



City Council Study Session

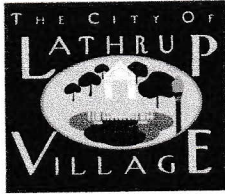
Monday, November 18, 2024 at 7:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
 - A. [Downtown Development Authority Appointment](#)
3. **Public Comments**
4. **Mayor and Council Comments**
5. **Adjourn**

ADDRESSING THE CITY COUNCIL

- Your comments shall be made during times set aside for that purpose.
- Stand or raise a hand to indicate that you wish to speak.
- When recognized, state your name and direct your comments and/or questions to any City official in attendance..
- Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes duration during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
- In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.
- No speaker may make personal or impertinent attacks upon any officer, employee, or City Council member or other Elected Official, that is unrelated to the manner in which the officer, employee, or City Council member or other Elected Official, performs his or her duties.
- No person shall use abusive or threatening language toward any individual when addressing the City Council.
- Any person who violates this section shall be directed by the Mayor to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a “breach of the peace” by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: Aug. 2, 2024

Please check the committee for which you are applying for:

- Board of Review
Building Authority
Downtown Development Authority (DDA)
Historic District Commission
Inclusion, Diversity, & Accessibility Committee
Lathrup Village Foundation Board
Planning Commission
Parks & Recreation Committee
Tree Committee
Other:

Name: Yolanda Arnold

Address: 27600 Goldengate Dr. W. Lathrup Vlg

Phone: 313-770-6308 Street, City, State, Zip Email: yocoa113@gmail.com

Are you at least 18 years of age: YES [checked] NO []
Are you a registered voter in Lathrup Village: YES [checked] NO []
Have you been a resident of Lathrup Village for 1+ years: YES [checked] NO []

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: [Handwritten Signature] Date: 8/2/24

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to:
Lathrup Village - City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

- Kelly Garrett Mayor
Bruce Kantor Mayor Pro-Tem
Jalen Jennings Council Member
Dalton Barksdale Council Member
Jason Hammond Council Member

Yolanda Arnold
27600 Goldengate Dr. W.
Lathrup Vlg, MI 48076
313-770-6308

August 7, 2024

City of Lathrup Village
City Clerk- Alisa Emanuel
Austin Colson – DDA Director

I am writing this to accompany my application for the DDA Board. I don't have a current resume but submit this letter in its stead.

I've lived in Lathrup Village since 2010 in a house that I own. I've been retired 10 years from my first job as Wayne County Probate Court Clerk. I volunteered part-time as a Prayer Counsellor at Providence Hospital for a few months before returning to the workforce in 2015 at a guardianship agency as their paralegal. I retired from that job in 2017 to spend more time with my mother.

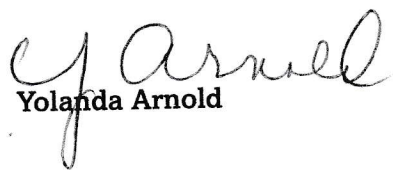
I have been a licensed Michigan realtor since the mid 2000's.

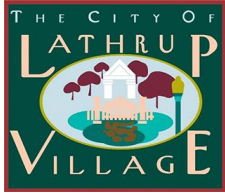
I've worked on the Election Board here in Lathrup Village under two city clerks and I was also a member of the Lathrup Village Homeowners Association before the pandemic.

Since then, I've joined the Board of Review and have been a member for two years now.

I, as a resident of the village, feel like I can offer information and opinions about our village from a residential point of view. Opinions that would be for the betterment of this community with a purpose and goal to improve on its appearance as well as the vitality and growth.

Thank you for taking the time to review my application and letter.


Yolanda Arnold



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: November 18, 2024
RE: Study Session

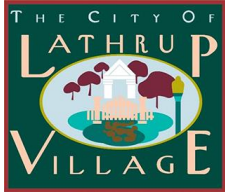
Downtown Development Authority Appointment

Earlier this year the City Council updated the Downtown Development Authority ordinance to reflect the correct makeup of the board (8 members plus the Executive Director), the majority of which must have a business interest in the district. Based on the current makeup of the board, we have one seat to fill due to a recent board resignation.

