



City of the Village of Clarkston
375 Depot Rd
Clarkston, Michigan 48346
City Council Regular Meeting
11 22 2021

1. Call To Order
2. Pledge Of Allegiance
3. Roll Call
Mayor Haven, Avery, Casey, Fuller, Luginski, Rodgers, Wylie
4. Approval Of Agenda - Motion
5. Public Comments:
Individuals have the opportunity to address the City Council on subjects not on the Agenda, limiting their comments to three minutes. Alternatively, public comments may be emailed to City Manager Jonathan Smith @ smithj@villageofclarkston.org or City Clerk Jennifer Speagle @ speaglej@villageofclarkston.org and they will be read out loud during this time. If preferred, comments may be stated or submitted anonymously.
6. FYI
CIDL Holiday Boutique and Book Sale

Documents:

[CIDL HOLIDAY BOUTIQUE AND BOOK SALE 11 22 2021.PDF](#)
7. Sheriff Report For October 2021

Documents:

[SHERIFF REPORT OCTOBER 2021 11 22 2021.PDF](#)
8. City Manager Report

Documents:

[CITY MGR REPORT 11 22 2021.PDF](#)
9. Motion Acceptance Of The Consent Agenda As Presented
Minutes and Treasurer's Report

Minutes

Final 10 25 2021

Draft 11 08 2021

Treasurer's Report 11 22 2021

Documents:

[11 22 2021 CONSENT AGENDA.PDF](#)

10. Old Business

- 10.a. Discussion: Parking Revenue Update
Parking update for September and October 2021

Documents:

[DISCUSSION PARKING FEES AND TICKETS 11 22 2021.PDF](#)

11. New Business

- 11.a. Motion Mayor Pro Tem Appointment

Documents:

[MOTION MAYOR PRO TEM APPT 11 22 2021.PDF](#)

- 11.b. Discussion: Agenda Item Request
Item request by Christopher Moore regarding HDC updates and reports

Documents:

[DISCUSSION AGENDA ITEM REQUEST CHRISTOPHER MOORE 11 22 2021.PDF](#)

- 11.c. Discussion: Residential Project Approval Flowchart

Documents:

[DISCUSSION RESIDENTIAL PROJECT APPROVAL FLOWCHART 11 22 2021.PDF](#)

- 11.d. Motion: Policies And Procedures Manual Revisions

Documents:

[MOTION POLICIES AND PROCEDURES MANUAL REVISION 11 22 2021.PDF](#)

- 11.e. Motion: 2022 City Council Meeting Schedule

Documents:

[MOTION 2022 COUNCIL MEETING SCHEDULE 11 22 2021.PDF](#)

12. Adjourn

Only those matters that are on the agenda are to be considered for action.

Holiday Boutique and Book Sale

SATURDAY, DEC. 4
10AM-3PM

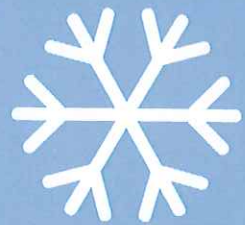
Get your holiday shopping started for the book lovers on your list! Our Holiday Book Sale offers a premium selection of like-new books.

Purses with a Purpose

Gently used handbags, wallets, and coin purses will also be available for sale, with proceeds benefiting the Friends of the Library! Items will be priced based on condition and value.



FRIENDS
of the
CLARKSTON INDEPENDENCE
DISTRICT LIBRARY



**OAKLAND COUNTY SHERIFF DEPARTMENT
INDEPENDENCE SUBSTATION**

TO: John Smith, City Manager

FROM: Lieutenant Todd Hill, Substation Commander

SUBJECT: City of the Village of Clarkston Monthly Report

	2021											2021	2020	
ARRESTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD
Felony (CLR-059)	2	0	1	2	1	1	1	1	2	0			11	13
Misdemeanors (CLR-059)	3	2	7	5	1	5	1	13	11	10			58	46
MICR:														
Violent Crimes (CLR-004)	1	0	0	1	0	0	0	1	1	0			4	12
Property Crimes (CLR-004)	1	0	0	2	1	3	1	0	2	2			12	20
TRAFFIC:														
Monthly Warnings - Citation Report	1	2	4	7	1	14	19	3	2	1			54	57
Monthly Citations - Citation Report	3	1	1	7	7	17	25	6	6	4			77	64
Crashes - Crash Report	1	0	1	3	2	4	2	3	4	1			21	22
LIQUOR INSPECTION ACTIVITY:														
Alcohol Compliance Checks (AE)	0	0	0	0	0	2	0	0	0	0			2	0
Violations (CLR-065)	0	0	0	0	0	0	0	0	0	0			0	0
COMMUNITY LIAISON:														
Community Meetings L3535	1	2	2	1	2	2	0	0	1	0			8	0
Community Other L3539	0	0	0	0	0	0	0	0	0	0			0	0
STATION STATISTICS:														
Calls for Service (CLR-065)	74	56	144	133	178	177	135	132	106	147			1282	975

City of the Village of Clarkston
City Manager Report
November 22, 2021

Small Business Saturday

Small Business Saturday is an annual event on the Saturday following Thanksgiving encouraging people to patronize their local small businesses as they embark on holiday shopping and dining. This year, that day is Saturday, November 27th. The success of these businesses is critical to our local economy, so please plan on patronizing our many small businesses that day – and ideally every day – this holiday season. Thank you! As in years past, the City will help by suspending paid parking and parking enforcement on Small Business Saturday.

Road Pothole Patching

Last week our DPW team completed the pre-winter patching of potholes on the City roads. While pothole patching is one of those tasks that is never-ending, if you are aware of a particularly bad pothole that we missed, please send me a quick text or email and we'll take care of it.

Rudy's Update

This week, in a joint meeting with the Planning Commission and Historic District Commission, Rudy's Market owner Robert Eshaki and highly regarded architect Victor Saroki presented preliminary renovation plans for the Rudy's building and the old Clarkston News building next door. Over the next 18-24 months, pending plan approvals, both buildings will be renovated with the goal of bringing two new restaurant offerings to Clarkston. Catering and the sale of prepared foods may be carried over. Demolition of the interior space of the existing Rudy's Market building is already underway.

Waldon & Main Property Update

Also this week, real estate developer Riverside Capital met with City representatives to update their tentative plans to construct 22 townhomes on the 2.2 acre vacant parcel at the corner of Waldon and Main under the City's Residential Planned Development District (RPDD) ordinance. Over the winter months, it is expected that Riverside will be working closely with the Planning Commission, Historic District Commission and City Council to obtain approval for the development. All meetings will be public, announced meetings held at City Hall.

DPW Truck Evaluation

In 2019 the City made an important decision to sell its massive front-end loader to enable the purchase of a new skid-steer. In that case, time has confirmed that an even exchange of an asset that was used once or twice a year for one that is used daily was absolutely the right thing to do for our small Village. Now we're researching a similar action regarding the City's large International dump truck. Because this truck and the City's F550 truck are now 7 years old and starting to require costly maintenance, I am exploring the possibility of trading in both trucks for new 5500 and 2500 medium-duty trucks. The 5500/2500 trucks will be far better suited – from both a functionality and cost perspective - for a municipality our size. I will also explore grants available for municipal truck purchases before bringing a proposal to Council for consideration.

Training for Newly Elected Officials

As a reminder, the Michigan Municipal League offers training for newly elected officials. Both in-person and virtual classes are offered, per the attached flyer. If interested, please let me know and I will make the arrangements.

Thanksgiving Holiday

The City offices will be closed on Thursday, November 25th for Thanksgiving.

Respectfully submitted, **Jonathan Smith, City Manager, November 18, 2021**

Jonathan Smith

From: Michigan Municipal League <kwozniak+mml.org@ccsend.com>
Sent: Thursday, November 4, 2021 10:00 AM
To: Jonathan Smith
Subject: Newly Elected Officials Training Registration is Open!



We love where you live.

Training for Newly Elected Officials In-Person and Virtual Options Available!

After the recent elections, you may have some enthusiastic newly elected officials on your team. Help them add some great fundamental skills to that enthusiasm with League training.

The *You Won! Now What? Newly Elected Officials Training* course covers core topics that will help educate first-time elected officials, as well as seasoned officials, on their basic functions including:

- Local government overview
- Roles & responsibilities of elected officials
- the Open Meetings Act (OMA),
- and the Freedom of Information Act (FOIA)

Training Options:

Option A:

In-Person (Lansing)

Wednesday, December 1, 6:00 pm – 9:15 pm

[Register Now](#)

Option B:

Virtual (must attend both evenings)

Thursday, December 9, 6:00 pm – 8:15 pm

Thursday, December 16, 6:00 pm – 8:15 pm

[Register Now](#)

Option C:

Virtual

Saturday, January 15, 8:30 am – 12:30 pm

[Register Now](#)

Option D:

In-Person (Ann Arbor)

Thursday, January 20, 6:00 pm – 9:15 pm

[Register Now](#)

Please share this information with any newly-elected officials in your community.

Welcome New Members

We welcome all our new members to the League! If you have any questions about League services or benefits, please contact Emily Kieliszewski, our member programs manager, at emilyk@mml.org.



Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

[Unsubscribe smithj@villageofclarkston.org](mailto:smithj@villageofclarkston.org)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by kwozniak@mml.org



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346
City Council Regular Meeting Minutes
Final Minutes 10 25 2021

10/25/2021 - Minutes

1. Call To Order

By Mayor Pro Tem Sue Wylie @

2. Pledge Of Allegiance

3. Roll Call

Mayor ProTem Wylie, Avery, Bonser, Casey, Luginski - Present.

Mayor Haven - Absent

4. Approval Of Agenda - Motion

Motion by Luginski Second by Casey to approve the agenda with an added 10b under Old Business - 35 Madison Ct Discussion. All Aye Motion Carries.

5. Public Comments:

Peg Roth

Chet Pardee

Bruce Fuller

Leah Mclean for Steve Mclean who could not be present.

Laura Rodgers

Paul Angelini

6. FYI

Rotary Beer Wine Spirits and Food tasting @ Bordines 10 28 2021 6:30-8:30

CIDL Trunk or Treat 10 29 2021 6:30-8pm

Anthem Advisor of Raymond James Shred Party 10 30 2021 9am-12pm

Clarkston Farm & Garden Club 2021 Greens Sale

Oakland County Animal Control 2022 Dog License pricing

7. Sheriff Report For September 2021

8. City Manager Report

where ordinance additions, deletions or changes are needed at a not-to-exceed cost of \$1,000.00 to be funded by the Planner Fees budget (101-821-811.000). Wylie, Bonser, Casey, Luginski - Yes. Avery - No. Motion Carries.

