



**PONTIAC CITY COUNCIL  
STUDY SESSION  
October 9, 2018  
6:00 P.M.  
50<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. Meeting of October 2, 2018.

Closed Session

2. Resolution to go into Closed Session regarding Ottawa Towers and CPREA vs the City of Pontiac.

Special Presentation – Chief Judge Cynthia Walker regarding Driver's Responsibility Fees

Communications – Engagement Letter from Rehmann dated October 4, 2018 for fiscal year ended June 30, 2018.

Deputy Mayor Report or Departmental Head Report

Public Comment

**Review of all Agenda Items for City Council Consideration**

3. Resolution for Pastor Robert L. Burch Sr. and Galilean Baptist Church's 50<sup>th</sup> Anniversary Celebration.
4. Resolution to adopt the Oakland County Hazard Mitigation Plan as the official plan of the City of Pontiac.
5. Resolution to authorize Mayor to sign a four-year contract lease agreement with Pitney Bowes for the SendPro 1500 postage meter, for an annual estimated cost of \$3,600.48.
6. Resolution to formally appoint John Balint as Director of Public Works for the City of Pontiac effective immediately.
7. Resolution to re-appoint Mona Parlove to serve on the City's Planning Commission for a three-year term beginning July 1, 2018 and expire June 30, 2021.

Adjournment

October 2, 2018

**Official Proceedings  
Pontiac City Council  
49<sup>th</sup> Session of the Tenth Council**

A Formal Meeting of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday October 2, 2018 at 6:00 P.M. by Council President Kermit Williams.

Call to Order at 6:00 p.m.

Roll Call

Invocation - Pastor Matlock

Pledge of Allegiance

Roll Call

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

Members Absent: Woodward.

Mayor Waterman was present.

Clerk announced a quorum.

18-370        **Excuse Councilperson Don Woodward for personal reasons.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

**Motion Carried.**

18-371        **Approval of the Agenda.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

**Motion Carried.**

18-372        **Minutes of September 25, 2018.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

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

No: Waterman

**Motion Carried.**

Councilman Don Woodward arrived at 6:03 p.m.

Subcommittee Reports – Doris Taylor-Burks – DPW and Councilwoman Gloria Miller – Law & 50<sup>th</sup> District

October 2, 2018

Recognition of Elected Officials – William Carrington President Pontiac Library Board and Brenda Carter Pontiac Library Board Trustee

18-373        **Resolution to authorize the Mayor to purchase five (5) vehicles (Chevrolet Cruze) to administer the Code Enforcement Division, from Berger Chevrolet. Motion to vote on Option #3, (3) Chevrolet Cruises & (2) Silverado's.** Moved by Councilperson Taylor-Burks and second by Councilperson Miller.

**Option # 3**

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 five vehicles, (three Chevrolet Cruises and two Silverado's) for a total cost of \$108,428.00; in order to administer the Code Enforcement Division, from Berger Chevrolet.

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

No: Carter and Pietila

**Option #3 Resolution Passed.**

18-374        **Resolution to authorize the Mayor to enter into contract with MWV Environmental Inc., for Asbestos Abatement for Batch 12, in accordance with HUD/CDBG regulations.** Moved by Councilperson Pietila and second by Councilperson Waterman.

Whereas, the City of Pontiac advertised and received responses to a request for proposals for Asbestos Abatement for Batch 12 on September 10, 2018 and publically opened bids; and,

Whereas, a bid tabulation was prepared and reviewed by the purchasing agent of the city, and the Project Construction Manager; and,

Whereas, the most experienced and responsible bidder is being recommended for the contract; and,

Whereas, the contract will be granted to MWV Environmental Inc. The funding for any and all work performed under this contract will be CDBG monies,

Now, Therefore, Be It Resolved, that the Pontiac City Council authorize the Mayor or Deputy Mayor to enter into a contract with: MWV Environmental Inc. for Asbestos Abatement for Batches 12 as budgeted.

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

No: None

**Resolution Passed.**

Councilperson Don Woodward was absent during the vote.

18-375        **Resolution to authorize the Mayor to enter into contract with Torello Demolition, Inc., for Home Demolition Batch 12, in accordance with HUD/CDBG regulations.** Moved by Councilperson Pietila and second by Councilperson Miller.

Whereas, the City of Pontiac advertised and received responses to a request for proposals for Home Demolition for Batch 12 on September 10, 2018 and publically opened bids; and,

Whereas, a bid tabulation was prepared and reviewed by the purchasing agent of the city, and the Project Construction Manager; and,

October 2, 2018

Whereas, the most experienced and responsible bidder is being recommended for the contract; and,  
Whereas, the contract will be granted to S. A. Torello Demolition, Inc. The funding for any and all work performed under this contract will be CDBG monies,  
Now, Therefore, Be It Resolved, that the Pontiac City Council authorize the Mayor or Deputy Mayor to enter into a contract with: S. A. Torello Demolition, Inc., for Home Demolition for Batches 12 as budgeted.

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

No: None

**Resolution Passed.**

Thirteen (13) individuals addressed the body during public comment.

Honorable Mayor Reported

Acting 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.

Council President Kermit Williams adjourned the meeting at 7:38 p.m.

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SHEILA R. GRANDISON  
ACTING CITY CLERK

**City of Pontiac**

**Pontiac City Council**

Whereas, Section 8 (e), MCL 15.268, permits a public body “[to] consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigation or settlement position of the public body”: and,

Whereas, the Pontiac City Council believes that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City.

Therefore, Be It Resolved that the Pontiac City Council recesses into closed session for the purpose of consulting with its attorney regarding settlement strategy in the litigation cases for:

1. Ottawa Towers, et. al. vs. City of Pontiac, et. al., Oakland County Circuit Court, Case No. 14-139761-CC and
2. CPREA vs. City of Pontiac, et. al. U.S. District Court Eastern District of Michigan, Case No. 12-CV-12830.



Rehmann Robson

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October 4, 2018

Honorable Mayor and Members of City Council  
City of Pontiac  
47450 Woodward Avenue  
Pontiac, MI 48342

We are pleased to confirm our understanding of the services we are to provide *City of Pontiac* (the "City") for the year ended June 30, 2018.

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedules Required by GASB 67 and 68 - Pension Plan
3. Schedules Required by GASB 74 and 75 - OPEB Plan
4. Budgetary Comparison Schedules - General and Major Special Revenue Funds

We have also been engaged to report on supplementary information other than RSI, such as combining and individual fund financial statements, that accompanies the City's basic financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

Rehmann is an independent member of Nexia International.

CPAs & Consultants Wealth Advisors Corporate Investigators



### Audit Objectives

The objective of our audit is the expression of opinions as to whether the City's basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit of the City's financial statements does not relieve management or those charged with governance of their responsibilities. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our report. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with management in advance. If circumstances occur and come to our attention related to the condition of the City's records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or we become aware that information provided by the City is incorrect, incomplete, or otherwise unsatisfactory which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

#### Audit Procedures and Our Responsibilities—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the City's attorneys as part of the engagement, and they may bill the City for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

We have advised the City of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the City has not engaged us to do so and does not wish to do so at this time.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with the preparation of the City's financial statements and related notes. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Management agrees to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, and/or experience to oversee any nonaudit services we provide; evaluate the adequacy and results of these or other nonattest services provided by our Firm; and understand and accept responsibility for the results of such services.



We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Audit Procedures - Internal Controls**

Our audit will include obtaining an understanding of the City and its business environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures that are appropriate in the circumstances. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control, or to identify significant deficiencies or material weaknesses in internal control, or to express an opinion on the effectiveness of internal control over financial reporting. However, during the audit, we will communicate to the appropriate level of management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*. These matters refer to significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of those charged with governance in overseeing the City's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may be applicable to this engagement. Auditing standards generally accepted in the United States of America do not require the independent auditor to design or perform procedures for the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the City's attention by us.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Management Responsibilities**

Management is solely and completely responsible for designing, implementing, and maintaining effective internal control over financial reporting, including ongoing monitoring activities; to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with an acceptable financial reporting framework. Management is responsible for determining, and has determined, that the applicable and appropriate financial reporting framework to be used in the preparation of the City's financial statements is accounting principles generally accepted in the United States of America (GAAP).

