

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

15th Session of the 11th Council

April 5, 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

- A. March 29, 2022 City Council Meeting Minutes
- B. March 28, 2022 Parks, Recreation & Public Works Subcommittee Meeting Minutes
- C. March 28, 2022 Law & the Courts Subcommittee Meeting Minutes
- D. March 26, 2022 City Council Special Meeting Minutes
- E. March 25, 2022 Communications, Engagement & Operations Subcommittee Meeting Minutes

Special Presentations

- A. Oakland County Emerging Initiatives Benefiting Pontiac
Presentation Presenter: Oakland County Executive David Coulter
- B. Oakland County Prosecutor's Office Racial Justice Initiatives
Presentation Presenters: Oakland County Prosecutor's Office Racial Justice Advisory Council

Recognition of Elected Officials

Agenda Address (Two Minutes Time Limit)

Discussions

- A. Taxation – Discussion on Revenue Sources and the Cost of Road Improvement
- B. Cleaning Up Our Pontiac Neighborhoods Together
 - Yard Waste Bags Curbside Pickup has Resumed
 - Recycling Drop Off at City Hall Every Weekend

- Special Pickup Collection Every Other Week
- Citywide Cleanup Efforts April 18 through April 23
- Free City Landfill Days are April 23, April 30, May 7
(575 Collier Road in Pontiac, 8:00 a.m.-3:00 p.m.)
- Street Sweeping Plans, Challenges

C. Current Employment Opportunities at Pontiac City Hall

Agenda Items

Resolutions

Cable

1. Resolution to Extend the Media Specialist Contractual Agreement Through the End of the Fiscal Year 2021-2022 *(Discussion and Action)*

Community and Economic Development

2. Resolution to Schedule a Public Hearing to Establish an Obsolete Property Rehabilitation District for Parcel Number 64-14-30-453-001 for Micah 6 Community, LLC project Webster Community Center, located at 640 W. Huron Street *(Discussion and Action)*
3. Resolution to Schedule a Public Hearing for Approval of Application for an Obsolete Property Rehabilitation Exemption Certificate for Micah 6 Community, LLC project Webster Community Center, located at 640 W. Huron Street *(Discussion and Action)*

Finance

4. Resolution to Approve Contract with National Career Group, LLC for \$75,000 to provide Human Resources Contractual Services to the City and Authorize the Mayor to Sign the Agreement *(Discussion)*
5. Resolution to Approve a Proposed Budget Amendment for Fiscal Year 2021-22 Transfer \$15,250 out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance. This budget proposed budget amendment is to fund the Public Relations/Events Specialist position in the Mayor’s Office. *(Discussion and Action)*
6. Resolution to Authorize the City Clerk to Publish Notice of a Proposed Budget Amendment for the Fiscal Year 2021-22 to Transfer \$30,000 out of the General Fund-Fund Balance GL account 101-000-390.000 and \$30,000 is transferred to the General Fund–Economic Development Department GL Account 101-690-818.000 Other Professional Services to cover Contractual Services from Baker Tilly *(Discussion and Action)*

Mayor’s Office

7. Resolution to Approve the Implementation the Flock Safety System within the City of Pontiac for a Twelve-Month Trial Period *(Discussion and Action)*

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

A

**Official Proceedings
Pontiac City Council
14th 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, March 29, 2022 at 6:00 p.m. by Council President Mike McGuinness.

Invocation- Pastor Cornelius Berry, Word Believing Christian Center Church

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

Members Present – Mikal Goodman, 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 Councilperson William Carrington for personal reasons. Moved by Councilperson Rutherford and second by Councilperson Parker.

Ayes: Goodman, 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 Rutherford and second by Councilperson Goodman. There was discussion on the motion.

Motion to add a discussion #3 - Roadside BBQ & Food Truck to the agenda. Moved by Councilperson Parker and second by Councilperson Goodman.

Ayes: McGuinness, Nicholson, Parker, Rutherford, Goodman and James
No: None

Motion Carried

The vote was taken to approve the agenda with amendment.

Ayes: James, McGuinness, Nicholson, Parker, Rutherford and Goodman
No: None

Motion Carried

Consent Agenda

22-97 **Resolution to approve the consent agenda for March 29, 2022.** Moved by Councilperson Rutherford and second by Councilperson Goodman.

Whereas, the City Council has reviewed the consent agenda for March 29, 2022.
Now, Therefore, Be It Resolved that the City Council approves the consent agenda for March 29, 2022 including the March 22, 2022 Meeting Minutes.

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

No: None

Resolution Passed

Special Presentations

Motion to postpone Special Presentation A (Oakland County Emerging Initiatives Benefiting Pontiac) for one week. Moved by Councilperson Rutherford and second by Councilperson Goodman.

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

No: None

Motion Carried

National Association of Black Woman in Construction

Presentation Presenters: National Vice President Tylenne Henry; Chapter President Jolika Dumas; Chapter Vice President Regina Campbell; Chapter Vice President Beverly Beard

Recognition of Elected Officials – None

Agenda Address

1. Claudia Filler
2. Gloria Miller

Discussion

1. Pontiac's Arts Commission Mayoral Appointments
2. Violent Crime Prevention Strategies
3. Roadside BBQ & Food Trucks (**agenda add-on**)

Agenda Items

Ordinance

Motion to amend language to the City of Pontiac General Employees' Retirement System to Clarify Asset Distribution of the Excess upon Termination. Moved by Councilperson James and second by Councilperson Nicholson.

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

No: None

Motion Carried

2391 **An Ordinance to amend the City of Pontiac General Employees' Retirement System to Clarify Asset Distribution of the Excess upon Termination with amendment.** Moved by Councilperson Rutherford and second by Councilperson James.

Ordinance No. 2391

AN ORDINANCE TO AMEND THE CITY OF PONTIAC GENERAL EMPLOYEES' RETIREMENT SYSTEM TO CLARIFY ASSET DISTRIBUTION OF THE EXCESS ASSETS UPON TERMINATION.

The City of Pontiac ordains:

Section 1. Amendments.

That the City of Pontiac General Employees' Retirement System ("GERS") is hereby amended as follows:

a. Paragraph (b) of Section 36A [92-46A] of the GERS is amended in its entirety to read as follows:

(b) The Excess Assets resulting from erroneous actuarial computation shall be transferred as follows:

(i) \$8,000,000.00 shall be transferred to an account established by the City for the purpose of holding funds which shall be utilized to make the one-time payments described in and required by Section 11 of the Settlement Agreement.

(ii) Except as modified by paragraphs (i) above and (iii) below, the remaining Excess Assets shall be transferred to a voluntary employees' beneficiary association under Code §501(c)(9) (that has received a favorable determination letter as to the tax-exempt status of such trust under Code section 501(c)(9)) established or to be established by the City to fund retiree health benefits for certain City retirees that are subject to the Settlement Agreement.

(iii) The Excess Assets shall be transferred on March 31, 2022, to an account for the purpose of holding funds in escrow until the City, CPREA, and the Board agree in writing as to the final allocation thereof. If the City, CPREA, and the Board do not so agree by May 31, 2022, then Section 24 of the Settlement Agreement will be utilized. If after reasonable efforts have been made, the mediation has not succeeded, each party to the Settlement Agreement may proceed as it deems appropriate. The account shall be controlled jointly by the City and CPREA and the funds shall remain invested in a similar manner as invested prior to this transfer, to the extent practicable.

Section 2. Severability.

If any section, or provision of this Ordinance shall be declared to be unconstitutional, void, illegal, or ineffective by any Court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of the Ordinance shall stand and be in full force and effect.

Section 3. Repealer.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Publication.

The Clerk shall publish this Ordinance in a newspaper of general circulation.

Section 5. Effective Date.

This Ordinance shall be effective 10 days after adoption by the City Council.

I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council of the City of Pontiac at a regular Council Meeting held in the City Council Chambers in said City on the 29 day of March 2022.

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

No: None

Ordinance Passed

Resolutions

City Council

22-98

Resolution Proclaiming April 2-8, 2022 as the Week of the Young Child in Pontiac.

Moved by Councilperson Rutherford and second by Councilperson Goodman.

Whereas the City of Pontiac, Michigan has a considerable population of young children who reside in our community and are being raised in our neighborhoods;

Whereas every young child in our community deserves to be safe, healthy, nurtured, and enriched, and to develop cherished memories of growing up in Pontiac;

Whereas social-emotional competence of young children is a key indicator to later school success, with professionals playing a crucial role in reducing stress and improving mental health and wellbeing;

Whereas the future of our great City of Pontiac, and the future of all our neighboring cities, depends on the quality of life we provide to Michigan's young children today;

Whereas the Southeastern Chapter of the Michigan Association for the Education of Young Children (Michigan AEYC), in conjunction with the National Association for the Education of Young Children (NAEYC), is celebrating the Week of the Young Child™ from April 2-8, 2022; now, therefore be it

Resolved, the Pontiac City Council, in partnership with Pontiac Mayor Tim Greimel, hereby proclaims April 2-8, 2022 as the Week of the Young Child™ in the City of Pontiac, Michigan; and further

Resolved, the City Council expresses our gratitude to those organizations, professionals, caregivers, and advocates who are focused on the needs and wellbeing of our community's young children; and further

Resolved, the City Council calls upon the State of Michigan to further prioritize high-quality early childhood learning and development for all young children when making resource decisions, as their funding is crucial to young children's futures and to the prosperity of our society.

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

No: None

Resolution Passed

22-99

Resolution Celebrating the Legacy of Demetra Leonard. Moved by Councilperson

Rutherford and second by Councilperson Nicholson.

Whereas the month of March is National Women's History Month, which recognizes and spreads awareness of the importance of women in the history of the United States;

Whereas many notable, strong women have helped shape our Pontiac community for the better through the decades;

Whereas Ms. Demetra Harris Leonard was a pioneering female entrepreneur in Pontiac for 64 years, a strong matriarch of a prominent Pontiac family, and spent many decades giving back to the community;

Whereas Ms. Leonard was the first Black surgical technician hired at Pontiac General Hospital in 1954, after her graduation from the Highland Park nursing program;

Whereas Ms. Leonard and her husband Charles Leonard owned “Leonard’s Dairy Delight” near Ditmar and Franklin in Pontiac from 1959 to 1968, and owned J & L Party Store on the corner of Luther and Franklin along with Mr. Marvin Jackson for ten years;

Whereas in 1974 the Leonard family became the operators of Phoenix Residential Services, Incorporated, which was started by Ms. Leonard’s mother Mary E. Harris, employing many people for decades and is still in operation to this day;

Whereas Mr. and Ms. Leonard founded the Charles & Demetra Leonard Foundation to financially support youth in Pontiac and beyond to assist with their college tuition and college expenses, expanding opportunity for so many in our community;

Whereas Ms. Leonard was an active community leader in many organizations, and was a faithful member of Trinity Missionary Baptist Church in Pontiac;

Whereas Ms. Leonard passed away on November 18, 2021, which is a tremendous loss to her family and to the entire Pontiac community;

Whereas the Pontiac City Council at our March 1, 2022 Council Meeting formally declared March 2022 as Women’s History Month in the City of Pontiac, Michigan; now,

Therefore, Be It Resolved, the Pontiac City Council, in partnership with City of Pontiac Mayor Tim Greimel, hereby celebrates the legacy and achievements of Ms. Demetra Harris Leonard; and further Resolved, the City Council honors the contributions and sacrifices Ms. Leonard made to uplift other Pontiac residents, inspire other women, and help others in need throughout our community; and further Resolved, the City Council extends our condolences on her recent passing to her family, friends, neighbors, and colleagues.

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

No: None

Resolution Passed

Mayor’s Office

22-100

Resolution to approve the Medical Marihuana Commission Rules. Moved by Councilperson Goodman and second by Councilperson Nicholson.

Whereas, the Pontiac Medical Marihuana Commission adopted its Rules and Regulations on March 28, 2022; and

Whereas, Pontiac ordinance 2357 (B) requires the City Council to also approve those Rules and Regulations;

Now, Therefore, the Pontiac City Council approves the Pontiac Medical Marihuana Commission Rules and regulations as adopted by that Commission on March 28, 2022.

Ayes: McGuinness, Nicholson, Parker, Goodman and James

No: None

Abstain: Rutherford

Resolution Passed

Pontiac Medical Marihuana Commission Rules and Regulations are attached as Exhibit A

22-101 **Resolution to approve contract with Revize for the Redesign of the City's Website.**
Moved by Councilperson Goodman and second by Councilperson Parker.

WHEREAS, The City of Pontiac website is out of date and difficult to navigate, and,
WHEREAS, The City of Pontiac website is not optimized for maintenance by city staff, and,
WHEREAS, The City of Pontiac completed an RFP process to which Revize was the most responsive bidder,
NOW, THEREFORE, BE IT RESOLVED, The Pontiac City Council authorizes the Mayor to sign enter into a contract with Revize for \$12,900 to update the City of Pontiac website and \$4,400 for annual hosting and support.

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

No: None

Resolution Passed

Public Comment

Eight (8) individuals address the body during public comment

1. Quincy Stewart
2. Kenny Anderson
3. Bill Maxey
4. Gloria Miller
5. Melissa Spearing
6. Larry Jasper
7. James Sabich
8. Billie Swazer

Mayor, Clerk and Council Closing Comments

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

Adjournment

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

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

No: None

Motion Carried

Council President Mike McGuinness adjourned the meeting at 8:54 p.m.

Garland S. Doyle
Interim City Clerk



Medical Marihuana Commission

Commission Members
Robert Ford, Jr.
Chuck Johnson
Yauna Shepherd
Adam Scott Turner

47450 Woodward Avenue
Pontiac, Michigan 48342
Phone (248) 758-3200
Fax (248) 758-3160
www.pontiac.mi.us

Pontiac Medical Marihuana Commission Rules and Regulations

Commission Membership Requirements

Members of the Commission shall be residents of the City of Pontiac and shall be chosen so far as reasonably practicable in such a manner as to represent a cross-section of the community.

Commission Powers and Duties

The Commission shall review and decide all appeals that are forwarded to it by the City Clerk pursuant to Ordinance 2357(B). The Commission shall review all appeals de novo. The Commission may overturn a decision or finding of the City Clerk if it finds such decision or finding to be arbitrary or capricious and not supported by material, substantial, and competent facts on the whole record considered by the City Clerk in arriving at such decision or finding.

Chairperson and Vice Chairperson

At its first meeting, the Commission shall select, by majority vote, a Chairperson, Vice Chairperson and Secretary.

Presiding Officer

The Presiding Officer shall be responsible for enforcing these Rules and Regulations and for enforcing orderly conduct at meetings. The Chairperson shall be the Presiding Officer. If the Chairperson is absent, the Vice Chairperson shall act as the Presiding Officer. The Secretary is responsible for taking attendance at each meeting. In the event that the Secretary is absent, then the commission clerk shall take attendance. In the event of a resignation or other permanent absence of the Chairperson, Vice Chairperson or Secretary positions, it shall be filled by nomination and majority vote of the Commission members serving.

Commission Clerk

The City Clerk or his/her designee shall be the Clerk of the Medical Marihuana Commission. The duties of the Commission Clerk are as follows:

1. The Commission Clerk shall prepare the agenda for meetings of the commission.
2. The Commission Clerk will call the roll for all votes of the Commission and record each members vote.
3. The Commission Clerk shall be responsible for keeping a record of all of the Commission's activity.

4. The Commission Clerk shall be responsible for maintaining the minutes of Commission meetings.
5. The Commission Clerk shall file the approved minutes of each Commission meeting in the office of the City Clerk.
6. The Commission Clerk shall cooperate and assist the City Freedom of Information Act officer in responding to requests for information in accordance with the Michigan Freedom of Information Act, being 1977 PA 442 as amended; MCL 15.231 et. seq.

Meeting Schedule

The Commission shall post a meeting notice in a manner consistent with the Michigan Open Meetings Act of 1976 subsequent to receiving an appeal forwarded to it by the City Clerk pursuant to City Ordinance 2357(B). Due to the timing irregularity of the receipt of appeals, the Commission may not schedule Regular Meetings as set forth in the Michigan Open Meetings Act, Michigan Public Act 267 of 1976, at MCL 15.265. Meeting notices must be posted at least 18 hours prior to the meeting. If the Commission does adopt a regular meeting schedule, it shall be posted in a manner consistent with MCL 15.265.

Minutes of meetings

Minutes of all meetings of the Commission shall be kept in a manner consistent with applicable law. A copy of the minutes of meetings shall be available for public inspection at the City Clerk's Office during regular business hours.

Conduct of meetings

All meetings of the Commission shall be open to the public except as permitted by applicable law. All open meetings shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

Commission meeting agenda

Meeting agendas will be as follows:

1. Call to order
2. Roll Call
3. Authorization to Excuse Commissioners
4. Amendments to and approve of the agenda
5. Approval of the Minutes (As needed)
6. Agenda Items
7. Public Comment (3 Minute Limit)
8. Adjournment

Quorum

A quorum of the Medical Marihuana Commission shall consist of three (3) members.

Disorderly conduct

The Presiding Officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Presiding Officer determines the person is in order.

Closed sessions

Closed sessions may be held only for the reasons consistent with MCL 15.268.

Calling closed sessions

The Commission by a two-thirds roll call vote may call a closed session subject to the conditions herein. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

Minutes of closed meetings

A separate set of minutes shall be taken at the closed session. These minutes will be retained by the City Clerk and shall not be available to the public.

Discussion and voting

Rules of parliamentary procedure

The rules of parliamentary practice, as contained in the 11th edition of Robert's Rules of Order, shall govern the commission in all cases to which they are applicable, provided they are not in conflict with these rules, city ordinances or applicable state statutes. The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other members. If a point of order is given it should not exceed two (2) minutes.

Conduct of discussion

During the commission discussion and debate, no member shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

Voting shall be recorded by roll call.

All members of the Commission in attendance shall vote on all matters unless recused.

Public comment

Each meeting agenda shall provide reserved time for public comment participation. During public comment, each individual shall be limited to three (3) minutes, and shall not engage in conduct or language that disrupts, makes fun of, or otherwise impedes the orderly conduct of the meeting. In addition, members of the audience shall not engage in disorderly or boisterous activity including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language, cheering, whistling, or any other acts that disturb, disrupt, or impede, or otherwise interfere with the orderly conduct of the meeting.

Suspension of rules

The rules of the Commission may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that commission actions shall conform to applicable law.

Adoption of Rules

After approval by the Commission, the rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective after the City Council approves them.

The rules were adopted by the Commission on March 28, 2022.



Medical Marihuana Commission

Commission Members
Chuck Johnson, Chairperson
Robert Ford, Jr., Vice Chairperson
Yauna Shepherd, Secretary
Adam Scott Turner
Jonathan Starks, Commission Clerk

47450 Woodward Avenue
Pontiac, Michigan 48342
Phone (248) 758-3200
Fax (248) 758-3160
www.pontiac.mi.us

City of Pontiac Medical Marihuana Commission Appeal Hearing Format

- I. Appeal packet provided to the Commission prior to the meeting including:
 - a. Applicant's appeal to the commission
 - b. Clerk's decision letter
 - c. The Hearing Officer Appeal Packet Copy with Hearing Officer's recommendation
 - d. Recommendation Opinion of the City Attorney

- II. Appeal packet is read by the Commissioners in advance of meeting

- III. IN A PUBLIC MEETING
 - a. No oral arguments will be allowed unless directed by Motion of the Commission.
 - b. Deliberation by Commission.
 - c. Decision by Commission

CONSENT AGENDA

B

Pontiac City Council
Parks, Recreation & Public Works Subcommittee
Meeting Minutes – March 28, 2022

Meeting held at Pontiac City Hall, 47450 Woodward Avenue, Pontiac, Michigan
in the City Council Conference Room.

