

January 23, 2024, Approved Minutes

**Official Proceedings
Pontiac City Council
127th Session of the Eleventh Council**

Call to order

A Regular 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, January 23, 2024, at 6:05 p.m. by Council President Mike McGuinness.

Invocation – Pastor William Parker Jr. – Pontiac, Michigan

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

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

Mayor Tim Greimel was present.
A quorum was announced.

Excuse Councilmember

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

Ayes: Carrington, James, McGuinness, Parker and Rutherford

No: None

Motion Carried

Amendments to and Approval of the Agenda

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

Motion to remove item #11 Resolution to proceed in closed session to consider matters exempt from discussion or disclosure by state or federal law in accordance with MCL 15.268(h) from the agenda. Moved by Councilperson Rutherford and second by Councilperson Carrington.

Ayes: James, McGuinness, Parker, Rutherford and Carrington

No: None

Motion Carried

The vote was taken to approve the agenda as amended.

Ayes: James, McGuinness, Parker, Rutherford and Carrington

No: None

Motion Carried

Consent Agenda

24-19 **Resolution to approve the consent agenda for January 23, 2024.** Moved by

January 23, 2024, Approved Minutes

Councilperson Rutherford and second by Councilperson Parker.

WHEREAS, the City Council has reviewed the consent agenda for January 23, 2024.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the consent agenda for January 23, 2024, including the January 16, 2024, City Council Meeting Minutes.

Ayes: McGuinness, Parker, Rutherford, Carrington and James

No: None

Resolution Passed

Councilman Mikal Goodman arrived at 6:11 p.m.

Subcommittee Reports

1. Economic Development, Housing & Planning
2. Communications, Engagement & Operations
3. Facilities & Property
4. Law & The Courts
5. Parks, Recreation & Public Works
6. Public Safety, Health & Wellness

Recognition of Elected Officials

1. Veronica Taylor, Precinct Delegate

Agenda Address

1. Dr. Deirdre Waterman addressed items #2 & #9
2. Carlton Jones addressed items #1 & #2

Agenda Items

Resolutions

City Council

24-20

Resolution Honoring the Life and Service of Mary Roberson. Moved by Councilperson Rutherford and second by Councilperson Parker.

WHEREAS, the City of Pontiac has been blessed to have many dedicated community members serve in professional capacities to protect and improve the quality of life for all residents; and,

WHEREAS, Ms. Mary Roberson was a longtime resident of Pontiac, Michigan and worked for the City of Pontiac for 26 years in multiple roles, particularly in the Community Development Department, and served as Pontiac Municipal Employees Association's President; and,

WHEREAS, the City of Pontiac is better today because of her years of caring service, one of many positive traits learned from her parents Reverend Samuel Edwards, Sr. and Lillie Edwards and passed on to her children, grandchildren, and great-grandchildren; and,

WHEREAS, Ms. Roberson passed away on January 10, 2024, at the age of 73, which is a tragic loss for her family and our entire community, though her amazing legacy will surely endure.

NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council and Pontiac Mayor Tim Greimel hereby acknowledges the life and service of Ms. Mary Roberson, and mourns her passing; and

FURTHER RESOLVED, the Pontiac City Council, the Mayor of Pontiac, and the entire City of Pontiac extends our deepest sympathies to the family, friends, neighbors, and colleagues of Ms. Roberson; and

FURTHER RESOLVED, we celebrate the life and impact of Ms. Roberson, and salute her years of admirable service to the City of Pontiac.

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

No: None

January 23, 2024, Approved Minutes

Resolution Passed

Councilperson Rutherford was absent for the vote.

Mayor's Office

24-21

Resolution Approving Implementation of Pay Ranges from Wage and Compensation Study for City of Pontiac Directors and Managers Positions. Moved by Councilperson Parker and second by Councilperson Goodman. Discussion

Motion to amend the pay bands to move the Code Enforcement Manager position grade from 13 to 14. Moved by Councilperson McGuinness and second by Councilperson Rutherford.

