

# 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

**22<sup>nd</sup> Session of the 11<sup>th</sup> Council**

**May 17, 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**

May 10, 2022 City Council Meeting Minutes

**Recognition of Elected Officials**

**Agenda Address (Two Minutes Time Limit)**

**Agenda Items**

**Ordinances**

1. Adoption of an Ordinance Amendment to Article V - Boards and Commissions, Division 4 - Arts Commission, to Provide for the Election and Terms of Chair, Vice Chair, and Secretary- Second Reading (*Discussion and Action*)
2. An Ordinance Amendment To Article Xixa Regarding Mobile Food Vendors- First Reading (*Discussion*)

**Resolutions**

**City Council**

3. Resolution Supporting Michigan House Bill 5013 to Ban No-Knock Warrants
4. Resolution Acknowledging Matchan Nutrition Center Volunteers
5. Resolution Supporting Identify Your Dream Foundation's 12th Annual Stomp Out the Violence March and Rally

## **Department of Public Works**

6. Resolution to Approve the Decertification of Franklin Road between Woodward Avenue and Franklin Road on the Southwesterly Side of CNRR for a total length of 291 feet.
7. Resolution to Approve Budget Amendments for Fiscal Year 2021-2022 Transferring \$170,000 from the Following GL Accounts in the Amounts Listed: General Fund GL Accounts 101.818.818.236 Prof. Service - Tree Services (\$64,000), 101.818.745.012 Recreation Supplies – Parks ((\$66,000), 101.818.818.000 Other Professional Services (\$20,000), and 101.818.808.000 Parks and Neighborhood Projects (\$20,000); and Transferring \$170,000 to General Fund Account 101.818.818.006 Contractual Mowing Services (*Discussion and Action*)

## **Finance**

8. Resolution to Approve the Salary for the Positions of Deputy Finance Director at a Salary of \$94,000 and the Senior Financial Analyst at a Salary of \$90,000 for Fiscal Year 2021-22.

## **Planning**

9. Resolution to Approve Zoning Map Amendment [ZMA 22-03] at 108 W Lawrence, PIN 64-14-29-452-009 from C-3 Corridor Commercial to M-1 Light Manufacturing with Conditions

## **Communications**

### **City Council**

10. Veterans and Military Families Resource Event, May 21, 2022 from 10:00 am to 2:00 pm, at UWM Sports Complex, 867 South Boulevard East, Pontiac 48341
11. Identify Your Dream Foundation Stomp Out The Violence 12th Annual March and Rally on May 30, 2022 from 11:00 am to 2:00 pm, held at Pontiac City Hall, 47450 Woodward Avenue, Pontiac 48342
12. Pontiac Point of Hope 2022, June 4, 2022 from 10:00 am to 2:00 pm, 313 E. Walton Boulevard, Pontiac 48340
13. Art Fish Fun, June 11, 2022 from 11:00 am to 4:00 pm at Beaudette Park, 786 Orchard Lake Road, Pontiac 48341

## **City Clerk**

### **Upcoming 2022-23 Fiscal Year Budget Hearings Schedule**

- A. Wednesday, May 18, 2022 (4:00 to 6:00 pm) Focused on Recreation, Executive Office
- B. Thursday, May 19, 2022 (4:00 to 6:00 pm) Focused on Fire, Public Safety, Law
- C. Friday, May 20, 2022 (3:00 to 6:00 pm) Focused on Grants, Community Development
- D. Monday, May 23, 2022 (4:00 to 6:00 pm) Focused on Public Works
- E. Tuesday, May 24, 2022 (3:00 to 6:00 pm) Focused on 50th District Court, City Council, Clerk, Elections, Charter Commission, Marihuana Regulations
- F. Tuesday, May 31, 2022 (4:00 to 6:00 pm) Public Hearing on the 2022-2023 Fiscal Year Budget
- G. Wednesday, June 1, 2022 (3:00 to 6:00 pm) Focused on Income Tax, Finance, HR, IT, Communications
- H. Wednesday, June 8, 2022 (5:00 to 7:00 pm) Focused on Proposed Amendments to Budget
- I. Thursday, June 9, 2022 (5:00 to 7:00 pm) Focused on Proposed Amendments to Budget

## **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  
21<sup>th</sup> 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, May 10, 2022 at 6:00 p.m. by Council President Mike McGuinness.

**Invocation – Rev. Christopher Johnson, All Saints Church**

**Pledge of Allegiance to the Flag of the United States**

**Moment of Silence**

**Roll Call**

**Members Present** – Kathalee James, Mike McGuinness, Brett Nicholson, William Parker Jr. and Melanie Rutherford

Mayor Greimel was present.  
A quorum was announced.

**Excuse Councilmembers**

**Motion to excuse Councilman William Carrington and Mikal Goodman for personal reasons.** Moved by Councilperson Parker and second by Councilperson Rutherford.

Ayes: James, McGuinness, Nicholson, Parker and Rutherford

No: None

**Motion Carried**

**Amendments to and Approval of the Agenda**

**Motion to approve the agenda.** Moved by Councilperson Nicholson and second by Councilperson Parker.

**Motion to add Discussion of City of Pontiac New Hires to the agenda.** Moved by Councilperson Rutherford and second by Councilperson Nicholson.

Ayes: McGuinness, Nicholson, Parker, Rutherford and James

No: None

**Motion Carried**

**The vote was taken to approve the agenda as amended**

Ayes: James, McGuinness, Nicholson, Parker, and Rutherford

No: None

**Motion Carried**

**Consent Agenda**

22-148 **Resolution to approve the consent agenda for May 10, 2022.** Moved by Councilperson Nicholson and second by Councilperson Rutherford.

May 10, 2022 Draft

Whereas, the City Council has reviewed the consent agenda for May 10, 2022.

Now, Therefore, Be It Resolved that the City Council approves the consent agenda for May 10, 2022 including the May 5, 2022 City Council Meeting Minutes, May 2, 2022 Economic Development, Housing & Planning Subcommittee Meeting Minutes, April 25, 2022 Law & the Courts Subcommittee Meeting Minutes and April 25, 2022 Parks, Recreation & Public Works Subcommittee Meeting Minutes.

Ayes: Nicholson, Parker, Rutherford, James and McGuinness

No: None

**Resolution Passed**

### **Subcommittee Reports**

Economic Development, Housing & Planning – Chair McGuinness

Finance & Personnel – Chair Nicholson

Law & The Courts – Chair Parker

Parks, Recreation & Public Works – Chair James

### **Discussion**

Supporting Pontiac's Small Businesses and Entrepreneurs

Discussion of City of Pontiac New Hires

**Recognition of Elected Officials** – Gill Garrett, School Board President and Anisha Hannah, School Board Trustee

### **Agenda Address**

1. Dr. Deirdre Waterman addressed item 9 (Small Businesses and Entrepreneurs)
2. Quincy Stewart addressed item 10 (New Hires)

### **Agenda Items**

#### **Resolutions**

City Council

22-149

**Resolution Recognizing the Community Efforts of Nick Mansour.** Moved by Councilperson Parker and second by Councilperson Nicholson.

Whereas, Mr. Nick Mansour, owner and operator of Nick's Corner restaurant in Pontiac, has been devoted to feeding others and a dedicated part of our community for years, and has been rightfully recognized by many, including previous Mayors and Council; and

Whereas, Mr. Mansour has operated his Nick's Corner restaurant at 225 Auburn Avenue, on the corner of Auburn and Paddock, for 13 years and previously operated popular restaurants in downtown Pontiac for over a decade before establishing Nick's Corner; and

Whereas, his restaurant, his family, and Mr. Mansour personally have generously provided thousands of meals to Pontiac residents every year, delivering free holiday meals for so many on Thanksgiving, on Easter, and beyond, making his business a hub of kindness and caring when some of our neighbors need that morale boost and that hot meal the most; and

Whereas, over the years the Nick's Corner establishment has been a gathering place for many community organizations, civic meetings, residents, families, and friends, and has been a great resource for Pontiac's Eastside because of Mr. Mansour's willingness to share his space with the community and go the extra mile for others; and

Whereas, this month marks the closure of Nick's Corner, as the number of in-person diners has not returned at the same volume following the pandemic, and the affordable meal rates of his menu items have been greatly impacted by inflation and supply chain woes; now,

Therefore, Be It Resolved, the Pontiac City Council, in partnership with Pontiac Mayor Tim Greimel and on behalf of all Pontiac citizens, hereby celebrates the decades of devoted work by Mr. Nick Mansour and Whereas, the Oakland County Department of Economic Development, City of Pontiac, City of Sylvan his generous spirit for helping others; and further

Resolved, the City Council acknowledges the positive impact Mr. Mansour and his restaurants, especially Nick's Corner, have made in the lives of Pontiac residents and particularly had on the neighborhoods near his Auburn Avenue location; and further

Resolved, we express the sincere gratitude of all Pontiac citizens to Mr. Mansour for his kindness, generosity, friendship, time, sacrifice, and deep love for our City of Pontiac, and gratitude to the Mansour family for sharing Nick with us all for these many years.

Ayes: Rutherford, James, McGuinness, Nicholson and Parker

No: None

**Resolution Passed**

~~22-150-~~ **Resolution to approve the City Departments Budget Hearings Schedule for Fiscal Year 2023.** Moved by Councilperson Nicholson and second by Councilperson James. Discussion on the motion.

**Motion to amend the City Departments Budget Hearings Schedule for Fiscal Year 2023.** Moved by Councilperson Rutherford and second by Councilperson Nicholson.

Whereas, Mayor Tim Greimel and his Administration has delivered to the Pontiac City Council his City of Pontiac budget proposal for the 2022-2023 Fiscal Year; and

Whereas, the City Council will thoroughly review that proposal, identify potential changes, provide public opportunities to share their thoughts and input, and adopt a Budget for the City of Pontiac; and Therefore, Be It Resolved, the Pontiac City Council hereby schedules the following City Council Special Meetings which shall be for the purposes of budget review sessions, to be held in the Council Chambers at Pontiac City Hall:

~~Tuesday, May 17, 2022 (3:00 to 6:00 pm) Focused on Income Tax, Finance, Human Resources, Information Technology, Communications~~

Wednesday, May 18, 2022 (4:00 to 6:00 pm) Recreation and Executive Office

Thursday, May 19, 2022 (4:00 to 6:00 pm) Focused on Fire, Public Safety, Law, ~~Grants~~

Friday, May 20, 2022 (3:00 to 6:00 pm) Focused Grants and Community Development

Monday, May 23, 2022 (4:00 to 6:00 pm) Focused on Public Works

Tuesday, May 24, 2022 (3:00 to 6:00 pm) Focused on 50th District Court, City Council, Clerk, Elections, Charter Commission, Marihuana Regulations

~~Thursday, May 26, 2022 (4:00 to 6:00 pm) Focused on Recreation, Executive Office~~

Wednesday, June 1, 2022 (3:00 to 6:00 pm) Income Tax, Finance, HR, IT and Communications

Wednesday, June 8, 2022 (5:00 to 7:00 pm) Focused on Proposed Amendments to Budget

Thursday, June 9, 2022 (5:00 to 7:00 pm) Focused on Proposed Amendments to Budget

Further Resolved, the City Council schedules a Special Meeting to hold the required Public Hearing on the 2022-2023 Fiscal Year Budget in the Council Chambers at Pontiac City Hall:

Tuesday, May 31, 2022 (4:00 to 6:00 pm)

Further Resolved, the City Council request the Pontiac City Clerk's office prepare, post, and circulate information of these public meetings as required by State law, City ordinance, and Council rules and procedures.

Ayes: James, McGuinness, Nicholson, Parker and Rutherford

No: None

**Motion Carried**

May 10, 2022 Draft

22-150        **Resolution to approve the City Departments Budget Hearings Schedule for Fiscal Year 2023.** Moved by Councilperson Nicholson and second by Councilperson James.

Whereas, Mayor Tim Greimel and his Administration has delivered to the Pontiac City Council his City of Pontiac budget proposal for the 2022-2023 Fiscal Year; and

Whereas, the City Council will thoroughly review that proposal, identify potential changes, provide public opportunities to share their thoughts and input, and adopt a Budget for the City of Pontiac; and Therefore, Be It Resolved, the Pontiac City Council hereby schedules the following City Council Special Meetings, which shall be for the purposes of budget review sessions, to be held in the Council Chambers at Pontiac City Hall:

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Monday, May 23, 2022 (4:00 to 6:00 pm) Focused on Public Works

Tuesday, May 24, 2022 (3:00 to 6:00 pm) Focused on 50th District Court, City Council, Clerk, Elections, Charter Commission and Marihuana Regulations

Wednesday, June 1, 2022 (3:00 to 6:00 pm) Income Tax, Finance, HR, IT and Communications

Wednesday, June 8, 2022 (5:00 to 7:00 pm) Focused on Proposed Amendments to Budget

Thursday, June 9, 2022 (5:00 to 7:00 pm) Focused on Proposed Amendments to Budget

Further Resolved, the City Council schedules a Special Meeting to hold the required Public Hearing on the 2022-2023 Fiscal Year Budget in the Council Chambers at Pontiac City Hall:

Tuesday, May 31, 2022 (4:00 to 6:00 pm)

Further Resolved, the City Council request the Pontiac City Clerk's office prepare, post, and circulate information of these public meetings as required by State law, City ordinance, and Council rules and procedures.

Ayes: James, McGuinness, Nicholson, Parker and Rutherford

No: None

**Resolution Passed**

Department of Public Works

22-151        **Resolution to approve the Decertification of Franklin Road between Woodward Avenue and Franklin Road on the Southwesterly Side of CNRR for a total length of 291 feet.** Moved by Councilperson Nicholson and second by Councilperson Rutherford. Discussion on the motion.

**Motion to postpone Resolution to approve the Decertification of Franklin Road between Woodward Avenue and Franklin Road on the Southwesterly Side of CNRR for a total length of 291 feet for one week.** Moved by Councilperson James and second by Councilperson Rutherford.

Ayes: McGuinness, Parker, Rutherford and James

No: Nicholson

**Motion Carried**

Grants

22-152        **Resolution to approve City of Pontiac Submission of the Grant Application Titled "Set the Stage at Hidden River Plaza" to the Michigan Arts and Culture Council Capital Improvements Grant Program in the amount of \$56,500.** Moved by Councilperson Rutherford and second by Councilperson Nicholson.

May 10, 2022 Draft

WHEREAS, the City of Pontiac desires to submit an application titled "Set the Stage at Hidden River Plaza" to the Michigan Arts and Culture Council Capital Improvements Grant Program in the amount of \$56,500.