Management is also solely and completely responsible for making all financial records and related information available to us and for ensuring that financial information is reliable and properly recorded. Management is also responsible for providing us with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request from management for the purpose of the audit, and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We understand that management will provide us with such information required for our audit, including a reasonably adjusted trial balance, and that management is responsible for the accuracy and completeness of that information. Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

We will advise management the City Council, as necessary about appropriate accounting principles and their application and may assist in the preparation of the City's financial statements, but the responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to the City's financial statements. Management is responsible for reviewing the entries, understanding the nature of any proposed entries and the impact they have on the financial statements, and the implications of such entries on the City's internal control over financial reporting. Further, the City is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud, suspected fraud, or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for the preparation of the supplementary information that is presented fairly in relation to the basic financial statements. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions for the report, and for the timing and format for providing that information.

During the course of our engagement, we will request information and explanations from management regarding the City's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

#### **Fees**

Our fee for the audit services for the year ended June 30, 2018 will be charged at rates commensurate with the value of our professional services rendered and are not expected to exceed \$47,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

This fee is based on the assumption that unexpected circumstances will not be encountered during the audit. This fee is based on anticipated cooperation from the City's personnel, continued readiness and proactive assistance on their part in providing us with complete and accurate information (whether financial or nonfinancial in nature) considered necessary by us to form an appropriate opinion, and the assumption that unexpected circumstances will not be encountered during the audit. Such circumstances include, but are not necessarily limited to significant addition or deletion of funds, component units or related entities and first-time application of significant new professional accounting or auditing pronouncements. In addition, the fee above assumes management will analyze and maintain appropriate support for significant valuation assertions embodied in the financial statements including the valuation of investment securities, the actuarial methods and assumptions used to calculate the net pension and other postemployment benefits liabilities, impairment of capital assets including those held for sale, the valuation of inventories and land held for resale, allowances for uncollectible receivables, and the estimate for incurred-but-not-reported self insurance claims. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time. In these circumstances, we may also issue a change order form (an attached example is provided.)

#### **Engagement Administration, and Other**

Management shall discuss any independence matters with Rehmann that, in management's judgment, could bear upon Rehmann's independence.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rehmann and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or grantor agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of Rehmann personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through City. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Our audit engagement and responsibility as auditors ends on delivery of our audit report. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we provide the City with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our 2017 peer review report accompanies this letter.

This engagement letter and the attached Rehmann Audit Engagement Letter Terms and Conditions reflect the entire understanding between us relating to the audit services covered by this agreement. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreements of the City and Rehmann contained in this document shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included.

We appreciate the opportunity to be of service to the *City of Pontiac* and believe the arrangements outlined above and in the attached Rehmann Audit Engagement Letter Terms and Conditions accurately summarize the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement, please sign the enclosed copy of this document and return it to us.

Handwritten signature of Mark Tschirhart in cursive script.

Mark Tschirhart, CPA  
Principal  
Executive responsible for supervising the  
engagement and signing our report

City of Pontiac  
October 4, 2018  
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ACKNOWLEDGED AND ACCEPTED:

This letter correctly sets forth the understanding of *City of Pontiac*.

*Linda Porter*  
Officer Signature

*Dr. Deirdre Waterman*  
Printed Name

*Mayor*  
Title

*10/4/18*  
Date

## Rehmann Audit Engagement Letter and Conditions

**ADDITIONAL SERVICES** - The City may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with management regarding the scope of the additional services and the estimated separate fees. We also may issue a change order form (an attached example is provided), or a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our attest services will continue to be governed by the terms of this engagement letter.

**CODE OF CONDUCT** - Management is responsible for identifying any violations by employees of the City's code of conduct.

**CHANGES IN STANDARDS, LAWS AND REGULATIONS** - We perform services for the City based on present professional standards, laws and regulations. While we may on occasion be able to communicate with management with respect to changes in professional standards, laws and regulations, as a general principle we cannot undertake with clients to advise them of every change that may occur. The City can always obtain reassurance in this regard by contacting us for an updated review of the City's situation.

**MANAGEMENT'S REPRESENTATIONS** - The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false, misleading, incomplete or omitted representations could cause us to expend unnecessary efforts or could cause material error or a fraud to go undetected by our procedures. In view of the foregoing, the City agrees that we shall not be responsible for any material misstatements in the City's financial statements that we may fail to detect as a result of false, inaccurate, incomplete, or misleading representations that are made to us by management. In addition, the City further agrees to indemnify and hold us harmless for any liability and all reasonable costs, including legal fees, that we may incur as a result of the services performed under this engagement in the event there are false or misleading representations made to us by any member of the City's management.

**CLIENT ASSISTANCE** - We understand that the City's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate and refile any documents selected by us for testing. In addition, management will provide us with copies of all minutes and other documents that we believe may have a bearing on our evaluation of the City's financial affairs.

**WORK SPACE** - The City shall provide reasonable work space for Rehmann personnel at audit work sites, as well as occasional clerical support services. The City understands that Rehmann's performance is dependent on the City's timely and effective satisfaction of its own activities and responsibilities in connection with this engagement, as well as timely decisions and approvals by City personnel.

**ACCURACY AND COMPLETENESS OF INFORMATION** - Management agrees to ensure that all information provided to us is accurate and complete in all material respects, contains no material omissions and is updated on a prompt and continuous basis. In addition, management will also be responsible for obtaining all third-party consents, if any, required to enable Rehmann to access and use any third-party products necessary to our performance.

**EMAIL** - The City acknowledges that (a) Rehmann, the City and others, if any, participating in this engagement may correspond or convey documentation via Internet e-mail unless the City expressly requests otherwise, (b) no party has control over the performance, reliability, availability, or security of Internet e-mail, and (c) Rehmann shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond Rehmann's reasonable control.

**OFFERS OF EMPLOYMENT** - Professional standards require us to be independent with respect to the City in the performance of our services. Any discussions that management has with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that management inform us prior to any such

discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement letter and for one (1) year after its termination, solicit for hire as an employee, consultant or otherwise any of the other party's personnel without such other party's express written consent. If the City desires to offer employment to a Rehmann associate and the associate is hired in any capacity by the City, a market-driven compensation placement fee may apply.

**ADDITIONAL FEES AND BILLING POLICIES** - It must be understood that the nature of our engagement requires us to exercise our independent professional judgment with respect to various auditing, accounting and related issues. In reaching our conclusions, we must retain the right to judge the nature and scope of the work required in order to conform to professional standards, as well as the work we deem necessary to enable us to reach the conclusions and form the opinions required of us. If our judgment as to the scope of the work required causes us to reassess our estimate of fees for this engagement, we will so advise the City. We reserve the right to refrain from performing additional work (and thereby incurring additional time charges) unless and until the City has confirmed its understanding of, and agreement to, any additional estimated charges.

Our fee estimate is based upon our discussions with management, in which management has disclosed no unusual problems or issues which would require us to conduct an audit of unusual scope or otherwise expend time and effort in excess of that normally anticipated in an engagement of this type. The estimate also assumes that we will have the full cooperation of City personnel, as required, and that there is a reasonable continuity of City personnel familiar with the matters to which our engagement relates. In addition, our fee is based on the experience level of our personnel, at their respective standard hourly rates, performing certain audit procedures at certain timeframes. If we are caused to vary from that planning formula, additional fees will need to be charged to allow for more experienced personnel performing the work, reallocation of our client priority, overtime, etc. Further, management will provide us with the schedules and records that we request (which ordinarily are detailed in a request list in advance of our fieldwork) and that all such schedules and records will be provided to us timely in accordance with the scheduled fieldwork dates, to be mutually agreed upon. If the requested schedules and records are not provided to us in accordance with the scheduled dates and we are unable to continue our work, we will resume our work as soon as the schedules and records are provided to us and our professionals assigned to the engagement again become available.

