

PONTIAC CITY COUNCIL

Melanie Rutherford, District 1
Brett Nicholson, District 2
Mikal Goodman, District 3
Kathalee James, District 4



William Parker, Jr., District 5
William A. Carrington, District 6
Mike McGuinness, District 7

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."

47450 Woodward Pontiac, MI 48342 Phone: (248) 758-3200

Garland S. Doyle, M.P.A.
Interim City Clerk

FORMAL MEETING

1st Session of the 11th Council

January 4, 2022 at 12:00 P.M.

Meeting Location: City Council Chambers 47450 Woodward Pontiac, MI 48342

The City Clerk is required to Chair the meeting until the selection of the Council President and President Pro Tem

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. December 28, 2021

Organizational Items

City Council

2. Selection of the Council President
3. Selection of the President Pro Tem
4. Adoption of Council Rules

Recognition Elected Officials

Agenda Address

Agenda Items

Resolutions

City Clerk

5. Resolution to Approve a Proposed Budget Amendment for Fiscal Year 2021-22 to Amend the Elections (191) and Clerk (215) budgets to cover expenses for the Special Election and Charter Commission

Finance

6. Resolution to Request to Publish a Request for Proposal (RFP) to Conduct a Forensic Audit
7. Resolution to Approve Budget Amendment For Fiscal Year 2021-22 Budget, Transferring \$55,000.00 Out of the General Fund Balance GL Account 101-101-804.000-Legal Services And \$55,000.00 is Transferred into the Capital Improvement Fund, GL Account 445-265-976.01- Building Additions & Improvements to Support The Pontiac Skate Park Project
8. Resolution to Approve Proposed Budget Amendment to Increase Budgeted Revenues in the Amount of \$90,000 to the General Fund in Account 101-000-532.000 –Grant Income, and Appropriations in the Amount of \$90,000 in a General Fund Account due to the Acceptance of the \$90,000 Grant From Nextfifty Initiative to Support Infrastructure Improvements At Pontiac Senior Centers

Grants

9. Resolution to Approve the City of Pontiac’s Submission of the Grant Application Titled “Mattie McKinney Hatchett Park Redevelopment” to the Oakland County Parks and Recreation Park Improvements Grant Program for Development of Mattie McKinney Hatchett Park in the amount of \$100,000

Mayor’s Office

10. Resolution to Approve the Appointment of Mr. Khalfani Stephens as Deputy Mayor

Public Comment**Mayor, Clerk and Council Closing Comments****Adjournment**

#1

MINUTES

**Official Proceedings
Pontiac City Council
269th Session of the Tenth Council**

Call to order

A Study Session of the City Council of Pontiac, Michigan was called to order at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Tuesday, December 28, 2021 at 12:00 p.m. by Council President Kermit Williams.

Roll Call

Members Present – Carter, Pietila, Taylor-Burks, Waterman and Williams

Mayor Waterman was present.

A quorum was announced.

Excuse Councilmember

21-416 **Motion to excuse Councilperson Gloria Miller and Megan Shramski for personal reasons.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried

Amendments to and Approval of the Agenda

21-417 **Motion to remove item #3 (Special Presentation for Medical Marihuana Application Review Process), item #4 (Special Presentation on Mayor's 2021 Year End report with Status of Departmental Strategic Agendas and recap of ARP Town Halls), item #5 (Special Presentation on the 2022 GFOA Budget Book), item #8 (Resolution to authorize an Actuarial Study for the Permanent Enhanced Benefits for GERS) indefinitely, item #10 (Resolution to approve the revise Medical Marihuana Commission Rules), item #11 (Memorandum to discuss the Waterford Regional Fire Agreement) and item #12 (Mayoral Board and Commission Appointees) from the agenda.** Moved by Councilperson Waterman and second by Councilperson Pietila.

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

No: None

Motion Carried

21-418 **Motion to add-on a Resolution for the Pontiac Night Riders Club right after public comments.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

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

No: None

Motion Carried

21-419 **Motion to approve the agenda as amended.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried

Point of Privilege – State Representative Brenda Carter

Approval of Minutes

21-420 **Motion to approve meeting minutes for December 21, 2021.** Moved by Councilperson Pietila and second by Councilperson Waterman.

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

No: None

Motion Carried

21-421 **Motion to approve special meeting minutes for September 30, 2021.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried

Public Comment

Three (3) individuals addressed the body during public comment

Councilwoman Megan Shramski arrived at 12:10 p.m.

Agenda Items

City Council

21-422 **Resolution for the Pontiac Night Riders. (Agenda Add-on)** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

WHEREAS, it is the sense of this legislative body to pay proper tribute to individuals of remarkable character whose lives have been dedicated to uplifting and empowering the community; and;
WHEREAS, the Night Riders Motorcycle Club founded by a group of bikers led by TJ Johnson, Robert Holland, Henry Leach, John Grays, and others, was organized in 1971 constituting 50 years of service to Pontiac, Michigan; and
WHEREAS, sanctioned by the City of Pontiac and with the efforts of Charlie “June” Adams, received block grant dollars to create the legendary Ghost House, the home of the Club; and,
WHEREAS, they changed the culture and image of motorcycle clubs by setting high standards for membership such as, requiring all members to be employed, to be registered voters, own a motorcycle, and be committed to community service; and,
WHEREAS, partnerships and collaborations throughout these past 50 years have impacted Pontiac with countless Community service activities, such as: Park security, motorcycle rides for kids, donated food for holidays for seniors and the homeless, conducted a food pantry, donated coats for kids, and toys for tots, books for kids and fundraisers at Franklin School, donated their time and efforts for parades, clean-ups for parks, downtown, and neighborhoods, filled sandbags to assist with flooding at Newman Church, conducted Easter egg hunts at the ghost house, and much more; and,
WHEREAS, under the leadership of President Willie Ramsey, the Night Riders continues to be a positive force in our community by maintaining its standards and community commitment, and,
WHEREAS, the Pontiac Night Riders has been recognized by the Oakland Press and the Michigan Recreation and Park Association for outstanding community service.
NOW THEREFORE BE IT RESOLVED, that the Pontiac City Council recognizes the Pontiac Night Riders for its 50 years of service and community involvement in the City of Pontiac.

Ayes: Miller, Pietila, Shramski, Taylor-Burks, Waterman and Williams
No: None
Resolution Passed

Point of Privilege – Councilwoman Patrice Waterman

Ordinance

2389 **Emergency Ordinance for Extension of Temporary Supplemental Pension payment for General Employees Retirement System. (GERS)** Moved by Councilperson Waterman and second by Councilperson Pietila.

Ayes: Pietila, Shramski, Taylor-Burks, Waterman, Williams and Carter
No: None
Ordinance Passed

Ordinance #2389 attached as Exhibit A

Suspend the Rules

21-423 **Suspend the Rules.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

Ayes: Shramski, Taylor-Burks, Waterman, Williams, Carter and Pietila
No: None
Motion Carried

Community and Economic Development

21-424 **Motion to table indefinitely the Resolution to adopt policy on Disposition of City Owned Property and Supplemental Policy on Property acquired by Right of First Refusal.** Moved by Councilperson Carter and second by Councilperson Pietila.

Ayes: Taylor-Burks, Waterman, Williams, Carter, Pietila and Shramski
No: None
Motion Carried

Suspend the Rules

21-425 **Suspend the Rules.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: Waterman, Williams, Carter, Pietila, Shramski and Taylor-Burks
No: None
Motion Carried

Finance

21-426 **Resolution to approve the 2022 Federal Poverty Guidelines.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, In accordance with State of Michigan Act No. 390 Public Acts of 1994, approved December 29, 1994, General Property Section 211.7u (4). “The governing assessing unit shall determine and make the policy and guidelines the uses for the granting of exemptions. The guidelines shall include but not specific income and asset levels of the household income assets;” and,

Whereas, The Pontiac City Council approved said Hardship Exemption Guidelines for 2021; and,

December 28, 2021 Study Draft

Whereas, said Hardship Guidelines should be amended annually to reflect the new Federal Poverty Guidelines,

Now, therefore, Be It Resolved, that the Pontiac City Council hereby approves the attached revised Federal Poverty guidelines for the 2022 and the City of Pontiac Board of Review Instructions for Applicants requesting Hardship Exemption consideration.