11.c. Resignations: Bill Basinger And Rich Little

Motion by Luginski Second by Avery to accept the resignation from Bill Basinger (ZBA) and Rich Little (Planning). All Aye. Motion Carries.

11.d. Motion: Main Street Banners

Motion by Wylie Second by Bonser to discontinue the City's practice of installing banners over Main Street effective January 1st, 2022. All Aye Motion Carries.

11.e. Resolution: Depot Park Storm Drain Repair

Motion by Avery Second by Casey to authorize the City Manager to contract with the low bidder, Al's Asphalt Paving, to reconstruct the Depot Road storm drain catch basin as soon as possible for the amount of \$6,775.00 to be funded by the Road Repair & Resurfacing Budget (401-901-970.006). Wylie, Avery, Bonser, Casey, Luginski - Yes. Motion Carries.

11.f. Resolution: DPW Truck Tire Repair

Motion by Avery Second by Bonser to authorize the City Manager, *retroactively*, to replace the four rear tires on the City's Ford F550 pickup truck at a total cost of \$1,999.65 to be funded by Pickup Truck materials & Outside Labor (101-446-861-001). Wylie, Luginski, Casey, Bonser, Avery - Yes. Motion Carries.

12. Adjourn

Motion by Luginski Second by Avery to Adjourn at 8:45pm. All Aye Motion Carries.

Respectfully Submitted by Jennifer Speagle, City Clerk.



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346
City Council Regular Meeting Minutes
Draft Minutes 11 08 2021

11/8/2021 - Minutes

1. Call To Order

By Mayor Haven @ 7:00pm

2. Pledge Of Allegiance

3. Swearing In Of Council Members

Swearing in of Gary Casey, Bruce Fuller and Laura Rodgers by Clerk Jennifer Speagle

4. Roll Call

Haven, Avery, Casey, Fuller, Luginski, Rodgers, Wylie - Present.

5. Approval Of Agenda - Motion

Motioned by Wylie Second by Avery to approve the agenda as presented. All Aye Motion Carries.

6. Public Comments:

By Steve McLean

Chet Pardee (read by Clerk Speagle)

7. FYI

8. City Manager Report

9. Motion Acceptance Of The Consent Agenda As Presented

Motion by Luginski Second by Casey to approve the Consent Agenda as presented. All Aye Motion Carries.

10. Old Business

10.a. Election Updates

By Clerk Speagle

10.b. Resolution: Planning Commission Recommendation For Site Plan Reviews

Motion by Avery Second by Wylie to authorize the Planning Commission, with the assistance of City Planner Carlisle-Wortman, to hold Public Hearings related to the required changes to Zoning Ordinance Article XVII and then return to City Council for first and second readings and final approval, after which the revised ordinance will be publicly posting for 15 days.

Haven, Avery, Casey, Fuller, Luginski, Wylie, Rodgers - Yes Motion Carries.

10.c. Discussion: 35 Madison Ct

Update from City of Clarkston Building Official Craig Strong.

Treasurer's Report

- I. Revenue/Expenditure Actual vs. Budget as of 10/31/2021 General Fund 101
 II. Revenue/Expenditure Actual vs. Budget as of 10/31/2021 Major Roads Fund 202
 III. Revenue/Expenditure Actual vs. Budget as of 10/31/2021 Local Roads Fund 203
 IV. Revenue/Expenditure Actual vs. Budget as of 10/31/2021 Capital Projects Fund 401

TREASURER'S DOCUMENTS FOR MEETING - NEW BUSINESS:*VI. Invoices for review*

Carlisle Wortman -

Monthly Retainer (October 2021)	\$	1,500.00
Code Enforcement	\$	630.00
2021 Planning Consultation	\$	360.00

Sub Total	\$	2,490.00
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HRC -

MS4 Permit Assistance	\$	-
Professional	\$	-

Sub Total	\$	-
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Tom Ryan-

Court/Prosecution	\$	-
Professional Services	\$	-
	\$	-

Sub total Invoices for review	\$	2,490.00
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VII. Other Checks for Review

\$	-
\$	-
\$	-
\$	-

Total Other Checks for Review	\$	-
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Grand Total	\$	2,490.00
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REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 10/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			
Fund 101 - GENERAL						
Revenues						
Dept 000 - GENERAL						
101-000-402.000	CURRENT TAX REVENUES	554,000.00	554,000.00	265,456.58	288,543.42	47.92
101-000-445.000	INTEREST & PENALTY REVENUES	1,120.00	1,120.00	25.29	1,094.71	2.26
101-000-452.000	CABLE TV REVENUES	13,511.00	13,511.00	0.00	13,511.00	0.00
101-000-452.001	IN-KIND FEES/PEG FEES AT&T	6,073.00	6,073.00	1,114.61	4,958.39	18.35
101-000-477.000	PERMIT FEES	28,593.00	28,593.00	8,942.00	19,651.00	31.27
101-000-478.000	DOG LICENSES REVENUE	1,000.00	1,000.00	392.25	607.75	39.23
101-000-501.000	COMM DEV BLOCK GRANT - CDBG	8,000.00	8,000.00	0.00	8,000.00	0.00
101-000-502.000	P- GRANTS	2,000.00	2,000.00	48,200.00	(46,200.00)	2,410.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHAR	1,173.00	1,173.00	671.44	501.56	57.24
101-000-574.001	STATE REVENUE SHARING/SALES TAX	83,594.00	83,594.00	17,148.00	66,446.00	20.51
101-000-574.002	STATE LIQUOR CONTROL COMM	3,565.00	3,565.00	3,424.85	140.15	96.07
101-000-580.000	ENHANCED ACCESS REVENUE SHARING	626.00	626.00	486.51	139.49	77.72
101-000-606.000	DISTRICT COURT REVENUE	4,500.00	4,500.00	1,930.25	2,569.75	42.89
101-000-626.000	BANNER REVENUES	2,458.00	2,458.00	400.00	2,058.00	16.27
101-000-664.000	INTEREST EARNED	1,577.00	1,577.00	234.85	1,342.15	14.89
101-000-666.000	DIVIDENDS AND REBATES	1,000.00	1,000.00	1,132.00	(132.00)	113.20
101-000-667.000	GAZEBO RENTALS	1,557.00	1,557.00	2,650.00	(1,093.00)	170.20
101-000-668.000	EQUIPMENT RENTAL	25,329.00	25,329.00	548.57	24,780.43	2.17
101-000-671.000	MISCELLANEOUS INCOME	2,000.00	2,000.00	4,751.09	(2,751.09)	237.55
101-000-671.001	SPECIAL EVENTS REVENUE	929.00	929.00	0.00	929.00	0.00
101-000-675.000	BEAUTIFICATION DONATIONS	0.00	0.00	1,000.00	(1,000.00)	100.00
101-000-699.390	TRANSFER IN FROM FUND BALANCE	70,707.00	70,707.00	0.00	70,707.00	0.00
Total Dept 000 - GENERAL		813,312.00	813,312.00	358,508.29	454,803.71	44.08
TOTAL REVENUES		813,312.00	813,312.00	358,508.29	454,803.71	44.08
Expenditures						
Dept 101 - COUNCIL						
101-101-703.000	COUNCIL & MAYOR PAYMENTS	7,750.00	7,750.00	0.00	7,750.00	0.00
101-101-955.000	MISC EXPENSE	308.00	308.00	430.16	(122.16)	139.66
101-101-958.000	DUES & CONFERENCES	4,100.00	4,100.00	2,142.31	1,957.69	52.25
Total Dept 101 - COUNCIL		12,158.00	12,158.00	2,572.47	9,585.53	21.16
Dept 215 - CLERK						
101-215-703.001	CLERK SALARY	30,000.00	30,000.00	10,307.72	19,692.28	34.36
101-215-726.000	SUPPLIES	75.00	75.00	0.00	75.00	0.00
101-215-901.000	PUBLICATIONS	2,150.00	2,150.00	565.80	1,584.20	26.32
101-215-958.000	DUES & CONFERENCES	200.00	200.00	0.00	200.00	0.00
Total Dept 215 - CLERK		32,425.00	32,425.00	10,873.52	21,551.48	33.53
Dept 223 - AUDIT						
101-223-805.000	AUDIT FEES	10,800.00	10,800.00	0.00	10,800.00	0.00
Total Dept 223 - AUDIT		10,800.00	10,800.00	0.00	10,800.00	0.00
Dept 247 - BOARD OF REVIEW						
101-247-900.000	BOARD OF REVIEW PUBLICATIONS	50.00	50.00	0.00	50.00	0.00
Total Dept 247 - BOARD OF REVIEW		50.00	50.00	0.00	50.00	0.00
Dept 253 - TREASURER						
101-253-703.002	TREASURER SALARY	25,000.00	25,000.00	8,653.86	16,346.14	34.62
101-253-726.000	SUPPLIES	1,200.00	1,200.00	248.93	951.07	20.74
101-253-800.000	BANK FEES	400.00	400.00	100.00	300.00	25.00
101-253-853.000	COMPUTER SUPPORT	3,500.00	3,500.00	2,170.00	1,330.00	62.00
Total Dept 253 - TREASURER		30,100.00	30,100.00	11,172.79	18,927.21	37.12
Dept 257 - ASSESSOR						
101-257-804.000	ASSESSING - OAKLAND COUNTY	8,000.00	8,000.00	7,979.33	20.67	99.74
Total Dept 257 - ASSESSOR		8,000.00	8,000.00	7,979.33	20.67	99.74
Dept 262 - ELECTIONS						
101-262-701.000	ELECTION FEES/PER DIEM	1,620.00	1,620.00	0.00	1,620.00	0.00
101-262-726.000	SUPPLIES	760.00	760.00	201.38	558.62	26.50
101-262-901.000	PUBLICATIONS	343.00	343.00	0.00	343.00	0.00
Total Dept 262 - ELECTIONS		2,723.00	2,723.00	201.38	2,521.62	7.40
Dept 264 - ADMINISTRATIVE						
101-264-701.002	ADMIN ASSISTANT SALARY	15,000.00	15,000.00	3,961.00	11,039.00	26.41
101-264-703.003	CITY MANAGER SALARY	40,000.00	40,000.00	13,769.22	26,230.78	34.42
101-264-727.000	OFFICE SUPPLIES	4,000.00	4,000.00	841.19	3,158.81	21.03
101-264-727.001	POSTAGE	500.00	500.00	221.85	278.15	44.37