City Staff has advertised this opening since August and believe we have enough applicants for the Council to consider.

The purpose of the discussion is review the applications before the regular City Council meeting where a formal recommendation will be made from the Mayor for Council consideration.

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 07/21/24

Please check the committee for which you are applying for:

- Board of Review
Building Authority
Downtown Development Authority (DDA)
Historic District Commission
Inclusion, Diversity, & Accessibility Committee
Lathrup Village Foundation Board
Planning Commission
Parks & Recreation Committee
Tree Committee
Other:

Name: Brandon Wynn

Address: 18911 Bungalow Dr, Lathrup Village, Michigan 48076

Phone: 586-604-9544 Street, City, State, Zip treewardenwynn@gmail.com Email:

Are you at least 18 years of age: YES [checked] NO

Are you a registered voter in Lathrup Village: YES [checked] NO

Have you been a resident of Lathrup Village for 1+ years: YES [checked] NO

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: [Signature] Date: 07/21/2024

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

Return completed application to: Lathrup Village - City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett Mayor, Bruce Kantor Mayor Pro-Tem, Jalen Jennings Council Member, Dalton Barksdale Council Member, Jason Hammond Council Member

Brandon D. Wynn

18911 Bungalow Drive
Lathrup Village, MI 48076

phone: (586) 604-9544
bwynn@bhamgov.org

LinkedIn: www.linkedin.com/in/brandon-d-wynn

Summary:

Reliable leader and self-driven with the ability to think quickly. “Can-do” attitude while being able to work in a group setting as well as independently with limited direction needed in a fast-paced environment. Multi-tasker and outgoing personality with excellent written and verbal communication. Versatile and adaptable.

Highlights:

Leadership Skills - Customer Service – Time Management – Detail Oriented – Event Planning - Tree Warden- Community Driven- Management Planning- Tree Inventory Management/Mapping

Professional Experience:

City of Birmingham (Birmingham, MI)

Parks and Forestry: Operator 08/2021-01/2023

Parks and Forestry: Technician 01/2023-Present

Since starting with Birmingham, I have been involved with tasks including lawn care, tree and shrub trimming, planting flowers and trees, ground repair, street sign installation, pesticide application, irrigation repair, landscape design for new or improving areas, event set up and holiday lights. During my time with Birmingham, I obtained the required pesticide license and strived to attend every class and seminar I could for credit hours and new knowledge to use in the everyday work. I have taken an interest in the forestry part of the job with the trimming of trees and shrubs while always offering first to jump into the high ranger and to use all the equipment. In September 2023, I successfully obtained my ISA Certified Arborist certification taking the self-proclaimed title of “Tree Warden”. To expand on my forestry ambitions, I successfully added the ISA Municipal Specialist credential to my arborist inventory. With this specialist title, I add knowledge of internal and external municipal workings, including policy creation and enforcing, contract specifications, tree inventory, risk assessment and much more that benefits a municipality. I filled the lead role for the holiday light crew where I bring a combination of strategy and experience for completing the task of lighting the downtown area. Safety is a major responsibility I take very serious around low and high traffic areas. Comprising a new safety plan for high traffic zones was a major tool I used to maintain a safe and orderly work zone for my crew. I have been happy to be able to have my inputs and ideas executed with the tasks handed to me. I strive to have an open mind to bring new and improved ideas which adds character to the displays we put up for the residents. I am happy to feel, my work ethic and abilities are not over looked and knowing that I can be the go to person within the department for any tasks needed of me.



