

PONTIAC CITY COUNCIL

Mike McGuinness, District 7
President
William A. Carrington, District 6
President Pro Tem



Melanie Rutherford, District 1
Brett Nicholson, District 2
Mikal Goodman, District 3
Kathalee James, District 4
William Parker, Jr., District 5

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., City Clerk

14th Session of the 11th Council

March 29, 2022 at 6:00 P.M.

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

Meeting Agenda

Call to Order

Invocation

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

Authorization to Excuse Councilmembers from the Meeting

Amendments to and Approval of the Agenda

Approval of the Consent Agenda

March 22, 2022 City Council Meeting Minutes

Special Presentations

A. Oakland County Emerging Initiatives Benefiting Pontiac

Presentation Presenter: Oakland County Executive David Coulter

B. National Association of Black Woman in Construction

Presentation Presenter: National Vice President Tylene Henry; Chapter President Jolika Dumas; Chapter Vice President Regina Campbell; Chapter Vice President Beverly Beard

Recognition of Elected Officials

Agenda Address (Two Minutes Time Limit)

Discussions

1. Pontiac's Arts Commission Mayoral Appointments
2. Violent Crime Prevention Strategies

Agenda Items

Ordinance

1. An Ordinance to Amend the City of Pontiac General Employees' Retirement System to Clarify Asset Distribution of the Excess upon Termination. Second Reading. **(Discussion and Action)**

Resolutions

City Council

2. Resolution Proclaiming April 2-8, 2022 as the Week of the Young Child in Pontiac. (*Discussion and Action*)
3. Resolution Celebrating the Legacy of Demetra Leonard. (*Discussion and Action*)

Mayor's Office

4. Resolution to approve Medical Marihuana Commission Rules. (*Discussion and Action*)
5. Resolution to approve Contract with Revize for the Redesign of the City's Website. (*Discussion and Action*)

Public Comment (Three Minutes Time Limit)

Closing Comments

- Mayor Greimel (Seven Minutes Time Limit)
- Clerk and City Council (Three Minutes Time Limit)

Adjournment

CONSENT AGENDA

**Official Proceedings
Pontiac City Council
12th Session of the Eleventh Council**

Call to order

A Meeting 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, March 22, 2022 at 6:00 p.m. by Council President Mike McGuinness.

Invocation – Pastor Antonio Gibson, New Experience Church in Christ

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

Members Present – William Carrington, Mikal Goodman, Kathalee James, Mike McGuinness, William Parker Jr., and Melanie Rutherford

Mayor Greimel was present.
A quorum was announced.

Excuse Councilmembers

Motion to excuse Councilperson Brett Nicholson for personal reasons. Moved by Councilperson Rutherford and second by Councilperson Carrington.

Ayes: Goodman, James, McGuinness, Parker, Rutherford and Carrington

No: None

Motion Carried

Amendments to and Approval of the Agenda

Motion to approve the agenda. Moved by Councilperson Rutherford and second by Councilperson Goodman. Discussion.

Motion to add a discussion regarding Violent Crime Prevention Strategies before Resolutions and after Agenda Address. Moved by Councilperson Rutherford and second by Councilperson James.

Ayes: James, McGuinness, Parker, Rutherford, Carrington and Goodman

No: None

Motion Carried

Motion to add a 1st Reading for GERS Ordinance Amendment after Council Resolutions. Moved by Councilperson Rutherford and second by Councilperson Carrington.

Ayes: McGuinness, Parker, Rutherford, Carrington, Goodman and James

No: None

Motion Carried

Motion to approve the agenda as amended. Moved by Councilperson Rutherford and second by Councilperson James.

Ayes: Parker, Rutherford, Carrington, Goodman, James and McGuinness

No: None

Motion Carried

Consent Agenda

22-89 **Resolution to approve the consent agenda for March 22, 2022.** Moved by Councilperson Rutherford and second by Councilperson Goodman.

