

Official Proceedings
2022 Pontiac Charter Revision Commission
27th 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, January 25, 2024, at 6:24 p.m.

Roll Call

Members Present – Norbert Burrows, Lucy Payne, Tameka Ramsey, Scott Stewart, and Bruce Turpin.

A quorum was announced.

Excuse Commissioners

24-69 **Motion to excuse Commissioner Gill Garrett, Bryan Killian, Kermit Williams, and Jose Ybarra III for personal reasons.** Moved by Commissioner Stewart and second by Commissioner Turpin.

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

No: None

Motion Carried

Amendments and or Approval of the Agenda

24-70 **Motion to approve the agenda.** Moved by Commissioner Stewart and second by Commissioner Turpin.

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

No: None

Motion Carried

Approval of Minutes

24-71 **Motion to approved meeting minutes for January 11, 2024, and January 18, 2024.** Moved by Commissioner Stewart and second by Commissioner Turpin.

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

No: None

Motion Carried

Public Comment – None

Amendments to the 2013 Charter

24-72 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.301(a) – Establishment and Purpose as is.** Moved by Commissioner Stewart and second by Commissioner Payne.

- (a) The Department of City Council, hereinafter referred to as the "Department," shall be established to provide administrative support and assistance to the City Council in fulfilling its legislative functions and serving the residents of the city. The Department may provide administrative, research, and clerical support for the City Council.

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

No: None

Motion Carried

24-73 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.302 (a) – Department Head and Staff as is.** Moved by Commissioner Payne and second by Commissioner Stewart.

(a) The Department may employ clerical, research, and administrative staff as necessary to fulfill its functions, subject to budgetary constraints and applicable laws.

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

No: None

Motion Carried

24-74 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.302 (b) – Department Head and Staff as is.** Moved by Commissioner Stewart and second by Commissioner Payne.

(b) The City Council shall identify a lead staff member to serve as the Department Head that is responsible for overseeing the day-to-day operations of the Department. All staff members will report to the Department Head.

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

No: None

Motion Carried

Commissioner Jose Ybarra III arrived at 6:42 p.m.

24-75 **Motion to remove Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.303 (a) – Authority to Establish Auditor.** Moved by Commissioner Stewart and second by Commissioner Payne.

~~(a) The Council may, by ordinance, provide for the office of Legislative Auditor and shall, by not less than five (5) affirmative votes appoint the Auditor for a term of not less than four (4) years. The Auditor may be removed by not less than five (5) Council members only for cause.~~

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

No: None

Motion Carried

24-76 **Motion to add a new Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.303 (a) – Duties and Responsibilities.** Moved by Commissioner Stewart and second by Commissioner Burrows.

The Department may:

(a) Provide administrative support to City Council members, including organizing meetings, maintaining records, and managing correspondence. This includes support for Council committees.

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

No: None

Motion Carried

24-77 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.303 (b) – Duties and Responsibilities.** Moved by Commissioner Stewart and second by Commissioner Turpin.

(b) Conduct research on matters of legislative concern, providing City Council members with relevant information to make informed decisions.

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

No: None

Motion Carried

24-78 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.303 (c) – Duties and Responsibilities.** Moved by Commissioner Stewart and second by Commissioner Burrows.

(c) Assist in drafting ordinances, resolutions, and other legislative documents as directed by City Council members.

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

No: None

Motion Carried

24-79 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.303 (d) – Duties and Responsibilities.** Moved by Commissioner Stewart and second by Commissioner Ybarra III.

(d) Facilitate communication between the City Council and the public, disseminating information about Council meetings, decisions, and public hearings. This may include community outreach.

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

No: None

Motion Carried

24-80 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.303 (e) – Duties and Responsibilities.** Moved by Commissioner Turpin and second by Commissioner Stewart.

(e) Other duties and responsibilities may be assigned as outlined by ordinance of City Council.

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

No: None

Motion Carried

24-81 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.304 (a) – Accountability and Cooperation.** Moved by Commissioner Stewart and second by Commissioner Payne.

(a) The Department shall be accountable to the City Council and shall provide regular reports on its activities, budget utilization, and any other relevant matters as required by the Council.