City of Troy (Troy, MI)

Parks & Recreation; Weekend Supervisor

5/2018-08/2021

City of Sterling Heights (Sterling Heights, MI)

Laborer Streets Department

11/2020-08/2021

City of Oak Park (Oak Park, MI)

Recreation Field Supervisor

08/2023-11/2023

Brandon D. Wynn

18911 Bungalow Drive
Lathrup Village, MI 48076

phone: (586) 604-9544
bwynn@bhamgov.org

LinkedIn: www.linkedin.com/in/brandon-d-wynn

City of Lathrup Village (Lathrup Village, MI)

Lathrup Village is the location of my home. Although, I have not worked for Lathrup Village on a compensation level, I strive to incorporate my professional work to help achieve new objectives for Lathrup. We moved to Lathrup Village in 2022 and since have been an active participant in the community. I put on community driven holiday displays that brings the community together. In 2023, I created Lathrup Village's first letters to Santa mailbox, where children and adults were able to deliver Christmas wish lists to be sent to North Pole. Each letter was responded to by Santa and personalized for each child. The community had great response to this new addition to our holiday display. In March of 2023, I was selected by the Mayor and approved by the Council to the inaugural Tree Committee. I was then elected as the Chair of the committee and hold that title currently. As Chair, I lead the monthly meetings, create minutes, discussion points and provide professional insight for each meeting. I was the leading drive to bring back the annual Arbor Day planting events and held our first one on April 27th, 2024 where we as a committee selected a River Birch to be planted. My goals for the committee is to push for the creation of an Urban Forest Master Plan which includes; creating and updating current and missing policy and ordinances for the city, create tree protection orders for construction zones, establish a tree inventory and installing a tree maintenance program. These are all long-term goals, but are vital to the sustainability of Lathrup's Urban Forest. With this role, I have had the pleasure of meeting and working with the city staff and administrators to begin these new goals. I have also been able to connect the other residents within the city and provide educational information and help to anyone in need. I created the Lathrup Village Tree Committee Facebook page where I provide industry information beneficial to trees and shrubs as well as an outlet for residents looking to reach out with questions or concerns regarding the city's Urban Forest.

Certifications;

CDL A License with (N) Tanker Endorsement

ISA Certified Arborist: MI-4750AM

ISA Municipal Specialist

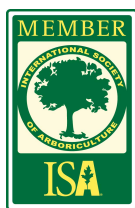
MDARD Commercial Pesticide Applicator: C003220278

Categories: CORE, 3A Turf grass, 3B Ornamental, 6 Right-of-way

NRA Instructor: #101000216089738 Certified Pistol/Personal Protection in the Home

Volunteering:

- **WAHS 89.5** Avondale High Schools public radio station; DJ/Host, programmer, public relations, event planner
- **Lathrup Village Children Garden Committee:** With my background in ground keeping and knowledge in plant care, I joined this committee to help my community create new and improved features within the children garden located on the premises of the City of Lathrup Village City Hall on Southfield Rd
- **Letters to Santa** via the *North Pole Postal Service*, created 2023, allows families a fun experience of sending letters to the North Pole and receiving a written response from Santa.
- **Lathrup Village Tree Committee:** Joining the inaugural committee in March of 2024, I bring my professional experience to my home community to assist in community output and strategic planning on the city's future urban forestry program. I currently hold the Chair position on the committee



The International Society of Arboriculture

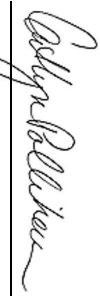
Hereby Announces That

Brandon Donald Wynn

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



Caitlyn Pollhan
CEO & Executive Director

20 September 2023

31 December 2026

MI-4750A

Issue Date

Expiration Date

Certification Number



TM



ANSI National Accreditation Board

A C C R E D I T E D

ISO/IEC 17024

PERSONNEL CERTIFICATION
BODY

#0847

ISA Certified Arborist



The International Society of Arboriculture

Hereby Announces That

Brandon Donald Wynn

Has Earned the Credential

ISA Certified Arborist Municipal Specialist®

By successfully meeting ISA Certified Arborist Municipal Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