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

No: None

Motion Carried

WHEREAS, the City of Pontiac engaged with Clark Hill Law Firm and GovHR to complete a Wage and Compensation Study, and

WHEREAS, the results from the study proposed the creation of job classification rankings and the creation of pay bands; and

WHEREAS, offering the 25th percentile of the pay bands with discretion for the Executive branch to adjust the wages based on years of experience, training/certifications, other specific knowledge-based skills necessary for the position, and/or for employee retention or attracting talent in a competitive market.

WHEREAS, Non-union salaries will be immediately moved to no less than the 25th percentile.

WHEREAS, Union wages will be addressed at the next bargaining date.

WHEREAS, the City of Pontiac wishes to immediately implement the proposed pay band adjustments for current employees and new hires subject to the referenced guidelines herein.

NOW, THEREFORE BE IT IS RESOLVED that the Pontiac City Council accepts the creation of the proposed pay bands based on the GovHR Wage Study and analysis;

BE IT FURTHER RESOLVED that the Pontiac City Council approves and authorizes the Executive branch to do all things necessary to fully implement wage adjustments within the proposed pay-bands immediately, including but not limited to changing the compensation of current affected positions before the corresponding budget amendments take effect.

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

No: None

Resolution Passed

City of Pontiac Pay Bands attached as Exhibit A

Treasury Division

24-22

Resolution to Approve the Policy and Guidelines for Granting a Hardship Exemption from Payment of Property Taxes. Moved by Councilperson Goodman and second by Councilperson Parker.

WHEREAS, Public Act 253 of 2020 ("Act"), requires the governing body of each city and township to determine and make available to the public the policy and guidelines the Board of Review utilizes in granting reductions in property assessments due to limited income and assets, referred to as "Poverty Exemptions;" and

WHEREAS, it is the intent of the Council to adopt guidelines in compliance with the Act; and

WHEREAS, that to be eligible for a poverty exemption, a person shall do all of the following on an annual basis:

January 23, 2024, Approved Minutes

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. The subject property must be classified as a single-family residential parcel or residential condominium property with a valid homeowner's Principal Residence Exemption (PRE) currently in effect.
3. Submit completed Form 5737 Application for MCL 211.7u Poverty Exemption and Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty.
4. Submit the most recent year's copies of the following for all persons residing in the homestead:
 - a. Produce a valid driver's license or Michigan State Identification card for all persons residing in the household.
 - b. Federal Income Tax Return-1040, 1040A or 1040E and Michigan Income Tax Return- MI 1040, MI1040A or MI1040EZ.
 - c. Senior Citizens Homestead Property Tax Form MI-1040CR-1 or General Homestead Property Tax Claim MI-1040CR-4.
 - d. Benefit Statement from ADC, Pension, Retirement, Social Security Administration and/or Michigan Social Services as to money paid to you during previous year. (along with a signed form 4988).
5. Produce a copy of the deed, land contract or other evidence of parcel ownership of all real property owned by the applicant if requested by the Board of Review; and

WHEREAS, that applicant(s) must complete the application form in its entirety and return to the Treasurer's or Equalization Office. Any application submitted to the Board of Review which has not been filled out in its entirety shall be denied by the Board of Review. Appeals of said denial shall be made to the Michigan Tax Tribunal; and

WHEREAS, that applicant(s) may apply for Poverty Exemption to only one session of the Board of Review (March, July, or December) and any appeal of the Board's decision shall be made to the Michigan Tax Tribunal; and

WHEREAS, that the Board of Review can request any other additional information including additional tax returns, financial statements, land contracts, personal or family trust documents, vehicle titles and any other records or affidavits that the Board may deem necessary in order to make a poverty exemption determination, asset limit determination or income level determination; and

WHEREAS, that completed applications may be brought to the Board of Review on the day of an appointment, but to have timely consideration by the Board, the application-with supporting documents-should be made available to the Board one (1) week prior to the meeting date; and

WHEREAS, that applications may be reviewed and acted upon by the Board of Review without applicant(s) being present. However, the Board may request that any or all applicants be physically present to respond to any questions the Board of Review may have. This means that an applicant may be called to appear on short notice; and

WHEREAS, that the Board of Review shall follow the policy and guidelines set forth above when granting and denying poverty exemptions. The same standards shall apply to each taxpayer within the city claiming the poverty exemption for the assessment year; and