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

No: None

Resolution Passed

Point of Privilege – President Kermit Williams -Last Closing Comments, Mayor Deidre Waterman, Deputy Clerk Sheila Grandison, Legislative Counsel Monique Sharpe, Councilwoman Megan Shramski, Councilwoman Doris Taylor-Burks, Councilwoman Mary Pietila, Councilwoman Patrice Waterman, President Pro-Tem Randy Carter and Council President Kermit Williams made closing comments.

Adjournment

Council President Kermit Williams adjourned the meeting at 1:09 p.m.

Sheila Grandison
Deputy City Clerk

Exhibit A

Ordinance No. 2389

An ordinance to provide for a limited increase in pension payments for certain members of the General Employee Retirement System. (“GERS”)

Whereas, the temporary increase in pension payments to members of the GERS pension system is set to expire on December 31, 2021; and,

Whereas, the City Council desires that this temporary increase continues no longer than December 31, 2022; and,

Whereas, such ordinance, if approved, will take effect from January 1, 2022 and expire on December 31, 2022 or when the New VEBA begins providing the health care benefits to the eligible retirees, whichever comes first, and,

Whereas, the Pontiac City Council considers this an emergency.

The City of Pontiac ordains:

Section 1. Amendments.

The General Employee Retirement System ordinance shall be amended to read as follows:

a. Section 17.6 shall be amended to add the following language:

Temporary Pension Increase

"All persons who are receiving retirement benefits as of December 1, 2021 and who enter pay status through December 1, 2022, shall be entitled to receive an increase in their monthly allowance of four hundred dollars (\$400.00) per month beginning January 1, 2022 through December 31, 2022, or when the New VEBA begins providing the health care benefits to the eligible retirees, whichever comes first."

Section 2. Severability.

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

Section 3. Repealer.

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

Section 4. Publication.

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

Section 5. Emergency Declaration and Effective Date.

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

#4

**ADOPTION
OF THE
COUNCIL
RULES**



The 10th Pontiac City Council Rules and Procedures

All meetings of the city council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

Meeting Times

The city council meetings will be held every *Tuesday* of each month beginning at 6:00 p.m. at City Hall in the Council Chambers for formal meetings *and for* Study Session meetings unless otherwise rescheduled by resolution of the council. The *Tenth* Council has decided to implement Study Sessions and Formal Meetings. These meeting will alternate week to week.

Formal Meeting

During the formal meetings the City Council proceed through the formal agenda and take action on agenda items.

Special meetings

A special meeting shall be called by the mayor or any two members of council. A 24 hours written notice to each member of the council served personally or left at the councilmember's usual place of residence is required. However, any special meeting at which all council members are present or have given written consent shall be a legal meeting for such purposes, without such written notice. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the council unless the item has been stated in the notice of such meeting.

Posting requirements for regular and special meetings

- a. Within 10 days after the first meeting of the council following the election, a public notice stating the dates, times and places of the regular monthly council meetings will be posted at the City Clerk's Office and on the City's web page.
- b. For a rescheduled regular or special meeting of the council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the City Clerk's Office and on the City's web site. Special meeting notices shall also state the purpose of the meeting.
- c. The notice described above is not required for a meeting of the council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the council determine that delay would be detrimental to the city's efforts in responding to the threat.

Minutes of regular and special meetings

The clerk shall attend the council meetings and record all proceedings and resolutions of the council in accordance with the Open Meetings Act. In the absence of the clerk, the deputy clerk shall perform the clerk's duties.

At a minimum, the minutes shall indicate the date, place, type (regular or special), and time of meeting; the names of all elected city officials present at roll call; the name and time of arrival of any elected official not present at roll call; the name and time of departure of any elected official before adjournment; the maker and supporter of all motions and resolutions which are voted upon by the council; an indication of how each council member present voted on a motion or resolution; the call of the chair as to the passage or failure of the motion or resolution; and the time of adjournment. For public comment, only the number of individuals speaking need be included in the minutes. For a public hearing, the name of the person addressing the council and *the topic of the comments*.

A copy of the minutes of each regular or special council meeting shall be available for public inspection at the City Clerk's Office during regular business hours.

Conduct of meetings

Meetings to be public

All regular and special meetings of the council shall be open to the public. Citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the council and its committees shall be open to the public, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

Agenda preparation

An agenda for each regular council meeting shall be prepared by the city clerk with the following order of business: The agenda will be as follows for the Formal Meetings.

Formal Meetings

1. Call to order
2. Invocation
3. Pledge of Allegiance *to the Flag of the United States*
4. Roll Call
5. Authorization to Excuse Members from the Meeting
6. Amendments to and *approval* of the agenda
Motions to amend the agenda are not debatable.
7. Approval of the Minutes
8. Subcommittee Report (As needed)
9. Special Presentation (If any)

Any presentations with prepared materials must be presented in print to the Council members. Specifically any power point presentations must be in printed form and distributed to the Council members prior to the beginning of the presentation.

10. Public Hearings (If any)
11. Recognition of Elected Officials (If any)
12. Agenda Address (2 Minute Limit)
13. Agenda Items
14. Public Comment (3 Minute Limit)
15. Mayor, Clerk and Council Closing Comments (3 Minute Limit)
16. Adjournment

The Agenda will be as follows for **Study Session Meetings**

Study Session

1. Call to order
2. Roll Call
3. Authorization to Excuse Members from the Meeting
4. Approval of the Agenda
5. Approval of the Minutes
6. Public Comment
7. Review of all agenda items
8. Adjournment

All items presented to the city council for action shall be placed on the first possible agenda by the city clerk. The deadline to submit an item to the clerk to place on the agenda shall be noon on the **Thursday** before a Study Session Meeting. The clerk shall distribute the agenda by email no later than 5:00 p.m. on Friday. Complete agenda packets, excluding confidential information, shall be posted on the City's web site concurrent with distribution of the agenda packet to the council members. Any councilmember shall have the right to add items to the regular agenda before it is approved.

Agenda distribution

The clerk is responsible for the agenda distribution, which is emailed to each councilmember forty-eight (48) hours or more prior to each council meeting. In addition, the clerk posts each agenda to the city website 48 hours prior to each meeting for public access. Agendas for special meetings shall be distributed with the notice of special meeting and posted on the City's website.

Quorum

A majority of the entire elected or appointed and sworn members of the council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice. The council may adopt an ordinance to prescribe penalties.

Attendance at council meetings

Council is empowered by Article III – Legislative Branch, Section 3.107 of the charter to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance. In the event that the member's absences continue for more than five consecutive regular meetings of the council, the council may declare the seat vacant in accordance with Section 3.119 of the charter.

Role of the Mayor (Charter 4.101 "The Mayor or the Deputy Mayor shall attend all meetings of the Council and respond to questions from Council members and Citizens, make reports and present

proposals.”) The Mayor shall not speak on Council agenda items unless the Mayor is asked a question on that item.

Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The council president is ordinarily the presiding officer. If the Council President is absent, The Council President Pro Tem will preside over the meeting. In the absence of both the Council President and the Council President Pro Tem at the same meeting, the council member presiding over the meeting shall rotate by District, starting with District one. In the event of a resignation or other permanent absence, that the position shall be filled by nomination and affirmative vote of the majority of Council members serving.

Disorderly conduct

The president may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

Closed meetings

Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- d. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.
- e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
- f. To consider material exempt from discussion or disclosure by state or federal statute.

Calling closed meetings

At a regular or special meeting, the councilmembers elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

Minutes of closed meetings

A separate set of minutes shall be taken by the clerk or the designated secretary of the council at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

Discussion and voting

Rules of parliamentary procedure

The rules of parliamentary practice, as contained in the *most recent edition of Robert's Rules of Order Newly Revised*, shall govern the council in all cases to which they are applicable, provided they are not in conflict with these rules, city ordinances or applicable state statutes. *The Parliamentarian shall be a Professional Registered Parliamentarian with the National Association of Parliamentarians.* The chair shall preserve order and decorum and may speak to points of order in preference to other councilmembers. If a point of order is given, it should not exceed two (2) minutes.

Conduct of discussion

During the council discussion and debate, no *councilmember* shall speak until recognized for that purpose by the chair. After such recognition, the *councilmember* shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another *councilmember*. *Councilmembers* should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

The Council members may decide by majority vote to limit or determine the time to be devoted to the discussion of a pending motion or item for discussion.

