculty, 56 adjunct faculty, 6 classified staff members.
- Led the division's 18 instructional programs in four departments.
- Facilitated the fulfillment of program accreditation requirements.
- Developed new funding sources.
- Spearheaded the creation of new instructional programs.
- Implemented team-building strategies.



- Developed and maintained oversight of a \$2 million budget.
- Participated in collective bargaining negotiations.

#### **OTHER PROFESSIONAL POSITIONS:**

September 1995 to August 2000, Single Parent Counselor, Department of Institutional Diversity, Spokane Community College, Spokane, WA (509) 533-7030. Served as Department Chair, 1998 - 2000.

August 1992 to August 1995, Graduate Teaching and Graduate Research Assistant, Child Development Center, Texas Woman's University, Denton, TX. (940) 898-2685.

September 1987 to April 1992, Academic Advisor/Instructor, Old Dominion University, Norfolk, VA. (757) 683-3710.

September 1986 to July 1987, Graduate Assistant, Residence Life, Virginia State University, Petersburg, VA. (804) 524-5902.

September 1985 to June 1986, Financial Aid Intern, The College Board Southwestern Regional Office, Austin, TX. (512) 721-1800.

September 1983 to September 1985, University Representative, High School and College Relations, Oklahoma State University, Stillwater, OK. (405) 744-5358.

#### **TEACHING EXPERIENCE:**

MCC Presidential Seminars: Interactive five-week virtual courses that provide students with current information from guest speakers, intimate discussions, and personal reflection opportunities.

#### **Understanding the Birth, Resilience and Renaissance of Tulsa's Greenwood District: The Significance of Black Wall Street - 2021**

Interactive virtual course with guest speakers, discussions, and personal reflection opportunities. Seminar designed to examine the origins of Tulsa, Oklahoma and the Greenwood District, the rise of Black Wall Street, the causes and devastation of the 1921 Massacre, the rebuild of a greater Greenwood, the decline and aftereffects of integration and the healing and restoration of a silenced history and compare that to Flint, MI's history.

**Conversations of Consequence; Water for Life; Leadership Lessons** - 2016 Joint Interactive class with Montgomery College, MD. Discussions and guest speakers discuss and explore the physical, psychological, and financial impact on residents of Flint, MI and Washington, DC, both of whom were affected by a public health water crisis.

**Tenured Faculty Member, Counselor, Spokane Community College, 1998 – 2000.** Taught numerous Student Success, Child Development, and Career Development courses at several

#### **HIGHER EDUCATION PROFESSIONAL BOARDS:**

##### **Michigan Community College Association**

Chair, Michigan Community College Association Board of Directors—2022 - Present

Chair, Michigan Community College Association Presidents' Committee—2021 - Present  
Vice Chair, Michigan Community College Association Board of Directors—2021 - 2022 Michigan Community College Association Executive Board—2015 - Present

#### **American Association of Community Colleges**

Chair Commission on College Readiness, 2016 – 2019, Member 2019 - 2020 Chair, Commission on Leadership/Professional Development, 2017 - 2018 Co-chair, Commission on Academic, Student and Community Development, 2016 - 2017 Board of Directors 2016 – 2019  
Commission on Diversity, Inclusion and Equity, Member, 2013 - 2015, 2003 - 2005

#### **American Association for Women in Community College**

Immediate Past President, 2017 - 2019  
President, 2015 - 2017  
Vice President for Resources and Development, 2008 - 2015 Region III  
Director, 2006 - 2008  
Region VI Director, 2004 - 2006

#### **Oklahoma State University**

OSU Foundation Trustees—2021 - Present  
OSU Foundation Board of Governors—2020 – Present  
OSU Foundation Development Committee – 2021 - Present OSU  
Foundation Budget Committee—2020 – Present  
Chair, Oklahoma State University, Division of Institutional Diversity Advisory Council — 2016 - Present

#### **Flint Promise Zone**

Member, Flint Promise Zone Authority—2021 – Present  
Flint Promise Design Committee—2017 - 2021

