



**PONTIAC CITY COUNCIL
FORMAL MEETING**

October 16, 2018

6:00 P.M.

51st Session of the 10th 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

Invocation

Pledge of Allegiance

Roll Call

Authorization to Excuse Councilmembers

Amendments to and Approval of the Agenda

Approval of the Minutes

1. Meeting of October 9, 2018.

Subcommittee Reports (As needed)

Deputy Mayor Report or Departmental Head Report

Recognition of Elected Officials

Agenda Address

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

Agenda Items for City Council Consideration

2. Resolution for Pastor Robert L. Burch Sr. and Galilean Baptist Church's 50th Anniversary Celebration.
3. Resolution for Trinity Missionary Baptist Church 100th 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 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.
7. Resolution to schedule two public hearings for Peninsula Plastics Plant Rehabilitation District and the IFT Exemption Certificate. (Agenda ad-on)

Public Comment

Mayor, City Attorney, Acting City Clerk and Council Closing Comments

Adjournment

October 9, 2018

**Official Proceedings
Pontiac City Council
50th Session of the Tenth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday October 9, 2018 at 6:00 P.M. by Council President Kermit Williams.

Call to Order at 6:00 p.m.

Roll Call

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

Members Absent: Miller.

Mayor Waterman was present.

Clerk announced a quorum.

18-376 **Excuse Councilperson Gloria Miller for personal reasons.** Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

18-377 **Motion to move public comments and agenda items #3-#7 after the approval of the minutes and approve the changes of the agenda.** Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

18-378 **Minutes of October 2, 2018.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

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

No: None

Motion Carried.

Seven (7) individuals addressed the body during public comment.

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

18-379 **Suspend the Rules.** Moved by Councilperson Waterman and second by Councilperson Carter.

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

No: None

Motion Carried.

October 9, 2018

18-380 Resolution to formally appoint John Balint as Director of Public Works for the City of Pontiac effective immediately. Moved by Councilperson Doris Taylor-Burks and second by Councilperson Pietila.

Whereas, John Balint has served the City of Pontiac for over eleven (11) 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 Works for the City of Pontiac.

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

No: None

Resolution Passed.

18-381 Resolution to go into Closed Session regarding Ottawa Towers and CPREA vs the City of Pontiac. Moved by Councilperson Woodward and second by Councilperson Waterman. (6:57)

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.

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

No: None

Resolution Passed.

Council convened out of Closed Session at 7:26 p.m.

18-382 Motion to defer for one week the Deputy Mayor Report or Departmental Head Report and the engagement letter from Rehmann dated October 4, 2018 for fiscal year ended June 30, 2018. Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

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

No: Pietila

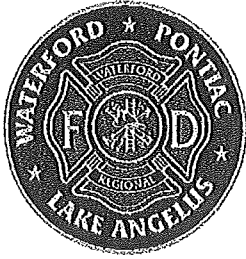
Motion Carried.

October 9, 2018

Council President Kermit Williams adjourned the meeting at 7:30 p.m.

SHEILA R. GRANDISON
ACTING CITY CLERK

DRAFT



WATERFORD REGIONAL FIRE DEPARTMENT

2495 Crescent Lake Road • Waterford, MI 48329

Phone: 248.673.0405 • Fax: 248.674.4095

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

MONTHLY FIRE DEPARTMENT REPORT

For the City of Pontiac

September 2018

Total calls - month: 452 Fires: 26 EMS: 242 Other: 184
Total calls - YTD: 3,568 Fires: 216 EMS: 2,014 Other: 1,338

Month	Count	Response Times	YTD Count	Response Times
FS-6	Fires – 5	5.31	50	6.06
	EMS – 64	5.46	490	5.29
FS-7:	Fires – 10	4.40	97	5.27
	EMS – 92	4.58	838	4.58
FS-8:	Fires – 4	3.47	26	5.15
	EMS – 58	5.01	418	5.16
FS-9:	Fires – 7	4.47	43	4.43
	EMS – 67	4.45	434	4.32

Fire Injuries to personnel: 0

Fire Injuries to civilian: 0

Notable events/incidents for month:

Longest Breakfast Table raised over \$9,500 for Police and Fire Benevolence Funds

AFG grant award for new nozzles, and attack hose.

SAFER grant extended for 1 year.

Over the Edge event in Pontiac. Tech Rescue Stand-by.

Looking Forward: Hiring of 7 new personnel to fill open positions.

open house Fire OPS 101 MAFS revision
Drink Starts Haz. Mit Plan Madas revision
John Baliant Lt. Bridger Upkeep

October 2018 Public Safety Report

Chair called the meeting to order at 9:30 a.m.