Interruptions of Votes

Interruptions during the taking of a vote are permitted only before any councilmember has actually voted.

Rule against Explanation by Councilmembers During Voting

A councilmember has no right to "explain their vote" during voting, which would be the same as debate at such a time.

Changing One's Vote

A member has a right to change their vote up to the time the result is announced. After that the member can make the change only by the unanimous consent of the remaining councilmembers present.

Ordinances and resolutions

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or by council rules.

Abstentions

Except as otherwise specified in the City Charter or in matters relating to a direct financial conflict of interest no Councilmember shall abstain from voting on any question.

Roll Call

In all roll call votes, the names of the members of the council shall be called in rotating alphabetical order.

Disposition of Agenda Items

When an agenda item has been rejected by a vote of Council vote it may not be returned to the agenda unless the Councilmembers request, by majority vote, to give it further consideration.

Disposition of Agenda Item: An item may be not be returned for at least 30 days and by a Councilmembers request, by majority vote to give it further consideration.

Citizen participation

Each regular and special council meeting agenda shall provide reserved time for citizen participation. During citizen participation, each individual shall address the City Council in an orderly and dignified manner and shall not engage in conduct or language that disrupts, makes fun of, or otherwise impedes the orderly conduct of the Council Meeting. In addition, members of the audience shall not engage in disorderly or boisterous activity including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language, cheering, whistling, ***clapping***, or any other acts that disturb, disrupt, or impede, or otherwise interfere with the orderly conduct of the City Council Meeting.

Agenda Address

The Council has included in its agenda a time for Agenda Address. Agenda Address will allow the audience to comment on agenda items on the agenda of the City Council Meeting. The individuals addressing the body will have 2 minutes to complete the Agenda Address. All individuals wishing to participate in the Agenda Address will have to fill out an Agenda Address Card, which will be located in the City Clerk's Office. The Agenda Address Card shall require the person to identify himself or herself, a method of contact, and the subject matter of their comments and such other information the Council President may require. The Agenda Address Card has to completed and turned in to the Clerk's Office by ***Tuesday*** at 4:30 p.m. to be considered for the following council meeting. Individuals who have submitted an Agenda Address Card to speak must be present in the City Council Chambers when their name is called or they will lose their turn to speak.

Public Comment

The Council has included in its agenda a time for Public Comments. The Public Comment portion of the agenda will allow individuals to comment on non-agenda items. The individuals addressing the body will have 3 minutes to complete public comment. All individuals wishing to participate during public comment will have to complete the Public Comment Sign-In Sheet, which will be located in the City Council Chambers on a clipboard.

The Public Comment Sign In-Sheet shall require the person to identify himself or herself, a method of contact, and the subject matter of their comments and such other information the Council President may require. The Public Comment Sign-In Sheet will be picked up before the call of order of the meeting. If your name is not on the Public Comment Sign-In Sheet once picked up, you will not be allowed to speak during Public Comment. Individuals who have submitted their information on the sign in sheet to speak must be present in the City Council Chambers when their name is called or they will lose their turn to speak. *A person having been called on to speak may not yield their time to another person.*

At the time of Public Comment on the agenda, the chair has the flexibility to determine that the time should be limited to less than three minutes for each speaker.

During Public Comment speakers shall not expressly advocate a vote for or against a candidate or ballot issue. (Sec. 57 Michigan Campaign Finance Act)

During Public Comment, council members shall not respond to any speaker. Responses to public comments are appropriate during closing comments prior to the adjournment of the meeting.

City of Pontiac employees cannot give public comments while on the clock and while receiving compensation from the City of Pontiac.

Only individuals signed up for public comment can be provided 3 minutes to speak, no add ons.

Miscellaneous

Suspension of rules

The rules of the council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and United States Constitutions.

Annual Review of the Rules

Each January the Councilmembers shall review these Rules and they may be revised by a majority vote of the councilmembers.

Committees

Standing and special committees of council

The city shall have the following standing committees:

Finance/Human Resource Committee: Responsible for meeting with the Finance Director to review periodic financial reports; responsible for reviewing the proposed budget. This committee will meet once a month or as needed.

Public Safety Committee: Responsible for meeting with the Mayor and representatives of the City's police, fire, and emergency medical transport service providers. This committee will meet once a month or as needed.

Community Development Committee: Responsible for meeting with the Mayor and Community Development Director concerning the operations and functions of the Community Development Department. This committee will be meeting once a month or as needed.

Public Works/Parks and Recreation Committee: Responsible for meeting with the Mayor and Public Works Director concerning the operations and functions of the Public Works Department. This committee will meet once a month or as needed

Information Technology Subcommittee: Responsible for meeting with the Mayor and the IT Department concerning the operations and function of the IT Department. This committee will be meeting as needed.

Law and 50th District Court Subcommittee- Responsible for meeting with Judges or Court Reps concerning the operations and functions of the 50th Court. This committee will be meeting as needed.

Forensic Audit Subcommittee- This committee will meet as needed.

Real Estate Subcommittee-This committee will meet as needed.

Cable Subcommittee-This committee will meet as needed.

Committee members will be appointed by the president. They shall be members of the council. The president shall fill any committee vacancies. The committee member shall serve for a term of one year and may be re-appointed. Committees shall be comprised of at least three council members and one alternate who may attend if a regular member is unable to attend. Committees can discuss policy with department heads. Committees cannot make final decisions, but may recommend actions to the Council. Committees may determine their own meeting schedule. Committee meetings at which department heads will be present shall be scheduled at a time mutually acceptable to both the committee and the department head.

Committees shall present both oral and written reports. The committee shall designate a member to prepare the written report for the committee. The written report shall indicate the date and time of the committee meeting, all persons present, and the subject matter of discussion with some detail. If a committee is making a recommendation to the Council as a body, then at least two of the three members of the committee must be noted as being in support of the recommendation.

Special committees may be established for a specific period of time by the president or by a resolution of the council, which specifies the task of the special committee and the date of its dissolution. Special committees shall present reports in the same manner as standing committees.

Only the Pontiac City Council can give Public Service Announcements (PSA's) in the Council Chambers.

Effective April 24, 2018

Amended November 27, 2018

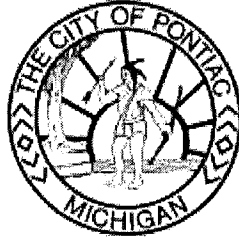
Amended December 4, 2018

Amended December 10, 2019

#5

RESOLUTION

Resolution of the Pontiac City Council



Whereas, the City of Pontiac timely approved the FY 2021-2022 budget on June 24, 2021; and

Whereas, the City Clerk is requesting \$31,200 in funds to be transferred from the general fund balance GL Account 101-000-390.000 to the following accounts 101-191-702.004 overtime wages \$1,200; 101-191-740.000 operating supplies \$10,000; 101-191-809.000 services-elections \$10,000; 101-215-809.002 Charter Commission \$10,000; and

Whereas, these transfers are necessary to pay for the additional cost that will be incurred for the Special Election on May 3, 2022 and to support the Charter Commission and

Whereas, section 5.106 of the Charter states "after adoption of the appropriations ordinance, and upon at least one week's notice in a newspaper of general circulation in the City, the Council by a resolution of five members, may amend such ordinance to authorize the transfer of an unused balance appropriated for one purpose to another purpose, or to appropriate available revenues not previously appropriated."; and

Now therefore, be it resolved that the City Council approves the budget amendment for fiscal year 2021-22 budget transferring \$31,200 from general fund balance GL Account 101-000-390.000 to the following accounts 101-191-702.004 overtime wages \$1,200; 101-191-740.000 operating supplies \$10,000; 101-191-809.000 services-elections \$10,000; 101-215-809.002 Charter Commission \$10,000

#6

RESOLUTION

City of Pontiac, Michigan

The City of Pontiac, Michigan extends an invitation to qualified auditing firms to submit a proposal to conduct a forensic audit for fiscal year ending June 30, 2014 through January 4, 2022. Prospective firms should submit detailed proposals on or before January 31, 2022 by 3:00 p.m. Proposals received after this date and time will not be considered.

