

PONTIAC CHARTER REVISION COMMISSION

Chair, Tameka Ramsey

Vice Chair, Kermit Williams

Norbert Burrows

Gill Garrett

Bryan Killian

Lucy Payne

Scott Stewart

Bruce Turpin

Jose Ybarra III



47450 Woodward Ave. Pontiac, MI 48342 Phone: (248) 758-3200 Website: <http://www.pontiac.mi.us>

Sheila Grandison, MiPMC, Deputy City Clerk

23rd Session

MEETING AGENDA

December 14, 2023, at 6:00 p.m.

Meeting Location: City Council Conference Room 2nd Floor

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**
November 16, 2023
- VI. Public Comment**
- VII. Recommendations from Mayor Tim Greimel**
- VIII. Amendments to the 2013 Charter** – Start at Article VI, General Provisions, Chapter 1
Personnel Matters, Section 6.102 -Employee Serving in Management
- IX. Discussion on the Governor's Charter Revision Deadline Dates**
- X. Discussion to approve the Charter Revision 2024 Meeting Schedule**
- XI. Closing Comments**
- XII. Adjournment**

V.

MINUTES

**Official Proceedings
2022 Pontiac Charter Revision Commission
22nd Session**

Call to order

A Meeting of the 2022 Charter Revision Commission of Pontiac, Michigan was called to order by Chair Tameka Ramsey at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Thursday, November 16, 2023, at 6:00 p.m.

Roll Call

Members Present – Norbert Burrows, Lucy Payne, Tameka Ramsey, Bruce Turpin, and Kermit Williams.

A quorum was announced.

Excuse Commissioners

23-152 **Motion to excuse Commissioners Gill Garrett, Byran Killian, Scott Stewart and Jose Ybarra III for personal reasons.** Moved by Commissioner Williams and second by Commissioner Payne.

Ayes: Payne, Ramsey, Turpin, Williams, and Burrows

No: None

Motion Carried

Amendments and or Approval of the Agenda

23-153 **Motion to add table items from section 4.307, 4.308, 4.504, 5.201, and 5.205 to the agenda.** Moved by Commissioner Williams and second by Commissioner Turpin.

Ayes: Payne, Ramsey, Turpin, Williams, and Burrows

No: None

Motion Carried

23-154 **Motion to approve the agenda as amended.** Moved by Commissioner Williams and second by Commissioner Turpin.

Ayes: Payne, Ramsey, Turpin, Williams, and Burrows

No: None

Motion Carried

Approval of the Minutes

23-155 **Motion to approve meeting minutes from November 9, 2023.** Moved by Commissioner Williams and second by Commissioner Payne.

Ayes: Ramsey, Turpin, Williams, Burrows, and Payne

No: None

Motion Carried

Public Comment – Mayor Tim Greimel shared his point of view and will return with recommendations to the Revision of the City Charter on Section 4.504, 5.201, and 5.205.

Amendments to the 2013 Charter

~~23-156~~ **Motion to amend Article IV Executive Branch, Chapter 3 – Finance Department, Section 4.307 – Assessment Division. (City Assessor)** Moved by Commissioner Williams and second by Commissioner Burrows. Discussion about the title of this section. Commissioner Williams rescind his motion and Commissioner Burrows rescind his second.

Commissioner Gill Garrett arrived at 6:20 p.m.

Commissioner Scott Stewart arrived at 6:25 p.m.

Commissioner Jose Ybarra III arrived at 6:30 p.m.

23-156 **Motion to amend and add language to title in Article IV Executive Branch, Chapter 3 – Finance Department, Section 4.307 – Assessment Division. (City Assessor)** Moved by Commissioner Williams and second by Commissioner Stewart.

Assessment Division, City Assessor or Assessment Services

The City shall maintain a City Assessor, **or the city may contract for assessment services.**

~~A division of Assessment may be created in the Finance Department. The Mayor, with the approval of the Council, may appoint a City Assessor for a term of six (6) years. If such mayoral appointment is not disapproved by the Council within 30 days, the appointment is effective. The City Assessor may be removed by the Mayor for cause only.~~

Ayes: Turpin, Williams, Ybarra III, Burrows, Garrett, Payne, and Sewart

No: Ramsey

Motion Carried

23-157 **Motion to keep Article IV Executive Branch, Chapter 3 – Finance Department, Section 4.308 – Assessor's Duties as is.** Moved by Commissioner Williams and second by Commissioner Stewart.

Ayes: Williams, Ybarra III, Burrows, Garrett, Payne, Ramsey, Stewart, and Turpin

No: None

Motion Carried

23-158 **Motion to keep Article IV Executive Branch, Chapter 3 – Accounting Controls and Audits, Section 5.301 – Accounting as is.** Moved by Commissioner Stewart and second by Commissioner Williams.

Ayes: Ybarra III, Burrows, Garrett, Payne, Ramsey, Stewart, Turpin, and Williams

No: None

Motion Carried

23-159 **Motion to keep Article IV Executive Branch, Chapter 3 – Accounting Controls and Audits, Section 5.302 – Payments as is.** Moved by Commissioner Stewart and second by Commissioner Ybarra III.