In Attendance was ProTem Carter, Chair Mary Pietila, SSgt T. Hunt, Chief Lyman, Deputy Chief Covey and Risk Management B. Long,

Deputy Mayor joined us at 10:00 a.m.

Absent at the Start was Councilman D. Woodward, Mayor Waterman

Star Report

There was conversation regarding Average response times with Starr, this change is in the works. Although the reasons for calls as they are submitted to Dispatch and their fluctuations are interesting, response times are of more interest.

Total call volumes in September have decreased from August.

Pontiac has all new units regarding Star's fleet, once the next one is replaced.

There will be a Narcan Training the 3rd Friday of Every month, at no charge, if anyone is interested please call Brian Long at Star to register, this is a free class as a result of a grant.

Car seat fittings and exchanges continue, they are held the first Thursday of the Month. Please Call St. Joes Hospital or Oakland County Health Department to register, they are held at 63 Oakland Ave. between 12-4. The child has to be present.

Star is changing over to AT&T First net radio system, which is a much stronger system, and should not have the problem they have experienced with the towers.

In January another EMT class will begin, this has been tweaked from the last with a requirement of 1 year service being fulfilled by those graduating will receive 50% of the \$1000.00 up front cost back. The top graduating student will receive a \$500.00 grant towards his Medic class, required for Paramedics.

Fire Report:

The Cadet Program is under way, already.

The Fire Chief and Deputy are meeting with a Pontiac young man interested in Fire Training and will be sponsoring him with tools and the MSA mask required, if he shows he has a strong interest.

Capt. Dan Dumas has volunteered as a member of the Task Force 1 Urban Search and Rescue.

The new Quint (tower and ladder truck) is now in service (Station 1) as is the new engine (Station 7)

Saturday October 13th there was an Open House at Station 1. There have been open houses here at Station 7 but participation was low, compared to what attendance is on Crescent and Hatchery.

There is an upcoming revision to the MABAS (Mutual Aid Box Alarm Systems)

Fire OPS 101 took Place on Thursday October 11. In which Elected or Treasurers from OAKWAY communities participated, to experience what the Fire Fighters go through.

OCSD Report

Average response time for OCSD on a call to dispatch, not in progress is up to 6 minutes, in progress and 911 calls are responded to by any available unit not a section car that gives a faster response but not computed for this meeting.

Statements and concerns.

Council ProTem expressed a concern that the distance for which lighting from the streetlights should be visible, (50 feet square) is not, because of leave and branched over hang.

Meeting adjourned at 10:45 a.m.

DISPATCH	18-Jan	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	18-Aug	18-Sep
Abdominal Pain	45	19	31	24	25	30	16	42	26
ALLergies	3	4	13	7	5	1	8	4	9
ALTERED MENTAL STATUS		1	6	5	0	11	11	8	8
Animal bites	1	0	0	4	0	0	0	3	4
Assault	21	14	17	30	25	29	23	40	44
Invalid assist	2	0	0	1	2	3	2	5	0
Pedestrian struck by Auto		0	0	0	0	0	0	0	0
Back Pain	16	12	6	8	13	10	10	11	11
Breathing Problems	113	94	107	102	96	94	104	120	88
Burns	3	0	2	5	4	0	3	1	1
Cardiac Arrest	14	14	13	14	20	11	20	14	17
Chest pain	77	60	72	70	69	51	63	73	77
Choking	4	1	4	6	3	0	5	5	4
CO poisoning	2	0	0	0	4	0	0	1	1
Seizures	37	43	46	45	36	64	45	52	56
Diabetic Issues	18	22	23	21	15	24	27	22	15
Drowning						1	0	0	0
Electrocution	0	0	0	0	0	0	0	0	0
Eye issues	0	0	1	1	0	1	0	0	1
Fainting	0	0	0	0	49	0	0	0	0
Fall Victim	71	68	72	56	73	47	69	63	71
Fever	0	0	0	0		0	0	0	0
Fire	0	0	1	1	2	0	0	0	1
Headache	4	1	2	1	6	2	7	5	4
Heart Problems	9	14	10	14	5	11	9	13	17
Heat/Cold Exposures	3	2	0	0	4	2	0	1	0
Hemorrhage from Laceration	22	15	14	15	21	16	20	12	27
Industrial Accident	0	0	0	0	0	0	0	0	0
Medical alarms	19	21	7	15	22	11	8	5	8
MCI	0	0	0	0	0	0	0	0	0
Ingested Poison	0	0	0	0	0	0	0	0	0
Non Emergent requests	13	0	5	11	12	0	0	5	6
Overdose	48	39	36	28	41	38	52	37	45

