



**PONTIAC CITY COUNCIL  
STUDY SESSION  
August 28, 2018  
6:00 P.M.  
44<sup>th</sup> Session of the 10<sup>th</sup> Council**

*It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."*

Call to order

Roll Call

Authorization to Excuse Councilmembers

Amendments to and Approval of the Agenda

Approval of the Minutes

1. Journal of August 21, 2018.

Spectacular Stars of Pontiac – President Williams

Deputy Mayor Report or Departmental Head Reports

Public Comment

**Review Agenda Items for City Council Consideration**

2. Resolution to Consider Re-Appointments of the Planning Commission Members. (defer from last week)
3. Authorize Mayor to purchase five vehicles (Chevrolet Cruze) to administer the Code Enforcement Division, from Berger Chevrolet. (defer from last week)
4. Authorize Mayor to purchase two vehicles for the Youth Recreation Program. (denied from last week)
5. Consider request from Woda Cooper Companies Inc., for a PILOT for the Hamilton 5 Carter Street.
6. Request a public hearing to establish an Industrial Facilities Tax Exemption (IFT) Plant Rehabilitation District for Peninsula Plastics, Inc.
7. Request approval to provide for a limited increase in pension payments for certain members of the City of Pontiac Police and Fire Retirement System.

Adjournment

August 21, 2018

**Official Proceedings  
Pontiac City Council  
43<sup>rd</sup> Session of the Tenth Council**

A Formal Meeting of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday August 21, 2018 at 6:00 P.M. by President Kermit Williams.

Call to Order at 6:00 p.m.

Roll Call

Members Present: Miller, Pietila, Taylor-Burks, Waterman and Williams.

Members Absent: Carter and Woodward.

Mayor Waterman was present.

Clerk announced a quorum.

18-312        **Excuse Councilperson Randy Carter and Don Woodward for personal reasons.**  
Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Ayes: Miller, Pietila, Taylor-Burks, Waterman and Williams

No: None

**Motion Carried.**

18-313        **Approval of the Agenda with a motion to add Elected Officials to the agenda.**  
Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Waterman, Williams and Miller

No: None

**Motion Carried.**

18-314        **Journal of August 14, 2018 Special Meeting.** Moved by Councilperson Taylor-Burks  
and second by Councilperson Pietila.

Ayes: Taylor-Burks, Waterman, Williams, Miller and Pietila

No: None

**Motion Carried.**

18-315        **Journal of August 14, 2018 Regular Meeting.** Moved by Councilperson Miller and  
second by Councilperson Taylor-Burks.

Ayes: Waterman, Williams, Miller, Pietila and Taylor-Burks

No: None

**Motion Carried.**

Recognition of Elected Official – Mattie Hatchett President of Pontiac Library Board

Discussion on the flow of information shared between Departments. No action taken.

August 21, 2018

**18-316 Motion to defer resolution to consider re-appointment of the Planning Commission Members for one week.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

Ayes: Williams, Miller, Pietila, Taylor-Burks and Waterman

No: None

**Motion Carried.**

President Pro-Tem Randy Carter arrived at 6:10 p.m.

**18-317 Resolution to authorize the Mayor to enter into a contract with Cadillac Asphalt for \$2,188, 941.86 for Local Street Resurfacing Project.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, the City of Pontiac has advertised and received responses to a request for proposal for the 2018 Street improvement Program on July 30, 2018, and publically opened bids, and;

Whereas, a bid tabulation was prepared and reviewed, and;

Whereas, the City identified the low bidder as Cadillac Asphalt, LLC.

Now, Therefore, Be It Resolved that the Pontiac City Council authorized the Mayor to enter into a contract with Cadillac Asphalt, LLC for \$2,188, 941.86 for 2018 Street Improvement Project.

Ayes: Carter, Miller, Pietila, Taylor-Burks, Waterman and Williams

No: None

**Resolution Passed.**

**18-318 Resolution to authorize the Mayor to extend the contract with Curbeo Companies for three years allowing for incremental rate increase based on consumer pricing index.** Moved by Councilperson Pietila and second by Councilperson

Whereas, The City of Pontiac has reviewed past bid tabulations from 2013 and 2015 for pothole patching and guard rail maintenance, and;

Whereas, the Department of Public Works found that the past bids for this work showed Curbeo being the only reasonable bidder in the last two bids, and;

Whereas, the Department of Public Works is still In need of pothole patching and guard rail maintenance assistance to subsidize our workforce over the next couple of years;

Now, Therefore, Be It Resolved, that the Pontiac City Council authorizes the Mayor to extend the contract with Curbeo Companies for three years allowing for incremental rate increase based on consumer pricing index.

Ayes: Carter, Pietila, Taylor-Burks, Waterman, and Williams

No: Miller

**Resolution Passed.**

**18-319 Defer resolution to authorize the Mayor to purchase five vehicles (Chevrolet Cruze) to administer the Code Enforcement Division, from Berger Chevrolet for one week.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

August 21, 2018

Ayes: Miller, Pietila, Taylor-Burks, Waterman, Williams and Carter

No: None

**Motion Carried.**

**18-320 Resolution to authorize the Mayor to purchase two vehicles for the youth Recreation Program.** Moved by Councilperson Pietila and second by Councilperson Miller.

Whereas, the City of Pontiac has reviewed pricing provided by Oakland County MiDeal and determined the vehicles required to perform upcoming work, and;

Whereas, City staff has reviewed the vehicles and equipment and determined the listed items to be adequate for the upcoming work, and;

Now, Therefore, Be It Resolved that the Pontiac City Council authorize the Mayor to purchase the listed vehicles from Galeanna's Van Dyke Dodge and Berger Chevrolet.

Ayes: None

No: Pietila, Taylor-Burks, Waterman, Williams, Carter and Miller

**Resolution Failed.**

**18-321 Resolution to authorize the Mayor to sign JAG Agreement between the Oakland County and the City of Pontiac.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

Whereas, the City of Pontiac is eligible to receive the Edward Byrnes Justice Assistance Grant (JAG) in the amount of \$97,789.00; and,

Whereas, the City of Pontiac desires to accept the grant and have Oakland County submit a joint application for the aggregate JAG funds that may be available in the FY 2018.

Now, Therefore, Be It Resolved, that the Pontiac City Council approves the Intergovernmental Agreement between the County of Oakland and the City of Pontiac as presented and authorizes the Mayor to sign the document as presented.

Ayes: Taylor-Burks, Waterman, Williams, Cater, Miller and Pietila

No: None

**Resolution Passed.**

**18-322 Resolution to authorize the Mayor to sign Executive Search Proposal from TJA Staffing Service at a cost not to exceed \$67,967.00.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

Whereas, TJA Staffing Services is a 100% minority owned full-service Human Resource Firm. The Firm's corporate office is located at 660 Woodward Ave., Suite 2450, Detroit, MI 48226 and provides high to mid-level executive personnel to local and national corporations; and,

Whereas, TJA Staffing Services has an overall 98% success rate; and understands the foremost indicators in determining a successful placement; and

Whereas, TJA Staffing Services insures that the successful candidate will thoroughly understand the job requirements and expectations; and has the skills, education and desire necessary to do the job; and

Whereas, TJA Staffing Services will make sure that the candidate identifies with the mission statement, and are willing to adhere to the policies and procedures of the organization; and

Whereas, Mr. Thomas J. Adams, President of TJA will be the lead consultant on the assignment. Mr. Adams has more than 20 boards and organizations both locally and nationally.

August 21, 2018

Now, Therefore, Be It Resolved, that the City Council authorize the Mayor to sign the Executive Search Proposal from TJA Staffing Services at a cost not to exceed \$67,967.00.

Ayes: Waterman, Williams, Carter, Miller, Pietila and Taylor-Burks

No: None

**Resolution Passed.**

**18-323 Resolution to approve sub recipient agreement for the Sheriff's Office Narcotics Enforcement Team High Intensity Trafficking Area (HIDTA) and authorize Mayor to sign agreement. Moved by Councilperson Pietila and second by Councilperson Waterman.**

Whereas, Oakland County as the legal entity that administers N.E.T., submitted an Initiative Description and Budget Proposal to the Executive Board for Michigan HIDTA requesting the United States Office of National Drug Control Policy (ONDCP) to grant N.E.T. an award for enforcement officer overtime costs; and,

Whereas, if ONDCP grants N.E.T. an award for FY 2018, the ONDCP disburses the HIDTA funds to the Michigan State Police (MSP); and,

Whereas, the County has the authority to allocate a portion of the Grant funds to reimburse a participating municipality for qualifying overtime costs subject to the terms and conditions of the agreement; and,

Whereas, the County requires any participating unit of government to approve the proposed Subrecipient Agreement by resolution of the governing board of the local unit of government; and,

Whereas, the Oakland County Board of Commissioners has agreed to the attached Subrecipient Agreement; and,

Whereas, the City of Pontiac desires to enter into the attached Subrecipient Agreement between the City and Oakland County; and,

Whereas, Oakland County Corporate Council and the City of Pontiac has approved the attached Subrecipient Agreement.

Now, Therefore, Be It Resolved, that the City of Pontiac Council approves the attached Subrecipient Agreement with the County of Oakland and authorizes the Mayor to sign on behalf of the City.

Ayes: Williams, Carter, Miller, Pietila, Taylor-Burks and Waterman

No: None

**Resolution Passed.**

Six (6) individuals addressed the body during public comment.

Honorable Mayor Waterman Reported

Acting City Clerk Sheila R. Grandison, City Attorney Anthony Chubb, Councilwoman Doris Taylor-Burks, Councilwoman Mary Pietila, Councilwoman Patrice Waterman, Councilwoman Gloria Miller, President Pro-tem Randy Carter and President Kermit Williams made closing comments.

President Kermit Williams adjourned the meeting at 6:35 p.m.

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SHEILA R. GRANDISON  
ACTING CITY CLERK

## FINANCE SUBCOMMITTEE NOTES

August 14, 2018

In attendance:

Council members: Chair Patrice Waterman, President Kermit Williams and Gloria Miller

Mayor: Deirdre Waterman

Deputy Mayor: Jane Bais-DiSessa

Attorney: Grant W. Williams

Plante Moran: Danielle Kelley

Start time: 4:07 pm

### AGENDA

#### Old Business

##### **A. TJS Staffing**

-A revised proposal was submitted listing six (6) vacant positions and the cost:

1. Finance Director	\$121,500.00
2. Human Resource Director	\$63,336.00
3. City Treasurer	\$80,000
4. Deputy Director of DPW	\$75,000.00
5. Junior Planner	\$0.00 (no charge)
6. Contract Compliance	\$0.00 (no charge)
	<b>\$339,836.00 @ 20%= \$67,967.00</b>

- The proposal would only require the City to pay for four (4) searches and not six (6), at a cost of \$67,967.00 which is reduced from \$70,883.00.

-The total number of vacant positions that are provided for in the budget which were unfilled for the month of July, allows for a savings in the general fund; thereby allowing the savings to cover the cost of TJA Staffing Services.

#### New Business

##### **A. Miller Canfield- Peninsula Plastics Project Growth Presentation**

-Financial Projections presented to show if the City would be better or worse off with the abatements. Three (3) possible scenarios include, if no abatement is granted, if an IFT is granted and if an IFT and Brownfield are granted, all for 12 years and 24 years.

1. No abatement, NPV Net Impact to the City:  
Over 12 yrs. \$342,686 and over 24 yrs. \$594,865
2. IFT, NPV Net Impact to the City  
Over 12 yrs. \$125,459 and over 24 yrs. \$450,717
3. IFT and Brownfield, NPV Net Impact to the City  
Over 12 yrs. \$127,124 and over 24 yrs. \$271,934

-Employee income tax reflects 10 base positions currently in Pontiac and a 2.9 multiplier was reduced to 2 and used as a conservative multiplier for indirect jobs with average taxable wages of \$18,000.

##### **B. The Michigan Indigent Defense Council Grant (MIDC)**

-The grant was timely approved on June 8, 2018 for the 2018-2019 budget. However, the grant requires that a separate grant fund be established, so a budget amendment is needed along with a resolution amendment.

**C. 2018 Edward Byrne Memorial Justice Grant (JAG) application**

-Oakland County Fiscal Services sent an email to the Deputy Mayor on July 24, 2018 indicating that Pontiac is considered a disparate jurisdiction to the County and will need to be included with the County's application. The allocation for the 2018 grant is \$97,789. Attached was a narrative from 2017 reflecting that the funding was used for deputy overtime. The email requested that an updated narrative for the 2018 allocation be provided in order to show how the funding would be used and as soon as possible.  
-The application is due August 22 and it was stated that there is an extremely tight turnaround.

**D. Review of financial activities:**

- The total investment in all funds for the City as of 5-31-2018 was \$ 47,903,797.53. The general fund portion is \$17,116,317.32. The net increase in the balance compared to the previous month is a result of the collection of annual PILOT payments of, \$284,617.37

- Based on the latest report on the general fund balance as of 6-30-2017, the accumulated amount is \$17.073 million dollars. The current balance sheet as of 6/30/2018 is reporting a decrease of fund balance \$2.16 million resulting in a fund balance of \$14.9 million. Of this fund balance, \$3.2 million is committed, leaving a reported unassigned fund balance of \$11.7 million. This balance does not include outstanding receipts expected before August 31, 2018 in the amount of, \$1,832,482.00.