In attendance:

Council members: Chair Kathalee James, Mikal Goodman and Melanie Rutherford
Mayor: Tim Greimel
Deputy Mayor: Khalfani Stephens
DPW Interim Director: Al Cooley
Planning & Development Manager: Vern Gustafsson
Grant Writer: Alexandra Borngesser
Oakland County Senior Planner: Kristen Wiltfang
Members of the Public: Anisha Hannah, David Monroe and Kent Baker
Legislative Counsel: Monique Sharpe

The meeting started at 12:00 p.m.

1. SPECIAL PRESENTATION – Update on DNR Mitigation Efforts, Kristen Wiltfang
2. SPECIAL PRESENTATION – Pontiac United – T-Ball Program @ Beaudette, Jaycee Parks, David Monroe, Kaino Phillips
3. GRANTS UPDATE
4. CITY WIDE CLEANUP UPDATES
5. PARKS AND RECREATION STAFFING AND PROGRAMMING STATUS
6. PUBLIC WORKS ADDITIONAL UPDATES
7. PUBLIC COMMENT: Request for public comment from Kent Baker.

The meeting adjourned at 1:08 p.m.

CONSENT AGENDA

C

**PONTIAC CITY COUNCIL
LAW & THE COURTS SUBCOMMITTEE
MEETING MINUTES – MARCH 28, 2022**

Meeting held at Pontiac City Hall, 47450 Woodward Avenue, Pontiac, Michigan
in the City Council Conference Room.

In Attendance:

Council members: Chair William Parker Jr., Brett Nicholson and Melanie Rutherford
Chief Judge 50th District Court: Cynthia Walker
Mayor: Tim Greimel
Deputy Mayor: Khalfani Stephens
Court Administrator: Lynette Ward
MIDC Executive: Ashley Johnson
Assigned Council: Paulette Loftin
Prosecutor's Office Racial Justice Advisory Council: Stephanie Crider
Code Enforcement Officer: Tami Cooper
Planning & Development Manager: Vern Gustafsson

The meeting started at 4:00 p.m.

I. New Business

- A. 50TH District Court- MIDC Presentation and Discussion by Chief Judge Cynthia Walker
- B. Blight Court- Presentation Tami Cooper
- C. Oakland County Prosecutor's Office - Second Chances Expungement, Violence Prevention, Racial Justice Advisory Council (RJAC) and an Expungement Event on April 30, 2022 - Presentation and Discussion

II. Standing Updates

III. Items for Future Consideration by the Subcommittee

Public Comment: No request for public comment at the meeting.

*Next Meeting: Monday, April 25th, 2022 at 4pm in the City Council Conference Room.

The meeting adjourned at 5:28 p.m.

**CONSENT
AGENDA
D**

**Official Proceedings
Pontiac City Council
13th Session of the Eleventh Council**

Call to order

A Special 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 Saturday, March 26, 2022 at 11:00 a.m. by Council President Mike McGuinness.

Roll Call

Members Present – Mikal Goodman, Mike McGuinness, Brett Nicholson, William Parker Jr., and Melanie Rutherford

Mayor Greimel was present.
A quorum was announced.

Excuse Councilmembers

Motion to excuse Councilperson Kathalee James and Williams Carrington for personal reasons. Moved by Councilperson Rutherford and second by Councilperson Nicholson.

Ayes: Goodman, McGuinness, Nicholson, 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 Goodman.

Ayes: McGuinness, Nicholson, Parker, Rutherford and Goodman
No: None
Motion Carried

Recognition of Elected Officials – None

Agenda Address - None

Councilwoman Kathalee James arrived at 11:04 a.m.

Discussions

Submitting Anti-Harassment Signed Acknowledgement
Zoning Board of Appeals Vacancies Process
Needs for Strengthening Subcommittees
Needs for Office Operations or Supplies
Expanding Council Staff Capacity
District Projects Progress and Feasibility Questions

Public Comment

One (1) individual addressed the body during public comment.
1. Marilyn Mahone

Closing Comments - None

Adjournment

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

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

No: None

Motion Carried

Council President Mike McGuinness adjourned the meeting at 1:23 p.m.

Garland S. Doyle
Interim City Clerk

DRAFT

CONSENT AGENDA

E

**PONTIAC CITY COUNCIL
COMMUNICATIONS, ENGAGEMENT & OPERATIONS
SUBCOMMITTEE MINUTES**

Meeting held at Pontiac City Hall, 47450 Woodward Avenue, Pontiac, Michigan in the
City Council Conference Room.

March 25, 2022 Meeting

Meeting started at 4:06 p.m.

In attendance:

Council members: Chair Mikal Goodman, President Michael McGuinness and William Parker, Jr.

Deputy Mayor: Khalfani Stephens

Cable Director: Philip Brown

IT: Ken Martin and Frank Antoun

Public: Community member Regina Campbell was present

Legislative Counsel: Monique Sharpe

New Business:

- Website RFP Updates

Standing Updates:

- Cable Department Updates
- I.T. Updates
- City Communications, Branding and Marketing Updates
- Internal Council Operations

Items for Future Consideration by the Subcommittee were discussed.

Public Comment: Opportunity for Public Comment Offered. No Requests for Public Comment.

Next Meeting: Friday, April 29th, 2022. 4 to 5 pm. City Council Conference Room.

Meeting adjourned at 4:58 p.m.

#1

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Cable Department

TO: Honorable Council President Mike McGuinness and Members of the City Council

FROM: Phil Brown, Cable Director

CC: Honorable Mayor, Deputy Mayor Khalfani Stephens, and Darin Carrington, Finance Director

DATE: April 5, 2022

RE: **Extension of Media Specialist Memorandum of Understanding Agreement**

Honorable Council President and Members of the City Council:

On December 30th 2021, Tajmahal Robinson and the City of Pontiac entered into an agreement. The agreement stated the city of Pontiac would compensate Tajmahal Robinson as a contractor for services rendered to the city's cable department. The agreed compensation for services provided was at an hourly rate of \$20.00, not to exceed \$10,000. As of today, the services under this agreement are complete.

As such, the cable department is requesting an extension of Tajmahal Robinson's contract through the end of the 2021-22 fiscal year.

The services Tajmahal Robinson provides to the cable department as a contractor is equivalent to the role of a media specialist.

The media specialist provides assistance to the cable director and supports our city's cable channel. Some of the duties the media specialist is responsible for are as follows:

- Edit videos
- Edit photos
- Setups and breakdowns of meetings
- Assist in Scheduling
- Backups to system
- And more

The media specialist contractor is essential to the Pontiac cable system. The funds will come from GL 231-291-818-000 Cable Fund - other professional services.

Attachments



**Resolution to Extend the Media Specialist Contractual Agreement Through the
End of the Fiscal Year 2021-2022**

WHEREAS, On December 30, 2021, the City of Pontiac entered into a memorandum of understanding agreement with Taijmahal Robinson to provide support to the city's cable department as a media specialist; and

WHEREAS, The agreement stated the City of Pontiac would pay Taijmahal Robinson for services provided to the Cable Department as a Media Specialist at an hourly rate of \$20.00 per hour, not to exceed \$10,000. As of today, the agreed amount not to exceed \$10,000 has been reached; and

WHEREAS, The Pontiac Cable Department is requesting an extension of Taijmahal Robinson's contract through the end of the fiscal year 2021-22; and

WHEREAS, The funds to support the contract extension would come from the cable's other professional services fund, GL account 231-291-818-000.

Now, Therefore, Be It Resolved, the Pontiac City Council authorizes the extension of the media specialist contractual agreement between the City of Pontiac and Taijmahal Robinson for the remaining fiscal year 2021-22 at an hourly rate of \$20.00 per hour; not to exceed \$10,000.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is to set forth the terms of agreement between Tajhmahal Robinson, an independent contractor located at 20506 Cardoni Street Detroit MI 48203; and the City of Pontiac, a Michigan Municipal Corporation located at 47450 Woodward Avenue, Pontiac, Michigan, 48342. ("CITY"); collectively the "Parties".


1. **Nature and Scope of Services.** In the course of performing services under this MOU, the Parties agree:
 - Tajhmahal Robinson will perform services as an independent contractor and consistent with those of a Media Specialist, and at the direction of the Mayor/ Phil Brown.
2. **Fees.** The CITY agrees to pay Tajhmahal Robinson at a rate of \$20 per hour with a total not to exceed \$10,000.00.
3. **Responsibility for Own Acts and Omissions.** Both Parties agree to be legally and financially responsible for their own actions including those of their employees, representatives and agents, and will indemnify and hold each other harmless for the acts or omissions of themselves, including their employees, representatives and agents, in the performance of this MOU.
4. **Governing Law and Disputes.** This MOU will be governed by and construed in accordance with the laws of the State of Michigan. Any court of competent jurisdiction located in the State of Michigan shall have jurisdiction for any disputes arising herein under.
5. **Amendment.** This MOU may only be modified by mutual assent of the parties in writing and executed by the Parties.
6. **Compliance with Applicable Laws.** The Parties shall comply with all applicable laws in all aspects of the performance of this MOU.

CITY OF PONTIAC


MAYOR DEIRDRE WATERMAN

DATE: 12/30/21

Tajhmahal Robinson


Tajhmahal Robinson, Independent contractor

DATE:

#2

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council President and City Council Members

FROM: Linnette Phillips, Director, Economic Development

THROUGH: Mayor Tim Greimel

DATE: April 5, 2022

RE: ECONOMIC DEVELOPMENT

**Resolution to Schedule a Public Hearing to Establish an
Obsolete Property Rehabilitation District for Parcel Number 64-
14-30-453-001 for Micah 6 Community, LLC project Webster
Community Center, located at 640 W. Huron Street**

Micah 6 Community, LLC is requesting the City of Pontiac establish an Obsolete Property Rehabilitation District on parcel 64-14-30-453-001, located at 640 W. Huron in the City of Pontiac. The process to establish an obsolete property rehabilitation district is detailed in the Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended. Prior to approval of establishing the district, a Public Hearing is required. A separate hearing and resolution to approve the application for an obsolete property rehabilitation exemption certificate is required after approval of the district.

Micah 6 Community, LLC is requesting tax exemption for the property at 640 W. Huron St. The project is an estimated \$17,785,613 rehab to create the Webster Community Center in the previous Webster School. The 53,000 SF building on a 5 acre campus has been vacant since 2006. The rehabbed project will service the community, providing a base location for Health and Wellness, Entrepreneurship, Arts and Culture, and Youth Programs. The center will also home to a Pontiac Food Hub, connecting growers around the community with food entrepreneurs and retailers. A commercial kitchen will be available for rent to them as well. Plans for an indoor bus terminal are being considered with SMART and MDOT.

The Webster Community Center will provide approximately 50 jobs during the 14 month construction period and 90 jobs from tenants in the building. Construction is projected to commence August 15, 2022 and be completed by October 15, 2023.

Micah 6 Community has completed all of the requested and required documentation in compliance with Michigan's Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended and has a Certificate of Obsolescence affidavit.

A notice for the public hearing should be posted 10 days prior to the Public Hearing.



CITY OF PONTIAC CITY COUNCIL

**RESOLUTION TO SCHEDULE A PUBLIC HEARING TO ESTABLISH AN
OBSOLETE PROPERTY REHABILITATION DISTRICT FOR PARCEL 64-14-
30-453-001, MICAH 6 COMMUNITY, LLC PROJECT WEBSTER
COMMUNITY CENTER, LOCATED AT 640 W. HURON STREET ON APRIL
19, 2022**

WHEREAS, pursuant to Obsolete Property Rehabilitation Act (OPRA) P.A. 146 of 2000 as amended, the City of Pontiac, by resolution may establish an obsolete property rehabilitation district; and

WHEREAS, prior to establishing an obsolete property rehabilitation, written public notice by certified mail to the owners of all real property within the proposed obsolete property rehabilitation district at which any of those owners and any other resident or taxpayer in the City of Pontiac may appear and be heard; and

WHEREAS, Micah 6 Community LLC (“Petitioner”) is the owner of that certain real property located in the City of Pontiac and legally described below (the “Property”); and

WHEREAS, Petitioner is requesting establishment of an obsolete property rehabilitation district for parcel number 64-14-30-453-001, located at 640 W. Huron Street in Pontiac, Michigan; and

WHEREAS, the City of Pontiac should give public notice of the hearing not less than 10 days or more than 30 days before the hearing as set forth in Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended, section 4(1); and

WHEREAS, construction, acquisition, alteration, or installation of a proposed facility has not commenced at the time of filing the application for the obsolete property rehabilitation; and

WHEREAS, the Pontiac City Council deems it to be in the public interest of the City of Pontiac to schedule a public hearing to approve the application of the Obsolete Property Rehabilitation and to give notice of such hearing as provided in the Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended; and

NOW, THEREFORE BE IT RESOLVED, by the Pontiac City Council, that the Pontiac City Council hereby schedules a public hearing to establish an Obsolete Property Rehabilitation District for parcel number 64-14-30-453-001 for Webster Community Center at 640 W. Huron Street in the City of Pontiac, Oakland County, and State of Michigan, such hearing to be held on April 19, 2022 at 6:00 PM:

**LAND IN THE CITY OF PONTIAC, OAKLAND COUNTY, MICHIGAN,
DESCRIBED AS FOLLOWS:**

**LOTS 34 THROUGH 61, BOTH INCLUSIVE OF RECREATON PARK
ADDITIONA TO THE CITY OF PONTIAC, ACCORDING TO THE PLAT
THEREOF AS RECORDED IN LIBER 6 OF PLATS, PAGE 13, AND AS
AMENDED IN LIBER 15 OF MISCELLANEOUS RECORDS, PAGE 522,
OF OAKLAND COUNTY RECORDS.**

FURTHER RESOLVED, by the Pontiac City Council, that the Pontiac City Council hereby instructs the Interim Clerk to give notice of such public hearing, by certified mail, to all the owners of all real property within the proposed industrial development district prior to the date of the public hearing.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of Pontiac, County of Oakland, Michigan, as a _____ meeting held on

_____.

City of Pontiac Interim Clerk

CITY OF PONTIAC



CITY OF PONTIAC CITY COUNCIL

NOTICE OF PUBLIC HEARING

RESOLUTION TO SCHEDULE A PUBLIC HEARING TO ESTABLISH AN OBSOLETE PROPERTY REHABILITATION DISTRICT FOR PARCEL 64-14- 30-453-001, MICAH 6 COMMUNITY, LLC PROJECT WEBSTER COMMUNITY CENTER, LOCATED AT 640 W. HURON STREET ON APRIL 19, 2022

NOTICE IS HEREBY GIVEN that the City of Pontiac will hold a public hearing to establish an Obsolete Property Rehabilitation District for parcel number 64-14-30-453-001, Micah 6 Community, LLC project Webster Community Center, located at 640 W Huron Street in Pontiac, Michigan.

Public Comment For individuals who desire to make a public comment, please submit your name and comment in writing to publiccomments@pontiac.mi.us by 5:00 PM, April 18, 2022. Additionally, you may submit your public comment in writing directly to the Office of the Interim City Clerk gdoyle@pontiac.mi.us

The hearing will be held on **Tuesday, April 19, 2022 at 6:00 pm at City of Pontiac City Council Chambers, located at 47450 Woodward Avenue, Pontiac, Michigan 48341.**

Arrangements to reasonably accommodate special needs will be made upon receiving a 72-hour advance notice. Please contact Garland Doyle, Interim City Clerk at 248.758.3007 or via email at gdoyle@pontiac.mi.us

Garland Doyle, Interim Clerk
Published (Oakland Press, _____, 2022)

#3

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council President and City Council Members

FROM: Linnette Phillips, Director, Economic Development

THROUGH: Mayor Tim Greimel

DATE: April 5, 2022

RE: ECONOMIC DEVELOPMENT

Resolution to Schedule a Public Hearing for Approval of Application for an Obsolete Property Rehabilitation Exemption Certificate for Micah 6 Community, LLC project Webster Community Center, located at 640 W. Huron Street

Micah 6 Community, LLC is requesting approval of their application for Obsolete Property Rehabilitation Exemption Certificate at 640 W. Huron Street on parcel 64-14-30-453-001, in the City of Pontiac. The application process is detailed in the Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended. Prior to approval of the application, a Public Hearing is required. A separate hearing and resolution to approve the obsolete property rehabilitation district is required prior to approving the exemption certificate.

Micah 6 Community, LLC is requesting tax exemption for the property at 640 W. Huron St. The project is an estimated \$17,785,613 rehab to create the Webster Community Center in the previous Webster School. The 53,000 SF building on a 5 acre campus has been vacant since 2006. The rehabbed project will service the community, providing a base location for Health and Wellness, Entrepreneurship, Arts and Culture, and Youth Programs. The center will also home to a Pontiac Food Hub, connecting growers around the community with food entrepreneurs and retailers. A commercial kitchen will be available for rent to them as well. Plans for an indoor bus terminal are being considered with SMART and MDOT.

The Webster Community Center will provide approximately 50 jobs during the 14 month construction period and 90 jobs from tenants in the building. Construction is projected to commence August 15, 2022 and be completed by October 15, 2023.

Micah 6 Community has completed all of the requested and required documentation in compliance with Michigan's Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended and has a Certificate of Obsolescence affidavit.

A notice for the public hearing should be posted 10 days prior to the Public Hearing.



