

# **Pontiac Charter Revision Commission**

**Tameka Ramsey, Chairperson**  
**Kermit Williams, Vice Chairperson**  
**Norbert Burrows**  
**Gill Garrett**  
**Bryan E. Killian**

**Lucy Payne**  
**Scott Stewart**  
**Bruce Turpin, DDS**  
**Jose Ybarra, III**

47450 Woodward Ave. Pontiac, MI 48342 Phone: (248) 758-3200 Website: <http://www.pontiac.mi.us>  
Sheila Grandison, MiPMC, CMC, Deputy City Clerk

## **11<sup>th</sup> Session**

### **MEETING AGENDA**

**April 27, 2023 at 6:00 p.m.**

**Meeting Location: City Council Chambers**  
**Pontiac City Hall**  
**47450 Woodward Ave. Pontiac, MI 48342**

- I. Call to Order**
- II. Roll Call**
- III. Authorization to Excuse Commissioners**
- IV. Amendments to and Approval of the Agenda**
- V. Approval of the Minutes**
  - A. March 23, 2023**
- VI. Agenda Items**
  - B. Subcommittee Reports**
    - 1. Rules & Planning**
    - 2. Outreach**
    - 3. Personnel**
    - 4. Research**
- VII. Schedule Upcoming Meeting**
  - C. May 25, 2023**
- VIII. Discussion – Former Charter Revision Commission Team- Darryl Fowlkes**
- IX. Public Comment**
- X. Closing Comments**
- XI. Adjournment**

# **A Minutes**

**Official Proceedings  
2022 Pontiac Charter Revision Commission  
10<sup>th</sup> Session**

**Call to order**

A Meeting of the 2022 Charter Revision Commission of Pontiac, Michigan was called to order by Vice Chair Kermit Williams at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Thursday, March 23, 2023 at 6:00 p.m.

**Roll Call**

**Members Present** – Norbert Burrows, Gill Garrett, Brian Killian, Bruce Turpin, Kermit Williams and Jose Ybarra III

A quorum was announced.

**Excuse Commissioners**

23-6           **Motion to excuse Commissioners Lucy Payne, Tameka Ramsey and Scott Stewart for personal reasons.** Moved by Commissioner Garrett and second by Commissioner Ybarra III.

Ayes: Killian, Ramsey, Stewart, Williams, Ybarra and Burrows

No: None

**Motion Carried**

**Amendments and or Approval of the Agenda**

23-7           **Motion to approve the agenda.** Moved by Commissioner Garrett and second by Commissioner Killian.

Ayes: Killian, Turpin, Williams, Ybarra III, Burrows and Garrett

No: None

**Motion Carried**

**Approval of the Minutes**

23-8           **Motion to approve meeting minutes from January 26, 2022.** Moved by Commissioner Killian and second by Commissioner Ybarra III.

Ayes: Turpin, Williams, Ybarra III, Burrows, Garrett and Killian

No: None

**Motion Carried**

**Agenda Items**

**Subcommittee Reports**

1. Rules & Planning – Schedule meeting on April 6, 2023 at 6:00 p.m.
2. Outreach – Schedule meeting on April 4, 2023 at 6:00 p.m.
3. Personnel – Schedule meeting on April 6, 2023 at 7:00 p.m.
4. Research – Schedule meeting on April 10, 2023 at 6:30 p.m.

Introduction and Discussion of the Charter Revision Handbook (Agenda add-on)

**Public Comment**

1. Leona Patterson

2. Judy Wilson

Discussion of the Charter Revision Handbook (start on page 93)

Chair Tameka Ramsey arrived at 6:40 p.m. and resume over the meeting

Discussion of the Guide for Charter Commission (new handout)

Commissioner Bruce Turpin left the meeting at 7:15 p.m.

Commissioner Scott Stewart arrived at 7:17 p.m.

Vice Chair Kermit Williams left the meeting at 7:27 p.m.

**Closing Comments** – Commissioner Burrows, Commissioner Garrett, Commissioner Killian, Commissioner Stewart, Commissioner Ybarra III, and Chair Tameka Ramsey made closing comments.

**Adjournment**

23-9 **Motion to adjourn the meeting.** Moved by Commissioner Garrett and second by Commissioner Stewart.

Ayes: Ramsey, Stewart, Ybarra III, Burrows, Garrett and Killian

No: None

**Motion Carried**

Chair Tameka Ramsey adjourned the meeting at 7:43 p.m.

