



City of the Village of Clarkston
375 Depot Rd
Clarkston, Michigan 48346
City Council Regular Meeting
03 14 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 any agenda item, limiting their comments to three minutes. If you would like a response, please fill out a form with your name, address and summary of your subject for the record. Please come up to the Podium to speak after the Mayor has called you.
6. FYI
7. Sheriff Report For February 2022
Documents:
[SHERIFF REPORT FEBRUARY 2022.PDF](#)
8. City Manager Report
Documents:
[CITY MGR REPORT 03 14 2022.PDF](#)
9. Motion: Acceptance Of The Consent Agenda As Presented
Minutes and Treasurer's Report

Minutes

Final 02 14 2022

Draft 02 28 2022

Treasurer's Report 03 14 2022

Documents:
[03 14 2022 CONSENT AGENDA.PDF](#)

10. Old Business

10.a. Resolution/Discussion CBDG 2022 PY Funds

Mike Pucher from Oakland County Neighborhood Housing and Development will be present providing a brief overview of the CBDG program.

Documents:

[RESOLUTION CDBG PY2022 03 10 2022.PDF](#)

10.b. Discussion: Parking Revenue Update

Parking update for January and February 2022

Documents:

[DISCUSSION PARKING FEES AND TICKETS 03 14 2022.PDF](#)

10.c. Discussion: Election Update

11. New Business

11.a. Motion: Meeting Rules Of Procedure

Documents:

[MOTION MEETING RULES OF PROCEDURES 03 14 2022.PDF](#)

11.b. Resolution: Budget Amendment

Documents:

[RESOLUTION 21 22 FY BUDGET AMENDMENT 03 14 2022.PDF](#)

12. Adjourn

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

City of the Village of Clarkston
City Manager Report
March 14, 2022

Michigan Municipal League Conference

Mayor Haven and I will be attending the MML's annual Capital Conference ("CapCon") in Lansing on Tuesday, March 15th and Wednesday, March 16th. A summary of the conference will be presented in the March 28th City Council meeting.

Recreation Plan Update

With the City's Recreation Plan approaching its 5th birthday, a meeting is being scheduled with Carlisle-Wortman to discuss the necessary updates to keep our plan "current", a requirement of many park-related grant applications.

Grant Writing Class

An in-person, two-day Grant-Writing class is being offered at the end of March in Mason Michigan. While I do not have the capacity to become the City's grant writer, I feel this would be beneficial training for me to attend. The cost is \$455.

Insurance Competitive Bid

I am in the process in obtaining a competitive bid for the City's insurance coverage. I view the MML as a strategic partner and would not recommend going outside for insurance unless the saving is significant. I should have the results of this bidding in the next 4 weeks.

City Auditor Attending Next Finance Committee Meeting

As part of the budget preparation process, City Auditor Rana Emmons will be attending the next Finance Committee meeting on March 23rd to address the feasibility of creating a Road Special Assessment District to replace the existing SADs that will be expiring over the next two years.

Board of Review Meetings

Clarkston property owners wishing to contest their assessed property value may meet with our Board of Review in March: Monday, March 14th from 1:00 to 4:00 PM or 6:00 to 9:00 PM and Monday, March 21st from 1:00 to 4:00 PM and 6:00 to 9:00 PM. Reservations are not required, but strongly recommended. Call our Assessor Rob Doyle at (248) 858-2179 to make a reservation.

Respectfully submitted, **Jonathan Smith, City Manager, March 10, 2022**



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346
City Council Regular Meeting Minutes
02 14 2022 **Final Minutes**

2/14/2022 - Minutes

1. Call To Order

@ 7:00pm by Mayor Haven

2. Pledge Of Allegiance

3. Roll Call

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

4. Approval Of Agenda - Motion

Motioned by Wylie Seconded by Fuller to approve the Agenda as presented. All Aye Motion Carried

5. Public Comments:

By Chet Pardee and Sue Wylie

6. City Manager Report

With 2021 City Manager Annual Report

7. Motion: Acceptance Of The Consent Agenda As Presented

Motion by Avery Seconded by Wylie to approve the Consent Agenda as presented. All Aye Motion Carried

8. Community Development Block Grant (CBDG) Public Hearing

Public Hearing Opened @ 7:13PM no public comments were given. Public Hearing closed @ 7:18pm

9. Adjourn

Motioned by Avery Seconded by Casey to adjourn at 7:18pm. All Aye Motion Carried

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
02 28 2022 **Draft Minutes**

2/28/2022 - Minutes

1. Call To Order

Called to order by Mayor Haven @ 7:00pm

2. Pledge Of Allegiance

3. Roll Call

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

4. Approval Of Agenda - Motion

Motioned by Wylie Seconded by Rodgers to approve the Agenda as presented. All Aye Motion Carried.