CITY OF PONTIAC CITY COUNCIL

**RESOLUTION TO SCHEDULE A PUBLIC HEARING FOR APPROVAL OF
APPLICATION FOR AN OBSOLETE PROPERTY REHABILITATION
EXEMPTION CERTIFICATE FOR MICAH 6 COMMUNITY, LLC PROJECT
WEBSTER COMMUNITY CENTER, LOCATED AT 640 W. HURON STREET
ON APRIL 19, 2022**

WHEREAS, pursuant to Obsolete Property Rehabilitation Act (OPRA) P.A. 146 of 2000 as amended, the City of Pontiac, by resolution may approve the application for an obsolete property rehabilitation exemption certificate; and

WHEREAS, the applicant has completed the requirements of the checklist detailed in Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended, section 4(1); and

WHEREAS, upon receipt of the application for an obsolete property rehabilitation exemption certificate, the clerk shall notify in writing the assessor of the local tax collecting unit in which the obsolete facility is located and the legislative body of each taxing unit that levies ad valorem property taxes in the qualified local government unit in which the facility is located; and

WHEREAS, before acting upon the application, a public hearing should be held on the application and give public notice of the hearing no less than 10 days or more than 30 days of the hearing in writing to the applicant, the assessor, a representative of the affected taxing units and the general public at which time shall have a right to appear and be heard as set forth in Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended, section 4(1); and

WHEREAS, the Pontiac City Council has the authority to approve an application for an obsolete property rehabilitation within the City of Pontiac, specifically, parcel number 64-14-30-453-001, located at 640 W. Huron Street in Pontiac, Michigan; and

WHEREAS, Micah 6 Community, LLC ("Petitioner") is the owner of the real property located in the City of Pontiac and legally described below (the "Property"); and

WHEREAS, construction, acquisition, alteration, or installation of a proposed facility has not commenced at the time of filing the application for the obsolete property rehabilitation; and

WHEREAS, the Pontiac City Council deems it to be in the public interest of the City of Pontiac to schedule a public hearing to approve the application of the Obsolete Property Rehabilitation and to give notice of such hearing as provided in the Obsolete Property Rehabilitation Act P.A. 146 of 2000 as amended; and

NOW, THEREFORE BE IT RESOLVED, by the Pontiac City Council, that the Pontiac City Council hereby schedules a public hearing to approve the application for Obsolete Property Rehabilitation Exemption Certificate for Webster Community Center at 640 W. Huron Street in the

City of Pontiac, Oakland County, and State of Michigan, such hearing to be held on April 19, 2022 at 6:00 PM:

LAND IN THE CITY OF PONTIAC, OAKLAND COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:

LOTS 34 THROUGH 61, BOTH INCLUSIVE OF RECREATON PARK ADDITIONA TO THE CITY OF PONTIAC, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 6 OF PLATS, PAGE 13, AND AS AMENDED IN LIBER 15 OF MISCELLANEOUS RECORDS, PAGE 522, OF OAKLAND COUNTY RECORDS.

FURTHER RESOLVED, by the Pontiac City Council, that the Pontiac City Council hereby instructs the Interim Clerk to give notice of such public hearing, by certified mail, to all the owners of all real property within the proposed industrial development district prior to the date of the public hearing.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of Pontiac, County of Oakland, Michigan, as a _____ meeting held on

_____.

City of Pontiac Interim Clerk

CITY OF PONTIAC



CITY OF PONTIAC CITY COUNCIL

NOTICE OF PUBLIC HEARING

APPROVAL OF APPLICATION FOR AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE FOR MICAH 6 COMMUNITY, LLC PROJECT WEBSTER COMMUNITY CENTER, LOCATED AT 640 W. HURON STREET ON APRIL 19, 2022

NOTICE IS HEREBY GIVEN that the City of Pontiac will hold a public hearing to approve the Application for Obsolete Rehabilitation Exemption Certificate for Micah 6 Community, LLC project located at 640 W Huron which will be home to the Webster Community Center.

Public Comment For individuals who desire to make a public comment, please submit your name and comment in writing to publiccomments@pontiac.mi.us by 5:00 PM, April 18, 2022. Additionally, you may submit your public comment in writing directly to the Office of the Interim City Clerk gdoyle@pontiac.mi.us

The hearing will be held on **Tuesday, April 19, 2022 at 6:00 pm at City of Pontiac City Council Chambers, located at 47450 Woodward Avenue, Pontiac, Michigan 48341.**

Arrangements to reasonably accommodate special needs will be made upon receiving a 72-hour advance notice. Please contact Garland Doyle, Interim City Clerk at 248.758.3007 or via email at gdoyle@pontiac.mi.us

Garland Doyle, Interim Clerk
Published (Oakland Press, _____, 2022)

Obsolete Property Rehabilitation Exemption Application Checklist

Applicant Name: Mitch G Community

GENERAL INFORMATION NEEDED FOR ALL APPLICATIONS:

- Completed Department of Treasury application Form 3674.
- Certified copy of the resolution approving the application (must include the following statements):
 - The district was legally established after a hearing, inclusive of hearing date.
 - Statement that the local unit is a qualified local governmental unit.
 - SEV of real and personal property WILL/WILL NOT exceed 5% of
 - If exceeds 5% ...shall not have the effect of substantially impeding or impairing the ...
 - Application was approved at a public hearing, inclusive of hearing date.
 - Statement that the applicant is not delinquent in any taxes.
 - The application for obsolete property as defined in 2(h).
 - Time period authorized by LGU for construction.
 - Answers to questions in instructions were provided.
 - If the application is approved for less than 12 years, the criteria required for extension or not.
 - Commencement of the rehabilitation did not occur prior to the establishment of the district.
 - Application relates to a rehabilitation program that when completed....
 - Completion of the qualified facility is calculated to...
 - Includes improvements aggregating 10% or more of TCV at commencement.
- Separate attachment (must include the answers to the following questions):
 - General description of the obsolete facility (year built, original use, recent use, sq. ft. & stories).
 - Proposed use of the rehabilitated facility.
 - Detailed description of the rehabilitation to be undertaken, preferably itemized lists.
 - Descriptive list of fixed building equipment that is part of the rehabilitated facility.
 - Time schedule for rehabilitation.
 - Expected economic advantages from exemption.
- Legal description of the obsolete property.
- Contractor's bid
- Statement of obsolescence signed by assessor of record with the STC.
- Building permit, if it has been issued.

TRANSFERS ONLY:

- Certified copy of the resolution approving the transfer.

REVOCATIONS ONLY:

Statutory Reason for Revocation: _____

- Certified copy of the resolution approving the revocation.

Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by Public Act 146 of 2000, as amended. This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

INSTRUCTIONS: File the original and two copies of this form and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) Please see State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

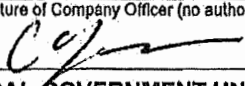
Applicant (Company) Name (applicant must be the OWNER of the facility) Micah 6 Community, LLC		
Company Mailing address (No. and street, P.O. Box, City, State, ZIP Code) 32 Newberry St, Pontiac, MI 48341		
Location of obsolete facility (No. and street, City, State, ZIP Code) 640 W. Huron Street, MI, 48341		
City, Township, Village (indicate which) Pontiac		County Oakland
Date of Commencement of Rehabilitation (mm/dd/yyyy) 08/15/2022	Planned date of Completion of Rehabilitation (mm/dd/yyyy) 10/15/2023	School District where facility is located (include school code) Pontiac
Estimated Cost of Rehabilitation \$17,785,613	Number of years exemption requested 12	Attach Legal description of Obsolete Property on separate sheet
Expected project likelihood (check all that apply):		
<input checked="" type="checkbox"/> Increase Commercial activity	<input checked="" type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas
<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input type="checkbox"/> Increase number of residents in the community in which the facility is situated
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment <u>140</u>		
Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion. <input type="checkbox"/>		

APPLICANT'S CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (no authorized agents) Coleman Yoakum	Telephone Number (248) 632-4399	Fax Number
Mailing Address 32 Newberry Street Pontiac, MI 48341		Email Address coleyoakum@gmail.com
Signature of Company Officer (no authorized agents) 		Title Executive Director

LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on Page 2. Part 3 is to be completed by the Assessor.

Signature	Date application received
-----------	---------------------------

FOR STATE TAX COMMISSION USE		
Application Number	Date Received	LUCI Code

LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

PART 1: ACTION TAKEN

Action Date: _____		
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)		
<input type="checkbox"/> Denied		
Date District Established	LUCI Code	School Code

PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

<p>A statement that the local unit is a Qualified Local Governmental Unit.</p> <p>A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.</p> <p>A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.</p> <p>A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.</p> <p>A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.</p> <p>A statement that the applicant is not delinquent in any taxes related to the facility.</p> <p>If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.</p> <p>A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.</p>	<p>A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.</p> <p>A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.</p> <p>A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.</p> <p>A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.</p> <p>A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(i) of Public Act 146 of 2000.</p> <p>A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.</p>
--	---

PART 3: ASSESSOR RECOMMENDATIONS

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31st of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)
Building(s)		
Name of Governmental Unit	Date of Action on application	Date of Statement of Obsolescence

PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

Name of Clerk	Clerk Signature	Date
Clerk's Mailing Address	City	State
	ZIP Code	
	Telephone Number	Fax Number
	Email Address	

Mail completed application and attachments to: Michigan Department of Treasury
 State Tax Commission
 P.O. Box 30471
 Lansing, Michigan 48909-7971

If you have any questions, call 517-335-7491.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

A) General Description of the obsolete facility [Year Built, Original Use, Most Recent Use, Number of Stories, Square Footage]:

The facility was originally built in 1920 and opened in 1921 by the Pontiac School District with 19 classrooms and was expanded to 26 classrooms in the 1950's. The school was used as Webster Elementary School until 2007 when it was closed permanently. Since then it has set vacant and has experienced significant deterioration and is in blighted condition. Total square footage is approximately 52,616. The building is one story except for the 1,409 square foot administrative offices located on a second floor overlooking Huron Street.

B) General Description of the Proposed Use of the Rehabilitated Facility:

Proposed rehabilitation will be a mixed-use facility comprised of commercial and retail space. It will include a business incubator, commercial kitchen, stage for performing arts, gymnasium for community use and performances, office space, and retail space. Most of the organizations leasing space will be providing community services such as health care, child care services, arts programming, athletic programming, and food services to low-income residents.

C) Description of the General Nature and Extent of the Rehabilitation to be Undertaken:

The renovation will be a total building overhaul to cure functional obsolescence and blight. This work will transform the building into a modern fully functional space. Renovation will be according to the Secretary of Interior's Standards for Historic Preservation so the historic integrity of the building will be maintained. Renovation will include new roof work, new windows, facade work, handicap accessibility, new plumbing, electrical, water, lighting, and interior finishes.

D) A Descriptive List of Fixed Building Equipment as Part of the Rehabilitated Facility

Kitchen equipment will be installed including vent hoods, walk in coolers and freezers, and countertops. Stage equipment will be installed to accommodate performing arts activities. Stage equipment will include sound management and speakers, lighting and lighting controls, and curtains.

E) A Time Schedule for Undertaking and Completing the Rehabilitation of the Facility

Design and architectural work will be completed in May 2022. Construction activities are anticipated to begin August 15, 2022 and completion is expected by October of 2023.

F) A Statement of the Economic Advantages Expected from the Exemption

The project is located on the busy M-59 commercial corridor with residential housing behind the building. It is a critical building in this location of the community because of its unique architecture, large visual scale, and its contribution to the neighborhood. Its size and scale are significant enough that its current state of blight and deterioration has had a negative effect on the whole neighborhood. The courtyard has been used by drug offenders and a burned car with a murder victim was found in the back-parking lot over a year ago; the building's state has gone beyond an attractive nuisance.

Therefore, renovation of this building will make a dramatic improvement for this community. The use as the Webster Community Center will provide integrative programming that will stimulate commercial and residential revitalization. The new car and foot traffic at the site, along with community services provided in the building will restore it to a positive centerpiece of the neighborhood as it was when it operated as an elementary school.

Restoration will also improve the sense of place and walkability in this neighborhood. This area as a whole will become more an attraction for positive community interaction through its community gardens, food service programs, arts, recreation, health, and programs for children. The potential for the building to remain vacant for a number of years would have the opposite effect. Fifty jobs created during the 14-month construction period will provide opportunities for employment and help local eateries and other businesses. An estimated 90 jobs from a variety of tenants will provide new customers to local businesses and will encourage the establishments of new enterprises at nearby locations. The business incubator will also create new jobs and ultimately create additional businesses that will spin off and move into new locations. These activities improve one of the most important factors in healthy communities...feet on the street. Neighbors coming and going to utilize services, as well as commercial tenants in the building, during the day, evenings, and on weekends will improve the amount of foot traffic which adds to the vibrancy and sense of safety in the neighborhood. Due to the iconic nature of this building, combined with the activities above, its total restoration will stimulate new investment in surrounding properties thus increasing neighboring property values and creating additional jobs.

Legal description of Obsolete Property

Land situated in the City of Pontiac, County of Oakland, State of Michigan, described as follows:

Lots 34 through 61, both inclusive, of RECREATION PARK ADDITION TO THE CITY OF PONTIAC, according to the plat thereof as recorded in Liber 6 of Plats, page 13,

and as amended in Liber 15 of Miscellaneous Records, page 522, of Oakland County Records.

Tax Item No. 14-30-453-001

AFFIDAVIT

STATE OF MICHIGAN)
CITY OF PONTIAC)
COUNTY OF OAKLAND)

NOW COME Interim Assessor Terry Schultz, MMAO (4) and Jane T. Walsh, MAAO (3) of Oakland County Equalization, both being first duly sworn, depose and state as follows:

I, Terry Schultz, am the Interim Assessor for the City of Pontiac, Oakland County, Michigan and make this affidavit in conjunction with an application under the Obsolete Property Rehabilitation Act. (OPRA), PA 146 of 2000, as amended, for a commercial building and land improvements located at 640 W Huron Street, City of Pontiac, Oakland County, Michigan. The related parcel identified as follows: Parcel No. 64-14-30-453-001

I, Jane Walsh MAAO (3), did on March 18, 2022, inspect the above referenced parcel in the City of Pontiac and issue the following opinion:

It is my expert opinion that the commercial office building found on the above referenced property is functionally obsolete as defined in MCL 125.2652 of the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended. Based on the functional Inutility, which is defined as an impairment of the functional utility of a property or building according to market tastes and standards; equivalent to functional obsolescence because ongoing change makes the plan, form, style, design, layouts, or features obsolete. (Appraisal Institute's Dictionary of Real Estate Appraisal *Fifth Edition*).

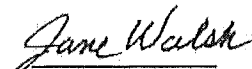
The building was once a one-story elementary school built in the 1920's which closed permanently in 2007. The structure has sustained extensive deferred maintenance over the last decade. The interior of the building has no functioning mechanicals with extreme damage to walls, flooring, ceilings, windows, and doors. The basement currently has standing water throughout. Asphalt paving shows damage due to weathering and neglect.

In the opinion of the Assessor, because of the extreme interior deficiencies along with need for intensive remediation, the property suffers more than 50% functional obsolescence.

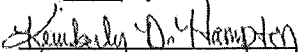
I, Terry Schultz, after inquiry and review of the findings of Jane Walsh, as well as review of records of the City of Pontiac related to this property find the above property functionally obsolete.

Further deponents sayeth not.


Terry Schultz


Jane T. Walsh

Subscribed and sworn to before me
This 21st day of March 2022


Notary Public

Oakland County, Michigan
My Commission Expires: 9-14-2025
Acting in the County of Oakland



Webster Community Center for Micah 6, LLC

April 2022

Micah 6 – Webster Community Center

Micah 6 Community, LLC is a 501 (c) (3) community development corporation established in 2012.

Their mission is to provide services increasing access to healthy food, improving the quality of housing and providing enrichment opportunities to local Pontiac youth.

Micah 6 currently owns three properties in Pontiac and has 9 employees; 2 full-time and 7 part-time.

In 2021, they had an operating budget of \$1.2M mostly from community foundations, donors, grant support and faith based organizations.

Webster Community Center

Micah 6 purchased the old Webster School that had closed since 2006 on a land contract in 2016. The balance was forgiven in 2018.

Webster School, when renovated, will be the home for the Webster Community Center. It is located at 640 W. Huron Street in Pontiac. The 53,000 SF sits on a 5 acre campus and takes up an entire block.

Webster Community Center will house the Pontiac Food Hub; connecting food growers, entrepreneurs and retailers. It will have a rentable commercial kitchen, offer cooking classes, an open gym, walking clubs, health fairs, a community garden and youth programs with music, art and theater. An entrepreneur and business incubator will also be on the site.

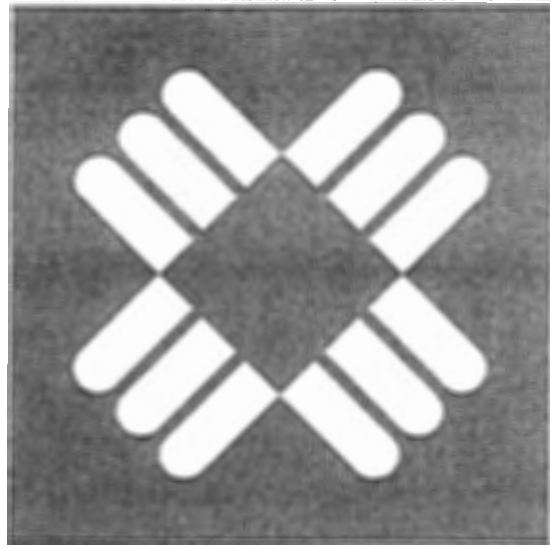
OPRA Requests

Micah 6 is requesting an Obsolete Property Rehabilitation Exemption Certificate from the City of Pontiac for the property at 640 W. Huron St.

The project rehab is estimated at \$17.8M and create approximately 50 jobs during the 14 month renovation period and 90 jobs from the tenants in the building. Construction is expected to commence August 16, 2022 and be completed by October 15, 2023.

A resolution to schedule a public hearing to create the Obsolete Property Rehabilitation District and a resolution to schedule a public hearing to approve the application for an Obsolete Property Rehabilitation Exemption Certificate are being presented to City Council for hearings on April 19th.

Webster Community Center



WEBSTER
community center



MICAH 
COMMUNITY

Contact Information

Coleman Yoakum

(248) 632.4399

micah6community@gmail.com

www.webstercommunity.org

Tenant/Organization	Employees	Number of employed individuals	Full-Time Created	Full-Time Retained	Part-time Created	Part-time Retained
Webster Community Center						
	Janitorial	2	0	0	2	0
	Building Director	1	1	0	0	0
	Security	2	0	0	2	0
	Event Staff	2	0	0	2	0
Leasing Tenants						
OLHSA - Head Start						
	Teachers	5	5	0	0	0
	Teachers Aids	5	5	0	0	0
	Supervisor	1	1	0	0	0
OLHSA - WIC						
	Social Worker	2	2	0	0	0
	Administrative assistant	1	1	0	0	0
Sprout Fresh Food Store						
	Cashier/Clerk	3	0	0	0	3
	Manager	1	0	1	0	0
	Buyer	1	0	0	1	0
Micah 6 Offices		11			3	2
Accent Pontiac						
	Music Instructors	4	0	2	0	2
	Executive Director	1	0	1	0	0
The Art Experience						
	Artists	4	2		1	1
	Art Therapists	2	0	2	0	0
	Executive Director	1	0	1	0	0
Kaleo Kids						
	Dance Instructors	4	0	0	2	2
	Musicians	2	0	0	1	1
	Executive Director	1	0	1	0	0
Honor Community Health						
	Licensed Health Care Provider	2	0	2	0	0
	Licensed Health Care Provider	2	0	2	0	0
	Health Care Assistants	1	0	1	0	0
	Clerical Staff	1	0	1	0	0
	Physician Interns	5	5			
Elmer's Place						
	Baristas	3	0	0	3	0
	Manager	1	1	0	0	0
Pontiac Community Foundation						
	Business Incubator Tenants	16	0	0	16	0
	Center for Entrepreneurship director	1	1	0	0	0
Rochester University						
	Professor	1	1	0	0	0
	Clerical Staff	1	1	0	0	0
Pontiac Food Hub						
	Director	1	1	0	0	0
TOTALS		91	27	17	32	15

Linnette E. Phillips

From: tjohnson communitylandmark.com <tjohnson@communitylandmark.com>
Sent: Friday, March 11, 2022 3:37 PM
To: Linnette E. Phillips; Cole Yoakum
Subject: Re: OPRA Application - Micah 6 Project
Attachments: Updated Service Impacts Sheet Ponitac 3.11.2022.xlsx

Linnette,

Please see attached spreadsheet with list of tenants and number of jobs expected from each tenant.