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 Michigan Arts and Culture Council Capital Improvements Grant Program and authorizes the submission of an application for \$56,500.

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 previously appropriated funds for improvements to Hidden River Plaza.

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

Ayes: Nicholson, Parker, Rutherford, James and McGuinness

No: None

**Resolution Passed**

### **Communications**

#### City Council

Parent Mental Health Community Forum, May 16, 2022 from 5:00 pm to 8:00 pm, Bowen Center, 52 Bagley Street, Pontiac MI 48341

Veterans and Military Families Resource Event, May 21, 2022 from 10:00 am to 2:00 pm, at UWM Sports Complex, 867 South Boulevard East, Pontiac MI 48341

Pontiac Point of Hope 2022, June 4, 2022 from 10:00am to 2:00 pm, 313 E. Walton Boulevard, Pontiac MI 48430

#### Mayor's Office

Pontiac Small Business Town Hall, May 14, 2022 from 10:00 am to 1:00 pm, Bowen Center, 52 Bagley Street, Pontiac MI 48341

### **Public Comment**

Six (6) individuals address the body during public comment

1. Dr. Deirdre Waterman
2. Billie Swazer
3. Veronica Taylor
4. Andrea Manns
5. H. Bill Maxey
6. James Sabich

### **Mayor, Clerk and Council Closing Comments**

Mayor Greimel, Councilman Parker, Councilwoman James, Councilman Nicholson Councilwoman Rutherford and Council President McGuinness made closing comments.

### **Adjournment**

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



May 10, 2022 Draft

Ayes: Parker, Rutherford, James, McGuinness and Nicholson

No: None

**Motion Carried**

Council President Mike McGuinness adjourned the meeting at 8:37 p.m.

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Garland S. Doyle  
Interim City Clerk

DRAFT

**#1**

**ORDINANCE**

ORDINANCE NO. \_\_\_\_\_

**AN AMENDMENT TO CITY OF PONTIAC ORDINANCE ARTICLE V,  
BOARDS AND COMMISSIONS, DIVISION 4, ARTS COMMISSION**

**The City of Pontiac ordains:**

**2-426 Created; composition.**

Pursuant to section 4.701 of the Charter, an Arts Commission is hereby created consisting 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. The Commission shall act as an advisory body to the Mayor and the Council and as an advocate for the arts and aesthetics in all aspects of City life. It shall advise and support cultural institutions and groups interested in cultural activities. It shall encourage, develop and support a wide variety of programs which reflect the cultural needs and experiences of all citizens and shall encourage participation by all citizens in cultural activities carried on in the City.

**2-427 Terms of members; compensation.**

(a) The term of each member of the Arts Commission, after the terms of the original appointments set forth in subsection (b) of this section have been fulfilled, shall be four years. Upon expiration of a term, appointees shall continue to serve until the appointment of a successor.

(b) Each member shall be appointed as follows:

- (1) Three appointees, each having a four-year term;
- (2) Three appointees, each having a three-year term;
- (3) Three appointees, each having a two-year term; and
- (4) Two appointees, having a one-year term; respectively.

(c) All members of the Arts Commission shall serve without compensation.

2-428 Election of Chair, Vice Chair, and Secretary; terms.

(a) At the first Regular Meeting after the implementation of this Ordinance, and subsequently at the first Regular meeting of the Arts Commission held each calendar year, the Arts Commission shall elect the officer positions of Chair, Vice Chair, and Secretary.

(b) The terms of the foregoing officer positions shall be for a period of one-year, through and including the next Regular Meeting of the Commission subsequent to the one-year period, until successor officers are elected at that Regular Meeting.

I hereby certify this ordinance was brought for a first reading at a meeting of the City Council of the City of Pontiac on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

I further hereby certify this ordinance was adopted at a second reading of the ordinance by the City Council of the City of Pontiac on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

I further hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council and was published verbatim in a publication of general circulation on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

**#2**

# **ORDINANCE**

ORDINANCE NO. \_\_\_\_\_

AN AMENDMENT TO ARTICLE XIX<sup>a</sup> REGARDING MOBILE FOOD VENDORS.

The City of Pontiac Ordains:

**26-1030 Mobile food ~~vehicle~~ vendors.**

**26-1031 Short title.**

This article may be referred to as the "City of Pontiac Mobile Food ~~Vehicle~~ Vendor Ordinance."

**26-1032 Definitions.**

As used in this article, the following terms shall have the meanings indicated:

*Mobile food ~~vehicle~~ vendor* means a motorized vehicle, temporary stationary stand, or trailer used for the purpose of selling prepared foods to the general public.

~~*Mobile food vehicle vendor* means an operator of a mobile food vehicle who has obtained a license or permit from the City to operate a mobile food vehicle, and referred to in this article as "vendor."~~

**26-1033 Scope.**

The provisions of this article apply to mobile food vendors ~~vehicles~~ engaged in the business of cooking, preparing, and distributing food or beverage for sale to the general public in public and private restricted spaces. This article does not apply to vehicles which dispense food and that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks or food vending pushcarts and stands located on sidewalks.

**26-1034 License required.**

(a) It shall be unlawful for any person or business organization, including any religious, charitable, or nonprofit organizations, to operate within the City a mobile food ~~vehicle~~ vendor without ~~having obtained from the Building Safety Division~~ a license for that purpose. Religious, charitable, and nonprofit organizations are required to obtain a permit at no cost. ~~Such permit shall not count against the ten permits authorized in subsection (c) of this section.~~

(b) A person desiring to operate ~~as a~~ mobile food ~~vehicle~~ vendor shall make written application for such license to the ~~Building Safety~~ City Licensing Division. The application for a license shall be on forms provided by the City and shall include the following:

- (1) Name, signature, phone number, e-mail contact, and business address of the applicant.
- ~~(2) A description of the preparation methods and food products offered for sale, including the intended menu.~~
- ~~(3)~~ **(2)** Information on the mobile food ~~vehicle~~ vendor equipment to include year, make and model of the vehicle or trailer (if applicable) and dimensions, which shall not exceed 36 feet in length or nine feet in width.
- (4) Information setting forth the proposed hours of operation, area of operations, plans for power access, water supply and wastewater disposal.
- (5) Copies of all necessary licenses or permits issued by the Oakland County Health Department.
- (6) Insurance Coverage.

- a. Proof of a general comprehensive liability policy with limits of no less than \$2,000,000.00 combined single limit coverage issued by an insurer licensed to do business in this state and which names the City as an additional insured.
- b. Proof of a public liability and property damage motor vehicle policy (if applicable) with limits of no less than \$1,000,000.00 issued by an insurer licensed to do business in this state.
- (7) Any other information reasonably required by the Planning and Zoning Administrator ~~Community Development Director~~.
- (c) All vendors receiving a license under this article shall pay the annual fee as set from time to time by City Council. ~~Upon adoption of the ordinance codified in this article, the fee shall be \$200.00 until changed by resolution of the City Council.~~
- (d) Mobile food vendors are not subject to the team inspection requirement of the City's business license ordinance. ~~The initial business license fee is waived for mobile food vendors.~~ All mobile food vendors shall be subject to the renewal business license fee.
- (e) ~~The Building Safety Division shall issue no more than ten active mobile food vehicle licenses for any calendar year. For the first ten licenses issued by the City, licenses shall be issued in order to applicants who have met all of the criteria established by this code to obtain such a license.~~ Each mobile food license issued during a calendar year shall expire on December 31 of that ~~each~~ year.
- (f) A license issued under this article shall not be transferable from person to person.
- (g) A license is valid for one mobile food vendor vehicle only and shall not be transferred between vendors vehicles.
- (h) ~~License renewal for existing mobile food vehicle licenses shall begin on April 1 of each year. During the period of April 1 through April 14, renewal licenses only will be issued. Beginning on April 15 of each year, any remaining mobile food vehicle licenses will be issued on a first come, first served basis to applicants who meet all conditions required to obtain such a license.~~

## 26-1035 Regulations.

- (a) No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the license holder has not been authorized to operate. These streets and public areas where parking by mobile food vehicles is permitted shall be identified by the Planning and Zoning Administrator ~~Community Development Director~~.
- (b) The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb, lawn, or sidewalk when parked. No food service shall be provided on the driving-lane side of the truck. No food shall be prepared, sold, or displayed outside of mobile food vehicles.
- (c) No mobile food ~~vehicle~~ vendor shall provide or allow any dining area within ten feet of the mobile food operation vehicle, including but not limited to tables and chairs, booths, stools, benches, or stand-up counters.
- (d) Customers shall be provided with single-service articles, such as plastic utensils and paper plates, and a waste container for their disposal. All mobile food ~~vehicle~~ vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vendors vehicles shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed. Barbeque pits shall require coals to be disposed of in a metal container with a securable lid. Coals must be emptied from the barbeque pit at the end of each day.
- (e) No mobile food vendor vehicle shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles, including generators, shall adhere to the standards set forth in chapter 58, article IV – Non-Vehicular Noise. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.
- (f) Signage is only allowed when placed on mobile food vendors vehicles. No separate freestanding signs are permitted.

- (g) No flashing or blinking lights or strobe lights are allowed on mobile food vehicles or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downward.
- (h) Mobile food vehicles, when parked on public streets, shall be parked in conformance with all applicable parking restrictions and shall not hinder the lawful parking or operation of other vehicles.
- (i) A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be ticketed and impounded. Unattended mobile food vehicles left on private lots overnight shall be considered a public safety hazard and may be ticketed and impounded.
- (j) A vendor shall not operate ~~a mobile food vehicle~~ within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained written permission from the event sponsor and filed that with the Building Safety Division.
- (k) The issuance of a mobile food ~~vendor vehicle~~ license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.
- (l) A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner.
- (m) No mobile food ~~vendor vehicle~~ shall use external signage, bollards, seating or other equipment not contained within the ~~vending apparatus vehicle~~. When extended, awnings for mobile food ~~vendors vehicles~~ shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.
- (n) Any power required for ~~the mobile food vendors vehicle~~ located on a public way shall be self-contained, and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food ~~vendors vehicles~~ on private property may use electrical power from the property being occupied or an adjacent property, but only with a valid electrical permit and when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any City street, alley or sidewalk. No gas-powered generators are permitted.
- (o) Mobile food ~~vendors vehicles~~ shall not be located parked within 150 feet of an existing brick-and-mortar restaurant during the hours when such restaurant is open to the public for business.
- (p) Mobile food ~~vendors vehicles~~ shall not be located parked within 150 feet of a residential property.
- (q) Operating a Mobile Food Vehicle on Private Property.
- (1) A vendor shall be permitted to operate on private property if the property is zoned for commercial, industrial, or mixed use and the operation of the mobile food vehicle is not within 150 feet of a residential building.
- (2) A private property owner shall not permit operation of parking by a mobile food vendor vehicle until:
- A special exemption permit has been obtained to allow for such use if the site is within 150 feet of a residential building.
  - All property taxes must be up to date to secure a special exception permit.
- (3) Mobile food vehicles are permitted in residential districts as a special land use and require a special exception permit, as described in Section 2.544(D) of the Pontiac Zoning Ordinance.
- (4) Conformance with subsections (a) through (p) of this section.

#### **26-1036 Enforcement.**

- (a) Any license holder operating as a mobile food vendor vehicle in violation of any provision of this article or any rules and regulations promulgated by the City shall be subject to a civil fine of five hundred dollars \$500.00 per day. Each day of violation shall constitute a separate and distinct offense.



(b) Once a license has been issued, it may be revoked, suspended or not renewed by the Community Development Director for failure to comply with the provisions of this article and any rules or regulations promulgated by the City.

**26-1037 Denials and appeals.**

(a) Pursuant to section 26-43, Denial; revocation; suspension, the issuance of licenses applied for under this article may be denied by the Director of Community Development and licenses issued may be revoked or suspended by the Director of Community Development at any time for the reasons set forth in section 1-24 and in accordance with the procedures contained therein, unless specifically provided for otherwise in this article.

(b) Pursuant to section 26-44, Hearing procedures, any person whose application for a license is denied shall have the right to a hearing before the Board of Appeals, provided a written request therefor is filed with the Administrator within ten days following the denial of the application for a license. The Board of Appeals may reverse any determination to deny the issuance of a license and the Board of Appeals may grant any license. No person shall operate any business during any time when his license therefor has been suspended, revoked or cancelled. Before a license issued pursuant to this article may be suspended or revoked, the notice and hearing procedures contained in section 1-24 shall be followed.

I hereby certify this ordinance was brought for a first reading at a meeting of the City Council of the City of Pontiac on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

I further hereby certify this ordinance was adopted at a second reading of the ordinance by the City Council of the City of Pontiac on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

I further hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council and was published verbatim in a publication of general circulation on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

**ORDINANCE NO. \_\_\_\_\_**

**AN AMENDMENT TO ARTICLE XIX REGARDING MOBILE FOOD VENDORS.**

**The City of Pontiac Ordains:**

**26-1030 Mobile food vendors.**

**26-1031 Short title.**

This article may be referred to as the "City of Pontiac Mobile Food Vendor Ordinance."

**26-1032 Definitions.**

As used in this article, the following terms shall have the meanings indicated:

*Mobile food vendor* means a motorized vehicle, temporary stationary stand, or trailer used for the purpose of selling prepared foods to the general public.

**26-1033 Scope.**

The provisions of this article apply to mobile food vendors engaged in the business of cooking, preparing, and distributing food or beverage for sale to the general public in public and private restricted spaces. This article does not apply to vehicles which dispense food and that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks or food vending pushcarts and stands located on sidewalks.

**26-1034 License required.**

- (a) It shall be unlawful for any person or business organization, including any religious, charitable, or nonprofit organizations, to operate within the City a mobile food vendor without a license for that purpose. Religious, charitable, and nonprofit organizations are required to obtain a permit at no cost.
- (b) A person desiring to operate as a mobile food vendor shall make written application for such license to the City Licensing Division. The application for a license shall be on forms provided by the City and shall include the following:
  - (1) Name, signature, phone number, e-mail contact, and business address of the applicant.
  - (2) Information on the mobile food vendor equipment to include year, make and model of the vehicle or trailer (if applicable) and dimensions, which shall not exceed 36 feet in length or nine feet in width.
  - (4) Information setting forth the proposed hours of operation, area of operations, plans for power access, water supply and wastewater disposal.
  - (5) Copies of all necessary licenses or permits issued by the Oakland County Health Department.
  - (6) Insurance Coverage.
    - a. Proof of a general comprehensive liability policy with limits of no less than \$2,000,000.00 combined single limit coverage issued by an insurer licensed to do business in this state and which names the City as an additional insured.
    - b. Proof of a public liability and property damage motor vehicle policy (if applicable) with limits of no less than \$1,000,000.00 issued by an insurer licensed to do business in this state.
  - (7) Any other information reasonably required by the Planning and Zoning Administrator
- (c) All vendors receiving a license under this article shall pay the annual fee as set from time to time by City Council.
- (d) Mobile food vendors are not subject to the team inspection requirement of the City's business license ordinance. All mobile food vendors shall be subject to the renewal business license fee.