®

Caitlyn Pollihan
CEO & Executive Director

4 May 2024	31 December 2026	MI-4750AM
Issue Date	Expiration Date	Certification Number



Brandon D. Wynn

18911 Bungalow Drive
Lathrup Village, MI 48076

email: treewardenwynn@gmail.com
phone: (586) 604-9544

July 21, 2024
Lathrup Village DDA Board

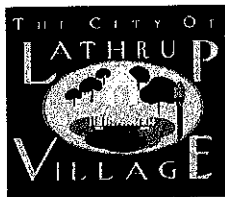
I am thrilled to apply for a potential position on the Lathrup Village Downtown Development Board, I am certain I have the right qualification and experience to fit the role perfectly and it would be an excellent opportunity to extend my network and skills.

I am currently the Parks and Forestry Technician for the City of Birmingham in the Department of Public Service. I have been in multiple roles in many municipalities. I started my career as a seasonal laborer for the City of Troy in the Parks department. I spend 4 years with Troy and move into the seasonal supervisor role at the beginning of my third year. I was entrusted with leading a crew with daily job assignments and execution for maintaining city parks and properties within the 33.63 square miles of the city. I also spend some time with the City of Sterling Heights in the streets department and City of Oak Park in the recreation department. I transitioned into my current role at the City of Birmingham in August of 2021. I joined Birmingham as an operator and within my first year was promoted to Technician which I currently hold. With Birmingham, I have been appointed to jobs such as, tree trimming and care, lawn maintenance, fertilizing, irrigation repair and installation, pesticide application, landscape design, as well as many other jobs throughout the city limits. My biggest task assigned to me has been the holiday light display with maintaining the crew provided and improving the display that lights downtown Birmingham. I am involved heavily in the forestry management side of the city with site plan reviews and tree evaluation and inventory technology. We strive to evolve and improve the Urban Forest of Birmingham and I am very community driven for connecting and educating the public to help with our process. I currently hold a CDL A license with Tanker Endorsement and MDARD Commercial Pesticide Applicator license. In September of 2023, I obtained my ISA certified Arborist license and added the ISA Municipal Specialist credential to my inventory. In my role as municipal arborist, I bring my eagerness for education for the public as well as my own. I have strived to be involved in every project and aspect within the public service department. I am actively pursuing the Tree Care Industry Association (TCIA)'s 'Certified Tree Care Professional' credential to expand on my growing knowledge of tree work within municipalities and interactions with the public.

Aside from work, in March of 2024, I was selected to the Lathrup Village Tree Committee where I was elected Chair. This public role was a major step in my professional career and excited to aid in the development of a forestry program within the City of Lathrup Village. I have vast experience in problem solving at and away from work sites and also handling complaints from the public. I am also excited to interact with the public and receive and provide feedback on current and future plans and goals of the city. I am able to work on projects alone and within a group, with also working amongst other department heads on collaboration projects. I know, with my experience and personality, I can provide new and improved ideas for current and future projects for the City of Lathrup Village and help evolve existing programs for future generations.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely, BRANDON WYNN



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

RECEIVED

Item 2A.

AUG 05 2024

City of Lathrup Village

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 8-2-24

Please check the committee for which you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: Lauren Beras

Address: 27450 Goldengate Dr. W., Lathrup Village 48076
Street, City, State, Zip

Phone: 248-563-4461 Email: details@comcast.net

- Are you at least 18 years of age: YES NO
- Are you a registered voter in Lathrup Village: YES NO
- Have you been a resident of Lathrup Village for 1+ years: YES NO

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Lauren M. Beras Date: 8-4-24

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

**Return completed application to:
 Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076**

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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RECEIVED

AUG 05 2024

Item 2A.

August 5, 2024

City of Lathrup Village

Dear DDA Board, Austin Colson, and Mike Greene:

I'm submitting my application and request to be considered for the DDA Board Member opening.

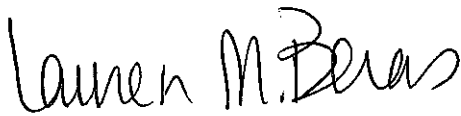
I have been actively going to city council meetings and (this year) the DDA meetings and I have been looking for a way to be more involved with our city.