5. Public Comments:

By Chet Pardee

6. FYI

7. City Manager Report

8. Motion: Acceptance Of The Consent Agenda As Presented

Motioned by Wylie Seconded by Avery to accept the Consent Agenda as presented. All Aye Motion Carried.

9. Old Business

9.a. Discussion: Election Update

Update Given by Clerk Speagle

10. New Business

10.a. Discussion: Clarkston Community Awards

Update given by Sue Wylie. All Clarkston Community Award Nominations must be in by March 11th, 2022

10.b. Discussion: Clarkston Movie Proposal

Presentation by Rockson Arnold.

11. Adjourn

Motioned by Fuller Seconded by Avery to adjourn @ 7:48pm All Aye Motion Carried.

Respectfully Submitted by Jennifer Speagle, City Clerk.

DRAFT

TREASURER'S REPORT FOR CITY COUNCIL MEETING:

3/14/2022

Treasurer's Report:

I. Disbursements from 02/01/2022 - 02/28/2022

101 General Fund	\$	16,116.87
202 Major Streets	\$	3,177.39
203 Local Street	\$	1,020.63
231 Parking Meter Fund	\$	491.75
236 Friends of Depot Park	\$	-
295 Mill Pond Lake	\$	-
301 GO Bond Debt	\$	-
305 GO Bond Debt	\$	-
401 Capital Projects Fund	\$	-
590 Sewer Fund	\$	68,094.45
703 Tax Fund	\$	134,634.34
Total	\$	223,535.43

II. Invoices for review and payment approval

Carlisle Wortman - 2022 Building Administration	\$	1,500.00
Carlisle Wortman - Master Plan, Bldg Adm, Planner & Other	\$	472.50
HRC	\$	-
HRC	\$	-
Tom Ryan - Professional Services (February Invoice)	\$	1,092.50
Tom Ryan - Clarkston Court Prosecution (Feb. Invoice)	\$	-
Total	\$	3,065.00

III. Other Checks for Review

	\$	-
	\$	-
	\$	-
Total	\$	-

GRAND TOTAL	\$	226,600.43
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03/05/2022

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 02/01/2022 - 02/28/2022

Check Date	Invoice	Payee	Description	Account	Dept	Amount
02/02/2022	2/2/2022	THEODORE QUISENBERRY	CURRENT TAX REVENUES	402.000	000	2,765.70
02/02/2022	1/24/2022	COMCAST	TELEPHONE EXPENSE	850.000	264	357.52
02/02/2022	2/2/2022	DTE ENERGY	DETROIT EDISON-VH	920.000	265	1.95
02/02/2022	2/2/2022	DTE ENERGY	DETROIT EDISON-VH	920.000	265	26.43
02/02/2022	2/2/2022	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	14.99
02/02/2022	2/2/2022	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	633.99
02/02/2022	2/2/2022	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	79.36
02/02/2022	2/2/2022	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	30.68
			CHECK GEN 10525 TOTAL FOR FUND 101:			787.40
02/02/2022	01/25/2022	HOME DEPOT CREDIT SERVICES	DPW SUPPLIES	750.000	441	98.50
02/02/2022	CLE0001335	OAKLAND COUNTY TREASURER	SUPPLIES	726.000	262	306.35
02/02/2022	10995	THOMAS J RYAN PC	LEGAL FEES	803.000	266	2,185.00
02/02/2022	431034	SHERMAN PUBLICATIONS, INC	PUBLICATIONS	901.000	215	165.60
02/02/2022	431103	SHERMAN PUBLICATIONS, INC	PUBLICATIONS	901.000	215	338.10
02/02/2022	431103	SHERMAN PUBLICATIONS, INC	PUBLICATIONS	901.000	262	69.00
			CHECK GEN 10529 TOTAL FOR FUND 101:			572.70
02/02/2022	761-10676998	STATE OF MICHIGAN	STORM WATER DISCHARGE PERMIT	935.000	265	500.00
02/02/2022	1/25/2022	CARDMEMBER SERVICE	MISC EXPENSE	955.000	101	5.61
02/02/2022	1/25/2022	CARDMEMBER SERVICE	DUES & CONFERENCES	958.000	101	100.70
02/02/2022	1/25/2022	CARDMEMBER SERVICE	OFFICE SUPPLIES	727.000	264	318.06
02/02/2022	1/25/2022	CARDMEMBER SERVICE	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	264	206.97
02/02/2022	1/25/2022	CARDMEMBER SERVICE	TECHNOLOGY/INTERNET EXPENSE	852.000	264	15.89
02/02/2022	1/25/2022	CARDMEMBER SERVICE	DPW SUPPLIES	750.000	441	386.02
			CHECK GEN 10531 TOTAL FOR FUND 101:			1,033.25
02/02/2022	01/31/2022	DOUG WEAVER	BLDG INSPECTORS' SALARIES	703.004	371	325.00
02/02/2022	01/31/2022	JEFF SHAFER	BLDG INSPECTORS' SALARIES	703.004	371	390.00
02/02/2022	01/31/2022	MERLE WEST	BLDG INSPECTORS' SALARIES	703.004	371	325.00
02/02/2022	1/31/2022	GREAT LAKES ACE HARDWARE	DPW SUPPLIES	750.000	441	68.45
02/02/2022	02/02/2022	CHARTER TOWNSHIP OF INDEPENDENT SEWER & WATER-VH		924.000	265	28.60
02/02/2022	4084	TRANSPORTATION IMPROVEMENT PLANNER FEES		811.000	721	330.75
02/09/2022	2/9/2022	CITY OF THE VILLAGE OF CLARKS' SEWER & WATER-VH		924.000	265	177.37
02/09/2022	205278769404	CONSUMERS ENERGY	VH - UTILITIES CONSUMERS	921.000	265	261.49
02/09/2022	0192170	HUBBELL ROTH & CLARK INC	ENGINEERING SERVICES	810.001	721	117.18
02/09/2022	0192169	HUBBELL ROTH & CLARK INC	ENGINEERING SERVICES	810.001	721	512.26
			CHECK GEN 10540 TOTAL FOR FUND 101:			629.44
02/09/2022	126287	MAZZA AUTO PARTS	MATERIAL & OUTSIDE LABOR-PICKUP TR	861.001	446	37.47