- The Income Tax Collections current fiscal year vs prior will continue to change due to year end accounting entries for income tax related to June 2018 that is received from July 1, 2018 to August 31, 2018 which was approximately \$21, 000 in the prior year.

- Property tax collections for the month of May was not presented as the delinquent roll was sent to Oakland County in March 2018. The delinquent settlement receipt was collected on June 5, 2018. Tax bills for 2019 have been mailed.

-Expenditures for the first 11 months are tracking within the budget, and there are no expected budget overruns on any major funds for the fiscal year.

**E. Vehicles for Code Enforcement and the Youth Recreation Program**

-There was discussion regarding the purchase of five (5) Chevy Cruzes for Code Enforcement and a 2018 Dodge Caravan and a 2018 Chevrolet Express for the Youth Recreation Program.

-The funds for the vehicles for the Youth Recreation Program would be taken from the \$400,000 budget that was previously allocated and approved.

- It was further discussed, whether there should be a couple of smaller trucks purchased for Code Enforcement instead of five (5) cars, so that if a need for a truck arises in a different department, there could be possibility be a truck available. It was explained, that since the City is attempting to obtain a fleet of vehicles to meet the needs of the various departments, this could assist other departments in performing their requisite tasks.

-The Executive will look into pricing information for a couple of trucks and provide the numbers to the subcommittee.

Adjourned: 5:00 p.m.

**COMMUNITY DEVELOPMENT SUB-COMMITTEE NOTES**  
**August 21, 2018**

In attendance:

Council members: Chairman Don Woodward, Gloria Miller and Mary Pietila

Mayor: Deirdre Waterman

Deputy Mayor: Jane Bais-DiSessa

City Attorney: Anthony Chubb

Deputy Community Development Director: Garland Doyle

City Planner: Vernon Gustafsson

Woda Cooper Development, Inc. and Casa Del Rey representatives

Start time: 9:34 am

**A. EPA Report**

- The United States Environmental Protection Agency Brownfields Quarterly Progress Report- Oakland County Brownfield Consortium Cooperative Agreement, Quarterly Report No.7, Report Period April 1, 2018 – June 30, 2018 was provided.
- The report provided by Oakland County outlines the use of the EPA Grant dollars that were allocated to the City of Pontiac.
- There is approximately \$17,075 left from, \$60,000.00

**B. Casa Del Rey-PILOT Request- 2<sup>nd</sup> Attempt**

- On March 13, 2018, Casa Del Rey located at 111 Oneida was introduced along with the Oneida Limited Dividend Housing Association, LLC PILOT ordinance.
- The request for LIHTC funding was not approved.
- They are amending their application and resubmitting.
- They must go through the PILOT process again.
- A previous final Council packet was provided including a Development Agreement.
- The owner would like to redevelop the apartment building into an age-restricted senior housing complex using Historic Tax credits and the MSHDA LIHTC program.

**C. The Hamilton- PILOT Request 2<sup>nd</sup> Attempt**

- On March 13, 2018, the Hamilton Limited Dividend Housing Association Limited Partnership PILOT ordinance for 5 Carter St. (The Hamilton) was introduced.
- The PILOT request was not approved by Council, but the LIHTC funding was approved.
- The final Council packet was provided including a Municipal Services Agreement and a Development Agreement.
- The owner would like to construct a 42 unit, 4 story multi-family affordable housing development at 5 Carter St and would possibly open in May 2020.
- Section 2 (jobs) was added to the Development Agreement, which provides that the owner will make all reasonable efforts to use Pontiac contractors and subcontractors, as well as hire Pontiac residents. Owner shall also establish an internship or apprenticeship program focused on the education of Pontiac residents.
- A letter of intent addressed to Phyllis Watson-Loudermill and dated July 12, 2018, was included in the packet. The letter of intent was between the Woda Cooper Development, INC. and HerCO.ORG, LLC, establishing a Referral Agreement for Section 3 workers for the



Hamilton Apartments, located at 5 Cater St, Pontiac, Michigan. The company will pay \$1,000 for each Section 3 worker/ apprentices supplied and managed by HERCO throughout construction of the Hamilton Apartments. The apprentices will not exceed fifteen (15) workers and two (2) will be supplied to General Contractor and the remainder will be supplied to subcontractors who will utilize the apprentice workers.

**D. Winston Commons**

- A new PILOT request.
- New project information was provided along with a development agreement.
- Woda Cooper Development, Inc. is proposing a new 54-unit development located at 31 Mechanic St, near the intersection of Mechanic St and Huron St.
- The residential units will be one, two and three bedrooms in one and two story townhomes.
- There will be a mix of 9 one bedrooms, 38 two bedrooms and 7 three bedroom townhome units.
- Initially, the gross rents for one bedroom LIHTC units will be \$661, for two bedrooms will be \$551/\$1,041 and \$1,291.
- Tenants will pay electric for lighting, cooking and air conditioning as well as gas for heat and hot water. The owner will pay for water/sewer and trash collection.
- Gross rents will remain affordable to households for thirty (30) years beyond the fifteen (15) year compliance periods.
- Income of approximately \$45,000 would qualify under HUD guidelines.
- Seventy (70%) of the people who work in Pontiac do not live in Pontiac and with the new businesses, it was suggested that this type of housing may appear more attractive to moderate income earners.
- Also, a trend suggests that there is more of a blending of demographics.
- The Development Agreement is similar to the Hamilton's, whereby, 15 people would be hired as apprentices.
- There are approximately 40 PILOTS in the City, so there was some discussion as to not lumping all the PILOTS in the same category. There are some PILOTS that are good and some not so great, therefore, there needs to be an effort not to allow bad PILOTS in Pontiac.
- Also, the Village of Bloomfield project is also providing housing

**E. JAG Grant**

- Re-occurring grant.
- Supplemental information provided by the Deputy Mayor via email and forwarded to the Council.
- Last year, approximately over \$90,000 was used to pay overtime for the Sheriffs.

**F. Dream Cruise & Road Kill Update**

- It was the largest turnout and both were successful events.
- There were people at every lot to Square Lake Road and people had a great time.
- September 22, 2018 will be the "third leg" for Power Week. Morris Day and the Time will be at the Strand Theater.

**G. Fencing Ordinance**

- The Mayor and the Planner provided a proposed ordinance which addresses temporary fencing for residential and non-residential construction sites.

- As far as Block Grant and demolition, the Deputy Mayor was requested by the Mayor to prepare a report first, as there are historic homes on the list and the State has certain requirements and conditions for historic properties. An RFP will go out Wednesday with a final list of properties to be recommended for demolition.

Adjourned: 10:48 am

## DEPARTMENT OF PUBLIC WORKS SUB-COMMITTEE NOTES

August 22, 2018

In attendance:

Council members: Chairperson Doris Taylor- Burks and Kermit Williams

Mayor: Deirdre Waterman

Deputy Mayor: Jane Bais-Disessa

DPW Director: John Balint

Start time: 4:00 p.m.

### AGENDA

#### **I. Road Projects**

##### **A. Joselyn Road**

- Project is currently under construction and approximately half way complete and should be done before the end of next week.
- Currently, construction is on the NB lanes.
- WRC will be closing to all NB traffic for nearly one week due to the need to replace a sanitary sewer line.

##### **B. Mill/University/Perry**

- This work is being bid along with the Local Street contract.

##### **C. Local Streets**

- Kettering and Jessie- an RFP is out for bid.
- Construction will start in August and should be completed in October.

##### **D. Hill Street**

- Construction in progress.
- Completion should be prior to Labor Day weekend.

##### **E. Perry St.**

- MDOT is using a new technique, concrete and asphalt which entails fixing asphalt joint, milling and patching with asphalt and then fixing the entire road.

\*MDOT will be closing Perry at Woodward for 5 days, the first 200ft is concrete, the concrete will be replaced and 5 days is needed to cure. A notice will be placed on the website and cable.

\*MDOT and Railroad will be replacing the railroad tracks on Woodward and the area will be closed for 2 months. There was a public meeting and only five (5) people showed up.

\*The railroad tracks from Woodward off Wesson are bad, but the City was asked to vacate the street, not ideal. An offer to purchase was presented for \$150,000 which was not accepted.

## **II. Upcoming Agenda Items**

### **A. New DPW Employees**

- The positions budgeted are:
  1. Highway maintenance- 4 Laborers
  2. Sanitation- 2 Laborers, permanent part-time
  3. Building maintenance- 1 Laborer
  4. Engineering –MISS Dig Inspector (there have been 7,000 requests a year since 2011).
  5. DPW Administration- 1 Deputy Director
  6. Additional Positions needed due to the new Youth Recreation Center and Phoenix Center: Building Maintenance Foreman and 1 additional Laborer.

### **B. Youth Center Assessment**

- Building and Safety and the Fire Department did an assessment of the Youth Center.
- The Youth Recreation Team Inspection provided a report dated Thursday, June 28, 2018 and the estimated cost for repairs is \$86,900.00
- If the Youth Recreation site is purchased, the operational and maintenance costs would roughly be \$180,000 per year.
- Another request was made for 2 vehicles for the Youth Program.
- SMART may assist with transportation.
- The Pontiac Public School Superintendent indicated that to add an additional route will be too costly as the Executive has reached out to a number of Pontiac schools regarding transportation.
- MY DEAL allows for the State to purchase vehicles at a discount.

### **C. Phoenix Center Assessment**

- A structural Specialist will be evaluating the Phoenix Center next week as there are newly discovered issues that were not disclosed before.

## **III. Roundtable**

- A request was made for a nice bathroom to be included in a park, preferably (Mill Dam) Beaudette Park.
- A request was also made for a new elevator for City Hall.
- There was also a discussion regarding using the money in Council's budget for improvements to the parks.
- DNR grant
- Buff's Party at Beaudette Park

Adjourned 5:10 pm



*Executive Branch*

## CITY OF PONTIAC OFFICIAL MEMORANDUM

RECEIVED  
2018 AUG 17 PM 1:03  
PONTIAC CITY CLERK

**TO:** Honorable Council President and City Council Members

**FROM:** Dr. Deirdre Waterman, Mayor

**DATE:** August 16, 2018

**Cc:** Jane Bais DiSessa, Deputy Mayor; Anthony Chubb, City Attorney; and Sheila Grandison, City Clerk

**RE:** Resolution to Consider Re-Appointment of Planning Commission Members.

As you are aware, the Planning Commission has several members with expired terms, in order to address this matter, for your consideration, the following resolution is recommended:

*Whereas, Article V. Section 2-372 of the Municipal Code, the Planning Commission is comprised of six non-elected officials and the Mayor or his/her designee; and*

*Whereas, there are currently several appointments with expired terms on the Planning Commission; and*

*Whereas, according to State Law and City Ordinance, the Mayor shall appoint the commissioners subject to the approval by a majority of the City Council.*

*Now therefore, be it resolved that based upon the recommendation of the Mayor, that the City Council reappoint the following individuals to the terms noted below:*

- Ashley Fegley – July 1, 2016 to June 30, 2019
- Lucy Payne: July 1, 2017 to June 30, 2020
- Christopher Northcross: July 1, 2018 to June 30, 2021
- Dayne Thomas: July 1, 2016 to June 30, 2019

Attachments

jbd

July 13, 2018

Honorable Pontiac City Council  
47450 Woodward Avenue  
Pontiac, MI 48342

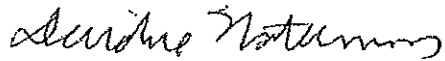
Re: Re-appointment to Planning Commission  
Ashley Fegley

Dear Honorable Council Members:

Please be advised that I am hereby re-appointing Ashley Fegley to serve on the Planning Commission for a three-year term, which began on July 1, 2016 and expires June 30, 2019. As stipulated in section 4.109, this appointment is subject to approval by the City Council.

Thank you for your consideration and support

Sincerely,

A handwritten signature in cursive script, appearing to read "Deirdre Waterman".

Dr. Deirdre Waterman  
Mayor

E. Ashley Fegley

Pontiac, MI 48341

August 3, 2018

Building, Safety and Planning Division  
City Hall  
47450 Woodward Avenue  
Pontiac, MI 48342  
248.758.2816

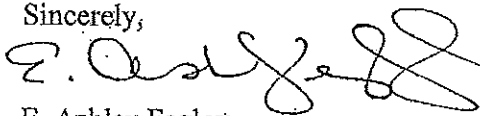
RE: City of Pontiac Planning Commissioner Appointment

Dear Mayor Waterman,

For the past fifteen years, I have called Pontiac home. I love the area, my neighbors and the community. I am invested in the City of Pontiac and would like to continue to serve the City as a member of the Pontiac Planning Commission.