Whereas, the City Council has reviewed the consent agenda for March 22, 2022.

Now, Therefore, Be It Resolved that the City Council approves the consent agenda for March 22, 2022 including the March 15, 2022 Meeting Minutes.

Ayes: Parker, Rutherford, Carrington, Goodman, James and McGuinness

No: None

Resolution Passed.

Special Presentation

Redevelopment Ready Communities Program

Presentation Presenter: Elizabeth King, Michigan Economic Development Corporation

Suspend the Rules

Motion to suspend the rules to re-order some agenda items by moving up Recognition of Elected Officials, Agenda Address, and Council two Resolutions before the two Discussion Items.

Ayes: Rutherford, Carrington, Goodman, James, McGuinness and Parker

No: None

Motion Carried

Recognition of Elected Officials – State Representative Brenda Carter

Agenda Address

1. Gloria Miller addressed item #6
2. Billie Swazer addressed GERS Ordinance Amendment 1st Reading (agenda item add-on)

Discussion

City's Website Redesign Update – Deputy Mayor Stephens

Violent Crime Prevention Strategies – Mayor Tim Greimel

Agenda Items

Resolutions

City Council

22-90 **Resolution Honoring the Life of Alonzo Cash.** Moved by Councilperson Rutherford and second by Councilperson Carrington.

Whereas the City of Pontiac, Michigan has been privileged to have many exemplary civic volunteers serve as election workers over the decades, whose hard work and dedication has contributed to the success of the election process in Pontiac;

Whereas Mr. Alonzo E. Cash was a resident of Pontiac and served as an election worker for the City for many years, delivering machines to multiple voting locations as well as assisting with the counting of absentee ballots;

Whereas Mr. Cash was insistent about preserving the integrity of the election process and ensuring that citizens would be afforded their right to vote;

Whereas Mr. Cash was devoted to serving his community through other means, as well, as a member of Saint Stephen Missionary Baptist Church in Pontiac and as a faithful volunteer with Oakland County Toys for Tots;

Whereas Mr. Cash passed away on February 7, 2022 at the age of 58, which is a tremendous loss to our community, his family, his friends, his neighbors, and to the Pontiac City Clerk's office staff and his fellow election workers; now,

Therefore, Be It Resolved, the Pontiac City Council, Pontiac Mayor Tim Greimel, and the entire City Clerk's Office hereby mourns the passing Mr. Alonzo E. Cash; and further

Resolved, the City Council expresses our deepest gratitude for Mr. Cash's dedicated service to our City and to the Citizens of Pontiac, whose lives were enriched because of his willingness to help and be involved; and further

Resolved, the City Council also honors the sacrifices his family made for Mr. Cash to be able to share his precious time to help facilitate elections in our municipality; and further

Resolved, the City Council and the entire community will remember his work, his personality, his spirit, and his willingness to help others; and further

Resolved, we extend our deepest sympathies to his family, friends, and colleagues.

Ayes: Carrington, Goodman, James and McGuinness

No: None

Resolution Passed

22-91 **Resolution Celebrating the Impact of Ruth Peterson.** Moved by Councilperson Rutherford and second by Councilperson Carrington.

Whereas the month of March is National Women's History Month, which recognizes and spreads awareness of the importance of women in the history of the United States;

Whereas many notable, strong women have helped shape our Pontiac community for the better through the decades, yet their names and their stories have not always been adequately shared or celebrated;

Whereas Ms. Ruth Peterson spent five decades giving back to the community and was a renowned humanitarian who devoted herself to helping others in need;

Whereas she was a co-founder of Friends In Service Here (FISH) and their extended chapters, which worked to provide those in need with food and other essential supplies, and established the FISH hotline to connect those in need with resource providers;

Whereas Ms. Peterson was an early force behind the establishment of the Pancake Shelter in Pontiac, and the community's pancake breakfasts that ran for many years, organized the Greater Pontiac Community Resource Manual, and helped establish the Furniture Resource Center in Pontiac;