- (e) Each mobile food license issued during a calendar year shall expire on December 31 of that year.
- (f) A license issued under this article shall not be transferable from person to person.
- (g) A license is valid for one mobile food vendor only and shall not be transferred between vendors.

## **26-1035 Regulations.**

- (a) No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the City where the license holder has not been authorized to operate. These streets and public areas where parking by mobile food vehicles is permitted shall be identified by the Planning and Zoning Administrator.
- (b) The customer service area for mobile food vehicles shall be on the side of the truck that faces a curb, lawn, or sidewalk when parked. No food service shall be provided on the driving-lane side of the truck. No food shall be prepared, sold, or displayed outside of mobile food vehicles.
- (c) No mobile food vendor shall provide or allow any dining area within ten feet of the mobile food operation, including but not limited to tables and chairs, booths, stools, benches, or stand-up counters.
- (d) Customers shall be provided with single-service articles, such as plastic utensils and paper plates, and a waste container for their disposal. All mobile food vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vendors shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up, and no dumping of gray water on the streets is allowed. Barbeque pits shall require coals to be disposed of in a metal container with a securable lid. Coals must be emptied from the barbeque pit at the end of each day.
- (e) No mobile food vendor shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles, including generators, shall adhere to the standards set forth in chapter 58, article IV – Non-Vehicular Noise. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.
- (f) Signage is only allowed when placed on mobile food vendors. No separate freestanding signs are permitted.
- (g) No flashing or blinking lights or strobe lights are allowed on mobile food vehicles or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 60 watts shall contain opaque hood shields to direct the illumination downward.
- (h) Mobile food vehicles, when parked on public streets, shall be parked in conformance with all applicable parking restrictions and shall not hinder the lawful parking or operation of other vehicles.
- (i) A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured at any time food is in the vehicle. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be ticketed and impounded. Unattended mobile food vehicles left on private lots overnight shall be considered a public safety hazard and may be ticketed and impounded.
- (j) A vendor shall not operate within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the City unless the vendor has obtained written permission from the event sponsor and filed that with the Building Safety Division.
- (k) The issuance of a mobile food vendor license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.
- (l) A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner.
- (m) No mobile food vendor shall use external signage, bollards, seating or other equipment not contained within the vending apparatus. When extended, awnings for mobile food vendors shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.
- (n) Any power required for mobile food vendors located on a public way shall be self-contained, and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food

vendors on private property may use electrical power from the property being occupied or an adjacent property, but only with a valid electrical permit and when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any City street, alley or sidewalk. No gas-powered generators are permitted.

- (o) Mobile food vendors shall not be located within 150 feet of an existing brick-and-mortar restaurant during the hours when such restaurant is open to the public for business.
- (p) Mobile food vendors shall not be located within 150 feet of a residential property.
- (q) Operating a Mobile Food Vehicle on Private Property.
- (1) A vendor shall be permitted to operate on private property if the property is zoned for commercial, industrial, or mixed use and the operation of the mobile food vehicle is not within 150 feet of a residential building.
- (2) A private property owner shall not permit operation of a mobile food vendor until:
  - a. A special exemption permit has been obtained to allow for such use if the site is within 150 feet of a residential building.
  - b. All property taxes must be up to date to secure a special exception permit.
- (3) Mobile food vehicles are permitted in residential districts as a special land use and require a special exception permit, as described in Section 2.544(D) of the Pontiac Zoning Ordinance.
- (4) Conformance with subsections (a) through (p) of this section.

#### **26-1036 Enforcement.**

- (a) Any license holder operating as a mobile food vendor in violation of any provision of this article or any rules and regulations promulgated by the City shall be subject to a civil fine of five hundred dollars \$500.00 per day. Each day of violation shall constitute a separate and distinct offense.
- (b) Once a license has been issued, it may be revoked, suspended or not renewed by the Community Development Director for failure to comply with the provisions of this article and any rules or regulations promulgated by the City.

#### **26-1037 Denials and appeals.**

- (a) Pursuant to section 26-43, Denial; revocation; suspension, the issuance of licenses applied for under this article may be denied by the Director of Community Development and licenses issued may be revoked or suspended by the Director of Community Development at any time for the reasons set forth in section 1-24 and in accordance with the procedures contained therein, unless specifically provided for otherwise in this article.
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I hereby certify this ordinance was brought for a first reading at a meeting of the City Council of the City of Pontiac on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

I further hereby certify this ordinance was adopted at a second reading of the ordinance by the City Council of the City of Pontiac on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Garland Doyle, Interim City Clerk

I further hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council and was published verbatim in a publication of general circulation on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

**#6**

**RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Department of Public Works*

---

**TO:** Pontiac City Council

**FROM:** Al Cooley III, Interim Director of DPW

**CC:** Mayor Tim Greimel and Deputy Mayor Khalfani Stephens

**DATE:** May 12, 2022

**RE:** Michigan Department of Transportation (MDOT) – Public Act 51 Reporting

---

Public Act 51, as amended, requires that each incorporated city and village sign and submit the annual map and request changes to the Data Inventory and Integration Division of MDOT. These changes may be in addition or decertification/vacation.

It is the duty of the municipalities Street Administrator to prepare this report and map and ensure the submittal to the appropriate MDOT division by June 30, 2022.

This map indicates miles of local and major streets within our street system. When MDOT certifies this map the miles become a legal document. The certified mileage is a part of the formula utilized by MDOT to calculate the City of Pontiac's share of state revenues.

Based upon the above and attached information, it is the recommendation of the Department of Public Works that the following resolution be passed by Pontiac's City Council.

WHEREAS, the City of Pontiac did close and removed the pavement on Franklin Road from Woodward Avenue to the southwest side of the CN RR effectively closing the railroad crossing, and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to remove this street from within the City Street System in order to maintain mileage correctness under Act 51, P.A. 1951 as amended

NOW, THEREFORE IT IS RESOLVED:

WHEREAS, the City of Pontiac does wish to decertify a portion of Franklin Road. This decertification of Franklin Road is located between Woodward Avenue and Franklin Road on the southwesterly side of CNRR for a total length of 291 feet.



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Department of Public Works*

---

**TO:** Pontiac City Council

**FROM:** Al Cooley III, Interim Director of DPW

**CC:** Mayor Tim Greimel and Deputy Mayor Khalfani Stephens

**DATE:** May 12, 2022

**RE:** Michigan Department of Transportation (MDOT) – Public Act 51 Reporting

---

Public Act 51, as amended, requires that each incorporated city and village sign and submit the annual map and request changes to the Data Inventory and Integration Division of MDOT. These changes may be in addition or decertification/vacation. It is the duty of the municipalities Street Administrator to prepare this report and map and ensure the submittal to the appropriate MDOT division by June 30, 2022. This map indicates miles of local and major streets within our street system. When MDOT certifies this map the miles become a legal document. The certified mileage is a part of the formula utilized by MDOT to calculate the City of Pontiac's share of state revenues.

During this year's review it was brought to our attention that this portion of Franklin Rd that was taken out of service around 2001 was never properly decertified through the MDOT process. The City has been receiving monies for this 291 ft. even though the road is no longer in existence.

The understanding I have that got us to this point is that back in the late 1990's to early 2000's MDOT gave some credits toward bridge repairs if communities removed unneeded grade level roadway RR crossings. The City had determined that Franklin Rd was one they could remove and did so around the 2001 timeframe. The roadway and curb lines were removed but the City still has ownership of the land the roadway was on.

You will see on separate sheet pictures of the area now and back in 2000 when the road was still there. Typically, every year there is a review and additions or deletions are added to the Act 51 mapping. Failure to do this review and report could result in a loss of Act 51 dollars from MDOT.



## STREET SYSTEM MAP

It is required to return the Act 51 Street System map signed and dated by the street administrator by April 29, 2022. Edit the map to show the following:

### A. Certification/ Addition of Streets

Streets may be certified or added to a city/village street system only when they are; under jurisdiction of the municipality, accepted into the city/village street system, for public street purposes, and open to automobile traffic on or before December 31, 2021, and accompanied by an on the ground centerline measurement. All resolution requirements are listed on page 5. Any new street, local or major, must be accompanied with a resolution signed by the governing body. All streets added must be contained within or along corporate limits. List requested changes on form 2008B (Additions and Deletions to City or Village Local Street System, p. 17). For the required resolution documentation refer to page 5 and for a sample resolution refer to page 11. Local streets to be added need to be drawn on map and highlighted yellow. Major streets to be added or request for increase to major, should be highlighted green. For major street requirements refer to page 6. Current certified mileage totals can be found in the block marked APPROVED on the Act 51 map. If you disagree with the certified mileages, discrepancies must be supported by a street inventory.

### B. Decertification/Vacation of Streets

Decertification/Vacation must be made of any streets which are no longer open to automobile traffic, have been abandoned, privatized, vacated, or no longer under the legal jurisdiction of the municipality. Show all changes for local streets on form 2008B (Additions and Deletions to City or Village Local Street System, p.13) or for major streets on form 2008A (Request for Change in the Major Street System, p.19). For the required documentation refer to page 5. Please use red to cross out streets to be decertified. Decertification/vacation of certified local and major streets must have a resolution signed by the governing body; also see sample resolution for decertification/vacation on page 13.

Franklin Rd. Woodward to just West of RR tracks, decertification.

Current map of the area in question.



Map from 2000 that shows roadway before removal



**#7**

# **RESOLUTION**

## Resolution of the Pontiac City Council



**Resolution to Approve Budget Amendments for Fiscal Year 2021-2022 Transferring \$170,000 from the Following GL Accounts in the Amounts Listed:  
General Fund GL Accounts 101.818.818.236 Prof. Service-Tree Services (\$64,000), 101.818.745.012 Recreation Supplies-Parks (\$66,000), 101.818.818.000 Other Professional Services (\$20,000), and 101.818.808.000 Parks and Neighborhood Projects (\$20,000); and Transferring \$170,000 to General Fund Account 101.818.818.006 Contractual Mowing Services.**

Whereas, the City of Pontiac timely approved the FY 2021-22 budget on June 24, 2021 and;

Whereas, the prior City Council approved a contract with RNA for grass cutting services; and

Whereas, the total costs of the work contracted is estimated to be \$395,112; and

Whereas, the previous city council only approved a budgeted amount of \$50,000; and

Whereas, the Administration is requesting to move funds within line items, not between departments, and

Whereas, the remainder of the costs will fall into the next fiscal year; and

Whereas, in order to ensure that the budgeted appropriations remain in compliance with the City's Charter, the Budget Ordinance and state law, the Administration is proposing a budget amendment for the General Fund; and

NOW THEREFORE, BE RESOLVED, that the City Council hereby approves the amendment for the Fiscal Year 2021-22 Budget as requested by the Administration transferring \$170,000 from the Following GL Accounts in the Amounts Listed: General Fund GL Accounts 101.818.818.236 Prof. Service-Tree Services (\$64,000), 101.818.745.012 Recreation Supplies-Parks (\$66,000), 101.818.818.000 Other Professional Services (\$20,000), and 101.818.808.000 Parks and Neighborhood Projects (\$20,000); and Transferring \$170,000 to General Fund Account 101.818.818.006 Contractual Mowing Services.

**#8**

**RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

Finance Department

---

**TO:** City Council President Mike McGuinness and City Council Members

**FROM:** Darin Carrington, Finance Director

**CC:** Mayor Tim Greimel and Deputy Mayor Khalfani Stephens

**DATE:** May 12, 2022

**RE:** Resolution to approve a salary/budget amendment for FY 2021-22

---

As part of the FY 2021-22 budget, City Council adopted appropriations to City Departments for salaries and wages and these appropriations were based on specific salaries for individual positions. Currently, there are two individual positions that are being compensated differently than the amounts that were included in the Adopted FY 2021-22 budget. These two positions are the Deputy Finance Director and the Senior Financial Analyst.

The Deputy Finance Director was not specifically appropriated in the FY 2021-22 budget and the Senior Financial Analyst was appropriated based on an annual rate of \$75,000. Currently, the Deputy Finance Director is being compensated at an annual rate of \$94,000 and the Senior Financial Analyst annual rate is \$90,000.

In order to ensure compliance with the City Charter and Code, we are requesting Council to adopt a resolution approving these salaries at the current rates. Because of vacancies in other positions, the department does not need any additional funding for this fiscal year. Thus, no formal budget amendment is being requested, no funds are needing to be moved and no changes are needed to the already approved appropriations

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

*Whereas, the City of Pontiac timely approved the FY 2021-22 budget on June 24, 2021 and;*

*Whereas, the adopted budget appropriated funding to individual Departments for Salaries & Wages and these funding levels were based on specific salaries for individual positions; and*

*Whereas, the Salaries & Wages for Department 206 – Finance Administration was based on no salary appropriation for Deputy Finance Director and the salary appropriation for Senior Finance Director of \$75,000;*

*NOW THEREFORE be it resolved that the City Council hereby approves the salary for the position of Deputy Finance Director at a salary of \$94,000 and the Senior Financial Analyst at a salary of \$90,000.*

**#9**

**RESOLUTION**



Mayor Tim Greimel

# CITY OF PONTIAC

## Planning & Zoning Division

City Hall - 47450 Woodward Avenue

Pontiac, Michigan 48342

Telephone 248,758,2811

Vern Gustafsson  
Planning & Development Manager

Donovan Smith  
City Planner

---

**To: HONORABLE MAYOR GREIMEL, COUNCIL PRESIDENT McGUINNESS &  
PONTIAC CITY COUNCIL**

**From: VERN GUSTAFSSON, PLANNING & DEVELOPMENT MANAGER**

**Date: MAY 6, 2022**

**Re: ZMA 22-03 ZONING MAP AMENDMENT W/ CONDITIONS  
NF LAWRENCE LLC  
PIN 64-14-29-452-009  
C-3 CORRIDOR COMMERCIAL TO M-1 LIGHT MANUFACTURING with  
CONDITIONAL REZONING**

---

The City of Pontiac is in receipt of application ZMA 22-03 for the proposed conditional rezoning of parcel 64-14-29-452-009. The site is located on the north side of W Lawrence at the end of the street, next to the railroad Right-of-Way and its embankment. The subject property is currently zoned C-3 Corridor Commercial.