I have been working in the building industry as a Project Manager at Alexander V. Bogaerts + Associates for over 13 years. The firm has a vast experience with a wide variety of building typologies for over 39 years. It specializes in residential housing such as custom single family, production single family, condominiums, apartments, and senior housing but also takes on projects that are commercial, office and renovations. Being a small firm, I have been able to work on many of these types of projects. Currently, I have begun taking the ARE 5.0 NCARB tests to earn my Architectural License and hope to have it next year. I thoroughly enjoy my occupation and believe my experience is an asset to the commission and the City of Pontiac.

Sincerely,



E. Ashley Fegley

PONTIAC RESIDENT FOR: +/- 15 years

OCCUPATION Project Manager at an Architectural Firm

INTERESTS/REASONS/QUALIFICATIONS

I have enjoyed applying my professional experience to serving on the Pontiac Planning Commission and would like to continue doing so.

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES)

Pontiac Planning Commission 2011 - current

ELECTIVE OFFICES THAT YOU HAVE HELD

None

OTHER ORGANIZATIONS PERTINENT EDUCATION HOBBIES/INTERESTS

2012-2016 - Pontiac Youth Assistance website design and implementation

2014-2017 - Destination Imagination team coach at Martell Elementary in Troy, MI

ADDITIONAL INFORMATION

Please return completed form to: City of Pontiac, Clerk's Office, 47450 Woodward Avenue, Pontiac, MI 48342 or fax to 248.758.4744 or click the e-mail tab on the first page to send form by e-mail.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

In order to avoid any potential conflict of interest, I, the undersigned, agree not to be involved in any recommendations or decision making regarding any agency(ies) or entity(ies) for which I serve in the following capacity(ies) which may contract or subcontract with the City of Pontiac.

Agency: Alexander V. Bogaerts + Associates, P.C.

Capacity in Which I Serve: Project Manager

Signature: E. Ash

Date: 8-3-2018



PONTIAC RESIDENT FOR: +/- 15 years

OCCUPATION Project Manager at an Architectural Firm

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INTERESTS/REASONS/QUALIFICATIONS

I have enjoyed applying my professional experience to serving on the Pontiac Planning Commission and would like to continue doing so.

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES)

Pontiac Planning Commission 2011 - current

ELECTIVE OFFICES THAT YOU HAVE HELD

None

OTHER ORGANIZATIONS PERTINENT EDUCATION HOBBIES/INTERESTS

2012-2016 - Pontiac Youth Assistance website design and implementation

2014-2017 - Destination Imagination team coach at Martell Elementary in Troy, MI

ADDITIONAL INFORMATION

Please return completed form to: City of Pontiac, Clerk's Office, 47450 Woodward Avenue, Pontiac, MI 48342 or fax to 248.758.4744 or click the e-mail tab on the first page to send form by e-mail.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

In order to avoid any potential conflict of interest, I, the undersigned, agree not to be involved in any recommendations or decision making regarding any agency(ies) or entity(ies) for which I serve in the following capacity(ies) which may contract or subcontract with the City of Pontiac.

Agency: Alexander V. Bogaerts + Associates, P.C.

Capacity In Which I Serve: Project Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CITY OF PONTIAC

CANDIDATE QUESTIONNAIRE  
BOARDS & COMMISSIONS

PRINT

E-MAIL

COUNCIL DISTRICT \_\_\_\_\_

DATE August 3, 2018

NAME E. Ashley Fegley

ADDRESS [REDACTED] ZIP 48341

PHONE (home) [REDACTED] PHONE (business or cell) 248.334.5000

EMAIL [REDACTED]

The City of Pontiac wishes to thank you for your interest in serving as a Citizen Representative on a Board or Commission. Your Candidate Questionnaire will be kept on file and entered for consideration for posted openings on any Board or Commission that you expressed an interest in for a period of two years. Please feel free to submit an updated Candidate Questionnaire at any time.

Please be advised that the information contained in this Questionnaire is not confidential, and will be reviewed by the Mayor, City Council and other appropriate personnel as vacancies or openings occur on the various Boards or Commissions. Page 2 of this Candidate Questionnaire may also be included in any City Council Meeting Agenda Packet which is published and made available for public inspection in print and on the Internet. Your address, phone numbers and e-mail, contained here on Page 1 will not be published in an Agenda Packet.

Information relative to the below boards or commissions can be found on the City's webpage at [www.pontiac.mi.us](http://www.pontiac.mi.us).

BOARDS/COMMISSIONS ON WHICH YOU WANT TO SERVE:

Appointed by City Council

- ☐ Board of Appeals
- ☐ Income Tax Board of Review
- ☐ Zoning Board of Appeals
- ☐ Board of Review
- ☐ General Employee Retirement System

Appointed by Mayor,  
Confirmed by City Council

- ☐ Tax Increment Financing Authority/Brownfield Redevelopment Authority
- ☐ Historic District Commission, No Council Confirmation
- ☐ Local Officers Compensation Commission
- ☐ Arts Commission
- ☐ Construction Code Board of Appeals, No Council Confirmation
- ☒ Planning Commission
- ☐ Housing Commission, No Council Confirmation

# E. Ashley Fegley

Pontiac, Michigan 48341

Objective      Contribute to my community by volunteering for the Pontiac Planning Commission

## Education

- |           |   |                    |
|-----------|---|--------------------|
| 2009-2012 | Lawrence Technological University<br>Master of Architecture Professional Degree Program<br>• Concentration in Sustainability Studies<br>• GPA: 3.5  | Southfield, MI     |
| 2007      | New Horizons Computer Learning Center<br>Certificate of Completion for Macromedia Classes<br>• Web design with Dreamweaver and Flash  | Troy, MI           |
| 2001-2005 | Lawrence Technological University<br>Bachelor of Science in Architecture<br>• GPA: 3.5<br>• Computer programs: Autocad 2005, 3dmax, Adobe Illustrator and Photoshop<br>• Building Systems: commercial and residential<br>• Structural Engineering<br>• Landscape Design | Southfield, MI     |
| 1997-2001 | Oakland Community College<br>Associate in Applied Science: Computer Information Systems<br>• GPA: 3.7<br>• Networking<br>• Web design   | Oakland County, MI |

## Work Experience

- |              |  |                      |
|--------------|--|----------------------|
| 2005-current | Alexander Bogaerts + Associates, P.C.<br>• Construction documentation<br>• SPA, PDD, PUD documentation<br>• Website design and implementation, <a href="http://www.bogaerts.us">www.bogaerts.us</a> & <a href="http://www.newtonrifles.com">www.newtonrifles.com</a><br>• Head of the ITT department<br>• Code Research<br>• Presentation work: rendering elevations and site plans<br>• Specifications and materials research | Bloomfield Hills, MI |
| 2001-2006    | Oakland Hills Equestrian Center  | Oakland Township, MI |
| 1999-2001    | Riding Instructor (Self-employed)  | Macomb Township, MI  |
| 1997-1999    | Springbrook Stables<br>• Taught all aspects of equine care<br>• Evaluated and trained horses for sale or purchase<br>• Job required extensive knowledge and communication skills<br>• Taught classes containing 1-4 students ranging in ages from 6-60 years.<br>• Competed and trained students in Hunter/Jumper shows within Midwest   | Sterling Heights, MI |
| 2000-2001    | Health Improvement Network<br>• Performed office and clerical tasks: typed dictations and filed paperwork  | Southfield, MI       |
| 1999-2000    | Goldner-Walsh Nursery<br>• Provided friendly customer service<br>• Helped propagate new plants and cared for existing  | Pontiac, MI          |
| 1996-1997    | Racetrack Veterinary Services<br>• Performed office and clerical tasks: helped with billing and handled collections<br>• Assisted veterinarians<br>• Developed x-rays and sterilized equipment   | Livonia, MI          |

July 13, 2018

Honorable Pontiac City Council  
47450 Woodward Avenue  
Pontiac, MI 48342

Re: **Re-appointment to Planning Commission**  
**Lucy Payne**

Dear Honorable Council Members:

Please be advised that I am hereby re-appointing Lucy Payne to serve on the Planning Commission for a three-year term, which began on July 1, 2017 and expires June 30, 2020. As stipulated in section 4.109, this appointment is subject to approval by the City Council.

Thank you for your consideration and support .

Sincerely,

A handwritten signature in cursive script, appearing to read "Deirdre Waterman".

Dr. Deirdre Waterman  
Mayor

Lucy Payne

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February 5, 2014

City of Pontiac Community Planning Commissioners  
47450 Woodward Ave.  
Pontiac, MI 48342

RE: City of Pontiac Planning Commissioners

To: The City of Pontiac Mayor and Planning Commissioners.

The attached resume will provide details of my previous and present qualifications and experience.

For the past 26 years, I have served as a Patient Relations Representative and Customer Service Trainer at Saint Joseph Mercy Oakland (SJMO). During that time, I have worked diligently to foster mutually beneficial relationships with not only the associates, administrative team, medical staff, nursing and ancillary personnel and the City of Pontiac community. In my past role, I engaged the hospital personnel, physicians in resolving/mediating challenging issues that often involved risk cases with multiple departments and services in meeting customers expectations and satisfaction. The scope of my work provided me with a unique perspective on the wants and needs of patients, their families, and the community needs as well.

I am proud to have been involved in a number of SJMO committees that were charged with orchestrating some of SJMO most successful quality improvement activities such as Customer Service Training, Emergency Department process improvement Task Force, Emergency Wait Time and Dress-Code initiatives. I was also very instrumental in collaborating with SJMO Buildings and Ground Department, SMART Transportation Services and the City of Pontiac Building Department in implementing and the building of a bus shelter for the comfort of patients and the community that use the public transportation system.

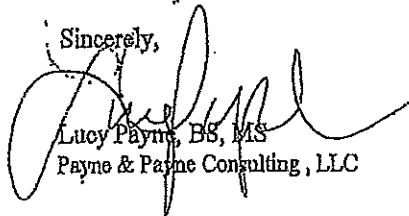
My area of experience include organizational management, problem solving, investigation, mediation, behavioral management, grief consulting, interaction with diverse groups and addressing concerns of the community. I have also gained experience through my work as a consultant of a broad spectrum of business exposures to case studies and best practices in a variety of industries as an independent business owner Payne & Payne Consulting, LLC.

My educational credentials include a Associate Degree in Liberal Arts from Oakland Community College, Bachelor of Science degree in Human Resource Development from Oakland University, Master of Arts degree in Organizational Management and a Certificate of Mediator Training from Oakland Medication Center.

It has been my experience that committees and boards are most effective with individuals that are diverse in areas of knowledge, skills and expertise. As a visionary, I am very interested in utilizing my skills in the revitalization of the City of Pontiac's future plans that promotes a healthy and safe environment for our city residents, while generating revenue for the city.

It has been my absolute pleasure and an honor to serve with the City of Pontiac Mayor and Planning Commissioners. I look forward to utilizing my experience in building and bridging gaps in communication, strategic planning, creative thinking, collaboration, negotiation, and customer service. I look forward to my continual servicing the community and collaborating with you in designing the future City of Pontiac.

Sincerely,



Lucy Payne, BS, MS  
Payne & Payne Consulting, LLC

## LUCY PAYNE

### CAREER SUMMARY

An accomplished senior-level patient relations representative with 27+ years of experience managing customer grievances at St. Joseph Mercy-Oakland in Pontiac, Michigan, a 457-bed health system serving a diverse patient population in an urban setting. Collaborated with the CEO and C-level leadership team, physicians, risk management, nursing and others in resolving issues. Expertise in investigating and analyzing grievance data to proactively formulate strategies for preventing grievances and improving systems and processes. Grievance mitigation supported by achievement of a Master of Arts in Organizational Management, a Bachelor of Science in Human Resource Development, a certificate in Civil Mediator Training, and completion of a pre-licensing course in Life and Health Insurance.

### PROFESSIONAL EXPERIENCE

P & P Consulting, LLC, Bingham Farms, Michigan 2003 – present  
Consultant - Organizational Management / Problem Resolution / Mediation 2003 – present.