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			
101-264-805.001	PROFESSIONAL & CONTRACTUAL SERVICE	2,000.00	2,000.00	219.96	1,780.04	11.00
101-264-850.000	TELEPHONE EXPENSE	8,500.00	8,500.00	3,002.07	5,497.93	35.32
101-264-851.000	WEBSITE MAINTENANCE	350.00	350.00	0.00	350.00	0.00
101-264-852.000	TECHNOLOGY/INTERNET EXPENSE	12,500.00	12,500.00	6,122.01	6,377.99	48.98
101-264-860.000	MILEAGE/CONFERENCE	600.00	600.00	664.72	(64.72)	110.79
101-264-941.000	RICOH COPIER LEASE	2,500.00	2,500.00	810.60	1,689.40	32.42
101-264-955.000	DOG LICENSES FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
Total Dept 264 - ADMINISTRATIVE		86,950.00	86,950.00	29,612.62	57,337.38	34.06
Dept 265 - BUILDING AND GROUNDS						
101-265-705.000	BUILDING MAINTENANCE LABOR	6,000.00	6,000.00	482.63	5,517.37	8.04
101-265-705.001	BUILDING MAINTENANCE O/T LABOR	1,000.00	1,000.00	0.00	1,000.00	0.00
101-265-706.000	VILLAGE GROUNDS PARK LABOR	27,400.00	27,400.00	11,235.28	16,164.72	41.00
101-265-706.001	DPW-VILL GROUNDS OT PARK LABOR	1,200.00	1,200.00	2,175.77	(975.77)	181.31
101-265-726.004	SUPPLIES-VH BUILDING	3,400.00	3,400.00	826.85	2,573.15	24.32
101-265-728.000	PARK MATERIALS	19,000.00	19,000.00	7,237.26	11,762.74	38.09
101-265-818.000	RUBBISH COLLECTION	700.00	700.00	0.00	700.00	0.00
101-265-920.000	DETROIT EDISON-VH	2,196.00	2,196.00	642.32	1,553.68	29.25
101-265-921.000	CONSUMERS ENERGY-VH	1,621.00	1,621.00	47.99	1,573.01	2.96
101-265-923.000	DTE UPPER PARKING LOT	2,346.00	2,346.00	488.77	1,857.23	20.83
101-265-923.001	DTE DEPOT PARK	250.00	250.00	0.00	250.00	0.00
101-265-924.000	SEWER & WATER-VH	850.00	850.00	245.57	604.43	28.89
101-265-931.000	BUILDING MAINTENANCE-VH	500.00	500.00	82.00	418.00	16.40
101-265-934.000	MILL POND ASSESSMENT	117.00	117.00	0.00	117.00	0.00
101-265-935.000	STORM WATER DISCHARGE PERMIT	10,000.00	10,000.00	0.00	10,000.00	0.00
101-265-956.000	WATER LEVEL CONTROL	128.00	128.00	0.00	128.00	0.00
101-265-957.000	CDBG DISBURSEMENTS	8,000.00	8,000.00	0.00	8,000.00	0.00
101-265-961.001	PROPERTY INSURANCE	998.00	998.00	725.00	273.00	72.65
101-265-961.003	GENERAL LIABILITY INSURANCE	4,740.00	4,740.00	3,999.00	741.00	84.37
101-265-961.004	PROPERTY INSURANCE-OPEN SPACES	955.00	955.00	672.00	283.00	70.37
Total Dept 265 - BUILDING AND GROUNDS		91,401.00	91,401.00	28,860.44	62,540.56	31.58
Dept 266 - ATTORNEY						
101-266-803.000	LEGAL FEES	30,000.00	30,000.00	8,395.00	21,605.00	27.98
Total Dept 266 - ATTORNEY		30,000.00	30,000.00	8,395.00	21,605.00	27.98
Dept 281 - WATERSHED COUNCIL						
101-281-956.002	CLINTON RIVER WATERSHED EXPENSES	825.00	825.00	340.00	485.00	41.21
Total Dept 281 - WATERSHED COUNCIL		825.00	825.00	340.00	485.00	41.21
Dept 301 - POLICE						
101-301-802.000	LAW ENFORCEMENT	133,749.00	133,749.00	32,756.54	100,992.46	24.49
Total Dept 301 - POLICE		133,749.00	133,749.00	32,756.54	100,992.46	24.49
Dept 336 - FIRE						
101-336-802.001	FIRE PROTECTION - IND TWP	158,439.00	158,439.00	39,176.30	119,262.70	24.73
Total Dept 336 - FIRE		158,439.00	158,439.00	39,176.30	119,262.70	24.73
Dept 370 - CODE ENFORCEMENT OFFICER						
101-370-703.010	ENFORCEMENT OFFICER SALARY	6,800.00	6,800.00	1,125.00	5,675.00	16.54
101-370-729.000	SUPPLIES	200.00	200.00	0.00	200.00	0.00
Total Dept 370 - CODE ENFORCEMENT OFFICER		7,000.00	7,000.00	1,125.00	5,875.00	16.07
Dept 371 - BUILDING INSPECTION						
101-371-703.004	BLDG INSPECTORS' SALARIES	11,000.00	11,000.00	1,885.00	9,115.00	17.14
101-371-809.000	BLDG DEPT PROFESSIONAL FEES	18,000.00	18,000.00	4,500.00	13,500.00	25.00
Total Dept 371 - BUILDING INSPECTION		29,000.00	29,000.00	6,385.00	22,615.00	22.02
Dept 441 - DPW						
101-441-709.000	HEALTH INSURANCE	5,000.00	5,000.00	1,377.28	3,622.72	27.55
101-441-710.000	DPW LEAVE & HOLIDAY PAY	3,500.00	3,500.00	1,344.00	2,156.00	38.40
101-441-711.001	DPW WAGES FOR TASTE OF CLARKSTON	1,200.00	1,200.00	1,123.13	76.87	93.59
101-441-711.006	DPW WAGES FOR CONCERTS IN THE PARK	300.00	300.00	0.00	300.00	0.00
101-441-711.007	DPW WAGES FOR ART IN THE VILLAGE	200.00	200.00	2,012.07	(1,812.07)	1,006.04
101-441-720.000	PHYSICAL EXPENSE	300.00	300.00	29.02	270.98	9.67
101-441-750.000	DPW SUPPLIES	2,400.00	2,400.00	323.78	2,076.22	13.49
101-441-850.001	TELEPHONE EXPENSE - DPW	900.00	900.00	300.00	600.00	33.33
101-441-932.001	EQUIPMENT MAINTENANCE	1,200.00	1,200.00	63.98	1,136.02	5.33
101-441-940.004	NEW LEASE SPACE	21,637.00	21,637.00	0.00	21,637.00	0.00
Total Dept 441 - DPW		36,637.00	36,637.00	6,573.26	30,063.74	17.94
Dept 446 - HIGHWAY, STREETS, BRIDGES						
101-446-704.001	DPW LABOR-PICKUP TRUCK	550.00	550.00	80.75	469.25	14.68
101-446-704.002	DPW LABOR-DUMP TRUCK	1,100.00	1,100.00	529.00	571.00	48.09
101-446-704.003	DPW LABOR-LOADER	200.00	200.00	42.00	158.00	21.00
101-446-704.004	DPW LABOR-TRACTOR	500.00	500.00	15.50	484.50	3.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 10/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
101-446-704.007	DPW LABOR-LIFT	100.00	100.00	0.00	100.00	0.00
101-446-726.005	SUPPLIES	200.00	200.00	80.06	119.94	40.03
101-446-817.001	TREE TRIMMING & MAINTENANCE	5,000.00	5,000.00	0.00	5,000.00	0.00
101-446-860.001	MILEAGE/CONFERENCE/TRAINING	400.00	400.00	0.00	400.00	0.00
101-446-861.001	MATERIAL & OUTSIDE LABOR-PICKUP TRUC	250.00	250.00	13.00	237.00	5.20
101-446-861.003	MATERIAL & OUTSIDE LABOR-LOADER	375.00	375.00	0.00	375.00	0.00
101-446-861.004	MATERIAL & OUTSIDE LABOR-LIFT	375.00	375.00	0.00	375.00	0.00
101-446-861.007	MATERIAL & OUTSIDE LABOR-DUMP TRUC	800.00	800.00	0.00	800.00	0.00
101-446-862.000	FUEL & OIL FOR EQUIPMENT	4,500.00	4,500.00	681.39	3,818.61	15.14
101-446-961.005	EQUIPMENT INSURANCE	3,175.00	3,175.00	3,268.99	(93.99)	102.96
101-446-970.001	DPW EQUIPMENT	4,200.00	4,200.00	1,231.34	2,968.66	29.32
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		21,725.00	21,725.00	5,942.03	15,782.97	27.35
Dept 448 - STREET LIGHTING						
101-448-926.000	DTE STREET LIGHTING	12,200.00	12,200.00	3,697.91	8,502.09	30.31
Total Dept 448 - STREET LIGHTING		12,200.00	12,200.00	3,697.91	8,502.09	30.31
Dept 721 - PLANNING						
101-721-717.000	PLANNING COMMISSION	2,000.00	2,000.00	40.00	1,960.00	2.00
101-721-810.001	ENGINEERING SERVICES	13,500.00	13,500.00	0.00	13,500.00	0.00
101-721-811.000	PLANNER FEES	9,500.00	9,500.00	955.00	8,545.00	10.05
Total Dept 721 - PLANNING		25,000.00	25,000.00	995.00	24,005.00	3.98
Dept 723 - HISTORIC DISTRICT						
101-723-956.003	HISTORIC DIST COMMISSION EXP	2,500.00	2,500.00	2,448.00	52.00	97.92
Total Dept 723 - HISTORIC DISTRICT		2,500.00	2,500.00	2,448.00	52.00	97.92
Dept 851 - INSURANCES						
101-851-961.002	ERRORS & OMISSIONS INSURANCE	7,628.00	7,628.00	7,714.00	(86.00)	101.13
Total Dept 851 - INSURANCES		7,628.00	7,628.00	7,714.00	(86.00)	101.13
Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY						
101-862-715.000	CITY FICA EXPENSE	11,880.00	11,880.00	4,263.52	7,616.48	35.89
Total Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY		11,880.00	11,880.00	4,263.52	7,616.48	35.89
Dept 870 - UNEMPLOYMENT INSURANCE						
101-870-719.000	CITY SUTA MESC EXPENSE	3,000.00	3,000.00	127.51	2,872.49	4.25
Total Dept 870 - UNEMPLOYMENT INSURANCE		3,000.00	3,000.00	127.51	2,872.49	4.25
Dept 871 - WORKERS COMPENSATION						
101-871-722.000	WORKMAN'S COMPENSATION	2,817.00	2,817.00	2,134.00	683.00	75.75
Total Dept 871 - WORKERS COMPENSATION		2,817.00	2,817.00	2,134.00	683.00	75.75
Dept 999 - TRANSFERS OUT						
101-999-999.203	TRANSFER OUT TO LOCAL STREETS	1,305.00	1,305.00	0.00	1,305.00	0.00
101-999-999.401	TRANSFER OUT TO CAPITAL PROJECT FUN	55,000.00	55,000.00	0.00	55,000.00	0.00
Total Dept 999 - TRANSFERS OUT		56,305.00	56,305.00	0.00	56,305.00	0.00
TOTAL EXPENDITURES		813,312.00	813,312.00	213,345.62	599,966.38	26.23
Fund 101 - GENERAL:						
TOTAL REVENUES		813,312.00	813,312.00	358,508.29	454,803.71	44.08
TOTAL EXPENDITURES		813,312.00	813,312.00	213,345.62	599,966.38	26.23
NET OF REVENUES & EXPENDITURES		0.00	0.00	145,162.67	(145,162.67)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 10/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			
Fund 202 - MAJOR STREET						
Revenues						
Dept 000 - GENERAL						
202-000-574.000	STATE SHARED REVENUES	76,330.00	76,330.00	14,039.43	62,290.57	18.39
Total Dept 000 - GENERAL		76,330.00	76,330.00	14,039.43	62,290.57	18.39
TOTAL REVENUES		76,330.00	76,330.00	14,039.43	62,290.57	18.39
Expenditures						
Dept 451 - NON-WINTER						
202-451-703.005	SALARIES - NON-WINTER MAINTENANCE	11,000.00	11,000.00	7,075.99	3,924.01	64.33
202-451-703.008	SALARIES - NON-WINTER O/T MAINT	850.00	850.00	78.43	771.57	9.23
202-451-726.001	SUPPLY & MTLs - NON-WINTER MAINT	1,839.00	1,839.00	180.50	1,658.50	9.82
202-451-775.000	TOOLS - NON-WINTER MAINTENANCE	400.00	400.00	0.00	400.00	0.00
202-451-776.000	CRACK FILL - MAJOR RD - NON-WINTER	3,000.00	3,000.00	0.00	3,000.00	0.00
Total Dept 451 - NON-WINTER		17,089.00	17,089.00	7,334.92	9,754.08	42.92
Dept 452 - TRAFFIC						
202-452-777.000	TRAFFIC SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
202-452-945.000	EQUIPMENT RENTAL	7,500.00	7,500.00	339.59	7,160.41	4.53
202-452-966.000	STATE TRUNKLINE OVERHEAD	234.00	234.00	0.00	234.00	0.00
Total Dept 452 - TRAFFIC		9,734.00	9,734.00	339.59	9,394.41	3.49
Dept 453 - WINTER						
202-453-703.006	SALARIES - WINTER MAINTENANCE	10,800.00	10,800.00	0.00	10,800.00	0.00
202-453-703.009	SALARIES - WINTER MAINT O/T	4,000.00	4,000.00	0.00	4,000.00	0.00
202-453-726.002	SUPPLIES & MTLs - WINTER MAINT	600.00	600.00	0.00	600.00	0.00
202-453-775.001	SMALL TOOLS - WINTER MAINT	200.00	200.00	0.00	200.00	0.00
202-453-778.000	SIDEWALK - SALT - WINTER	750.00	750.00	0.00	750.00	0.00
202-453-778.001	SALT - WINTER MAINTENANCE	7,000.00	7,000.00	0.00	7,000.00	0.00
202-453-945.001	EQUIPMENT RENTAL - WINTER	14,000.00	14,000.00	0.00	14,000.00	0.00
Total Dept 453 - WINTER		37,350.00	37,350.00	0.00	37,350.00	0.00
Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY						
202-862-715.000	CITY FICA EXPENSE	2,100.00	2,100.00	547.29	1,552.71	26.06
Total Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY		2,100.00	2,100.00	547.29	1,552.71	26.06
Dept 870 - UNEMPLOYMENT INSURANCE						
202-870-719.000	CITY SUTA MESC EXPENSE	500.00	500.00	0.00	500.00	0.00
Total Dept 870 - UNEMPLOYMENT INSURANCE		500.00	500.00	0.00	500.00	0.00
Dept 999 - TRANSFERS OUT						
202-999-999.203	TRANSFER OUT TO LOCAL STREETS	9,557.00	9,557.00	0.00	9,557.00	0.00
Total Dept 999 - TRANSFERS OUT		9,557.00	9,557.00	0.00	9,557.00	0.00
TOTAL EXPENDITURES		76,330.00	76,330.00	8,221.80	68,108.20	10.77
Fund 202 - MAJOR STREET:						
TOTAL REVENUES		76,330.00	76,330.00	14,039.43	62,290.57	18.39
TOTAL EXPENDITURES		76,330.00	76,330.00	8,221.80	68,108.20	10.77
NET OF REVENUES & EXPENDITURES		0.00	0.00	5,817.63	(5,817.63)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 10/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			
Fund 203 - LOCAL STREET						
Revenues						
Dept 000 - GENERAL						
203-000-574.000	STATE SHARED REVENUES	25,443.00	25,443.00	4,885.72	20,557.28	19.20
203-000-699.101	TRANSFER IN FROM GENERAL FUND	1,305.00	1,305.00	0.00	1,305.00	0.00
203-000-699.202	TRANSFER IN FROM MAJOR ROAD FUND	9,557.00	9,557.00	0.00	9,557.00	0.00
Total Dept 000 - GENERAL		36,305.00	36,305.00	4,885.72	31,419.28	13.46
TOTAL REVENUES						
		36,305.00	36,305.00	4,885.72	31,419.28	13.46
Expenditures						
Dept 451 - NON-WINTER						
203-451-703.005	SALARIES - NON-WINTER MAINTENANCE	4,400.00	4,400.00	2,617.15	1,782.85	59.48
203-451-703.008	SALARIES - NON-WINTER O/T MAINT	300.00	300.00	29.01	270.99	9.67
203-451-726.001	SUPPLIES & MTLs - NON-WINTER MAINT	800.00	800.00	0.00	800.00	0.00
203-451-775.000	TOOLS - NON-WINTER MAINTENANCE	200.00	200.00	0.00	200.00	0.00
203-451-776.001	LOCAL CRACK FILL	3,000.00	3,000.00	0.00	3,000.00	0.00
Total Dept 451 - NON-WINTER		8,700.00	8,700.00	2,646.16	6,053.84	30.42
Dept 452 - TRAFFIC						
203-452-945.000	EQUIPMENT RENTAL	5,000.00	5,000.00	208.98	4,791.02	4.18
203-452-966.000	STATE TRUNKLINE OVERHEAD	100.00	100.00	0.00	100.00	0.00
Total Dept 452 - TRAFFIC		5,100.00	5,100.00	208.98	4,891.02	4.10
Dept 453 - WINTER						
203-453-703.006	SALARIES - WINTER MAINTENANCE	4,800.00	4,800.00	0.00	4,800.00	0.00
203-453-703.009	SALARIES - WINTER MAINT O/T	1,700.00	1,700.00	0.00	1,700.00	0.00
203-453-726.002	SUPPLIES & MTLs - WINTER MAINT	120.00	120.00	0.00	120.00	0.00
203-453-775.001	SMALL TOOLS - WINTER MAINT	100.00	100.00	0.00	100.00	0.00
203-453-778.000	SIDEWALK - SALT - WINTER	750.00	750.00	0.00	750.00	0.00
203-453-778.001	SALT - WINTER MAINTENANCE	2,300.00	2,300.00	0.00	2,300.00	0.00
203-453-945.001	EQUIPMENT RENTAL - WINTER	12,000.00	12,000.00	0.00	12,000.00	0.00
203-453-955.001	MISC EXPENSE - WINTER MAINT	100.00	100.00	0.00	100.00	0.00
Total Dept 453 - WINTER		21,870.00	21,870.00	0.00	21,870.00	0.00
Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY						
203-862-715.000	CITY FICA EXPENSE	375.00	375.00	202.43	172.57	53.98
Total Dept 862 - EMPLOYER MEDICARE AND SOCIAL SECURITY		375.00	375.00	202.43	172.57	53.98
Dept 870 - UNEMPLOYMENT INSURANCE						
203-870-719.000	CITY SUTA MESC EXPENSE	260.00	260.00	0.00	260.00	0.00
Total Dept 870 - UNEMPLOYMENT INSURANCE		260.00	260.00	0.00	260.00	0.00
TOTAL EXPENDITURES						
		36,305.00	36,305.00	3,057.57	33,247.43	8.42
Fund 203 - LOCAL STREET:						
TOTAL REVENUES		36,305.00	36,305.00	4,885.72	31,419.28	13.46
TOTAL EXPENDITURES		36,305.00	36,305.00	3,057.57	33,247.43	8.42
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,828.15	(1,828.15)	100.00