The applicant proposes a rezoning to M-1 Lighting Manufacturing with Conditions, to permit a proposed Medical Marihuana Grow and Processing facilities. The property is located outside the Downtown Medical Marihuana Overlay District and does not presently qualify for a Medical Marihuana Grow and Processing use. At the May 4, 2022 meeting of the Planning Commission, they recommended approval of this request to the Pontiac City Council.

### **Conditional Rezoning Agreement**

The applicant has volunteered conditions as part of their Conditional Rezoning Agreement [see attachment] that will restrict the uses developed on the subject site.

In accordance with Section 6.802 of the City Zoning Ordinance, the request for Conditional Rezoning requires a technical review, Public Hearing and recommendation by the Planning Commission, and final decision by City Council. The Conditional Rezoning Agreement to be executed between the applicant and the Mayor after City Council approves the Zoning Map Amendment with Conditions and City Attorney approves Agreement to form.

The City cannot request or suggest modifications to these conditions. Per the Michigan Zoning Enabling Act, such conditions must be made voluntarily by the applicant. The request to permit a Medical Marihuana Grow and Processing facilities is subject to City Council approval to M-1 Light Manufacturing with the following conditions:



- *The conditional rezoning was granted to Developer based on upon conditions which were voluntarily offered by Developer. The conditions which form the basis of the City's grant of the conditional rezoning are as follows:*
  - *The property will be developed, if at all, consistent with the Conditional Rezoning Plan presented by the Developer.*
  - *Of the principal uses permitted within the M-1 Zoning District, the principal uses on the property, shall be limited to only a medical marihuana grow and processing facilities as referenced in the Zoning Ordinance.*
  - *Completion of project construction and start of operation shall be within 3 years from date of City Council approval of Conditional Rezoning.*
  - *The project shall conform to City's Medical Marihuana License Application Requirements.*
  - *The Property shall comply with all applicable City of Pontiac Ordinances, including the Zoning Ordinance, the M-1 zoning district, and related requirements.*

If the Zoning Map Amendment with Conditions obtains City Council approval, the applicant will need to submit an application by following the City Clerk's Medical Marihuana Use license approval process, the applicant would require a Special Exception Permit approved by the Planning Commission per Section 6.302 of the Zoning Ordinance. Additionally, submit for Site Plan Review per Section 6.204 to the Planning Division and appear before the Planning Commission for Site Plan Review Approval, prior to beginning proposed development and construction.

### **Rezoning Criteria**

The City Council should consider any of the following criteria [found in Section 6.804, A-J] that apply to the rezoning with conditions application in making findings, recommendations, and a decision to amend the Official Zoning Map (see Section 6.804).

Additionally, the section also stipulates that the City Council may also consider other factors or considerations that are applicable to the application, but are not listed among the ten criteria. To assist the City Council in its evaluation of these and other criteria, we offer the following findings of fact for your consideration.

Section 6.804 provides review criteria for the City Council to utilize in making its findings, recommendations, and making a decision. The *ten stated criteria* are listed below with our findings:

1. *Consistency with the goals, policies and objectives of the Master Plan and any sub-area plans. If conditlons have changed since the Master Plan was adopted, consistency with recent development trends in the area shall be considered.*

The proposed rezoning with conditions should be considered with recent development trends in the area, where zoned C-3 zoned sites to the south have been converted to processing, fabricating and warehousing due to elevated railroad tracks over W Huron travel lanes with embankments to support the raised tracks and restricts direct access to Woodward Avenue. In addition, the property is located within the Mixed Use, future land use designation of the Updated Master Plan.

2. *Compatibility of the site's physical, geological, hydrological and other environmental features with the uses permitted in the proposed zoning district.*

The entire parcel contains a 60,000 sq.ft. vacant building fronts onto W. Lawrence and Clinton, which provides access to each floor, presently there is no geological, hydrological, and other environmental features are evident on the parcel.

3. *Evidence the applicant cannot receive a reasonable return on investment through developing the property with one (1) or more of the uses permitted under the current zoning.*

The applicant did not provided evidence that they could not develop the property with a use which would not require a Conditional Rezoning that is within the Zoning Ordinance's guidelines for permitted uses. In addition, the existing structure is not favorable to be renovated into commercial, business services and/or office uses; plus, no direct access to Woodward Ave due to the elevated railroad tracks.

4. *Compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.*

The planned Medical Marihuana Grow and Processing use is consistent with the zoning designations for M-1 Light Manufacturing properties and is compatible with the zoning district, however the proposed use is planned to be located outside of the Downtown Medical Marihuana Overlay District.

5. *The capacity of the City's utilities and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety and welfare of the City.*

Existing City services and utilities capacity would be sufficient for the proposed use.

6. *The capability of the street system to safely and efficiently accommodate the expected traffic generated by uses permitted in the requested zoning district.*

The proposed development will not impact W Lawrence traffic. The Developer has secured authorization and will obtain an access easement to use the travel lane at 112 W Pike Street, if the City approves the conditional rezoning. In addition, the owner of 112 W Pike has granted parking rights of 50 spaces for employees at 108 W Lawrence. The applicant plans to refurbish and improve the parking area.

7. *The boundaries of the requested rezoning district are reasonable in relationship to surroundings and construction on the site will be able to meet the dimensional regulations for the requested zoning district.*

The boundaries of the rezoning with conditions are reasonable in relationship to surroundings.

8. *If a rezoning is appropriate, the requested zoning district is considered to be more appropriate from the City's perspective than another zoning district.*

The Conditional Rezoning is an appropriate request for Medical Marihuana Grow and Processing in the M-1 District located outside the Downtown Medical Marihuana Overlay District.

9. *If the request is for a specific use, rezoning the land is considered to be more appropriate than amending the list of permitted or special land uses in the current zoning district to allow the use.*

It would be inappropriate to amend the existing C-3 Corridor Commercial zoning district to permit Medical Marijuana uses. Conditional Rezoning of the subject site is the most appropriate action to allow the conditional proposed use.

10. *The requested rezoning will not create an isolated or incompatible zone in the neighborhood.*  
This Conditional Rezoning application would not create an incompatible M-1 Light Manufacturing conditional use within the immediate vicinity west of Woodward Avenue between W Pike and W Huron Streets.

ZMA 22-03 – Zoning Map Amendment  
Parcel No: 64-14-29-452-009

Resolution

*Whereas*, The City has received an application for a Zoning Map Amendment with Conditions at 108 W Lawrence identified as PIN 64-14-29-452-009 from NF Lawrence LLC 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 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 and 6.807 of the Zoning Ordinance and 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 May 4, 2022, a Public Hearing was held, and in consideration of public opinion, the Planning Commission recommends City Council to approve the Zoning Map Amendment with Conditions and approve the change from the current C-3 Corridor Commercial zoning district to M-1 Light Manufacturing with Conditions; 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 with Conditions (ZMA 22-03) request for PIN 64-14 29-452-009 to amend the current site zoning from C-3 Corridor Commercial to M-1 Light Manufacturing with Conditions.



# Application for Zoning Map Amendment

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address: 108 & 118 W Lawrence Street

Sidwell Number: 14-29-452-009

Office Use Only

PF Number: \_\_\_\_\_

Date: 01/14/2022

**Instructions:** Completed applications with appropriate fee shall be submitted to the Office of Land Use and Strategic Planning at least 30 days prior to the regularly scheduled Planning Commission meeting. Applications must be complete in all respects with supporting documents such as site plan, property survey etc. Planning staff will schedule the application for consideration by the Planning Commission in accordance with the attached schedule. Incomplete applications will delay the review process.

**Applicant (please print or type)**

Name	NF Lawrence LLC		
Address	21 W. Long Lake Road, Suite 200		
City	Bloomfield Hills		
State	Michigan		
ZIP Code	48304		
Telephone	Main: 248-744-4220	Cell: 248-787-7070	Fax: 248-744-4221
E-Mail	fadi@nassarcompanies.com		

**Project and Property Information**

Name of Proposed Development: LAWRENCE INDUSTRIES LLC

The subject property is location at 108 & 118 W Lawrence St. on the N / S / E / W side of Woodward Avenue between Orchard Lake Road and M-59.

The property is zoned: C-3 Corridor Commercial

Proposed Zoning District: M-1 Light Manufacturing, including, among other conditions

It is proposed that the property will be used as: Medical Marihuana Grow and Processing

The subject property is legally described as follows (include sidwell numbers):

T3N, R10E, SEC 29 ASSESSOR'S PLAT NO. 112 LOTS 30 & 31 7-23-92 FR 007 & 008

**Property Owner Information**

Name	NF Lawrence LLC		
Address	21 W. Long Lake Road, Suite 200		
City	Bloomfield Hills		
State	Michigan		
ZIP Code	48304		
Telephone	Main: 248-744-4220	Cell: 248-787-7070	Fax: 248-744-4221
E-Mail	fadi@nassarcompanies.com		

Are you the ☒ Owner \_\_\_\_\_ Agent/rep. of the owner \_\_\_\_\_ Other \_\_\_\_\_

The proposed will be used for the following purpose (provide as much detail as possible with photographs, sketches, site plans, written documents, etc.).

Medical Marijuana Grow and Processing.

State the reason for the Zoning Map Amendment, particularly the manner in which the City will benefit if the amendment is approved and why such change will not be detrimental to the public welfare and/or the property rights of other persons located in the vicinity of the site.

Subject property has been vacant for years, Subject property has been stripped of most of its electrical, plumbing and mechanical systems.

Subject property is located on a dead-end street. The conditional rezoning of this site will create new local jobs with 100% building occupancy, a state of the art exterior and interior renovation further enhancing the value of the subject property and its immediate surround area. The Subject property is an ideal fit for the this use and conditional rezoning and will demonstrate how other dilapidated properties within the City of Pontiac can be rehabilitated

  
\_\_\_\_\_  
Signature of Owner

  
\_\_\_\_\_  
Signature of Applicant

State of Michigan  
County of Oakland

On this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

Notary Public, Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_

## **CONDITIONAL REZONING AGREEMENT**

This Conditional Rezoning Agreement (the "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Pontiac, a Michigan municipal corporation, with an office located at 47450 Woodward Ave, Pontiac, Michigan, 48342 ("City"), and NF Lawrence LLC, a Michigan limited liability company, ("Developer") with its principal offices located at 121 W. Long Lake Rd., Bloomfield Hills, Michigan 48304.

### **RECITALS**

**WHEREAS**, City is validly exercising all of its powers pursuant to the City Charter;

**WHEREAS**, Developer is a Michigan corporation organized and existing in good standing under and pursuant to the Business Corporation Act, 1972 PA 284, as amended, and is exercising all of the powers provided therein;

**WHEREAS**, Developer intends to retrofit a currently vacant building located within the City, specifically parcel number 14-29-452-009 commonly known as 108 and 118 W. Lawrence Street, Pontiac, Michigan 48341, and being more particularly described on **Exhibit A** attached hereto and made a part hereof (the "Property"), which is currently zoned C-3 Corridor Commercial, as medical marijuana grow and processing facilities;

**WHEREAS**, under and pursuant to Section 405 of the Michigan Zoning Enabling Act, 2008 PA 110, as amended (codified at MCL §125.3405 et seq.) and under and pursuant to Section 6.807 of the City Zoning Ordinance (the "Zoning Ordinance"), certain conditions voluntarily offered by the owner of land, including an agreement between City and Developer, may become a condition of rezoning of the Property;

**WHEREAS**, Developer, submitted an Application for a Zoning Map Amendment (attached hereto as **Exhibit B** and made a part hereof, the "Application"), voluntarily offering, in writing, certain conditions to rezone the Property from C-3 Corridor Commercial to M-1 Light Manufacturing, including, among other conditions, subject to this Agreement.

**WHEREAS**, the City Planning Commission on \_\_\_\_\_, 2022 held a Public Hearing reviewing the Application and voted to recommend approval of the request for conditional rezoning and proposed amendment to the City's Zoning Map based upon this Agreement and the attached Exhibits;

**WHEREAS**, the City Council, on \_\_\_\_\_, 2022 voted to approve the request for conditional rezoning and adopted Ordinance No. 20-29 to amend the City's Zoning Map based upon the conditions set forth in this Agreement and the attached Exhibits.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual promises hereinafter set forth, City and Developer agree as follows:

1. Conditions Running with the Property. This Agreement covers the Property described on the attached **Exhibit A**. This Agreement shall be binding upon and inure to the benefit of Developer and City, and their heirs, representatives, successors, and assigns, and shall run with the Property.

2. Conditional Rezoning Plan. The conditional rezoning was granted by City based upon the Conditional Rezoning Plan presented by Developer, a copy of which is attached hereto as **Exhibit C** and made a part hereof.

3. Confirmation of Zoning. City confirms that the Property has been rezoned from C-3 Corridor Commercial to M-1 Light Manufacturing, including, among other conditions, subject to this Agreement.

4. List of Conditions. The conditional rezoning was granted to Developer based upon conditions which were voluntarily offered by Developer. The conditions which form the basis of the City's grant of the conditional rezoning are as follows:

a. The Property will be developed, if at all, consistent with the Conditional Rezoning Plan presented by Developer, a copy of which is attached hereto as **Exhibit C** and made a part hereof.

b. Of the principal uses permitted within the M-1 Zoning District, the principal use on the Property shall be limited to only a medical marihuana grow and processing facilities as referenced in the Zoning Ordinance.

c. Completion of project construction and start of operation shall be within 3 years from date of City Council approval of Conditional Rezoning.

d. The project shall conform to City's Medical Marijuana License Application requirements.

e. The Property shall comply with all applicable City of Pontiac Ordinances, including the Zoning Ordinance, the M-1 zoning district regulations, and related requirements.

5. Acknowledgement. This Agreement was proposed by Developer to induce City to grant the rezoning, and City relied upon such proposal and would not have granted the rezoning but for the terms spelled out in this Agreement; and, the conditions in this Agreement are authorized by applicable state and federal law and constitution; and, that the Agreement is valid and was entered into on a voluntary basis and represents a permissible exercise of authority by City. This Agreement represents a necessary and reasonable measure which, when considered with all other conditions and requirements, is roughly proportional to the increased impact created by the proposed use of the Property, taking into consideration the changed zoning district classification, and the specific use authorization granted.