Regarding the assessor's letter, typically the City reaches out to the assessor as it is another unit of government. However, I would be happy to call them directly.

Here are the wage rates you requested:

general labor \$26 hour
journeyman carpenter \$35 hour
drywall finisher \$39 hour
brick layer \$40 hour
elevator constructor \$70 hour
painter \$35 hour
asbestos & lead abatement laborer \$46 hour
electrician \$45 hour
plumber \$31 hour
roofer \$48 hour
concrete finisher \$35
equipment operator \$36
tile finisher \$34

Sincerely,

Tom Johnson, EDFP
The Landmark Group, LLC
Developing and Revitalizing Communities
P.O. Box 722
Boyne City, MI 49712
Cell: 231-633-2593
www.linkedin.com/pub/tom-johnson/34/414/275

Micah 6 Community
A Community Development Corporation

Mission: Building the Neighborhood that Pontiac Deserves

Background

Micah 6 Community is a 501(c)3 community development corporation serving Western Pontiac, Michigan since 2012. We do this through increasing access to healthy food, improving the quality of housing, and providing enrichment opportunities to local children. The organization grows gardens on eight vacant city lots, left behind after home demolitions. We have renovated and rented out two duplexes in the community. We have also renovated a small commercial building that now houses one of our small businesses: Sprout Fresh Food Store.

Our community was extremely hard-hit by the 2008 financial crisis and maintains a poverty rate of almost 42% with a median income of \$16,200. The homeownership rate in our community is only 39% and unemployment is at 27%. We keep in mind that these numbers are pre-COVID, which affected communities like ours disproportionately since most of our neighbors do have some sort of underlying condition and are most likely to work in service industry jobs, coming in contact most often with the public. The three main race groups in our community are African American (51%), Hispanic (15%) and White (38%).

Micah 6 Community currently has nine employees. Two, our Executive Director and our Manager of Sprout Fresh Food Store, are full-time. The other seven are part-time employees. All employees at Micah 6 Community live in the city of Pontiac and all but one live in our census tract.

- Coleman Yoakum, our Executive Director is the founder of Micah 6 Community. He comes from a background in social work having served at a number of organizations and our local Community Action Agency prior to his work at Micah 6 Community. Combined he has thirteen years of experience in the nonprofit sector.
- Katie Romska, our Executive Assistant manages our finances, volunteer groups, and logistics.
- Bethany Yoakum is the manager at Sprout Fresh Food Store. Bethany came to our organization with ten years in food and restaurant management. She has managed Sprout Fresh Food Store since it opened 2017, building relationships with local farms as well as retailers whom we connect to fresh produce.
- Emma Tracy, our Assistant Executive Director, manages all of our children's programs. She has a master's degree from Ball State in Applied Behavioral Analysis with an emphasis in Autism.

In 2021, our operating budget was \$1.2 million dollars. This is due to a large amount of support from the foundation community who stepped in to support our work around food and relief during COVID-19. Our support is typically an even split between individual donations, grant support, and support from various faith communities including churches and synagogues.

Webster Community Center

Webster Elementary School is a vacant school building located in the heart of our community and sits directly on M59, passed by 25,000 cars a day. The building was built in 1920 and shuttered in 2006 after years of declining enrollment. With 26 classrooms, a gymnasium, and impressive foyer, the building comes in at 53,000 square feet and sits on a 5-acre campus, taking up an entire city block.

Micah 6 Community purchased the building in 2016 on a land contract and the balance was forgiven in 2018. Since then, we've been able to commit our energy to finding partners, creating a pro forma, doing our feasibility study, and building our team.

We surveyed our neighbors to help determine our focus areas and the priorities of the neighborhood in their community center. With over 220 respondents, we discerned the following four focus areas for the building: Health and Wellness, Entrepreneurship, Arts and Culture, and Youth Programs. Once we had those priorities established, we were able to then reach out to organizations, businesses and community groups and invite them to be partners and tenants in our community center. Today, the majority of rentable square footage is already committed. Future tenants include PAL, OLHSA, Honor Community Health and Rochester University.

Webster will be the home to a Pontiac Food Hub, connecting growers around Oakland County with food entrepreneurs and retailers. We will also have a rentable commercial kitchen for food entrepreneurs, as a key aspect of the food hub. We are also exploring the possibility of an indoor, weekly, farm and craft market, cooking classes, a rentable refrigerator space, and more.

We are also working closely with SMART and MDOT to create an indoor bus terminal, consolidating several road-side, uncovered and unmaintained bus stops into one indoor stop where riders can watch monitors for travel updates and bus times. We hope that this encourages employees and visitors to the building alike to use public transportation to come to the building. This room will be adjacent to a small coffee shop.

Our Team

Architect - CBI Designs Bloomfield TWP, working with Hopkins + Burns on historical consulting

Construction - Spence Brothers

Accounting - Plante Moran

Legal - Warner Norcross + Judd

Environmental - PM Environmental

Timeline

Micah 6 Community has recently finished building our team for this project. We are currently in the pre-development and fundraising stage. We plan to begin construction in late summer of 2022. Spence Brothers has communicated a 12-month construction period. We are in a hurry to get two of our tenants in before the end of 2023, with the remainder of tenants moving in early in 2024.



Project Start: Spring 2022
Project End: Summer 2023
Months: 16

<-- Cost Breakdown -->

CSI Primary Code	Description	Quantity	Unit	Unit Cost	Total Cost Estimate	Remarks
	Running trim - wood base (80% new)	9,000	lf	12.00	108,000	by room per the finish schedule
	New/restored crown moldings in classroom	4,000	lf	12.00	48,000	
	Door casing	28	each	1,000.00	28,000	
	Window extension jambs 4x9" on interior	162	each	300.00	48,600	
	Window casings	162	each	400.00	64,800	
	Trim at Laylight ceiling panel in lobby	1	sum	20,000.00	20,000	
	Arch Woodwork					
	Toilet ventiles	58	lf	400.00	23,200	
	Misc Div 6 Carpentry:				0	
07	Thermal & Moisture Protection				\$623,000	
	Roofing/insulation - remove & replace	46,000	sf	12.00	552,000	
	Asphalt Shingle Roof	3,100	sf	10.00	31,000	
	Siding				None	None
	Insulation in Exterior walls				None	Add Alternata = \$83,000
	Exterior - Caulking	1	sum	40,000.00	40,000	
	Misc Div 7 Thermal & Moisture Protection:				0	
08	Openings				\$1,522,900	
	Extended Aluminum Windows	162	each	4,200.00	680,400	Marvin quote + install
	Half Circle (restore)	9	each	5,000.00	45,000	
	Exterior Doors					
	Engineered Wood Doors					
	Single	21	each	9,000.00	189,000	Marvin quote + install
	Double	7	each	19,000.00	133,000	Marvin quote + install
	Exterior door hardware	35	leaves	1,000.00	35,000	
	Interior Doors/Frames/HW (remove and replace)					refinish in Div 09
	Single	94	each	1,000.00	94,000	
	Double	12	each	2,000.00	24,000	
	Replace 8% of doors/frames (note 1/A2.3)					
	Single	8	each	3,000.00	24,000	
	Double	1	each	4,500.00	4,500	
	Automatic Openers	4	each	3,000.00	12,000	
	Skylights					
	Theater/Court (Large)	1,200	sf	200.00	240,000	Reduced based on Kriespan quote
	Social Hall Laylight	350	sf	120.00	42,000	replace glass with tempered safety glass includes refinishing framing
	Detached Boiler Room Building					
	New OH Door				See All 2	
	New man door				See All 2	
	Misc Div 8 Openings:				0	
09	Finishes				\$2,183,530	
	New walls					
	Toilet Rooms	3,000	sf	12.00	36,000	
	Wall Inlets	2	each	800.00	1,600	
	Existing walls					
W1	Repair plaster walls (note W1)	58,728	sf	4.00	234,912	
W2	Repair plaster walls (note W2)	4,320	sf	4.00	17,280	
	Allowance 25% replacement with drywall	1,080	sf	6.00	6,480	
W3	Repair plaster walls	9,024	sf	4.00	36,096	
	Allowance 50% replacement with drywall	4,512	sf	6.00	27,072	
W4	Repair plaster walls	5,760	sf	4.00	23,040	
	Allowance 75% replacement with drywall	4,320	sf	6.00	25,920	
W5	Clean and Restore Existing Brick				see painting	
	Ceilings					
C1	Remove (included in demo), fill holes, and skim coat	34,228	sf	4.00	136,904	
	Replace 15% of plaster with drywall	5,200	sf	10.00	52,000	
C2	Skim coat existing	6,068	sf	4.00	24,272	
	Replace 15% of plaster with drywall	910	sf	10.00	9,100	
C3	Skim coat existing	2,000	sf	4.00	8,000	
	Replace 25% of plaster with drywall	500	sf	10.00	5,000	
C4					none	
C6					none	
C6	Replace plaster drop ceiling in entirety	2,452	sf	25.00	61,300	
C7	Maintain Existing Acoustical Ceiling Tile (Maintain???)	3,500	sf	1.00	3,500	
C8	Clean and Paint underside of steel slabs	2	each	800.00	1,600	
	Flooring					
F1	Remove and Replace hardwood floor	9,848	sf	18.00	177,112	
F2	New hardwood over new subfloor	9,900	sf	24.00	237,600	
F3	Repair & Refinish floors	9,809	sf	12.00	117,708	
F4	Remove vinyl tile and adhesive	7,400	sf	5.00	37,000	
F5	Remove carpet and refinish floors	2,750	sf	14.00	38,500	
F6	Polish & seal existing concrete	4,620	sf	8.00	36,960	
F7	Clean and Repair Existing Tile	768	sf	15.00	11,520	
F8	Existing Terrazzo - Clean, polish & restore (patch at balconies)	13,660	sf	15.00	204,900	
	Restore Gym Floor and repaint lines	3,500	sf	6.00	21,000	

Micah 6
Webster Community Center
Pontiac, MI
1/7/2022



Project Start: Spring 2022
Project End: Summer 2023
Months: 15

< - Cost Breakdown - >

CSI Primary Code	Description	Quantity	Unit	Unit Cost	Total Cost Estimate	Remarks
Painting						
	Lobby Ceiling	1	sum	16,000.00	16,000	
	Ceilings	37,000	sf	1.50	55,500	
	Walls	118,000	sf	0.90	104,400	
	Basement				Excluded	
	<u>Refinish existing wood doors & frames (or stain new)</u>					
	Single door/transom	04	each	900.00	94,800	
	Double doors/transom	12	each	1,800.00	21,600	
	Closet doors (existing or new)	144	each	500.00	72,000	
	Refinish stair railings	2	each	4,000.00	8,000	
	Stain & varnish window wood trim	162	each	300.00	48,000	
	Finish or refinish wood base / crown	13,000	lf	2.00	26,000	
	Misc repair and refinish wood running trim ("as needed")	1	allowance	40,000.00	40,000	Includes stripping paint
	Steel trusses - repainted	1	sum	30,000.00	30,000	
W5	Clean & Restore existing Interior Brick (strip paint if present)	16,416	sf	3.00	49,248	
W6	Clean, Repair, and Repaint existing Interior Brick (room 110)	672	sf	3.00	2,016	
W7	Clean and Repair existing tile walls (167, 167B)	1,200	sf	6.00	7,800	
W8	Clean & Restore existing stone sills (bathrooms)	2,048	sf	5.00	10,240	
W9	Clean repair & repaint CMU walls (140A&B, mech rms)	660	sf	6.00	7,680	
					0	
	Misc Div 9 Finishes:				0	
10	Specialties				\$123,000	
	Toilet accessories					
	large toilet rooms	4	each	4,000.00	16,000	
	small toilet rooms	5	each	1,000.00	5,000	
	Toilet partitions					
	Fire extinguishers	27	each	1,000.00	27,000	
	Fire extinguishers	10	each	500.00	5,000	
	Signage - Interior code compliant	1	sum	10,000.00	10,000	
	Signage - Directional / Exterior	1	sum	20,000.00	20,000	
	Visual Displays - new classroom chalkboards (20' long)					
M1	Remove existing chalk/corkboard, repair plaster, prep for paint	12	classrooms	2,000.00	24,000	
M2	New chalkboards, match existing (17 rooms, 2 per room)	34	each	2,000.00	Not Included	Not required to be added
M3	Maintain & Restore Existing Chalkboards (10 rooms, 2 per)	20	each	700.00	14,000	
	New Building Directory	1	each	2,000.00	2,000	
	Retractable Wall (136A&B)	20	lf	1,000.00	Not Included	Delete per meeting 9/9/21
					0	
	Misc Div 10 - Specialties:				0	
11	Equipment				\$311,000	
	Kitchen Equipment					
	Gym Equipment	1	allowance	275,000.00	275,000	
	Bleachers - restore	360	lf	100.00	36,000	FFE per meeting 9/9/21
					Not Included	
					0	
	Misc Div 11 Equipment:				0	
12	Furnishings				\$6,400	
	Machinery, Equipment, Furniture					
	Window Treatments - motorized at clearstory in gym	16	ea	400.00	6,400	By Owner
	Window Treatments - elsewhere				By Owner	By Owner
					0	
	Misc Div 12 Furnishings:				0	
13	Special Construction				\$260,000	
	Solar Panels					
	Incubator Equipment / Desks	1	sum	260,000.00	260,000	Added back into budget
	Theatrical Lighting and Stage Curtains	1	allowance	100,000.00	Not Included	By Owner
	Event Space pre-engineered structure				Not Included	See A1 3
	New Mural Painting in Original Location	1	allowance	5,000.00	Not Included	FFE per meeting 9/9/21
					0	
	Misc Div 13 Special Construction:				0	
14	Conveying Systems				\$260,000	
	Elevator Package - 2 stops (pit, shaft, cab, etc.)					
	Lift at Storage 112	1	allowance	260,000.00	260,000	
	Elevator to Basement	1	sum	30,000.00	30,000	based on recent quotes
					Not Included	Not Shown/Required?
					0	
	Misc Div 14 Conveying Systems:				0	
21	Fire Protection				\$226,400	
	Fire Protection					
	1st & 2nd Floor	62,000	sf	3.50	182,000	
	Basement	11,600	sf	4.00	46,400	Included per meeting 9/9/21
	Detached Boiler Room Building				Not Included	
					0	
	Misc Div 21 Fire Protection:				0	

Mioah 6
Webster Community Center
Pontiac, MI
1/7/2022



Project Start: Spring 2022
Project End: Summer 2023
Months: 15



Demoition (Cut & Cap)	1	Isam	7,200.00	7,200	
Storm System	1	Isam	117,607.00	117,607	storm, fhdn drain, roof drain
Storm Overflow	1	Isam	81,578.00	61,578	
Sanitary Waste and Vent	1	Isam	62,305.00	62,305	
Grease Waste	1	Isam	9,530.00	9,530	
Domestic Water	1	Isam	94,116.00	84,116	
Gas Piping	1	Isam	88,520.00	88,520	
Plumbing Fixtures					
Water Closet	1	Isam	37,658.00	37,658	34
Urinal	1	Isam	9,371.00	9,371	7
Lav - countertop	1	Isam	13,462.00	13,462	17
mop sink	1	Isam	1,348.00	1,348	1
water coolers	1	Isam	9,524.00	9,524	4
showers	1	Isam	2,389.00	2,389	2
Kitchen Allowance	1	Allowance	35,000.00	35,000	
Sleeving/looring	1	Isam	3,600.00	3,600	
Startup	1	Isam	3,600.00	3,600	
Material Escalation	1	Allowance	108,971.00	108,971	
Equipment Escalation	1	Allowance	11,840.00	11,840	
Excavation	1	Isam	5,000.00	5,000	
Insulation	1	Isam	68,039.00	68,039	
Concrete Equipment Pads	1	Isam			By Div 03
Miscellaneous	1	Isam	101,220.00	101,220	
Misc Div 22 Plumbing:				0	

23 Heating, Ventilating & Air Conditioning **\$2,009,291**

HVAC - Rooftop VAV System with HW Heat					
Demoition (Cut & Cap)	1	Isam	7,200.00	7,200	
Equipment					
Rooftop Unit - 3 Tons	1	Isam	12,880.00	12,880	
Rooftop Unit - 6 Tons	1	Isam	14,880.00	14,880	
Rooftop Unit - 15 Tons	1	Isam	60,760.00	60,760	
Boilers - 1,500 MBH	1	Isam	60,530.00	60,530	
Boiler Pumps	1	Isam	10,468.00	10,468	
Primary Hi/W Pumps 200 GPM	1	Isam	17,019.00	17,019	
Air Sep & Exp Tank	1	Isam	7,743.00	7,743	
HW Cabinet Unit Heaters	1	Isam	16,506.00	16,506	
TR Exhaust Fan	1	Isam	12,705.00	12,705	
JC Exhaust Fan	1	Isam	1,622.00	1,622	
Art Room EF	1	Isam	4,885.00	4,885	
Kitchen Exhaust Fan	1	Isam	4,183.00	4,183	
Kitchen MUA Unit	1	Isam	15,000.00	15,000	
Kitchen Exhaust Hood	1	Isam	2,100.00	2,100	
Unit Vent	1	Isam	384,000.00	384,000	
Unit Vent ACCU	1	Isam	11,880.00	11,880	
DOAS - 6700 CFM	1	Isam	50,000.00	50,000	
DOAS - 3300 CFM	1	Isam	35,000.00	35,000	
Security Office ACU	1	Isam	3,440.00	3,440	
Roof Curbs	1	Isam	3,160.00	3,160	
ACCU Equip Supports	1	Isam	23,100.00	23,100	
Piping					
Equipment Connections:					
Cond. Drains	1	Isam	8,514.00	8,514	
VUV Line Sets	1	Isam	6,600.00	6,600	
VUV RH Coils	1	Isam	15,403.00	15,403	
Piping:					
HHWS&R 4"	1	Isam	7,737.00	7,737	
HHWS&R 3"	1	Isam	17,935.00	17,935	
HHWS&R 2"	1	Isam	31,288.00	31,288	
HHWS&R 1"	1	Isam	16,919.00	16,919	
Sheetmetal					
Ductwork - 1st Floor North					
DOAS System:					
Duct - 24/24	1	Isam	8,300.00	8,300	
SA Diffusers	1	Isam	1,621.76	1,622	
LPSA Duct - Rd	1	Isam	1,848.00	1,848	
Tenant Space Duct:					
LPSA Duct	1	Isam	9,216.00	9,216	
SA Diffusers	1	Isam	11,120.64	11,121	
LPSA Duct - Rd	1	Isam	12,672.00	12,672	
RAG					
Exhaust Systems:					
LPEA Duct	1	Isam	1,728.00	1,728	
Exhaust Grilles	1	Isam	1,042.56	1,043	