03/05/2022

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 02/01/2022 - 02/28/2022

Check Date	Invoice	Payee	Description	Account	Dept	Amount
02/09/2022	5063762271	RICOH USA, INC	OFFICE SUPPLIES	727.000	264	225.72
02/09/2022	10747738-00	WEINGARTZ SUPPLY CO., INC	MATERIAL & OUTSIDE LABOR-LOADER	861.003	446	119.99
02/09/2022	73435	CHARTER TOWNSHIP OF INDEPE	VEHICLES - GAS & OIL	862.000	446	264.82
02/09/2022	14513	PLERUS	SUPPLIES	726.000	262	326.58
02/09/2022	2164052	CARLISLE/WORTMAN ASSOC INC	ENFORCEMENT OFFICER SALARY	703.010	370	315.00
02/09/2022	2164051	CARLISLE/WORTMAN ASSOCIATES	BLDG DEPT PROFESSIONAL FEES	809.000	371	1,500.00
02/16/2022	139996492	COMCAST	TELEPHONE EXPENSE	850.000	264	290.97
02/16/2022	3/10/2022	DTE ENERGY	DTE STREET LIGHTING	926.000	448	1,309.37
02/16/2022	220350069731	BLUE CARE NETWORK	HEALTH INSURANCE	709.000	441	347.94
02/23/2022	5018972182	RICOH USA INC	RICOH COPIER LEASE	941.000	264	202.65
02/23/2022	69152	SPECTRUM PRINTERS, INC	SUPPLIES	726.000	262	33.84
			Total for fund 101 GENERAL			16,116.87
02/02/2022	1/25/2022	CARDMEMBER SERVICE	SUPPLIES & MTLs - WINTER MAINT	726.002	453	8.50
02/16/2022	101719	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	1,131.27
02/16/2022	89385	ROCK BOTTOM STONE SUPPLY	SIDEWALK - SALT -WINTER	778.000	453	154.80
02/23/2022	0904	ROAD COMM FOR OAKLAND CTY	SUPPLY & MTLs - NON-WINTER MAINT	726.001	451	1,100.00
02/23/2022	0904	ROAD COMM FOR OAKLAND CTY	SUPPLIES & MTLs - WINTER MAINT	726.002	453	500.00
			CHECK GEN 10555 TOTAL FOR FUND 202:			1,600.00
02/27/2022	101744	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	282.82
			Total for fund 202 MAJOR STREET			3,177.39
02/16/2022	101719	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	418.41
02/23/2022	0904	ROAD COMM FOR OAKLAND CTY	SUPPLY & MTLs - NON-WINTER MAINT	726.001	451	497.62
02/27/2022	101744	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	104.60
			Total for fund 203 LOCAL STREET			1,020.63
02/09/2022	INV-1027781	PASSPORT LABS, INC	MISC EXPENSE	757.000	264	402.00
02/09/2022	INV-1028242	PASSPORT LABS, INC	MISC EXPENSE	757.000	264	34.75
			CHECK PARK 1147 TOTAL FOR FUND 231:			436.75
02/27/2022	IRIS0000102362	T2 SYSTEM CANADA INC	MISC EXPENSE	757.000	264	55.00
			Total for fund 231 PARKING METER FUND			491.75
02/02/2022	2/2/2022	CHARTER TOWNSHIP OF INDEPE	CLINTON/OAKLAND SEWER QTRLY	814.000	536	45,166.31
02/02/2022	2/2/2022	CHARTER TOWNSHIP OF INDEPE	QTLY VILLAGE SEWER CHARGES	814.001	536	22,569.08
			CHECK SEWER 2095 TOTAL FOR FUND 590:			67,735.39