6. Limitations On Development and Other Approvals. The Property shall not be developed or used in a manner inconsistent with this Agreement.

7. Period of Approval. This Agreement shall expire on \_\_\_\_\_, 2025, which is three (3) years from the date of this Agreement unless bona fide development of the Property pursuant to approved building and other permits required by City commences within the three (3) year period and proceeds diligently and in good faith as required by the Zoning Ordinance to completion; or, unless an extension of approval is granted by the City Council and upon the recording of a new conditional rezoning agreement. If this Agreement expires, no development shall be undertaken or permits for the Property under this Agreement shall be issued unless permitted by the Zoning Ordinance. The City shall promptly review and process all applications for approvals submitted by the Developer and the City shall not unreasonably delay, condition, withhold, or deny the approval of any such application.

8. Revocation. If Developer violates the terms of this Agreement, after appropriate notice and opportunity for a hearing and cure, the zoning designation of the Property shall return to its original designation of C-3 Corridor Commercial.

9. Entire Agreement. This Agreement, the exhibits attached hereto, and the instruments which are to be executed in accordance with the requirements hereof set forth all the covenants, agreements, stipulations, promises, conditions, and understandings between City and Developer concerning the project as of the date hereof, and there are no covenants, agreements, stipulations, promises, conditions, or understandings, either oral or written, between them other than as set forth herein.

10. Relationship of the Parties. The relationship of City and Developer shall be defined solely by the expressed terms of this Agreement, including the implementing documents described or contemplated herein, and neither the cooperation of the parties hereunder nor anything expressly or implicitly contained herein shall be deemed or construed to create a partnership, limited or general, or joint venture between City and Developer, nor shall any party or their agent be deemed to be the agent or employee of any other party to this Agreement.

11. Modification. This Agreement can be modified or amended only by a written instrument expressly referring hereto and executed by City and Developer.

12. Michigan Law to Control. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with Michigan law.

13. Due Authorization. City and Developer each warrant and represent to the other that this Agreement and the terms and conditions thereof have been duly authorized and approved by, in the case of City, its City Council and all other governmental agencies whose approval may be required as a precondition to the effectiveness hereof, and as to Developer, by the members thereof, and that the persons who have executed this Agreement below have been duly authorized to do so. The parties hereto agree to provide such opinions of counsel as to the due authorization and binding effect of this Agreement and the collateral documents contemplated hereby as the other party shall reasonably request.



14. No Personal Liability. The obligations hereunder of City and Developer shall constitute solely the obligations of the respective entities to be satisfied solely from their respective assets, and no officer, Board member, agent, employee, or partner of any of said entities shall have any personal obligation, responsibility, or liability for the performance of the terms of this Agreement.

15. Signature. This Agreement may be executed in any number of counterparts and may be signed and/or transmitted by facsimile, electronic mail of a .pdf document, or electronic signature technology (e.g., via DocuSign or similar electronic signature technology), and each of which shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument. The parties further consent and agree that (i) to the extent a party signs this Agreement using electronic signature technology, by clicking "SIGN" (or similar election), such party is signing this Agreement electronically, and (ii) the electronic signature(s) appearing on this Agreement shall be treated, for purposes of validity, enforceability and admissibility, the same as handwritten signatures. Each of the parties intends to be bound by electronically generated signatures and/or by signature(s) on the facsimile or electronically imaged document, is aware that the other party will rely on such signature(s), and hereby waives any defenses to the enforcement of the terms of this Agreement based on the form of signature(s).

{Signature Page Follows}

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first set forth above.

CITY OF PONTIAC

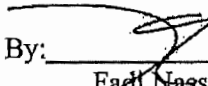
By: \_\_\_\_\_  
Tim Greimel, Mayor

STATE OF MICHIGAN     )  
                                  ) SS.  
COUNTY OF OAKLAND    )

The foregoing was acknowledged before me on \_\_\_\_\_, 2022, by Tim Greimel, the Mayor of the City of Pontiac, on behalf of the municipality.

\_\_\_\_\_, Notary Public  
State of Michigan, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of Oakland

NF LAWRENCE LLC

By:  \_\_\_\_\_  
Fadl Nassar  
Its: \_\_\_\_\_  
Authorized Signer

STATE OF MICHIGAN     )  
                                  ) SS.  
COUNTY OF OAKLAND    )

The foregoing was acknowledged before me on \_\_\_\_\_, 2022, by \_\_\_\_\_, the \_\_\_\_\_ for NF Lawrence LLC, a Michigan limited liability company on behalf of the company.

\_\_\_\_\_, Notary Public  
State of Michigan, County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of Oakland

**EXHIBIT A**

Land situated in the City of Pontiac, County of Oakland, State of Michigan, described as follows:  
Lots 30 and 31, Assessor's Plat No. 112, according to the plat thereof, as recorded in Liber 53 of  
Plats, Page 7, Oakland

County Records.

**EXHIBIT B**  
**Zoning Map Amendment**

**EXHIBIT C**

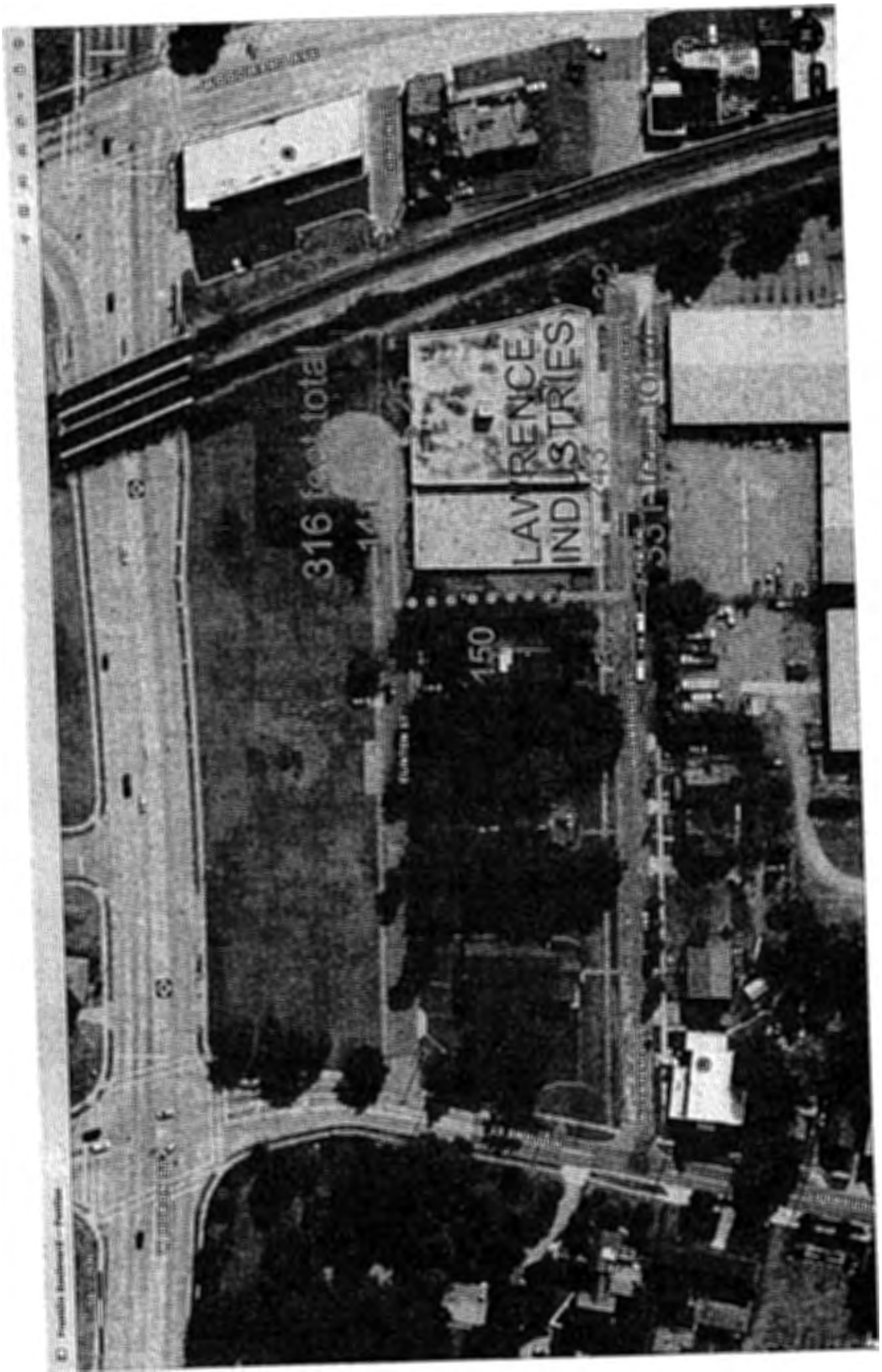
**Conditional Rezoning Plan**

(to be inserted if required)

# 108 W Lawrence



<p><b>Legend</b></p> <ul style="list-style-type: none"> <li>Water</li> <li>Highway</li> <li>Interstate</li> <li>State Road</li> <li>County Road</li> </ul>	<p><b>Scale</b></p> <ul style="list-style-type: none"> <li>1/4" = 100 feet</li> <li>1/8" = 200 feet</li> <li>1/16" = 400 feet</li> <li>1/32" = 800 feet</li> <li>1/64" = 1600 feet</li> </ul>	<p><b>Disclaimer:</b> The information provided herein has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. TOWN OF PONTIAC data may not always be present on the map.</p>	<p><b>PONTIAC</b>          Official City of Pontiac          Office of the City Engineer          1000 Exchange St., Pontiac, MI 48133          Phone: 313.387.2100          Fax: 313.387.2101          Web: www.cityofpontiac.com</p>	<p><b>Scale</b></p> <p>1 inch = 200 feet</p>
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0.9 mi  
5 minutes

Page 1 of 2  
Printed from my Mac



1



In 700 feet,  
Turn right onto Williams St

2



In 450 feet (2 min),  
Turn right onto W  
Huron St

3



In 900 feet (1 min),  
Turn right onto  
Woodward Ave

4



In 0.4 miles (1 min),  
Turn left onto W  
Judson St



118 W Lawrence  
St, Pontiac



31 E Judson St, Pontiac



112 PIKE LLC  
5444 Fairway Court  
West Bloomfield, Michigan 48323

May 3, 2022

Pontiac Planning Commission  
City of Pontiac  
47450 Woodward Avenue  
Pontiac, Michigan 48342

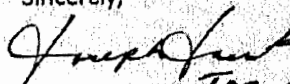
RE: Conditional Zoning Amendment ZMA 22-02

Dear Commissioners:

On behalf of the ownership of 112 PIKE LLC which is located at 112 W Pike Street, Pontiac MI 48341 we have learned of the above referenced Conditional Zoning Amendment for properties 108/118 W Lawrence Street, Pontiac MI 48341. We fully support this matter and are looking forward to seeing the building located directly across from our property undergo much needed improvements.

We have been in positive discussions with Mr. Nassar's group regarding leasing/utilizing the parking lot to the west of our property that is directly across from his building. Additionally, we are in support of allowing Mr. Nassar's traffic access from Pike Street via our parking lot that is situated between W Pike and W Lawrence. Mr. Nassar's investment to convert the existing use to marijuana processing and grow facility will improve the immediate area. As such, please accept this letter to express our full support for this project.

Sincerely,

  
Joseph Jacob, Partner 112 Pike LLC.

112 PIKE LLC

John Haughton  
1575 Kensington Road  
Bloomfield Hills, Michigan 48304  
[pontiacproperties@gmail.com](mailto:pontiacproperties@gmail.com)

April 21, 2022

Pontiac Planning Commission  
City of Pontiac  
47450 Woodward Avenue  
Pontiac, Michigan 48342

Regarding: Conditional Zoning Amendment ZMA 22-02

Dear Commissioners:

I own 130 W. Lawrence Street that is located directly next door to 108/118 W. Lawrence Street. I have received notification that the new owner Mr. Fadi Nassar is committed to redeveloping the 130 W. Lawrence into a marijuana processing and grow facility. As such, please accept this letter to express my full support for this project.

I am extremely excited to learn that Mr. Nassar has finally taken the initiative to turn this building next door into a viable project that will create jobs and improving the betterment of Lawrence Street and the community as a whole.

I also own these properties in Pontiac:

- 450 Harper Street
- 1120 Cherrylawn Drive
- 388 N Saginaw Street
- 317 W Huron Street
- 429 N Johnson Street
- 1169 Cherrylawn Drive
- 321 W Huron Street
- 561 E Morthcalm Street
- 853 Miles Street
- 45 Poplar Avenue
- 15 E Howard Street
- 233 W Pike Street

Respectfully,

  
215314

05-03-2022

John Haughton

Ronald K. Gay  
146 W. Lawrence St.  
Pontiac, MI 48341  
[ron@gthree.net](mailto:ron@gthree.net) / 248-762-3511

May 2, 2022

Pontiac Planning Commission  
City of Pontiac  
47450 Woodward Ave.  
Pontiac, MI 48342

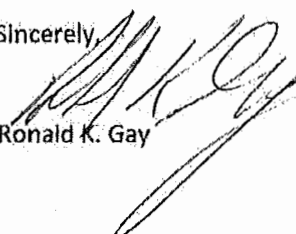
RE: Item ZMA 22-02-Conditional Zoning Map Amendment

Dear Commissioners,

I am writing to express my support of the proposed amendment relating to the property located at 118 W. Lawrence Street, in Pontiac. I understand the owner, Fadi Nassar, would like to renovate the property so that he can operate a state licensed grow and processing facility.

I am the only owner-occupied residence on W. Lawrence Street. I have been here since 1986. Our street is in great need of conscientious owners and residents. Mr. Nasar's business would be a welcome asset to a neighborhood in need of investment. Please give this proposed amendment my full support. Feel free to contact me with questions.

Sincerely,

  
Ronald K. Gay

**MONARCH INVESTMENTS LLC  
18 W Huron Street  
Pontiac, Michigan 48342**

May 3, 2022

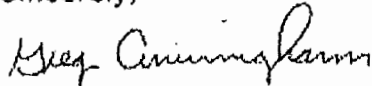
Pontiac Planning Commission  
City of Pontiac  
47450 Woodward Avenue  
Pontiac, Michigan 48342

**RE: Conditional Zoning Amendment ZMA 22-02**

Dear Commissioners:

As a group that has been committed to the betterment of the Pontiac community for many years. We fully support the above referenced Amendment that will allow for the repurposing of the vacant building at 118 W Lawrence Street and transform it into a grow and processing facility.