As a result of well-publicized events, global economic convergence, and the continued evolution of the accounting profession, accounting and auditing standard setters and regulators are continually evaluating the need for changes that may affect the City. Such changes may result in changes in financial reporting and expanding the nature, timing and scope of activities we are required to perform to provide the services discussed in this letter. Proposed changes and shortened deadlines could result in a reduction of the level of assistance and preparedness the City is able to provide. We expect that our clients may continue to look to us to assist them with these changes. To the extent any changes require us to increase the time required to provide the services described in this letter or to complete new tasks required by such changes, we reserve the right to adjust our fees appropriately. We will endeavor to advise the City of anticipated changes to our fees on a timely basis.

In accordance with our Firm policies, work may be suspended if the City's account becomes 30 days or more overdue and will not be resumed until the account is paid in full or we have a definitive payment agreement approved by our Firm administrator in Saginaw, Michigan. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. The City will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

## Rehmann Audit Engagement Letter and Conditions

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Our terms and conditions impose a late charge of 1.5% per month, which is an annual percentage rate of 18%. Balances not paid within 30 days of the receipt of invoice are past due and a late charge of 1.5% will be applied to the entire past due amount.

**CLAIMS** - Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the City agrees that, notwithstanding the statute of limitations of any particular State or U.S. Territory, any claim based on the audit engagement must be filed within 12 months after performance of our service, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

**TERMINATION OF SERVICES** - We reserve the right to suspend or terminate services for reasonable cause such as failure to pay our invoices on a timely basis or failure to provide adequate information in response to our inquiries necessary for successful performance of our audit services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed the audit and issued our signed auditors' report. The City is obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

We acknowledge the City's right to terminate our services at any time, and the City acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment, (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, (d) management (or the Audit Committee, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, or (e) a lack of professionalism exhibited by management demonstrates a lack of respect for our personnel such as that evidenced in inappropriate or threatening language/emails, subject in either case to our right to payment for charges incurred to the date of termination or resignation.

In the event that we determine to resign, and the City seeks damages allegedly resulting from such resignation, our maximum liability to the City in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

**REPRODUCTION OF FINANCIAL STATEMENTS** - If the City voluntarily intends to publish or otherwise reproduce its financial statements concurrently with the original issuance thereon of our audit report and/or make reference to our Firm name, such as for inclusion in an annual report (such as, for example, in a CAFR), prospectus or similar document, the City agrees to provide us with printer's proofs, drafts, or masters for our review and approval before printing. The City also agrees to provide us with a copy of the final reproduced material for our approval before it is distributed. Fees, if any, for issuance or inclusion of our audit report and/or any other reference to our Firm in such other document, will be based on our standard hourly rates.

If the City decides to include, publish or otherwise reproduce the financial statements and our report thereon at a date subsequent to their original issuance, such as for inclusion in a Preliminary or Official Statement in connection with a sale of bonds or notes, or other securities, or in a prospectus or similar offering or other document (hereinafter referred to as the "document"), our Firm is presumed not to be associated with such document, and we have no obligation to perform any procedures with respect to such document. In these circumstances, the City agrees to include in the document a statement that we have not been engaged to perform and have not performed, since the date of our report being reproduced, any procedures on the financial statements contained in such document or on the unaudited financial or other information contained in the document, or on the document itself. If, however, management or the City's agent (such as an underwriter, bond counsel, financial advisor, etc.) requests our involvement, such as engaging us to prepare a written acknowledgement (sometimes referred to as a "consent" or "agree to include") letter prior to including our audit

report in such a document, or engaging us to assist in preparing or reviewing financial or other information contained in such document, our Firm then becomes associated with the document and in accordance with professional standards, we will be required to perform certain limited procedures with respect to this or other unaudited information contained in the document. Fees for reissuance or inclusion of our audit report in such a document will be based on our standard hourly rates. If the City wishes to make reference in such a document to our Firm's role in connection with the purpose of the document, the caption "Independent Auditors" may be used to title or label that section of the document. In accordance with professional standards, the caption "Experts" should not be used, nor should our Firm be referred to as "experts" anywhere in the document.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on the City's Internet Web site, the City understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**INFORMAL ADVICE** - As part of our engagement we may provide advice on operating, internal control over financial reporting and other matters that come to our attention. Informal advice is not considered to be a consulting service unless we have entered into a separate engagement.

**THIRD PARTY PROCEEDINGS** - As a result of our prior or future services to the City, we might be requested or subpoenaed to provide information or documents to management or a third party in a legal, administrative, mediation, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be billable to the City as a separate engagement. We shall be entitled to compensation for our time at our standard hourly rates and reasonable reimbursement for our expenses (including our legal fees) in complying with this request. For all such requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request. This paragraph will survive the termination of this agreement for any reason, and will be binding upon successors to the City.

**PEER REVIEW** - Our Firm, as well as other major accounting firms, participates in a "peer review" program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the City may be selected by the other firm for their review. If it is, the other firm is bound by professional standards to keep all information confidential. If management objects to having the work we perform for the City reviewed by our peer reviewer, please notify us in writing.

**PROMOTIONAL MATERIALS** - The City consents to Rehmann's use of your City name and a factual description of the services to be performed by Rehmann under this agreement in Rehmann's advertising and promotional materials and other proposal opportunities.

**MEDIATION** - If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to binding arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

**GOVERNING LAW** - This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to the principles of conflicts of law thereof.



EXAMPLE CHANGE ORDER

Client: *City of Pontiac* (the "City")

Date:

Project Description (and estimated completion date, if appropriate):

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Estimated Additional Fees:     \$\_\_\_\_\_

We believe it is our responsibility to exceed the City's expectations. This Change Order is being prepared because performance by us of the above project and/or additional service efforts was not anticipated in our original Agreement dated \_\_\_\_\_. The estimated fees for the above project have been mutually agreed upon by the City and Rehmann. It is our goal to ensure that the City is never surprised by the price for any Rehmann service and, therefore, we have adopted the Change Order Policy. The estimated additional amount above is due and payable upon completion of the project described.

If management agrees with the above project description and the estimated fee amount, please authorize and date the Change Order below. A copy is enclosed for the City's records. Thank you for letting us serve the City.

Agreed to and accepted:

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





CliftonLarsonAllen LLP  
CLAcconnect.com

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Principals of Rehmann Robson LLC  
The National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson LLC, a member of Rehmann, LLC (the Firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

### Required Selections and Considerations

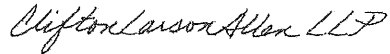
Engagements selected for review included engagements performed under *Government Auditing Standards* (including compliance audits under the Single Audit Act), audits of employee benefit plans, an audit performed under the Federal Deposit Insurance Corporation Improvement Act (FDICIA) and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm in determining the nature and extent of our procedures.



**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Rehmann Robson LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Rehmann Robson LLC has received a peer review rating of *pass*.