Ayes: Burrows, Garrett, Payne, Ramsey, Stewart, Turpin, Williams, and Ybarra III

No: None

Motion Carried

23-160 **Motion to keep Article IV Executive Branch, Chapter 3 – Accounting Controls and Audits, Section 5.303 – Cash Management as is.** Moved by Commissioner Stewart and second by Commissioner Garrett.

Ayes: Garrett, Ramsey, Stewart, Turpin, Williams, Ybarra III, and Burrows
No: Turpin
Abstain: Payne
Motion Carried

23-161 **Motion to keep Article IV Executive Branch, Chapter 3 – Accounting Controls and Audits, Section 5.304 – Establishing Funds as is.** Moved by Commissioner Turpin and second by Commissioner Payne.

Ayes: Payne, Ramsey, Stewart, Turpin, Williams, Ybarra III, Burrows, and Garrett
No: None
Motion Carried

23-162 **Motion to keep Article IV Executive Branch, Chapter 3 – Accounting Controls and Audits, Section 5.305 – Annual Independent Audit as is.** Moved by Commissioner Williams and second by Commissioner Burrows.

Ayes: Payne, Ramsey, Stewart, Turpin, Williams, Ybarra III, Burrows, and Garrett
No: None
Motion Carried

23-163 **Motion to table Article IV Executive Branch, Chapter 4 – Assessment of Taxes, Section 5.401 – Assessment of Property; Subject of Taxation for further discussion.** Moved by Commissioner Williams and second by Commissioner Burrows.

Ayes: Ramsey, Stewart, Turpin, Williams, Ybarra III, Burrows, Garrett, and Payne
No: Payne
Motion Carried

23-164 **Motion to table Chapter 5 and Chapter 6 for further discussion and recommendation from Mayor Tim Greimel.** Moved by Commissioner Stewart and second by Commissioner Williams.

Ayes: Stewart, Turpin, Williams, Ybarra III, Burrows, Garrett, Payne, and Ramsey
No: None
Motion Carried

23-165 **Motion to table Article VI General Provisions, Chapter 1, Section 6.101 -Affirmative Action for further discussion with Sugar Law Firm on Saturday, November 18, 2023, at 9:00 a.m.** Moved by Commissioner Williams and second by Commissioner Stewart.

Ayes: Turpin, Williams, Ybarra III, Burrows, Garrett, Payne, and Stewart
No: Ramsey
Motion Carried

November 16, 2023, Draft

23-166 **Motion to stop amendments and start at section 6.102 at the next meeting and move on to upcoming meeting dates.** Moved by Commissioner Williams and second by Commissioner Stewart.

Ayes: Williams, Ybarra III, Burrows, Garrett, Payne, Ramsey, Stewart, and Turpin

No: None

Motion Carried

23-167 **Motion to add a meeting on November 30, 2023, at 6:00 p.m.** Moved by Commissioner Stewart and second by Commissioner Williams.

Ayes: Ybarra III, Burrows, Garrett, Payne, Ramsey, Stewart, Turpin, and Williams

No: None

Motion Carried

Closing Comments – Commissioner Lucy Payne, Commissioner Bruce Turpin, Commissioner Jose Ybarra III, and Commissioner Norbert Burrows made closing comments.

Adjournment

Chair Tameka Ramsey adjourned the meeting at 8:28 p.m.

Sheila R. Grandison
Deputy City Clerk

IX.

Deadline Dates



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

August 30, 2021

VIA EMAIL

Michigan Association of Municipal Clerks
120 N. Washington Square
Suite 110A
Lansing, MI 48933

RE: Charter Amendments and Revisions

Dear Colleagues,

I am writing to request your assistance in notifying municipalities across Michigan of our administration's policy and recommendations regarding charter amendments and revisions.

Under the Home Rule City Act (MCL 117.22) the Governor has the responsibility to review all proposed charter amendments and revisions before any such amendment or revision is presented to the electors. Separately, under Michigan Election Law (MCL 168.646a) municipalities must submit ballot language regarding a proposed charter amendment or revision to the local clerk for certification not later than 4 p.m. on the twelfth Tuesday before the election.

It is a priority of Governor Whitmer's administration to review and respond to proposals by or before this first election filing deadline. It has also been our practice to request the Department of Attorney General review all submissions to our office for compliance with state law. This review takes time and historically guidance has recommended materials be submitted 60 – 90 days prior to the filing deadline to ensure sufficient time to review.

Starting in 2022, our office **will not approve proposed charter amendments or revisions after 4 p.m. on the twelfth Tuesday before the election.** (We will approve changes that fix scrivener's errors for charter amendments and revisions already approved by the deadline.)

We therefore strongly recommend submission of all proposed charter amendments to our office at least **60 days prior** to the filing deadline and strongly recommend submission of all proposed charter revisions to our office at least **90 days prior** to the filing deadline. We are requesting your assistance in notifying municipalities across Michigan of this policy and request.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

Proposed amendments and revisions can be sent to our office via email at Gretchen.Whitmer@michigan.gov.