Sincerely,



Gregory J Cunningham  
MONARCH INVESTMENTS LLC

May 4, 2022

Pontiac Planning Commission  
City of Pontiac  
47450 Woodward Avenue  
Pontiac, Michigan 48342

**CONDITIONAL ZONING AMENDMENT ZMA 22-02**

Honorable Commissioners of the City of Pontiac:

As a lifelong resident of Oakland County, Michigan, I have been a first-hand witness to the many ups and downs that the great City of Pontiac has experienced. It was through the lens of these experiences that I chose to invest in downtown Pontiac - what I truly believe to be the next come-back major city center in SE Michigan.


I have recently acquired the tallest and one of the most prominent buildings in the city. My team and I are currently in the process of renovating the property into a multi-use commercial and residential all-in-one luxury property. As such, any improvements to the surrounding areas is not only welcomed, but should be encouraged by the City, investors like myself, and all those with a interest in a better Pontiac.

I have known Fadi Nassar for some time and I can personally attest to his commitments to his projects, and his ability to deliver a finished product which the entire community can be proud of. I am very familiar with the property subject to your consideration for a zoning variance. It has been sitting vacant for some time and its redevelopment will certainly face many challenges. Therefore, I am asking that this honorable commission find favorably in helping Mr. Nassar obtain the City's full and unconditional approval for his request variance(s).

Through your help and approval, along with the hard work and capital being invested by people like myself and Mr. Nassar, I am hopeful that Pontiac's best days are ahead of us all.

Thank you for your time and attention to this important matter.

Loft Holdings, LLC  
c/o D. Hanna & Co., LLC



Dalen P. Hanna, Esq.  
Managing Member

# **Lawrence Industries LLC**

## **Trucenta LLC**

108 & 118 Lawrence Street, Pontiac MI 48341

### **Processor Application**

## **INVENTORY & RECORDKEEPING PLAN and TECHNOLOGY PLAN**

### **PLAN INCLUSIONS** *Table of Contents*

<b>Part I</b>	<b>Internal Quality Control and Quality Assurance</b>	<b>1</b>
<b>Part II</b>	<b>Packaging and Labeling Practices; Inventory Control</b>	<b>3</b>
<b>Exhibit 1</b>	<b>Technology Plan</b>	<b>8</b>

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## **Part I: Internal Quality Control and Quality Assurance**

### *Weights and Measurements*

All weighing will be conducted under constant supervision and 24-hour video surveillance. Surveillance equipment will be strategically installed to capture all physical weighing and the values depicted on the scale. Scales will be calibrated annually by an independent, Department-approved third party using National Institute of Standards and Technology (NIST)-traceable reference weights.

In addition to surveillance and restricted access, Trucenta will introduce measures to prevent diversion within the inventory control SOPs, including recurring inventory audits, and weighing bulk storage containers prior to and after packaging. Any discrepancies in weight that cannot be attributed to dehydration or re-hydration will be reported to the Inventory Manager. To eliminate scale variance, the packaging supervisor will coordinate periodic scale calibration and maintenance, and will retain records of scale certificates for review upon request. Employees will be trained on proper scale use including: keeping scales still; limiting scale plate disruption; and leveling the scale. Discrepancies in inventory leading to the belief of theft or loss of marijuana product, or any criminal activity, will be reported to the Department, state police, and local law enforcement within 24 hours.

The Trucenta Quality Assurance Liaison will work closely with a licensed and approved testing laboratory to fully implement QC/QA protocols. The primary focus during manufacturing processes is to prevent, identify, and remediate the most common quality control issues in marijuana processing:

- Calculation errors
- Lack of batch accuracy
- Improper storage
- Failure to perform quality assurance checks

Quality control measures will be conducted during extraction and manufacturing processes, including visual observation and assessment. Furthermore, extracted oil and formulated products will be tested for homogeneity, potency, and microbial contamination to verify product safety and consistency.

Trucenta will perform internal quality assurance and quality control procedures to verify process development, product consistency, safety and cleanliness of product, and cannabinoid concentrations and ratios. The Quality Assurance Liaison is responsible for processing facility inspections and approval or rejection of marijuana through each step of processing and product manufacturing.

Marijuana products will be sent to a state licensed and approved safety compliance facility to test for cannabinoid potency, adulterants, or other potential contaminants. Prior to sample preparation for testing, all laboratory scales and balances are to be calibrated and verified daily to confirm measured weight of marijuana. Samples will be taken from a fully homogenized mixture of marijuana products to verify uniformity and accurate dosages. Samples prepared for testing will be aliquoted into .5- to 1-gram sample sizes, and handled in a sterile

and clean environment in order to limit the introduction of adulterants or contaminants prior to testing.

Results will be analyzed by the Quality Assurance Liaison, and approved marijuana products will be ready for transport to a licensed sales location. Test results received from a safety compliance facility will automatically be recorded into METRC and documented in a COA for each production lot for marijuana product.

***Potency Limits on Products***

Trucenta will produce marijuana infused products within the allowed THC potency limits set forth by the Department. Pursuant to Rule 420.404, marijuana-infused products will not exceed the maximum THC levels established by the Department.



## **Part II: Packaging and Labeling Practices; Inventory Control**

Trucenta recognizes that it has a duty to package its products in a way that furthers patient and public safety. Pursuant to Rule 420.504, marijuana-infused products will be pre-packaged and properly label before sale or transfer. Packaging will preserve the safety and integrity of marijuana prior to delivery to a licensed sales location or licensed safety compliance facility. Trucenta has developed a comprehensive plan based on industry best practices to ensure that the proper packaging and labeling of all marijuana at the facility will follow the process prescribed for its intended destination.

### ***Packaging/Labeling Team***

The Packaging/Labeling Team includes the Extraction/Processing Manager, Packaging/Labeling Technicians, Inventory Manager, and Quality Assurance Liaison. A thoroughly trained, efficient Packaging/Labeling Team is the keystone to a successful quality assurance control measure.

**Packaging/Labeling Technicians** : The Packaging/Labeling Technicians will package and label marijuana in accordance with all policies regarding proper storage, inspection and quality control. Packaging/Labeling Technicians are responsible for accurately weighing, packaging and labeling all marijuana products and maintaining cleanliness and sanitation of all packaging supplies, equipment, and surface areas.

The Packaging/Labeling Team will use standardized machinery to ensure accurate and consistent packaging and labeling of all marijuana products. Manual packaging and labeling techniques will be used when necessary and semi-automatic equipment will be utilized to increase efficiency of filling, capping and labeling applicable containers.

### ***Batch Testing***

Pursuant to 420.304, once a package of marijuana product is received or purchased in METRC, and Trucenta proceeds to process the marijuana product in accordance with the scope of the processor license, the act, and the state rules, the marijuana product will be given a new package tag anytime it changes state or is incorporated into something else. Once the marijuana product in its final state is created, a sample of the product batch will be tested pursuant to Rule 420.304, with an authorized employee from the safety compliance facility present at the time the sample is taken.

As a Trucenta policy, production batches awaiting testing will not be packaged until testing shows that the product meets the state's requirements and no product will be transferred until after test results indicate a passed test. Marijuana inventory in all of its forms will be stored at the processing facility in a secured limited access area or restricted access area, and identified and tracked consistently with METRC under the act, the marijuana tracking act, or these state rules. Batches awaiting testing will be properly labeled and placed in a quarantine area labeled "AWAITING TEST RESULTS" away from any other marijuana product, pursuant to Rule 420.304, and the testing of the product will be indicated in METRC. Upon testing showing a passed test, the batch will be released to be packaged and labeled. The THC level of the batch will be listed in METRC and the associated tag identification will be noted to be included with the testing information on the label of the product.

If a sample fails testing, two (2) subsequent retests will be performed consecutively and both must give passing results in order to be eligible to proceed to sale or transfer. If both retests pass, then the batch will be removed out of quarantine and eligible for sale or transfer. If one (1) or both retests fail, then the marijuana product will be destroyed, pursuant to Rule 420.306. Marijuana product that is in a final package or has originally failed a pesticide or microbial test will not be eligible for a retest and will be destroyed.

### ***Labeling Requirements***

Because meticulous labeling plays such a critical role in both the safe consumption of marijuana and in the consumer education process, all packaging and labeling will be conducted exclusively by a team of highly trained employees, and all activity will be monitored by video surveillance. All marijuana will be packaged and labeled to maintain integrity for its expected shelf-life. Labeling will be clear and informative, indicating the marijuana form and associated volume and dosage, cannabinoid profiles, expiration date, and other required elements as outlined below. Pursuant to Rule 420.403, infused products produced or packaged at the facility will be labeled with the following information, at a minimum, prior to transfer to a sales location:

- Producer: Trucenta name and license number, including business or trade name, and tag or source number as assigned by METRC.
- Entity that packaged the product: Trucenta name and address
- The name of the marijuana-infused product.
- The ingredients of the marijuana-infused product, in descending order of predominance by weight.
- The net weight or net volume of the product expressed in United States customary and metric units.
- THC level, per serving and per container, and its associated tag from the identification from METRC when sample was tested by a safety compliance facility.
- Concentration of CBD
- The unique identification number for the package or the harvest if applicable.
- Date of harvest.
- Name of strain.
- Activation time expressed in words or through a pictogram.
- Name of the safety compliance facility that performed any test, any associated test batch number, and any test analysis date.
- Universal symbol published by the department.
- A warning that states all the following:
  - "For use by registered qualifying patients only. Keep out of reach of children."
  - "It is illegal to drive a motor vehicle while under the influence of marijuana."
  - "National Poison Control Center 1-800-222-1222."

### ***Product Packaging***

Regardless of the delivery destination, Trucenta will ensure all marijuana is packaged in childproof, tamper-evident and light-resistant packaging prior to distribution to a licensed entity.

Standards for effective resistance of packaging provides mitigation and elimination of risk of marijuana exposure to minors. Additionally, Trucenta will strive toward implementing packaging materials that will protect the marijuana product from light, oxygen, and contamination, and will not impart any toxic or harmful substances. This will aid in maintaining the integrity and stability of the marijuana during storage periods and transport. Standardized machinery will be used to ensure accurate and consistent packaging and labeling of all marijuana products, and will be cleaned and sanitized to food safety standards between handling of differing batches or lots.

### ***Distribution***

Before shipment occurs, the Inventory Manager will review and confirm that the shipment has been prepared properly, ensuring that each package: has a clearly printed and accurate label; is intact and closed; meets the Trucenta SOPs and regulatory quality assurance standards; is within a secure transport container and kept under video surveillance until deemed ready for transport; is prepared for delivery, accurately identified, and the transfer is registered within METRC. The tracking identification number that is assigned in METRC must be affixed, tagged, or labeled and recorded, as well as any other information required by the Department, the act, and state rules is included. Containers used to store marijuana products for transfer or sale between marijuana facilities will be clearly marked, labeled, or tagged, and enclosed on all sides in secured containers that latch or lock in a manner to keep the contents of secured within, pursuant to Rule 420.212.

Products cleared for distribution will be stored under video surveillance until transport. Transport will occur only when a secure transport vehicle enters the facility through bay doors in order to be loaded with the transport delivery. Marijuana product will be transported in a locked, secured, sealed container that is not accessible while in transit.

### ***Inventory Control and Auditing***

Trucenta will audit the inventory of marijuana products on a weekly basis to ensure the accountability of marijuana and to prevent the occurrence of theft and diversion. The inventory audit will include a complete review of employee best practices during processing and manufacturing, marijuana received from a grower, marijuana product inventory controls, non-marijuana materials and supplies, and waste disposal.

### ***Technology***

Trucenta utilizes LeafLogix, a METRC Approved Vendor, as our Cannabis Sales Platform which integrates with the METRC API. Additional information demonstrating how Trucenta will use LeafLogix to meet its Technology Plan requirements is attached as **Exhibit 1**.

### ***Inventory Audits***

The Quality Assurance Liaison (QAL) will conduct inventory audits to ensure accountability and accuracy of on-hand marijuana. These audits are intended to record and reconcile in-progress-inventory, acquisitions, sales, quarantines, and disposals, to limit the opportunity for diversion or theft of marijuana. During an audit, the QAL will:

1. *Count*: physically count marijuana and marijuana products
2. *Record*: keep written accounts (both analog and digital) of the physical count
3. *Reconcile*: compare findings of physical count to the purported on-hand inventory report from METRC
4. *Report*: report audit data internally, and alert management and the Department of any egregious discrepancies that cannot be explained

Inventory audits provide an opportunity to conduct quality control reviews, ensuring that all marijuana in the inventory are safe for consumption. If any marijuana product or package of material is damaged, unusable, or otherwise compromised, the QAL will quarantine the item in question, and prepare the marijuana or material for disposal. The destruction and disposal of these quarantined products will be recorded in METRC immediately after the disposal. The QAL will investigate and explain any shortages that are discovered during these audits and will reconcile the inventory listed in METRC with the inventory physically present. The audit process and frequency is outlined within the table below:

Frequency	Audit Description by Type/Frequency
<b>Weekly Audits</b>	The QAL will conduct a full, manual inventory of all material that is ready for distribution. With the physical count, the Extraction/Processing Manager will also account for any sales or destruction conducted that week, and provide a record to the QAL. That record shall include, but is not limited to: date of sale, license number and name of the receiving entity, batch-specific identifiers, strain name, weight, and the method of destruction- if applicable. Once the weekly audit is completed and all records accounted for, the QAL will summarize, date, and sign the audit.
<b>Monthly Audits</b>	Each month, the QAL will conduct a physical count of all marijuana products in the facility, in accordance with Generally Accepted Accounting Principles (GAAP). The audit findings will be recorded internally and maintained with cultivation records.
<b>Random Audits</b>	The QAL will occasionally perform spot-check audits that are unplanned and unannounced. These may include choosing a unique identification number within METRC and ensuring that it's physical location within the facility matches that reported in METRC.

#### **Audit Response**

If a discrepancy occurs between recorded inventory levels in METRC and physical material accounted for, an internal audit and investigation will occur, which includes review of surveillance footage and inventory records. If there is an error in the inventory, the Quality Assurance Liaison will create a report, advising the Management Team on the source, proper

course of action, and recommendations to avoid issues in the future.