CliftonLarsonAllen LLP

Minneapolis, Minnesota  
September 15, 2017

**City of Pontiac Resolution for Pastor Robert L. Burch Sr. and Galilean Baptist Church's  
50<sup>th</sup> Anniversary Celebration**

**WHEREAS,** It is with warm and sincere gratitude that we graciously recognize both Pastor Robert L. Burch Sr. and Galilean Baptist Church for 50 years of illustrious spiritual guidance which has been bestowed upon metropolitan Pontiac and beyond; and,

**WHEREAS,** Pastor Robert L. Burch Sr. was born on October 6, 1944 in Lake Village, Arkansas to the union of Frank and Rosie Lee Burch; and,

**WHEREAS,** Pastor Robert L. Burch Sr.'s compassion and love for the church was nurtured and facilitated by his parents, as he accepted Christ as his Savior in his early teens while attending a small church, St. Luke; and,

**WHEREAS,** Pastor Robert L. Burch Sr. displayed signs early on of inherent, ministerial qualities, as St. Luke repeatedly asked the Pastor to read scriptures and perform other duties in the church; and,

**WHEREAS,** during the mid-1960's, Pastor Robert L. Burch Sr. followed his older siblings and migrated north to Pontiac, Michigan where he landed a job as a Respiratory Technician and embarked upon a twenty-five year career with Pontiac General Hospital; and,

**WHEREAS,** Pastor Robert L. Burch Sr. was subsequently encouraged by Rev. Warren H. Lawrence to attend Midwestern Baptist College where he became class president and received his degree in Divinity and Theology; and,

**WHEREAS,** Pastor Robert L. Burch Sr. met and later married Faye Hooks in September 1969 and together, the Lord blessed the couple with three children, Latasha, Yolanda and Robert Jr.; and,

**WHEREAS,** Pastor Robert L. Burch Sr. briefly served as an associate minister at Trinity Baptist Church where he was called to establish Galilean Baptist Church; and,

**WHEREAS,** Pastor Robert L. Burch Sr.'s sincerity and humility are distinguishing qualities that have assisted in furthering the culmination and the rich history of Galilean Baptist Church; and,

**WHEREAS,** Pastor Robert L. Burch Sr. assembled the first service on October 6, 1968 at the Old Forge and Socket Building, located at 150 Branch Street, in 1972, Galilean Baptist Church moved to its current location, 326 Midway Avenue (and later expanded), in the summer of 1978, the Church held its first Vacation Bible School which continued without interruption for 39 years, in 1992, the construction of the sanctuary commenced and the sanctuary's dedication was in 1997; and,

**WHEREAS,** Pastor Robert L. Burch Sr. and Galilean Baptist Church have implemented remarkable outreach projects, many were started in the 1980's, the projects include; a close partnership with Child Evangelism Fellowship, Go Get My Children Stop Revival, a clothing closet which serves the needs of the community at 310 Midway, Women Mission Society, the Dorcas Circle, a bus ministry and providing food baskets at Thanksgiving and Christmas.

**NOW, THEREFORE BE IT RESOLVED,** that we the members of the Pontiac City Council and on behalf of the Citizens of Pontiac, hereby acknowledge and salute Pastor Robert L. Burch Sr. and Galilean Baptist Church for their 50 years of outstanding service and immeasurable contributions to the community.

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*Kermit Williams, President*

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*Randolph Carter, Pro-Tem*

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*Patrice Waterman, Councilwoman*

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*Don Woodward, Councilman*

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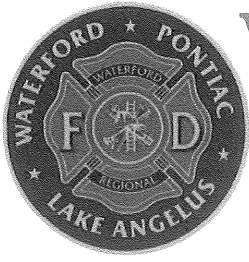
*Mary Pietila, Councilwoman*

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*Gloria Miller, Councilwoman*

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*Doris Taylor-Burks Councilwoman*



# WATERFORD REGIONAL FIRE DEPARTMENT

2495 Crescent Lake Road • Waterford, MI 48329

Phone: 248.673.0405 • Fax: 248.674.4095

[www.waterfordmi.gov](http://www.waterfordmi.gov)

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**John H. Lyman, Fire Chief • Matthew J. Covey, Deputy Fire Chief • Carl J. Wallace, Fire Marshal**

To: Mayor Deirdre Waterman  
City of Pontiac City Council

From: John H. Lyman, Fire Chief

Date: October 4, 2018

Subject: Hazard Mitigation Plan and resolution

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The Hazard Mitigation Plan is created by Oakland County with assistance from a hired consultant and local municipalities in determining needs and possible hazards within each community. Just as the Emergency Operations Plan was necessary for Pontiac to approve, the Hazard Mitigation Plan also needs to be approved by the City. Contained in the HMP is the general information for the county, schools and community specific information. Here is an excerpt from the Plan:

*Oakland County is subject to natural and manmade hazards that can threaten life, health, property and the environment. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and 44 CFR Part 201, require local governments to develop a Hazard Mitigation Plan (HMP) that identifies strategies to minimize the impact of these hazards in order to be eligible for pre- or post-disaster mitigation funding. In response, Oakland County prepared a multi-jurisdictional Hazard Mitigation Plan (HMP), dated January 17, 2005 and*

*completed the first update in 2012 to better understand significant Oakland County hazards, their impacts and to identify ways to mitigate those hazards. The second update took place in 2017. Oakland County has prepared this multi-jurisdictional 2017 Oakland County All Hazard Mitigation Plan (HMP) Update (Plan) to better understand significant Oakland County hazards and their impacts and to identify ways to mitigate those hazards. All 62 communities and 28 school districts in Oakland County participated in this process and are included in the Plan.*

The entire plan is over 750 pages to which I will address the information specific to the City of Pontiac.

Hazards addressed for Pontiac are: Weather related; criminal acts including arson, vandalism and active assailant situations, etc.; hazardous materials incidents.

- The need for increased public safety and the re-opening of the South Blvd Fire station with the renewed growth of residential, office space retail, healthcare facilities. Additionally the need for fire prevention officers to work through plan review, and inspections for new and existing buildings.
- Rehabilitation or demolition of vacant, dangerous or condemned buildings.
- Transferring individuals, recently released from the Oakland County Jail, back to their home communities.
- Wireless Internet Security Cameras around the City.
- The M-59 and Woodward corridors. Designation of hazmat routes around downtown.
- Creating a plan to eliminate traffic tie ups at railroad crossings.

This plan is necessary as a disaster can strike at any time, and Federal assistance maybe limited if we do not have a plan like this in effect. This plan can be amended while in effect. I would ask that the City Council approve this Hazardous Mitigation Plan as written and supported by Oakland County. A resolution is a part of this package.

## ADOPTION OF THE OAKLAND COUNTY HAZARD MITIGATION PLAN

WHEREAS, the mission of the City of Pontiac includes the charge to protect the health, safety, and general welfare of the people of the City of Pontiac; and

WHEREAS, the City of Pontiac, Michigan is subject to flooding, tornadoes, winter storms, and other natural, technological, and human hazards; and

WHEREAS, the Oakland County Homeland Security Division and the Oakland County Local Emergency Planning Committee, comprised of representatives from the County, municipalities, and stakeholder organizations, have prepared a recommended Hazard Mitigation Plan that reviews the options to protect people and reduce damage from these hazards; and

WHEREAS, the City of Pontiac has participated in the planning process for development of this Plan, providing information specific to local hazard priorities, encouraging public participation, identifying desired hazard mitigation strategies, and reviewing the draft Plan; and

WHEREAS, the Oakland County Homeland Security Division (HSD), with the Oakland County Local Emergency Planning Committee (LEPC), has developed the OAKLAND COUNTY HAZARD MITIGATION PLAN (the "Plan") as an official document of the County and establishing a County Hazard Mitigation Coordinating Committee, pursuant to the Disaster Mitigation Act of 2000 (PL-106-390) and associated regulations (44 CFR 210.6); and

WHEREAS, the Plan has been widely circulated for review by the County's residents, municipal officials, and state, federal, and local review agencies and has been revised to reflect their concerns; and

NOW THEREFORE BE IT RESOLVED by the City Council for the City of Pontiac that:

1. The Oakland County Hazard Mitigation Plan and section(s) of the Plan specific to the affected community are hereby adopted as an official plan of City of Pontiac, and
2. The Waterford Regional Fire Chief is charged with supervising the implementation of the Plan's recommendations, as they pertain to City of Pontiac and within the funding limitations as provided by the City Council for the City of Pontiac or other sources.

Passed by the City Council for the City of Pontiac on \_\_\_\_\_, 2018.

\_\_\_\_\_  
Signature

Vote:

Yes \_\_\_\_\_

No \_\_\_\_\_



## City of Pontiac

### Representative(s)

- John Lyman, Fire Chief
- Matt Covey, Deputy Chief
- Carl Wallace, Fire Marshal

### Community Profile and Description

Pontiac is the County Seat for Oakland County. The first settlers arrived in what is now the City of Pontiac in 1818. Two years later there were enough people there to form a village named after the famous Indian Chief who had made his headquarters in the area only a few years before. Pontiac was Michigan's first inland settlement. The village was officially recognized by the state legislature in 1837 and it incorporated as a city in 1861. As of the 2016 U.S. Census Population and Housing Unit Estimates, the population is 59,698. The total area of Pontiac is 20.28 square miles.