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Sheila R. Grandison  
Deputy City Clerk

# **B**

# **Subcommittee**

# **Reports**

**Pontiac Charter Commission  
Rules and Planning Committee  
Meeting Minutes – April 6, 2023**

**Discussion on Charter Meetings:**

- General Meeting Plan for 2023:
  - May 2023 Meeting
    - Need to change meeting in May due to budget meetings – potentially Wednesday, May 24 from 6-8pm
    - Plan to focus on community outreach and education – education on forms of government and city government types
      - Discuss with Michigan Municipal League
  - Upcoming Meetings:
    - Presentation from previous Charter Commission regarding suggestions and their process
      - Committee members to reach out to various previous charter members and lawyer to assist with presentation
    - Presentation on the city departments and functions currently
      - Committee members will talk to Mayor to discuss this

**Organization of Charter Discussions:**

- Article I. General Provisions
  - 1.101 City Government & Boundaries
    - What is the difference between a township, city, village, etc.
  - 1.104 Form of Government
    - What is the difference between Strong Mayor, Weak Mayor/Council, etc.?
- Article II. Elections
  - Elective Officers & 2.106 Electoral Districts and Re-Appportionment
    - Election of the city council AND the mayor
      - Elections will determine if we put in a staggered term
    - What are the number of council members that we have?
  - Election Commission
    - Who composes the Election Commission?
  - Recall and Effect of Recall
    - Is 2.110 the state law? 2.111 – exploration as the number of times
    - There is another section later in the charter that talks about recall
  - Nomination Process & Election Plans
    - Signatures – our bar is pretty low, we should discuss it
  - Primary Election
    - Areas that they are focused on – ranked choice voting, etc.
  - What other offices should be elected?
    - City attorney, city clerk, etc. – what positions should be elected overall?
- Article III. City Council
  - Combine this with Elective Officers and Electoral Districts & Re-Appportionment – District Representation/Term of Office (3.102)
    - Number of city council members and how their offices are structured

**Pontiac Charter Commission  
Rules and Planning Committee  
Meeting Minutes – April 6, 2023**

- Do we have any at-large or stick solely with district?
- How long should they be a resident of the District?
- Should we do term limits for any of the officers?
- Could we think about full-time roles for at-large people?
- Beginning of Term & Organizational Meeting
  - Thinking about how we discuss beginning of terms? Is there better language we can use from a charter?
  - Transition – how do we handle transition?
    - Council trainings
    - Staggered terms
    - Certifications or qualifications for folks running (i.e. Oakland County Treasurer's office)
  - Change the first meeting from the organizational meeting – time to decide leadership
- Meetings
  - How often does the council need to meet?
  - Do we solidify some structure to the meetings currently?
    - We need to specify that they need to meet monthly and as needed, they can add study sessions if needed
  - Frequency, who can have the meeting and who is mandatory to attend the current meetings
  - As appropriate with the current time – virtual meetings, etc.
- Public Access; Rules
  - Rules around Public Access – how do we engage this? All formal meetings need to be uploaded to all relevant platforms
  - Do we translate into just English or we could say “AND any other applicable languages”
- Quorum, 3.118 Vacancies, 3.119 Effect of Absences
  - Addressing quorum expectations and absences from city council members
- Voting and Council Action
  - Speak to what ordinances and resolutions do – need to spell out that resolutions are binding
- Compensation, Appointment of Clerk & 3.115 Staff
  - Is the city council full-time or part-time?
  - What staff do they need for this area to run effectively?
  - Is the city clerk part of the city council (do people want this position to be elected?)
  - Local compensation committee – need to discuss this
    - Need to strike the Compensation section since it is irrelevant; need to change how the appointments to that board are made (6.104)

**Pontiac Charter Commission  
Rules and Planning Committee  
Meeting Minutes – April 6, 2023**

- Ordinance Procedures
  - May be an educational piece
- Transfer of City Property; Contracts
  - Discuss claw back procedures and community benefit agreements
- Cable and information department/commission
  - Where should this department live?
- City Hospital
  - Need to take out
- Relations with Executive Branch
  - A whole section by itself – a lot is determined about the type of government folks want and what that looks like
- Investigative Powers
  - Dependent on some of the other structures as an ombudsman
- Control of City Payroll
  - Spell out violations better
- Requirement to have background checks (check the other areas)
- Bonds
  - Review of bonds in other city charters to see what else should be included
- Chapter 2. City Clerk
  - Parliamentarian or deputy clerk – could this be a separate position that is elected or appointed?