Whereas she was a Human Relations Consultant with the School District of the City of Pontiac, and founded the "Adopt a Grandparent" Program at the School District's Frost School among other initiatives to support Pontiac students, particularly those that dealt with social services and community school programs;

Whereas Ms. Peterson was a Deacon at Kirk in the Hills Presbyterian Church, taught Bible School and Sunday School for forty years, served on the church's Woman's Association Board, and was a catalyst for many outreach efforts by the congregation to partner with Pontiac organizations and schools to make a positive difference;

Whereas she was a Board Member of Pontiac YWCA, YMCA of Oakland County, Oakland County Volunteer Bureau, and People to People, and volunteered at Oakland County Children's Village and Pontiac General Hospital, where she started the "Service With Love" Program at the hospital;
Whereas the City of Pontiac named the Ruth Peterson Senior Community Center to honor her impactful life and celebrate the spirit of volunteerism that she embodied;
Whereas Ms. Peterson passed away in 1996 at the age of 78 and, in the decades since then, there haven't been as many residents who personally knew her and about her vast legacy of service, and the City did not readily have documentation about her legacy;
Whereas City employees Gladys Smith and Linda Simpson, who work at the Ruth Peterson Senior Community Center, worked to research more about her fascinating life;
Whereas the Pontiac City Council at our March 1, 2022 Council Meeting formally declared March 2022 as Women's History Month in the City of Pontiac, Michigan; now,
Therefore, Be It Resolved, the Pontiac City Council hereby celebrates the achievements of humanitarian Ruth Peterson and marvels at her many accomplishments; and further
Resolved, the City Council honors the contributions and sacrifices Ms. Peterson made to uplift other Pontiac residents, inspire other women, and help others in need throughout our community; and further
Resolved, the City Council wants her family and friends to know how enduring her impact has been on our community, and that her life continues to be celebrated even as the years progress; and further
Resolved, the City Council acknowledges the work done by Ms. Gladys Smith and Ms. Linda Simpson to research the legacy of Ms. Ruth Peterson, and to ensure that the Ruth Peterson Senior Community Center undertakes efforts to better share her story and the inspiration behind the center's naming in her honor; and further
Resolved, we encourage Pontiac residents to learn about Ms. Ruth Peterson, to reflect on her legacy, and keep the spirit of her memory alive; and further
Resolved, we shall remember her favorite quote that she kept next to her phone and referenced when asked how she was able to make such a positive impact: "It's amazing how much you can get done when you don't have to worry about who gets the credit;" and further
Resolved, the City Council welcomes additional opportunities for us as a community to better acknowledge and celebrate the women of Pontiac who have made such a dynamic difference in our city through the generations.

Ayes: Goodman, James, McGuinness, Parker, Rutherford and Carrington

No: None

Resolution Passed

Mayor's Office

Motion to receive GERS Amendment Ordinance as a 1st Reading. Moved by Councilperson Rutherford and second by Councilperson James. Discussion. No action needed from Council on the 1st reading.

22-93 **Resolution to approve the Agreement for Forensic Audit Services between the City and Marsh Minick, P.C. and authorize the Mayor to sign the agreement.** Moved by Councilperson Goodman and second by Councilperson Rutherford.

Whereas, the City of Pontiac issued a Request for Proposal (RFP) for forensic audit services in January 2022; and

Whereas, the City received several responses to the RFP and upon evaluation determined that the firm of Marsh Minick was the top response; and

Whereas, the Administration hereby recommends the firm of Marsh Minick as the firm to perform the proposed forensic audit; and

Whereas, the forensic audit would be done pursuant to the attached Contract and Scope of Work;

NOW THEREFORE be it resolved that the City Council hereby approves the proposed Contract with the firm of Marsh Minick to perform the Forensic Audit as detailed in the RFP and the Scope of Work.