11/10/2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 10/31/2021	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 401 - CAPITAL PROJECT FUND						
Revenues						
Dept 000 - GENERAL						
401-000-699.101	TRANSFER IN FROM GENERAL FUND	55,000.00	55,000.00	0.00	55,000.00	0.00
Total Dept 000 - GENERAL		55,000.00	55,000.00	0.00	55,000.00	0.00
TOTAL REVENUES		55,000.00	55,000.00	0.00	55,000.00	0.00
Expenditures						
Dept 265 - BUILDING AND GROUNDS						
401-265-727.000	CITY HALL / DPW BUILDING	7,800.00	7,800.00	0.00	7,800.00	0.00
401-265-728.000-FY17FRIEND	FRIENDS OF DEPOT PARK	5,000.00	5,000.00	3,526.97	1,473.03	70.54
Total Dept 265 - BUILDING AND GROUNDS		12,800.00	12,800.00	3,526.97	9,273.03	27.55
Dept 446 - HIGHWAY, STREETS, BRIDGES						
401-446-817.000	TREE PLANTING	1,600.00	1,600.00	1,878.97	(278.97)	117.44
401-446-819.000	STREET SIGNS & POSTS	2,800.00	2,800.00	1,801.07	998.93	64.32
401-446-970.007	SAFETY CROSSWALK PAINT/TAPE	3,000.00	3,000.00	3,000.00	0.00	100.00
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		7,400.00	7,400.00	6,680.04	719.96	90.27
Dept 901 - CAPITAL OUTLAY						
401-901-805.001	PROFESSIONAL & CONTRACTUAL SERVICE:	2,000.00	2,000.00	1,191.28	808.72	59.56
401-901-970.005	SIDEWALK REPAIR	8,000.00	8,000.00	0.00	8,000.00	0.00
401-901-970.006	RESURFACING OF ROADS	8,000.00	8,000.00	1,841.53	6,158.47	23.02
401-901-970.011	DPW TRUCKS & LARGE EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	0.00
401-901-970.012	NEW DEPOT PARK GAZEBO	6,000.00	6,000.00	0.00	6,000.00	0.00
401-901-970.013	OFFICE FURNITURE	2,000.00	2,000.00	0.00	2,000.00	0.00
401-901-970.014	SECURITY SYSTEMS AND CAMERA	6,800.00	6,800.00	0.00	6,800.00	0.00
Total Dept 901 - CAPITAL OUTLAY		34,800.00	34,800.00	3,032.81	31,767.19	8.71
TOTAL EXPENDITURES		55,000.00	55,000.00	13,239.82	41,760.18	24.07
Fund 401 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		55,000.00	55,000.00	0.00	55,000.00	0.00
TOTAL EXPENDITURES		55,000.00	55,000.00	13,239.82	41,760.18	24.07
NET OF REVENUES & EXPENDITURES		0.00	0.00	(13,239.82)	13,239.82	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		980,947.00	980,947.00	377,433.44	603,513.56	38.48
TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		980,947.00	980,947.00	237,864.81	743,082.19	24.25
NET OF REVENUES & EXPENDITURES		0.00	0.00	139,568.63	(139,568.63)	100.00