REQUEST FOR PROPOSALS & QUALIFICATIONS FOR FORENSIC AUDIT

City of Pontiac, MI

I. PURPOSE

The City of Pontiac, Michigan through this Request for Proposal (RFP) extends an invitation to qualified auditing firms to submit a proposal to conduct a forensic audit for fiscal years ending June 30, 2014 through January 4, 2022. The exact time period of this audit may be narrowed based on final determination by the City.

II. PROCESS

The City's Administration will review proposals and qualifications of submitting firms and if necessary, conduct interviews of all or some of the firms in order to adequately evaluate the proposals. Upon the decision of the Administration, the firm identified to best perform these services will be recommended for approval to the City Council.

III. GENERAL INSTRUCTIONS

- A. Responses must include complete information as described in this request. Three (3) hard copies and one (1) electronic copy of a respondent's proposal shall be submitted by 3:00 p.m. on January 31, 2022 to:

Darin Carrington
Finance Director
City of Pontiac
47450 Woodward Avenue
Pontiac, MI 48342

- B. To ensure fairness and uniformity, firms submitting responses that have any questions about this RFP may submit their questions by e-mail to purchasing@pontiac.mi.us prior to the submission deadline.
- C. The City will not reimburse any expenses incurred by the firm submitting responses including, but not limited to, expenses associated with the preparations and submission of the response and attendance at interviews.
- D. The City reserves the right to reject any and all proposals, to request additional information from any and all proposers.

IV. SCOPE OF WORK

The purpose of this RFP is to select a firm to provide a forensic audit of the City's financial transactions. The scope of this engagement may include certain of the City's financial transactions such as purchases, contracts, vendor payments, credit card transactions and/or banking transaction. The period of review will be determined by the City but may cover transactions beginning in the fiscal year ending June 30, 2014 and

continue through January 4, 2022. The City may also request a review of its accounting procedures to identify areas of risk of fraud and misconduct and recommended improvements and best practices.

The City will make reasonable efforts to provide personnel to respond to inquiries and make available accounting records and other documents for review.

Findings & Observations: The Contractor will be expected to provide findings and observations in both verbal presentation(s) and in a written report(s). The Contractor may be required to attend meeting(s) to report the progress of the audit or to report significant findings.

Time Frame: The City is expecting that said services shall be completed within a time frame of no more than six (6) months. Respondents to this RFP shall provide with their proposal a projected timeline for the performance and completion of the proposed services.

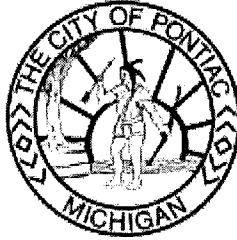
V. TERMS AND CONDITIONS

- A. The City of Pontiac reserves the right to amend or cancel this request for proposal at any time. The City of Pontiac reserves the right to determine the successful respondent. The City of Pontiac reserves the right to reject any or all proposals as it deems appropriate.
- B. The City of Pontiac will not be liable for any cost incurred by the firm responding to this request.
- C. Respondents to this RFP should include information on their pricing including the structure of the pricing of their services along with projections for costs to conduct and complete the proposed services
- D. Respondents will be required to possess liability insurance to protect the City from any liability exposure associated with this engagement. Specific requirements for insurance will be determined prior to the start of any engagement of services.

#7

RESOLUTION

Pontiac City Council Resolution



WHEREAS, the City of Pontiac passed a resolution supporting the Pontiac Skate Project allocating **\$180,000.00** from the Capital Improvement Fund; and,

WHEREAS, the funds Council approved for the allocation were to come out of the appropriations for the current year FY 2021-22 from the Capital Improvement Fund GL account 445-265-976.001; and,

WHEREAS, at the direction of the Administration, a budget amendment was proposed to replace the funds back into the Capital Improvement Fund; and,

WHEREAS, subsequently, in a letter dated November 23, 2021, addressed to Mayor Waterman from the Oakland County Board of Commissioners, the Board of Commissioners expressed their interest to partner on the construction of the new skate park as part of the Skatepark Project (formerly the Tony Hawk Foundation) matching grant initiative (*letter attached*); and,

WHEREAS, on December 1, 2021 and at a Board of Commissioners' Economic Development & Infrastructure Committee meeting, the Committee considered and passed a resolution allocating funds dollar for dollar, up to **\$125,000.00** matching with any city and other locally raised funds, securing the full match the Skatepark Project made available to Pontiac; and,

WHEREAS, due to the recent change of events and as a consequence of the delightful **\$125,000.00** commitment from Oakland County to the Skate Park Project, the City of Pontiac's matching obligation has been substantially reduced to **\$55,000.00**; and,

WHEREAS, to fund the current appropriation, **\$55,000.00** is to be transferred out of the General Fund Balance GL account 101-101-804.000- Legal Services into the Capital Improvement Fund; and,

WHEREAS, to date, the City of Pontiac has not advanced or submitted any payments on behalf of the Project.

NOW THEREFORE BE IT RESOLVED that the City Council approves the budget amendment for Fiscal Year 2021-22 Budget, transferring **\$55,000.00** out of the General Fund Balance GL account 101-101-804.000- Legal Services and **\$55,000.00** is transferred into the Capital Improvement Fund, GL account 445-265-976.01- Building Additions & Improvements.

#8

RESOLUTION

Resolution of the Pontiac City Council



Whereas, the City of Pontiac was awarded a \$90,000 grant from the NextFifty Initiative; and;

Whereas, the grant is for the purpose of renovating and updating structurally deficient, unsafe and/or inaccessible facilities so that they can be used and enjoyed by the older adult and disabled communities in safe, inclusive, and innovative ways, and;

Whereas, the grant award from NextFifty Initiative does not have a matching requirement; and;
Whereas, the funds from the grant will increase the budgeted revenue for the current fiscal year 2021-2022 in the amount of \$90,000 for grant income, and increase the appropriations in the amount of \$90,000, representing grant expenditures.

Whereas, the increased appropriations will not cause the fund balance in the General Fund to go below the policy mandated thresholds and;

NOW THEREFORE, be resolved that the City Council approves the budget amendment to increase budgeted revenues in the amount of \$90,000 to the General Fund in account 101-000-532.000 –Grant Income, and appropriations in the amount of \$90,000 in a General Fund account.

#9

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: The Honorable Pontiac City Council

FROM: Alexandra Borngesser, Grants

THROUGH: Darin Carrington, Finance Director

DATE: December 29, 2021

RE: **Resolution to approve The City of Pontiac's submission of the grant application titled "Mattie McKinney Hatchett Park Redevelopment" to the Oakland County Parks and Recreation Park Improvements Grant Program for Development of Mattie McKinney Hatchett Park in the amount of \$100,000**

EXECUTIVE SUMMARY

The Executive Office of Mayor Tim Greimel kindly requests the approval of The City of Pontiac's submission of a grant application titled "Mattie McKinney Hatchett Park Redevelopment" to the Oakland County Parks and Recreation Park Improvements Grant Program for development of Mattie McKinney Hatchett Park in the amount of \$100,000. The City of Pontiac is proposing park improvements to Mattie McKinney Hatchett Park, classified as a Neighborhood Park, located in the Unity Park neighborhood on the City's east side.

STATEMENT OF NEED

In a 2018 community survey, respondents identified a variety of concerns that established a recurring theme related to quality of life. A myriad of factors has led to low quality of life for residents in the City. According to CDC data, Pontiac residents have an average life expectancy 20 years lower than neighboring communities. Critical issues related to Social Determinants of Health, including crime, safety, violence, generational poverty, and racial inequity have led to this crisis.

The process for adopting the City's Parks and Recreation Master plan included a survey of each park and its amenities. This indicated that the quality of the facilities is poor, including uneven basketball courts, broken playground equipment, lack of working restrooms, unsafe conditions,

and beyond. Green spaces in urban areas greatly reduce climate and health risks while improving the physical and mental wellbeing and quality of life for residents. Cities with robust park systems experience stronger economies, decreased crime, increased property value, and protection from environmental impacts of urban landscapes.

The benefits of renovating and enhancing Mattie McKinney Hatchett Park are invaluable and residents will reap those benefits by way of a stronger economy, safer neighborhoods, and a more resilient environment, all of which will bear fruit for the City of Pontiac and neighboring communities to indulge.