Micah 6
 Webster Community Center
 Pontiac, MI
 1/7/2022



Project Start: Spring 2022
 Project End: Summer 2023
 Months: 15

<-- Cost Breakdown -->

CSI Primary Code	Description	Quantity	Unit	Unit Cost	Total Cost Estimate	Remarks
	Ductwork - 1st Floor South					
	DOAS System:					
	LPSA Duct - 24/24	1	lsun	6,300.00	6,300	
	SA Diffusers	1	lsun	1,621.76	1,622	
	LPSA Duct - Rd	1	lsun	1,848.00	1,848	
	Tenant Space Duct:					
	LPSA Duct	1	lsun	85,664.00	85,664	
	SA Diffusers	1	lsun	9,730.66	9,731	
	LPSA Duct - Rd	1	lsun	11,088.00	11,088	
	RAG					
	Exhaust Systems:					
	LPEA Duct	1	lsun	3,168.00	3,168	
	Exhaust Grilles	1	lsun	1,853.44	1,853	
	Gym Duct:					
	LPSA Duct - 24/24	1	lsun	2,700.00	2,700	
	SA Grilles	1	lsun	1,576.75	1,576	
	LPSA Duct - Rd	1	lsun	1,320.00	1,320	
	LPRA Duct - 24/24	1	lsun	720.00	720	
	SA Grilles	1	lsun	745.15	745	
	Social Hall/Library Duct:					
	LPSA Duct	1	lsun	3,000.00	3,600	
	SA Diffusers	1	lsun	2,780.18	2,780	
	LPSA Duct - Rd	1	lsun	3,168.00	3,168	
	LPRA Duct	1	lsun	720.00	720	
	RAG	1	lsun	564.00	564	
	LPEA Duct	1	lsun	2,160.00	2,160	
	Exhaust Grilles	1	lsun	483.38	483	
	Kitchen Duct:					
	MUA Duct	1	lsun	720.00	720	
	SA Diffusers	1	lsun	695.04	695	
	LPSA Duct - Rd	1	lsun	792.00	792	
	Hood Exhaust Duct	1	lsun	2,160.00	2,160	
	Access Doors	1	lsun	855.00	855	
	Sheetmetal Fabrication	1	lsun	137,978	137,978	
	Boiler / Dom WH Flues	1	lsun	12,456	12,456	
	Startup	1	lsun	10,800.00	10,800	
	Coring	1	lsun	5,400.00	5,400	
	Temperature Controls	1	lsun	127,595.00	127,595	
	Insulation	1	lsun	145,570.00	145,570	
	Tost & Balance	1	lsun	8,544.00	8,544	
	Concrete Equipment Pads				By Div 03	
	Material Escalation	1	Allowance	49,280.00	49,280	
	Sheetmetal Fab Escalation	1	Allowance	12,589.00	12,589	
	Equipment Escalation	1	Allowance	130,465.00	130,465	
	Miscellaneous	1	lsun	331,036.00	331,036	
	Misc 23 Heating, Ventilating & Air Conditioning				0	
26	Electrical				\$1,313,676	
	Interior Lighting	1	lsun	594,080.00	594,080	
	General Wiring	1	lsun	125,881.00	125,881	
	Data/Communications	1	lsun	64,766.00	64,766	
	Fire Alarm System	1	lsun	108,552.00	108,552	
	Security System (raceway)	1	lsun	1,109.00	1,109	
	Audio/Visual System				Not included	
	Clock System				Not included	
	Kitchen Equipment Wiring	1	lsun	16,000.00	16,000	
	Mechanical Equipment Wiring	1	lsun	164,460.00	164,460	
	Service Equipment & Feeders	1	lsun	142,309.00	142,309	
	Demolition	1	lsun	49,929.00	49,929	
	Miscellaneous	1	lsun	69,500.00	69,500	
	Misc Div 26 Electrical:				0	
27	Communications				\$65,000	
	Data / Communications cabling	1	allowance	50,000.00	50,000	
	AV System	1	allowance	15,000.00	15,000	
	Misc Div 27 Communications:				0	
28	Electronic Safety & Security				\$78,000	
	Electronic Safety & Security	1	allowance	78,000.00	78,000	
	Misc Div 28 Elec Safety & Security:				0	

Mioah 6
Webster Community Center
Pontiac, MI
1/7/2022



Project Start: Spring 2022
Project End: Summer 2023
Months: 15

<-- Cost Breakdown -->

CSI Division Code	Description	Quantity	Unit	Unit Cost	Total Cost Estimate	Remarks
31	Earthwork (Excavation)					\$251,020
	Event Space prep/stone	1	allowance	25,000.00	25,000	
	Prep/stone base for Asphalt	36,200	sf	5.00	181,000	
	Prep for walks	6,600	sf	4.00	26,400	
	Prep for curbs	2,164	lf	5.00	10,820	
	Bus loop prep	4,600	sf	4.00	18,400	
	Block for steps/tramps				In Div 32	
	Misc Div 31 Earthwork:				0	
32	Exterior Improvements					\$800,550
	New accessible ramps					
	North East (including new masonry wall)	1	each	100,000.00	100,000	
	South (either side of main entrance)	2	each	60,000.00	See Alt 4	See Alternate 4
	South East (including new masonry wall)	1	each	63,000.00	83,000	
	New Asphalt - Parking Lot	30,200	sf	3.00	108,600	
	New Curbs - Parking Lot	1,300	lf	30.00	39,000	
	New Curbs - event space	284	lf	30.00	7,920	
	New Concrete walks (only as shown, not "as needed")	6,600	sf	10.00	66,000	
	New door sills at classroom exterior doors (A0.1)	13	each	1,000.00	Not included	If exterior doors fixed, this goes away!
	New concrete approaches at street (A0.1)	2	each	8,000.00	16,000	
	Bus Loop (w decal lanes)	4,600	sf	12.00	55,200	
	Exterior Steps					
	Small sets (at sidewalk elevation changes)	7	each	5,000.00	35,000	
	Large sets (reworking main entrance)	1	each	12,000.00	12,000	
	Mechanical Access Hatch in courtyard	1	sum	8,000.00	8,000	
	New fence - 6' high aluminum	1,100	lf	150.00	See Alt 5	See Alternate 5
	New bike racks	3	each	2,500.00	7,500	
	Landscaping (fine grade, seeding, and plantings)	1	sum	35,000.00	35,000	
	Dumpster Pad and Enclosure	1	sum	25,000.00	25,000	
	Community Garden / Greenhouses				By Owner	By Owner
	Transformer Pad	1	sum	2,000.00	2,000	
	Site Lighting	1	sum	200,330.00	200,330	
	Misc Div 32 Exterior Improvements:				0	
33	Utilities					\$216,672
	New fire protection sprinkler water line tap fees	1	allowance	30,000.00	30,000	
	Domestic water line				Re-use existing	
	Sanitary Sewer				Re-use existing	
	Storm Sewer at Building				Re-use existing	
	Storm at parking Lot	35,000	sf	3.00	105,000	not shown yet, but assumed
	DTE Electrical / Power / Service Connection Fee	1	allowance	40,000.00	40,000	By Owner
	Electrical Site Utilities (from transformer to bldg)	1	sum	28,672.00	28,672	
	Community Garden					
	Water	1	sum	10,000.00	10,000	
	Electrical	1	sum	5,000.00	5,000	
	Misc Div 33 Utilities:				0	
99	Contingencies & Adjustments					\$1,858,806
	Design & Estimate Contingency (based on DD documents)	3.00	%	15,126,807	453,804	
	Market adjustment	2.00	%	15,126,807	302,536	
	Sub - Performance & Payment Bond	0.00	%	15,126,807	Not Included	
	CM Performance & Payment Bond	0.00	%	15,126,807	Not Included	
	CM Contingency	2.00	%	15,126,807	302,536	
	CM Insurance	0.55	%	15,126,807	83,197	
	Builder's Risk Insurance	0.20	%	15,126,807	30,264	
	CM Fee	3.00	%	18,216,937	486,478	
TOTAL ESTIMATED CONSTRUCTION COST:					16,785,613	\$16,785,613

Site Costs	per SF \$	22.30	1,418,377
Building Costs	per SF \$	241.62	15,367,236

Basement	11,600
1st Floor	60,000
2nd Floor	2,000

Building construction area (GSF):	63,600
Cost per SF of building const area:	\$263.92

Qualifications / Clarifications:

Excludes work in Basement & Tunnels (see Alternate 1)
Excludes A/E costs.
Excludes FF&E.
Includes permit fees. Trade permits included.
Excludes utility tap or impact fees (FP tap fee included)
Excludes soil borings.
Excludes handling of hazardous/contaminated soils.
Excludes lead/asbestos survey (includes) abatement.

Excludes Owner's contingency.
Excludes P & P Bond.
Excludes Sub Bonds
Excludes LEED certification.
Excludes data/AV/security design
Excludes window treatments (clerestory in gym included)
Excludes Event Space in Courtyard
Includes allowance for electrical service connection

Micah B
Webster Community Center
Pontiac, MI
1/7/2022



Project Start: Spring 2022
Project End: Summer 2023
Months: 15

< - Cost Breakdown - >

CSI Primary Code	Description	Quantity	Unit	Unit Cost	Total Cost Estimate	Remarks
01	General Conditions and Requirements					
01 - CM	Construction Manager General Conditions:				\$499,500	
	<u>Preconstruction Phase:</u>					
	Spence Brothers Personnel, Planning, Bidding				See Summary	See Summary Sheet
	<u>Construction Staffing:</u>	15 mo		30,000.00	450,000	
	Project Director					In monthly rate
	Project Manager					In monthly rate
	Lead Superintendent					In monthly rate
	Project Engineer					In monthly rate
	Safety Director					In monthly rate
	Project Admin					In monthly rate
	<u>General Condition Costs</u>	15 mo		3,300.00	49,500	
	Temporary Office (Rental/Trailers)					In monthly rate
	Temporary Office Supplies & Printing					In monthly rate
	Temporary Office Equipment (desks, chairs, printers, etc.)					In monthly rate
	Telephone, Fax & Internet					In monthly rate
	Fuel & Expenses for Jobsite Supervision					In monthly rate
01 - GC	Project General Requirements				\$827,860	
	<u>Temporary Facilities & Utilities:</u>					
	Temp. Power Consumption	15 mo		3,000.00	45,000	
	Temp. Heating & Gas Charges	6 mo		16,000.00	80,000	
	Temporary Toilets	15 mo		1,450.00	21,750	
	Temporary Protection	52,000 sf		1.00	52,000	
	Temporary Fencing	1 lsum		25,000.00	25,000	
	Temporary Skidewalk Protection and Pedestrian Control	1 lsum		10,000.00	10,000	
	Dumpsters	62,000 sf		0.60	31,200	
	Daily Cleanup	48 wks		480.00	22,882	
	Final Cleaning	62,000 sf		0.80	41,800	
	Safety On-Site	65 wks		250.00	16,250	
	Job Signs, Hard Hats & Vests	1 lsum		10,000.00	10,000	
	Parking				On site	Parking on site
	Survey & Layout	1 lsum		4,000.00	4,000	
	IT & Software	1 lsum		18,000.00	18,000	
	Building Permit	1 lsum		150,000	150,000	
	Utility Tap & Impact Fees				See Div 33	See Div 33
	Environmental studies & survey				By owner	By Owner
	Preliminary Soil Investigation (borings)				By owner	By Owner
	Materials Testing & Inspection				By owner	By Owner
	Misc Div 1 General Conditions:	months			0	
02	Existing Conditions				\$854,000	
	<u>Environmental/Abatement/Water Removal</u>					
	Water Removal	1 lsum		175,000.00	175,000	Spent already
	Basement and Tunnel - Remove Debris and Clean	1 lsum		222,000.00	222,000	(EGLE grant \$425)
	Abatement - Asbestos and Lead	1 lsum		76,000.00	76,000	Survey By Owner
	Removal of underground storage tank	1 lsum		81,500.00	81,500	Per reconciliation with PM Env.
	Selective Demolition (after abatement)					
	1st and 2nd Floor	62,000 sf		5.00	260,000	
	Detached Boiler Room Building					Building Remains
	Remove existing stairs				See Alt 2	
	Demo exterior wall for new 16x8 OH floor				See Alt 2	
	Demo toilet room walls and fixtures				See Alt 2	
	Demo 2 boilers / piping				See Alt 2	
P0.1	Trench floor for new plumbing	350 lf		30.00	10,500	Also see Alternates
	<u>Roof Level</u>					
	Remove skylight covers	8 ea		1,000.00	8,000	
	Cut down existing chimney	1 lsum		10,000.00	10,000	Move to Div 05
	Demo roof for new skylights					
	Small (lobby)	1 lsum		5,000.00	5,000	See Alt 8
	Large (gym)	1 lsum		15,000.00	15,000	
	Remove rooftop equipment (HVAC Includes cut & cap)	1 lsum		5,000.00	5,000	
	Remove metal parapet	1 lsum		2,000.00	2,000	
	Misc Div 2 Existing Conditions:				0	
03	Concrete				\$30,950	
	<u>Interior</u>					
	Repair stair threads	113 each		150.00	16,950	
	Patch plumbing trench	350 lf		20.00	7,000	Also see alternates
A5.2	Ramp and floor at lift room	1 lsum		7,000.00	7,000	
	Detached Boiler Room Building					
	Slab on Deck				See Alt 2	
	Stair Pan Concrete				See Alt 2	
	Column footings				See Alt 2	
	<u>Exterior</u>				In Div 32	
	Misc Div 3 Concrete:				0	