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Code Enforcement Services Division

FIN# 38-298-9393

INVOICE

Jonathan Smith, City Mgr.
City of the Village of Clarkston
375 Depot Street
Clarkston, MI 48346

Invoice No. 2162832
Client No.: 1035
Date: 11/08/21
Period End: 10/31/2021

Building Administration

10/4/2021 SW Monthly Retainer

Monthly Retainer = \$1,500

(*New rate for 2018)

SUBTOTAL DUE THIS INVOICE

\$1,500.00

JB

101-371-809.000



Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

INVOICE

Jonathan Smith, City Mgr.
The City of the Village of Clarkston
375 Depot Road
Clarkston, MI 48346

Invoice No. 2162751
Client No.: 273
Date: 11/08/21
Period End: 10/31/2021

Planning Consultation

10/1/2021	BC	Single Family Residential Historic District Memo	3.00 @ 105.00/hr =	315.00 ✓
10/15/2021	BC	Single Family Site Plan review memo.	3.00 @ 105.00/hr =	315.00 ✓

AMOUNT DUE THIS INVOICE:

\$630.00

101-721-811.000



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Code Enforcement Services Division

TIN# 38-2989393

INVOICE

Jonathan Smith, City Mgr.
City of the Village of Clarkston
375 Depot Street
Clarkston, MI 48346

Invoice No. 2162833
Client No.: 1035
Date: 11/08/21
Period End: 10/31/2021

Code Enforcement

10/19/2021	SK	Code Enforcement	4.00 hr. @	\$45.00/hr	\$180.00
10/26/2021	SK	Code Enforcement	4.00 hr. @	\$45.00/hr	\$180.00

SUBTOTAL DUE THIS INVOICE

\$360.00

JS

101-370-703.000

010

City of the Village of Clarkston - Parking Fees & Parking Tickets

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
Parking Fees (from the Washington & Main Lot):													
a Number of Paid Parking Patrons							2115	1856	1585	2561			8,117
b Fees Paid at Kiosk							\$4,760.80	\$3,975.90	\$3,338.25	\$3,023.35			\$15,098.30
c Fees Paid via Passport Smartphone App							\$537.94	\$517.36	\$536.59	\$313.25			\$1,905.14
d Total Fees (b plus c)							\$5,298.74	\$4,493.26	\$3,874.84	\$3,336.60	\$0.00	\$0.00	\$17,003.44
Parking Tickets (throughout the City):													
e Tickets Issued in Month (additional detail below)							59	113	145	148			465
f Fines for Tickets Issued in Month							\$1,350.00	\$2,550.00	\$3,440.00	\$3,395.00			\$10,735.00
g Number of voided Tickets							10	7	12	13			42
h Total amount of voided Tickets							\$275.00	\$175.00	\$30.00	\$325.00			\$805.00
i Tickets issued less voided							\$1,075.00	\$2,375.00	\$3,410.00	\$3,070.00	\$0.00	\$0.00	\$9,930.00
j Tickets Paid in Month							14	78	103	101			296
k Income from Tickets Paid in Month							\$375.00	\$1,860.00	\$2,485.00	\$2,675.00			\$7,395.00
Expenses:													
l Parking Attendant wages							180.00	\$828.00	\$855.00	\$558.00			\$2,421.00
m Supplies & Misc Expenses							0.00	\$0.00	\$424.00	\$416.00			\$840.00
n Total Expenses (l plus m)							\$180.00	\$828.00	\$1,279.00	\$974.00			\$3,261.00
Net Revenue from Fees and Tickets (d plus h less k)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,493.74	\$5,525.26	\$5,080.84	\$5,037.60	\$0.00	\$0.00	\$21,137.44

Parking Tickets Issued by Zone	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
3750 Washington & Main Paid Lot							51	113	125	133			422
3751 Depot Lot							0	0	0	0			0
3752 City Street Parking							0	0	5	2			7
3753 Mill Street Lot							8	0	15	13			36
Total					0	0	59	113	145	148	0	0	465

Parking Tickets Issued by Type	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
Parking Time Violation							54	113	140	144			451
Parking in a No Parking Zone							1	0	0	0			1
Parking Beyond Space Markings							4	0	0	2			6
Parking Facing Traffic							0	0	4	2			6
Handicap Parking Without a Permit							0	0	1	0			1
Blocking Traffic or a Crosswalk							0	0	0	0			0
Parking in a Permit Area w/o a Permit							0	0	0	0			0
Parking in a Commercial Unloading Zone							0	0	0	0			0
Total	0	0	0	0	0	0	59	113	145	148	0	0	465

* Reflects operational expenses only

Thursday, November 18, 2021

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Motion - Mayor Pro Tem Appointment

City Charter requires that the City Council appoint one of its members to the position of Mayor Pro Tem every year after the annual election to act as Mayor during the absence or disability of the Mayor.

Sue Wylie has served as Mayor Pro Tem for the last year and has expressed interest in continuing in this role.

Motioned by _____ and Seconded by _____ to appoint _____ to the position of Mayor Pro Tem through November 1, 2022.

Avery	Casey	Fuller	Haven	Luginski	Rodgers	Wylie	Totals
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain
<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent

Motion is Adopted

Motion is Defeated

Jennifer Speagle, City Clerk

November 22, 2021

Date

Jennifer Speagle

From: noreply@civicplus.com
Sent: Friday, October 29, 2021 10:53 AM
To: Jennifer Speagle; Jonathan Smith
Subject: Online Form Submittal: City Council Agenda Item Request

City Council Agenda Item Request

City Council Agenda Item Request
375 Depot Road Clarkston, MI 48346 (248)625-1559

Today's Date 10/29/2021

City Council Meeting Date 11/8/2021

NOTE:

Council meetings are held the second and fourth Mondays of each month. All agenda items must be received by noon on the Thursday prior to a meeting.

First Name Christopher

Last Name Moore

Address1 61 S HOLCOMB RD

City Clarkston

State MI

Zip 48346

Phone Number 2484670597

Email moorec25@gmail.com

Describe Item HDC update and report out of current state

Action Requesting standing commission report on current minutes, applications, CoA's, notice to proceeds, denials. update on current finances and legal reports. this should be a standing item at every city council meeting although one report per month is adequate (two would not be necessary).

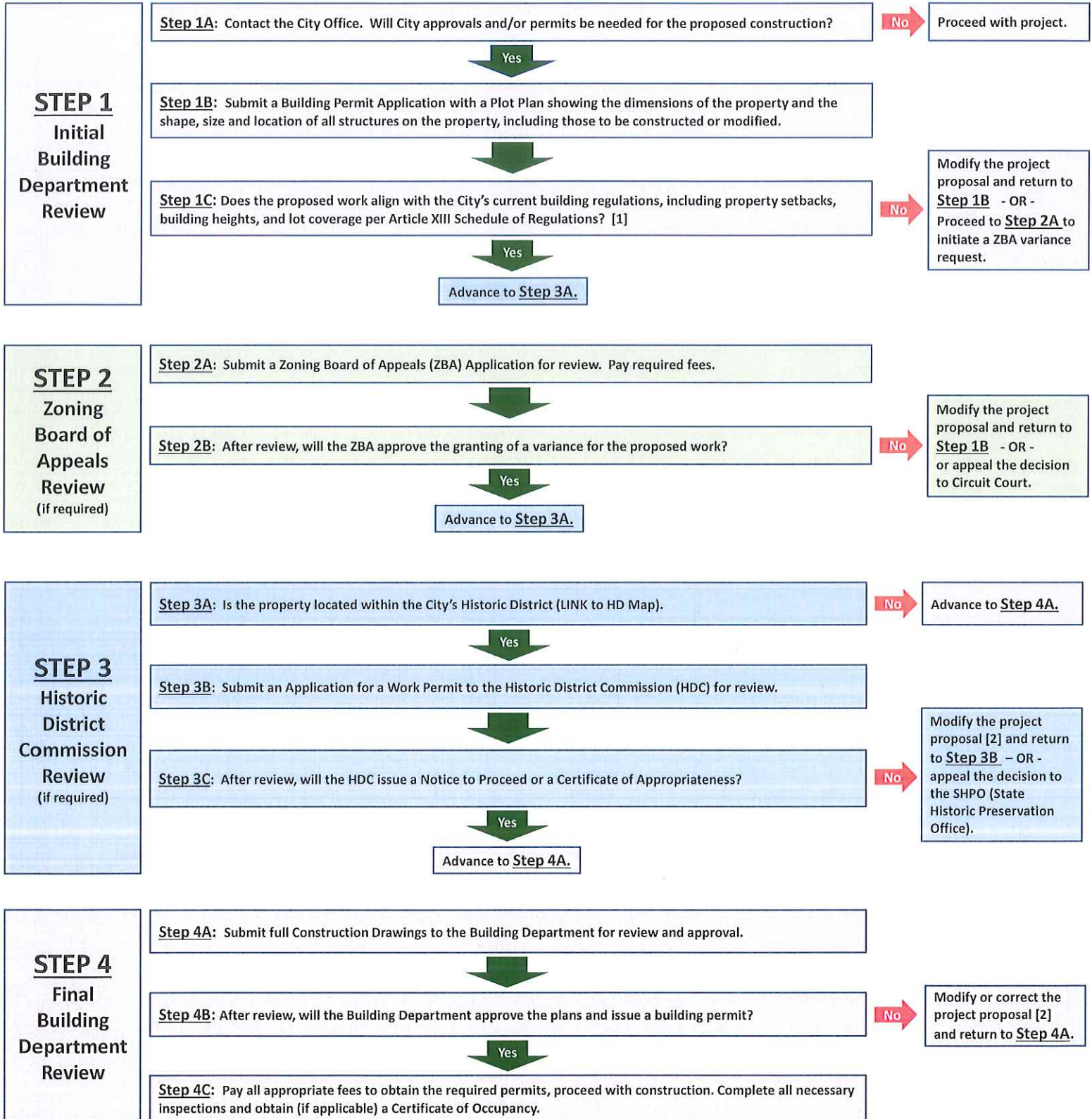
Attachments *Field not completed.*

12/5/2015

Email not displaying correctly? [View it in your browser.](#)

City of the Village of Clarkston - - - Residential Project Approval Flowchart

(*Assumes implementation of the changes to Zoning Ordinance Article XVII approved in the November 8,2021 City Council Meeting)



[1] Demolition of a resource in the Historic District requires approval from the HDC (first) and ZBA (second).
 [2] Assumes that any modifications made will not require a re-review of previously approved steps.