- Consulted on management and customer relations for a wide variety of businesses as a principal with P & P Consulting, LLC
- Analyzed business process flow for medical group practices, automobile dealerships, and financial services firms; recommended process improvements
- Trained staffs in customer service improvement techniques

Saint Joseph Mercy-Oakland, Pontiac, Michigan 1984 – 8/2012  
Patient Relations Representative 1984 – 8/2012

#### *Patient Relations Management*

- Managed customer complaints within St. Joseph Mercy-Oakland health system; complaints involve a wide-range of issues/disciplines (e.g., staff, billing, food service, housekeeping, safety, parking, pharmacy services, physical plant, etc.)
- Interviewed customers to determine nature of complaint; employed customer relationship management and mediation techniques to negotiate win-win resolutions to issues identified
- Collaborated with physicians and nursing and ancillary department heads and staff to improve customer service as well as investigate and resolve customer service issues
- Identified incidents with the potential for legal / risk management involvement; advised risk management department heads of complaint; collaborated with risk management on incident investigation; served as liaison between patient/family and risk management department
- Documented all customer complaints on computer database; tracked resolution of issues
- Analyzed billing issues and made determination regarding billing adjustments / reimbursement
- Reviewed patient medical charts to determine validity of patient care issues / complaints; met with department heads, medical staff, nursing and ancillary staff to discuss issue resolution and future process improvement strategies
- Served as a liaison between customers/families and the Gift of Life and Michigan

- Eye Bank organizations, encouraging organ donation, providing grief counseling services, and educating patients and families on organ, tissue and eye transplants
- Responded to code calls and served as liaison between family members and physicians; provided grief/ crisis counseling to patients and families
- Testified in court proceedings and assisted attorneys in lawsuit preparations
- Interviewed new hires for Patient Services Department; facilitated one-on-one and group interviews as well as candidate hiring discussions

#### Teaching

- Trained medical residents and all new employees in customer/patient service
- Managed Oakland University Internship Program for Patient Representatives

#### Process Improvement

- Analyzed all customer complaints to determine trends; met with department heads on an individual basis when trends were evident; followed-up to ensure problem resolution
- Reengineered the patient death process and fetal demise protocols
- Championed the installation of a bus shelter near the hospital grounds; managed project coordination between the hospital's Administration and Buildings and Grounds Dept., the City of Pontiac and SMART Transit
- Compiled and analyzed patient satisfaction data on Emergency Services; drafted report / presented findings to Process Improvement Team; worked with physicians and staff to improve response time and customer relations
- Resolved employee identification by customers challenge by instituting a color-coded uniform (by staff classification) policy
- Collaborated with security and risk management personnel to reengineer process for securing patient belongings; instituted policy debiting departmental budgets for patient reimbursement for lost items

<u>Waterford School District, Waterford, Michigan</u>	<u>1974-82 / 1988-97</u>
Substitute Teacher (Grades K-12)	1988 - 1997
Instructional Technician (Grades K-12),	1974 - 1982
Montgomery Developmental Training Center	

<u>Detroit College of Business, Ferndale, Michigan</u>	<u>1975 - 1980</u>
Dean of Students / Proctor (part-time position)	1975 - 1980
Pontiac Schools/Seniors Fitness Program (part-time)	1982-1982

#### EDUCATION

Master of Arts in Organizational Management	February 2004
<i>University of Phoenix, Troy, Michigan Campus</i>	
Bachelor of Science in Human Resource Development	June 1985
<i>Oakland University, Rochester, Michigan</i>	
Civil Mediator Training, 40-Hour Course	November 2012
<i>Oakland Mediation Center, Bloomfield Hills, MI</i>	

#### Additional Professional Development:

- Certificate, Pre-Licensing Course in Life & Health Insurance, Financial Services Institute, Novi, MI, November 2013

#### APPOINTMENTS

- Planning Commissioner, City of Pontiac, MI, 11/2012 - present
- Board Member, Baldwin Center, Pontiac, MI, 2005 - 2013
- Committee Appointments at Saint Joseph Mercy-Oakland, Pontiac, MI
  - Member, Chief Executive Officer Advisory Committee, 2002
  - Member, Speaker's Bureau, 1991 - 8/2012
  - Founder and Chair, Hospital Grievance Committee, 2003 - 8/2012

#### HONORS/AWARDS

- Honored as one of the top donor facilitators, Michigan Eye Bank, 2000



July 13, 2018

Honorable Pontiac City Council  
47450 Woodward Avenue  
Pontiac, MI 48342

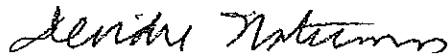
Re:    **Re-appointment to Planning Commission**  
      **Christopher Northcross**

Dear Honorable Council Members:

Please be advised that I am hereby re-appointing Christopher Northcross to serve on the Planning Commission for a three-year term, which began on July 1, 2018 and expires June 30, 2021. As stipulated in section 4.109, this appointment is subject to approval by the City Council.

Thank you for your consideration and support

Sincerely,

A handwritten signature in cursive script, appearing to read "Deirdre Waterman".

Dr. Deirdre Waterman  
Mayor

Part A

Application for Membership  
City of Pontiac Planning Commission  
City of Pontiac, Michigan

Return by June 30, 2011 to:  
Building, Safety and Planning Divisions  
Attn: James Sabo, Planner  
City Hall  
47450 Woodward Ave  
Pontiac, MI 48342  
Phone: 248-758-2816

Part A: Applicant Information

Name: Christopher Van Northcross Sr.

Home Address: [REDACTED]

ZIP: [REDACTED] 48301-2700

Pontiac Resident: YES ☒ NO ☐

Number of Years Resident: 60

Phone (H): [REDACTED] (W): [REDACTED]

(cell): [REDACTED] (best) (Fax): [REDACTED]

Email Address: [REDACTED]

Occupation: Design Engineer

Employer Name & Address: Retired from Ford Motor Co.

ZIP: [REDACTED]

Part B: Résumé

Attach a copy of your résumé, including your job experience and education.

Part C: Statement of Interest and Qualifications

Attach a one-page summary of your reasons for seeking appointment that includes your specific areas of interest, expertise and goals.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

In order to avoid any potential conflict of interest, I, the undersigned, agree not to be involved in any recommendations or decision making regarding any agency(ies) or entity(ies) for which I serve in the following capacity(ies) which may contract or subcontract with the City of Pontiac.

Agency: To the best of my knowledge I have no conflicts of interests

Capacity In Which I Serve: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 7/13/2014

Part B

CHRISTOPHER VAN NORTHCROSS

Telephone ( )

### Major Accomplishments

- Design and Release of 6.4L 5R110W converter clutch and damper system for MY2008. This design increased clutch system torque capacity by 15% while reducing system NVH, yet fit within the original clutch system pressure and space boundaries.
- The design and release of AODE/4R70W overdrive band and servo system robustness improvements that reduced manufacturing costs (more than a \$3 per system savings), decreased warranty, and improved customer satisfaction (better shift-feel).
- First within Ford Transmission Engineering to use VSA (variation simulation analysis) to predict component location and fit within complex assemblies.
- Completion of the Ford Six Sigma Black Belt certification program
- Creation of optimized computer fuel economy and performance powertrain models through use of Design of Experiments methodology, in-house corporate software, and commercial software (Splus).
- Design and release a cost reduced output shaft forging that resulted in \$400,000 savings per year in material, labor, and warranty costs. This was also the first product application in the Transmission Manufacturing Division to fulfill a near net part shape corporate design/manufacturing directive.
- Development of a tin nickel coated seal ring that eliminated AOD transmission case bore wear and resulted in \$1.2million in warranty savings per year.

### Career

#### **8/78 - 2/07 Ford Motor, Transmission Engineering, Livonia, Michigan**

While with Ford I handled a number of assignments, all related to the design and release of automatic transmissions systems for cars and light trucks. Last assignment was to provide reliability consultation to Ford design teams as an Embedded Six Sigma Black Belt.

#### **4/75 - 8/78, Automotive Control Systems Group, Bendix, South Bend, Indiana.**

I was responsible for the Purchasing and Engineering interface with Ford, General Motors, American Motors, Volkswagen of America, and Chrysler as required for the sale of original equipment manufacturer (OEM) foundation brakes.

**7/73 - 4/75 American Can Company**

During my tenure of with American Can Company I supervised plant improvement and renovation projects; and performed the duties of the foreman of maintenance in his absence. Also I completed a ten month college graduate orientation program.

**5/69 - 7/73 City of Pontiac, Pontiac, Michigan**

On a part time basis, during the school year, and full time in the summer I worked as an Executive Aide in the Program Development Division of the City Manager's Office, Administrative Aide in the Department of Public Works and Services; and an Engineering Aide in the Engineering Division of the Department of Public Works and Services.

**Education**

4/73, B.S. in Engineering, Oakland University, Rochester, Michigan

5/93, Graduate Certificate in Applied Mathematics and Statistics, Oakland University, Rochester, Michigan

8/03, Six Sigma Black Belt Certification, Ford Motor Company

On going Ford Technical Education Program

Currently working to complete a private pilot's license

### **Specific Skills Set Include**

Relationship and Team Building

Project Design and Release Management

- Advance Product Quality Process (APQP)
- Statistical Process Control procedures and management
- Ford Product Development System (FPDS) management
- Ford Global Product Development System (GPDS) management
- Six Sigma DMAIC process and tools

Tribology of friction materials in transmission fluids

- Wet friction material selection and development

Knowledge of stamping and forming processes

Rotating and reciprocating seal selection and development

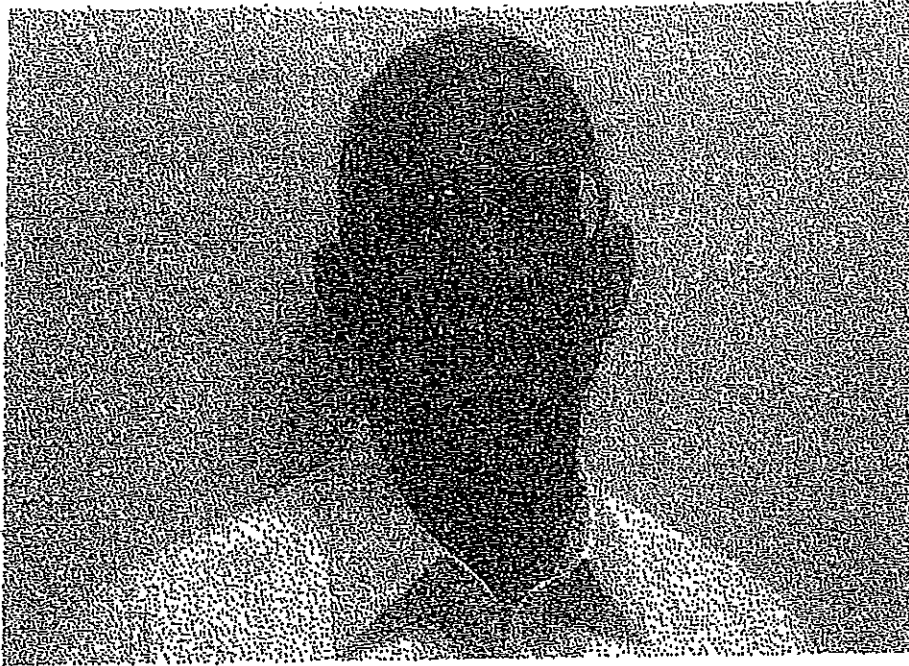
Proficient with following software packages:

- Microsoft Office Suite of Products (Word, Excel, PowerPoint, Publisher)
- Statistical packages Minitab and Splus
- Microsoft Project
- Solidworks
- Catia

Knowledge of following software:

- Fortran
- C
- Visual Basic
- SAS
- Unix system
- Variation Simulation Analysis (VSA)
- CFD modeling
- Finite Element Analysis

Page B



Christopher Northcross is a second generation native of Pontiac, son of [REDACTED] and brother of [REDACTED]. He is a graduate of Pontiac Central and Oakland University. In 2007 he retired from the Ford Motor Company where he worked in the design and development of automatic transmissions systems.

Chris and his wife, [REDACTED] have been married for 42 years, current reside in the home they own in Pontiac, have three adult children, and one granddaughter. His Church home is [REDACTED] African Methodist Episcopal Church, where he serves as a Church Trustee. He is also a member of the [REDACTED] and the [REDACTED] Ministry.

Chris feels blessed to have born in Pontiac and believes the measure of a community is how well it develops its young people. To that end, he is active in the following organizations and activities:

The [REDACTED] Summer Youth Program	Currently a member and a past-president of the Pontiac Optimist Club (whose motto is "Friend of Youth")
Member of the executive board and volunteer in Communities United For Children	Board member of the Strong United Neighbors (SUN) Pontiac Time Bank
Member of the NAACP of Northern Oakland County	Served 12 years as a Trustee on the School Board of the School District of The City of Pontiac
A volunteer and mentor for 4H	A volunteer at the WHRC Elementary school
A member of the Mayor's Transition Team	A member of the Master Plan Steering Committee

Chris has also served as:

- A Steward for [REDACTED] Church
- A member and the Treasurer of The Jay Shop Board of Directors
- Charter Member and past Treasurer of the Pontiac Citizen Coalition
- A founding member and past President of, and actor in the Northstar Theater troupe.

His hobbies are bicycling, traveling, architecture, and fellowshiping with others. He is also studying to complete his private pilot's license.



Part C

Statement of Interest and Qualifications For  
City of Pontiac Planning Commission

July 14, 2014

To Whom It May Concern, I am seeking appointment to the Planning Commission because I believe I can be of service to the City of Pontiac in facilitating fair and positive development. I am so seeking appointment to the Commission because I believe our (my wife and myself) interests are best served by continuing to live in Pontiac. I am also mindful that Pontiac is, as is all of Michigan and the entire United States, undergoing a massive change, and unless there is meaningful input from the residents of Pontiac, the resulting change may not be positive for the residents of Pontiac.


My belief in my ability to contribute stems from my recent experience with the Master Plan Steering Committee; the recent renovation of our home in Pontiac; over 35 years of experience in the field of engineering; over 40 years of volunteer service in the community, including 12 years as an elected member of the Pontiac School Board; and over sixty years of experience living in this community.