Pontiac has a tremendous amount of manufacturing, heavy industrial, retail, residential. There is a downtown area spanning 2 square miles. Three hospitals are located in Pontiac, two of which are fully active.

### Hazards

Hazards such as tornadoes, winter weather hazards, hazmat incidents, and traffic accidents are all concerns to the residents of the City of Pontiac. Fire services in the City of Pontiac are provided by the Waterford Regional Fire Department.

A major concern that presents a significant risk to the community is the frequent delays in responding to emergency situations due to trains blocking streets. The lack of a solution to this problem is a genuine concern. A rail yard within the city limits increases its potential for a hazardous materials incident or terrorist attack.

The high frequency of crime, as in many large cities, is a significant issue in the City of Pontiac. The practice of assigning inmates released from the Oakland County Jail to half-way houses and other facilities in Pontiac, rather than requiring them to return to their own communities is a concern to City of Pontiac representatives.

### Mitigation Strategies and Actions

#### New Mitigation Actions

1.	Increase Public Safety
<i>Funding is needed to increase public safety levels for the City. With renewed growth of industrial, manufacturing, retail, office space, and health care facilities, the South Blvd Fire Station #10 will need to be reopened with staffing and re-equipped.</i>	
Year Initiated	2017
Applicable Jurisdiction	City of Pontiac
Lead Agency/ Organization	City of Pontiac, Waterford Township Fire Department

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1. Increase Public Safety		
Supporting Agencies/ Organizations		
Applicable Goal(s)	<ul style="list-style-type: none"> <li>• Protection of public health and safety and prevention and reduction of loss of life and injury.</li> <li>• Improve and support public and private organizational response capabilities.</li> </ul>	
Potential Funding Source	Internal (Local/County) Funds, State and Federal Grants	
Estimated Cost	High (greater than \$100,000)	
Benefits (Loss Avoided)	Increase response capabilities	
Projected Completion Date	Ongoing	
Actual Completion Date	TBD	
Priority	Low	
Status	2017	Initiated
	2018	
	2019	
	2020	
	2021	
Applicable Hazards	All Hazards	

2. Rehabilitate or Demolish Vacant, Dangerous, or Condemned Buildings		
<i>Vacant, dangerous, and condemned buildings need funding for rehab or demolition, to protect residents and neighboring property.</i>		
Year Initiated	2017	
Applicable Jurisdiction	City of Pontiac	
Lead Agency/ Organization	City of Pontiac	
Supporting Agencies/ Organizations		
Applicable Goal(s)	<ul style="list-style-type: none"> <li>• Protection of public health and safety and prevention and reduction of loss of life and injury.</li> <li>• Prevention and reduction of damage to public and private property and infrastructure.</li> </ul>	
Potential Funding Source	Internal (Local/County) Funds, State and Federal Grants	
Estimated Cost	High (greater than \$100,000)	
Benefits (Loss Avoided)	Protect/mitigate infrastructure	
Projected Completion Date	Long Term (to be completed in greater than 5 years)	
Actual Completion Date	TBD	
Priority	High	
Status	2017	Initiated
	2018	
	2019	
	2020	





2.	Rehabilitate or Demolish Vacant, Dangerous, or Condemned Buildings
	2021
Applicable Hazards	High Winds/Severe Winds, Tornadoes, Winter Storm and Blizzards

3.	Additional Fire Prevention Officers	
<i>With the continued growth of the City as noted in an earlier comment the need for Fire Prevention and Inspection is increasing. Funding is needed to provide additional Fire Prevention Officers.</i>		
Year Initiated		2017
Applicable Jurisdiction		City of Pontiac
Lead Agency/ Organization		Waterford Township Fire Department
Supporting Agencies/ Organizations		
Applicable Goal(s)		<ul style="list-style-type: none"><li>• Protection of public health and safety and prevention and reduction of loss of life and injury.</li><li>• Improve and support public and private organizational response capabilities.</li></ul>
Potential Funding Source		Internal (Local/County) Funds, State and Federal Grants
Estimated Cost		High (greater than \$100,000)
Benefits (Loss Avoided)		Protect/mitigate infrastructure
Projected Completion Date		Ongoing
Actual Completion Date		TBD
Priority		Low
Status	2017	Initiated
	2018	
	2019	
	2020	
	2021	
Applicable Hazards		All Hazards

#### Ongoing Mitigation Actions

1.	Transfer Individuals Recently Released from Jail Back to Own Communities
<i>Transfer individuals recently released from jail back to their own communities rather than placing them in a facility in Pontiac.</i>	
Year Initiated	2005
Applicable Jurisdiction	City of Pontiac
Lead Agency/ Organization	City of Pontiac
Supporting Agencies/ Organizations	
Applicable Goal(s)	<ul style="list-style-type: none"> <li>• Encourage personal responsibility.</li> </ul>
Potential Funding Source	Internal (Local/County) Funds, State and Federal Grants



1. Transfer Individuals Recently Released from Jail Back to Own Communities		
Estimated Cost		High (greater than \$100,000)
Benefits (Loss Avoided)		
Projected Completion Date		Ongoing
Actual Completion Date		TBD
Priority		High
Status	2017	Ongoing
	2018	
	2019	
	2020	
	2021	
Applicable Hazards		Criminal Acts: Arson, Criminal Acts: Mass Shootings/Active Assailant, Criminal Acts: Vandalism

2. Provide Designated Special Hazmat Route		
<i>Provide a designated special hazmat route for trucks to follow through the City of Pontiac to help contain hazardous materials.</i>		
Year Initiated		2012
Applicable Jurisdiction		City of Pontiac
Lead Agency/Organization		City of Pontiac
Supporting Agencies/Organizations		
Applicable Goal(s)		<ul style="list-style-type: none"> <li>Prevention and reduction of damage to public and private property and infrastructure.</li> </ul>
Potential Funding Source		Internal (Local/County) Funds, State and Federal Grants
Estimated Cost		Medium (\$10,000 to \$100,000)
Benefits (Loss Avoided)		Preserve/Protect life and mitigate casualties
Projected Completion Date		Short Term (to be completed in 1 to 5 years)
Actual Completion Date		TBD
Priority		High
Status	2017	Ongoing. The OCSO does enforce the hazmat trucking restriction in the downtown district.
	2018	
	2019	
	2020	
	2021	
Applicable Hazards		Hazardous Materials Incidents: Transportation Incident

3. Seek Funding to Provide County-Wide Wireless Internet Security Cameras		
<i>Seek funding to provide County-wide wireless internet security cameras to be placed in high crime areas for police and fire departments.</i>		
Year Initiated		2012



3. Seek Funding to Provide County-Wide Wireless Internet Security Cameras		
<b>Applicable Jurisdiction</b>		City of Pontiac
<b>Lead Agency/ Organization</b>		City of Pontiac
<b>Supporting Agencies/ Organizations</b>		
<b>Applicable Goal(s)</b>		<ul style="list-style-type: none"> <li>• Protection of public health and safety and prevention and reduction of loss of life and injury due to all hazards.</li> </ul>
<b>Potential Funding Source</b>		Internal (Local/County) Funds, State and Federal Grants
<b>Estimated Cost</b>		High (greater than \$100,000)
<b>Benefits (Loss Avoided)</b>		Increase safety
<b>Projected Completion Date</b>		Long Term (to be completed in greater than 5 years)
<b>Actual Completion Date</b>		TBD
<b>Priority</b>		Medium
<b>Status</b>	2017	Ongoing
	2018	
	2019	
	2020	
	2021	
<b>Applicable Hazards</b>		Criminal Acts: Arson, Criminal Acts: Mass Shootings/Active Assailant, Criminal Acts: Vandalism