Pregnancy/Childbirth	1	7	8	7	8	11	9	10	11
Psychiatric Problems	38	29	24	31	30	31	31	31	25
Respiratory Arrest	0	0	0	0	0		0	0	0
"Sick" Person	192	153	157	179	183	184	205	207	190
Standby	1	1	1	0	0	1	0	0	2
stab/Gunshot Wound	8	3	2	1	3	2	6	4	4
Stroke/CVA	15	14	21	21	13	11	8	10	21
Traffic Accidents	37	30	29	36	33	57	47	38	37
Palliative care	22	19	13	15	16	21	22	28	19
Traumatic Injury	7	12	6	9	14	22	17	13	12
Unconscious/unknown cause	54	57	52	46	0	55	47	37	38
UNKNOWN	37	14	17	30	10	20	15	44	0
"Person DOWN"	0	26	8	0	51	20	22	15	32
Sexual Assault	0	0	0	0	0	0	0	0	0
Well Person Ck	0	1	1	1	1	0	2	2	2
total	957	810	827	860	914	892	933	981	934

FINANCE SUBCOMMITTEE NOTES

October 9, 2018

In attendance:

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

Mayor: Deirdre Waterman

Deputy Mayor: Jane Bais-DiSessa

Plante Moran: Danielle Kelley

Tax Administrator: Larry Kosofsky

Election Specialist: Annete Wesley

Start time: 4:03 pm

AGENDA

I. New Business

A. Income Tax Collection Efforts

- The Income Tax department is making an effort to collect \$117,000.00 currently owed to the City.
- Multiple letters are sent to the taxpayers that owe money.
- Approximately 245 cases have been filed in district court, 117 cases have gone to court and 60 cases have no activity.
- A misdemeanor complaint is filed and a warrant is requested.
- when there is no answer filed, a warrant is then recorded and goes to dispatch to reflect the warrant.
- The Chief Judge is agreeable to having the taxpayer arraigned if they are held because of the warrant. If they don't appear for a subsequent hearing, a bench warrant will be issued.
- The City is pursuing cases where there is \$500 or more owed and working with the court on enforcement.
- The City wants to collect on cases that are collectable and all of the old cases that have been on the books for years that are uncollectible, the City will have to decide what to do with those cases.
- Taxes are not dischargeable in bankruptcy.
- Various ordinances from other cities will be presented to the subcommittee in order to decide if the City should amend or adopt an ordinance that puts teeth in the collection of income taxes.
- Some other cities do not allow individuals to run for public office if they owe income taxes and have language reflecting the same in their charters.

B. Youth Recreation

- Consideration should be given to having a police mini station or a full-time guard.
- A building assessment revealed that additional funds are needed to make improvements to the building, approximately \$77,000.
- Additional funds are also needed due to the increased square footage, maintenance costs.
- The yearly expense is projected to be approximately \$174,370.
- Plante Moran will review the budget to determine if money from 2017 can be rolled over to cover the additional expenses.

C. Elections

- Additional money is need to pay increased wages to attract qualified election workers.
- Plante Moran will review the existing budget and report back.
- Approximately, \$7,425 was requested for the following:

Chairs from \$175 to \$200	increase of \$525 (21 workers)
Co-Chairs from \$150 to \$175	increase of \$525 (21 workers)
Inspectors from \$125 to \$150	increase of \$2,100 (84 workers)
Equipment movers no change	
Information *new \$150	\$1,200 (8 workers)
Supervisors from \$200 to \$250	increase of \$2,250 (9 workers)
Absent Voter Counting Board Inspectors	no change
AV Chairs	no change
Receiving Board from \$25/hr. to \$150/day	increase of \$100 (12 workers)
Meals	no change

Approximately \$7,425

D. Code Enforcement Vehicles

- The Council passed the resolution adopting 3 Chevy Cruzes and 2 Silverados for a total of \$108,428 which is \$18,428 over budget.

E. Phoenix Center Settlement and Maintenance

- Consideration should be given to obtaining a bond rating to finance the settlement which would allow for amortizing over time, as the surplus should be preserved.
- There should be a long range financial strategic plan in considering options.
- Public safety is also a consideration as a millage would allow for additional funding, but the City is over by 2 mills.