Ayes: McGuinness, Parker, Rutherford, Carrington, Goodman and James

No: None

Resolution Passed

22-86 Resolution to approve a New Position for Fiscal Year 2021-22 within the Mayor's Office; Public Relations/Event Specialist at an annual salary of \$50,000. Moved by Councilperson Parker and second by Councilperson James. (Postponed from last week)

Whereas, The City of Pontiac Executive Office does not currently have sufficient staff to effectively coordinate the city's media and public relations to ensure uniform city branding, and

Whereas, The City is currently meeting needs by using workers from other departments which is inefficient and unsustainable, and

Whereas, The Mayor has requested that a new position be added to the City,

NOW THEREFORE BE IT RESOLVED, that Pontiac City Council hereby approves the creation of the following position – Public Relations/Event Specialist.

Ayes: Parker, Rutherford, Carrington, Goodman, James and McGuinness

No: None

Resolution Passed

22-94 Resolution to approve the Title Change for the New Position of Community Concerns Manager to Community Concerns Specialist. Moved by Councilperson Goodman and second by Councilperson Rutherford.

WHEREAS, the Administration in continuing its transition efforts, provided the City Council a resolution expressing its need to add two new positions to the Executive Office; and,

WHEREAS, the positions requested by the Administration included an Executive Office Coordinator at an annual salary of \$55,000 and a Constituent Services Manager at an annual salary of \$45,000; and,

WHEREAS, the City Council on March 1, 2022 passed an amended resolution approving the two new positions for Fiscal Year 2021-22 within the Mayor's Office; Executive Office Coordinator at an annual salary of \$55,000 and Community Concerns Manager at an annual salary of \$45,000; and,

WHEREAS, the Administration and the City Council reconsidered the title of the Community Concerns Manager and determined that in keeping in line with the City of Pontiac's organizational structure, more specifically, the Executive Office's organizational chart, the position should be classified as Community Concerns Specialist.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Pontiac City Council hereby changes the title of newly created position in the Executive Office from Community Concerns Manager to Community Concerns Specialist.

Ayes: Parker, Rutherford, Carrington, Goodman, James and McGuinness

No: None

Resolution Passed

22-95 Resolution to confirm the Mayoral Reappointments of Maria Bermudez, Dr. Carl Byerly, Irma Hayes and Judy Wilson for a four (4) year term to the Arts Commission. Moved by Councilperson Rutherford and second by Councilperson Carrington.

Whereas, Section 2-426 of the Pontiac Municipal Code states an Arts Commission shall consist of 11 members, no less than six of whom shall be residents of the City, shall be appointed by the Mayor and serve at the pleasure of the Mayor; and

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

Whereas, according to the Pontiac City Charter, the Mayor shall reappoint the commissioners subject to approval by a majority of the City Council;

NOW THEREFORE BE IT RESOLVED, that Pontiac City Council hereby confirms the Mayoral reappointments to the Arts Commission of; Maria Bermudez, Dr. Carl Byerly, Irma Hayes, and Judy Wilson each to a four (4) year term commencing on the date Council confirms the appointment.

Ayes: Rutherford, Carrington, Goodman, James, McGuinness and Parker

No: None

Resolution Passed

Planning

22-87

Resolution to approve Zoning Map Amendment [ZMA 22-01] at 788 E. Walton Blvd, PIN 64-14-16-226-015 from R-3 Multiple Family Dwelling to C-3 Corridor Commercial Zoning District. Moved by Councilperson Goodman and second by Councilperson James. **(Postponed from last week)**

Whereas, the City has received an application for a Zoning Map Amendment at 788 E. Walton Blvd. identified as PIN 64-14-16-226-015 from ABC Enterprise, Inc. – Raveeps Chera for the rezoning of the aforementioned parcel; and

Whereas, The Planning Division has reviewed the applicant’s rezoning request in regards to the City’s Master Plan Update and the request conforms to the goals and vision contained within the plan; and

