



CITY OF GROSSE POINTE WOODS MEMORANDUM

Date: September 30, 2025
To: Mayor and City Council
From: Frank Schulte, City Administrator
Subject: Retirement Announcement and Succession Plan

It is with deep appreciation that I express my sincere gratitude to each of you for your continued dedication and leadership, which have made the City of Grosse Pointe Woods an exceptional place to live and work.

After much reflection, I am pleased to officially announce my intention to retire, effective at the close of business on Friday, January 2, 2026. It's hard to believe how quickly the past ten years have gone by. It has been an honor to serve this community, and I am proud of the progress we've achieved together. I am especially grateful for the recognition I've received over the years—honors that I will always treasure.

This City has felt like a second home to me. My colleagues here have truly become extended family, and I leave with countless positive memories and a deep appreciation for the unwavering support and camaraderie I've experienced throughout my tenure.

A heartfelt thank you to my wife Betsy, Bruce Smith, Jim Kowalski, Sue Como, all our department heads, and all city employees, for your steadfast support and friendship. I also want to thank Mayor Bryant and the City Council members for your trust, kindness, and visionary leadership.

To ensure a seamless transition, I have developed a succession plan that has been reviewed and approved by the Compensation & Evaluation Committee. I am proud to recommend Sue Como, our Assistant City Administrator, to succeed me as City Administrator. Over the past four years, Sue has worked closely with me, making significant contributions to key projects and consistently demonstrating her readiness to lead with competence, professionalism, and integrity.

To support Sue in her new role, I recommend reinstating the former practice of appointing an Acting City Administrator during her absences. My strong recommendation for this position is Jim Kowalski, who has served with distinction as Director of Public Services and has successfully led numerous critical initiatives throughout the city.

Additionally, I recommend that Sue be assigned an Executive Assistant to the City Administrator to assist in managing daily operations and maintaining the efficiency and effectiveness of administrative functions.

I have been working closely with our labor attorney to prepare an employment agreement for Sue Como. I will continue to support the transition process to ensure continuity of leadership and organizational stability. As part of this transition, I remain committed to fulfilling my contractual obligations under the 90-day notice period.

Thank you for your attention to this important matter and for your continued support as the city moves forward.