I am interested in incorporating, as a metric in the measurement of the efficacy of government programs and actions, the development of young people. While I feel land use/planning is just one of a number of factors which must be managed to achieve fair and positive community development, it is a factor which can significantly retard the positive development of families and young people in Pontiac. At the same time I am aware that economic growth must occur in Pontiac, if Pontiac is to grow. The positioning of businesses and people relative to each other, the clarity with which the City's vision for positive development is articulated, along with City government sensitivity to the needs within our community are key to achieving fair and positive community development. The inclusion of the development of young people into the calculus of City Planning is needed (I believe) in order for this City to reach its full potential.

Aside from a passion for prompting the development of the City's young people, which includes my mentoring and tutoring activities at local schools, I enjoy meeting and interacting with people. I am very engaged in my Church, Newman AME of Pontiac, where I serve as a Trustee and the Assistant Superintendent of the Church school. I enjoy bicycling and learning. In regards to learning, I strive to take two classes a year at Oakland Community College on a variety of subjects. To date I have completed classes in architecture, computer design, Spanish language, and nanotechnology at OCC. Also I am halfway through work to obtain a private pilot's license. In addition, I enjoy travel both domestic and international.

Your comments and suggestions are welcome.

Yours Truly

  
Christopher Northcross

7/14/2014

July 13, 2018

Honorable Pontiac City Council  
47450 Woodward Avenue  
Pontiac, MI 48342

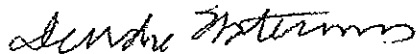
Re: Re-appointment to Planning Commission  
Dayne Thomas

Dear Honorable Council Members:

Please be advised that I am hereby re-appointing Dayne Thomas to serve on the Planning Commission for a three-year term, which began on July 1, 2016 and expires June 30, 2019. As stipulated in section 4.109, this appointment is subject to approval by the City Council.

Thank you for your consideration and support.

Sincerely,

A handwritten signature in cursive script, appearing to read "Deirdre Waterman".

Dr. Deirdre Waterman  
Mayor

July 31, 2018

Dear Honorable Mayor Waterman,

Thank you for the opportunity to serve the Pontiac Planning Commission.

As you know, I have served on the Planning Commission since 2011, and during my tenure as Chairman, I have presided over more than 400 planning proposals and in turn, the Planning Commission have approved some of the biggest developments in Pontiac history, including but not limited to:

- M-1 Concourse
- Ultimate Soccer
- Wessen Lawn Tennis Club
- Challenger Stamping
- Williams Aerospace
- GM Global Propulsion Systems (multiple expansions)
- Washington Junior High School repurposed as Senior Living

Indeed, during my tenure as Chair, the Pontiac Planning Commission have recommended for approval a glut of vacant industrial sites that were repurposed into viable, tax revenue producing enterprises for which the City of Pontiac can be proud.

Moreover, during my tenure the Planning Commission have approved hundreds of smaller commercial enterprises as well which are the lifeblood of any community, and altogether, large and small, it has resulted in hundreds of thousands of dollars of new tax revenue for the City of Pontiac.

I am especially proud of the fact that a multitude of business owners, large and small, have thanked me for the respect and dignity for which they were treated by our commissioners during their presentations to Planning Commission: I am proud of that, because as Chair I seek proper decorum and for the most part, my wishes have been fulfilled.

In closing, my professional background earned over 40 years in Marketing, Product Planning and Product Development with some of the largest corporations in the world has uniquely prepared me to Chair the Pontiac Planning Commission, so I think I am well suited to bring professional guidance and expertise to the Planning Commission for another term.

Thank you for the opportunity to serve you and the City of Pontiac.

Respectfully,  
Dayne Thomas  
Chair, Pontiac Planning Commission  
Chair, GM Modern Housing Board of Directors

Personal Bio  
Dayne Thomas  
Chairman, Pontiac Planning Commission  
[REDACTED]  
Pontiac, MI 48342  
[dayne@daynethomas.net](mailto:dayne@daynethomas.net)  
[REDACTED]

Dayne Thomas was born and raised in Pontiac, Michigan but a business odyssey took him across the US and Asia Pacific...and then back!

He worked for companies as diverse as GM, BMW, AIG, Aon and Gulf States Financial Services and lived and worked in cities as diverse as Pontiac, Denver, Houston, LA, NY, Hong Kong, Tokyo and Melbourne (Australia).

Dayne Thomas was born and raised on Pontiac's near north side in the modest, Historic neighborhood known as GM Modern Housing...a planned housing development conceived by Pierre DuPont, GM Chairman and largest shareholder of GM (at the time), as well as patriarch of DuPont Companies. It was Pierre DuPont who visualized and developed the 61 acre site circa 1919 to 1926.

Dayne Thomas family moved to Pontiac in the mid 1930's...his father worked at Baldwin Rubber Company (a major automotive supplier of the day), where he was responsible for Chemical Department and Salvage...while his mother worked at Pontiac Motor in Salary Payroll.

The family moved into their home on Oliver Street, (GM Modern Housing) in September 1945 and Dayne Thomas was born in November 1945.

The tragic death of Dayne's father in 1956 meant the family would not move from Oliver Street, so the modest house on Oliver Street, in GM Modern Housing is the only family home Dayne Thomas has known.

Dayne Thomas matriculated Pontiac Schools: McCarroll Elementary, Lincoln Jr. High School and Pontiac Northern High School where he played Football, Basketball and Tennis (as Captain) and graduated in 1963. Prior to his senior year, he was nominated by VFW to attend prestigious, Wolverine Boy State.

Dayne Thomas went on to study Communication Arts at Michigan State University where he graduated with a BA Degree in Advertising in 1972 after proudly serving 2<sup>nd</sup> Infantry Division in the Republic of Korea during the Viet Nam era. He earned the rank of Sergeant/SP5 and was awarded an Army Commendation Medal as well as an Expedition Medal awarded by Republic of Korea.

Next page...

Dayne Thomas commenced his professional career with GMC Truck & Coach in Pontiac, Michigan as a Sales Engineer in 1972.

In 1980, as the domestic auto industry was suffering thru major economic turmoil, Dayne Thomas accepted a post with BMW of North America as a District Sales Manager living in Denver and overseeing the Rocky Mountain Region.

Then in 1984, Dayne Thomas moved to Southern California (Orange County) and accepted a post with General Group of Companies as Sales Manager in the Automotive Financial Services sector, overseeing the contiguous US.

In 1996, Dayne Thomas accepted a post with AIG as Regional Director in Southeast Asia, based in Hong Kong, overseeing consumer financial service operations in Singapore, Malaysia, Indonesia, Thailand, Philippine's and Guam.

In 1998, after overseeing the successful launch of consumer financial service programs with AIG in Southeast Asia, Dayne Thomas accepted a post with Aon Corp as Regional VP based in Tokyo, successfully overseeing a consumer financial service program developed specifically for Best Denki, Japan's largest electronic retailer.

In 1999, Dayne Thomas took a post with Aon in Melbourne (Australia) as Regional VP overseeing consumer financial service program developed exclusively for Fisher-Paykel, New Zealand's premier Consumer Appliance Manufacturer.

In 2002, Dayne Thomas repatriated to the US and accepted a post with Gulf States Financial Services (an affiliate of Toyota Financial Services) as Sr. Manager, Product Development based in Houston, TX.

In the fall of 2009, Dayne Thomas came full circle and moved back into the modest boyhood home where he was raised in Pontiac. The neighborhood is listed upon the National Register of Historic Places, and he has set about to restore the home true to its historical character.

Dayne Thomas says: "So many people have helped me, so I came back...to give back. While others moved out...I moved back...to give back to the city that gave me a start".

Dayne Thomas is single (divorced, no children) and proudly serves as Chairman, Pontiac Planning Commission; serves as Chair, GM Modern Housing Board of Directors (an association he founded), and served upon Master Plan Advisory Committee

Dayne is also owner/proprietor of "Oliver Street Farms and Vineyards", a personal revitalization project founded to clean up Urban blight and repurpose abandon parcels and convert dust and blight into Community Gardens...Orchards...Vineyards...and Open Air Farmers Market!

Dayne Thomas is a proud son of Pontiac...and a proud Alumnus of Michigan State University!

## Personal Resume

Dayne Thomas

Pontiac, Michigan 48342  
[dayne@daynethomas.net](mailto:dayne@daynethomas.net)

### Professional Overview:

More than 40 years of experience in Marketing, Product Planning and Product Development domestically and internationally.

### Professional Skills:

Planning, development and execution

### Professional Experience:

GMC Truck & Coach (HQ, Pontiac, Michigan):

- Sales Engineer
- Market Research Analyst
- Government Sales
- Municipal Fleet Sales
- Government Sales
- District Mgr

BMW North America (HQ, Montvale, NJ):

- Sales Manager serving Rocky Mountain Region

General Group International (HQ, Harbor City, California-Automotive Financial Services):

- Sales Manager serving contiguous 48 states

American International Group (HQ, New York-Insurance & Financial Services):

- Regional VP (Southeast Asia Regional Office-Hong Kong, serving Singapore, Malaysia, Indonesia, Philippines' and Guam)

Aon Corp (HQ, Chicago, Illinois-Insurance & Financial Services):

- Regional Director (Tokyo, serving Japan and Korea)
- Regional Director (Melbourne, Australia, serving Australia and New Zealand)

Gulf States Financial Services (HQ, Houston, Texas-Automotive Financial Services):

- Senior Manager/Product Planning, serving US Gulf States)

### Civic Engagement:

- Chair, Pontiac Planning Commission (2011 to 2018)
- Chair (and founder), GM Modern Housing Board of Directors (2016 to 2018)
- Owner/Proprietor: Oliver Street Orchard/Vineyards/Community Gardens

**Military (Viet Nam era):**

- US Army: Sgt, 2<sup>nd</sup> Infantry Division, Republic of Korea

**Military Awards:**

- Army Commendation Medal awarded by Department of the Army
- Expedition Medal awarded by Republic of Korea

**Education:**

- Pontiac Schools (McCarroll Elementary, Lincoln Junior High School, Pontiac Northern High School)
- Michigan State University (BA: Marketing, Advertising, Communication Arts)

**Summary:**

Born and raised in Pontiac, Michigan.

Matriculated Pontiac Schools and commenced my professional career with GMC Truck & Coach, based in Pontiac.

After a 40 year corporate odyssey took me across the US and Asia Pacific, I came back to Pontiac to restore my boyhood home and give back to the City of Pontiac!

I came back to give back!



# CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

RECEIVED  
2018 AUG 10 PM 3:07  
PONTIAC CITY CLERK

**TO:** Honorable City Council President and City Council Members  
**FROM:** Jane Bais-DiSessa, Deputy Mayor  
**CC:** Mayor Deirdre Waterman, John Balint, Acting DPW Director  
**DATE:** August 9, 2018  
**RE:** Code Enforcement Officer Vehicle Purchase

As approved by the City Council, the City will be insourcing the Code Enforcement function currently administered by Wade Trim Engineering. Five positions (1 Supervisor and 4 Officers) will be responsible for the implementation of the City's Code Enforcement ordinances. The acquisition of five vehicles are essential and will be used to perform their daily tasks. To ensure the best pricing available, we have utilized the Oakland County MiDeal dealerships and suppliers. Please note that this process complies with the City's purchasing ordinance. As such, based on value and dependability, the Chevrolet Cruze was selected; the total cost for this vehicle is shown below:

Code Enforcement Vehicle(s)				
Item	Description	Quantity	Cost	Grand Total
1	2018 Chevrolet Cruze (Includes LS Fleet Convenience Package)	5	\$15,986.00	\$79,930.00

As stated above, these prices were garnered from the Oakland County MiDeal bids. MIDEAL is an extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, universities, community colleges and nonprofit hospitals to use state contracts to buy goods and services. Funding for these vehicles and equipment is found in the 2018-19 FY budget. Based upon the above and attached information, it is Executive Staff's recommendation to purchase the listed vehicles utilizing the MiDeal pricing from the low bid vendors. The following resolution is recommended:

*WHEREAS, The City of Pontiac has reviewed pricing provided by Oakland County MiDeal and determined the vehicles required to perform upcoming work; and*

*WHEREAS, City staff has reviewed the vehicles and equipment and determined the listed items to be adequate for the upcoming work, and;*

*NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council authorizes the Mayor to purchase five vehicles (Chevrolet Cruze) to administer the Code Enforcement Division, from Berger Chevrolet.*

JBD

Attachment



<b>MODEL:</b>	<b>2018 CHEVROLET CRUZE</b>		<b>DEALER INFORMATION</b>	
<b>Body Style:</b>	1SB LS AUTO		<b>Name:</b>	Berger Chevrolet
NOTE: Model Should include STANDARD PACKAGING, unless otherwise indicated below.			<b>Address 1:</b>	2525 28th Street SE
			<b>Address 2:</b>	Grand Rapids MI 49512
			<b>Contact:</b>	Bob Evans
			<b>Telephone:</b>	616-949-5200
<b>Standard Equipment Plus</b>				<b>COST</b>
<b>PLUS TITLE FEE</b>				
<b>MINUS TOTAL</b>			\$ -	
<b>STANDARD COST SUBTOTAL</b>				\$ 15,567.00
<b>POSSIBLE OPTIONS:</b>				
ZLQ	LS Fleet Convenience Package			\$ 419.00
R9Y	Fleet Maintenance Credit		\$ (57.00)	
<b>TOTAL OPTIONS</b>				
			<b>TOTAL COST</b>	\$ -
<b>AUTHORIZED NAME: (Print)</b>		Robert Evans		
<b>AUTHORIZED SIGNATURE:</b>			<b>DATE:</b>	10/10/2017