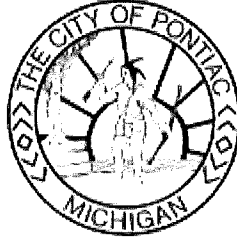
PROJECT PLANS

In 2021, the City of Pontiac adopted a 2021-2025 Parks and Recreation Master Plan. The purpose of this plan is to provide a new vision for future allocation of resources and create a vibrant and sustainable park system. This plan includes improvements and upgrades to Mattie McKinney Hatchett Park.

The City of Pontiac, in partnership with Pontiac Community Foundation, has worked with an expert designer and project engineer to develop a comprehensive project plan that fits the needs of the surrounding neighborhood and broader community. Critical aspects of sustainability and green infrastructure were taken into consideration along with ADA standards to ensure accessibility to all users regardless of age or ability.

The City of Pontiac has partnered with the Pontiac Community Foundation to redevelop Mattie McKinney Hatchett Park and, by leveraging this public-private partnership, the residents will reap the many benefits of a revitalized outdoor space for recreation, leisure, and beyond.

Resolution on Following Page



CITY OF PONTIAC CITY COUNCIL

RESOLUTION TO APPROVE THE CITY OF PONTIAC'S SUBMISSION OF THE GRANT APPLICATION TITLED "MATTIE MCKINNEY HATCHETT PARK REDEVELOPMENT" TO THE OAKLAND COUNTY PARKS AND RECREATION PARK IMPROVEMENTS GRANT PROGRAM FOR DEVELOPMENT OF MATTIE MCKINNEY HATCHETT PARK IN THE AMOUNT OF \$100,000

As such, the following resolution is recommended for your consideration:

Whereas, the City of Pontiac desires to submit an application titled "Mattie McKinney Hatchett Park Redevelopment" to the Oakland County Parks and Recreation Park Improvements Grant Program for Development of Mattie McKinney Hatchett Park in the amount of \$100,000;

Whereas, the proposed application is supported by the City of Pontiac's Parks and Recreation Master Plan;

Whereas, the Grant Program requires that the City of Pontiac certify compliance with all Grant Program requirements, including commitment to long-term maintenance and all project cost overruns.

NOW THEREFORE BE IT RESOLVED that The City of Pontiac hereby approves participation in the Park Improvements Grant Program and authorizes the submission of a Park Improvements Grant Program application for \$100,000.

BE IT FURTHER RESOLVED that the Grant Program application is supported by the City of Pontiac's Parks and Recreation Master Plan.

BE IT FURTHER RESOLVED that The City of Pontiac acknowledges and certifies compliance with all grant program requirements, including commitment to long-term maintenance and all project cost overruns.

BE IT FURTHER RESOLVED that The City of Pontiac shall make a local match through financial commitment of private funds for \$300,000 through a partnership with The Pontiac Community Foundation.

BE IT FURTHER RESOLVED that Mayor Tim Greimel will be authorized to sign all grant-related documents on behalf of The City of Pontiac.

Attachment: Mattie McKinney Hatchett Park Redevelopment Oakland County Parks and Recreation Park Improvements Grant Program Application

Oakland County Parks and Recreation Trailways and Park Improvements Community Grants

Applicant Information

Project Title: Mattie McKinney Hatchett Park Redevelopment

Oakland County Application: City of Pontiac

Name of Primary Grant Contact: Alexandra Borngesser

Phone of Primary Contact: (248) 758-3327

Email of Primary Contact: ABorngesser@pontiac.mi.us

Address: 47450 Woodward Ave

City: Pontiac

State: MI

Zip Code: 48342

Are there project partners?

- Yes
- No

Project Partner Name: Pontiac Community Foundation

Financial Information

Which type of grant are you requesting?

- Trailways
- ***Park Improvements***

For which type of funding are you applying?

- Pre-Development grants minimum request: \$5,000, maximum request: \$25,000 (design, engineering, planning, etc.)
- ***Development grants minimum request: \$5,000, maximum request: \$100,000 Park Improvement/\$200,000 Trailways (construction)***

Grant Amount Requested: \$100,000

Match Funding:

- ***Match Source 1:*** Pontiac Community Foundation
 - Amount: \$300,000
 - Funding Status:
 - Pledged
 - ***Awarded***
 - Budgeted (applicant's budget)
 - Pending

Projected Budget

- Scope Item: Construction Management
 - Quantity: 1
 - Total Amount: \$55,000
- Scope Item: Landscaping/Trees/Green Infrastructure
 - Quantity: 40
 - Total Amount: \$100,000
- Scope Item: Court Sports
 - Quantity: 3
 - Total Amount: \$75,000
- Scope Item: Picnic Area
 - Quantity: 1
 - Total Amount: \$10,000
- Scope Item: Playground Equipment
 - Quantity: 1
 - Total Amount: \$45,000
- Scope Item: Site Furnishings (Bench, Bike Rack, Trash Receptacle, Recycle Bin, Bike Repair Station)
 - Quantity: 25
 - Total Amount: \$20,000
- Scope Item: Other - Recognition & Park Entry Signage
 - Quantity: 4
 - Total Amount: \$5,000
- Scope Item: Other - Fitness Equipment
 - Quantity: 1
 - Total Amount: \$30,000
- Scope Item: Other - Walkways
 - Quantity: 1
 - Total Amount: \$60,000

Project Details

Project Description

Describe the physical location of the proposed project and ownership of the property.
(173 out of 250 words - 250 words maximum)

The City of Pontiac is proposing park improvements to Mattie McKinney Hatchett Park, classified as a Neighborhood Park, located in the Unity Park neighborhood on the City's east side. Mattie McKinney Hatchett Park is located directly in the center of four critical neighborhood streets: Paddock Street to the East, Perkins Street to the West, Willard Street to the North, and Wall Street to the South. The Unity Park neighborhood is located South of Auburn Avenue, a major street in the City, and is directly adjacent to Woodward Avenue prior to the start of the Loop. This neighborhood is directly connected to key community institutions, including major nonprofits such as Lighthouse MI, Habitat for Humanity of Oakland County, and the Salvation

Army's Pontiac location. Additionally, the Unity Park neighborhood is located across Woodward Avenue from St. Joseph Mercy Oakland Hospital and across Auburn Avenue from the City of Pontiac's administrative offices and Pontiac School District's administrative offices. The City of Pontiac is the sole owner of the parcels that Mattie McKinney Hatchett Park occupies.

Describe the project design and why it was chosen.

(250 out of 250 words - 250 words maximum)

In 2021, the City of Pontiac adopted a 2021-2025 Parks and Recreation Master Plan. The purpose of this plan is to provide a new vision for future allocation of resources and create a vibrant and sustainable park system. This plan includes improvements and upgrades to Mattie McKinney Hatchett Park.

The City of Pontiac, in partnership with Pontiac Community Foundation, has worked with an expert designer and project engineer to develop a comprehensive project plan that fits the needs of the surrounding neighborhood and broader community. Critical aspects of sustainability and green infrastructure were taken into consideration along with ADA standards to ensure accessibility to all users regardless of age or ability.

Pontiac has a population that identifies as 52% Black/African American and 17% Hispanic, a poverty rate of 31% and 50% of households categorized as low-income. The median age in the surrounding neighborhood is 35 which mirrors the demographics of the City as a whole, with 20% of residents under the age of 18 and 10% 65 or older. Additionally, 18% of the residents in the neighborhood identify as persons with disabilities.

With the aforementioned demographics in mind, coupled with the expertise of the City Planning Department, and much community input, Mattie McKinney Hatchett Park will feature two new basketball courts, a new play structure that meets ADA standards, a recreation field, outdoor fitness equipment, an enhanced walking path, a variety of seating elements, and native plants and landscaping. These elements maximize the parcel while also addressing community needs.

Provide relevant history/background information (including any environmental concerns).

(243 out of 250 words - 250 words maximum)

The City of Pontiac is a prime example of the American experience, and like other American cities, relied on the manufacturing industry for vitality. In March 2009, the City of Pontiac entered receivership. Through determination and sound fiscal practices, Pontiac has risen out of the ashes of wide-spread plant closures and economic downturn and has regained its fiscal solvency and stability and has reemerged from the depths of 10 years of financial crisis to achieve the restoration of home rule.