#### **Other Higher Education Professional Boards**

PALNET Governing Board, 2014 - 2017  
President's Roundtable, Member, 2014 - Present  
Southern Association of Colleges and Schools Commission on Colleges Accreditation Team Member, 2009 - 2010  
Co-Chair, Community Colleges of Spokane, People of Color Committee, 1998 - 2000 Vice President, Single Parent Outreach Connection Board, 1996 - 1999 Displaced Homemaker Advisory Committee, 1996 - 1998

#### **COMMUNITY BOARDS/INVOLVEMENT:**

Chair, Flint & Genesee Group Governance Committee, 2021 - Present (Formerly the Flint & Genesee Chamber of Commerce)  
Greater Flint Health Coalition Executive Committee, 2021 - Present  
Chair, Connections Committee, Alpha Kappa Alpha Sorority, Inc., Zeta Beta Omega Chapter, 2021 - 2022  
Secretary, Great Lakes Water Authority, 2023

Chair, Legal Committee, Great Lakes Water Authority, 2021 - Present Chair, Great Lakes Water Authority, 2020 - 2021

Genesee & Shiawassee Education Advisory Group, 2020 - Present

Flint & Genesee Chamber of Commerce Genesee Global Action Team, 2020-Present

President, The Ivy House, 2019 - Present

Great Lakes Water Authority, 2019 - Present

Michigan Community College Association Executive Committee, 2018 -Present Alpha Kappa Alpha Sorority, Inc., Zeta Beta Omega Chapter, 2016 - Present Flint Rotary Club, 2016 - Present

McLaren Health Care-Flint, 2016 - Present

Flint & Genesee Chamber of Commerce Operating Board, 2016 - 2018; 2020 - Present

Flint City Water Response Team, 2016 - 2017

Grand Blanc Chamber of Commerce, Dancing With The Local Stars 2016 Carriage Town Ministries, 2015 - Present

Metro Community Development Board 2015 - Present Regional Leadership Council, 2015 - Present

Prima Civitas Board, 2015 - 2016

State Receivership Transitional Advisory Board, 2015 - 2016

Board of Directors for the Greater Flint Health Coalition, 2014 - Present Flint Chapter of the NAACP, 2014 - 2020

Hundred Club, 2014 - Present

Montgomery Sister Cities Board, 2013 - 2014 Leadership Montgomery, 2013

Mental Health Association Board, 2012 - 2014 City of Hampton, Town and Gown, 2010.

Newport News Redevelopment and Housing Authority Transition Board, 2010. Little Zion Baptist Church Director of Education, 2010.

Jordan's Crossing Homeowner's Association Secretary, 2008 – 2011.

Oklahoma State University, Houston Alumni Chapter, Scholarship Chairperson, 2004 - 2006. Wheeler Avenue Baptist Church:

- Communication Team Leader 2004 - 2006
- AWANA three and four-year-old Lead Teacher 2005 - 2006 Sister Circle Leader 2005 - 2006
- Women's Guild Member 2004 - 2006

Spokane Public School, District 81, Citizens Advisory Committee and Alternative Parent Participation Learning Experience Executive Board Member, 2000 - 2001 Success By Six Advisory Board, 1999 - 2001

#### **PROFESSIONAL AWARDS:**

- Inducted, Diversity Hall of Fame, Oklahoma State University, 2022
- Distinguished Alumni Award, Texas Woman's University, 2022
- Distinguished Alumni Award, Oklahoma State University, 2019
- American Association for Women in Community Colleges Mildred Bulpitt Woman of the Year, 2019
- Genesee County Bar Association Golden Apple Award, 2019
- Genesee District Library Award of Excellence, 2019