*Completed Mitigation Actions*

1. Create a Plan to Eliminate Traffic Tie-ups at Railroad Crossings		
<i>Create a plan to eliminate traffic tie-ups at railroad crossings to provide unimpeded emergency vehicle access (particularly at the Johnson, Lawrence, and Sanford Street railroad crossings).</i>		
<b>Year Initiated</b>		2005
<b>Applicable Jurisdiction</b>		City of Pontiac
<b>Lead Agency/ Organization</b>		
<b>Supporting Agencies/ Organizations</b>		
<b>Applicable Goal(s)</b>		<ul style="list-style-type: none"> <li>• Prevention and reduction of damage to public and private property and infrastructure.</li> </ul>
<b>Potential Funding Source</b>		
<b>Estimated Cost</b>		N/A
<b>Benefits (Loss Avoided)</b>		
<b>Projected Completion Date</b>		N/A
<b>Actual Completion Date</b>		Complete, date unknown. Lawrence street issue is complete. Lawrence is now split at the tracks, by a large concrete wall.
<b>Priority</b>		High
<b>Applicable Hazards</b>		All Hazards



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

Executive Branch

RECEIVED  
2018 OCT -5 PM 1:53  
PONTIAC CITY CLERK

**TO:** Pontiac City Council

**FROM:** Jane Bais-DiSessa, Deputy Mayor, at the request of  
Michelle L. McKenzie, Purchasing Agent

**DATE:** October 2, 2018

**RE:** Pitney Bowes Postage Meter Lease

The lease for the existing Pitney Bowes postage meter will expire December 31, 2018. Pitney Bowes has an extended purchasing program through the State of Michigan MiDeal program. We utilized the State of Michigan MiDeal vendor contracts to obtain the best pricing possible. This fully complies with the City's purchasing ordinance.

The SendPro 1500 offered by Pitney Bowes is a smaller account option for a 48-month lease. The new machine will keep the Drop Stacker, a 15' Touch Screen Monitor and maintain a high-speed letter processing capacity. The weighing scale will handle up to 10 pounds. The old machine was not being utilized to its full capacity, so a reduction in account size will not hinder any of the current users. The smaller platform reduces the monthly lease payment, without losing any equipment or software maintenance coverage.

The new monthly lease payment will be \$ 300.04; the previous lease monthly payment was \$ 382.82. The cost savings a month comes out to \$ 82.78 and the total 48-month lease savings comes out to be \$ 3,973.44.

As stated above, these prices are from the State of Michigan MiDeal bids. 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 the postage meter equipment can be found in the 2018-19 FY budget.

Based upon the above and attached information, approval to enter into a 48-month lease agreement for the SendPro 1500 Pitney Bowes postage meter is being recommended. The lease is utilizing the MiDeal pricing from the low bid vendors.

WHEREAS, The City of Pontiac has reviewed pricing provided by the State of Michigan MiDeal and determined the SendPro 1500 will maintain the current postage meter demands of the City, and;

WHEREAS, The City will see a cost savings with the new lower monthly lease payment of \$ 300.04, with a cost savings of \$ 3,973.44 for the 48-month lease period, and;

NOW, THEREFORE, The Pontiac City Council authorizes the Mayor to sign the lease from  
BE IT RESOLVED, Pitney Bowes for the SendPro 1500 postage meter, for an annual  
estimated cost of \$ 3,600.48 for a four year term agreement.

## NASPO ValuePoint Term Rental Installment Agreement (Option A)

Agreement Number

## Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

PONTIAC CITY OF

386005034

**Sold-To: Address**

47450 WOODWARD AVE, PONTIAC, MI, 48342-5009, US

**Sold-To: Contact Name****Sold-To: Contact Phone #**

**Sold-To: Account #**

Michelle McKenzie

(248) 758-3120

0011324428

**Bill-To: Address**

47450 WOODWARD AVE, PONTIAC, MI, 48342-5021, US

**Bill-To: Contact Name**

**Bill-To: Contact Phone #**

**Bill-To: Account #**

**Bill-To: Email**

Michelle McKenzie

(248) 758-3120

0017039020

mmckenzie@pontiac.mi.us

**Ship-To: Address**

47450 WOODWARD AVE, PONTIAC, MI, 48342-5009, US

**Ship-To: Contact Name**

**Ship-To: Contact Phone #**

**Ship-To: Account #**

Sheila Grandison

Sheila Grandison

(248) 758-3009

0011324428

## Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROPSERIES	SendPro P Series
1	1FWW	10 lb Interfaced Weighing (unit)
1	4W00	Connect+ /SendPro P Series Meter
1	APA1	50 Dept Analytics
1	APKE	SendPro P Receiving Feature
1	APKF	SendPro P Shipping Feature Access
1	AZBE	SendPro P Series Mono Print Module
1	AZCG	SendPro P1500 Series Bundle (145/70 Lpm)
1	M9SS	Mailstream Intellilink Services
1	MSD2	15" Color Touch Display
1	MW90007	SendPro P Series Drop Stacker
1	MW96000	Weighing Platform
1	SJM5	SoftGuard for SendPro P1500
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro P Series)

1	T6CS	Receiving - Standard
---	------	----------------------

#### Your Payment Plan

<b>Initial Term:</b> 48 months	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
48	\$ 300.04	\$ 900.12

*\*Does not include any applicable sales, use, or property taxes which will be billed separately.*

- ☐ Tax Exempt Certificate Attached  
☐ Tax Exempt Certificate Not Required  
☐ Purchase Power® transaction fees included  
☒ Purchase Power® transaction fees extra

#### Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at [www.pb.com/states](http://www.pb.com/states) and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897; ADSP016-169897; 171180000000011  
 State/Entity's Contract #

\_\_\_\_\_  
 Lessee Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Pitney Bowes Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

#### Sales Information

Andrew Shahin

andrew.shahin@pb.com

Account Rep Name

Email Address

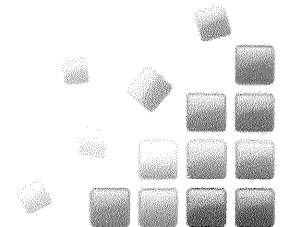
## Mail Machine Proposal Prepared for City of Pontiac



Presented by:  
**Andy Shahin**  
**Government Major Account Manager**  
Pitney Bowes  
755 W. Big Beaver Road, Suite 475  
Troy, MI 48084  
M: 248-935-2813 | F: 203.617-6572|  
Andrew.Shahin@pb.com

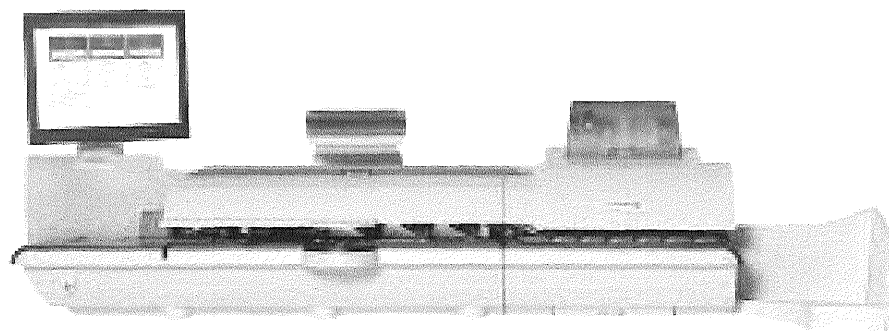
# Business Objectives

- 1) Right-size mailing equipment to reflect current usage and demand
- 2) Keep current functionality and platform to minimize training/ errors
- 3) Acquire new equipment with positive budget impact
- 4) Leverage MiDeal Contract for transition