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Motion - Policies and Procedures Manual Revisions

The City's Policies and Procedures Manual was last updated September 24, 2019. The manual is to be reviewed every 3 years or as needed for any required revisions.

The attached draft manual reflects 3 proposed changes, highlighted in yellow: (1) updated **Cover Page** to reflect current City Council members, (2) updated **Section 11: Hours of Work** to reflect the previously approved office hours, (3) updated **Section 15: Holidays** to reflect June 19teenth as a new Federal Municipal Holiday.

Motioned by _____ and Seconded by _____ to approve the above revisions to the City's Policy and Procedure Manual.

Avery	Casey	Fuller	Haven	Luginski	Rodgers	Wylie	Totals
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain	<input type="checkbox"/> Abstain
<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent

Motion is Adopted

Motion is Defeated

Jennifer Speagle, City Clerk

November 22, 2021

Date

CITY OF THE VILLAGE OF CLARKSTON
375 DEPOT ROAD, CLARKSTON MI 48346

POLICIES AND PROCEDURES MANUAL

- DRAFT -

Revised November 22, 2021

Eric Haven, Mayor

Al Avery

Gary Casey

Bruce Fuller

Joe Luginski

Laura Rodgers

Sue Wylie

Jonathan Smith, City Manager

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PREFACE

This manual outlines the general personnel policies and procedures of the City of the Village of Clarkston. It is a reference for both supervisors and employees. Proper use of this information will assure consistent application of city personnel and procedures throughout the workforce and eliminate the need for individual decisions on matters already determined.

These policies and procedures will be reviewed every 3 years or as needed unless additional review is warranted. All personnel are invited to make suggestions for additions or revisions by contacting the City Manager.

These policies are intended to be consistent with Title VII of the Civil Rights Act of 1964 (race, color, religion, national origin or sex); the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967 (age); the Vocational Rehabilitation Act of 1973 (handicap); the Americans with Disabilities Act (ADA) of 1990 (handicap); the Employee Retirement Income Security Act (ERISA) (pension and employee benefits); the Equal Pay act of 1963 (prohibits pay differential based on sex); the Immigration Reform and Control Act (IRCA) of 1986; Executive Order 11246 (race, color, religion, sex, or national origin); Executive order 11141 (age); the Fair Labor Standards Act (FLSA) (minimum wage and overtime pay); the Occupational Safety and Health Act (OSHA) (safety matters); the Family and Medical Leave Act (FMLA) of 1993, ALL AS AMENDED; The Elliott-Larsen Civil Rights Act (race, color, religion, national origin, age, sex, marital status, height and weight); the Michigan Handicappers' Civil Rights Act (handicap); Michigan Whistleblower's Protection Act; the Michigan Wage Payment Act (MCLMA Section 408.471) (wages and benefits); the Polygraph Protection Act of 1981 (restrictions on the use of polygraphs); as well as any Constitutional provisions of the State of Michigan or of the United States. The Policies and procedures in this manual do not constitute a legal contract and do not modify any of the at-will employment relationship between the employee and the City.

Section 1: PURPOSE OF THIS MANUAL

The general purpose of this manual is to introduce employees to the policies and procedures that guide actions concerning personnel matters for the City of the Village of Clarkston. This manual is also intended to serve as a mechanism for promoting favorable employee relations by providing information to employees regarding their employment with the City.

City Employees are responsible for becoming familiar with these policies as well as the policies, procedures, processes and protocols specific to his/her operational area and observing them always.

SECTION 2: SEVERABILITY

This manual is not a contract of employment either expressed or implied. It is a general publication and as such it is possible that a conflict may arise between an item in this manual and an item in a contract, insurance plan document or other legal document or statutory provision. If such a discrepancy arises, the provisions contained herein do not replace or supersede the terms of any other legal document or provision which may take precedence, in which case the applicable provision(s) of the subject agreement shall govern.

In all other areas, these policies should be referred to as guidance in personnel policy matters. The policies contained herein shall govern regardless of past practices or former policies. A conflict in one area does not nullify the other items in this manual.

SECTION 3: DISTRIBUTION AND UPDATES

The City of the Village of Clarkston expressly reserves the right to amend or modify any of the items contained in this manual at any time at its sole discretion. Substantive changes will be communicated in writing to employees, and the City will make reasonable effort to ensure employees are provided with a notice of change. However, employees are ultimately responsible for remaining abreast of the City's policies, procedures and rules.

Each employee of the City will receive a copy of this manual and will be required to review it in its entirety and sign for its receipt. Employees are expected to insert written updates into their manual document to ensure their manual remains up to date. If there are questions regarding the manual or any other matter, please discuss them with your supervisor or contact the City Manager's office.

SECTION 4: CITY GOVERNANCE

The City Manager serves and answers to the Council in accordance with the City Charter. Per the City Charter, the City Manager assumes the roles and responsibility for all employee personnel issues and employee oversight for the City. The Manager is fully authorized to execute all personnel matters on behalf of the City including, but not limited to, hiring, evaluations, disciplinary actions, salary adjustments, termination of employment, and entering into employment contract services according to standards and policies approved and adopted by the Council.

The number of employees in each department is subject to change according to the needs of the community and budgetary constraints. The primary departments in the City are as listed:

1. Administration
2. Streets, Park & Buildings (to be named the Department of Public Works, or D.P.W.)

The number of employees are determined on the merits and needs of each department. In determining the needs of each department, the Department Head and City Manager shall meet with the City Council to make a final determination. No determination for new full-time employment shall be approved unless the City Council has first approved the department's size and job description.

The Department Head and City Manager may determine the needs for seasonal and temporary employment without the consent of the City Council, provided the department's budget permits the adjustment. In the event seasonal or temporary employment is necessary and the budget does not support the change, the Department Head with the assistance of the City Manager shall first receive budget approval from the City Council prior to the start on any temporary or seasonal employment.

The Mayor may appoint a Personnel Committee consisting of three Council members with one position as the Mayor. Its purpose is to study and make recommendations to the City Council regarding personnel policies and employment practices in the City.

SECTION 5: APPLICATION AND HIRING PROCESS

1. Applications for employment will be made available at the City Administrative Offices and D.P.W. offices.
2. Completed applications for employment shall be filed with the City Clerk and shall be maintained in an active file status for a period of one year. Applications may be removed from the files and destroyed after one year.
3. Interviews will generally be conducted by the City Manager and the Department Head with recommendations being submitted to the City Council. The City council makes all final decisions regarding hiring of all full-time employees.
4. Physical examinations are required along with random drug testing based on the nature of the work to be performed. Failure to meet the medical standards for a specific job may be cause for rejection of an applicant. The City Council will not fail or refuse to hire, recruit or promote an individual because of a disability or handicap condition that is unrelated to the job or position, nor will the City Council fail or refuse to hire, recruit or promote an individual on the basis of physical examination that are not directly related to the job or position, nor will the City Council fail or refuse to hire, recruit or promote an individual on the basis of physical examinations that are not directly related to the requirements of the specific job. Physical examinations for employment shall be paid by the City.

SECTION 6: HIRING OF RELATIVES

It is the policy of the Clarkston City Council that no person shall be employed by and/or placed under the direct supervision of a relative by blood or marriage.

SECTION 7: RE-EMPLOYMENT OF FORMER EMPLOYEES

Former employees may apply for positions with the City. If hired, however, their status will be the same as a new employee relative to vacation time, sick time, probation, etc.

SECTION 8: CLASSIFICATION OF EMPLOYEES

A full-time employee is an employee who is scheduled to work year-round, forty hours per week, not including holidays and vacation time.

A part time hourly employee is an employee who is scheduled to work an average of not more than 30 hours per week, not including holidays and vacation time.

A seasonal employee is one who is employed on a temporary basis either full time or part time to help with workloads of a temporary nature. Temporary classified positions not to exceed one year of staffing, may be requested as needed but must be reviewed for classification appropriateness and funding availability prior to posting. Requests should include the beginning and ending dates of expected staffing.

SECTION 9: EMPLOYEE ORIENTATION

Upon receiving notification that an applicant has accepted an employment offer, the Department Head will provide the proper orientation process for the new employee to obtain an understanding of and concurrence with the policies and procedures of the City.

In addition to the basic orientation conducted by the Department Head, it is important that the new employee's immediate supervisor cover the following items:

1. Duties and responsibilities, performance standards, and performance appraisal procedures
2. Working hours, office routine and procedures
3. Introductions to all other personnel
4. Explanation of the organizational structure and its relationship to other City functions
5. Familiarization of the new employee with the City limits, buildings and facilities

SECTION 10: PROBATIONARY PERIOD

New employees will be placed on probation for a period of six months. After three months the immediate supervisor will make a written evaluation of the employee's performance followed by a conference with the employee about the evaluation. One copy of the evaluation signed by the employee will be placed in their personnel file. After six months the same procedure will be followed. A decision will be made by the City Manager and the Department Head as to whether

the employee should be retained. Raises will not be given during any probationary period nor will any raises given be retroactive for any period of probation.

SECTION 11: HOURS OF WORK

The City offices are open for business from 9:00 a.m. to 5:00 p.m. Monday through Thursday. The DPW office is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. Department Heads will establish work hours for their employees. Non-salaried employees shall be paid overtime pay (1 and 1/2 times the regular pay rate) for work exceeding 8 hours per day.

SECTION 12: TARDINESS

Employees are expected to be at their work stations ready to begin work at whatever hour they have been scheduled to work. They are also expected to continue until their work day has ended. Excessive unexcused tardiness or early leaving will result in a reprimand for the first offense, loss of a minimum of fifteen minutes pay for a second offense, or suspension without pay for a third offense. The length of suspension will be at the discretion of the employee's immediate Department Head. "Excessive" is defined as more than once in a given two-month period. Excessive unexcused tardiness or leaving early is cause for dismissal.