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

No: None

Motion Carried

24-82 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.304 (b) – Accountability and Cooperation.** Moved by Commissioner Stewart and second by Commissioner Ybarra III.

(b) The Department shall cooperate fully with City Council members and shall respond promptly to requests for information, research, or administrative support.

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

No: None

Motion Carried

24-83 **Motion to add Article III, Legislative Branch, Chapter 3, Department of City Council, Section 3.305 – Funding.** Moved by Commissioner Stewart and second by Commissioner Ybarra III.

The City shall allocate sufficient funds in the city budget to ensure the effective functioning of the Department. The Department shall manage its resources efficiently and effectively, ensuring responsible use of public funds.

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

No: None

Motion Carried

24-84 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.701 a – Public Engagement Philosophy.** Moved by Commissioner Stewart and second by Commissioner Burrows.

(a) The city shall treat public engagement as an integral part of effective and trusted governance, not just as an occasional process or activity.

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

No: None

Motion Carried

24-85 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.701 b – Public Engagement Philosophy.** Moved by Commissioner Stewart and second by Commissioner Burrows.

(b) The city shall treat engagement as a multi-channel endeavor that includes face-to-face meetings, virtual interactions, and other online communications. Public engagement and input shall be encouraged in the work of the Boards and Commissions, with opportunities for community members to provide feedback and participate in the decision-making process.

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

No: None

Motion Carried

24-86 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.701 c – Public Engagement Philosophy.** Moved by Commissioner Williams and second by Commissioner Ybarra III.

(c) The departments of city government shall encourage collaboration in public engagement efforts with other government jurisdictions and authorities, anchor institutions, community-based organizations, civic groups, and individual residents.

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

No: None

Motion Carried

24-87 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.702 a – Establishment and Purpose.** Moved by Commissioner Stewart and second by Commissioner Ybarra III.

(a) The City of Pontiac shall establish and maintain various Boards and Commissions to advise, assist, and oversee specific areas of municipal governance. These bodies shall serve as essential components of the city's decision-making and policy development process. Boards and Commissions may be established by Ordinance and in accordance with provisions within this Charter.

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

No: None

Motion Carried

24-88 **Motion to amend Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.702 b – Establishment and Purpose.** Moved by Commissioner Payne and second by Commissioner Turpin.

(b) ~~The~~ Boards and Commissions may be created to address various areas of municipal governance, including but not limited to Planning Commission, Arts Commission, Historical Commission, Parks and Recreation Commission, and other matters of municipal concern. A process for establishing and eliminating Boards and Commission shall be defined by Ordinance passed by City Council. Unless otherwise empowered by this Charter, ordinances, or law, all boards and commissions are advisory.

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

No: None

Motion Carried

24-89 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.702 c – Establishment and Purpose.** Moved by Commissioner

(c) Unless otherwise provided, all members of boards and commissions shall serve without compensation as members thereof.

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

No: None

Motion Carried

24-90 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.702 d – Establishment and Purpose.** Moved by Commissioner Stewart and second by Commissioner Turpin.

(d) All boards and commissions existing at the time of the adoption of this Charter shall be continued and the members serving thereon shall remain in office for the duration of the term for which they were appointed.

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

No: None

Motion Carried

24-91 **Motion to move to Section 6.709 – Charter Review Board A-E.** Moved by Commissioner Stewart and second by Commissioner Burrows.

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

No: None

Motion Carried

24-92 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.709 a – Charter Review Board.** Moved by Commissioner Payne and second by Commissioner Stewart.

(a) The City Council shall establish a Charter Review Board in the first three (3) months following approval of this charter. The Charter Review Board shall be established every five (5) years and at any time the City Council, by a vote of a majority of its members and ordinance, call for such a Board.

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

No: None

Motion Carried

24-93 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.709 b – Charter Review Board.** Moved by Commissioner Stewart and second by Commissioner Ybarra III.

(b) The purpose of the Charter Review Board is to identify and recommend potential revisions to the City Charter, to be addressed as outlined by law and this Charter. Recommendations would be provided for review and approval by the City Council for voter approval or for the recommendation to begin the process of a formal Charter Revision Commission, as outlined by applicable laws and statutes.