*Some consideration should be given to hiring additional staff in the Clerk's office, so that the individual or individuals can be dedicated to dealing with issues regarding marijuana, as the Clerk's office has to currently prepare for the election as well.

Adjourned: 5:10 p.m.



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 Robson 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
Page 8

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

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):

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

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. 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

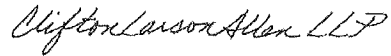
Engagements selected for review included engagements performed under *Government Auditing Standards* (including compliance audits under the Single Audit Act), audits of employee benefit plans, an audit performed under the Federal Deposit Insurance Corporation Improvement Act (FDICIA) and examinations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

Rehmann Robson LLC
Page 2

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
50th 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.

Kermit Williams, President

Randolph Carter, Pro-Tem

Patrice Waterman, Councilwoman

Don Woodward, Councilman

Mary Pietila, Councilwoman

Gloria Miller, Councilwoman

Doris Taylor-Burks Councilwoman

**City of Pontiac Resolution for Trinity Missionary Baptist Church
100th Anniversary Celebration**

- WHEREAS,** It is with warm and sincere gratitude that we graciously recognize Trinity Missionary Baptist Church for 100 years of illustrious spiritual guidance which has been bestowed upon metropolitan Pontiac and beyond; and,
- WHEREAS,** Trinity Missionary Baptist Church is the oldest African American Baptist Church in the City of Pontiac and Oakland County, Michigan; and
- WHEREAS,** Trinity Missionary Baptist Church was officially organized in October of 1918 and has evolved into one of the leading churches in the area for advancing the cause of praise, worship and supporting the community at large; and
- WHEREAS,** Trinity Missionary Baptist Church has been led by dedicated, determined and God fearing pastors who have carried out the mission of its organizing members by providing an opportunity for believers to glorify God through worship; and,
- WHEREAS,** Trinity Missionary Baptist Church has been resilient, even when faced with insurmountable challenges, the pastors have prevailed in their quest to share God's Word; and,
- WHEREAS,** Trinity Missionary Baptist Church has continued to stand even when other business in the immediate area have come and gone; and,
- WHEREAS,** Trinity Missionary Baptist Church's ability to remain committed and steadfast is attributed to the Infinite Wisdom of God, who placed eighteen loyal, passionate and faithful pastors in charge of leading His flock; and,
- WHEREAS,** Trinity Missionary Baptist Church remains a beacon of hope for the City of Pontiac and the surrounding areas.

THEREFORE BE IT RESOLVED, that we the members of the Pontiac City Council and on behalf of the Citizens of Pontiac, hereby congratulate and salute, Trinity Missionary Baptist Church for 100 years of service and an unwavering commitment of service to the community.

Kermit Williams, President

Randolph Carter, Pro-Tem

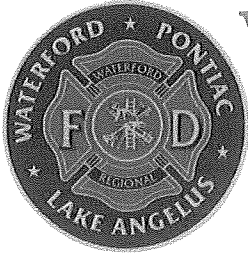
Patrice Waterman, Councilwoman

Don Woodward, Councilman

Mary Pietila, Councilwoman

Gloria Miller, Councilwoman

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

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

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

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.

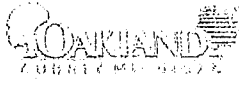
The high frequency of crime, as in many large cities, is a significant issue in the City of Pontiac. The practice of assigning inmates released from the Oakland County Jail to half-way houses and other facilities in Pontiac, rather than requiring them to return to their own communities is a concern to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