Depending on the findings of the audit, and in consideration of Rule 420.804, if theft or loss of any marijuana product or other criminal activity is observed, we will notify the Department, state police, and local law enforcement authorities within 24 hours. Trucenta will communicate and cooperate with the Department and law enforcement agents, and complete a draft report of missing inventory including: name and address of the facility; amount and type of material lost or stolen; date, time, and circumstances of the loss or theft; date the loss or theft was discovered and by whom; person responsible for the loss or theft, if known; and any other information relevant to establishing cause of the loss or theft. If an employee is suspected of diverting marijuana, they will be suspended immediately and the Department and law enforcement contacted pending an investigation.

# **EXHIBIT 1**

## **TECHNOLOGY PLAN**

# LeafLogix

SEED-TO-SALE CANNABIS ERP

Module Features & Pricing Proposal

All Pricing Per Product, Per Location Unlimited Users



Confidential



## PRODUCT OVERVIEW: THE POINT OF SALE PRODUCT

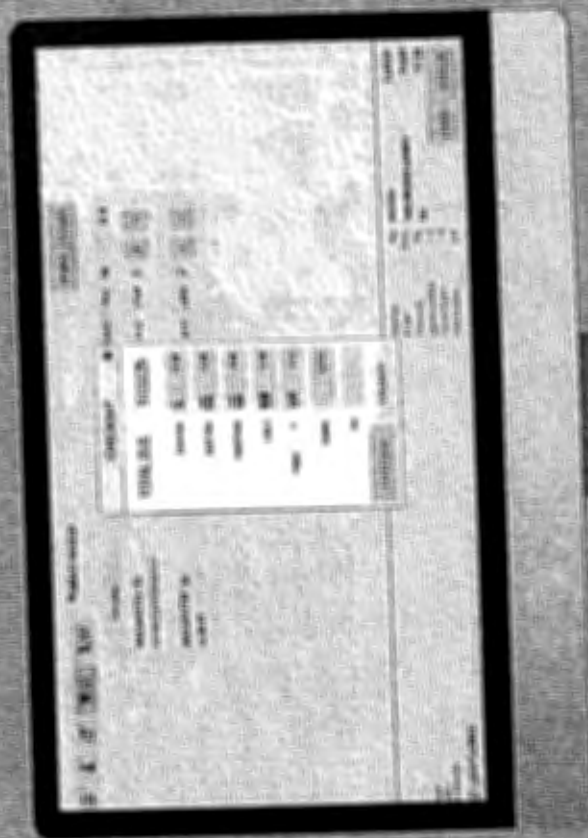
Customer friendly pay product facilitates customer conversion and optimizes sales while considering regulatory constraints

### FEATURES

- ✓ Intuitive touch screen design and dedicated register and employee logins
- ✓ End customer profiles including medical information, medication, diagnoses, purchase history, product preferences, customizable notes
- ✓ Patient check-in
- ✓ Baby returns and pre-orders
- ✓ Buy functionality and discount programs
- ✓ Automatic label creation and printing
- ✓ Detailed sales reporting and analytics history by product/customer
- ✓ Regulatory compliance protection such as automatic overfilling prevention and expired patient ID safeguards
- ✓ Integrated communication with BioTrack, LeafData and METRC state systems

### PRICING

- ✓ ☒ per month paid Quarterly
- ✓ ☒ one-time implementation





## PRODUCT OVERVIEW: THE E-COMMERCE PRODUCT

Our E-commerce Product offers clients an attractive online e-commerce interface for an additional channel to end consumers and patients

### FEATURES

- ✓ Ready-to-use attractive end consumer facing site
- ✓ Real time inventory allocation and visibility
- ✓ Robust end customer access controls
- ✓ No transaction based fees
- ✓ Automatic best sellers listing on customer screens
- ✓ Customer specific recently viewed and purchased listing on customer screens
- ✓ Built-in registration prevention prevention with customer profiles
- ✓ Patient and customer history
- ✓ Easy end customer re-ordering from history
- ✓ Easy order status tracking by end customers and client

### PRICING

- ✓ ☐ per month paid quarterly



## PRODUCT OVERVIEW: THE BUSINESS INTELLIGENCE PRODUCT

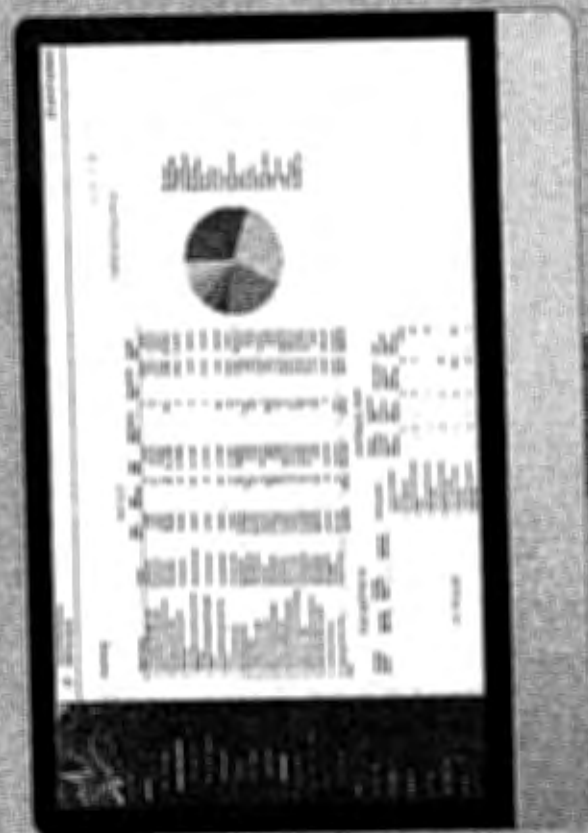
Our BI Product offers comprehensive suite of user-controlled reporting throughout the entire organization

### FEATURES

- ✓ Full suite of product driven reports
- ✓ Custom reporting & graphs
- ✓ Intuitive dashboards
- ✓ Scheduled reporting
- ✓ Financial reports
- ✓ Corporate Reporting Across Licenses, Locations, Regions

### PRICING

- ✓  per month paid Quarterly
- ✓  one-time implementation



# **Trucenta LLC**

Processor Application

## **MARKETING PLAN**

**PLAN INCLUSIONS**  
*Table of Contents*

**Part I      Marketing Plan**

**Page 1**

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## **Part I: Marketing**

The marketing and sales strategy of Trucenta will be based on generating long-term personalized relationships with cultivators, sales locations and other processors. In order to achieve that, we will ensure that we offer high quality medical marihuana products at lower prices compared to what is obtainable in the regulated market. We know that if we are consistent with offering high quality medical marihuana products and excellent customer service, we will increase the number of our customers by more than 25% for the first year and then more than 30% subsequently.

Before choosing a location for our medical marihuana processor facility, we conducted a thorough market survey and feasibility studies in order for us to be able to adequately integrate into the City of Warren. We have detailed information and data that we were able to utilize to structure our business to attract the clients and vendors that are necessary for continued business at any given time.

We have hired experts who have a solid understanding of the marihuana industry to help us develop marketing strategies that will allow us to achieve our business goal of winning a larger percentage of the available market in Michigan. We do not view hiring the best hands in marketing as a waste of money; rather we see it as a wise investment that will guarantee a large return in the long run.

In summary, Trucenta will adopt the following sales and marketing approach to win clients and vendors;

- Introduce our business by sending introductory letters to licensed sales locations and licensed growers
- Leverage the internet to promote our business
- Engage in direct marketing
- Leverage word of mouth marketing (referrals)
- Attend conferences / exhibitions / expos

### ***Publicity and Advertising Strategy***

We will attempt to intensify the publicity for our business. We are going to explore all available conventional and non-conventional means to promote our marihuana business.

Listed below are the platforms we intend on leveraging in order to promote and advertise:

- LeafLink Financial Marketplace
- Sponsor relevant community programs
- Leverage on the internet and social media platforms like; Instagram,
- Facebook, Twitter, YouTube, Google+, et al to promote our brand

That said, in compliance with MRA Rules, and for the integrity of our brand, Trucenta will always advertise its products truthfully and lawfully. Our medical marijuana products will be advertised as "medical marijuana" and marketed only to registered patients and caregivers. Products will not be advertised so as to be visible to members of the public from a public place and all advertisements will comply with local rules and zoning ordinances.

We will take particular care not to market our product to minors and will ensure that our products are neither shaped nor labeled so as to appeal to minors. To that end, and in compliance with MRA Rules, no marijuana product we produce will be easily confused with candy or use the word candy or candies on its labeling. Our product will also not be associated with or have cartoons, caricatures, toys, designs, shapes, labels, or packaging that would appeal to minors nor will it be in the distinct shape of a human, animal, or fruit or a shape that bears the likeness or contains characteristics of a realistic or fictional human, animal, or fruit, including artistic, caricature, or cartoon renderings. Finally, all of our product will be in resealable, opaque, child-resistant packaging.

# **Trucenta LLC**

## **Processor Application**

### **STAFFING PLAN**

#### **PLAN INCLUSIONS**

#### ***Table of Contents***

<b>Part I</b>	<b>Processor Roles and Responsibilities</b>	<b>Page 1</b>
<b>Part II</b>	<b>Processor Training Plan</b>	<b>Page 3</b>
<b>Part III</b>	<b>Employee Records</b>	<b>Page 8</b>
<b>Part IV</b>	<b>Number of Employee &amp; Hours of Operation</b>	<b>Page 9</b>

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## **Part I: Processor Roles and Responsibilities**

### ***Staffing and Hiring***

Before a position can be filled or added, the manager looking to add the position must receive approval from their supervisor and operational members of the executive team. Once approval for the new personnel member has been granted, the employee responsible for hiring must post the associated job description in the facility office, affording internal employees the opportunity to view the open role and to discuss possible career advancement with their manager. If qualified candidates are identified within the company, those employees will be interviewed first. If a qualified candidate is not identified, or not selected during the interview, the hiring employee will then post the position within the community. We will report material, personnel changes to the MRA, as necessary, in accordance with Rule 420.602.

### ***Pre-Employment Screening***

Candidates for employment will be screened in numerous ways to ensure that the most qualified candidates are offered roles within Trucenta. Interested individuals will be screened and compared to a report generated by the MRA to determine their eligibility, with consideration for Rule 420.602. Once eligible for employment, candidates will: submit a resume and cover letter for formal review; participate in a Round One Phone Screen; participate in a Round Two Phone Screen, conducted by a different member of our team; submit a minimum of three references; participate in a Round One In-Person Interview and, in some cases, participate in a Round Two In-Person Interview. Pre-employment screenings will focus on reviewing the candidate's employment history, related experience, educational experience, and conducting a criminal history background check. Screenings and background checks will be conducted for all potential employees, ensuring that only qualified individuals with no disqualifying offenses are employed. The results of all criminal history background checks will be retained within our records, per Rule 420.602, and made available to the MRA upon request.

### ***Processor Team Roles and Job Responsibilities***

Several high-level positions within the Trucenta Processor Team have been filled, resulting in a management team of qualified, experienced professionals who are knowledgeable in a wide range of subject areas, as well as the open roles to be filled post-licensure.

#### **Roles to be Filled Post-Licensure**

##### **Processing Manager**

The Processing Manager will be responsible for directing, scheduling, and organizing the Packaging/Labeling Technicians. They will work on creating a vision for new product lines. Additionally, they will ensure proper preparation and execution of processing & packaging of products in accordance with the state and local laws and regulations. This position will assist with the creation of batch production records and labels, ensuring that appropriate information

is listed accurately, correctly, and in accordance with the state laws and regulations. The Processing Manager is also responsible for:

- Implementing a production schedule aimed at utilizing the full potential of the facility to produce a consistent, quality, final product;
- Working with the Quality Assurance Liaison to ensure consistency and efficacy of products through quality control testing and procedures;
- Working with the Inventory Manager to ensure that all marihuana and marihuana product is tracked and recorded in METRC throughout each step in processing and manufacturing;
- Delegating all assigned duties required to ensure a clean and safe production facility;
- Overseeing the sanitation of all production equipment and tools including work space, extraction and processing equipment, containers, and appliances;
- Working with a licensed safety compliance facility to send samples for regular testing of product and documenting results for compliance with state regulations;
- Providing well-organized and detailed reports summarizing performance specific analytical data;
- Creating reports and appropriate documentation in regard to employee performance and product discrepancies;
- Analyzing and organizing product batches and lots to ensure standardization and adherence to all Standard Operating Procedures (SOPs);
- Participating in training concerning MIOSHA worker-safety regulations and ensuring compliance with MIOSHA policies; and
- Maintaining overall employee safety during extraction and processing procedures.

#### **Quality Assurance Liaison**

The Quality Assurance Liaison is responsible for the development, implementation and ongoing monitoring of quality assurance and control systems in strict compliance with the regulations. In conjunction with the Processing Manager, they will provide final approval for each production batch to be released for transfer or sale to a licensed sales location. The Quality Assurance Liaison will be responsible for initiating root cause investigations related to deviations from Standard Operating Procedures (SOPs) or batches that fail testing requirements. They will also be in charge of research and development of analytical techniques, and oversight of proper calibration of equipment on a routine basis. The Quality Assurance Liaison is also responsible for:

- Developing, updating, and maintaining Standard Operating Procedures (SOP) and Quality Manuals;
- Supervising the Internal Testing Lab Technician;
- Reviewing certificates of analysis (COA) and results of laboratory tests for compliance;
- Investigating product non-conformances;
- Conducting material reviews for complaints, and document findings and responses; and
- Conducting routine inspections of the facility to ensure quality assurance and control.

#### **Inventory Manager**

The Inventory Manager will be responsible for ensuring that trim, flower, extract, and manufactured product inventory is accurate at all times. This position will also manage the



logistics of outbound deliveries and coordinate inbound deliveries of materials such as flower or trim purchases. The Inventory Manager is also responsible for:

- Ensuring that all inventory lists are accurate each day and reporting inventory daily;
- Performing data entry in METRC, ensuring accuracy and compliance at all times;
- Serving as the point person for all delivery questions, concerns or issues;
- Coordinating inventory audits and reconciliation;
- Maintaining adequate inventory of processing facility supplies and materials;
- Developing projection reports for extraction; and
- Communicating projected inventory to superiors and corresponding teams.

#### **Packaging/Labeling Technicians**

The Packaging/Labeling Technicians will package finished product for transfer or sale to a licensed sales location, either manually, or using semi-automatic equipment.