WHEREAS, that the allowed reduction for hardship exemption shall be 25%, 50%, 75%, or 100% of Taxable Value of the homestead for the tax year and at their discretion, the Board may approve full or partial exemption if deemed appropriate; and

WHEREAS, that the applicant's total household income cannot exceed 125% of the most current Federal Poverty Guidelines set forth by the U.S. Department of Health and Human Services as established by the State Tax Commission-to be updated annually; and

WHEREAS, that a poverty exemption shall not be granted to any applicant whose assets exceed \$100,000. An applicant's homestead and principal vehicle shall be excluded from consideration as an asset. All other property, including from all other persons residing in the household, shall be included as an asset. Property shall include, but is not limited to cash, savings, stocks, mutual funds, insurance commodities, coin collections, art, motor vehicles, recreation vehicles, etc.; and

WHEREAS, that any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation; and

WHEREAS, PA 191 of 2023 amends both MCL 211.7u and MCL 211.53b to allow the July and December Board of Review to grant a poverty exemption, as a qualified error, for the immediately

January 23, 2024, Approved Minutes

preceding year on the principal residence of a person who establishes eligibility as requires by Section 7u if an exemption was not on the assessment toll and was not previously denied.; and

BE IT FURTHER RESOLVED that a person filing a poverty exemption claim is not prohibited from also appealing the assessment on the property for which that claim is made before the March Board of Review in the same year and the July and December Board of Review as a qualified error, for the immediately preceding year.

NOW THEREFORE BE IT RESOLVED, in accordance with Public Act 253 of 2020, the Pontiac City Council approves the 2024 Policy and Guidelines for granting an exemption from payment of property taxes.

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

No: None

Resolution Passed

Councilperson Rutherford was absent for the vote.

Public Comment

1. Carlton Jones
2. Dr. Deirdre Waterman
3. Pastor Kathy Dessureau
4. Darlene Clark

Communications

City Council, Mayor's Office & City Clerk's Office

Mayor, Clerk and Council Closing Comments

Mayor Tim Greimel, Deputy Mayor Khalfani Stephens, City Clerk Garland Doyle, Councilwoman Melanie Rutherford, Councilman William Parker Jr., Councilwoman Kathalee James, Council President Pro-Tem William Carrington and Council President Mike McGuinness made closing comments.

Adjournment

Motion to adjourn the meeting. Moved by Councilperson Parker and second by Councilperson Carrington.

Ayes: James, McGuinness, Parker, and Carrington

No: None

Motion Carried

Council President Mike McGuinness adjourn the meeting at 8:05 p.m.

Garland S. Doyle
City Clerk

Exhibit A

Position:	New Grade
Deputy Mayor	17
City Attorney	16
Community Development Director	15
City Clerk	15
Court Administrator	15
Finance Director	15
Director of Parks and Recreation	15
Director DPW	15
Director of Grants & Philanthropy	15
Human Resources Director	15
Communications Director	15
City Engineer/Manager	15
Building Official	14
Chief of Staff	14
DPW Superintendent	14
Planning Manager	14
Senior Accountant / Controller	14
Economic Development Manager	14
Treasurer	14
Code Enforcement Manager	14
Purchasing Manager	13
Parks Manager	13
Senior Planner	13
Network Engineer	13

Deputy Director DPW	13
Planner II	13
Income Tax Administrator	13
Youth Recreation Manager	12
Building Inspector (multiple incumbents)	12
Electrical Inspector	12
Mech/Plumbing	12
Senior Accountant / Internal Controls	12
Grant Accountant	12
Deputy Treasurer	12
Cable Director	12
Accounts Payable/ Receivable Manager	12
Code Enforcement Assistant Manager	11
Youth Recreation Assistant Manager	11
Senior Center Manager	11

Table 3 - Proposed Pay Ranges

Proposed Pay Ranges		
Grade	Minimum	Maximum
17	107,000	168,000
16	98,000	150,000
15	89,000	132,000
14	81,000	126,000
13	73,000	114,000
12	67,100	104,000
11	61,000	95,000
10	55,000	86,000
9	47,867	71,801
8	43,124	64,685
7	38,850	58,275
6	35,000	52,500