**General Discussion of Charter:**

- Powers for President and/or at-large people
  - Censuring – what can they provide?
  - We need more teeth added to that position
- Checks and balances on both sides
- Vacancies of office – dereliction of duty



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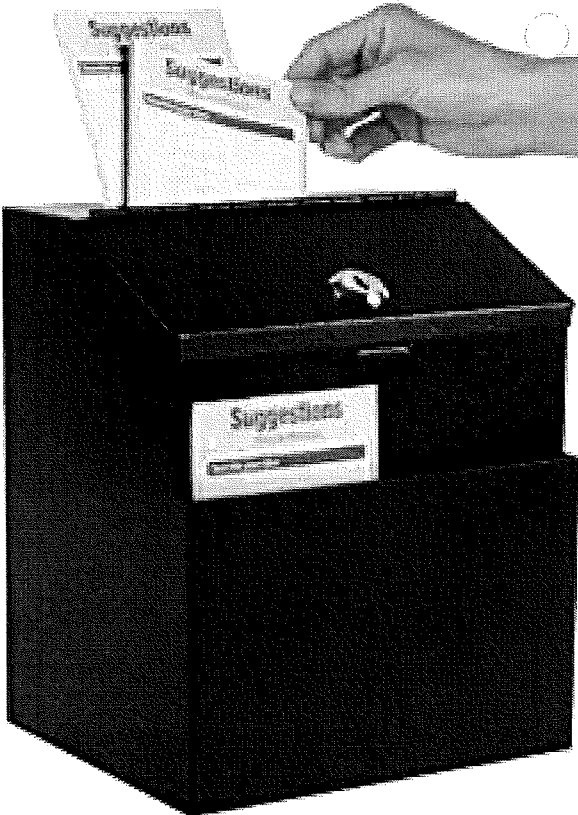


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3 VIDEOS



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Color	Black
Material	Stainless Steel, Alloy Steel, Metal
Item	6 x 7 x 9 inches
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LxWxH	
Item	3.67 Pounds
Weight	
Brand	KYODOLED

About this item

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Details

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\$23<sup>38</sup>

FREE delivery: **Sunday, April 30**  
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hinged lid keeps suggestions, ballots or money protected.


- **STORAGE FEATURES:**It also boasts a built-in storage compartment that can be used to store blank forms, notepads, ballots or suggestion cards.
  - **HARDWARE INCLUDED.** For added convenience, the drop box comes complete with screws and is equipped with pre-drilled holes to easily fasten and secure onto any wall.
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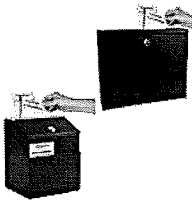
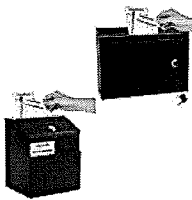
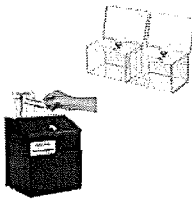
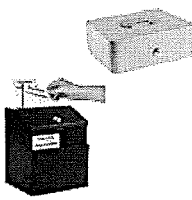
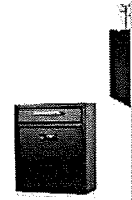
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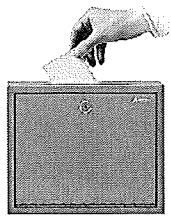
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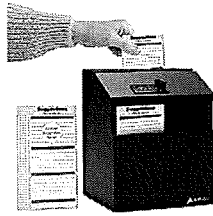
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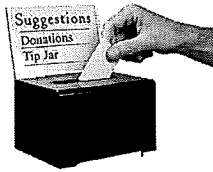
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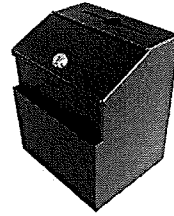
AdirOffice Multi Purpose  
Mail Box with Lock -  
Heavy Duty Drop Box -  
Commercial Sugg...  
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\$32.81



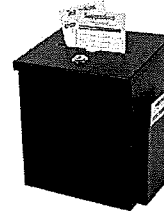
Adir Wall Mountable  
Steel Suggestion Box  
with Combination Lock -  
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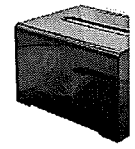
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Ballot Box with Lock -  
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Lock,Ballot&Donation  
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Customer Rating (1229)		(246)	(367)	(774)
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Product information

Technical Details

Manufacturer	GTlight
Brand	KYODOLED
Item Weight	3.67 pounds
Product Dimensions	6 x 7 x 9 inches
Color	Black
Locking	Key