Micah B
Webster Community Center
Pontiac, MI
1/7/2022

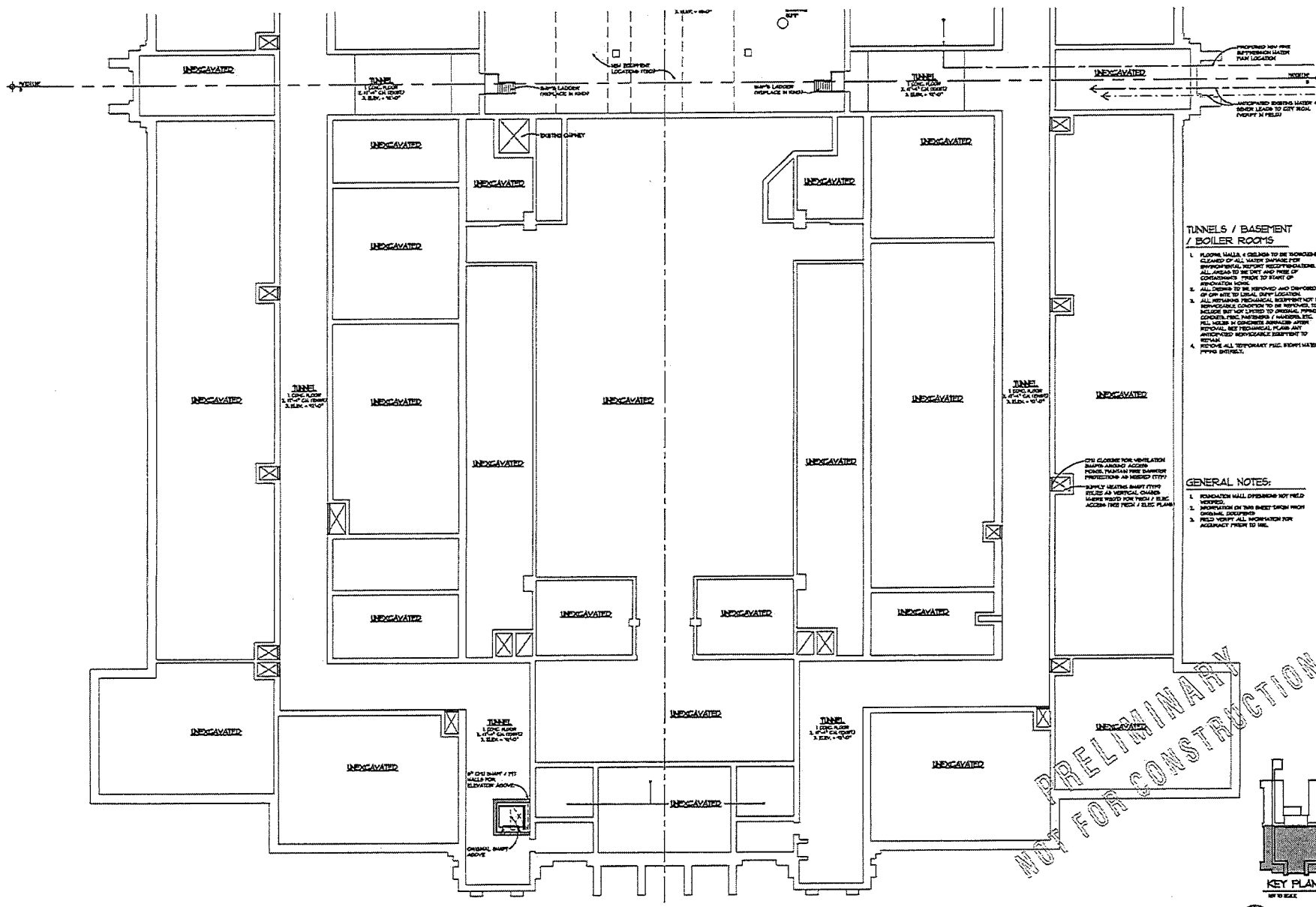


Project Start: Spring 2022
Project End: Summer 2023
Months: 16

<-- Cost Breakdown -->

CS	Primary Code	Description	Quantity	Unit	Unit Price	Total Cost Estimate	Remarks
04 Masonry							\$1,218,812
Repairs - Tuck Pointing							
Exterior							
		1st Floor Walls (60%)	8,174	sf	23.00	188,002	\$23/sf may be low but 50% is high
		2nd Floor Walls (50%)	1,250	sf	23.00	28,750	
		Chimney & Tower (100%)	1,020	sf	23.00	23,460	
		Cut down existing chimney	1	isum	10,000.00	10,000	moved from 02
Interior							
		1st Floor Theater/Court	3,500	sf	20.00	70,000	Not included
Misc Arch Detail Repairs - Exterior							
		South elevation	1	isum	180,000.00	180,000	Limestone sills, pilasters, capitals
		East & West elevations	2	each	100,000.00	200,000	patch and coating and sealant
		North elevation (2 areas)	2	each	30,000.00	60,000	
		Courtyard Ext Walls (3 areas)	3	each	30,000.00	90,000	Event space location
		Stone Stopper	16	each	1,000.00	16,000	
Basement							
A2.2		CMU wall in basement to enclose storage room	1	isum	2,000.00	2,000	
		CMU closures at air shafts	26	each	600.00	12,500	
		Elevator shaft walls				In Div 14	
First Floor							
A5.2		Lift ramp masonry	1	isum	4,000.00	4,000	
Detached Boiler Room Building							
		New OH door opening				See Alt 2	
		New Man door opening				See Alt 2	
		New Masonry Wall SE corner at ramp	1	isum	3,000.00	Moved to Div 32	
		New Masonry Wall NE corner at ramp	1	isum	20,000.00	Moved to Div 32	
		Misc Masonry patch and repair (contingency or allowance)	1	allowance	75,000.00	75,000	
		Historic Masonry Cleaning (exterior, based on new spec)	22,400	sf	1.00	22,400	power wash all ext elevations
		Historic Masonry Cleaning (remove paint on second floor)	4,500	sf	1.00	4,500	above includes graffiti removal
A4.2		Architectural Glass Fiber Reinforced Polymer (note 11)	1	isum	300,000.00	300,000	increased based on feedback from st
Misc Div 4 Masonry:							0
05 Metals							\$168,380
Interior							
Basement							
		New metal stairs / landing	1	isum	30,000.00	30,000	
		Replace ship ladders	2	each	3,000.00	6,000	
		Service platform for boilers	1	isum	16,000.00	16,000	new
		Service platform for electrical equipment	1	isum	14,000.00	14,000	new
First Floor							
		Structural Steel framing/reinforcing for rooftop mech units	3	each	12,500.00	37,500	
		New stage handrails	4	each	1,000.00	4,000	
		New guardrail in Gym	192	lf	40.00	7,680	
A2.3		Gym Entrance railing (south steps)	2	each	1,000.00	2,000	
A5.2		Metal deck for ramp at lift room	1	isum	4,000.00	4,000	
Second Floor							
		Restore railings	1	isum	6,000.00	6,000	
		New metal railings at 3 openings	3	each	700.00	2,100	
		New metal handrails at 2nd floor stairs	2	each	10,000.00	20,000	
Exterior							
		New Metal Handrails (2 on south entrance added)	11	each	1,500.00	16,500	
		New mechanical screens on roof at shafts	6	each	600.00	3,600	
Detached Boiler Room Building							
		New metal pan stairs / railings				See Alt 2	
		New steel beams & Columns				See Alt 2	
		New metal deck				See Alt 2	
		New railing at new floor				See Alt 2	
		New OH door frame				See Alt 2	
Misc Div 5 Metals:							0
06 Wood, Plastics & Composites							\$708,100
Rough Carpentry							
		Roof framing repair	1	allowance	10,000.00	10,000	Allowance
		Misc wall & roof blocking	52,000	sf	1.00	52,000	
		Misc floor sleeper repair	1	allowance	50,000.00	50,000	Allowance
		Fill in stage floor hole	1	isum	1,000.00	1,000	
		Infill ceilings at old skylights	6	each	2,000.00	12,000	
		Infill skylight at upper stage	1	isum	6,000.00	6,000	Not included
		Doghouse for temp protection prior to hatch installation	1	isum	2,600.00	2,600	
Finish Carpentry							
		Install salvaged stone panels on toilet walls	4	each	10,000.00	40,000	
		Restore grills at gym stage	1	isum	4,000.00	4,000	
		Create new recess in ceiling	4	each	3,000.00	12,000	
		Replace wood door closets/lockers - 24 sets of 8	144	each	500.00	72,000	
B1		Restore built-ins at tenant space (21 restore)	21	each	2,000.00	42,000	How many need to be restored?
B5		New built in cabinets at tenant space (4 new)	4	each	2,000.00	8,000	Not included
		New Air Handler Closets in tenant space	26	each	2,000.00	52,000	
		New stairs at gym	2	each	5,000.00	10,000	
		New stairs at stage	2	each	4,000.00	8,000	

F:\projects\p047\p047.dwg (NOT) - P:\BNC\1664\1664.dwg (1664) - Rev. 04/11/2011 11:11:31 AM, ALZADIF (General floor plan.dwg)



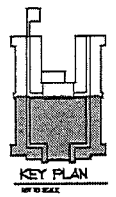
TUNNELS / BASEMENT / BOILER ROOMS

1. FLOOR WALLS & CEILING TO BE REMOVED & CLEANED OF ALL WATER DAMAGE FOR ENVIRONMENTAL REPORT RECOMMENDATIONS. ALL AREAS TO BE DRY AND FREE OF CONTAMINANTS PRIOR TO START OF FOUNDATION WORK.
2. ALL CEILING TO BE REMOVED AND REWORKED OF ONE FIVE TO LOCAL DRY LOCATION.
3. ALL EXISTING MECHANICAL EQUIPMENT NOT IN REMOVABLE CONDITION TO BE REMOVED, TO BE REWORKED TO ORIGINAL WORKING CONDITION. FINE PARTICULATE / HAZARDOUS, ETC. FULL REMOVAL OF CONDENSATE DRAINAGE SYSTEMS, REPAIRS, REWORKING, REPAIRS, ETC. REMOVE ALL REMOVABLE EQUIPMENT TO BE REWORKED. REWORKABLE EQUIPMENT TO BE REWORKED.
4. REMOVE ALL TEMPORARY FLOOR DRAINAGE PIPING SYSTEMS.

GENERAL NOTES:

1. FOUNDATION WALL DIMENSIONS NOT FIELD VERIFIED.
2. INFORMATION ON THIS SHEET TAKEN FROM ORIGINAL DRAWINGS.
3. FIELD VERIFY ALL INFORMATION FOR ACCURACY PRIOR TO BIL.

**PRELIMINARY
NOT FOR CONSTRUCTION**



SCHEMATIC BASEMENT PLAN
SIB 17-127

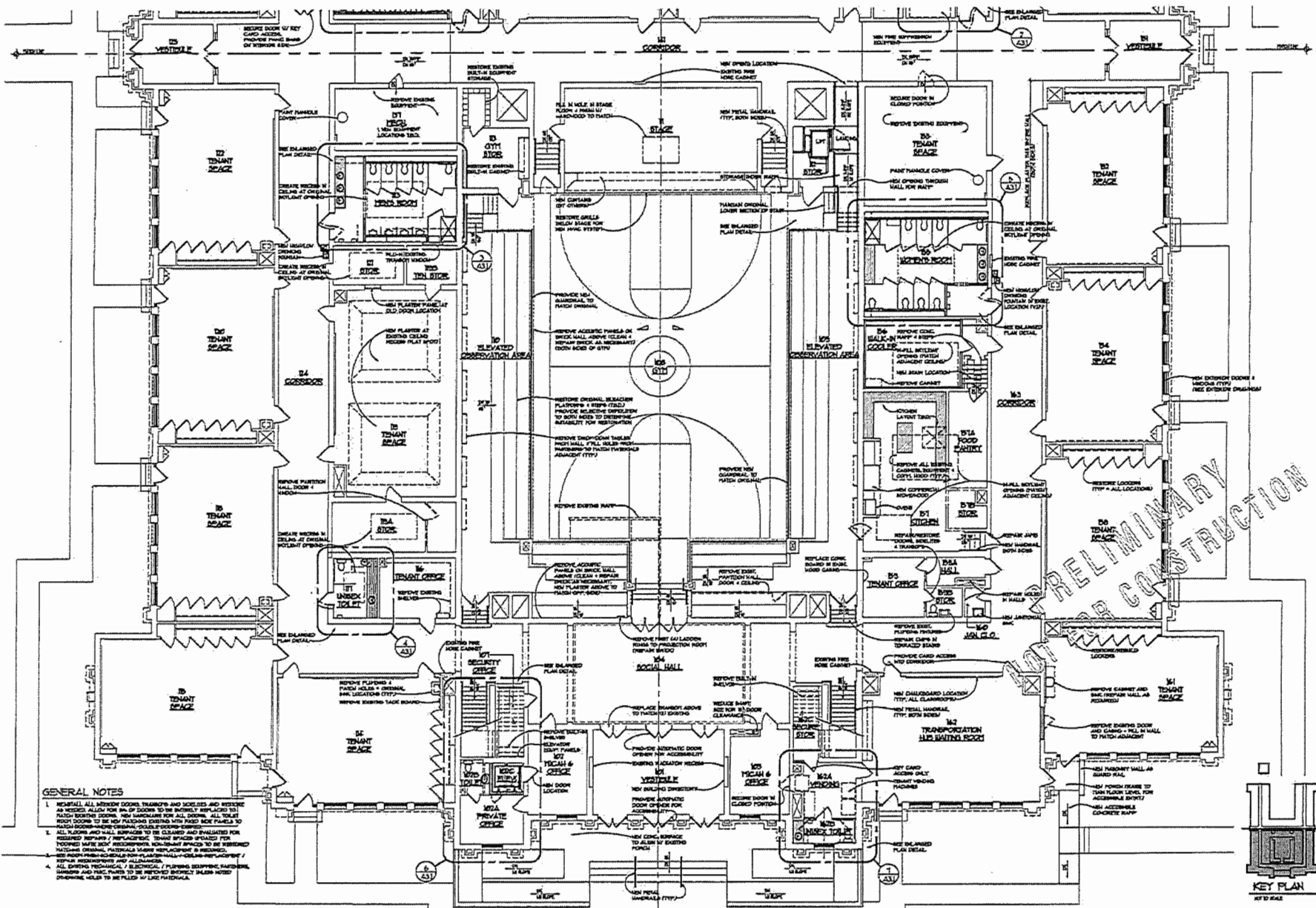


Renovations for the
Webster Community Center
640 W. Huron Street, Pontiac, MI 48342

DATE	19027
PROJECT	PJM
CLIENT	RCC

A2.1

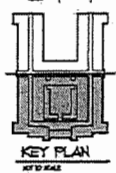
CBI Design Professionals
2500 E. Grand Ave., Suite 110
Ann Arbor, MI 48106
P: 734.662.5200
F: 734.662.5201
www.cbidesign.com
© 2011 CBI Design Professionals




GENERAL NOTES

1. REINSTALL ALL WINDOW DOORS, THRESHOLS AND SILLINGS AND RESTORE AS NECESSARY. ALLOW FOR SWL OF DOORS TO BE INSTALLED REPLACED FOR PATCH REPAIRS. REMOVE DOORS, NEW HARDWARE FOR ALL DOORS. ALL TOLLET ROOM DOORS TO BE NEW. FLOORING EXISTING WITH PATCH WORK PANELS TO MATCH EXISTING. ORIGINAL MATERIALS TO BE REINSTALLED OR REPAIRED.
2. ALL FLOORS AND WALL SURFACES TO BE CLEANED AND EVALUATED FOR REQUIRED REPAIRS / REPLACEMENTS. TENANT SPACES DESIGNATED FOR REPAIRS / REPLACEMENTS. REPAIRS / REPLACEMENTS TO BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
3. SEE ROOM FINISH SCHEDULE FOR FLOORING, WALLS, CEILING, PAINTS, ETC. REPAIRS, REFINISHING AND MAINTENANCE.
4. ALL EXISTING MECHANICAL, ELECTRICAL, PLUMBING, GAS, HEATING, VENTILATION, AND AIR CONDITIONING TO BE REPAIRED, REPLACED, OR REMOVED AS NECESSARY. ALL MECHANICAL, ELECTRICAL, PLUMBING, GAS, HEATING, VENTILATION, AND AIR CONDITIONING TO BE REPAIRED, REPLACED, OR REMOVED AS NECESSARY.

SCHEMATIC FIRST FLOOR PLAN
S40 W-107




CBI DESIGN PROFESSIONALS

Renovations for the
Webster Community Center
 640 W. Huron Street, Pontiac, MI 48342

19027
 LMF
 RCC

A2.3

KEY PLAN
 REF TO S40

CBI Design Professionals
 418 W. Congress Ave., Suite 110
 Pontiac, MI 48342
 P: 248.861.2600
 F: 248.861.2601
 www.cbidesign.com

#4

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

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

FROM: Deputy Mayor Khalfani Stephens

CC: Mayor Tim Greimel; Darin Carrington, Finance Director

DATE: March 31, 2022

RE: HR Services Contract with National Career Group

The City recently issued an RFP for HR Services. During the last few weeks, representatives from the Administration and City Council reviewed the responses that were received to this RFP. From this review, it has been decided that the leading response was from the firm of National Career Group and this recommendation is being brought to City Council.

We have had conversations with the recommended firm and the attached Scope of Work ("SOW") has been developed. Additionally, the attached contract has been drafted for this proposed engagement. The total price of the engagement is expected to be \$75,000, not including any additional expenses for incidental expenses.

In order to execute the contract and begin the proposed engagement, the Administration is presenting the attached Agreement and Resolution for Council's approval.

RESOLUTION

Whereas, the City of Pontiac issued a Request for Proposal (RFP) for HR Services in February 2022; and

Whereas, the City received several responses to the RFP and upon evaluation determined that the firm of National Career Group was the top response; and

Whereas, the Administration hereby recommends the firm of National Career Group as the firm to perform the proposed HR Services detailed in the RFP; and

Whereas, the HR Services would be done pursuant to the attached Contract and Scope of Work; and

NOW THEREFORE be it resolved that the City Council hereby approves the proposed Contract with the firm of National Career Group to perform the HR Services as detailed in the RFP and the Scope of Work.



NATIONAL CAREER GROUP, LLC

Response to:

REQUEST FOR PROPOSAL

HR SERVICES

(RFP# 22-0030)

Issued by

THE CITY OF PONTIAC, MICHIGAN



Table of Contents

Exhibit A – Proposal	4
1.0 EXECUTIVE SUMMARY	4
2.0 SCOPE OF PROPOSED SOLUTION	5
3.0 LIST OF ASSUMPTIONS	7
4.0 COMPANY BACKGROUND/CUSTOMER LIST	8
5.0 SUPPLIER CODE OF CONDUCT	9
10. PROJECT STAFFING AND RESUMES	10
11. COST PROPOSAL	15
EXHIBIT B – QUALIFICATIONS AND LICENSES	16
EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT	21
EXHIBIT D – LIST OF REFERENCES	22
EXHIBIT E – CERTIFICATE OF INSURANCE	24
EXHIBIT F – NON-BIDDERS RESPONSE	25
CITY OF PONTIAC, MICHIGAN AFFIDAVIT	26
BID FORM	27

RFP – 22-0030

Letter of Transmittal



Darin Carrington, Finance Director
City of Pontiac
47450 Woodward Ave
Pontiac, MI 48342

Re: RFP 22-0030

Dear Mr. Carrington,

National Career Group, LLC is pleased to present its response and bid to Request for Proposal #22-0030. Our contact information is as follows:

National Career Group, LLC
1745 Hamilton Road, Ste 340
Okemos, MI 48864
(517) 881-4471

In response to the RFP, National Career Group will provide a comprehensive review and restructuring of the current Human Resources Department. This will include providing the Department all of the tools necessary to function as a modern HR Department to assist in the efficient management of the City Infrastructure.

The package has been emailed as well as hand delivered. This bid is valid for 120 (one hundred twenty) days from March 7, 2022. If there are any questions or concerns, please do not hesitate to contact me at 517-881-447.

Respectfully Submitted,

Nadia Sellers, CEO
National Career Group, LLC

Exhibit A – Proposal

1.0 EXECUTIVE SUMMARY

Executive Summary

National Career Group, LLC hereby presents its response to the City of Pontiac's RFP for HR Services. In its response National Career Group, LLC proposes to meet and exceed the goals in the RFP.

As part of its offering, National Career Group, LLC will hire 2 Human Resources professionals while restructuring the City of Pontiac's Human Resources Department. For this offering, the City organizational chart will be revised and evaluated for employee vacancy needs. Standard Operating Procedures will be updated and/or created. A comprehensive wage assessment will be created comparing current status and future positions as well. A creation of all job descriptions will be created for the new organizational chart.

Value-added services offered through National Career Group, LLC are coordination of job postings, training the HR for all job vacancies, job portals, on website career sites, comprehensive review of personnel files. Review and restructuring (if needed) of the City of Pontiac's EEO plan. Detailed review of all outsourced contracts for cost savings or recommendations to the Mayor and Deputy Mayor.

National Career Group, LLC has worked with the City of Flint in the past as well as several other companies and municipalities in the past. The costs for the services including all the value-added services, National Career Group, LLC will charge \$75,000.00. These fees do not include expenses such as mileage and hotels.

The experience of National Career Group, LLC in doing these types of activities are unparalleled and risk management has been considered in each individual case. This includes a current contract with the City of Pontiac as an Interim Human Resources Director.

2.0 SCOPE OF PROPOSED SOLUTION

Scope of Work:

National Career Group, LLC will provide the City of Pontiac with comprehensive analysis of its Human Resource Department as well as the overall organizational structure. The overall goal is to rebuild the Human Resources Department and bring the policies and procedures up to date. The following is a list of services that will be provided:

- HR Director Search, interviews and create offer letter. (3 viable candidates within 10 days of start)
- Conduct HR Director background checks (upon accepted job offer)
- Assist with HRD onboarding
- Conduct HR Generalist/Assistant search, interviews and create job offer.
- Update COP City-Wide organization chart
- Staffing COP City-wide staff position analysis (to reduce cost and overlap)
- Provide COP city-wide wage analysis
- Create and Update all Job descriptions
- Create job postings for all current and potential new positions
- Launch COP recruitment tools to reduce recruitment costs
- Review all negative COP reviews on resume sites and train human resources on how to respond
- Work with the new HR Director on creating a COP succession plan
- Provide a cost analysis on value of COP FT employee vs External outsourced contractors

National Career Group, LLC understands the scope of the RFP. It is our intent to exceed the scope as a value-added offering to the City. Through completion of the above activities, National Career Group, LLC is confident that the City of Pontiac will have a fully functioning Human Resources Department to provide exceptional services to its employees.

Timing - It is anticipated that if selected, National Career Group, LLC will begin its work on this project within 24 hours of project award and however the wage study will be completed according to the RFP date.

Flat Fee for Services: National Career Group, LLC will charge a flat rate for its services listed above of \$75,000.00 (seventy-five thousand dollars).

Expenses Exception – The flat fee above does not include travel at federal IRS current rate and hotel costs of \$150/night. It is anticipated that the Project Manager will be on site no more than 3 days per week. Hotel expenses are not to exceed 3 days per week. These expenses will be invoiced separately.

Recruiting Exception: Included in this proposal are the recruiting and hiring of a Human Resource Director and a Human Resource Generalist/Assistant. All other recruiting and hiring done by National Career Group will be performed under a separate contract at a rate of 20% of first year wages.

Warranty – National Career Group, LLC warrants that it will complete the tasks in the Scope of Work.

RFP – 22-0030

Client Relationship – National Career Group, LLC will be on site as needed. Reports and status updates will be provided. Meeting will be conducted upon request.

3.0 LIST OF ASSUMPTIONS

National Career Group, LLC submits this proposal with the following assumptions:

Financial – The assumption is that the City of Pontiac is fully able to finance the project of restructuring the Human Resources Department.

Need- The assumption is that the City of Pontiac has evaluated its Human Resources Department needs but also is aware there may be additional needs that have not yet been discovered within the Human Resources Department for it to become an up-to-date functioning entity within the City.

Resources – The assumption is that the key talent needed to effectuate the work will be available and engaged as needed during the scope and timing of this project.

Competition- The assumption is that if selected, National Career Group would not be competing with other agencies or companies during the time and scope of this project.

Schedules – The assumption is that the deliverables schedule is somewhat flexible based on availability of key personnel and data needed to complete the project.

Technology – The assumption is that the technology needed to use the Paylocity system is up to date with all of the modules or if additional modules are required to achieve the City's goals for a fully functional Human Resources Department, the City will acquire the same at no cost to the Project.

Know How – The assumption is that personnel will have the “know how” to operate and access information needed for the HRIS systems or the City will arrange and fund training for the same.

4.0 COMPANY BACKGROUND/CUSTOMER LIST

National Career Group, LLC and has been in business over 25 years. It was started as National Career Group Training and Development, LLC and later became National Career Group, LLC.