Whereas, The Planning Division has reviewed the applicant’s rezoning request and the requirements set forth by Section 6.804 of the Zoning Ordinance. The Planning Division has determined the aforementioned request and proposed intended use of the property complies with the City of Pontiac Zoning Ordinance; and

Whereas, In accordance with the procedures outlined in the Zoning Ordinance, Sections 6.802 as it relates to Zoning Map Amendments, the request has undergone the required: Technical Review, Public Hearing, and Planning Commission recommendation; and

Whereas, On March 2, 2022, a Public Hearing was held, and the Planning Commission recommends City Council to approve the Zoning Map Amendment request for 788 E. Walton Blvd., approving the change from the current R-3 Multiple Family Dwelling zoning district to C-3 Corridor Commercial zoning district; and

Now, Therefore, Be It Resolved, that the City Council for the City of Pontiac approve the Planning Commission recommendation for the Zoning Map Amendment (ZMA 22-01) request for 788 E. Walton Blvd, also known as Parcel No. 64-14-16-226-015 to amend the zoning from R-3 Multiple Family Dwelling to C-3 Corridor Commercial zoning district.

Ayes: Goodman, James, McGuinness, Parker, Rutherford and Carrington

No: None

Resolution Passed

22-96

Resolution to approve Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program and Implement Recommendations to Receive redevelopment Ready Communities Certification. Moved by Councilperson Rutherford and second by Councilperson Goodman.

Whereas, the City of Pontiac has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Baseline Report dated February 2022; and

Whereas, the MEDC has developed a program for certifying, Redevelopment Ready Communities and the City of Pontiac desires to achieve the certification by implementing best practices and recommended strategies for redevelopment; and

Whereas, the City of Pontiac is currently preparing a W Huron Corridor [M59] Study with the assistance of Michigan State University to identify Strengths, Weaknesses, Opportunities and Threats in the corridor and make recommendations regarding public realm modifications and commercial market potential while utilizing the recommendations and technical assistance by the MEDC to ensure that development readiness is appropriately addressed in the document; and

Whereas, the program includes evaluating the strong partnerships with City's boards and commissions related to redevelopment including the Pontiac City Council, Planning Commission, Zoning Board of Appeals, Historic District Commission, Arts Commission and Main Street Pontiac; and

Whereas, after review of the Redevelopment Ready Communities Baseline Report, the City of Pontiac is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City commissions and boards; and

Whereas, the Baseline Report requires certain recommendations to be completed for the City to attain Redevelopment Ready Communities certification; and

NOW, THEREFORE, BE IT RESOLVED, the Pontiac City Council of the City of Pontiac, Michigan does hereby authorize the City of Pontiac to implement the recommendations made by the MEDC that are necessary to receive Redevelopment Ready Communities Certification from the MEDC.

Ayes: James, McGuinness, Parker, Rutherford, Carrington and Goodman

No: None

Resolution Passed

Public Comment

Nine (9) individuals addressed the body during public comment.

1. Quincy Stewart
2. Chuck Johnson
3. Kathryn Dessureau
4. Mary Bowie
5. H. Bill Maxey
6. Gloria Miller
7. Larry Jasper
8. Gloria Harsten-Spann
9. Billie Swazer

Mayor, Clerk and Council Closing Comments

Mayor Greimel, Councilwoman Rutherford, Councilman Goodman, Councilwoman James, Councilman Parker, Pro Tem Carrington and Council President McGuinness made closing comments.

Adjournment

Motion to adjourn the meeting. Moved by Councilperson Rutherford and second by Councilperson James.

Ayes: McGuinness, Parker, Rutherford, Carrington, Goodman and James

No: None

Motion Carried

March 22, 2022 Draft

Council President Mike McGuinness adjourned the meeting at 8:56 p.m.