- Flint Chapter of the NAACP Distinguished Leadership Award, 2018
- Motherly Intercession Essential Piece Award, 2017
- Phi Delta Kappa Sorority, Gamma Delta Chapter Hall of Living Legends, 2017
- Zeta Phi Beta Sorority, Zeta Beta Zeta Chapter Finer Woman Within the Community Award, 2017
- Zonta Club of Flint Genesee Regional Women's Hall of Fame, 2017
- Association of African Women in Flint Award of Excellence, 2015
- Community Colleges of Spokane Faculty Excellence Award, 2000
- Nominated for Community Colleges of Spokane Gary Deccio Award for Equity Excellence (1998-2000)
- Community Colleges of Spokane Faculty Excellence Award, 1998
- Spokane Community College Club Advisor of the Year, 1998
- American Association of Women in Community Colleges, National Model Program for the Spokane Community College Single Parent Program, 1998
- National Institute for Staff and Organizational Development Teaching and Leadership Excellence Award, 1998
- National Association for Women in Education Graduate Student Presentation Award, 1998
- Virginia Association of Student Personnel Administrator's New Professional Award, 1988-1989

#### **EDUCATION:**

##### **Texas Woman's University**

Denton, TX

Doctor of Philosophy, Child Development

##### **Virginia State University**

Petersburg, VA

Master of Education, Guidance and Counseling

##### **Oklahoma State University**

Stillwater, OK

Bachelor of Science, Radio/Television/Film: News and Public Affairs

#### **PUBLICATIONS**

Author of Chapter. "Chapter Five: A Clarion Call." *Urban Voices: Engaging and Changing Our Communities*, published by Rowman & Littlefield Publishers, Inc., July 2022.

"Combating Systemic Racial Discrimination While Creating Real and Sustained Change: A Clarion Call for Community Colleges." *Perspectives*, published September 2020.

230018

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: JAN 18 2023

ADOPTED: \_\_\_\_\_

**RESOLUTION RECOMMENDING THE APPOINTMENT OF SHARON REEVES TO THE  
MASS TRANSPORTATION AUTHORITY BOARD OF DIRECTORS REPLACING QUINCY  
MURPHY**

**BY THE MAYOR:**

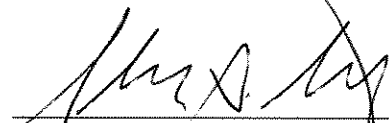
**WHEREAS**, Mayor, Sheldon A. Neeley recommends the appointment of Sharon Reeves (1601 Woodslea Dr Flint, MI 48507) to the Mass Transportation Authority Board of Directors replacing Quincy Murphy who is stepping down; and

**THEREFORE, BE IT RESOLVED** that the Flint City Council approves the appointment of Sharon Reeves to serve a two-year term on the Mass Transportation Authority Board of Directors, commencing immediately and expiring March 31, 2025.

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William Kim, Chief Legal Officer

**FOR THE CITY OF FLINT:**

  
\_\_\_\_\_  
Sheldon A. Neeley, Mayor

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
For City Council

## **Sharon P. Reeves**

1601 Woodslea Dr Flint, MI 48507// 810.610.6913 //sharonpreeves67@gmail.com

---

### **Experience**

#### **Legislative Director/Policy Advisor**

Oversee state house representatives daily functions. Provide and implement project management of strategic planning for self and staff. Research and create bill ideas and drafts. Assist state representative in providing dialogue in areas of interest of political policies and procedures.

#### **Materials Technician**

General Motors Corporation, Lansing, MI

May, 2012-Current (LOA)

Manage logistics and movement of material components for automotive production facility; Coordinate moving, delivering, storing and controlling materials in an optimum manner to keep assembly production lines functioning at minimum cost.

#### **Education/Outreach Coordinator**

Salem Housing, Flint, MI

November, 2007-May, 2012

Coordinated outcome-focused educational initiatives and programming geared towards preparing clients to become homeowners; developed five-year plans and instructed courses for financial literacy, renter's rights, and homeowners responsibilities; Successfully assisted in writing grants to fund family self-sufficiency and property beautification programs.

#### **Property Manager**

Redevelopment Services Corp, Flint, MI

October, 1997-November, 2007

Coordinated all phases of residential and commercial property management; Maintained financial records and staffing budget; Handled all phases of management for administrative team; Completed all phases of hiring and training for administrative team.