RECEIVED
2018 OCT -5 PM 1:52
PONTIAC CITY CLERK



1. Increase Public Safety		
Supporting Agencies/ Organizations		
Applicable Goal(s)		<ul style="list-style-type: none"> • Protection of public health and safety and prevention and reduction of loss of life and injury. • Improve and support public and private organizational response capabilities.
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"> • Protection of public health and safety and prevention and reduction of loss of life and injury. • Prevention and reduction of damage to public and private property and infrastructure.
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"> • Protection of public health and safety and prevention and reduction of loss of life and injury. • Improve and support public and private organizational response capabilities. 	
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"> • Encourage personal responsibility. 	
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"> Prevention and reduction of damage to public and private property and infrastructure.
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		
Applicable Jurisdiction	City of Pontiac	
Lead Agency/ Organization	City of Pontiac	
Supporting Agencies/ Organizations		
Applicable Goal(s)	<ul style="list-style-type: none"> • Protection of public health and safety and prevention and reduction of loss of life and injury due to all hazards. 	
Potential Funding Source	Internal (Local/County) Funds, State and Federal Grants	
Estimated Cost	High (greater than \$100,000)	
Benefits (Loss Avoided)	Increase safety	
Projected Completion Date	Long Term (to be completed in greater than 5 years)	
Actual Completion Date	TBD	
Priority	Medium	
Status	2017	Ongoing
	2018	
	2019	
	2020	
	2021	
Applicable Hazards	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>		
Year Initiated	2005	
Applicable Jurisdiction	City of Pontiac	
Lead Agency/ Organization		
Supporting Agencies/ Organizations		
Applicable Goal(s)	<ul style="list-style-type: none"> • Prevention and reduction of damage to public and private property and infrastructure. 	
Potential Funding Source		
Estimated Cost	N/A	
Benefits (Loss Avoided)		
Projected Completion Date	N/A	
Actual Completion Date	Complete, date unknown. Lawrence street issue is complete. Lawrence is now split at the tracks, by a large concrete wall.	
Priority	High	
Applicable Hazards	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.

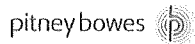
Funding for the postage meter equipment can be found in the 2018-19 FY budget.

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,
BE IT RESOLVED, The Pontiac City Council authorizes the Mayor to sign the lease from 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)

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Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

PONTIAC CITY OF

Tax ID # (FEIN/TIN)

386005034

Sold-To: Address

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

Sold-To: Contact Name

Michelle McKenzie

Sold-To: Contact Phone #

(248) 758-3120

Sold-To: Account #

0011324428

Bill-To: Address

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

Bill-To: Contact Name

Michelle McKenzie

Bill-To: Contact Phone #

(248) 758-3120

Bill-To: Account #

0017039020

Bill-To: Email

mmckenzie@pontiac.mi.us

Ship-To: Address

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

Ship-To: Contact Name

Sheila Grandison

Ship-To: Contact Phone #

(248) 758-3009

Ship-To: Account #

0011324428

PO #

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	STDLSA	Standard SLA-Equipment Service Agreement (for SendPro P Series)

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

Your Payment Plan

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

- () Tax Exempt Certificate Attached
 () Tax Exempt Certificate Not Required
 () Purchase Power® transaction fees included
 (X) Purchase Power® transaction fees extra

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

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 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

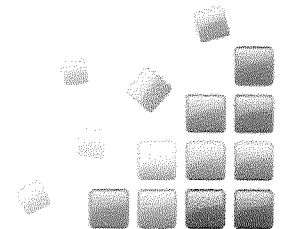
Mail Machine Proposal Prepared for City of Pontiac



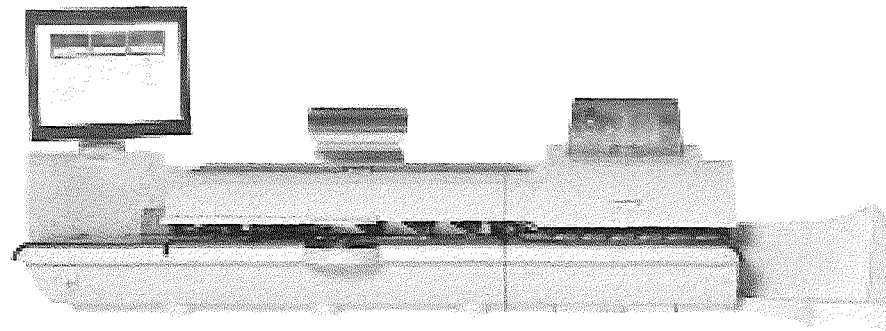
Presented by:
Andy Shahin
Government Major Account Manager
Pitney Bowes
755 W. Big Beaver Road, Suite 475
Troy, MI 48084
M: 248-935-2813 | F: 203.617-6572|
Andrew.Shahin@pb.com

Business Objectives

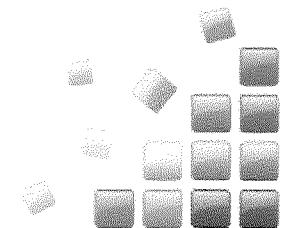
- 1) Right-size mailing equipment to reflect current usage and demand
- 2) Keep current functionality and platform to minimize training/ errors
- 3) Acquire new equipment with positive budget impact
- 4) Leverage MiDeal Contract for transition



SendPro 1500



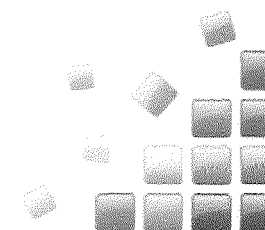
- 15" Touch Screen User Interface
- Weigh-On-The-Weigh Module
- 10 lb Interfaced Scale
- 5/8" Envelope Thickness Capacity
- 50 Department Accounting
- 145 letters per minute Processing Speed
- Drop Stacker
- Roll Tape



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

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.