**CODE ENFORCEMENT VEHICLE(S)**

<b>VEHICLE OPTIONS</b>				
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Cost with Options</b>	<b>Grand Total</b>
1	2018 Chevrolet Silverado Special Service CK 15743, 4WD Standard Box Crew Cab (Standard Equipment Plus)	5	\$30,235.00	\$151,175.00
2	2018 Chevrolet Colorado 4WD 12 M43 Extended Bed (Standard Equipment Plus)	5	\$26,013.00	\$130,065.00
3	2018 Chevrolet Cruze (LS Fleet Convenience Package)	5	\$15,986.00	\$79,930.00

<b>MODEL:</b>		<b>2018 CHEVROLET SILVERADO SPECIAL SERVICE CK 15743</b>		<b>DEALER INFORMATION</b>	
<b>Body Style:</b> v		4WD STANDARD BOX CREW CAB		<b>Name:</b>	Berger Chevrolet
<b>NOTE:</b> Model Should Include STANDARD PACKAGING, unless otherwise indicated below.				<b>Address 1:</b>	2525 28th Street SE
				<b>Address 2:</b>	Grand Rapids MI 49512
				<b>Contact:</b>	Bob Evans
				<b>Telephone:</b>	616-949-5200
<b>Standard Equipment Plus</b>					<b>COST</b>
5T5	Front Cloth Vinyl Rear Seats				
	PLUS TITLE FEE				
	MINUS TOTAL			\$	-
	STANDARD COST SUBTOTAL				\$ 27,324.00
<b>POSSIBLE OPTIONS:</b>					
PCR	WT Fleet Convenience Package			✓	\$ 327.00
C49	Rear Window Defogger			✓	\$ 201.00
B30	Carpet Floor				\$ 88.00
6E2	Common Key Code				\$ 25.00
5H1	Two Additional Keys			✓	\$ 45.00
9S1	Driver and Passenger Individual Vinyl Seats				N/C
AZ3	40/20/40 Split Bench Seat				\$ 393.00
9L7	Upfitter Switches				\$ 115.00
CGN	Spray on Bed Liner			✓	\$ 436.00
CTD	Cargo Tie Downs			✓	\$ 53.00
AKO	Glass Deep Tinted			✓	\$ 181.00
UF2	LED Lighting Cargo Box			✓	\$ 110.00
DPN	Heated Power Adjustable Vertical Camper Mirrors (req. PCR)				\$ 313.00
9G3	Suspension Package (req. G80 & RC3)				\$ 359.00
R9Y	Fleet Maintenance Credit			\$ (74.00)	
G80	Locking Rear Axle				\$ 354.00
FHS	E85 Flex Fuel Capable				\$ 88.00
Z82	Trailer Package				\$ 354.00
JL1	Trailer brake controller				\$ 249.00
NQH	Active Transfer case				\$ 186.00
NZZ	Underbody Shield			✓	\$ 93.00
6J3	Wiring, grille lamps and siren speakers				\$ 166.00
6J4	Wiring, horn and siren circuit				\$ 69.00
9G8	Headlamps, daytime running lamps & automatic headlamp control delete			✓	\$ 44.00
7X6	Spotlamp, left-handed			✓	\$ 480.00
7X7	Spotlamps, left and right-hand			✓	\$ 946.00
RC3	Tires, P265/70R17 all-terrain, blackwall			✓	\$ 176.00
RI8	Tires, P265/65R8 M/T blackwall				N/A
PZX	Wheels, 18" x 8.5" aluminum with high-polished finish				\$ 402.00
<b>TOTAL OPTIONS</b>					
				<b>TOTAL COST</b>	\$ -
<b>AUTHORIZED NAME: (Print)</b>		Robert Evans			
<b>AUTHORIZED SIGNATURE:</b>				<b>DATE:</b>	10/10/2017

<b>MODEL:</b>		<b>2018 CHEVROLET COLORADO 4WD 12M53</b>		<b>DEALER INFORMATION</b>	
<b>Body Style:</b>		WORK TRUCK/ EXT CAB		<b>Name:</b>	Berger Chevrolet
NOTE: Model Should include STANDARD PACKAGING, unless otherwise indicated below.				<b>Address 1:</b>	2525 28th Street SE
				<b>Address 2:</b>	Grand Rapids MI 49512
				<b>Contact:</b>	Bob Evans
				<b>Telephone:</b>	616-949-5200
<b>Standard Equipment Plus</b>					<b>COST</b>
2WT					
B38	Vinyl Floor				
MYB	Automatic transmission				
	2.5L 4 cylinder				
<i>PLUS TITLE FEE</i>					
<i>MINUS TOTAL</i>				\$ -	\$25,148.00
<b>STANDARD COST SUBTOTAL</b>					
<b>POSSIBLE OPTIONS:</b>					
PCN	WT Convenience package	✓		\$ 447.00	
B30	Carpet Floor				Inc
AT2	Delete rear seat		\$ (200.00)		
PCX	Work truck appearance package			\$ 393.00	
CGN	Spray on bedliner	✓		\$ 418.00	
2W9	Pickup box delete (req. LGZ, Z82 & G80)		\$ (560.00)		
G80	Locking rear axle			\$ 292.00	
LGZ	3.6L V6			\$ 1,244.00	
R9Y	Fleet maintenance credit		\$ (55.00)		
BJA	Fuel filler kit (req. ZW9)				n/c
Z82	Trailer package (req. G80 & LGZ)			\$ 229.00	
JL1	Trailer brake controller (req. Z82)			\$ 209.00	
<b>TOTAL OPTIONS</b>					
				<b>TOTAL COST</b>	\$ -
<b>AUTHORIZED NAME: (Print)</b>		Robert Evans			
<b>AUTHORIZED SIGNATURE:</b>				<b>DATE:</b>	10/10/2017

<b>MODEL:</b>	2018 CHEVROLET CRUZE		<b>DEALER INFORMATION</b>	
<b>Body Style:</b>	1SB LS AUTO		<b>Name:</b>	Berger Chevrolet
NOTE: Model Should Include STANDARD PACKAGING, unless otherwise indicated below.			<b>Address 1:</b>	2525 28th Street SE
			<b>Address 2:</b>	Grand Rapids MI 49512
			<b>Contact:</b>	Bob Evans
			<b>Telephone:</b>	616-949-5200
<b>Standard Equipment Plus</b>				<b>COST</b>
<b>PLUS TITLE FEE</b>				
<b>MINUS TOTAL</b>			\$	-
<b>STANDARD COST SUBTOTAL</b>				\$ 15,567.00
<b>POSSIBLE OPTIONS:</b>				
ZLQ	LS Fleet Convenience Package			\$ 419.00
R9Y	Fleet Maintenance Credit		\$	(57.00)
<b>TOTAL OPTIONS</b>				
			<b>TOTAL COST</b>	\$ -
<b>AUTHORIZED NAME: (Print)</b>		Robert Evans		
<b>AUTHORIZED SIGNATURE:</b>			<b>DATE:</b>	10/10/2017



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

Executive Branch

RECEIVED  
2018 AUG 10 PM 3:07  
PONTIAC CITY CLERK

**TO:** Honorable Council President and City Council Members  
**FROM:** Jane Bais-DiSessa, Deputy Mayor  
**CC:** Mayor Waterman and John Balint, Acting DPW Director  
**DATE:** August 10, 2018

**RE: Agenda Item – Request Purchase of Youth Recreation Vehicles.**

To help administer the City's Youth Recreation Program, the following vehicles are recommended for acquisition:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Total</u>
1	2018 Chevrolet – CG 23406 Express – 2500 2WD (options include)	1	\$24,792.00
2	2018 Dodge Grand Caravan SE	1	\$23,655.75
	<b>Grand Total:</b>		<b>\$48,447.75</b>

We utilized the Oakland County MiDeal dealerships and suppliers to obtain the best pricing possible. This fully complies with the City's purchasing ordinance. MiDEAL is an extended purchasing program which allows Michigan cities, townships, villages, counties, school districts, universities, community colleges and nonprofit hospitals to use state contracts to buy goods and services.

Funding for these vehicles and equipment will be carried-over from the FY 2017-18 budget.

Based upon the above and attached information, it is the recommendation of the Executive Staff to purchase the listed vehicles and equipment utilizing the MiDeal pricing from the low bid vendors.

WHEREAS, The City of Pontiac has reviewed pricing provided by Oakland County MiDeal and determined the vehicles required to perform upcoming work, and;

WHEREAS, City staff has reviewed the vehicles and equipment and determined the listed items to be adequate for the upcoming work, and;

NOW, THEREFORE,  
BE IT RESOLVED, The Pontiac City Council authorizes the Mayor to purchase the listed vehicles from Galeanna's Van Dyke Dodge and Berger Chevrolet.

JBD

Attachments

# Chevrolet Express

<b>MODEL:</b> 2018 CHEVROLET - CG 23406 EXPRESS 2600.2WD			
<b>Body Style:</b> Express Passenger 135" Wheelbase		<b>Name:</b>	Berger Chevrolet
<b>NOTE:</b> Model Should include STANDARD PACKAGING, unless otherwise indicated below.		<b>Address 1:</b>	2525 28th Street SE
		<b>Address 2:</b>	Grand Rapids MI 49512
		<b>Contact:</b>	Bob Evans
		<b>Telephone:</b>	616-949-5200
<b>Standard Package 12 Passenger Seating</b>		<b>MINUS</b>	<b>COST</b>
	Equipment Group Base 1LS		
MT1	Automatic Transmission		
LV1	4.3L V-6		
	Air Standard		
	Vinyl Interior		
B38	Rubber Floor		
GVWR	8,600		
<b>PLUS TITLE FEE</b>			
<b>MINUS TOTAL</b>		\$	
<b>STANDARD COST SUBTOTAL</b>			\$ 23,169.00
<b>POSSIBLE OPTIONS:</b>			
C69	Air Conditioning, Rear		\$ 769.00
BA3	Console, deluxe with swing-out storage bin		\$ 19.00
ZQ3	Convenience Package, Tilt-Wheel and (K34) cruise control		\$ 360.00
K34	Cruise Control		INC
C49	Defogger, rear-window electric		\$ 190.00
B31	Floor Covering, Black rubberized-vinyl, front only		N/C
B30	Floor Covering, full-floor color		\$ 169.00
C36	Heater, rear auxiliary		\$ 260.00
TR9	Lighting, auxiliary with reading and underhood lights		\$ 75.00
DRJ	Mirror, inside rearview, includes Rear Vision Camera display		STD
UEO	OnStar, delete		N/C
VV4	OnStar with 4G LTE		N/C
UVC	Rear Vision Camera, display integrated into rearview mirror (included with (DRJ))		STD
ATG	Remote Keyless Entry with 2 transmitters and remote panic button		\$ 160.00
BTV	Remote Vehicle Starter System (req. ATG) remote keyless entry		\$ 279.00
R8J	Windows, power, delete	\$ (60.00)	
DE5	Mirrors, outside heated power-adjustable, black, manual-folding		\$ 109.00
DEB	Mirrors, outside heated power-adjustable, black, manual-folding with single pane glass		\$ 105.00
UD7	Rear Park Assist		\$ 275.00
KG4	Alternator, 145 amps		\$ 68.00
KW5	Alternator, 220 amps		\$ 139.00
TP2	Battery, Isolated 2nd		\$ 146.00
UA1	Battery, heavy-duty 770 cold-cranking amps		\$ 53.00
	Batteries, dual heavy-duty 770 cold-cranking amps		
G80	Differential, heavy-duty locking rear		\$ 297.00
L96	Engine, Vortec 6.0L V8 SFI Flexfuel		\$ 896.00
R9Y	Fleet Free Maintenance Credit	\$ (57.00)	
Z82	Trailer equipment, heavy-duty		\$ 257.00
UY7	Trailer wiring, 7-pin sealed connector		\$ 71.00
<b>TOTAL OPTIONS</b>			
		<b>TOTAL COST</b>	\$ <b>24,792</b>
<b>AUTHORIZED NAME:</b> (Print) Robert Evans			
<b>AUTHORIZED SIGNATURE:</b>		<b>DATE:</b>	10/10/2017