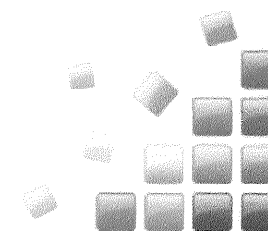




## SendPro 1500



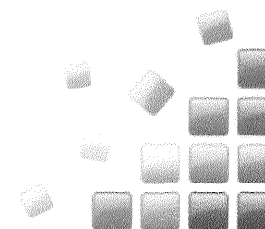
- 15" Touch Screen User Interface
- Weigh-On-The-Weigh Module
- 10 lb Interfaced Scale
- 5/8" Envelope Thickness Capacity
- 50 Department Accounting
- 145 letters per minute Processing Speed
- Drop Stacker
- Roll Tape



## Proposed Options and Pricing\*

Solution Options	48-Month Lease
SendPro 1500 145/70 (WOW) letters per minute speed 10 pound weighing scale 15" Touch Screen Monitor Drop Stacker 50 Accounts	\$300.04/month Includes meter, maintenance and postage resets  (Current lease \$382.82)

**\*Pricing From State of Michigan Contract # 171180000000011  
(MiDeal)**





# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

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TO: Honorable Council President and City Council Members  
FROM: Dr. Deirdre Waterman, Mayor  
Cc: Jane Bais DiSessa, Deputy Mayor; Anthony Chubb, City Attorney; and Sheila Grandison, City Clerk  
DATE: October 5, 2018  
RE: Recommendation to Appoint John Balint as DPW Director for the City of Pontiac.

RECEIVED  
2018 OCT -5 PM 2:00  
PONTIAC CITY CLERK

Since October 3, 2017, John Balint, has served as Interim Director for the Department of Public Works. In accordance with Article IV, Chapter 1, Section 4.106, it is my recommendation that he formally be appointed as the Director of Public Works (DPW) for the City of Pontiac.

For the past eleven years, Mr. Balint has served the City of Pontiac as Deputy City Engineer, Chief Assistant to the DPW Director, and City Engineer. A copy of his resume is attached.

Mr. Balint's work performance has been exemplary and is known for his commitment to public service. Furthermore, past performance reviews indicate that he consistently exceeded his performance ratings.

As such it gives me great pleasure to recommend the following resolution:

Whereas, John Balint has served the City of Pontiac for over eleven years; and

Whereas, John Balint has served as Interim Director of Public Works since October 3, 2017.

Now therefore, it is recommended that he be formally appointed, effective immediately, as Director of Public Worker for the City of Pontiac.

Attachment

# John V. Balint, III

---

## EDUCATION

University of Detroit Mercy  
Detroit, Michigan  
Bachelors of Science in Civil Engineering, December 1997

## CERTIFICATIONS

Certified Storm Water Operator, Michigan Department of Environmental Quality,  
June 2003

Certified in Soil Erosion and Sedimentation Control, Michigan Department of Environmental  
Quality, March 2000

## EXPERIENCE

June 2002 to  
November 2006

Atwell-Hicks  
Shelby Township, Michigan

### Project Engineer

Commercial Market Sector – Worked with clients such as Lowe's Home Improvement Warehouse, Wal-Mart Stores and Walgreen's Pharmacy. Work included all aspects of projects from conceptual design through construction. Responsibilities included grading, storm water, water main, and sanitary sewer design along with developing engineering cost estimates. Coordination of utility and building design with architects, contractors and municipalities. Also responsible for completion and submittal of permits to local and state agencies. Continually involved with clients, architects, contractors and governmental agencies throughout Macomb, Oakland and Wayne Counties.

August 1997 to  
June 2002

Giffels-Webster Engineers, Inc.  
Rochester Hills, Michigan

### Project Engineer

Member of project team which provided design and construction services to residential development clients and municipalities. Work included grading, storm sewer, sanitary sewer, water main and road design. Additional responsibilities included permit acquisition, construction document preparation, and addressing quality control concerns. Worked directly with clients, architects and contractors. Projects of note are: Northville Hills Golf Club and Creekside Village of Shelby.

### Systems Administrator

Directed the management of day-to-day operations of the company network. This work included maintenance of PC's and servers, daily backup of the network, training personnel in various software, and continual trouble shooting for software and hardware problems.

June 1995 to  
August 1997

Anderson, Eckstein and Westrick, Inc.  
Shelby Township, Michigan

### Engineering Aide III

Responsibilities included inspection of municipal and private projects and performing survey work. Team leader for the inspection of all sanitary sewers in the city of St. Clair Shores to determine cost of rehabilitation.

## ORGANIZATIONS

Michigan Society of Professional Engineers, Southeastern Chapter

## RELATED SKILLS

Extensive experience with MicroStation J, Geopak, AutoCad, Land Development Desktop, Windows XP, Microsoft Excel, Microsoft Word, Microsoft and Unix Networks.

I. For the past eight years I have worked in residential and commercial development Michigan preparing site design documents and coordinating construction permits with the state and local municipalities. I feel that this experience has prepared me well for a position with the City of Pontiac. I have become familiar with design standards of Oakland County and have done design on storm sewer, water main and sanitary sewer within the County. Over and above engineering knowledge, my interpersonal skills are well suited to working with residents and other agencies on a daily basis.

## II. Experience

### A. Atwell Hicks

Duties: Commercial Market Sector-Worked with clients such as Lowe's Home Improvement Warehouse, Wal-Mart Stores and Walgreen's Pharmacy. Work included all aspects of projects from conceptual design through construction. Responsibilities included grading, storm water, water main, and sanitary sewer design along with developing engineering cost estimates. Coordination of utility and building design with architects, contractors and municipalities. Also responsible for completion and submittal of permits to local and state agencies.

### B. Giffels-Webster Engineers

Duties: Member of a project team which provided design and construction services to municipal and residential clients. Work included grading, storm sewer, sanitary sewer, water main and road design. Additional responsibilities included permit acquisition, construction document preparation, and addressing quality control concerns. Worked directly with clients, architects and contractors.  
Additional time as systems administrator running day-to-day operations of the company network.

### C. Anderson, Eckstein and Westrick, Inc.

Duties: Inspection of municipal and private projects and performing survey work. Team leader for the inspection of all sanitary sewer in the City of St. Clair Shores to determine cost for rehabilitation.



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

RECEIVED  
2018 OCT -5 PM 2:00  
PONTIAC CITY CLERK

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

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

**DATE:** October 5, 2018

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

**RE:** **Resolution to Consider Re-Appointment of Planning Commissioner Member Mona Parlove.**

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 Mona Parlove to serve on the City's Planning Commission for a three-year to begin July 1, 2018 and to expire on June 30, 2021.*

Attachments

jbd

**Subject:** Follow up to the interview of my Planning Commission appointment

Good afternoon, City Council Members -

Thank you for the opportunity to talk with you yesterday. I know how busy everyone is, so I appreciated the time you each had to share with me.

After we parted company, I had a few thoughts I wanted to share. The initial interview I had with the Council Members last year was much shorter. This year, we certainly did not have enough time to discuss all the topics mentioned, nor did I have the ability to answer all the questions which were asked of me, due to the limited time of our meeting.

Please be aware that I've had over 45 agenda items I was asked to consider while having the honor of being a Planning Commissioner, thus far. While one item of the 45 seemed to be the primary focus of our meeting yesterday -- the drag racing event on the Silverdome grounds -- the other 44 items which were considered over the course of this year were important items to the appropriate petitioners, as well. If there were any outstanding concerns from those approximately 44 items, I think someone would have mentioned something yesterday...so, from that perspective, I am happy that most everything else seems to be satisfactory..

In regard to my showing empathy and compassion toward my fellow residents who have come out to express their feelings about the various petitioner's requests for variances or special exceptions from the Planning Commission, a few moments from my "tenure" come to mind. The first was when a petitioner wanted to build a Dollar Store within an extremely close proximity to our City Hall. Though the parcel was zoned to accept that proposed business, neighbors came to share their opposition to having an adjoining parcel modified to allow the business to move forward. After much consideration of the residents' comments and overall positions, I voted to deny that petitioner's request for the variance that was sought.