03/05/2022

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 02/01/2022 - 02/28/2022

Check Date	Invoice	Payee	Description	Account	Dept	Amount
02/02/2022	1/25/2022	CARDMEMBER SERVICE	POSTAGE	727.001	536	290.00
02/27/2022	300-2112-S	GREAT LAKES WATER AUTHORITY IWC CHARGES IND TWP		814.002	536	69.06
			Total for fund 590 SEWER			68,094.45
02/07/2022	2/4/2022	CLARKSTON COMMUNITY SCHOOL TAX COLLECTIONS		220.000	000	749.44
02/07/2022	2/4/2022	OAKLAND COUNTY TREASURER TAX COLLECTIONS		220.000	000	2,102.53
02/07/2022	2/4/2022	CITY OF CLARKSTON CVT TAX COLLECTIONS		220.000	000	11,452.58
02/07/2022	2/4/2022	CITY OF CLARKSTON 2007 BOND TAX COLLECTIONS		220.000	000	51.68
02/07/2022	2/4/2022	CITY OF CLARKSTON 2012 BOND TAX COLLECTIONS		220.000	000	97.50
02/07/2022	2/4/2022	CLARKSTON INDEPENDENCE DIS' TAX COLLECTIONS		220.000	000	2,276.33
02/07/2022	2/4/2022	MILL POND ASSOCIATION TAX COLLECTIONS		220.000	000	468.92
02/22/2022	02/23/2022	OAKLAND COUNTY TREASURER TAX COLLECTIONS		220.000	000	12,968.72
02/22/2022	02/22/2022	CITY OF CLARKSTON CVT TAX COLLECTIONS		220.000	000	84,626.25
02/22/2022	02/23/2022	CLARKSTON INDEPENDENCE DIS' TAX COLLECTIONS		220.000	000	17,075.64
02/22/2022	02/23/2022	INDEPENDENCE TOWNSHIP DELA' TAX COLLECTIONS		220.000	000	375.10
02/22/2022	02/23/2022	MILL POND ASSOCIATION TAX COLLECTIONS		220.000	000	1,523.99
02/22/2022	02/23/2022	CITY OF CLARSTKON SEWER-DELC TAX COLLECTIONS		220.000	000	865.66
			Total for fund 703 TAX			134,634.34
		TOTAL - ALL FUNDS				223,535.43

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



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. 2164180
Client No.: 1035
Date: 03/07/22
Period End: 2/28/2022

Code Enforcement

2/1/2022	SK	Code Enforcement	3.00 hr. @	\$45.00/hr	\$135.00 ✓
2/4/2022	SK	Code Enforcement - tagged homes after snow storm.	2.00 hr. @	\$45.00/hr	\$90.00 ✓
2/8/2022	SK	Code Enforcement - tagged more homes after snow storm	3.00 hr. @	\$45.00/hr	\$135.00 ✓
2/15/2022	SK	Code Enforcement - no issues.	1.00 hr. @	\$45.00/hr	\$45.00 ✓
2/21/2022	SK	Code Enforcement Checking everyone re: snow removal. All good.	1.50 hr. @	\$45.00/hr	\$67.50 ✓

SUBTOTAL DUE THIS INVOICE

\$472.50

101-370-703.010



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# 38-298-9393

INVOICE

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

Invoice No. 2164179
Client No.: 1035
Date: 03/07/22
Period End: 2/28/2022

Building Administration

2/1/2022 SW Monthly Retainer

Monthly Retainer = \$1,500

SUBTOTAL DUE THIS INVOICE

\$1,500.00

JS
101-371-809.000

Thomas J. Ryan, P.C.