I helped launch the Lathrup Village Music Festival in 2023 and we are looking forward to our 2nd annual festival this coming Saturday. I did this, as a gesture to draw the community together with an event that was as diverse as our audience. We definitely succeeded in our initial attempt and I feel strongly that it will just keep getting better. The DDA's sponsorship of this event meant we could actually make it happen.

This year, I found myself in an interesting position as both the DDA Director and Manager resigned. I had to pick up that ball and run with it if we were going to still have a festival. I did something I've never done before; I solicited sponsorships from small businesses, individuals, and large corporations. Guess what happened? I raised \$25,000 in four weeks. With the DDA's generous sponsorship, we found ourselves with \$35,000 to run a first class music festival.

This year's planning, has me looking at the future of Lathrup Village and how I might be a part of it. I hope you will consider my application. I would be honored to join the DDA team.

Sincerely,



Lauren M. Beras
248-563-4461

Lauren Beras

Lathrup Village, MI 48076
248-563-4461 details@comcast.net

PROFESSIONAL SUMMARY

Dynamic professional with a proven track record in event planning and retail management, notably at Lorla's. Excelled in optimizing e-commerce sales and spearheading the Northville Retailers Group, enhancing community engagement. Adept at fostering strong relationships with vendors, clients, and teams. Achieved significant growth for Details Party and Events through strategic marketing and meticulous coordination.

SKILLS

- Client Relations
- Event Planning and Organizing
- Teamwork and Collaboration
- Organizational Development

WORK HISTORY

FLEA MARKET MANAGER/ HANDCRAFTERS EVENT MANAGER | 06/2023 to Current **Mercantile and Handcrafters - Detroit, MI**

Flea Market:

- Set up and breakdown Shed 5 at Eastern Market for Sunday Flea Market - 4x in the summer.
- Direct vendors to their booth locations.
- Troubleshoot throughout day as needed.
- Work as liaison between vendors and Shed 5 management.

Handcrafters Market:

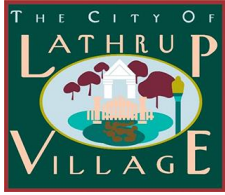
- Set up and breakdown the Handcrafters Market at Livonia Embassy Suites - Weekends 3x a year.
- Collect cash entry fee from attendees.
- Direct vendors to their booth locations.
- Troubleshoot throughout day as needed.

TRANSITION SPECIALIST | 01/2023 to Current **Peace of Mind Living Solutions - Southfield, MI**

- Assist in transition of senior client's living situation.
- Pack and unpack client's personal possessions.
- Train new hires.

BOUTIQUE OWNER | 10/2004 to 03/2021 **Lorla's - Northville, MI**

- Managed financial operations of boutique, ensuring accurate bookkeeping, timely payment processing, and great credit rating.
- Established strong relationships with vendors to negotiate favorable terms on orders.
- Monitored sales data to identify trends, optimize pricing strategy, and make informed decisions for future inventory purchases.
- Optimized website design and user experience for seamless online shopping, leading to increased e-commerce sales.



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 10/22/2024

Please check the committee for which you are applying for:

- Board of Review
Building Authority
Downtown Development Authority (DDA)
Historic District Commission
Inclusion, Diversity, & Accessibility Committee
Lathrup Village Foundation Board
Planning Commission
Parks & Recreation Committee
Tree Committee
Other:

Name: Alex Green IV

Address: 26711 Southfield Rd., Ste. 101, Lathrup Village, MI 48076-4544

Phone: (248) 250-1296 Street, City, State, Zip Email: alex.green.iv@gmail.com

- Are you at least 18 years of age: YES [checked] NO []
Are you a registered voter in Lathrup Village: YES [] NO [checked] Not a resident of the City of Lathrup Village
Have you been a resident of Lathrup Village for 1+ years: YES [] NO [checked] A commercial property/business owner in the City of Lathrup Village for approx. 28 years.