Sheila R. Grandison
Deputy City Clerk

DRAFT

#1

ORDINANCE

Ordinance No. XXXX

AN ORDINANCE TO AMEND THE CITY OF PONTIAC GENERAL EMPLOYEES' RETIREMENT SYSTEM TO CLARIFY ASSET DISTRIBUTION OF THE EXCESS ASSETS UPON TERMINATION.

The City of Pontiac ordains:

Section 1. Amendments.

That the City of Pontiac General Employees' Retirement System ("GERS") is hereby amended as follows:

a. Paragraph (b) of Section 36A [92-46A] of the GERS is amended in its entirety to read as follows:

(b) The Excess Assets resulting from erroneous actuarial computation shall be transferred as follows:

(i) \$8,000,000.00 shall be transferred to an account established by the City for the purpose of holding funds which shall be utilized to make the one-time payments described in and required by Section 11 of the Settlement Agreement.

(ii) Except as modified by paragraph (iii) below, the remaining Excess Assets shall be transferred to a voluntary employees' beneficiary association under Code §501(c)(9) (that has received a favorable determination letter as to the tax-exempt status of such trust under Code section 501(c)(9)) established or to be established by the City to fund retiree health benefits for certain City retirees that are subject to the Settlement Agreement.

(iii) The Excess Assets remaining within the accounts of the retirement system on March 30, 2022 ("March 30, 2022 Account Balance") shall be transferred on March 30, 2022 as follows:

(1) The lesser of \$65,000,000.00 or the March 30, 2022 Account Balance shall be transferred to an account established by the City for the purpose of holding funds in escrow until the parties to the Settlement Agreement agree in writing as to the final allocation thereof; and

(2) To the extent the March 30, 2022 Account Balance exceeds \$65,000,000.00, the sum of money exceeding

\$65,000,000.00 shall be transferred to the Reestablished General Employees' Retirement System.

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. Effective Date.

This Ordinance shall be effective 10 days after adoption by the City Council.

I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council of the City of Pontiac at a regular Council Meeting held in the City Council Chambers in said City on the ____ day of March, 2022.

Garland S. Doyle, Interim City Clerk

#2

RESOLUTION



PONTIAC CITY COUNCIL RESOLUTION

Proclaiming April 2-8, 2022 as the Week of the Young Child in Pontiac

Whereas the City of Pontiac, Michigan has a considerable population of young children who reside in our community and are being raised in our neighborhoods;

Whereas every young child in our community deserves to be safe, healthy, nurtured, and enriched, and to develop cherished memories of growing up in Pontiac;

Whereas social-emotional competence of young children is a key indicator to later school success, with professionals playing a crucial role in reducing stress and improving mental health and wellbeing;

Whereas the future of our great City of Pontiac, and the future of all our neighboring cities, depends on the quality of life we provide to Michigan's young children today;

Whereas the Southeastern Chapter of the Michigan Association for the Education of Young Children (Michigan AEYC), in conjunction with the National Association for the Education of Young Children (NAEYC), is celebrating the Week of the Young Child™ from April 2-8, 2022; now, therefore be it

Resolved, the Pontiac City Council, in partnership with Pontiac Mayor Tim Greimel, hereby proclaims April 2-8, 2022 as the Week of the Young Child™ in the City of Pontiac, Michigan; and further

Resolved, the City Council expresses our gratitude to those organizations, professionals, caregivers, and advocates who are focused on the needs and wellbeing of our community's young children; and further

Resolved, the City Council calls upon the State of Michigan to further prioritize high-quality early childhood learning and development for all young children when making resource decisions, as their funding is crucial to young children's futures and to the prosperity of our society.