SECTION 13: ABSENCES

An employee who is absent from work or fails to return from vacation or other leaves of absence without first obtaining the approval of the City Manager may be considered as having resigned from their position after 3 scheduled work days, at the City Manager's discretion.

Absences without permission will not be tolerated. In the event of an emergency, employees are obligated to notify the Department Head at the earliest possible moment.

SECTION 14: LAYOFFS AND UNEMPLOYMENT COMPENSATION

A layoff shall be defined as a reduction in the work force and shall mean an employee laid off for a period of seven or more consecutive scheduled work days.

All employees shall be laid off according to the seniority they hold in their respective job classifications and recalled in reverse order provided they possess the ability needed to perform the job.

An employee being considered for a layoff will be given at least ten days written notice by the Department Head responsible for that employee.

Employees who voluntarily terminate employment or are discharged because of misconduct connected with work or who stop work because of a labor dispute or who quit work to go to school may be subject to disqualification under the unemployment compensation laws of Michigan.

Supervisory personnel shall indicate in writing the exact reason for terminating an employee.

SECTION 15: HOLIDAYS

All probationary, salaried, and regular full-time employees of the City of Clarkston who have been employed by the City for at least 30 days shall be eligible for fourteen paid holidays pursuant to the following restrictions.

The employee must work the preceding work day before the holiday and the succeeding work day after the holiday unless the employee is on approved vacation time or excused by the Department Head.

Should one of the recognized holidays fall within an employee’s vacation, the vacation period shall be extended by an additional day for each holiday if the employee so chooses.

Should one of the recognized holidays fall on a non-working day, the employee shall receive the workday off closest to the recognized holiday.

Recognized holidays in the City of Clarkston are as follows:

New Year’s Day	Martin Luther King, Jr Day
President’s Day	Good Friday
Memorial Day	June 19teenth
July 4 th	Labor Day
Veteran’s Day	Thanksgiving Day and Day After
Christmas Eve and Christmas Day	New Year’s Eve Day

SECTION 16: VACATIONS

Full time and salaried employees will be eligible for vacation with pay according to the following schedule:

After One Year	One Week (5 Days)
After Two Years	Two Weeks (10 Days)
After Five Years	Three Weeks (15 Days)
After Ten Years	Four Weeks (20 Days)

Vacations may not be taken until earned. Time off for vacations are to be approved by the Department Head or City Manager. Eligible employees may carry-over up to 5 vacation days into the next calendar year. Employees will not receive vacation pay in lieu of vacation time.

If an employee resigns or is discharged for any reason other than embezzlement or becomes disabled or dies, the employee or their estate will receive payment for all their remaining eligible vacation time.

SECTION 17: SICK AND DISABILITY LEAVE

Full time and salaried employees will receive six days sick leave time per year accruing at the rate of 1/2 day per month commencing from the date of hiring. Eligible employees may carry-

over up to 2 sick days into the next calendar year. Upon separation, accrued sick leave will not be paid for.

It is understood that sick days are not to be considered as additional vacation or holiday time. It is to be taken only when some illness or injury prevents the employee from performing their job duties. The Department Head or City Manager may require a physician's statement at any time regarding injury or illness.

SECTION 18: ON THE JOB INJURY/ILLNESS (WORKERS COMPENSATION)

An employee who has been injured on the job or contracted an occupational disease while working as a City employee must notify his or her supervisor as soon as possible after the incident. If the injury or illness comes within the provisions established by law, the injured employee may be entitled to receive benefits under the Workers Compensation Act.

The injured/ill employee is responsible for notifying his or her supervisor immediately. If the supervisor cannot be reached, the employee should contact the City Manager immediately.

The supervisor of the injured/ill employee is responsible for determining the nature of the incident and its cause. The employee is required to be treated at a clinic designated by the City.

SECTION 19: MILITARY LEAVE

The City of Clarkston shall abide by the provisions of the Selective Service Act and its judicial interpretation with respect to leaves of absence due to military service including National Guard duty.

SECTION 20: JURY DUTY

If any employee is ordered and reports for jury duty, that employee shall be paid by the City at the rate of the difference between their straight time pay and the jury duty pay for each day of jury duty that the employee would have been scheduled to work. Compensation shall only be paid if the employee gives prior notice to the Department Head/City Manager and presents proper evidence as to the jury duty performed.

SECTION 21: FUNERAL LEAVE

Employees are eligible for paid leave of one to three days immediately following the death of any of the following people:

- | | | |
|--|------------------------|--------|
| Son or Daughter | Grandchild | Parent |
| Grandparent | Brother | Sister |
| Mother or Father in law | Son or Daughter in law | |
| Other persons deemed appropriate by the City Manager | | |

Additional bereavement time may be authorized at the discretion of the City Manager.

SECTION 22: HEALTH INSURANCE

The City of Clarkston shall make available a health insurance medical benefit plan for all full-time employees. The City will pay a prescribed amount of the premium with the employee paying the remaining balance. Payment from the City commences after the required probationary period is complete.

SECTION 23: PENSION PLAN

The City does not currently support employee retirement or pension plans. An optional employee savings retirement plan is, however, available through employee payroll deduction. The City does not contribute to this savings plan.

SECTION 24: GRIEVANCE OR PROBLEM-SOLVING PROCEDURES

The City of Clarkston recognizes that employees and supervisors may have differences that could require prompt and appropriate resolution of a complaint. The City is committed to the establishment and operation of an internal complaint process within the framework of the entire City.

It is the intent of the City to resolve all complaints at the lowest level of supervision and as expeditiously as possible. Employees are encouraged to discuss problems with their supervisor in an informal way before filing an official complaint. To this end the City acknowledges an "open door" policy intended to encourage free discussion between employees and their supervisors to produce prompt resolution of concerns, conflicts or complaints.

All employees who have a problem or complaint shall first discuss the matter with their Department Head. If after meeting with the Department Head the problem remains unresolved, the employee may ask for a hearing with the City Manager. If still unresolved, the employee may request a hearing before the City Council in a closed session.

SECTION 25: WORK RULES

Political Activity. The City of Clarkston recognizes the importance of the democratic process and encourages an employee's participation in it. However, any political activities an employee chooses to participate in must be done on his or her own time and must not interfere with their City duties and responsibilities.

Telephone Communications. The City of Clarkson recognizes that there are times when personal communications must be made to and from employees by phone. It is important for all employees to recognize the use of personal and privately owned cellular telephone for all telephone calls is a privilege which must not be abused. Personal telephone communications may be limited by the Department Head or City Manager.

With respect to employee use of City owned communication devices including telephones their use should be restricted to official business, communications of an emergency nature or as defined and limited by the Department Head or City Manager.

Gifts and Gratuities. The acceptance of gifts for City services is strictly prohibited. The acceptance of money is specifically prohibited.

Discipline. Proper discipline and standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services and to protect the City's goodwill and property.

SECTION 26: TERMINATION OF EMPLOYMENT

At will employees may be discharged at any time when it is deemed in the best interest of the City. Contract employees may be let go at any time after their contract has expired when it is deemed in the best interest of the City. Department Heads are responsible for the dismissal of their direct charges after consultation with the City Manager. Department Heads will be dismissed by the vote of the City Council.

Exception to this procedure are as follows:

An employee may be subject to immediate termination of employment for a violation of any of the following:

1. Negligent act which results or could result in the injury or possible injury or loss of life of a person or persons.
2. Falsely stating or making claims of injury.
3. Malicious damage of City property or equipment
4. Unlawful or improper conduct during working hours or non-working hours which would affect the employee's relationship to his or her job, fellow employees, Department Head, or City officials, The City or City Official's goodwill or reputation in the community or effectiveness with the public.
5. Misuse or improper use of authority or responsibilities in any City position
6. Falsification of any document or application
7. Misconduct
8. Immoral or indecent conduct
9. Fighting or striking another person
10. Any conviction of a felony
11. Any theft
12. Possession or use of alcoholic beverages or illegal drugs during hours of employment including reporting to work under the influence of any alcohol or illegal drug
13. Restricting or interfering with others in the performance of their job or engaging in any interruption of work
14. Misappropriation of public funds, materials, equipment or property
15. Insubordination to a Department Head, City Manager or City Official
16. Threatening, intimidating or coercing other employees, Department Heads, City Manager or City Official

SECTION 27: EXAMPLES OF MISCONDUCT

1. Major chargeable accident when on City business after a full investigation, may be subjected to non-driving status
2. Minor chargeable accident when on City business after a full investigation (\$1000 or less damage).
3. Failure to file a written report of all accidents with the Department Head, or the City Manager prior to the end of the workday provided the employee is judged capable of making such a report.
4. Violating any safety rules or practices or engaging in any act or conduct which creates a safety hazard.
5. Failure to wear or use required safety equipment or apparel.
6. Unsafe or reckless use of City vehicles or apparel.
7. Failure to report a suspension or revocation of a driver's license or a physical or mental condition that impairs the ability to use vehicles or equipment to perform City work
8. Failure to report mechanically defective condition of equipment or vehicles upon knowledge of same
9. Failure to report a personal injury prior to the end of the work day provided the employee is judged capable of making a report
10. Unauthorized use of any City equipment, vehicle, building furnishings or materials
11. Careless use or abuse of City property, vehicles, buildings, furnishings, or materials
12. Tardiness or unexcused absenteeism
13. Abuse of or fraudulent use of paid or unpaid sick leave or approved absence days
14. Absent without cause or leaving early without permission
15. Improper grooming or appearance
16. Failure to wear uniform or proper equipment
17. Wearing improper apparel on the job
18. Discourtesy or improper conduct in dealing with the public
19. Falsifying records or reports
20. Gambling, horseplay, or interfering with fellow employees, Department Heads, City Manager or City Officials
21. Sleeping during work hours
22. Unfit condition for work
23. Solicitations or conducting personal business without permission during work hours
24. Neglect of job, duties or responsibilities, or loafing
25. Failure to follow work routines or work priorities as designated or instructed

SECTION 28: DRIVING RECORD STANDARDS

Any applicant for promotion or employment with the City of the Village of Clarkston must meet minimum driving record standards. Applicants having any of the following record violations are automatically disqualified from employment consideration (including promotion) in jobs requiring driving a City vehicle to conduct City business.

Failure of current employees to meet these minimum standards will result in a hearing to determine the employee's employment related driving status. The employee's Department Head and the City Manager will conduct the hearing jointly.