2055 Orchard Lake Road
Sylvan Lake, MI 48320

Invoice submitted to:
Jonathan Smith
City Manager
City of the Village of Clarkston
375 Depot Road
Clarkston, MI 48346

March 3, 2022

Invoice #10997

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
2/1/2022 Review correspondence from Judge Grant re: waiving oral argument on 2/2/22 motion hearing re: Lehman vs. Clarkston (42 W. Washington)	0.50 95.00/hr	47.50 ✓
Correspondence to Mr. Hagar at MOHAR re: Respondent's Proposed Exhibits 3 and 6 re: McLean vs. City of Clarkston	1.00 95.00/hr	95.00 ✓
2/8/2022 Phone call to Jim Meloche re: 2/8/22 HDC meeting	0.50 95.00/hr	47.50 ✓
2/12/2022 Preparation and phone conference with Mr. Meloche and Melissa Luginski re: 2/14/22 haring before Administrative Law Judge re: McLean vs. HDC	2.00 95.00/hr	190.00
2/14/2022 Attend virtually hearing before Administrative Law Judge re: McLean vs. HDC; hearing adjourned; Petitioner to present new plans to HDC for 3/8/22 HDC meeting	0.50 95.00/hr	47.50 ✓
Review correspondence from Administrative Law Judge re: Notice of Adjournment; new plans to be submitted to HDC; hearing adjourned to 4/25/22 at 9:00 a.m.	0.50 95.00/hr	47.50 ✓
Review Council Packet for 2/14/22 Council Meeting	0.50 95.00/hr	47.50 ✓
Attend City Council Meeting	2.00 95.00/hr	190.00 ✓
2/24/2022 Phone call from City Manager re: miscellaneous city matters	0.50 95.00/hr	47.50 ✓
Review correspondences from City Clerk re: FOIA Requests from Mrs. Bisio re: 42 W. Washington and Clarkston Secrets & Clarkston News	1.00 95.00/hr	95.00 ✓

	<u>Hrs/Rate</u>	<u>Amount</u>
2/28/2022 Review Council Packet for 2/28/22 Council Meeting	0.50 95.00/hr	47.50 ✓
Attend City Council Meeting	2.00 95.00/hr	190.00 ✓
For professional services rendered	11.50	\$1,092.50
Previous balance		\$2,185.00
Accounts receivable transactions		
2/15/2022 Payment - Thank You No. 10528		(\$2,185.00)
Total payments and adjustments		(\$2,185.00)
Balance due		<u><u>\$1,092.50</u></u>

IS
101-266-803.000

City of the Village of Clarkston

375 Depot Road

Clarkston, Michigan 48346

Resolution for CDBG Allocation PY 2022 of Approximatley \$8000.00

Resolution: Resolved by _____ Supported by _____ to allocate ____% to _____ and ____% to _____ of the approximate \$8000.00 2022 PY CBDG Funds.

Haven	Avery	Casey	Fuller	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

Resolution is Adopted

Resolution is defeated

Jennifer A Speagle City Clerk

Date

City of the Village of Clarkston - 2022 Parking Fees & Parking Tickets

	2021 Totals	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total
Parking Fees (from the Washington & Main Lot):														
a	Number of Paid Parking Patrons	10,444	833.00	1,002.00										1835
b	Fees Paid at Kiosk	\$20,327.75	1,833.65	2,275.55										4,109.20
c	Fees Paid via Passport Smartphone App	\$2,650.79	317.02	315.60										632.62
d	Total Fees (b plus c)	\$22,978.54	2,150.67	2,591.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$4,741.82
Parking Tickets (throughout the City):														
e	Tickets Issued in Month (additional detail below)	774	56	52										108
f	Fines for Tickets Issued in Month	\$17,870.00	\$1,225.00	\$1,160.00										\$2,385.00
g	Tickets reduce for early pay discount	N/A	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
h	Number of voided Tickets	86	13	6										19
i	Total amount of voided Tickets	\$2,065.00	\$325.00	\$200.00										\$525.00
j	Tickets issued less voided	\$15,805.00	\$900.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,860.00
k	Tickets Paid in Month	475	75	29										104
l	Income from Tickets Paid in Month	\$11,540.00	\$2,285.00	\$1,225.00										\$3,510.00
Expenses:														
l	Parking Attendant wages	\$5,149.80	\$324.00	\$0.00										\$324.00
m	Supplies & Misc Expenses	\$1,019.32	\$613.25	\$491.75										\$1,105.00
n	Total Expenses (l plus m)	\$6,169.12	\$937.25	\$491.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,429.00
Net Revenue from Fees and Tickets (d plus h less k)		\$28,349.42	\$3,498.42	\$3,324.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,822.82

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	720	56	42											98
3751 Depot Lot	0	0	9											9
3752 City Street Parking	17	0	1											1
3753 Mill Street Lot	46	0	0											0
Total	783	56	52	0	0	0	0	0	0	0	0	0	0	108

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	748	54	50											104
Parking in a No Parking Zone	3	0	1											1
Parking Beyond Space Markings	7	0	0											0
Parking Facing Traffic	8	0	1											1
Handicap Parking Without a Permit	8	2	0											2
Blocking Traffic or a Crosswalk	0	0	0											0
Parking in a Permit Area w/o a Permit	0	0	0											0
Parking in a Commercial Unloading Zone	0	0	0											0
Total	774	56	52	0	0	0	0	0	0	0	0	0	0	108

* Reflects operational expenses only

Thursday, March 10, 2022

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Motion - Meeting Rules of Procedure

Meeting Rules of Procedure are routinely adopted by municipalities to define how City Council and other meetings shall be run.