Additional Information

ASIN	B07RJFJDF9
Customer Reviews	(4.7) 1,229 ratings 4.7 out of 5 stars
Best Sellers Rank	#3,334 in Office Products (See Top 100 in Office Products) #1 in Suggestion Boxes
Date First Available	May 4, 2019

Material Type	Stainless Steel, Alloy Steel, Metal
Size	Medium

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BeaverWood Farm

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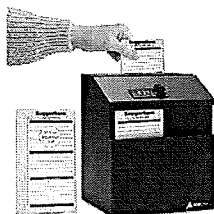
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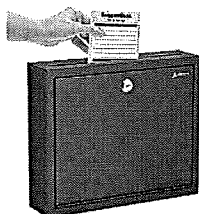


Adir Wall Mountable Steel Suggestion Box with Combination Lock - Donation Box - Colored  
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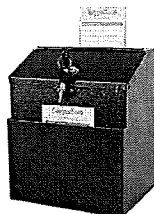
\$22.99

List: \$30.95 (26% off)



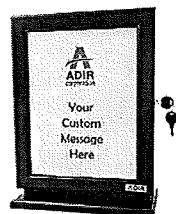
AdirOffice Multi Purpose, Mailbox, Drop Box, Suggestion Box, Wall Mountable, 3" x 11" x 11"  
1,235

\$32.81



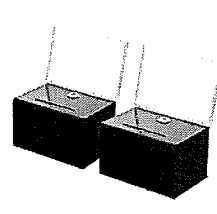
xydoled Suggestion Box with Lock Wall Mountable Donation Box Ballot Box Voting Box C...  
354

\$23.39



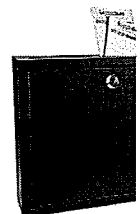
Adir Customizable Wood Suggestion Box - Mahogany - with 25 Suggestion Cards  
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\$51.95



KYODOLED Acrylic Donation Box with Lock, Ballot Box with Sign...  
470

\$24.99

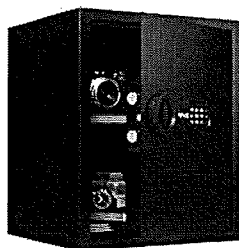


Kyodoled Suggestion Box with Lock V Mounted, Mail B Drop Box Cards  
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## **City Council District Meeting 2023 Schedule**

**Please call the City Council for any changes of dates and time of these meetings: (Information from City Council Meeting)**

**District 1:** Councilwoman Melanie Rutherford, monthly meetings last Saturday of each month at 3:00 p.m. at the downtown Alley Cat Café. PH#: 248-758-3017

**District 2:** Councilman Brett Nicholson, monthly meetings are held on the 4<sup>th</sup> Monday of each month 7:00 p.m. at Goldner Walsh 559 Orchard Lake Rd. Pontiac, PH#: 248-758-3027

**District 3:** Councilman Mikal Goodman, monthly meetings are held on the 3<sup>rd</sup> Friday of each month 5:00 p.m. at city of Pontiac Governor Moses Wisner House 405 Cesar Chavez Ave. Pontiac. PH#: 248-758-3015

**District 4:** Councilwoman Kathalee James, monthly meetings are held on the 4<sup>th</sup> 1:00 p.m. Friday of each month at New Mt. Moriah International Missionary Baptist Church 313 Walton Blvd. PH#: 248-758-3016 or 248-425-4663

**District 5:** Councilman Willian Parker, Jr., monthly meetings are held on the 2<sup>nd</sup> Thursday of each month at the City of Pontiac Hall Lion's Den at 6:00 p.m.

**District 6:** Councilman William Carrington, monthly meetings are held on the 2<sup>nd</sup> Wednesday 5:00 p.m. at the Ruth Peterson Community Center 990 Joslyn Ave, Pontiac. PH#: 248-758-3014

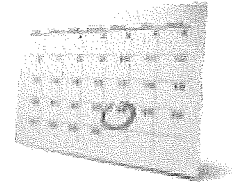
**District 7:** Councilman Mike McGuinness, monthly meetings at held on the 2<sup>Nd</sup> Monday of each month at Prospect Missionary Baptist Church, 351 Prospect St. Pontiac, at 7:00 p.m. PH#: 248-758-3018

**Dated: April 2023**

## Meeting Calendar

City Council meets every Tuesday at 6:00 p.m. in the Council Chambers. These dates are subject to change.