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Alex Green IV Digitally signed by Alex Green IV Date: 2024.10.22 13:10:42 -04'00' Date: 10/22/2024

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Return completed application to:
Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Kelly Garrett Mayor Bruce Kantor Mayor Pro-Tem Jalen Jennings Council Member Dalton Barksdale Council Member Jason Hammond Council Member

ALEX GREEN IV

248.250.1296 | alex@alexgreenivpllc.com

EDUCATION

Wayne State University, Detroit, MI

Master of Arts in Dispute Resolution, May 2021 (GPA: 4.0)

Scholarships: Stanley H. Marx Endowed Scholarship

University of Detroit Mercy School of Law, Detroit, MI

Juris Doctor, December 2017 (GPA: 3.33)

Law Review: Junior Member

Moot Court: Junior Member

Awards: Dean's List, Veterans' Law Clinic Book Award

Scholarships: Dean's Scholarship, Presidential Scholarship, Beverley Ann Jasper

Activities: Black Law Students' Association, President, Secretary

Columbia University, New York, NY

Bachelor of Arts, May 2006

Awards: King's Crown Leadership, Silver Pin Recipient

Activities: Office of Residential Programs, Resident Advisor

Columbia College Student Council, Student Services Representative

Black Students' Organization, Vice-President, Treasurer, Secretary

Activities Board at Columbia, Representative

Supreme Court Administrative Office (SCAO) - approved Civil Mediator (Oakland, Wayne, Livingston, and Genesee Counties)

LEGAL EXPERIENCE

Alex Green IV, PLLC, Lathrup Village, MI

Attorney-at-Law, October 15, 2021-Present

- Represented private clients in probate, estates and trusts, landlord/tenant, real property, municipal, and contracts matters
- Provided clients with legal advice on the best strategies to achieve their objectives
- Drafted complaints, motions, orders, case evaluation and mediation summaries, and other filings before appearing for hearings
- Conducted depositions and engaged in discovery in preparation for trial

Kitch Drutchas Wagner Valitutti & Sherbrook, P.C., Mt. Clemens, MI

Associate Attorney, February 1, 2021 – October 15, 2021

- Practiced personal injury and no-fault insurance defense for Farmers Insurance Exchange as the assigned insurer for the Michigan Assigned Claims Plan (MACP) administered by the Michigan Automobile Insurance Placement Facility (MAIPF)
- Reviewed and summarized claim file materials in connection with applications for personal injury protection (PIP) benefits; redacted confidential and privileged content and created privilege logs
- Prepared and appeared for hearings on dispositive and non-dispositive motions
- Conducted depositions and examinations under oath
- Interacted with insurance adjusters on initial litigation plans and to provide updates on open files/ongoing lawsuits

Mediation Tribunal Association, Inc., Detroit, MI

Staff Attorney, November 2018-January 31, 2021

- Drafted pleadings including Summons, Complaints, Ex-Parte Motions, Proofs of Service, Orders of Dismissal and Orders to Show Cause in preparation for debt collection litigation
- Interfaced with Tribunal staff as well as attorneys and their law firms regarding case evaluation fees
- Prepared letters to attorneys and their law firms clarifying the Michigan Court Rule under which the Tribunal is authorized to charge case evaluation and mediation fees and to seek court intervention to recover unpaid fees
- Worked with the in-house accountant to reconcile outstanding invoices and billings

Mungo & Mungo at Law, PLLC, Bingham Farms, MI

Document Reviewer, October 2018-October 2018

- Performed a very short-term document review/e-discovery project for a solo-practice attorney specializing in civil rights and employment law

- Used various search criteria to mine for data in PDFs and Word documents to compile in a table, spreadsheet, or chart to determine the frequency of the occurrence or non-occurrence of an event to a statistically significant level in preparation for pending litigation