While Clarkston's City Council adopted Rules of Procedure many years ago, they are very outdated and need to be updated. In 2020 a subcommittee prepared a draft set of Rules , but due to COVID, they were not completed or presented to Council.

The City Manager hereby requests approval of City Council to complete any necessary updates to the draft document (see attached) and present this to Council for consideration in an upcoming meeting.

Motioned by _____ and Seconded by _____ to approve the completion of the draft Meeting Rules of Procedure document for presentation to Council on March 28th.

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

March 14, 2022

Date

City of the Village of Clarkston

Meeting Rules of Procedure

1. GENERAL PROCEDURES

1.1 REGULAR MEETINGS: The City Council shall meet regularly on the second and fourth Monday of every month. Pursuant to the Michigan Open Meetings Act, before the end of each calendar year, the City Council shall approve by resolution its regular meeting schedule for the ensuing calendar year. [MCL 15.265 (2)] (City Charter 4.10)

1.2 SPECIAL MEETINGS: Special meetings of the City Council may be called by the City Clerk upon the written request of the Mayor or of two or more City Council members. No less than 18 hours written notice, designating the time and purpose of such meeting, the agenda shall be electronically delivered to each council member. No business shall be transacted at any special meeting of the City Council unless the agenda has been stated in the notice of such meeting and visibly posted in the City Hall. (City Charter, 4.11)

1.3 PLACE OF MEETINGS: All regular and special meetings of the City Council shall be held in the Meeting Room in the Artemus Pappas City Hall at 375 Depot, Clarkston, MI 48346 unless otherwise stated in the meeting notice.

1.4 TIME OF MEETINGS: All regular meetings and special meetings of the City Council shall begin at 7:00 PM. Other meeting start times are permissible provided it is clearly time stated in the meeting notice a minimum of 18 hours prior to the meeting.

1.5 CHANGES IN MEETING SCHEDULE: Changes in the regular meeting schedule may be made with the approval of a majority vote of the City Council and will be properly noticed in accordance with the Michigan Open Meetings Act.

1.6 PUBLIC NOTICE OF MEETINGS: The City Clerk shall post a notice of the regular meeting schedule for the ensuing calendar year at the City Hall and in accordance with the Michigan Open Meetings Act. The City Clerk shall post notices of special meetings and public hearings at the City Hall and in accordance with the Michigan Open Meetings Act. (City Charter, 4.10-4.11) [MCL 15.265 (3-4)]

1.7 PRESIDING OFFICER: The Mayor shall preside at all meetings of the City Council, shall speak and vote at such meetings as any other Council member. In the absence of the Mayor, the Mayor Pro Tem shall preside. (City Charter, 4.9) In the absence of both the Mayor and Mayor Pro Tem, the council member who has served on the City Council for the longest period shall preside.

1.8 QUORUM FOR CONDUCT OF BUSINESS: Four (4) members of the City Council shall constitute a quorum for the transaction of business. In the absence of a quorum, any number less than a quorum may adjourn a meeting to a later date. The vote of at least four (4) members shall be required for official action by the Council, unless a larger majority is required by statute or this Charter. (City Charter 4.13)

1.9 RULES OF ORDER:

1.9a The Council shall determine its own rules and order of business and shall keep a written or printed journal of all its proceedings in the English language which shall be signed by the Mayor and Clerk.

1.9b The Mayor shall enforce orderly conduct at meetings. Any member of the Council or other officer who shall fail to maintain conduct in an orderly manner at any meeting shall be deemed guilty of misconduct in office.

1.9c Any person designated by the Mayor or the presiding officer of the meeting shall serve as the Sergeant at Arms of the Council in the enforcement of the provisions of this section. (City Charter 4.15)

1.9d All meeting votes shall be taken by "Yes" and "No" votes and entered upon the record unless the vote is unanimous, where it shall only be necessary to so state in the record.