National Career Group, LLC has 25 in-house Human Resource professionals and has over 300 associated Human Resource professionals.

Since 1997, National Career Group, LLC has been working with municipal governments, higher education and commercial clients.

There are no recent analyst reports for National Career Group, LLC as it doesn't apply,

National Career Group, LLC doesn't have any current lawsuits, legal actions or governmental investigations against the company including, but not limited to, parties of dispute, any equipment affected, cause of action, jurisdiction and date of legal complaint.

5.0 SUPPLIER CODE OF CONDUCT

Professional Code of Conduct:

Be patient and courteous.

Be inclusive. We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be considerate. We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

Be respectful. We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

Choose your words carefully. Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to: - Threats of violence. - Discriminatory jokes and language. - Sharing sexually explicit or violent material via electronic devices or other means. - Personal insults, especially those using racist or sexist terms. - Unwelcome sexual attention. - Advocating for, or encouraging, any of the above behavior.

Do not harass others. In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

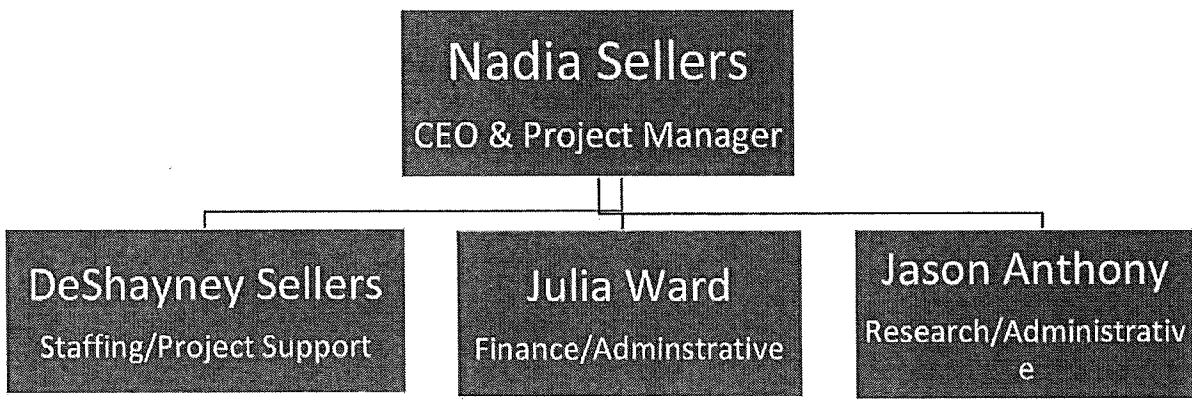
Our differences can be our strengths. We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere.

Instead, focus on resolving issues and learning from mistakes.

10. PROJECT STAFFING AND RESUMES

National Career Group, LLC (NCG) will provide one Project Manager, one Staffing/Project Support Analyst, a Finance/Administrative support person and a Research/Administrative support employee.

An organizational chart for this project and all resumes are included with this response on the following pages.



Nadia Sellers, CEO

**Okemos, MI
517-881-4471**

QUALIFICATIONS

CEO - National Career Group Training and Development Corporation, Lansing, Michigan 1997 to 2013
National Career Group, LLC 2013 to present

Duties: Assisting human resources departments with recruiting professionals for their organizations permanent positions. Provide human resources consulting to help grow organizations, develop human relations training programs, lease software consultants for pending or upcoming software enhancements. Market NCG LLC services to companies throughout North America and Canada. Hire and train all NCG LLC HR Professionals in Michigan, Illinois and California. Launch Human Resource departments for companies throughout North America. Represent municipalities throughout the US as a Human Relations/DNI consultant.

Founder/CEO – Honey Bear Project, Inc. 9/2020-Present

Duties: Coordinating all non-profit activities. Meeting with development specialists and partners. Managing the fundraising activities for NFL Hall of Famer, Willie Lanier's Field of Dreams Program. Coordinating all internal social justice programs and recipients as well as the directors of each program.

President Haute Entertainment Group, LLC 2016-present

Professional branding, event planner/marketing and modeling agency.

Sales Representative - Pitney Bowes Lansing Michigan 4/92 to 3/97

Duties: Marketed Dictaphone machines to companies in Howell, Brighton and Novi Michigan. Sold warranties on all equipment. Worked with new sales representatives and train them on the sales process. Set up machines for new customers and train their staff on how to use our equipment. Deliver set-up and install new equipment.

Professional Model: International Moda Moda-Milan Italy (New York) 7/84 to 1991

Worked as a runway model for several designers in the U.S and Europe. Walked the runway in several fashion shows in NY, Milan and Hamburg Germany.

Education:

Manual Arts High School: Diploma
University Southern California: Major Business Management

Hobbies:

Social Justice charities, Educational charities, Children's charities, tennis, golf, coaching 6 and under basketball. Former professional basketball player.

DeShayne Sellers, President
Los Angeles/Chicago, IL
517-402-1586

President NCG, West Coast- National Career Group LLC, Okemos, MI 1/2013 to Present

Duties: As President of NCG Los Angeles, we provide nation wide professional staffing services to companies seeking to hire permanent employees. NCG was founded in March 1997 by Nadia Sellers, whose office is located in Okemos, MI. With over 25 years of combined experience and 300 affiliated associates, NCG has been growing rapidly throughout the years. Our commitment is to our clients in which they receive the highest level of customer service and dedication from our recruiters. NCG's success is based on "Relationships Built Today to Last Forever" Our number one commitment is our clients.

As a dedicated Permanent Staffing Executive, Professional Human Resources Consultant and President of National Career Group T&D/National Career Group, LLC. I assist a team of Executive Recruiters in Business Development, Employee Leasing, Human Relations Training, Outsourcing/Career Counseling, Contract/Permanent Staffing and Employee Verification. Our skills and methods are world class. I work closely with HR Teams in industries such as (but not limited to): Automotive, Health Care, Education, Municipalities, Metals, Manufacturing, Electronics, Logistics, Defense, Chemical, Textiles etc...

Operations Manager - Beverly Hills, CA
JZ&A Finance

2012 - 2013

Education:

Harrington College of Design

2009-2011

Hobbies:

Travel, Interior Design, Singing and Recording

1612 Olds Ave.
Lansing, MI 48915

(517) 888-6070
jhouseofsoles@yahoo.com

Julia Diana Ward

Summary of	1/2020-Present	National Career Group	Okemos, MI
Qualifications	Accounts Receivable/Payroll Specialist		
	<ul style="list-style-type: none"> • Preparing and billing invoices to clients for services rendered • Posting payments into Quickbooks Pro Plus 2016 • Communicating with clients • Email, mail and fax invoices as needed to responsible party • Prepare payroll for processing to Paychex • Review employee timesheet to insure accurate information • Call employee to verify accurate information on timesheets • Review the online planner for each client to insure accurate service rendered • Interview candidates for employment as a home health aide • Review all applications for completion and accuracy • Administrative and research support 		
	5/2018 – 1/2020	Visiting Angels	Okemos, MI
	Accounts Receivable/Payroll Specialist		
	<ul style="list-style-type: none"> • Preparing and billing invoices to clients for services rendered • Posting payments into Quickbooks Pro Plus 2016 • Communicating with clients • Email, mail and fax invoices as needed to responsible party • Prepare payroll for processing to Paychex • Review employee timesheet to insure accurate information • Call employee to verify accurate information on timesheets • Review the online planner for each client to insure accurate service rendered • Interview candidates for employment as a home health aide • Review all applications for completion and accuracy 		
	12/2013 – 10/2017	Keck Medical of USC	Los Angeles, CA
	5/2011 – 7/2012	ICM Medical Imaging and Diagnostics	Inglewood, CA
	4/2008 – 2/2011	Sunrise of Playa Vista	Playa Vista, CA
	9/2006 – 12/2007	Ages Living	South San Francisco, CA
	10/2000 – 6/2006	National Career Group Training and Development Corp	Lansing, MI
	8/1995 – 10/2000	Sparrow Development Incorporated (SDI)	Lansing, MI
	6/1994 – 8/1995	Dental Medical Services Incorporated	Lansing, MI

Education **1975 – 1977** **Cal State University of Northridge**

Jason Anthony

Holt, MI 48842
jkanthony81@gmail.com
517-614-8868

Work Experience

1099 Contractor for Honey Bear Project

Honey Bear Project - Okemos, MI
June 2021 to Present

Supervisor: Nadia Sellers
Job Title: HBP Researcher/Executive
Assistant to the CEO

I am currently functioning as a researcher and as the Executive Assistant for the CEO of the Honey Bear Project. My duties include (but are not limited to) assisting Ms. Sellers in scheduling and managing her time, drafting reports, researching charity outreach contacts, drafting correspondence, drafting office documentation, data entry, mail preparation, courier work, and providing general assistance as needed to the team where able.

1099 Contractor for National Career Group, LLC/Haslett Public Schools

National Career Group, LLC - Okemos, MI
October 2020 to June 2021

Supervisor: Nadia Sellers (NCG) &
Steve Kioski (Haslett)
Job Title: Janitorial Lead Contractor

While working as the Janitorial Lead Contractor, my job duties consisted of keeping my assigned areas at Wilkshire Pre-K cleaned to the standards issued by the district. This included meeting the District's Covid Protocols, which were ongoing during my tenure there. I performed routine maintenance on the building and janitorial machinery and lawn care duties for Wilkshire's Courtyard. During the winter I assisted with snow removal and salting the walks to maintain a safe environment for everyone. I also functioned as a go-between for the contractors working for NCG and the lead custodial manager working for the district. Finally, I was responsible for assisting with the setup and teardown of the lunchroom and kitchen every day.

Paralegal/Legal Assistant

LAW OFFICES OF CASEY D. CONKLIN, PLC - Okemos, MI
April 2017 to October 2020

While working for the Law Offices of Casey D. Conklin, I was functioning as both Paralegal and Legal Secretary. My responsibilities include conducting legal research, preparation of discovery and evidentiary materials, redaction of sensitive information, conducting attorney-client communications, coordination of office services, book-keeping, data entry tasks, record preparation, legal and conventional document drafting, communication with the courts and various other governmental and administrative entities, mail preparation, filing, billing, and scheduling.

Worked full time as a Paralegal from January, 2013 to March, 2017 when Ms. Fixel left the practice of law and Fixel & Nyeholt's business location and assets were sold to the Law Offices of Casey D. Conklin, PLC. While I worked for Fixel & Nyeholt, I was the paralegal for three of the attorneys within the office. My job responsibilities included conducting legal research, preparation of discovery and evidentiary materials, redaction of sensitive information, conducting attorney-client communications, coordination of office services, book-keeping and data entry, legal and conventional document drafting, communication with the courts and various other governmental and administrative entities, mail preparation, and filing. Assisted with two cases resulting in published decisions (one federal, one state).

NYEHOLT LAW OFFICES, PLLC - Okemos, MI
June 2013 to March 2017

Job Title: Paralegal

Additional work and volunteer experience prior available upon request.

National Career Group, LLC

Addendum to Proposal

COST PROPOSAL

National Career Group, LLC submits this comprehensive proposal to the City of Pontiac which exceeds the scope of work requested. For its services the final cost proposal is as follows:

11 weeks Service Offerings -	\$67,000.00 not to exceed
Expenses – Hotel	\$ 4,950.00 not to exceed (as needed)
Mileage –	<u>\$ 2,471.04</u> not to exceed
Total Cost not to exceed	\$74,421.04

This project will take National Career Group, LLC an estimated eleven (11) weeks to complete. It is based on a flat fee for all services listed in Section 2 – Scope of Proposed Solution. No hourly rates are to be charged. The travel cost break down is based on mileage from our corporate offices in Okemos Michigan to City Hall in Pontiac Michigan and at the IRS government mileage rate for 2022. Mileage is \$74.88 per trip. Hotels are calculated at \$150.00 per night (not to exceed 3 days/week).

The City of Pontiac will have to contribute support staff as needed to successfully carryout the RFP scope of project to achieve the desired results.

There is no cost for the Assessment Phase of the Project as National Career Group, LLC is already on site and has a full understanding of the RFP Scope of Work. National Career Group, LLC can begin producing results immediately without costs or delays for assessment.

Payment schedule is as follows:

\$25,000.00	due on or before April 8, 2022
\$25,000.00	due on or before May 6, 2022
\$25,000.00	balance upon completion.

EXHIBIT B – QUALIFICATIONS AND LICENSES

Please give a synopsis of your qualifications and experience with this service:

National Career Group, LLC (NCG)/NCG T&D, LLC has been in business since 1997 primarily focused on Human Resources Training and Development, Permanent Staffing, Leadership, Consulting and DNI training. NCG has been hired by multiple companies and municipalities to perform evaluations and subsequent staff re-organization, training and consulting.

NCG has received several awards including the following from NBCLEO (National Black Caucus of Local Elected Officials) and WMIG (Women in Municipal Government):

Award Received – City of Kansas City, MO. For excellence in Consulting and DNI Training. WMIG
Award Received - City of Kansas City, MO. For excellence in Consulting and DNI Training. NBCLEO
Award Received – City of Los Angeles, CA. For excellence in Consulting and DNI Training. NBCLEO
Award Received – City of Flint, MI. For excellence in Consulting and DNI Training. NBCLEO
Award Received – City of Washington D.C. For excellence in Consulting and DNI Training. Presented by Roosevelt Coats, President of NBCLEO.

NCG is a member with Nadia Sellers on the Board of NAAAHR (National Association of African Americans in Human Resources).

Please list Licenses:

NCG is certified professional Human Relations Company with National Women's Business Enterprise as a WBENC. Please see Capability Statements and Certifications

How long have you been in business?

25 years.

Have you done business with the City of PONTIAC?

Yes. Currently on a consulting assignment in COP and acting current HR Director. It is a contracted 4-week assignment.

If yes, please state the project name.

Interim Consultant/Human Resource Director.

National Career Group, LLC
Diversity Equity Inclusion Consultants

**BUILDING WORLD CLASS DIVERSITY EQUITY
INCLUSION PROGRAMS**

- Commitment
- Compassion
- Action
- Accountability
- Gender Equality
- Language and Communication
- Competitive Advantage
- Innovation
- Corporate and Community Responsibility
- Value Creation
- Generational Impacts
- Empathetic Leadership
- Mission Driven

**WHAT WE DO
BEST**

- Long Term Diversity Partners
- Equity & Inclusion Training
- Building Diverse Teams
- Developing DNI Champions
- Recruitment & Retention Strategies
- Diversity & Inclusion Assessments
- Design and Build Sustainable DNI Programs
- Executive Coaching
- Self-Assessment Instruments

WHY IT MATTERS

- Corporate Responsibility
- Increase profits
- Reduce workplace harassment
- Improve productivity and industrial relations
- Competitive advantage
- Cost savings vs defending discrimination suits
- Improve corporate branding

CONTACT INFORMATION

Headquarters

Dr. Charles Corley

President DEI

ccorley@nationalcareergroup .com

Nadia Sellers

CEO

nadia@nationalcareergroup.com

West Coast

DeShayne Sellers

President of NCG - West Coast

dsellers@nationalcareergroup.com

www.nationalcareergroup .com

INDUSTRIES SERVED


- Healthcare
- Higher Education
- Manufacturing
- Consumer Goods
- K-12
- State, Federal & Local Government
- Consumer Products
- Corp & Non-Profits

KEY CLIENTS

- General Motors
- NSG Pilkerton
- MSU
- The Lanier Group
- Detroit Chassis LLC




NATIONAL CAREER GROUP, LLC

<p style="text-align: center;">WHAT WE DO BEST:</p> <ul style="list-style-type: none"> • Permanent Staffing • Human Relations Training • Human Resources Consulting • Contract Staffing • Outsourcing/Career Counseling • Launch Staffing Support • Employee Leasing • Employment Verification 	<p style="text-align: center;">FACILITATED HUMAN RELATIONS TRAINING:</p> <ul style="list-style-type: none"> • Workplace Violence • Dimensions of Effective Leadership • Sexual Harassment • Diversity & Inclusion 					
<p style="text-align: center;">INDUSTRIES SERVED:</p> <ul style="list-style-type: none"> • Automotive/Warehousing • Manufacturing & Industrial • Energy/ Aero-Space/Defense • City and State Government • Consumer Goods/Products/Retail • Insurance • Healthcare & Medical • Architecture/Design/Construction • Higher Education 	<p style="text-align: center;">STAFFING & RECRUITING:</p> <ul style="list-style-type: none"> • Higher Education • Information Tech. • Human Resources • Sales & Marketing • Engineering • Finance • Executive Mgt. • Diversity Sourcing 					
<p style="text-align: center;">CONTACT INFORMATION:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>HEADQUARTERS :</u></p> <p>NADIA SELLERS, CEO</p> <p>517.881.4471</p> <p>Nadla@nationalcareergroup.com</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>WEST-COAST CONTACT:</u></p> <p>DESHANEY SELLERS, V.P.</p> <p>517.402.1586</p> <p>Dsellers@nationalcareergroup.com</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><u>MIDWEST CONTACT:</u></p> <p>Joni F, VP 517.225.6680</p> </td> <td style="vertical-align: top;"> <p><u>NAIC CODES:</u></p> <p>611430,561312,541612</p> </td> </tr> </table>		<p><u>HEADQUARTERS :</u></p> <p>NADIA SELLERS, CEO</p> <p>517.881.4471</p> <p>Nadla@nationalcareergroup.com</p>	<p><u>WEST-COAST CONTACT:</u></p> <p>DESHANEY SELLERS, V.P.</p> <p>517.402.1586</p> <p>Dsellers@nationalcareergroup.com</p>	<p><u>MIDWEST CONTACT:</u></p> <p>Joni F, VP 517.225.6680</p>	<p><u>NAIC CODES:</u></p> <p>611430,561312,541612</p>	<p>Contact: Nadia Sellers, CEO 517-881-4471 nadia@nationalcareergroup.com</p>  <p>Joni F 517-225-6680 joni@nationalcareergroup.com</p>
<p><u>HEADQUARTERS :</u></p> <p>NADIA SELLERS, CEO</p> <p>517.881.4471</p> <p>Nadla@nationalcareergroup.com</p>	<p><u>WEST-COAST CONTACT:</u></p> <p>DESHANEY SELLERS, V.P.</p> <p>517.402.1586</p> <p>Dsellers@nationalcareergroup.com</p>					
<p><u>MIDWEST CONTACT:</u></p> <p>Joni F, VP 517.225.6680</p>	<p><u>NAIC CODES:</u></p> <p>611430,561312,541612</p>					

www.nationalcareergroup.com



**NATIONAL CAREER GROUP, LLC
LEAN WORK CAPABILITIES**

<p align="center">WHAT WE DO BEST</p> <p>Continuous Improvement Kaizen Facilitation Kata for Daily Improvement Lean Tools Problem Solving LCI Training</p> <p>Business Transformation Employee Engagement Strategic Planning Leadership Alignment Executive Coaching</p> <p>Leadership Development Leading Operational Excellence Coaching and Mentoring</p>	<p align="center">Contact Information</p> <p><u>HEADQUARTERS</u> Nadia Sellers C.E.O. nadia@nationalcareergroup.com (517) 881-4471</p> <p><u>WEST COAST</u> DeShayne Sellers V.P. dsellers@nationalcareergroup.com</p>
<p align="center">LCI TRAINING INSTITUTE</p> <p>FEMEA (Process & Design) APQP MSA PPAP LPA 5 Core Automotive Tools Overview SPC APQP to PPAP for Non-engineers Structured Problem Solving (8-D) Root Cause Analysis for Administrative Processes</p>	<p align="center">KEY CLIENTS</p> <p>General Motors City of Flint, MI City of Kansas City, MO Detroit Chassis Syncreon Henkel Corp. Chrysler FCA Meggit Aerospace Honda Sparrow Health TAG Holdings</p>
<p align="center">INDUSTRIES SERVED</p> <p>Automotive City and State Government Manufacturing & Industrial Energy Consumer Goods/Products Aerospace/Defense Insurance Healthcare & Medical Retail Packaging and Containers Construction Equipment After market Automotive Plastic/Rubber suppliers (any market)</p>	 <p align="center">National Career Group, LLC <small>Leading in Human Relations Training</small></p>

WBENC

WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCE. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

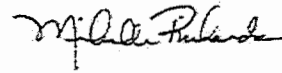
to

NCG LLC DBA National Career Group LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: September 16, 2020
Expiration Date: September 16, 2022
WBENC National Certification Number: WBE2002285

WBENC National WBE Certification was processed and validated by Great Lakes Women's Business Council, a WBENC Regional Partner Organization.