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.



DEPARTMENT OF COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Honorable City Council

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

THRU: Jane Bais DiSessa, Deputy Mayor

DA: October 15, 2018

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

Since the property owner and applicable taxing jurisdiction did not receive proper notice, the Council will have to conduct another public hearing on the establishment of the district and application.

Peninsula Plastics is requesting that the City of Pontiac establish a Plant Rehabilitation District for the following parcel 14-34-201-012 as provided in PA198 of 1974 commonly known as 1200 Auburn Rd and approve its application for an industrial facilities tax exemption certificate.

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

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

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

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

Whereas, the Plant Rehabilitation and Industrial Development Act (Industrial Facilities Exemption) (PA 198 of 1974, as amended) Version 3/31/2014 MCL 207.554,

requires that before adopting a resolution establishing a Plant Rehabilitation District, the governing legislative body conduct a public hearing,

NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council, direct the City Clerk to schedule two public hearings on October 23, 2018 in accordance with the Plant Rehabilitation and Industrial Development Act (Industrial Facilities Exemption) (PA 198 of 1974, as amended). The first public hearing will be on the establishment of the plant rehabilitation district immediately following by the public hearing on the approval of industrial facilities tax exemption certificate. The Clerk is instructed to notice the public, property owner and applicable taxing jurisdiction for both public hearings.

Legal Description for Parcel 14-34-201-012

The following described land situated in the County of Oakland, City of Pontiac, State of Michigan:

Part of Lot 1 of ASSESSOR'S PLAT NO. 141, according to the plat thereof recorded in Liber MA of Plats, pages 99 and 99A, Oakland County Records, more particularly described as follows: Commencing at the Northeast corner of said Lot 1; thence South 88 degrees 03 minutes 50 seconds West along the Southerly line of Auburn Road (66 feet wide), 365.00 feet to the Point of Beginning; thence South 02 degrees 18 minutes 40 seconds East 589.79 feet; thence South 88 degrees 03 minutes 50 seconds West 30.00 feet; thence South 02 degrees 18 minutes 40 seconds East 160.79 feet; thence North 88 degrees 03 minutes 50 seconds East 395.00 feet; thence South 02 degrees 18 minutes 40 seconds East 144.42 feet; thence South 70 degrees 32 minutes 35 seconds West 876.52 feet; thence North 01 degree 56 minutes 10 seconds West 1158.87 feet to a point on the Southerly line of Auburn Road; thence North 88 degrees 03 minutes 50 seconds East along said Southerly line 465.00 feet to the Point of Beginning.

Tax Item No. 14-34-201-012

Application for Industrial Facilities Tax Exemption Certificate

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

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

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit
STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility)		▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code)	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location)		▶ 1d. City/Township/Village (indicate which)	▶ 1e. County
▶ 2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(10))		▶ 3a. School District where facility is located	▶ 3b. School Code
<input type="checkbox"/> Transfer <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Increase/Amendment		4. Amount of years requested for exemption (1-12 Years)	
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.			
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		▶ _____ Real Property Costs	
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		▶ _____ Personal Property Costs	
6c. Total Project Costs * Round Costs to Nearest Dollar		▶ _____ Total of Real & Personal Costs	
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.			
		Begin Date (M/D/Y)	End Date (M/D/Y)
Real Property Improvements	▶ _____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	▶ _____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. <input type="checkbox"/> Yes <input type="checkbox"/> No			
▶ 9. No. of existing jobs at this facility that will be retained as a result of this project.		▶ 10. No. of new jobs at this facility expected to create within 2 years of completion.	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.			
a. TV of Real Property (excluding land)		_____	
b. TV of Personal Property (excluding inventory)		_____	
c. Total TV		_____	
▶ 12a. Check the type of District the facility is located in: <input type="checkbox"/> Industrial Development District <input type="checkbox"/> Plant Rehabilitation District			
▶ 12b. Date district was established by local government unit (contact local unit)		▶ 12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input type="checkbox"/> No	

APPLICANT CERTIFICATION - complete all boxes.

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

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

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents)			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code)		15f. Telephone Number	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

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

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

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

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

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

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

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

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

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

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

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

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

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

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

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.

4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

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

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

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

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

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

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

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

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

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