<b>MODEL:</b> 2018 DODGE GRAND CARAVAN SE		<b>DEALER INFORMATION</b>	
<b>Body Style:</b>		Name: Galeana's Van Dyke Dodge	
NOTE: Model Should include STANDARD PACKAGING, unless otherwise indicated below.		Address 1: 28400 Van Dyke Warren, MI 48093	
		Address 2:	
		Contact: Dennis Christina	
Telephone: 586-510-4601			
<b>Standard Package</b>		<b>MINUS</b>	<b>COST</b>
29E 3.6L V6 w/6-Speed Auto Transmission			\$ 21,811.50
ABS Brakes			
CLE Front & Rear Floor Mats STD			
PLUS TITLE FEE			\$ 15.00
MINUS TOTAL		\$ -	
<b>STANDARD COST SUBTOTAL</b>			<b>\$ 21,826.50</b>
<b>POSSIBLE OPTIONS:</b>			
LMN Daytime Running Lamps STD			
AWH Power Window Group ✓			\$ 684.15
RBZ U-connect 430 CD/DVD/MP3/HDD			\$ <del>598.15</del>
RHB U-connect 430N CD/DVD/MP3/HDD/NAV			\$ 1,281.30
AAJ U-connect Hands Free Group			\$ <del>593.30</del>
LSA Security Alarm ✓			\$ 168.15
JPR Power 8-Way Driver Seat ✓			\$ 172.00
RSC Sirius Satellite Radio Incl in RHB			
SER Load Leveling Suspension ✓			\$ 249.30
TBC Compact Spare TBT ✓			\$ 340.15
HAD Dual Zone Temperature Control			\$ (437.25)
GN5 Auto Dimming Mirrors			
JP5 One Touch Power Windows Dr side STD ✓			
XAA Rear Park Assist			\$ 215.50
<b>Total Options</b>			\$ 3,864.75
<b>TOTAL COST</b>			\$ <del>25,594.13</del>
<div style="text-align: right;">23,655.75</div>			
<b>AUTHORIZED NAME:</b> (Print) Dennis Christina			
<b>AUTHORIZED SIGNATURE:</b>		<b>DATE:</b>	





## DEPARTMENT OF COMMUNITY DEVELOPMENT

### MEMORANDUM

TO: Honorable City Council

FR: Garland Doyle, M.P.A., CNP  
Deputy Director, Community Development Department

THRU: Jane Bais DiSessa  
Deputy Mayor

DA: August 24, 2018

RE: The Woda Cooper Companies, Inc request for a PILOT  
The Hamilton- 5 Carter Street

RECEIVED  
2018 AUG 24 PM 12:45  
PONTIAC CITY CLERK

The Woda Cooper Companies, Inc (Woda) has made a new request for a payment in lieu of taxes (PILOT) ordinance for the proposed 5 Carter Street development "The Hamilton" from the City.

Woda received funding from MSHDA for The Hamilton. As a result, Woda respectfully requests that a 6% PILOT plus a \$10,000 Municipal Service Agreement (MSA) be approved to assure the long-term sustainability of this new 42-unit community.

As you remember, The Hamilton will be located at 5 Carter Street and all 42 units will be housed in one 4-story building with an elevator. There will be a combination of 14 one bedrooms, 24 two bedrooms and 4 three bedrooms units. Rents will be affordable for singles, seniors and families with incomes between 30% and 80% of the Area Medium Income (AMI). Sixteen of the 42 units will have higher income caps at 80% AMI due to new legislation passed in March 2018.

Due to the new legislation and the inclusion of 16 units with higher incomes, their previously requested 6% PILOT (\$15,000) has been increased to \$17,517. When combined with the MSA of \$10,000, total revenue to the City will be increased to \$27,517 from \$25,000.

In addition to the increased revenue to the City, Woda has agreed to amend the proposed Development Agreement affirming Woda's commitment to partner with HerCO.Org, LLC to provide 15 apprentice workers from Pontiac on the job site at The Hamilton. This commitment to provide construction jobs to Pontiac residents underscores Woda's pledge to help partner in Pontiac's economic revitalization. The development agreement and Woda's agreement with HerCO.Org,LLC are attached.

The City Attorney will need to draft an ordinance with the updates for your consideration. The ordinance will require both a first and second reading prior to its adoption.

Development Agreement  
(5 Carter Street – The Hamilton)

This Development Agreement (the "Agreement") is executed and effective this \_\_\_\_ Day of August 2018, between the CITY OF PONTIAC (the "City"), a Michigan municipal corporation, and The Hamilton Limited Dividend Housing Association Limited Partnership (the "Owner"), a Michigan limited partnership.

WHEREAS, the Owner is constructing a 42 unit, 4 story multi-family affordable housing development at 5 Carter Street, in the City of Pontiac; and

WHEREAS, the Owner wishes to utilize Payment in Lieu of Taxes as well as the MSHDA LIHTC program;

NOW THEREFORE, the Owner has requested a Payment In Lieu of Taxes (PILOT) from the City and other considerations, which the City is willing to provide so long as the following terms and conditions as noted below are agreed upon and adhered to for the length of the PILOT.

### Terms & Conditions

In consideration for the foregoing, Owner hereby agrees as follows:

1. **No Preemption.** Unless otherwise provided for specifically herein, this Agreement shall not be deemed to waive, preempt or make unnecessary any applicable municipal or governmental processes. This includes, but is not limited to zoning, variances, brownfield and economic incentives, assessments or fees and that Owners and/or Users are required to submit and participate for any appropriate process as provided in the City's ordinances, City Charter, including any applicable City Commission(s) and City Council matters and processes.
2. **Jobs.** Owner shall make all reasonable efforts to use Pontiac contractors and subcontractors, as well as hire Pontiac residents.
3. **Apprenticeship Program** Owner shall establish an internship or apprenticeship program dedicated to the education of Pontiac residents. Owner has entered a memorandum of understanding (MOU) [Exhibit A] with HerCo.Org, LLC to provide 15 "ready to work" Section 3 (to be known as apprentices) at The Hamilton construction site.
4. **Notification of Transfer.** Within a 48-hour period of its occurrence, Owner must notify City in the event of a transfer of general partnership or of ownership of the building.
5. **Management Notification.** The Owner shall provide the City and the Building Official with the name and address of the Management Company and the name and direct contact information (phone and

City of Pontiac  
Development Agreement

email) of the Management Company's primary Manager. Should Management company fall into poor standing with the City, Operator will be required to provide a monthly report to the Mayor's office outlining each violation and the timeline and process for amending said violations. Poor standing is defined, but not limited as three or more code enforcement citations written for the same violation, with no action taken to rectify matter.

6. **Annual Review.** Rental Inspection Certification shall be conducted on an annual basis. The City's Building Safety division shall hold an Annual Review of all ordinance violations with the Management Company.
7. **Vacancy.** Vacancy rate shall be reported to City, for the preceding year and on a monthly basis, at time of Annual Review.
8. **Security.** Management Company must develop and maintain a municipally approved security plan. At the time of Annual Review, Owner must also provide the City with the latest incident report from the Sheriff's office. The City shall decide whether the security plan shall be amended.
9. **Maintenance Reserve.** Owner will maintain a reasonable maintenance reserve, and will provide a pro forma of that account at Annual Review.
10. **Resident Council.** The management company is to assist renters with the establishment of a Resident Council.
11. **Compliance with Applicable Regulations.** Owner hereby agrees to cause its respective Property to comply with all local, State and Federal regulations applicable to such Property, as may be amended.
12. **Term.** This Agreement shall correspond to the term of the PILOT agreement as approved by the Pontiac City Council. The PILOT approval for this project shall be contingent upon the MSHDA award of the LIHTC program for this development.
13. **Notices.** All notices or communications required by this Agreement may be delivered either in-person, or by registered mail to parties listed below:

To the City:

City of Pontiac  
47450 Woodward Avenue  
Pontiac, MI 48342  
Attention: Deputy Mayor

City of Pontiac  
Development Agreement

With Copy To:

City of Pontiac  
Attention: Building Official  
47450 Woodward Avenue  
Pontiac, MI 48342  
Attention: Building Official

To the Owner:

Woda Cooper Development, Inc.  
500 S. Front Street, 10<sup>th</sup> Floor  
Columbus, Ohio 43215  
Attention: Maia Boitano

14. Binding Effect. This Agreement shall be binding upon the parties hereto and upon their respective permitted successors and assigns.
15. Conditions of Breach and Costs. Upon finding of breach pursuant to legal action, the Owner shall be responsible for all costs and fees associated with such action, including all actual attorney's fees.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first written above.

OWNER:

The Hamilton Limited Dividend Housing  
Association Limited Partnership, a Michigan  
limited partnership

By: \_\_\_\_\_

Name: Maia P. Boitano

Title: Vice President and Associate  
General Counsel

CITY:

CITY OF PONTIAC  
A Michigan municipal corporation

---

Hon. Deirdre Waterman  
Mayor

EXHIBIT A

HERCO  
Memorandum of Understanding



## WODA COOPER COMPANIES

500 S. Front Street, 10<sup>th</sup> Floor  
Columbus, Ohio 43215

Office: 614.396.2200  
Fax: 614.396.3210

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

July 12, 2018

Phyllis Watson-Loudermill  
HerCO.ORG, LLC  
2964 Lakeshore Drive, W 604  
Muskegon, Michigan 49441

Re: Intent to Purchase:

Dear Ms. Loudermill,

This Letter of Intent is issued this 12<sup>th</sup> day of July, 2018 by and between HerCO.ORG, LLC (hereinafter referred to as "HerCO"), and the Woda Cooper Development, Inc., whose address is 500 S. Front Street, 10<sup>th</sup> Floor, Columbus, Ohio 43215 (hereinafter referred to as the "Company").

The Company is pleased to extend the following Letter of Intent to enter into a Referral Agreement for Section 3 workers for The Hamilton Apartments, located at 5 Cater Street, Pontiac, Michigan 48342.

Terms:

The Company desires to pay One Thousand Dollars (\$1,000.00) (the "Referral Fee") for each Section 3 worker (to be known as apprentices) supplied and managed by HerCO throughout construction of The Hamilton Apartments. HerCO's responsibility will be to source and oversee work of each apprentice throughout the tenure of construction on behalf of Woda Cooper Development, Inc.

Contingencies:

- 1) The apprentices will be supplied from either the Trading Places apprentice program or from the City of Pontiac neighborhoods.
- 2) The total amount of workers supplied will not exceed fifteen (15) workers.
- 3) Two (2) apprentices will be supplied to General Contractor and the remainder will be supplied to subcontractors who will utilize the apprentice workers.

Referral Agreement: The Company and HerCO will enter into a Referral Agreement no later than December 31, 2018.

Agreed and Accepted:

HerCO:  
HerCO.ORG, LLC

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

The Company:  
Woda Couper Development, Inc.

By: David Cooper

Date: \_\_\_\_\_

David Cooper  
Executive Vice President and General Council



WODA COOPER COMPANIES

OFFICES LOCATED IN GEORGIA, INDIANA, KENTUCKY, MARYLAND, MICHIGAN, OHIO AND VIRGINIA





## DEPARTMENT OF COMMUNITY DEVELOPMENT

RECEIVED  
2018 AUG 24 PM 12:25  
PONTIAC CITY CLERK

### MEMORANDUM

TO: Honorable City Council

FR: Garland Doyle, M.P.A., CNP, Deputy Director, Community Development Department

THRU: Jane Bais DiSessa, Deputy Mayor

DA: August 24, 2018

RE: Peninsula Plastics Company, Inc. Application for Industrial Facilities Tax Exemption Certificate and Resolution to set Public Hearing for the Establishment of a Plant Rehabilitation District

Peninsula Plastics Company, Inc. has submitted an application for an industrial facilities tax exemption certificate.

Peninsula Plastics is requesting that the City of Pontiac establish a Plant Rehabilitation District for the following parcel 14-34-201-012 as provided in PA198 of 1974 commonly known as 1200 Auburn Rd.

Peninsula Plastics Company, Inc., (Peninsula) has been operating in Michigan for almost 40 years. Over those years it has become a world-class dunnage supplier and manufacturer of custom packaging for the automotive industry as well as for textile retail, aerospace and the military. The Company currently operates in 125,000 s/f spread over three different facilities with its main site in Auburn Hills. It specializes in thermoforming design services and maintains strong capabilities for twin sheet thermoforming, 5-axis CNC & robot trimming, and die cutting. With its operations continuously expanding, the Company is now exporting to many other countries including Canada, Mexico, Brazil, and Chile

Peninsula plans to grow its operations by expanding into 1200 Auburn Rd for the expansion of its plastic extrusion, injection molding and tooling operations. Peninsula would make a total capital investment of approximately \$8,000,000 in both the purchase and construction of real property improvements and approximately \$8,000,000 in the purchase of equipment and other personal property (generally exempted from personal property tax as Qualified New Personal Property). Peninsula would initially include a workforce of approximately 20 individuals with average annual base wages of approximately \$45,000, with additional growth to follow. A total of 12 years is requested for the exemption. Peninsula application for the Industrial Facilities Tax Exemption and the proposed city approval timeline for the project are attached

In addition, Peninsula will be requesting a brownfield for the site. They have to remove underground storage tanks and remediate the ground surrounding those tanks.