While much progress has been made, indicators of probable financial distress and remnants from past financial distress impact the potential for future advancement and limit expenditures—such as the capacity to invest in revitalizing parks and outdoor spaces. The philanthropic community and community activists, such as the Pontiac Community Foundation, have worked to ensure the parks remain cared for. Economic development and growth go hand in hand with environmental resiliency and sustainability, making parks and open spaces such as Mattie McKinney Hatchett Park a crucial step in Pontiac's ongoing transformation. Formerly called Neighborhood Park, the park has been renamed after Mattie McKinney Hatchett, who is a community activist and leader who previously served as an Oakland County Commissioner and a Pontiac School Board Trustee.

The City of Pontiac has partnered with the Pontiac Community Foundation to redevelop Mattie McKinney Hatchett Park and, by leveraging this public-private partnership, the residents will reap the many benefits of a revitalized outdoor space for recreation, leisure, and beyond.

Describe the community need for the project.

(250 out of 250 words - 250 words maximum)

In the wake of emergency management and economic downturn, the City of Pontiac still experiences financial distress and remnants from past financial distress— this limits expenditures such as the capacity to invest in revitalizing parks and outdoor spaces.

In a 2018 survey, respondents identified a variety of concerns that established a recurring theme related to quality of life. A myriad of factors has led to low quality of life for residents in the City. According to CDC data, Pontiac residents have an average life expectancy 20 years lower than neighboring communities. Critical issues related to Social Determinants of Health, including crime, safety, violence, generational poverty, and racial inequity have led to this crisis.

The process for adopting the City's Parks and Recreation Master plan included a survey of each park and its amenities. This indicated that the quality of the facilities is poor, including uneven basketball courts, broken playground equipment, lack of working restrooms, unsafe conditions, and beyond. Green spaces in urban areas greatly reduce climate and health risks while improving the physical and mental wellbeing and quality of life for residents. Cities with robust park systems experience stronger economies, decreased crime, increased property value, and protection from environmental impacts of urban landscapes.

The benefits of renovating and enhancing Mattie McKinney Hatchett Park are invaluable and residents will reap those benefits by way of a stronger economy, safer neighborhoods, and a more resilient environment, all of which will bear fruit for the City of Pontiac and neighboring communities to indulge.

Project Identification in Planning Documents

Project Identification in Planning Documents:

Indicate where and how this project is addressed in relevant community planning documents, which may include: 5 Year Parks and Recreation Master Plan, Capital Improvement Plan, Park Master Plan, Community Master Plan, Complete Streets Plan, Trailway Master Plan, Pathway Plan, etc. Provide links to relevant online planning documents, or upload applicable pages in optional uploads section on the next tab.

(40 out of 100 words - 100 words maximum)

The improvements to Mattie McKinney Hatchett Park are outlined in the City of Pontiac's 5-Year Parks and Recreation Master Plan

(http://www.pontiac.mi.us/PontiacParkRecMasterPlan2021_2025Final.pdf). The relevant information regarding Mattie McKinney Hatchett Park is located on pages 58-59.

Project Alignment (Park Improvement)

Project Alignment with Most Recent OCPR County-Wide Needs Assessment

Please select all categories in which your proposed project falls.

- Beaches
- Paved multi-use trails
- Unpaved multi-use trails
- Canoe & Kayak launch sites
- **Picnicking areas and pavilions**
- **Playgrounds**
- Sledding Hills
- Waterparks & Waterslides
- Boating & fishing areas
- Splash pads & spray parks
- Outdoor amphitheaters
- Camping areas
- Mountain-biking trails
- Tennis courts
- Baseball & softball diamonds
- **Basketball courts**
- Disc golf
- Archery range
- Hunting areas
- Off-road vehicle areas
- **Soccer & cricket fields**
- Outdoor equestrian facilities/trails
- Pickleball courts
- Proposed project does not align with any facilities/activities on this list

Public Engagement

Public Engagement:

Applicants must hold at least one public meeting (advertised in a manner that would satisfy the Michigan Open Meetings Act) to receive public input about the project. This can be a regularly

scheduled board/commission meeting or a separate stakeholder or public input meeting. Include a summary of all relevant public engagement regarding the proposed project. If additional space is needed, upload a public engagement summary in the optional uploads section on the next tab.

(247 out of 250 words - 250 words maximum)

Community engagement is at the heart of the Mattie McKinney Hatchett Park redevelopment project. The community partners working to further the mission of this initiative know that community engagement and public input is obligatory for successful development.

Throughout the course of 2021, Pontiac Community Foundation has engaged with stakeholders in the neighborhood surrounding Mattie McKinney Hatchett Park. Pontiac Community foundation hosted well-attended town hall meetings, collected survey responses, and had a team of individuals canvassing the neighborhood to collect feedback. This helped identify critical areas that the neighborhood wanted to see implemented in the park, all of which has been worked into the current project design. These areas were multiple basketball courts, a walking path, updated amenities for all individuals, and outdoor fitness equipment. Additionally, the partners presented the project proposal at the Pontiac City Council meeting on December 28, 2021 as an opportunity for community support.

In 2020, the City of Pontiac worked in cohort with community partners and stakeholders to develop the 2021-2025 Parks and Recreation Master Plan. This included a comprehensive engagement plan for the community to provide feedback through survey responses and town halls, as well as through the City's Planning Commission and City Council meetings before final approval. The Master Plan helped identify and define the problems to be addressed across all of the parks in the City, including Mattie McKinney Hatchett Park.

Sustainability

Sustainability:

Describe how the project considers sustainability in design and/or construction.

(205 out of 250 words - 250 words maximum)

The City of Pontiac and Pontiac Community Foundation (PCF) worked with an expert landscape designer to ensure that sustainability was a critical focus area and priority in the design and development of Mattie McKinney Hatchett Park. One of the focal points of the park will be the implementation of natural, native Michigan plants and landscaping. PCF worked with a local group, Rochester Pollinators, to ensure donation of these plants, in addition to the development of a garden for future construction in partnership with Oakland County Commissioner Gwen Markham. Organic materials will be used, including mulch, fertilizers, and compost, where possible as identified by the General Contractor. It is anticipated that durable, natural, and/or recycled materials will be prioritized. Salvaged stone paving and/or rocks will be utilized for seating arrangements across the park.

It is a commonly accepted principle that green space in urban areas greatly reduces climate impacts and helps to establish a more resilient environment. The redevelopment of this park will aid in future sustainable developments such as green infrastructure and natural stormwater runoff gardens, or perhaps organic bowl lot designs.

Long-Term Maintenance

Long-Term Maintenance:

Describe how the project will be managed long-term, including any equipment or staffing needs and how they will be addressed.

(94 out of 100 words - 100 words maximum)

The City of Pontiac and Pontiac Community Foundation (PCF) have committed to the long-term maintenance of the park as a priority, including multiple paths to ensure sustainability. The City of Pontiac, particularly with a balanced budget and surplus, now has the ability to expand its departments and ensure long-term maintenance of the parks through its Department of Public Works. In addition, there are further funding opportunities as needed with county, state, and federal partners and the addition of a new Centralized Grants Department within the City's organizational structure will assist in securing those opportunities.

ADA Compliance/Universal Accessibility

ADA Compliance/Universal Accessibility:

Describe how the project will meet or exceed ADA guidelines. Describe any Universal Design principles that will be incorporated into the project. Include design drawings/specifications/etc. as well as relevant meeting notes or feedback documents as applicable in optional uploads section.

(246 out of 250 words - 250 words maximum)

The Americans with Disabilities Act (ADA) requires all areas of public service to have barrier-free accessibility, including parks and recreation facilities. The City of Pontiac continues to make improvements and is working towards bringing all park facilities and community centers up to full compliance. The existing deficiencies are typically due to older playground equipment and amenities that predate ADA standards. While creating the Parks and Recreation Master Plan, an evaluation was conducted of all City of Pontiac parks in fall of 2018 and identified an accessibility rating for all parks. In the Master Plan, it was identified that all future park development projects will consider Universal Accessibility Standards as a priority.

Currently, Mattie McKinney Hatchett Park has an accessibility rating of 3 out of 5, meaning that the park is mostly accessible to people with a broad range of physical disabilities. Most of the parking and pathways are paved and some of the facilities, such as play equipment or picnic areas, are accessible, but may not be completely barrier-free. As 18% of the residents in the neighborhood surrounding the park identify as persons with disabilities, Universal Design was a key consideration for the park development. All of the areas around the park, including parking and pathways, will continue to be paved - adding more of these walkways throughout the park.