Packaging/Labeling Technicians are also responsible for:

- Packaging product into child-resistant and tamper proof packaging, ensuring capping and accurate weight or volume amounts;
- Labeling product in compliance with all applicable regulations and SOPs;
- Verifying quality and accuracy of containers, ensuring that contents are safe from contamination;
- Maintaining proper hygiene and cleanliness protocols;
- Maintaining inventory for packaging and labeling products; and
- Notifying the Inventory Manager when supplies need to be ordered.

#### ***Changes in Employment Status***

Upon hire and employment, pursuant to Rule 420.602, employees will be registered in our METRC, the state-selected monitoring system, and given a unique identification number assigned by the MRA. Employees will also be required to report a change in their criminal history status that occurs while employed. This will ensure that all individuals employed within our facility are, indeed, eligible to operate in a marihuana facility with regards to the guidelines set forth by the state of Michigan. If an employment agreement is terminated, the employee will be removed from our METRC and all access rescinded.

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## **Part II: Processor Training Plan**

### ***Overview***

We will hire qualified, passionate employees, and believe this combined experience will guide our efforts to becoming one of the most efficient and high quality Processing facilities in Michigan. We look forward to bringing additional staff onto our team and will pay great consideration to the initial and continued training of employees, to ensure both their success as individuals and as team members. Employee training will occur in a classroom setting and through hands-on learning at the facility.

### ***Employee Onboarding***

Once hired, and with consideration for Rule 420.602, employees will participate in new employee onboarding including training related to the employee handbook, and an introduction to the training that will occur initially and as their career progresses. Employees will participate in company-wide trainings focused on topics that impact all employees, regardless of position. Employees will also participate in Job Specific Training, whereby the employee will be trained on the specific functions of their role within the grower facility.

### ***Company-wide Training***

The following trainings are required by all employees, including those who work in administrative positions that do not handle marihuana. Trainings may be co-developed, where applicable, by third-party organizations such as local law enforcement, or a certified Michigan Occupational Safety and Health Administration (MIOSHA) Trainer.

<b>Training Topic</b>	<b>Time Allotted</b>	<b>Company-wide Training Description</b>
<b>Employee Handbook Training</b>	<i>3 hours</i>	A requirement within two weeks of joining the company and will cover compliance, laws governing the program, employee benefits, and employer policies and procedures.
<b>Fire Safety Training</b>	<i>2 hours</i>	Addresses the roles of employees as it pertains to understanding of the various threats and hazards that are most likely to cause a fire within the facility, as advised by MIOSHA's Fire Safety in the Workplace curriculum.
<b>Chemical Spill and Safe Handling Training</b>	<i>3 hours</i>	Addresses the roles of employees pertaining to chemical spills, such as preventative measures, SDS/MSDS sheets, and the four most common events resulting in a chemical spill including chemical storage, transport, handling, and disposal.

<b>Medical Emergency Training</b>	<i>2 hours</i>	All employees will be trained to identify medical emergencies and to respond accordingly. Response includes notifying proper members of management as well as Medical Emergency First Responders.
<b>Security and Armed Robbery Training</b>	<i>10 hours</i>	We feel strongly that all team members should understand the security measures in place at the facility and each employee's response in the event of a security event including, but not limited to, armed robbery. Employees whose roles require it will also be trained on the most effective and safe methods to open and close the facility.
<b>Record Keeping and Inventory Training</b>	<i>4 hours</i>	A record keeping and inventory training will ensure that all employees understand the current regulations governing record keeping and inventory management; and how to accurately, and securely, store records in both physical and digital form.
<b>Sexual Harassment Training</b>	<i>3 hours</i>	This training will be held annually in order to ensure that: (1) all employees understand our commitment to building a safe workplace and our zero tolerance policy and; (2) employees understand what sexual harassment looks and sounds like so that this type of harassment can be detected and addressed immediately.
<b>Affirmative Action and Diversity Training</b>	<i>3 hours</i>	Affirmative Action Training will be held on site for all team members. This training is designed to educate employees on the importance of diversity and the importance of treating all employees with respect. We believe that when diversity is celebrated, all employees can feel more included and safe within the work environment.
<b>Conflict Management Training</b>	<i>4 hours</i>	This is a mandatory training for all management level employees so that they may have the skills needed to resolve conflicts in the workplace, resulting in a safer environment for all employees.

<b>Diversion Prevention and Recognition Training</b>	<i>4 hours</i>	Employees will be trained to recognize signs of diversion by both internal employees and external threats, such as unusual behavior among colleagues, visitors or vendors, or community members. Other signs may include, but are not limited to: employees showcasing a sudden change in financial circumstances; employees removing items from the facility including marihuana; employees frequently leaving their work area to use the restroom while handling material; employees candidly expressing interest in theft or asking frequent questions about the facility's security measures.
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### ***Job-Specific Training***

In addition to the company-wide trainings, Job-Specific Trainings are required by all members of the grow team, and will begin within ten business days of an employee's start date. Trainings may be held on an individual or group basis, depending on the subject matter. Trainings include:

<b>Training Topic</b>	<b>Time Allotted</b>	<b>Job-Specific Training Description</b>
<b>Marihuana Waste Rendering</b>	<i>2 hours</i>	Employees that will be responsible for rendering marihuana waste unusable will be trained on the proper method of destruction, including safety training for the operation of the commercial chipper used during rendering.
<b>Sanitation Training</b>	<i>3 hours</i>	Maintaining a clean facility and adhering to strict sanitation requirements is critically important and will be thoroughly reviewed during training.
<b>Mock Recall Training</b>	<i>2 hours</i>	We will conduct a mock recall annually, or whenever there are significant changes to personnel or operations. For purposes of the mock recall, the facility will select a product that has been distributed and changed custody, and will practice tracing the product from the point of planting to transfer and sale. The Quality Assurance Liaison will oversee the training and will verify that all employees understand the importance of swift action and communication with those affected.
<b>Specialized POS/METRC Software Training</b>	<i>4 Hours Twice Annually or After</i>	Specialized Software training will train employees how to use the various software programs including METRC™, and the Point of Sale (POS) and recordkeeping system, allowing for seamless use of reporting documents.

	<i>Software Updates</i>	

### ***Continued Training and Employee Development***

We are committed to upholding compliance and operational standards, as well as fostering employee education and growth. Employees, including those not in direct contact with medical marihuana, will have the opportunity to participate in ongoing training and company-sponsored seminars, designed to create a culture of safety that exceeds industry expectations and standards. Examples of company seminar topics include, but are not limited to, the following:

<b>Training Topic</b>	<b>Time Allotted</b>	<b>Continued Training Description</b>
<b>OSHA General Industry</b>	<i>Course-Dependent</i>	As needed, we will coordinate Occupational Safety and Health Administration (OSHA) trainings provided by certified OSHA instructors in the state of Michigan (MIOSHA), and includes recognition, avoidance, abatement, and prevention of safety and health hazards, workers' rights, and employer responsibilities.
<b>CPR / First Aid / AED</b>	<i>8 hours</i>	Employees will be able to attend a training that covers cardiopulmonary resuscitation, basic first aid skills, operating an automated external defibrillator, responding to medical emergencies, and notifying first responders.
<b>Management /Leadership Development Training</b>	<i>4 Hours</i>	We will pursue continual training and development of our managerial staff by coordinating with local entities that train on adherence to labor laws and provide tools to effectively manage, lead, and inspire employees to abide by company standards and pursue goals.

### ***Training Review and Revisions***

Employees will receive continual training in the form of in-depth, practical training within their area of focus, guided by supervisors and managers. As needed, employees can refer back to the training materials and employee handbook for instruction or a review of procedures. Training, like standard operating procedures, will be systematically and continuously assessed for accuracy and relevance. If a training is updated, all employees will be re-trained and a notation made in their employee file regarding the status of their training and education while employed.

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### **Part III: Employee Records**

Employee Records will be maintained for all employees so the Company and MRA has access to Employee Records and which employees have completed trainings, and whether or not additional trainings will be necessary for an employee based on insufficient scores on required assessments. Employee Records will be kept on file in accordance with our recordkeeping plan, HR policies and MRA rules. Our proposed processor is committed to maintaining a transparent and fully accountable set of employee records for internal and external audits, and review by the MRA at all times. All employee records, employee training and certifications will be maintained by the Human Resources (HR) MRA.

All physical documents concerning employees will be stored in the Document Storage Area of the office, located in the restricted access area of the proposed processor. All physical records will be retained for a minimum of two years and available for immediate retrieval upon request by the MRA or any other authorized authority.

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### **Part IV: Employee Records**

Shifts shall consist of 200 employees per shift with hours of operation from 9:00 am to 9:00 pm, adding a third shift with an additional 200 employees from 9:00 pm to 3:00 am at a later date.

**#10**

**COMMUNICATION**





# TRI-COUNTY VETERANS

Community Resource Event

Celebrating Military Service Members and their Families!

## Event Highlights

### Family-Fun Activities

- Basketball
- Face Painting
- Free Food and Raffles
- Games
- Magic Show



Saturday, May 21, 2022



10:00 a.m. - 2:00 p.m.



United Wholesale Mortgage  
Sports Complex  
867 S Blvd. Pontiac, MI

Presented by:



## Vendor Registration

To register as an event resource vendor, select this link or visit: <https://forms.office.com/r/pL1gzLN5Z3>.



Funded by the Michigan Department  
of Health and Human Services

Questions? Please contact OCHN Veterans Navigator, Chaka McDonald: 248-764-4443

# **Oakland County Veteran Navigator**

**Supporting Veterans and Families in Oakland County**

Are you a military veteran,  
a spouse, or child of a veteran?

Contact your local Veteran Navigator today.

**Chaka McDonald**  
**248-764-4443**

**OCHN Resource & Crisis Center**  
1200 N. Telegraph Rd., Bldg. 32 E, Pontiac, MI 48341

[mcdonaldc@oaklandchn.org](mailto:mcdonaldc@oaklandchn.org)

## **About the Veteran Navigator**

The Oakland County Veteran Navigator's Mission is to support Oakland County veterans and their family members by helping them navigate state, federal, and community resources including:

- **Support Groups**
- **Substance Use Disorders**
- **Transportation**
- **Housing**
- **Mental Health**
- **Various Resources**
- **Employment**
- **Disabilities**
- **Reentry**



## **ARE YOU A VETERAN?**

We define veteran as anyone who served in the military for any length of time and who was discharged with any status.

## **SUPPORT FOR VETERANS**

The services provided by the Veteran Navigator support:

- All veterans regardless of discharge status
- Veterans who do not meet service eligibility due to time-in-service
- Veterans who are not eligible for Veterans Administration (VA) services
- Veterans who do not wish to seek traditional support paths

## **SUPPORT FOR MILITARY FAMILIES**

The Oakland County Veteran Navigator also supports military and veteran family members (children and spouses).

## **SUPPORT FOR ORGANIZATIONS**

The Veteran Navigator is available to consult with organizations in Oakland County to create veteran friendly referrals and develop a strong support network for veterans.

## **VETERAN RESOURCE PHONE NUMBERS**

### **Oakland County Veteran Resource Contacts**

Oakland County Veteran Navigator:	248-764-4443
OCHN Access (non-emergency services):	248-464-6363
Resource & Crisis Helpline (emergency services):	800-231-1127
Oakland County Veteran Services (Pontiac office):	248-858-0785
Oakland County Veteran Services (Troy office):	248-655-1250
Pontiac Veteran Center:	248-874-0813

### **National Veteran Resource Contacts**

National Call Center for Homeless Veterans:	877-424-3838
Veterans Crisis & Suicide Prevention Hotline:	800-273-8255

**Chaka McDonald, Oakland County Veteran Navigator**

phone: 248-764-4443

email: [mcdonaldc@oaklandchn.org](mailto:mcdonaldc@oaklandchn.org)

website: [www.oaklandchn.org](http://www.oaklandchn.org)

**#11**

**COMMUNICATION**



IDENTIFY YOUR DREAM IN PARTNERSHIP PRESENTS THE

# GET OUT THE VIOLENCE

12TH ANNUAL VIOLENCE MARCH AND RALLY

MAY 30

11AM - 2PM

**FREE** FOOD. MUSIC.  
FUN FOR KIDS.

HEALING THE *COMMUNITY*:  
ONE HEART AT A TIME



MEET US AT

PONTIAC CITY HALL  
47450 WOODWARD AVE.  
PONTIAC, MI 48342



FOR MORE INFORMATION, CONTACT DELEAH SHARP @10YOURDREAM@GMAIL.COM

WWW.IDENTIFYYOURDREAM.ORG

**#12**

**COMMUNICATION**





We Are Back  
**Everything**  
**FREE**



# POINT *of* HOPE

## Live Auditions for DQS Sounds

- Boy Band (Positive Music)
- Singers, Dancers and Rappers  
Ages 16-21

Must go to [dqssounds.com](http://dqssounds.com)  
to submit an application no later  
than May 16, 2022

**Saturday, June 4, 2022**

**10:00 am - 2:00 pm**



**313 E. Walton Blvd.  
Pontiac, MI 48340**



## Free

**Bikes**  
**Groceries**  
**Refreshment**  
**Popcorn**  
**Cotton Candy**

## Activity

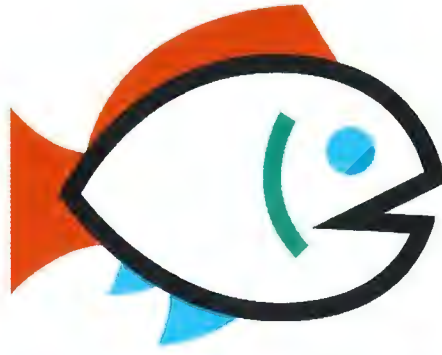
**Outdoor games**  
**Basketball shoot out**  
**Kid Zone**  
**Live Entertainment**

**[www.obmi.org](http://www.obmi.org) | Call Us 248-332-2929**

**#13**

**COMMUNICATION**





# ART FISH FUN

SAVE THE DATE JUNE 11, 2022 / 11AM - 4PM

**BEAUDETTE PARK** 786 ORCHARD LAKE, PONTIAC

The Art – Fish – Fun Festival is a family friendly, no cost event sponsored by the WRC, Pure Oakland Water (POW), The Art Experience, Clinton River Watershed Council, The City of Pontiac and many others. This interactive water festival includes environmental education, arts & crafts, games and so much more!



**Free BBQ lunch and fishing with Oakland County  
Water Resources Commissioner Jim Nash begins at 1pm**