Authorized by Michelle Richards, President
Great Lakes Women's Business Council

Great Lakes
Women's
Business
COUNCIL

NAICS: 561311, 561330
UNSPSC: 80111701, 80111707, 80111708, 80111710, 80111715, 80111716



EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

N/A - None

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc, or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

N/A - None

3. List any convictions or civil judgments under state or federal antitrust statutes.

N/A - None

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

N/A - None

5. List any prior suspensions or debarments by any government agency.

N/A - None

6. List any contracts not completed on time.

N/A - None

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

N/A - None

EXHIBIT D – LIST OF REFERENCES

Providing the following contact information enables the City of PONTIAC to contact those accounts as references.

Reference #1:

Company/Municipality: Detroit Chassis, LLC

Contact Person: Carlton Guthrie **Title:** Co-Chairman

Address: 6501 Lynch Rd

City: Detroit **State:** MI **Zip:** 48234

Telephone : 313-433-2224

Email: cguthrie@detroitchassis.com

Type of Project: Consulting, Lean Continuous Improvement and Executive Placements.

Project Timeline (Dates): 1998-present **Budget:** ongoing

Reference #2:

Company/Municipality: Tag Holdings, LLC

Contact Person: Joe Anderson **Title:** Chairman

Address: 30260 Oak Creek Dr.

City: Wixom **State:** MI **Zip :** 48393

Telephone : 248-789-6522

Email : jba>taghold.com

Type of Project: Several new acquisitions and companies formed since 2001. NCG has selected to

create and staff many of the new companies and create Human Resources departments and processes for each. Consulting and Wage Assessments. This relationship continues.

Project Timeline (Dates): 2001-present **Budget:** ongoing

Reference #3:

Company/Municipality: Spectrum Health Systems

Contact Person: Ovell Barbee **Title:** CHRO

Address: 100 Michigan St. NE

City: Grand Rapids **State:** MI **Zip :** 49503

Telephone : 616-856-8660

Email: obarbee@iuhealth.org

Type of Project: NCG was hired as a consultant for Diversity Recruitment and Executive Placement.

Project Timeline (Dates): February 2020 - present **Budget:** ongoing

EXHIBIT E - CERTIFICATE OF INSURANCE

	CERTIFICATE OF LIABILITY INSURANCE	NATICAR-10	TMEAD																																				
		DATE (MM/DD/YYYY) 1/6/2022																																					
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>																																							
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																																							
<p>PRODUCER Shinberg-LTB Agency 2153 University Park Drive Suite 200 Okemos, MI 48864</p>	<p>CONTACT Todd Bartok PHONE (City, St, Zip) (517) 336-8000 FAX (City, St, Zip) EMAIL tbartok@allibagency.com</p>																																						
<p>INSURED National Career Group LLC 1745 Hamilton Rd Okemos, MI 48864</p>	<p>INSURERS AFFORDED COVERAGE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">INSURER A: Frankennuth Mutual Insurance Company</td> <td style="width:30%;">NAIC # 13985</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>			INSURER A: Frankennuth Mutual Insurance Company	NAIC # 13985	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:																									
INSURER A: Frankennuth Mutual Insurance Company	NAIC # 13985																																						
INSURER B:																																							
INSURER C:																																							
INSURER D:																																							
INSURER E:																																							
INSURER F:																																							
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:																																							
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">INSURER</th> <th style="width:10%;">TYPE OF INSURANCE</th> <th style="width:10%;">ADDITIONAL ISO</th> <th style="width:10%;">POLICY YEAR</th> <th style="width:10%;">POLICY NUMBER</th> <th style="width:10%;">POLICY EFF. DATE (MM/DD/YYYY)</th> <th style="width:10%;">POLICY EXP. DATE (MM/DD/YYYY)</th> <th style="width:10%;">LIMITS</th> </tr> </table>	INSURER	TYPE OF INSURANCE	ADDITIONAL ISO	POLICY YEAR	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">A</td> <td style="width:40%;"> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR </td> <td style="width:10%;"></td> <td style="width:10%; text-align: center;">6708910</td> <td style="width:10%; text-align: center;">11/29/2021</td> <td style="width:10%; text-align: center;">11/29/2022</td> <td style="width:10%;"> EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$ 1,000,000 MED EXP (Each Occurrence) \$ 10,000 IS INSURED AS AGENT/INSURER \$ Excluded GENERAL AGENT/INSURER \$ 2,000,000 PRODUCTS - COMPLETED \$ 2,000,000 </td> </tr> <tr> <td></td> <td> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> </td> <td></td> <td></td> <td></td> <td></td> <td> COMBINED SINGLE LIMIT (Each Accident) \$ BODILY INJURY (BY PERSON) \$ BODILY INJURY (BY NONPERSON) \$ PROPERTY DAMAGE (BY NONPERSON) \$ PROPERTY DAMAGE (BY ACCIDENT) \$ </td> </tr> <tr> <td></td> <td> UMBRELLA LIAB <input type="checkbox"/> EXCESS <input type="checkbox"/> CYCLES LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> </td> <td></td> <td></td> <td></td> <td></td> <td> EACH OCCURRENCE \$ AGGREGATE \$ </td> </tr> <tr> <td></td> <td> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR PARTNER/EXECUTIVE (ELECTED) <input type="checkbox"/> Y/N (See Section 1000 for DESCRIPTION OF OPERATIONS below) </td> <td></td> <td></td> <td></td> <td></td> <td> PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH OCCURRENCE \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ </td> </tr> </table>			A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		6708910	11/29/2021	11/29/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$ 1,000,000 MED EXP (Each Occurrence) \$ 10,000 IS INSURED AS AGENT/INSURER \$ Excluded GENERAL AGENT/INSURER \$ 2,000,000 PRODUCTS - COMPLETED \$ 2,000,000		AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (Each Accident) \$ BODILY INJURY (BY PERSON) \$ BODILY INJURY (BY NONPERSON) \$ PROPERTY DAMAGE (BY NONPERSON) \$ PROPERTY DAMAGE (BY ACCIDENT) \$		UMBRELLA LIAB <input type="checkbox"/> EXCESS <input type="checkbox"/> CYCLES LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR PARTNER/EXECUTIVE (ELECTED) <input type="checkbox"/> Y/N (See Section 1000 for DESCRIPTION OF OPERATIONS below)					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH OCCURRENCE \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
INSURER	TYPE OF INSURANCE	ADDITIONAL ISO	POLICY YEAR	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS																																
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		6708910	11/29/2021	11/29/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$ 1,000,000 MED EXP (Each Occurrence) \$ 10,000 IS INSURED AS AGENT/INSURER \$ Excluded GENERAL AGENT/INSURER \$ 2,000,000 PRODUCTS - COMPLETED \$ 2,000,000																																	
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (Each Accident) \$ BODILY INJURY (BY PERSON) \$ BODILY INJURY (BY NONPERSON) \$ PROPERTY DAMAGE (BY NONPERSON) \$ PROPERTY DAMAGE (BY ACCIDENT) \$																																	
	UMBRELLA LIAB <input type="checkbox"/> EXCESS <input type="checkbox"/> CYCLES LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$																																	
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR PARTNER/EXECUTIVE (ELECTED) <input type="checkbox"/> Y/N (See Section 1000 for DESCRIPTION OF OPERATIONS below)					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH OCCURRENCE \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$																																	
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p>																																							
CERTIFICATE HOLDER		CANCELLATION																																					
<p>SP Investments 4865 Dobie Rd Suite 130 Okemos, MI 48864</p>		<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>																																					
		<p>AUTHORIZED REPRESENTATIVE </p>																																					

EXHIBIT F – NON-BIDDERS RESPONSE

VENDOR'S NAME: N/A to this submission

NON-BIDDER'S RESPONSE

For the purpose of facilitating your firm's response to our Invitation to bid, the City of PONTIAC is interested in ascertaining reasons for prospective bidder's failure to respond to "Invitations to Bid".

If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and return this form to the above address.

We are not responding to this "Invitation to Bid" for the following reason(s):

Items or materials requested not manufactured by us or not available to our company.

Our items and/or materials do not meet specifications.

Specifications not clearly understood or applicable (too vague, too rigid, etc.).

Quantities too Small.

Insufficient time allowed for preparation of bid.

Incorrect address used. Our correct mailing address is:

Our branch / division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is:

OTHER:

Thank you for your participation in this bid.

CITY OF PONTIAC, MICHIGAN AFFIDAVIT

RFP-22-0030

CITY OF PONTIAC

Page 31 of 33

FOR PARTNERSHIP

STATE OF Michigan

S.S.

COUNTY OF Ingham

I Nadia Sellers - Nadia Seller, being duly sworn, deposes and says that they are a member of the firm of National Career Group, a co-partnership, making the above bid; that they are duly authorized to make said bid on behalf of said co-partnership; that said bid is genuine and not sham of collusive, and is not made in the interest of or on behalf of any person not therein named, and that they have and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that they have not and said bidder has not in any manner sought by collusion to secure to themselves or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at Lake Trust Credit Union, in said County and State,

this Friday day of March 4th, A.D. 2022,

[Signature]
*Notary Public, Ingham County, Michigan

My Commission expires 4.24.2028, 2028

ALICIA R. TRANTUM
Notary Public, County of Ingham, MI
Acting in the County of Ingham
My Commission Expires: 4.24.2028

BID FORM

RFP-22-0030

CITY OF PONTIAC

Page 21 of 33

All proposals will be evaluated on the following criteria:

1. Failure to use this bid form shall result in bid disqualification.
2. Failure to bid on all items shall result in an "incomplete bid" determination.
3. List value-added considerations on a separate sheet of paper.
4. All bid pricing to include shipping and freight charges.

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE BID

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of PONTIAC, Department of Purchase and Supplies is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Terms: _____ Fed. ID #: **46-3415334**

Company (Respondent): National Career Group, LLC

Address: 1745 Hamilton Road, #340

City, State & Zip Code: Okemos, MI 48864

Phone / Fax Number: 517-881-4471 FAX: N/A

Email: Nadia@nationalcareergroup.com

Print Name and Title: Nadia Sellers, CEO

(Authorized Representative)

Signed:  _____

(Authorized Representative)

#5

RESOLUTION



CITY

Finance Department

TO: City Council President Mike McGuinness and City Council Members

FROM: Mayor Tim Greimel

CC: Deputy Mayor Khalfani Stephens and Darin Carrington, Finance Director

DATE: March 11, 2022

RE: **Resolution to approve a budget amendment for Fiscal Year 2021-22 to allocate a total \$15,250 to the General Fund – to fund new staff position**

As the Administration continues with its transition efforts and works to ensure that the City's Administration is sufficiently staffed, I am requesting to add a new position to the City's overall organizational chart. The position is PR & Events Specialist in the Mayor's Department at an annual salary of \$50,000.

Once the position is created, it also needs to be funded for the remainder of this current fiscal year. I therefore submit the attached resolution for your consideration.

Attachment



Resolution to approve a budget amendment for Fiscal Year 2021-22 to allocate a total \$15,250 to the General Fund – to fund new staff position

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

Whereas, the Administration has requested the creation of the position of PR & Events Specialist and the City Council hereby approves the creation of this new position; and

Whereas, the position of PR & Events Specialist was not included in the original budget; 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

Whereas, the Administration is proposing to the City Council to add the position of PR & Events Specialist in the Mayor's Department at an annual salary of \$50,000; and

Whereas, to fund the additional appropriations for the PR & Events Specialist position, \$15,250 is transferred out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance

NOW THEREFORE be it resolved that the City Council hereby approves the amendment for the Fiscal Year 2021-22 Budget as requested by the Administration transferring \$15,250 out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance

This item cannot be approved until after the resolution to authorize the City Clerk to publish the notice of the budget amendment has been approved and one week after the publication of the notice. It takes 5 votes to approve a budget amendment.

#6

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Finance Department

TO: City Council President Mike McGuinness and City Council Members

FROM: Darin Carrington, Finance Director

CC: Tim Greimel, Mayor and Deputy Mayor Khalfani Stephens

DATE: April 1, 2022

RE: **Resolution to approve a budget amendment for Fiscal Year 2021-22 to allocate a total of \$30,000 to the General Fund – Mayor’s Department to fund consulting work for Grants**

The City received during the previous administration a grant from the Community foundation for Southeast Michigan in the amount of \$100,000. The purpose of the grant was to help the City assess and analyze building of centralized grant management system and department. To implement the work proposed under the grant, two consulting teams were engaged. One team was the firm of Baker Tilly and the other team was comprised of philanthropic advisors Dr. Phillip Clan and Ghebre Mehreteab.

While the grant was for \$100k the City contracted the two teams at a total amount of \$130,000. A Final Report for this grant was prepared and presented to the Grantor. Additionally, the City is continuing its efforts to further development the work needed to expand our grant activities, grant funding and development of grant administration. Further it is expected that in the upcoming fiscal year, the City will take several steps to begin implementing many of the steps that were provided from the work of these two consulting teams.

In order to fully fund this engagement, the Administration is hereby requesting a budget amendment in the amount of \$30,000. This amendment would cover the work that was performed but not fully covered by the grant that was received.

We therefore submit the following amendment and resolution for your consideration:

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

Whereas, the prior City Council approved the accepting of a grant in the amount of \$100,000 from the Community Foundation of Southeastern Michigan to fund consulting work related to the City’s grant activities; and

Whereas, the total costs of the work contracted related to the project totaled \$130,000; 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

Whereas, the Administration is proposing a budget amendment in the amount of \$30,000; and

Whereas, to fund this additional appropriation, \$30,000 is transferred out of the General Fund-Fund Balance GL account 101-000-390.000 and \$30,000 is transferred to the General Fund–Economic Development Department GL Account 101-690-818.000 Other Professional Services;

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 \$30,000 out of the General Fund-Fund Balance GL Account 101-000-390.000 and \$30,000 is transferred into General Fund–Economic Development Department GL Account 101-690-818.000 Other Professional Services.

This item cannot be approved until after the resolution to authorize the City Clerk to publish the notice of the budget amendment has been approved and one week after the publication of the notice. It takes 5 votes to approve a budget amendment.

Resolution of the Pontiac City Council



Resolution to authorize the City Clerk to publish the notice of a proposed Budget Amendment for Fiscal Year 2021-22 to transfer \$30,000 from General Fund Balance GL account 101-000-309-000 to the Following General Fund Economic Development Dept. 690- GL Accounts 101-690-818.000 Other Professional Services.

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

Whereas, the prior City Council approved the accepting of a grant in the amount of \$100,000 from the Community Foundation of Southeastern Michigan to fund consulting work related to the City's grant activities; and

Whereas, the total costs of the work contracted related to the project totaled \$130,000; and

Whereas, the Administration is requesting a budget amendment in the amount of \$30,000 to cover the costs incurred that exceed the grant received from Community Foundation; 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

Whereas, the Administration is proposing to the City Council to approve appropriations for the current year FY 2021-2022 for GL Accounts General Fund Economic Development Department. 690-Other Professional Services Account 101-690-818.000; and

Whereas, to fund this additional appropriation, \$30,000 is transferred out of the General Fund Balance GL account 101-000-390.000 and \$30,000 is transferred to the General Fund GL Account 101-690-818.000:

NOW THEREFORE, BE RESOLVED, that the City Council hereby authorizes the City Clerk to publish the notice of a proposed budget amendment for Fiscal Year 2021-2022 transferring \$30,000 out of the General Fund-Fund Balance GL Account 101-000-390-000 and \$30,000 General Fund Economic Development Department. 690-Other Professional Services Account 101-690-818.000.

#7

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

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

FROM: Mayor Tim Greimel

CC: Deputy Mayor Khalfani Stephens

DATE: April 5, 2022

RE: Implementation the Flock Safety System

Honorable Council President and Members of the City Council:

As you are aware, the City of Pontiac has experienced a sudden spike in violence. Recent violent activity has caused senseless casualties of innocent Pontiac residents.

The Oakland County Sheriff has done a tremendous job in increasing patrol around the city and apprehending dangerous criminals to reduce violence within our city. However, additional resources are needed to support the reduction of violence in the city.

The Administration, along with a few members of the City Council, recommend implementing the Flock Safety System on a one-year trial basis. Flock Safety System would install seventeen units in various locations throughout the city of Pontiac.

The Flock Safety System is an infrastructure-free automatic license plate recognition (ALPR) camera. This system is unique compared to other ALPR systems. It uses Vehicle Fingerprint technology to transform hours of footage into actionable evidence, even if the vehicle's license plate is not visible.

The Flock Safety System has a proven track record of assisting law enforcement in identifying suspects. It has been instrumental in reducing crime within several cities across the county.

Cities in Michigan that are currently using the Flock Safety System include; Southfield, Warren, Flint, and Wyoming. Neighboring cities such as; Waterford and Farmington Hills are preparing to implement the Flock Safety System in their community.

Implementation of the Flock Safety System would be an added tool our Oakland County Sheriff partners can utilize in identifying suspects and crimes as we work together to make our city safe.

As such, the following the resolution is being presented for your consideration.

Attachment



Resolution to Approve the Implementation the Flock Safety System within the City of Pontiac for a Twelve-Month Trial Period

Whereas, Flock Safety is a company that sells camera-based license plate detection systems to review for owners' outstanding warrants; and

Whereas, The City of Pontiac, the Oakland County Sheriff, and Flock Safety would like to implement a trial of the Flock Safety system in the City of Pontiac; and

Whereas, The Flock Safety systems will be placed in locations in the City right-of-way to be determined collectively between the Sheriff and Flock Safety;

Now, Therefore, the Pontiac City Council authorizes the implementation of the Flock Safety system within the City of Pontiac right-of-way at locations to be determined by the Oakland County Sheriff and Flock Safety for a period of twelve months.