While we prefer email submission, we will also accept submissions sent via mail to:

Governor Gretchen Whitmer
ATTN: Legal Division
George W. Romney Building
111 S. Capitol Avenue
Lansing, MI 48933

Please note, the Department of Attorney General has an independent obligation to review proposed ballot language under the Home Rule City Act. The Department of Attorney General will continue using their historical process moving forward. For questions about the Department of Attorney General's process, please contact Assistant Attorney General George Elworth at (517) 335-7573 or ElworthG@michigan.gov.

Thank you for your hard work on behalf of Michiganders and for your continued partnership and commitment to improving the lives of residents. If you have questions on the Governor's process, please feel free to contact Kristina Gierhart, Executive Assistant for the Governor's Office of Legal Counsel, at GierhartK1@michigan.gov.

Sincerely,

Alicia Moon
Deputy Legal Counsel
Office of Governor Whitmer

c: Michigan Municipal League
Michigan Association of County Clerks
Michigan Department of State, Bureau of Elections
Michigan Association of Municipal Attorneys
State Bar of Michigan, Government Law Section
Department of Attorney General, State Operations Division

Sheila Grandison

From: Garland Doyle
Sent: Tuesday, December 12, 2023 3:03 PM
To: tameka@tramseyllc.com; Kermit Williams
Cc: Sheila Grandison; Jonathan H. Starks
Subject: Fw: Governor's Review Charter Revision Dates
Attachments: Michigan Assn of Municipal Clerks- Notice Letter-for-attachment.pdf

Importance: High

Chairperson Ramsey,

Please see below. **The Governor's Office will need to receive the charter revision no later than February 14, 2024** in order to review in time enough for it to be place on the August 7, 2024 ballot. Also, the three years for the Charter Revision Commission will end in August 2024.

Garland S. Doyle, M.P.A., MiPMC
City Clerk
City of Pontiac
47450 Woodward Ave. Pontiac, MI 48342
Office: 248.758.3200 | Fax: 248.758.3160
Email: gdoyle@pontiac.mi.us | www.pontiac.mi.us



Click on a logo below for City of Pontiac City Clerk's updates via social media:



From: Gierhart, Kristina <GierhartK1@michigan.gov>
Sent: Tuesday, December 12, 2023 1:36 PM
To: Garland Doyle <gdoyle@pontiac.mi.us>
Subject: Charter Revision Dates

You don't often get email from gierhartk1@michigan.gov. [Learn why this is important](#)

Clerk Doyle,

It was nice speaking with you earlier today. I did follow up with our Deputy Legal Counsel and he indicated that for charter revisions, we recommend sending us the proposal no later than 90 days before the deadline for sending language to local clerks under MCL 168.646a, which is the 12th Tuesday before the election. So, in total, we recommend sending us a charter revision proposal no later than 174 days before the election. For the August election (8/6/24), we'd recommend getting the proposal to our office by 2/14/24. Our recommended date for the May election was 11/15/23, which has already passed.

Our office sent out the attached letter in 2021, which may be a helpful reference going forward.

Please let me know if you need anything else. Thank you!

Kristina Gierhart

Executive Assistant

Office of the Governor, State of Michigan

George W. Romney Building

111 S. Capitol Avenue

Lansing, Michigan 48909

Gierhartk1@michigan.gov

(517) 241-5630



STATE OF MICHIGAN
OFFICE *of the* **GOVERNOR**

X.

**2024 Meeting
Calendar**



The Pontiac Charter Revision Commission

Announces

THE 2024 SCHEDULE OF MEETINGS OF THE PONTIAC CHARTER REVISION COMMISSION

To comply with the Michigan Open Meeting Act (MCL 15.265)

The Pontiac Charter Revision Commission will hold its regular meeting on every 4th Thursday evenings at 6:00 p.m. in the Council Chambers of City Hall 47450 Woodward Ave Pontiac, Michigan 48342 unless otherwise noted.

Internet website where meetings are posted www.pontiac.mi.us

The dates are as follows:

Thursday, January 11, 2024, at 6:00 p.m.
Thursday, January 18, 2024, at 6:00 p.m.
Thursday, January 25, 2024, at 6:00 p.m.
Thursday, February 1, 2024, at 6:00 p.m.
Thursday, February 8, 2024, at 6:00 p.m.
Thursday, February 22, 2024, at 6:00 p.m.
Thursday, March 28, 2024, at 6:00 p.m.
Thursday, April 25, 2024, at 6:00 p.m.
Thursday, May 23, 2024, at 6:00 p.m.
Thursday, June 27, 2024, at 6:00 p.m.
Thursday, July 25, 2024, at 6:00 p.m.
Thursday, August 29, 2024, at 6:00 p.m.

City of Pontiac 47450 Woodward Avenue Pontiac, Michigan 48342 248-758-3200