In accordance with the IFT regulations, before this application may be considered, a plant rehabilitation district must be established. Prior to the district being established, a public hearing is required. After the district has been established, then City Council can consider the application. City Council will also have to conduct a public hearing prior to approving the application. As such, the following resolution is recommended;

Whereas, Peninsula Plastics Company, Inc. has submitted an application for an Industrial Facilities Tax (IFT) Exemption Certificate to rehabilitate 1200 Auburn Rd into a facility to accommodate the expansion of its plastic extrusion, injection molding and tooling operations; and

Whereas, Application has been sent to the Office of the City Clerk for certification; and

Whereas, before acting on said Application, the City must establish a Plant Rehabilitation District for the following parcel 14-24-201-012 as provided in PA 198 of 1974. The legal description for the parcel is attached; and

Whereas, the Plant Rehabilitation and Industrial Development Act (Industrial Facilities Exemption) (PA 198 of 1974, as amended) Version 3/31/2014 MCL 207.554, requires that before adopting a resolution establishing a Plant Rehabilitation District, the governing legislative body conduct a public hearing,

NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council, direct the City Clerk to schedule a public hearing on September 4, 2018 in accordance with the Plant Rehabilitation and Industrial Development Act (Industrial Facilities Exemption) (PA 198 of 1974, as amended)

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Sheila R. Henderson</i>	Date Received by Local Unit <i>August 23, 2018</i>
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>Peninsula Plastics, Inc.</b>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3252 and 3089</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>1200 Auburn Rd, Pontiac, MI 48342</b>		1d. City/Township/Village (indicate which) <b>Pontiac</b>	1e. County <b>Oakland</b>
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input checked="" type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located <b>Pontiac City School District</b>	3b. School Code <b>63030</b>
		4. Amount of years requested for exemption (1-12 Years) <b>Twelve Years</b>	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

See Attached Page

6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	1,500,000 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach itemized listing with month, day and year of beginning of installation, plus total	8,000,000 Personal Property Costs
6c. Total Project Costs ..... * Round Costs to Nearest Dollar	9,500,000 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

### Anticipated Dates

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	October 1, 2018	October 1, 2020	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	October 1, 2018	October 1, 2020	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☒ Yes ☐ No

9. No. of existing jobs at this facility that will be retained as a result of this project. **All will be new to the facility**

10. No. of new jobs at this facility expected to create within 2 years of completion. **20 Jobs within 2 years, up to 40 within five years.**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....	1,054,765
b. TV of Personal Property (excluding inventory) .....	
c. Total TV .....	1,054,765

12a. Check the type of District the facility is located in:

☐ Industrial Development District ☒ Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)  
**September 4, 2018**

12c. Is this application for a speculative building (Sec. 3(8))?  
☐ Yes ☒ No

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Grant Williams	13b. Telephone Number 248.267.3340	13c. Fax Number 248.879.2001	13d. E-mail Address williamsg@millercanfield.com
14a. Name of Contact Person Ryan Victory	14b. Telephone Number 248.761.3454	14c. Fax Number 248.852.5482	14d. E-mail Address RVictory@PeninsulaPlastics.com
15a. Name of Company Officer (No Authorized Agents) Ryan Victory, President			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number 248.852.5482	15d. Date
15e. Mailing Address (Street, City, State, ZIP Code) 2800 Auburn Court, Auburn Hills, Michigan 48326-3203		15f. Telephone Number 248.852.3731	15g. E-mail Address RVictory@PeninsulaPlastics.com

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)	
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		16c. LUCI Code	
17. Name of Local Government Body		16d. School Code	
		18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
1. LUCI Code	2. Begin Date Real	3. Begin Date Personal	4. End Date Real	5. End Date Personal

## Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government within six months of commencement of project.)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.):

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs (see sample). Detail listing of machinery and equipment must match amount shown on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. (The local unit must verify that the school district listed on all IFT applications is correct.)]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).

5. Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample).
6. Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be incorporated into the Letter of Agreement (see sample).
7. Treasury Form 3222 (if applicable - Fiscal Statement for Tax Abatement Request.

**The following information is required for rehabilitation applications in addition to the above requirements:**

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

**The following information is required for speculative building applications in addition to the above requirements:**

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor. Please refer to the following Web site for P.A. 198 of 1974:

Please refer to the following Web site for P.A. 198 of 1974: [www.legislature.mi.gov/](http://www.legislature.mi.gov/). For more information and Frequently Asked Questions, visit our Web site at [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions).

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

## Section Five

### Background:

Peninsula Plastics Company, Inc., ("Company") has been operating in Michigan for almost 40 years. Over those years it has become a world-class dunnage supplier and manufacturer of custom packaging for the automotive industry as well as for textile retail, aerospace and the military. The Company currently operates in 125,000 s/f spread over three different facilities with its main site in Auburn Hills. It specializes in thermoforming design services and maintains strong capabilities for twin sheet thermoforming, 5-axis CNC & robot trimming, and die cutting. With its operations continuously expanding, the Company is now exporting to many other countries including Canada, Mexico, Brazil, and Chile

### Project Growth

The Company plans to grow its operations by expanding into a new site for the expansion of its plastic extrusion, injection molding and tooling operations ("Project Growth"). Currently, the Company is considering a site located at 1200 Auburn Avenue for Project Growth. If Project Growth is sited in Pontiac, the Company would make a total capital investment of approximately \$8,000,000 in both the purchase and construction of real property improvements and approximately \$8,000,000 the purchase of equipment and other personal property (generally exempted from personal property tax as Qualified New Personal Property). Project Growth would initially include a workforce of approximately 20 individuals with average annual base wages of approximately \$45,000, with additional growth to follow.

### General Description of the Facility

Commercial Warehouse located at 1200 Auburn Road, Pontiac, MI measuring approximately 95,285 square foot building, with an 8,100 square foot out building.

### General Description of the Proposed Use of the Facility

Manufacturing as a part of Company's overall thermoforming operations including the initial tool and die operations to be performed at that site.

### General nature and extent of the restoration, replacement or construction to be undertaken.

Initially, the Company intends to remove underground store tanks and remediate the ground surrounding those tanks, address potential methane gas issues, replace the obsolete fire suppression system, install additional electrical power infrastructure to support its operations, and replace the obsolete lighting systems. Some interior walls will be removed and or constructed and certain warehouse doors will be enclosed. As the project continues, the Company will need to replace the roof and the HVAC chillers. Alterations to the parking lot are being considered.

At some future date, the Company may construct other improvements or expansions of the facility.

#### **LEGAL DESCRIPTION OF FACILITY**

Real property in the City of Pontiac, County of Oakland, State of Michigan described as:

Part of Lot 1 of "A.P. No. 141", a subdivision of part of Section 34, T. 3N., R.10E., City of Pontiac, Oakland County, Michigan, as recorded in Liber 54A of Plats on Pages 99 and 99A (Oakland County Records), and being more particularly described as follows:

Commencing at the Northeast corner of said Lot 1 of "A.P. No. 141", thence S. 88° 03' 50" W., along the Southerly line of Auburn Road (66 feet wide), 830.00 feet to the point of beginning; thence S. 01° 56' 10" E., 1158.87 feet; thence S. 70° 32' 35" W., 1454.28 feet; thence N. 18° 56' 20" W., 75.63 feet; thence N. 10° 19' 46" W., 541.95 feet; thence N. 01° 43' 10" W., 488.21 feet; thence N. 14° 13' 33" E., 70.00 feet; thence N. 53° 57' 08" E., 190.31 feet; thence N. 67° 33' 35" E., 190.00 feet; thence N. 58° 08' 15" E., 375.73 feet; thence N. 14° 46' 12" W., 73.88 feet to a point on the Southerly line of Auburn Road; thence N. 88° 03' 50" E., along said Southerly line of Auburn Road, 821.96 feet to the point of beginning.

Tax Item No. 14-34-201-012

#### **Personal Property**

The general bulk of the personal property will be "Qualified New Personal Property" (i.e. manufacturing equipment exempted from the Personal Property Tax).

#### **Lease –Not Applicable**

The company will purchase the property in order to proceed with the Project.

#### **Real Property**

As of the date of this draft, the Company has not yet purchased the property, started the project, or commenced construction.





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## Peninsula Plastics IFT and Brownfield Proposed Timeline

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1. August 28, 2018- Present request to set a public hearing to establish an IFT Plant Rehabilitation District for Peninsula Plastics to City Council. City Council approves the request to set a public hearing for September 4, 2018 for the district
2. September 4, 2018- City Council holds public hearing to establish the district. City Council approves the district after the hearing.
3. September 11, 2018- Present the request to set a public hearing on the application.
4. September 18, 2018- City Council approves the request to set a public hearing for September 25, 2018 on the application
5. September 25, 2018- City Council holds the public hearing to approve the application. Present the approval of the letter of agreement and affidavit of fees to City Council for approval. Present request to approve a brownfield plan. Present request to set a public hearing to remove parcels from TIFA in order to qualify for a brownfield. Note the public hearing notice requirement is 20-40 days.
6. October 2, 2018- City Council approves application, letter of agreement and affidavit of fees. City Council votes to approve the scheduling of the public hearing for November 6, 2018.

7. October 23, 2018- TIFA and Brownfield Meetings on Peninsula Plastics
8. November 6, 2018- City Council holds public hearings to remove the TIFA parcels and approve the brownfield plan. City Council approves the removal and brownfield plan after the hearing. City approves the two required Oakland County resolutions to establish the brownfield

# MEMO

RECEIVED  
2018 AUG 24 PM 12:26  
PONTIAC CITY CLERK

Date: August 24, 2018

To: Mayor Waterman

Cc: Jane Bais DiSessa

From: Plante Moran, Office of Control

Re: Amendment to Emergency Ordinance 2347

Mayor Waterman,

Former Emergency Manager, Louis Schimmel, on August 1, 2013 issued order S-308 that adopted Ordinance 2301 which provided for a \$400 temporary increase in monthly pension payments for the Police and Fire retirees who retired before 1996 (the group that is not part of the VEBA Trust). Last year, the City council and RTAB approved another \$400 temporary increase that expires on August 31, 2018.

Last month the Pontiac City Council approved similar increase for the GERS retirees starting from September 1, 2018 until August 31, 2019 or with the commencement of the health insurance benefit, whichever is earlier.

I am attaching to this memo the emergency ordinance that the City Council must adopt for this temporary increase to take place.

The following resolution is recommended for your consideration:

Whereas, the temporary increase to certain members of the PFRS pension system (pre 1996 retirees) will expire on August 31, 2018; and,

Whereas, the City Council desires to approve another temporary increase from September 1, 2018 to August 31, 2019; and,

Whereas, if the retirees will be provided any type of health insurance benefit prior to August 31, 2019 this temporary increase will end on the date of such change; and,

Whereas, in order for this temporary increase to take place, the Transition Advisory Board must approve the emergency ordinance that provides for such temporary increase; and,

Whereas, the Pontiac City Council considers this an emergency.

Now therefore, an Ordinance to provide limited increase in pension systems members is hereby approved.

## **Ordinance No. XXXX**

**An ordinance to provide for a limited increase in pension payments for certain members of the City of Pontiac Police and Fire Retirement System.**

Whereas, the temporary increase to certain members (pre 1996 retirees) of the PFRS pension system as mandated by Ordinance 2347 will expire on August 31, 2018; and,

Whereas, the City Council desires that this temporary increase continues for at most one more year; and,

Whereas, in order for this temporary increase to continue, the City Council must pass the emergency ordinance to authorize such a temporary increase via amendment of the section 92-122.2 of the PFRS Ordinance, and

Whereas, Transition Advisory Board must approve the emergency ordinance after the Pontiac City Council approval, and,

Whereas, such ordinance, if approved, will take effect from September 1, 2018 and expire on August 31, 2019, or with the commencement of the health insurance benefit, whichever comes first, and,

Whereas, the Pontiac City Council considers this an emergency.

The City of Pontiac ordains:

### **Section 1. Amendments.**

The Code of Ordinances shall be amended to read as follows:

- a. Section 92-122.2 shall be amended to add the following language:

#### **Temporary Pension Increase**

"All persons who retired before August 22, 1996, and who are receiving retirement benefits as of September 1, 2018 and who enter pay status through August 1, 2019, shall be entitled to receive an increase in their monthly allowance of four hundred dollars (\$400.00) per month beginning September 1, 2018 through August 31, 2019. Should the City of Pontiac, as the result of litigation or settlement thereto, will provide retiree health insurance to the group or a compensation that is understood as an alternative healthcare benefit, the monthly allowance of \$400 per month ends.

**Section 2. Severability.**

If any section, or provision of this Ordinance shall be declared to be unconstitutional, void, illegal, or ineffective by any Court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of the Ordinance shall stand and be in full force and effect.

**Section 3. Repealer.**

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 4. Publication.**

The Clerk shall publish this Ordinance in a newspaper of general circulation.

**Section 5. Emergency Declaration and Effective Date.**

This Ordinance is declared an emergency to allow the pension recipients to collect the increase authorized in this Ordinance on the date identified in this Ordinance and shall be effective immediately upon adoption by the City Council and approval by the Transition Advisory Board.

Sherikia L. Hawkins, City Clerk.