### **Education**

Diploma 1985-Flint Central High School

Associates Applied Science- Mott Community College

Program completed with honors

August, 2016

Associates Business Management- Mott Community College

Program completed with honors

August, 2016

**Certifications**

Notary Public, State of Michigan

**Community Involvement**

Genesee County Board of Canvassers-Current-Flint, MI

Co Chair Women's Council UAW Region 1D-Flint, MI

Chair, Ruben Burks, Women's Council UAW Region 1D-Flint, MI

Past Secretary, Civil and Human Rights Committee UAW Local 652-Lansing, MI

Past Elections Committee Member, UAW Local 652-Lansing MI

Past Executive Board Member, Neighborhood Engagement Hub-Flint, MI

Field Director, 2012 Presidential Campaign-North End Campaign Headquarters-Flint, MI

**References available upon request**

230019



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: JAN 18 2023

ADOPTED: \_\_\_\_\_

**RESOLUTION RECOMMENDING THE APPOINTMENT OF RODNEY LONTINE TO THE  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD**

**BY THE MAYOR:**

Mayor Sheldon A. Neeley recommends the appointment of Rodney Lontine (200 East First St. Flint MI 48502) to fill a vacancy position on the Downtown Development Authority Board for a four-year term; and

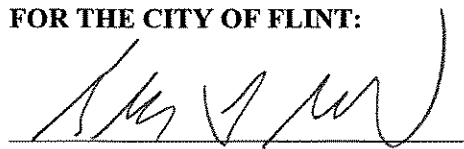
**WHEREAS**, Mayor Sheldon A. Neeley recommends the appointment of Rodney Lontine (200 East First St. Flint MI 48502) to complete the four-year term on the Downtown Development Authority Board, with such term commencing immediately, and expires June 30, 2027.

**THEREFORE, BE IT RESOLVED** that the Flint City Council approves the appointment of Rodney Lontine to serve the four-year term on the Downtown Development Authority Board, with such commencing immediately and expiring June 30, 2027.

**APPROVED AS TO FORM:**

  
William Kim, Chief Legal Officer

**FOR THE CITY OF FLINT:**

  
Sheldon A. Neeley, Mayor

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
For the City



## **RODNEY LONTINE**

A Colorado native, Rodney Lontine graduated from Western State Colorado University with a Bachelor of Arts degree in Business Administration, and a minor in Fine Arts. Mr. Lontine brings an exceptional record of executive leadership, arts programming, fundraising, performance and marketing success to the position.

Mr. Lontine is currently the **President and Chief Executive Officer of the Flint Institute of Music (FIM)**. FIM is made up of the Flint Symphony Orchestra (FSO), Flint School of Performing Arts (FSPA), Flint Repertory Theatre (REP), the Whiting Auditorium and Capitol Theatre. The FSO, in its 106th season is one of the finest orchestras of its size in the nation. FSPA is Michigan's largest community school of the arts and among the largest in the United States. REP is a professional regional theatre. The Whiting Auditorium is a 2,043-capacity concert hall and the Capitol Theatre is a 1,500 capacity multi-discipline proscenium stage theatre.

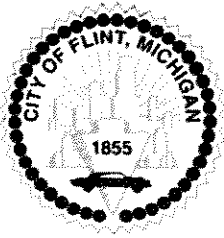
Prior to joining the Flint Institute of Music in Flint, MI, he served as Executive Director and Chief Operating Officer for the Museum of Outdoor Arts (MOA) for nearly twenty years. In that role, Mr. Lontine was responsible for growing and directing a multi-million dollar arts, education and entertainment institution including Fiddler's Green Amphitheatre, a world-class 18,000 capacity outdoor Amphitheatre. The Museum's programs include art exhibition, education, and a veritable "who's who" of professionals from National Recording Artists, Orchestra, Dance, Opera, Film and Music Festivals. Rodney worked with both Live Nation and AEG Live in promoting and hosting concerts and music festivals.

Preceding his time at MOA, Mr. Lontine co-founded one of the largest advertising agencies in Colorado, Garrison • Lontine Advertising, with offices in Denver, Dallas and Boston. Clients included the Coca-Cola Company, Nestle, Little Caesars Enterprises, TCB and the G. Heileman Brewing Company. Mr. Lontine grew the agency from start-up to \$18 million in billings in 5 years.