Pontiac City Council • *Pontiac, Michigan* • *March 29, 2022*

Mike McGuinness, Council President

Mikal Goodman, Councilmember

Brett Nicholson, Councilmember

Melanie Rutherford, Councilmember

William A. Carrington, President Pro Tem

Kathalee James, Councilmember

William Parker, Jr., Councilmember



#3

RESOLUTION

Resolution Forthcoming

#4

RESOLUTION

MEMORANDUM

TO: Pontiac City Council and Pontiac City Clerk

CC: Mayor Tim Greimel

FROM: Anthony Chubb, Esq., City Attorney

DATE: March 25, 2022

RE: Medical Marihuana Commission Rules and Regulations Approval

It is anticipated that the Pontiac Medical Marihuana Commission will adopt the attached Commission Rules and Regulations (“Rules”) at its meeting scheduled to be held on March 28, 2022. Presuming the adoption of those Rules, City Ordinance 2357(B), Section 6(b), further requires that the City Council approve the adopted Rules.

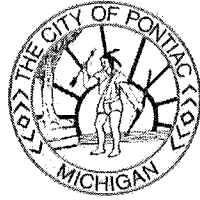
These Rules are patterned after the City Council rules and are intended to ensure efficiency, consistency of meetings and appeal hearings, and compliance with applicable regulations.

If the City Council is agreeable to these rules and wishes to approve them, I would request the following Resolution:

Whereas, the Pontiac Medical Marihuana Commission adopted its Rules and Regulations on March 28, 2022; and

Whereas, Pontiac Ordinance 2357(B) requires the City Council to also approve those Rules and Regulations;

Now Therefore, the Pontiac City Council approves the Pontiac Medical Marihuana Commission Rules and Regulations as adopted by that Commission on March 28, 2022.



Pontiac Medical Marihuana Commission Rules and Regulations

Commission Membership Requirements

Members of the Commission shall be residents of the City of Pontiac and shall be chosen so far as reasonably practicable in such a manner as to represent a cross-section of the community.

Commission Powers and Duties

The Commission shall review and decided all appeals that are forwarded to it by the City Clerk pursuant to Ordinance 2357(B). The Commission shall review all appeals de novo. The Commission may overturn a decision or finding of the City Clerk if it finds such decision or finding to be arbitrary or capricious and not supported by material, substantial, and competent facts on the whole record considered by the City Clerk in arriving at such decision or finding.

Chairperson and Vice Chairperson

At its first meeting, the Commission shall select, by majority vote, a Chairperson, Vice Chairperson and Secretary.

Presiding Officer

The Presiding Officer shall be responsible for enforcing these Rules and Regulations and for enforcing orderly conduct at meetings. The Chairperson shall be the Presiding Officer. If the Chairperson is absent, the Vice Chairperson shall act as the Presiding Officer. The Secretary is responsible for taking attendance at each meeting. In the event that the Secretary is absent, then the commission clerk shall take attendance. In the event of a resignation or other permanent absence of the Chairperson, Vice Chairperson or Secretary positions, it shall be filled by nomination and majority vote of the Commission members serving.

Commission Clerk

The City Clerk or his/her designee shall be the Clerk of the Medical Marihuana Commission. The duties of the Commission Clerk are as follows:

1. The Commission Clerk shall prepare the agenda for meetings of the commission.
2. The Commission Clerk will call the roll for all votes of the Commission and record each members vote.
3. The Commission Clerk shall be responsible for keeping a record of all of the Commission's activity.

4. The Commission Clerk shall be responsible for maintaining the minutes of Commission meetings.
5. The Commission Clerk shall file the approved minutes of each Commission meeting in the office of the City Clerk.
6. The Commission Clerk shall cooperate and assist the City Freedom of Information Act officer in responding to requests for information in accordance with the Michigan Freedom of Information Act, being 1977 PA 442 as amended; MCL 15.231 et. seq.

Meeting Schedule

The Commission shall post a meeting notice in a manner consistent with the Michigan Open Meetings Act of 1976 subsequent to receiving an appeal forwarded to it by the City Clerk pursuant to City Ordinance 2357(B). Due to the timing irregularity of the receipt of appeals, the Commission may not schedule Regular Meetings as set forth in the Michigan Open Meetings Act, Michigan Public Act 267 of 1976, at MCL 15.265. Meeting notices must be posted at least 18 hours prior to the meeting. If the Commission does adopt a regular meeting schedule, it shall be posted in a manner consistent with MCL 15.265.