1.10 VOTING DUTY: Each member of the Council, who shall be recorded as present at any meeting shall be required to vote on all questions decided by the Council at such meeting, unless excused by four (4) of the members present or in any case where the matter personally affects the member not voting. A member not excused can be considered in violation of the City Charter when so determined by Council. (City Charter 4.15)

1.11 PUBLIC PARTICIPATION AT MEETINGS: Members of the public shall speak only when recognized by the presiding officer. Members of the public shall be limited to speaking only during the "Public Comment" for issues not on the meeting agenda, limited to three (3) minutes) and following Council discussion on each agenda item prior to a vote by the City Council on that item (limited to three (3) minutes). Each speaker shall observe the specified time limitation unless the rules are waived by a majority vote of the City Council. The presiding officer may encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comments. The City Clerk shall record in the meeting minutes the name, of those who wish to divulge it, of persons addressing the City Council and the topic to which they speak. A person shall not be excluded from a meeting that is otherwise open to the public except for a breach of the peace committed at the meeting. No public comments may include defaming or slanderous personal attacks on any member of the City Council or any member of the City Staff.

1.12 CLOSED SESSIONS: The City Council may convene into closed session only for those purposes permitted by the Michigan Open Meetings Act or other law. A roll call vote shall be made to call for a closed session. The City Clerk shall prepare and maintain minutes of the proceedings of closed sessions in accordance with the Michigan Open Meetings Act. Closed Session items shall be listed separately on the agenda and shall include a citation of the section of the Michigan Open Meetings Act or other law under which the City Council is permitted to convene into closed session for that matter. Closed session minutes shall be retained for one (1) year and then destroyed. (MCL 15.268)

1.13 PUBLICATION OF COUNCIL PROCEEDINGS: The minutes of the Council shall be published within twenty (20) days after the passage thereof. A synopsis of such minutes, prepared by the Clerk and approved by the Mayor, showing the substance of each separate proceeding of the Council shall be sufficient compliance with the requirements of this section. (City Charter 4.16)

A journal of the proceedings of each meeting of the City Council shall be prepared and maintained by the City Clerk, and shall be available to the public, in accordance with the Michigan Open Meetings Act. The minutes shall be summary in nature but shall properly record all actions of the City Council with respect to motions, including the name of the maker of the motion, the member seconding the motion, and the result of the vote. The City

Clerk shall not be required to maintain a written record of discussion or comments of the City Council or members of the public made at council meetings unless directed to do so by a majority vote of the City Council. If a member of the City Council is permitted to abstain from a vote in accordance with the City Charter, the abstention shall be recorded in the meeting minutes together with the reason for abstention. The City Council shall make any corrections to the minutes at the next meeting after the meeting to which the minutes refer. The corrected minutes shall show both the original entry and the correction. (City Charter 4.15) (MCL 15.269)

1.14 VIDEO-RECORDING OF THE MEETING: Where possible, all Council meetings shall be videorecorded by Independence Television and subsequently posted on their website, with a link from the City website.

1.15 CONNECTING VIRTUALLY TO THE MEETING: Where possible, the City will provide the option of connecting virtually to the meeting through an online meeting app such as Zoom or GoToMeeting. While Councilmembers are free to connect virtually, the Open Meetings Act prohibits virtual voting.

2. MEETING AGENDAS

2.1 PREPARATION: The City Clerk with the input and assistance of the Mayor and City Manager shall be responsible for the preparation of the agenda for all meetings of the City Council. The City Clerk shall prepare and electronically deliver the Agenda, with supporting materials and explanations, to all members of the City Council on or before the Friday prior to the scheduled meeting by 4 pm.

2.2 SUBMISSION OF ITEMS FOR CONSIDERATION: Agenda items shall be submitted to the office of the City Manager and / or City Clerk by 4:00 PM on the Tuesday preceding the Monday scheduled meeting of the City Council. The City Manager, Mayor, and City Clerk shall determine the appropriateness of placement of items on the agenda for consideration by the City Council, except that any request by a member of the City Council for council consideration shall be included on the agenda. Requests by the public for placement of items on a Council meeting agenda shall be submitted in writing to the office of the City Manager or Mayor. All denials of requests for placement on the agenda must be in writing and include an explanation for the denial.

2.3 EMERGENCY ITEMS: Emergency items, as determined by the Mayor, shall be considered an exception to the above procedures. An explanation for the emergency must be included with the request to be added to the agenda. If an emergency item request is denied a written explanation must be provided.

2.4 FYI / COMMUNITY EVENTS: Announcements concerning events of interest to the public may be presented during FYI portion of the agenda, subject to the Mayor's and / or City Manager's approval. A written summary shall be submitted to the City Manager prior to the Council meeting as provided in the *Submission of Items for Consideration* section of these Rules.