In November, a petitioner wanted to repurpose a former General Motors plant site, and needed a special exception permit to move forward with his intended plan. Several residents came out, and shared their views. When it was discovered the petitioner was potentially creating a nuisance at the site for the neighbors (with noise & dust), we worked collectively to address the solution to the request. Per always, I was extremely mindful of the residents that evening. The decision made by my fellow Commissioners and myself was one that reached a middle ground, which seemingly worked for pretty much everyone in the room that evening.

In some cases, while I do listen to all residents who publicly share their feelings, I may not feel it is best for the City to "go along with" the residents who have spoken their views at a Planning Commission meeting. For example, a couple of months ago, a long-time business owner in Pontiac wanted to add packaged beer and wine sales to his existing Dollar Store business. Many neighbors came out in full support of that business owner, and shared their reasons of support of the request. However, my personal feeling was that we already have far too many opportunities to purchase alcohol in the city. Even though neighbors came out to let the Commissioners know their feelings, I voted to deny the requested variance. I was evaluating the long term ramifications, while being mindful of what I think is best for our City. The requested way of "enhancing" an existing business by that business owner did not make sense to me, even though the majority of the neighbors who spoke that night were in support of the business owner's request.

Dr Taylor Burks brought up extra vehicle parking at the Silverdome, which had been approved for car storage. That vote had taken place prior to my being a Planning Commissioner. She also mentioned a former Planning Commissioner who had chosen to take herself off the Commission. No one has stepped away from the Planning Commission while I have been a part of it, so I don't know what Dr Taylor Burkes was referencing.

As a follow up to the drag strip event in August on the Silverdome grounds....I did subsequently learn the event was a huge success for those who put it on. So much so, the event creators are hoping to repeat the event in 2016, ideally somewhere in Pontiac. I understand there were over 10,000 people who attended. To have more than 10,000 people for one event

Mona Parlove 1

in our great city for only a few hours is pretty impressive, I think. I spoke to several people who visited, and they all had a fun time, they loved seeing the tremendous turn out, and I did not hear one negative comment. I still think the vote to approve the permit was the right vote for Pontiac, overall. If the request were to put a permanent drag strip at that site, my vote would not have been the same.

As for the Silverdome, itself, I am beyond disappointed in what I see has happened to that structure. However, the Planning Commission does not have the authority to enforce code violations. I mentioned that fact the night we approved the permit for the drag strip event. Please do keep that one fact in mind, Council Members, especially as we move forward -- the Planning Commission must consider what is put in front of us as a commission, and we can't make building owners and business owners comply with code requirements. My suggestion for Pontiac to deal with the Silverdome owner would be to find a way to place liens on the title to the property, for outstanding fees and fines which he most certainly must owe the city, by now. Hopefully, that will be the impetus for him to start to comply with what is required of him as a property owner. When he sells the property, he would have to pay off the liens that have been placed against the title, or he cannot transfer the ownership to the new buyer.

When Mayor Waterman asked me to be a Planning Commissioner, I was extremely humbled and incredibly honored. I still feel that way, and I shall for as long as my commission lasts. My mind is open when I attend every Planning Commission meeting. I listen closely to all information presented by those who speak and share what they have to share. I am not capricious in my decisions. I do not know where the term "executive branch" comes from, when asked yesterday if that is what I consider when I render a decision for a petitioner. Rather, I try to look ahead at what is best for the City, as a whole.

I have had several people tell me that they like to watch our current Planning Commission meetings when we are in session, or, when the meetings rerun on the cable channel. They appreciate how we have respectful dialogue with each other, as well as the whole approach we take in being courteous to those who come into the Planning Commission meetings. I appreciate those comments, and I think our group of Commissioners are very gracious in how we treat each other and our guests in the audience -- which would include our fellow residents. As Commissioners, accepted our appointments without any provisions for monetary compensation. We do our best, with the overall concern we have for a better Pontiac.

It is critical for all of us to collectively move Pontiac forward. Every single day, I do what I can to improve the undeserved reputation our City has, that our community is perceived as 'undesirable'. That the City has 'nothing to offer', and why would anyone want to live or work where all of us have chosen to live and work.

I believe I can be more effective in helping Pontiac succeed by being a Planning Commissioner. I am extremely proud of what I have contributed to the City, thus far. I have done so by conducting myself in a very fair and respectful way, while in the Planning Commission chambers, as well as in all aspects of my life. I believe we all lead by example, and I think it is critical to treat every single person with dignity.

I very much look forward to continuing my work as a Planning Commissioner. Additionally, I hope we can all find a time to sit together, as a collective group -- the Mayor, City Council Members, Zoning Board Members, the Planning Commissioners, and anyone else within our City Hall who wants to see the City of Pontiac succeed -- so we can not only learn a bit more about each other, but all work together in moving Pontiac forward with the same cohesive plan and positive outcome in mind.

Thank you -

**Mona Parlove**  
Associate Broker  
Hall & Hunter, Realtors  
248.514.0685 cell

Mona Parlove 2





CITY OF PONTIAC  
Click here to print the completed form for mailing to the City Clerk.

pg 180

E-MAIL

CANDIDATE QUESTIONNAIRE  
BOARDS & COMMISSIONS

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

DATE September 30, 2014

NAME Mona Parlove

ADDRESS \_\_\_\_\_ ZIP 48341

PHONE (home) \_\_\_\_\_ PHONE (business or cell) \_\_\_\_\_

EMAIL \_\_\_\_\_

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

pg 2 of 3

PONTIAC RESIDENT FOR: over 36 years, 23 of them since 1991 years

OCCUPATION Residential Real Estate Sales

INTERESTS/REASONS/QUALIFICATIONS

SEE ATTACHED

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

ELECTIVE OFFICES THAT YOU HAVE HELD

None

OTHER ORGANIZATIONS PERTINENT EDUCATION HOBBIES/INTERESTS

ADDITIONAL INFORMATION

Please return completed form to: City of Pontiac, Clerk's Office, 47450 Woodward Avenue, Pontiac, MI 48342 or fax to 248.758.3160 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: Does not apply

Capacity in Which I Serve: None

Signature: [Signature]

Date: 10/2/14

**Interests/Reasons/Qualifications:**

I am extremely passionate about being a part of the positive momentum that is underway in Pontiac. My belief is the level of integrity in our City needs to be simultaneously raised and embraced as a realistic expectation for our community. As a long-time resident, I feel I have a responsibility to help make a difference. It is a fallacy to think that "someone else" is going to suddenly show up and "fix" everything. Rather, those who are going to make the needed corrections and improvements are people just like myself...the ones who are trying to be good neighbors, while going through their day. Understanding that we are all responsible for where we live, and how we are each the face and the fabric of our community is a core belief of mine, and an important attribute which I would bring to the Planning Commission.

**Boards/Commissions/Committees on which I have served:**

Pontiac Master Plan Steering Committee, from March 2014 to present

District 2 Advisory Group, co-chair, from January 2014 to present

**Elective offices I have held:**

None

**Other organizations, Pertinent Education, Hobbies/Interests**

I have been a licensed real estate agent since 1987 (27 years, and a broker for 10 years), practicing my profession on a full time basis the entire time. I have acquired an expansive (mental) database of information, as it pertains to construction and materials used in residential, and sometimes, commercial applications. While serving on the Planning Commission, I will be able to readily access this acquired information while making the important decisions presented to the City by various petitioners.

Also, I have been in virtually every community in Oakland County, as well as scores in Wayne, Macomb, Livingston & Washtenaw Counties. The "real time" experiences of transacting real estate in these communities affords me the opportunity to see how the various neighboring municipalities function on a daily basis, as well as with an overall longer view.

I am a member of the Pontiac Women's Round Table, focusing on positive interaction and change in the City of Pontiac.

Interests are expansive -- food (cooking & enjoying); running, biking, interacting with people, art, reading, writing, music of all types, travel, volunteering, photography, independent films, baseball, trying to learn something about everything, being a good person that makes a small difference every day if possible.

To be asked to be a Planning Commissioner is an honor beyond my greatest dreams. If confirmed, I will do all I can to help move Pontiac forward and in a direction the residents can all be proud of.