Minutes of meetings

Minutes of all meetings of the Commission shall be kept in a manner consistent with applicable law. A copy of the minutes of meetings shall be available for public inspection at the City Clerk's Office during regular business hours.

Conduct of meetings

All meetings of the Commission shall be open to the public except as permitted by applicable law. All open meetings shall be open to the media, 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.

Commission meeting agenda

Meeting agendas will be as follows:

1. Call to order
2. Roll Call
3. Authorization to Excuse Commissioners
4. Amendments to and approve of the agenda
5. Approval of the Minutes (As needed)
6. Agenda Items
7. Public Comment (3 Minute Limit)
8. Adjournment

Quorum

A quorum of the Medical Marihuana Commission shall consist of three (3) members.

Disorderly conduct

The Presiding Officer 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 Presiding Officer determines the person is in order.

Closed sessions

Closed sessions may be held only for the reasons consistent with MCL 15.268.

Calling closed sessions

The Commission by a two-thirds roll call vote may call a closed session subject to the conditions herein. 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 at the closed session. These minutes will be retained by the City Clerk and shall not be available to the public.

Discussion and voting

Rules of parliamentary procedure

The rules of parliamentary practice, as contained in the 11th edition of Robert's Rules of Order, shall govern the commission in all cases to which they are applicable, provided they are not in conflict with these rules, city ordinances or applicable state statutes. The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other members. If a point of order is given it should not exceed two (2) minutes.

Conduct of discussion

During the commission discussion and debate, no member shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the member 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 member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

Voting shall be recorded by roll call.

All members of the Commission in attendance shall vote on all matters unless recused.

Public comment

Each meeting agenda shall provide reserved time for public comment participation. During public comment, each individual shall be limited to three (3) minutes, and shall not engage in conduct or language that disrupts, makes fun of, or otherwise impedes the orderly conduct of the 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, or any other acts that disturb, disrupt, or impede, or otherwise interfere with the orderly conduct of the meeting.

Suspension of rules

The rules of the Commission may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that commission actions shall conform to applicable law.

Adoption of Rules

After approval by the Commission, the rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective after the City Council approves them.

City of Pontiac
Medical Marihuana Commission
Appeal Hearing Format

- I. Appeal packet provided to the Commission prior to the meeting including:
 - a. Applicant's appeal to the commission
 - b. Clerk's decision letter
 - c. The Hearing Officer Appeal Packet Copy with Hearing Officer's recommendation
 - d. Recommendation Opinion of the City Attorney

- II. Appeal packet is read by the Commissioners in advance of meeting

- III. IN A PUBLIC MEETING
 - a. No oral arguments will be allowed unless directed by Motion of the Commission.
 - b. Deliberation by Commission.
 - c. Decision by Commission.

#5

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable Mayor, Council President, and City Council Members

FROM: Khalfani Stephens, Deputy Mayor

DATE: March 25, 2022

RE: Website redesign

The City of Pontiac currently has a website that is not optimized for public use. The indexing/search functionality is weak and making updates that carry across all pages is not streamlined. In addition, there are additional functionalities that the city would like to see added. The following resolution is to bring on a professional services firm to update the website.

WHEREAS, The City of Pontiac website is out of date and difficult to navigate, and,

WHEREAS, The City of Pontiac website is not optimized for maintenance by city staff, and,

WHEREAS, The City of Pontiac completed an RFP process to which Revize was the most responsive bidder,

NOW, THEREFORE,
BE IT RESOLVED, The Pontiac City Council authorizes the Mayor to sign enter into a contract with Revize for \$12,900 to update the City of Pontiac website and \$4,400 for annual hosting and support.

KS