Strategic Legal Solutions (DiscoverReady), Novi, MI

Document Reviewer, May 2018-June 2018

- Use electronic discovery (e-discovery) and documentation review software including Relativity 9.0 and Recommind Accelerate 5 to search e-mails, letters, marketing and advertisement material, charts and reports, internal and external memoranda, personnel manuals, and other literature for relevant and responsive language or topics
- Perform first and second pass reviews on most projects and completed quality control to enhance coding accuracy
- Learn methods to open and view documents that had corrupt, unreadable/illegible, or oddly formatted content

The Darren Findling Law Firm (The Probate Pro/Quiet Title.com), Royal Oak, MI

Law Clerk, May 2017-November 2017

- Worked on special projects including follow-up with new clients on completing and signing of paperwork for filing with the court to open new probate estates, closed-out files by preparing a final account, a Sworn Statement to Close, a final summary of administration, a Receipt of Distributive Share, a Settlement Statement, and an Amended Inventory
- Managed open probate administration files to remain current on required documents: Acceptance of Appointment, Annual Report of Guardian, Annual Accounts, Notice of Continued Administration, Letters of Authority, Proof of Restricted Annual Account Verification, Notice of Hearing, and Petition to Use Funds
- Filed Petitions, Motions, Complaints, Summons, Answers, and Settlement Agreements

United States District Court for the Eastern District of Michigan, Detroit, MI

Judicial Intern to the Hon. David M. Lawson, May 2016-August 2016

- Researched and drafted legal memoranda on employment, due process, and civil rights claims
- Observed bench trials, jury trials, motions, and conferences

BUSINESS EXPERIENCE

Alex Green III & Associates, Lathrup Village, MI

Co-Owner/Manager, May 2010-Present

- Manage a small, family-owned and operated business that offers tax preparation services and also has primarily commercial real estate holdings for rent in Detroit, Southfield, and Lathrup Village
- Conduct interviews and on-site visits to rental properties for potential occupants, prepare lease agreements, maintain rental accounts, and initiate eviction proceedings and civil cases for nonpayment of rent
- Interact with state, city, and private agencies to audit and review the status of utility bills, property taxes, insurance, and inspection fees for rental properties and establish an accurate accounting record of all monies owed and paid
- Communicate with contractors and vendors to request proposals and receive goods and services provided, including architectural drawings, installation of business fixtures, and renovation and routine maintenance of building structure for rental properties

ADMISSIONS/MEMBERSHIPS

American Bar Association (ABA)	Member, 2020-2024
ABA Dispute Resolution Section	Member, 2020-2024
	<i>Diversity Committee Fellow, 2020-2021, 2021-2022</i>
Detroit Bar Association (DBA)	Member, 2020-2024
National Bar Association (NBA)	Member, 2020-2024
Oakland County Bar Association (OCBA)	Member, 2020-2024
Wolverine Bar Association (WBA)	Member, 2020-2024
State Bar of Michigan (SBM)	Member, P82657 (July 24, 2018)
SBM 2020-2024 Practice Section Memberships (Alternative Dispute Resolution, Business, Family, Insurance and Indemnity, Labor and Employment, Negligence, Probate & Estate Planning, Real Property, Solo & Small Firm)	

PUBLICATIONS

Green IV, A., 2021. *Minorities in ADR: The Invisible Class*. [online] Just Resolutions - American Bar Association Dispute Resolution Section. Available at: <<https://www.americanbar.org/content/dam/aba/publications/just-resolutions/january-2021/green-minority-adr-neutrals-the-invisible-class.pdf>> [Accessed 15 March 2021].

Green IV, A., Bernstein, D., Gillespie, T. and Rigato-Piekarski, J., 2021. *How You Can Help Increase the Selection of Diverse Neutrals*. [online] americanbar.org. Available at: <<https://www.americanbar.org/content/dam/aba/publications/just-resolutions/january-2021/green-how-you-can-help-increase-selection-of-diverse-neutrals.pdf>> [Accessed 15 March 2021].