[Click here for the 2023 Council Meeting Schedule](#)



### Subcommittee Meeting Schedule:

- **Communications, Engagement & Operations-** The last Friday of each month at 4:00 p.m. in the Council's Conference Room
  - Mikal Goodman, Chair, President Michael McGuinness, President Pro Tem William Carrington (William Parker Alt)
- **Economic Development, Housing & Planning-** The 1st Monday of each month from 9:00 a.m.-10:00 am. in the Council's Conference room
  - Council Members: President Michael McGuinness, Chair, Brett Nicholson, Melanie Rutherford, (Mikal Goodman alt)
- **Facilities & Property-** The last Friday of each month from 3:00 p.m.-4:00 p.m. in the Council's Conference Room
  - Council Members: Melanie Rutherford, Chair, President Pro Tem William Carrington, President Michael McGuinness, William Parker (Kathalee James Alt)
- **Finance & Personnel-** The 2nd Thursday of the month at 2:00 p.m. in the Council's Conference Room
  - Council Members: Brett Nicholson, Chair, Kathalee James, William Parker (William Carrington, Alt)
- **Law & the Courts-** The 4th Monday of each month from 5:00 p.m.-6:00 p.m. in the Council's Conference Room
  - Council Members: William Parker, Chair, Mikal Goodman, Brett Nicholson (Melanie Rutherford Alt)
- **Parks, Recreation & Public Works -** The 4th Monday of each month at noon in the Council's Conference Room
  - Council Members: Kathalee James , Chair, Mikal Goodman, Melanie Rutherford (Brett Nicholson, Alt)
- **Public Safety, Health & Wellness-** The 2nd Thursday of each month from 4:30 p.m.-5:30 p.m. in the Council's Conference Room
  - Council Members: President Pro Tem William Carrington, Kathalee James, William Parker, (President Michael McGuinness, Alt)

**Pontiac Charter Commission  
Research Committee Agenda  
April 2023 Meeting**

- Overview and Goal of Committee
  - Identifying examples and best practices for charters across the state and country
  - Identifying and securing potential speakers and individuals that can speak to best practices on the charter, specific to sections and categories
- Current Plans
  - May Meeting
    - Community meeting at Bowen Center
    - Training (likely from MML) regarding the structure of a city government – differences between cities, townships, etc. and the various forms of government and how they operate
  - Future Meetings
    - Presentation from city leadership regarding current organizational and department structure
    - Presentation from 2012 Charter Commission members about their process, thoughts, and suggestions
  - Discussion on each segment of the charter
    - City council, mayor, elections, city clerk, etc. as we continue to go through, ensuring that all sections are together
    - Utilizing this as a starting point with community – community engagement for each section, best practices, etc.
- Research Committee Tasks
  - Topics to Research
    - Structure of Government
      - Assess the balance between strong mayor and council-manager type of governments with city charter differences
    - Elections
      - Composition of election commission
      - Who is an elected officer of the city and best practices for elected vs appointed positions (i.e. city clerk, attorney, etc.)?
      - Recall procedures and effects
      - Nomination process and number of signatures
    - City Council
      - Best practices around number of city council districts and structures for term limits, at-large, etc.
      - Procedures for handling transition for city councilmembers
      - Best practices for meeting structure and how often city council meetings occur and how to address first meeting
        - Who attends meetings and is required?
      - Absences and vacancies



- How do you address them and quorum expectations?
  - Competency assessments and dereliction of duty
- City Council structure and staffing
  - Full-time vs part-time city councilmembers
  - How do city council offices operate – do they have staff, what staff, etc.
  - Local Compensation Committee – how are these operated and appointments to board
  - Council President – what powers and teeth can be provided for that position, as expected by the people?
- Transfer of city property and contracts
  - Best practices for community benefit agreements
  - What are some claw back provisions for properties?
- Control of City Payroll
  - Violations – how are those normally identified and spelled out in the Charter?
- Bonds
  - Review bonds sections in other city charters for background and best practices
- Investigative Powers
  - Identify investigative powers sections and how to add teeth to these areas
- General Topics
  - Ombudsman or Inspector General – similar to Detroit inspector general, what could this position look like?
  - Potential parliamentarian as part of the organization?
  - Are there city charters out there that are more of a “safeguard” charter for minimizing corruption and enhancing ethics?
  - Best practices for checks and balance between branches of government, along with penalties

# **C**

## **Meeting**

## **Schedule**

# **Upcoming Meeting**

**The Shrine Room on the First Floor at City Hall is available on May 25, 2023 at 6:00 p.m.**