2.5 AGENDA FORMAT: The agenda may be changed at a regular meeting by a majority vote of the City Council under the "Approval of Agenda" section of the meeting. A special meeting agenda shall only consist of those matters stated in the notice of the meeting. The order of business at regular meetings shall be placed on the agenda as follows:

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of Agenda
5. Public comments
 - a. At this time, individuals may comment from the podium, on any topic not on the Agenda, up to three minutes
6. FYI
7. Acceptance of the Consent Agenda
8. City Manager report
9. Old business
10. New business
11. Adjourn

2.6 PUBLIC HEARINGS: At the public hearing, the Mayor shall announce each public hearing and the purpose of the public hearing and shall open the hearing to the public for comment, noting the time. The rules of public participation established above shall apply. After receiving public comments, the Mayor shall close the public hearing and note the time. The City Clerk shall record in the meeting minutes the names (if announced) of all members of the public who comment during a public hearing. Public hearings may be held separately or in connection with a regular or special council meeting and may be adjourned from time to time. In the case of hearings on proposed ordinances, the public hearing shall follow the publication of the ordinance and notice of the hearing by at least seven (7) days. (MCL 24.242) (City Charter 7.5)

2.7 CONSENT AGENDA: Consent Agenda items shall consist of the approval of items considered routine by the council, including previous meeting minutes, the Treasurer's report, receipt and file of reports, standard contracts that are used regularly, and other routine matters. Any council member may request that an item be removed from the Consent Agenda and placed under the Action Items Agenda for further discussion and consideration.

2.8 ACTION ITEMS: All other items for consideration by the City Council, other than Consent Agenda items, shall be placed under Action Items for discussion by the City Council. After a motion and second, a discussion of the issue can ensue by the City Council. The City Council may either vote to approve or deny the item of consideration, or table the issue to a future time. The format for Action (or Agenda) Items is as follows

- a. Announce the agenda item
- b. Report or description of the item
- c. Technical questions for clarification.
- d. Motion/Resolution
- e. Motion/Resolution is seconded
- f. Reading of the motion/Resolution
- g. Discussion and debate among council members
- h. Public comments about the agenda item. Time for comment limited to three minutes

- i. Vote
- j. Announcement of the vote results

2.10 ADJOURNMENT OF MEETING: Any Council member may make a motion to adjourn the meeting. If followed by a second and an affirmative vote by a majority of the members present, the Mayor shall adjourn the meeting of the City Council.

2.11 MEETING CANCELLATIONS: Meetings may be cancelled for a lack of quorum, inclement weather, or lack of agenda topics.

3. AMENDMENTS TO COUNCIL RULES OF PROCEDURE

3.1 PROCEDURE FOR AMENDING RULES: Any member of the City Council may request that the city council meeting rules of procedure be amended by submitting such request in writing to the City Manager together with the specific change being recommended. The City Manager shall submit the request to the City Council at the council's next regularly scheduled meeting by placement of the request on the council's Action Items agenda. A majority vote of the council shall be necessary to approve any amendment to the rules of procedure. Upon approval, the City Clerk shall revise the rules of procedure and provide a copy of the revised rules to each member of council and to the City Manager not later than the next regularly scheduled meeting of the council after approval of the amendment.

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Resolution - 21/22 FY Budget Amendment

WHEREAS, budget amendments are needed from time to time to resolve any department-level accounts where the costs to date (or anticipated costs) exceed the budgeted amount, especially as the City approaches the Fiscal-Year end, and;

NOW THEREFORE, BE IT RESOLVED that the City of the Village of Clarkston hereby authorizes the City Treasurer to complete a 21/22 FY Budget Amendment in the amount of \$8,972.00, as detailed in the attached schedule.

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

Resolution is Adopted

Resolution is Defeated

Jennifer Speagle, City Clerk

March 14, 2022

Date

City of the Village of Clarkston

21/22 FY Budget Amendment Request - March 14, 2022

No	Amount	From Account #	To Account #	Reason for Change
1	\$5,200.00	101-000-671.000	401-446-819.000	Move income from the sale of used city signs to the Street Signs & Posts capital project budget
2	\$2,000.00	401-901-970.012	401-446-819.000	Move excess budget from the Depot Park Gazebo Repair budget to the Street Signs & Posts capital project budget
3	\$600.00	101-264-852.000	101-262-726.000	Realign Technology/Internet budget to the Election Supplies budget to address shortages caused by the Special Michigan House of Rep. election
4	\$600.00	101-264-805.001	101-262-701.000	Realign Professional & Contractual services budget to the Election Fees budget to address shortages caused by the Special Michigan House of Rep. election
5	\$86.00	101-721-811.000	101-723-956.003	Realign Planner Fees budget to the Historic District Commission Expense budget to address a cost overrun
6	\$86.00	101-265-961.004	101-851-961.002	Realign excess Property Insurance budget to the Errors & Omissions budget to address a cost overrun
7	\$400.00	101-265-961.003	101-871-722.000	Realign excess General Liability Insurance budget to the Workman's Compensation budget to address an anticipated cost overrun
Total	\$8,972.00			