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

No: None

Motion Carried

24-94 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.709 c – Charter Review Board.** Moved by Commissioner Payne and second by Commissioner Stewart.

(c) The Charter Review Board shall be composed of five qualified electors of the city for a one (1) year term. Members of the commission shall not hold any other office or employment in the government of the city and shall serve without compensation. Members shall be identified as follows:

- a. Two (2) members appointed by the City Council
- b. Two (2) members appointed by the Mayor
- c. One (1) member jointly appointed by the City Council President and the Mayor, such member serving as chair of the commission.

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

No: None

Motion Carried

24-95 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.709 d – Charter Review Board.** Moved by Commissioner Ybarra III and second by Commissioner Burrows.

(d) Vacancies shall be filled in the same manner as prescribed for in this section.

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

No: None

Motion Carried

24-96 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.709 e – Charter Review Board.** Moved by Commissioner Stewart and second by Commissioner Payne.

(e) The Charter Review Board shall report its findings and recommendations regarding revisions to the Charter, if any, within one (1) year of appointment to the City Council. City Council may, at its discretion, submit any of the proposed amendments, in whole or in part, to a vote of the people in the manner provided for by applicable laws and statutes.

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

No: None

Motion Carried

Commissioner Scott Stewart left the meeting at 7:35 p.m.

Commissioners will start back at Section 6.703- Composition

24-97 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.703 a – Composition.** Moved by Commissioner Ybarra III and second by Commissioner Payne.

(a) Each Board or Commission shall consist of a specific number of members, as determined by City Council through ordinance, which may vary based on the nature and scope of the issues under consideration.

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

24-98 **Motion to table Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.703 b – Composition.** Moved by Commissioner Burrows and second by Commissioner Payne.

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

24-99 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.703 c – Composition.** Moved by Commissioner Ybarra III and second by Commissioner Payne.

(c) Composition of each board or commission shall consist of at least 51 percent Mayoral appointments, which shall be outlined in the enabling ordinance.

Ayes: Ramsey, Turpin, Ybarra III, Burrows, and Payne

No: None

Motion Carried

24-100 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.703 d – Composition.** Moved by Commissioner Turpin and second by Commissioner Payne.

(d) The appointment process shall be carried out in a transparent manner, ensuring diversity, inclusivity, and equitable representation of the community to be outlined in ordinance.

Ayes: Turpin, Ybarra III, Burrows, Payne, and Ramsey

No: None

Motion Carried

24-101 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.703 e – Composition.** Moved by Commissioner Ybarra III, and second by Commissioner Turpin.

(e) All reappointments must be confirmed by the City Council.

Ayes: Turpin, Ybarra III, Burrows, Payne, and Ramsey

No: None

Motion Carried

24-102 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.704 a – Terms of Office.** Moved by Commissioner Ybarra III, and second by Commissioner Burrows.

(a) Except as otherwise required by law or this Charter, the term of members on all boards and commissions in City government is four (4) years.

Ayes: Ybarra, Burrows, Payne, Ramsey, Stewart, and Turpin

No: None

Motion Carried

24-103 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.704 b – Terms of Office.** Moved by Commissioner Ybarra III, and second by Commissioner Turpin.

(b) The expiration of terms shall be staggered, so that no more than twenty-five (25) percent of the board or commission membership terms expire during a calendar year.

Ayes: Ybarra III, Burrows, Payne, Ramsey, and Turpin

No: None

Motion Carried

24-104 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.704 c – Terms of Office.** Moved by Commissioner Ybarra III, and second by Commissioner Burrows.

(c) Except as otherwise required by law, this Charter or ordinance, an individual shall be a resident of the City to be eligible for appointment.

Ayes: Burrows, Payne, Ramsey, Turpin, and Ybarra III

No: None

Motion Carried

24-105 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.704 d – Terms of Office.** Moved by Commissioner Payne and second by Commissioner Ybarra III.

(d) In the event of a vacancy on a Board or Commission, the appointing authority shall fill the vacancy in accordance with the procedures set forth in this Charter.

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

24-106 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.705 a – Powers and Responsibilities.** Moved by Commissioner Ybarra III, and second by Commissioner Burrows.