A critical area of improvement is the play structure, inclusive of both elevated and ground-level components, which aim to include accessible components in accordance with ADA guidelines.

Proposed Project Dates:

Anticipated Start Date: June 1, 2022

Anticipated End Date: May 31, 2023

Site Control:

Site Control:

Select the type of site-control the applicant has over the site where the project is to be completed.

- **Fee simple**
- Less-than-fee-simple
- Lease
- License
- *Easement*
- Other

Entrance Fees:

Entrance Fees:

Select whether or not the park or facility has any required entrance fees - annual, daily, non-resident, etc.

- **No Fees for park use**
- Non-resident annual or daily fee
- Annual or daily fee for residents and non-residents

Ease of Access:

Ease of Access:

Select the ways in which people can access the site.

- Automobile only
- **Automobile**
- **Bicycle on-street**
- Dedicated bike lane
- **Sidewalk**
- **Nearby bus stop (within 1/4 mile)**

Final Report and Reimbursement:

Final Report & Reimbursement

The OCP&R Trailways and Park Improvements Grant Programs are reimbursement grants. If awarded a grant, the community will have an opportunity to request reimbursement on a

quarterly basis. A final report will need to be submitted and approved by OCPR grant management staff prior to the release of the final 20% of grant funds.

CHECK - Please check here to acknowledge that this is a reimbursement grant and that a final report will be required to release the final 20% of grant funds.

Uploads

REQUIRED UPLOADS

Project Location Map

Submit as one combined PDF or no more than 3 JPG files

TO UPLOAD: MMH Park Location Map

Project Site Plan/Map

Submit as one combined PDF or no more than 3 JPG files

TO UPLOAD: MMH Park Site Plan

Certified Resolution

Submit as a PDF

TO UPLOAD: City of Pontiac Resolution

OPTIONAL UPLOADS

Letters of Support

- Senator Rosemary Bayer
- Commissioner Angela Powell
- Friends of the Pontiac Parks Association
- Pontiac Community Foundation

Design Drawings/specifications/site plans

N/A

Photographs with captions that indicate the relevant content of the photo

TO UPLOAD: MMH Park 3D Renderings (in Drive)

Other

City of Pontiac Parks and Recreation Master Plan

#10

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council

FROM: Mayor Tim Greimel

DATE: January 3, 2022

RE: **Appointment of Mr. Khalfani Stephens to serve as Deputy Mayor**

Honorable City Council:

In accordance with Article 4.103 of the City Charter, it is my honor and privilege to recommend the appointment of Mr. Khalfani Stephens as Deputy Mayor for the City of Pontiac.

Mr. Stephens is a Pontiac native and brings over 15 years of municipal government experience. He has worked with multinational firms as well as start-ups. Presently, he serves as the Economic Development Director for the city of Flint, MI.

I am pleased to welcome Mr. Stephens to the City of Pontiac and I am confident he has the qualifications and knowledge to assume the role of Deputy Mayor. A copy of Mr. Stephens resume and credentials have been attached for your review.

I am respectfully requesting the City Councils' approval of the appointment by passing of this resolution:

WHEREAS, in accordance with the City Charter, Section 4.103, Deputy Mayor; The Mayor shall appoint, with the approval of the Council, a Deputy Mayor who serves at the pleasure of the Mayor and performs the duties of the office during the absence or temporary disability of the Mayor;

THEREFORE, BE IT RESOLVED THAT, the City Council accepts and approves the appointment of Mr. Khalfani Stephens to the position of Deputy Mayor.

Thank you for your consideration and support.

Mayor Tim Greimel

Attachments: Resume, bio, summary of skills, and achievements

Khalfani Stephens, MBA, CEcD, EDFP

A summary of key skills, knowledge and abilities

<p>Stakeholder Collaboration</p> <p>Colleague/ Staff Engagement</p> <ul style="list-style-type: none"> • 2016 outstanding employee • Directed intergovernmental task force (State, County, Local, Community members) • Strong State and County network • MEDA board VP <p>Business Engagement</p> <ul style="list-style-type: none"> • Secured community investment • Procured countless approvals from City Councils • Partnered with colleges for business development • Facilitated new apprenticeship program with schools and businesses 	<p>Cost Effective Management</p> <p>Budgeting</p> <ul style="list-style-type: none"> • Managed over \$12 million budget • Forecasted collections within 3% of actuals • Ended deficit spending • Directed legal staff to favorable settlements • Contract negotiation experience • Contract management experience <p>Economic Development Finance Professional (EDFP through NDC)</p> <p>MBA – Finance (WSU)</p>	<p>Change Management</p> <p>Divisional Management</p> <ul style="list-style-type: none"> • Introduced cross-training model to union environment • Responsible for design and implementation of restructuring multiple city divisions • Introduced organization-wide marketing standards • Created unprecedented partnership with SBA • Developed new lending programs • Built new Economic Development Organization <p>Certified Economic Developer (CEcD through IEDC)</p>	<p>Marketing</p> <p>Marketing</p> <ul style="list-style-type: none"> • Rebranded Wayne State University Business School • Fundraising chair for Oakland Livingston Human Service Agency • Adopt a family Chair for Kappa Alpha Psi • Led local 2010 census participation campaign • Created Live Work Play and brand management ads for Farmington Hills • Key partner in Clayton County Rebranding <p>MBA – Marketing (WSU)</p> <p>Miller Heiman Sales Training</p>	<p>Strategic Framework Creation</p> <p>Grant Management</p> <ul style="list-style-type: none"> • Successful grant writing experience • Managed multi-year grant <p>Master Plan Experience</p> <ul style="list-style-type: none"> • Updated City of Pontiac Master plan • Updated City of Flint Master plan • Contributed to CIP for Farmington Hills • Contributed to CDBG plan for Pontiac • Orchestrated downtown Pontiac revitalization plan <p>Organizational Administration</p> <ul style="list-style-type: none"> • Directed grant funded after school program • Farmington Schools strategic planning team • Oakland Livingston Human Service Agency Board Chair • Kappa Alpha Psi Foundation board VP • ADP experience • Salesforce experience (CRM)
<p>Khalfani Stephens is a seasoned Government Administration professional with direct experience at the local, county and state levels, and an expert in Community/ Economic Development. He helps organizations find success by focusing on investments and brand management over incentives. He works with organizations to create policies that grow both businesses and communities as a whole.</p> <p>Khalfani’s efforts have resulted in thousands of new jobs and millions of dollars in leveraged funds to help communities grow and prosper.</p> <p>In addition to traditional business development and retention activities, he has led cross departmental teams, developed City Master Plans, managed grants, stood in for Chief Executives, hosted international delegations, and much more.</p> <p>He is a strong supporter of community service and is currently the Chair of the Oakland Livingston Human Service Agency and a board Vice President of the Pontiac Kappa Foundation.</p>				
<p>Community Engagement</p> <ul style="list-style-type: none"> • Directed community engagement forums • Robust relationship with local non-profits • Extensive public speaking experience • Podcast writer/ producer • Multicultural training • Fluent French • Conversational Spanish <p>BA – History & Linguistics (U of M, Ann Arbor)</p>				
<p>Economic Development Certificate (WSU)</p> <p>Master Citizen Planner (through MSU)</p>				

Khalfani Stephens, CEcD, EDFP

EDUCATION

Michigan Master Citizen Planner - Michigan State University. Completed 2016

Economic Development Finance Professional - National Development Council. Completed 2014

Miller Heiman Sales Training - Completed 2012

Certified Economic Developer - International Economic Development Council. Received 2011

Post Graduate Certificate, Economic Development - Wayne State University, Detroit, MI. Received 2009

MBA, Marketing - Wayne State University, Detroit, MI. Graduated 2003, GPA: 3.5/ 4.0

BA, Linguistics and History - University of Michigan, Ann Arbor, MI. Graduated 2000, Honors, GPA: 3.2/ 4.0

RELEVANT SKILLS & EXPERIENCE

02/20-Present

Economic Development Director

Flint, MI

- Ensure continued support from W. K. Kellogg Foundation's for multi-year grant
- Develop and implement strategic plans for Economic and Community Development
- Rebrand the City as a welcoming place to invest
- Rebuild the community and economic development program for the City