1. Any conviction of manslaughter, negligent homicide or any other felony in connection with the operation of a vehicle
2. Any conviction of operating under the influence of liquor, driving while impaired or operating under the influence of drugs within the last four years
3. Failure to take a blood alcohol test
4. Conviction of driving while his/her license is suspended, revoked or denied with the last four years
5. Loss of driving privileges due to his/her license being suspended, revoked or denied within the last two years
6. Accumulation of eight or more points within the last two years
7. Conviction of three or more moving violations within the last two years
8. Two or more accidents within the last two years which show applicant/employee at fault or primarily at fault
9. Conviction or reckless driving within the last two years
10. Citation, warning or other indication of texting while driving
11. Any combination of violations, accidents, etc., which indicate a poor attitude, unsatisfactory driving skills or general inability to maintain a safe driving record
12. Holders of CDLs will adhere to MDOT Model Commercial Driver's License Manual, item 1.2.2 – Alcohol, Leaving the scene of an accident and Commission of a Felony

SECTION 29: CONFIDENTIALITY OF PERSONNEL RECORDS

The purpose of this policy is to state the City's personnel policy regarding the maintenance and release of personnel related information.

All records supporting personnel actions taken which concern your employment are part of your official personnel file. The official personnel file contains employee records and documents including but not limited to employee history records, service rating, personnel action notices, benefit and compensation forms, formal counseling, and disciplinary action notices. Information stored in the City automated payroll system is considered part of the official personnel file. A copy of your initial personnel file will be forwarded to the office of the City Manager.

You have access to your own official personnel file for periodic review at reasonable intervals throughout the calendar year. Official personnel files are contained in the City offices. To review your file, a written request must be provided to the Office of the Clerk at least two days prior to the desired review date. The review will take place in the Office of the Clerk during normal working hours with authorized supervision in accordance with the appropriate provisions of authorized supervision in accordance with the appropriate provisions of the Bullard-Plawecki employee Right to Know Act. On rare occasions an employee may request a copy of his or her personnel file. In such cases the employee may be asked to pay for the cost of copying the file.

SECTION 30: CODE OF EMPLOYEE ETHICS

1. Use of Clarkston vehicles and equipment shall only be used within the City limits for City authorized purposes. Use of vehicles and equipment outside of the City limits is only allowed when specifically required for City authorized work (i.e. deliveries, material pickup, fueling, repairs, etc.)
2. All City vehicles and equipment shall be returned to the proper place in the City at the end of each work day unless emergency conditions occur that do allow the timely return.
3. It is the policy of the City of Clarkston that all officials and employees must avoid conflicts between their private interests and those of the general public whom they serve. To enhance the faith of the people and the integrity and impartiality of all officials and employees of the City the following guidelines are provided for separating their roles as private citizens from their roles as public servants.
4. Where government is based on the consent of the governed every citizen is entitled to have complete confidence in the integrity of his or her government. Each individual employee or advisor of government must help to earn and must honor that trust by his own integrity and conduct in all official duties and actions.
5. Employees must avoid any action that might result in or give the appearance of:
 - a. Using their public positions for private gain
 - b. Giving unlawful preferential treatment to anyone
 - c. Losing objectivity or impartiality
 - d. Making a governmental decision outside of official channel, or
 - e. Adversely affecting the public's confidence in government
6. Employees must use City property only for its intended purpose. Employees shall not participate in gambling, betting, or lotteries on City property. Employees shall not:
 - a. Intentionally subject another to mistreatment or to arrest, detention, search, seizure, dispossession, assessment, or lien that they know is unlawful
 - b. Make a terroristic threat or threat of retaliation against another employee, supervisor, or manager
 - c. Intentionally deny or impede another in the exercise or enjoyment of any right, privilege, power, or immunity knowing their conduct is unlawful, or
 - d. Intentionally subject another to sexual harassment
7. Illegal or improper dumping of toxic or polluting substances, garbage, trash, debris, or any items in any manner that poses any hazard to the health, safety, and welfare of the City.
8. Employees shall not do any of the following:
 - a. Employees shall not have any interest or engage in any business activity or employment that conflicts with the performance of their duties for the City.
 - b. Employees shall not have either directly or indirectly any financial or other personal interest in any contract or subcontract in connection with a department project if authorized in their official capacity to take part in negotiating, making, accepting, or approving such contract or subcontract or

performing any duty for the City in connection with such contract or subcontract.

- c. Employees shall not solicit, accept, or agree to accept an honorarium in consideration for services that the employee would not have been requested to provide but for the employee's official position or duties. This does not apply to transportation, meals, and lodging expenses in connection with a conference or similar event when allowed by law.
- d. Employees shall not accept other employment or engage in business or professional activities that could require or cause them to reveal confidential information acquired through their official position
- e. Employees shall not accept other employment or compensation that could hinder their independence of judgment in the performance of their official duties
- f. Employees shall not make personal investments that create or could reasonably be expected to create a substantial conflict between their personal interests and public interest
- g. Employees shall not use official information that is not available to the public for the purpose of furthering their own private interests
- h. Employees shall not take part in any personal or business financial transaction that relies on information obtained through their official position
- i. Employees shall not misapply anything of value belonging to the City that has come into their custody or possession by virtue of their employment
- j. Employees shall not accept, solicit, or agree to accept any benefit, gift, favor, or service that might influence them in the performance of their duties
- k. Employees shall not solicit, accept, or agree to accept any benefit, gift, favor, or service that they know is being offered for the purpose of influencing their official conduct or for having performed official duties in favor of another
- l. Employees shall not solicit, accept, or agree to accept any benefit, gift, or favor from a person who is regulated by the City
- m. Employees shall not offer, confer, or agree to confer on another person or solicit, accept, or agree to accept from another person any benefit as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion or for a violation of a duty imposed by law on an employee
- n. Employees who are or will be witnesses in an official proceeding shall not solicit, accept, or agree to accept any benefit on the understanding that the employee will lie, withhold evidence, or fail to appear at the hearing
- o. Employees shall not solicit, accept, or agree to accept any benefit from a person interested in any contract, payment, claim, or transaction involving the exercise of the employee's discretion

SECTION 31: REPORTING VIOLATIONS OF LAW

Employees shall report any suspected violations of law by the City to their immediate supervisor or City Manager upon becoming aware of same. No employee shall be harassed, terminated, suspended, or otherwise discriminated against for exercising their rights as citizens. Some of these rights are:

- a. Right and/or duty to report violations of the law
- b. Right to file a Workers Compensation claim
- c. Right to file a grievance
- d. Right to file a charge of alleged discrimination

It is a violation of State law for a State or local governmental body to suspend or terminate the employment of or otherwise discriminate against a public employee who reports a violation of law to an appropriate law enforcement authority if the employee report is made in good faith.

SECTION 32: EMPLOYEE ATTIRE

Employees are expected to dress in appropriate and professional attire at all times for the job they are performing. Office employees shall wear business casual attire. DPW employees are required to wear approved uniforms, supplied by the City. DPW employees are also granted a \$125/year allowance for work boots and coat.

SECTION 33: DRUG FREE WORK ENVIRONMENT

The City of Clarkston will provide a drug free workplace in compliance with Public Law 100-690, Title V, Subtitle D of the Drug Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited on the premises of any City Building, office or property including all sub-offices and field office locations. This same prohibition applies to City employees while operating any vehicle belonging to the City. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees as a condition of employment will comply with this policy.

As a condition of employment, each employee will abide by the terms of the Drug Free Workplace policy and notify the City through his or her immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Upon notice of a violation of this Section, the City shall take appropriate personnel action against such employee up to and including termination and/or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program selected by the employee and approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

Staff identified as being subject to regulations under the Omnibus Transportation Act of 1991 and regulations promulgated thereby will be notified of those regulations and how they will be enforced within the City.

Smoking of any kind is prohibited in the City offices, DPW building, City vehicles/equipment or in other areas where smoking could be dangerous due to fire or other hazards.

SECTION 34: RELATIONSHIP OF PERSONNEL POLICY AND PROCEDURES MANUAL

The policies and procedures in the manual do not constitute a legal contract and do not modify the at-will employment relationship between the employee and the City.

SECTION 35: SOCIAL MEDIA USAGE

This section covers employee personal use of social media affecting the workplace and/or the City's ability to perform its public mission. The City recognizes the role that social media plays in the personal lives of some employees. However, the personal use of social media can have bearing on employees in their official capacity as they are held to a high standard by the community. Engaging in prohibited speech outlined in this policy may provide grounds for discipline and may be used to undermine or impeach an officer's testimony in legal proceedings.

1. Employees shall not post speech that negatively impacts the City's ability to serve the public
2. Employees may not post privileged information or represent the City
3. Employees may not use their City e-mail address to register a personal account on social media

SECTION 36: EMPLOYEE ACKNOWLEDGMENT RECEIPT

The skills and talents each employee contributes to the City of Clarkston are an integral part of setting the standard for the excellent service we demand of ourselves and which our citizens expect from us. It is our hope that your employment with the City of Clarkston will provide satisfaction to you professionally and that you will find avenues and opportunities to enhance your career and working enjoyment.

I acknowledge that I have received and read these employment policies. I understand that I am bound by the policies and procedures described in this handbook and in consideration for my employment I agree to follow them.

Printed Name: _____

Signature: _____

Dated: _____

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Motion - 2022 City Council Meeting Schedule

The proposed 2022 City Council Meeting Schedule is attached, following the normal 2nd and 4th Monday cadence as closely as possible.

Motioned by _____ and Seconded by _____ to approve the 2022 City Council Meeting Schedule as shown.

Avery	Casey	Fuller	Haven	Luginski	Rodgers	Wylie	Totals
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
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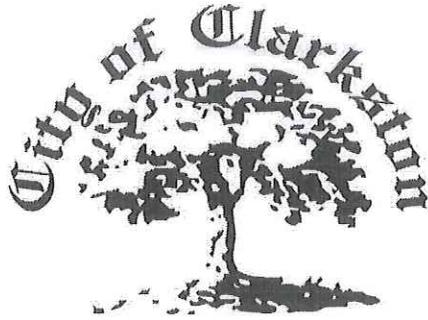
Motion is Adopted

Motion is Defeated

Jennifer Speagle, City Clerk

November 22, 2021

Date



**CITY OF THE VILLAGE OF CLARKSTON
ARTEMUS M. PAPPAS VILLAGE HALL
375 DEPOT ROAD CLARKSTON MI 48346**

COUNCIL MEETING DATES FOR 2022

All Council meetings start at 7:00 PM

January 10 & January 24

February 14 & February 28

March 14 & March 28

April 11 & April 25

May 09 & May 23

June 13 & June 27

July 11 & July 25

August 08 & August 22

September 12 & September 26

October 10 & October 24

November 14 & November 28

December 12 & December 26