(a) The Boards and Commissions shall have the authority to conduct studies, research, and hearings related to their respective areas of responsibility. The bodies may make recommendations to the City Council and other city officials on relevant policy matters and other issues as they deem necessary.

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

24-107 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.705 b – Powers and Responsibilities.** Moved by Commissioner Payne and second by Commissioner Ybarra III.

(b) The Boards and Commissions shall operate in accordance with this Charter and any specific enabling ordinances or resolutions established by the City Council. They shall not have legislative or executive powers but shall serve in an advisory capacity, unless otherwise provided in this Charter or law.

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

24-108 **Motion to table Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.705 c – Powers and Responsibilities.** Moved by Commissioner Burrows and second by Commissioner Ybarra III.

Ayes: Ramsey, Turpin, Ybarra III, Burrows, and Payne

No: None

Motion Carried

24-109 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.706 a – Meetings and Procedures.** Moved by Commissioner Burrows and second by Commissioner Turpin.

(a) The Boards and Commissions shall meet regularly, as specified in their enabling ordinances, and conduct open and public meetings in compliance with the state's open meetings laws.

Ayes: Turpin, Ybarra III, Burrows, Payne, and Ramsey

No: None

Motion Carried

24-110 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.706 b – Meetings and Procedures.** Moved by Commissioner Ybarra III and second by Commissioner Burrows.

(b) Quorum requirements, voting procedures, and other operational rules shall be established by the City Council or as specified in the enabling ordinances of each Board or Commission.

Ayes: Turpin, Ybarra III, Burrows, Payne, and Ramsey

No: None

Motion Carried

24-111 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.706 c – Meetings and Procedures.** Moved by Commissioner Ybarra III, and second by Commissioner Burrows.

(c) The operations of the Boards and Commissions shall be conducted transparently, with meetings, agendas, and relevant documents made easily accessible to the public.

Ayes: Ybarra III, Burrows, Payne, Ramsey, and Turpin

No: None

Motion Carried

24-112 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.706 d – Meetings and Procedures.** Moved by Commissioner Ybarra III and second by Commissioner Payne. Discussion. Commissioner Ybarra III rescind his motion and Commissioner Payne rescind her second.

24-113 **Motion to amend and add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.706 d – Meetings and Procedures.** Moved by Commissioner Turpin and second by Commissioner Payne.

(d) The Boards and Commissions shall be recorded by the City of Pontiac Cable Department or Professional Contractor Media Service and televised on public access within two (2) business days and be accessible to the public.

Ayes: Burrows, Payne, Ramsey, Turpin, and Ybarra III

No: None

Motion Carried

24-114 **Motion to amend and add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.707 – Accountability, Reporting, and Transparency.** Moved by Commissioner Payne and second by Commissioner Ybarra III.

The Boards and Commissions shall provide reports quarterly to the City Council, summarizing their activities, findings, and recommendations. These reports shall be made available to the public.

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

24-115 **Motion to strike Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.708 – Arts Commission.** Moved by Commissioner Burrows and second by Commissioner Payne.

6.708—Arts Commission

~~An Arts Commission whose membership and term thereof shall be determined by ordinance shall be created. 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 participations by all citizens in cultural activities carried on in the City.~~

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

24-116 **Motion to add Article VI, General Provisions, Chapter 7, Boards and Commissions, Section 6.708 – Youth Commission.** Moved by Commissioner Payne and second by Commissioner Ybarra III.

The City Council may establish a Youth Commission ages 13 to 18 years old. The purpose of the Youth Commission may be to discuss policy issues that affect youth in the city, inclusive of identifying a youth policy platform, and identifying leadership pathways for youth in government. City Council may identify formal roles, and responsibilities. The two (2) year term can continue with reappointment. The former role will be rotated every two years.

Ayes: Payne, Ramsey, Turpin, Ybarra III, and Burrows

No: None

Motion Carried

Closing Comments – Commissioner Lucy Payne, Commissioner Bruce Turpin, Commissioner Jose Ybarra III, Commissioner Norbert Burrows, and Chair Tameka Ramsey.

January 25, 2024, Approved Minutes

Adjournment

Chair Temaka Ramsey adjourned the meeting at 9:04 p.m.

Sheila R. Grandison
Deputy City Clerk