200 East First Street • Flint, Michigan 48502 USA [rlontine@yahoo.com](mailto:rlontine@yahoo.com) • 720-939-7292

---

230020



RESOLUTION NO.: \_\_\_\_\_  
PRESENTED: JAN 18 2023  
ADOPTED: \_\_\_\_\_

**RESOLUTION RECOMMENDING THE APPOINTMENT OF MARTIN BANKS TO THE  
ETHICS AND ACCOUNTABILITY BOARD**

**BY THE MAYOR:**

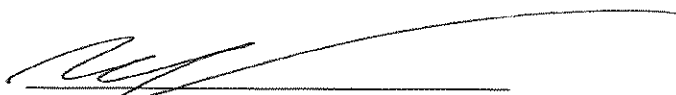
**WHEREAS**, pursuant to Sec. 3-501-3-505, of the new Flint City Charter adopted June, 2018, the Ethics and Accountability Board was created; and

**WHEREAS**, the Ethics and Accountability Board consists of eleven (11) members with two at-large – members appointed by the Mayor and each Council-person appointing one resident from their respective ward.

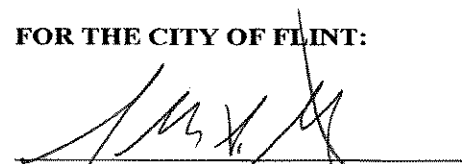
**WHEREAS**, Mayor Sheldon A. Neeley recommends the appointment of Martin Banks (4512 Maines St, Flint MI 48505), to fill an open vacancy on the Ethics and Accountability Board.

**NOW THEREFORE, BE IT RESOLVED**, that Mayor Sheldon A. Neeley hereby appoints Martin Banks (4512 Maines St, Flint MI 48505) to a six (6) year term of office commencing immediately, and expiring June 26, 2029.

**APPROVED AS TO FORM:**

  
William Kim, Chief Legal Officer



**FOR THE CITY OF FLINT:**

  
Sheldon A. Neeley, Mayor

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
For City Council

# MARTIN J. BANKS

 FUNERAL DIRECTOR  
 FLINT

[CONTACT ME](#)

## SUMMARY

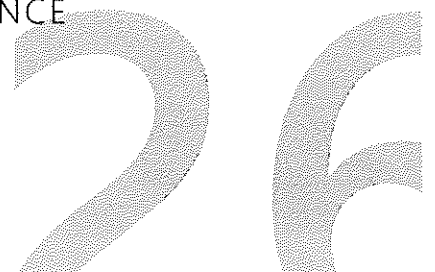
Insightful Manager with experience directing and improving operations through effective employee motivational strategies and strong policy enforcement.

Proficient in best practices, market trends and regulatory requirements of industry operations. Talented leader with analytical approach to business planning and day-to-day problem-solving.

## OVERVIEW

# 26

YEARS OF PROFESSIONAL EXPERIENCE



## WORK HISTORY



### Manager

The Banks Group, Inc.

2009-09 - Current

[Show Description](#)



### Certified Guest Teacher

Flint Community Schools

2001-02 - 2012-09

[Show Description](#)



### Manager

Serenity Funeral Chapel

2008-12 - 2009-08

[Show Description](#)

## EDUCATION



**Bachelor of Science - Mortuary Science**

Wayne State University



**MBA - Strategic Management**

Regis University



**High School Diploma**

Beecher High School

## SKILLS

Verbal and Written Communication

Business Planning

Customer Relationship Management

Brand Management

## TIMELINE

---



**Manager**

The Banks Group, Inc.

2009-09 - Current



**Manager**

Serenity Funeral Chapel

2008-12 - 2009-08



**Certified Guest Teacher**

Flint Community Schools

2001-02 - 2012-09



**Bachelor of Science - Mortuary  
Science**

Wayne State University



**MBA - Strategic Management**

Regis University



**High School Diploma**

Beecher High School