06/18-02/20

Executive Director

Development Authority of Clayton County

- Designed a new economic development agency, including policies, procedures, and job descriptions
- Created and implemented a business retention and development strategy to reduce "sprawl" to other counties
- Collaborated with County Planning to develop and implement a holistic community development strategy
- Instituted new partnerships and cultivated stronger relationships with State of GA, regional agencies, and educational institutions
- Developed and deployed a business attraction strategy to foster existing industry and diversify the economy

01/15-06/18

Economic Development Director

Farmington Hills, MI

- Rebuilt the City's business retention & growth program
- Developed a business attraction program
- Supported efforts to define the City's strategic vision for future growth
- Served as liaison between business community and City departments
- Managed Brownfield Redevelopment Authority and Corridor Improvement Authority

01/12-01/15

Business Development Manager

Michigan Economic Development Corporation

- Performed retention and expansion visits to match companies with the resources they need to grow and expand
- Provided strategic guidance to develop and implement new growth strategies
- Provided technical assistance to cities in support of Master Plan updates
- Served as MEDC liaison to Oakland and Genesee counties

07/09-01/12

Executive Director

City of Pontiac, Pontiac Growth Group

- Directed business/ community development efforts in Pontiac
- Realigned departments to better serve the community and deliver on key metrics
- Managed \$12 million budget across three departments and built cash reserves
- Produced cable television show to promote the City of Pontiac
- Managed special projects for Financial Manager

BOARDS, COMMISSIONS & MEMBERSHIPS

- Oakland Livingston Human Service Agency, Chair (2009-present)
- Michigan Economic Developers Association, Secretary (2009-2018)
- Pontiac Kappa Foundation, Board member (2017-present)
- Pontiac Chamber of Commerce, Vice Chair (2009-2011)
- City of Pontiac Planning Commission, Commissioner (2009-2011)

SPECIAL SKILLS

- Fluent **French**; Overseas experience living and working in France
- Conversational **Spanish**



Khalfani Stephens is a seasoned government administration professional. He currently serves as the Economic Development Director for the City of Flint where he has been very successful in attracting new business and securing federal funding. Additionally, he is a valuable member of the leadership team, assisting the Mayor and City Administrator with Citywide administration.

Prior to joining the team in Flint, Mr. Stephens redesigned and relaunched an economic development agency in metropolitan Atlanta. In that role, he helped facilitate millions of dollars in new investment, created programs that drew national attention and helped increase the per capita income for the community.

With over 15 years of experience in municipal government, Mr. Stephens has helped many small and large companies attain the resources needed to grow. He has worked with multinational firms as well as start-ups. He is a fervent believer that economic development is community development, and that the two should never be considered in isolation from one another. To that end, he also assists communities with financial management, staffing, strategy, master planning and zoning processes. This ensures that government policies align with the needs and wants of the community.

In addition to his work in municipal management, Mr. Stephens is dedicated to serving the community as a whole, including the support of numerous boards and commissions. He is currently the Vice President of the Michigan Economic Developers Association, Chair of the Oakland Livingston Human Service Agency, an active member of the Pontiac Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. and Vice President of the Pontiac Kappa Foundation.

Committed to lifelong learning, Mr. Stephens is an alumnus of both the University of Michigan (BA) and Wayne State University (MBA and a Post Masters Certificate). He is also a Certified Economic Developer (CEcD), Economic Development Finance Professional (EDFP) and Michigan Master Citizen Planner. In addition to English, he speaks fluent French and conversational Spanish.

Resolution of the Pontiac City Council



Resolution to approve the appointment of Khalfani Stephens as Deputy Mayor

WHEREAS, the City Charter requires City Council approval of the appointment of the Deputy Mayor; and

WHEREAS, the City Council has reviewed the qualifications of Khalfani Stephens for the position of Deputy Mayor.

NOW, THEREFORE BE IT RESOLVED, the City Council approves the appointment of Khalfani Stephens as Deputy Mayor and further approves the companion Employment Agreement with an annual salary of \$120,000 per year and other benefits as set forth in said Agreement, and further authorizes the Mayor to execute said Agreement on behalf of the City.

EMPLOYMENT AGREEMENT

THIS AGREEMENT, dated this 4th day of January, 2022, is entered into by and between the CITY OF PONTIAC, a Michigan municipal corporation, ("City") of 47450 Woodward Avenue, Pontiac, Michigan, 48342, and Khalfani Stephens ("Employee").

WHEREAS, the parties hereto have mutually agreed to enter into an employment relationship; and

WHEREAS, the City believes the agreement of employment shall be in writing;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Duties**: The City agrees to employ Employee to perform all functions as Deputy Mayor and as outlined in the Charter, applicable ordinances, job description or as otherwise assigned by the Mayor. Employee is obligated to following all applicable City rules, policies and procedures. Employee shall not take direction from the City Council as a body or from any council member individually.
2. **Compensation**: **\$120,000 annual salary, effective upon date of hire.**
 - a. The City agrees to pay compensation bi-weekly and withhold from each payment all required taxes and other customary deductions. This compensation is for the performance of the duties and functions as assigned to this position. The City, each fiscal year, will consider increasing Employee's salary, subject to both Mayor and City Council approval.
3. **At Will Termination**: This Agreement may be terminated by the Employee or Mayor at any time and for any reason by providing seven (7) days' written notice to the other party.
4. **Hours of Work**: In consideration of the salary and benefits provided in this Agreement, Employee shall work at those normally scheduled hours and such other times as necessary in the performance of his duties and functions.
5. **Exempt Status**: Employee acknowledges that he is a salaried employee and exempt from overtime payments or comp time under both Michigan and federal law.
6. **Benefits**: Employee shall be entitled to receive standard health and dental insurance coverage, subject to the City's standard employee cost sharing obligations, including all standard deductibles, co-pays, and premium cost-sharing requirements. Alternatively, Employee may elect to receive a payment in lieu of provided insurance benefits, with the amount of the payment in lieu and other applicable terms as established by the City's Administration.

7. **Retirement Benefits:** Employee is eligible to participate in the City's 401(a) Retirement Plan. The City will provide a fifty percent (50%) match of the Employee contribution, up to 7% of his annual compensation when the Employee contributes up to 14% of his compensation to the MERS 401(a) Plan.
8. **Time Off:** Employee shall have twenty (20) vacation days per calendar year. Employee may only use vacation days with the prior approval of the Mayor. Unused vacation days in any given year may not be carried over and shall have no cash value. Employee is permitted to take such other time off as may be required for other personal reasons as permitted by the Mayor. The Employee is permitted to take such other time off as may be required for illness or medical reasons; in such cases, the Mayor may require a doctor's note.
9. **Jury Duty:** No deductions will be made by the City to Employee's compensation for absences due to jury duty or attendance as a witness, except the City will offset against the salary due for the week in which the absence occurs any jury or witness fees received for that week by Employee.
10. **Professional Development:** The City encourages Employee to join professional organizations and to partake in continuing educational opportunities. The City, per fiscal year, will reimburse Employee up to five thousand dollars (\$5,000) for any membership dues, conference fees, or travel expenses. Employee must submit sufficient receipts and other required materials to obtain a requested reimbursement. The City will permit Employee to attend such professional development training without a reduction in pay, provided that Employee requests and receives prior approval from the Mayor.
11. **City Required Travel:** In the event that Employee's duties require travel more than 50 miles one-way from Pontiac City Hall, the City shall pay Employee the federal mileage reimbursement rate upon request. Such request shall be made in writing on the form provided by the City within two (2) business days. Mileage shall be determined using the shortest distance between City Hall and the off-site location via mapquest.com or a similar travel website.
12. **Entire Agreement:** This Agreement contains the entire agreement, and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof. Employee is not entitled to any rights or benefits unless set forth in writing in this Agreement. This Agreement may not be modified except in writing signed by the Employee and the Mayor. If any provisions, or any portion thereof, contained in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected, and shall remain in full force and effect. This Agreement shall be construed and enforced in accordance with Michigan law.

CITY OF PONTIAC

EMPLOYEE

Tim Greimel, Mayor

Khalfani Stephens, Deputy Mayor