



City of the Village of Clarkston
375 Depot Rd
Clarkston, Michigan 48346
City Council Regular Meeting
04 11 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

Friends of CIDL Spring Used Book Sale

Documents:

[FRIENDS OF CIDL SPRING USED BOOK SALE 04 11 2022.PDF](#)

7. Sheriff Report For March 2022

Documents:

[SHERIFF REPORT MARCH 2022.PDF](#)

8. City Manager Report

Documents:

[CITY MANAGERS REPORT 04 11 2022.PDF](#)

9. Motion: Acceptance Of The Consent Agenda As Presented
Minutes and Treasurer's Report

Minutes

Final 03 14 2022

Draft 03 28 2022

Treasurer's Report 04 11 2022

Documents:

[04 11 2022 CONSENT AGENDA.PDF](#)

10. Old Business

10.a. Discussion Meeting Rules Of Procedure

Documents:

[04 07 2022 COUNCIL MEETING RULES OF PROCEDURE.PDF](#)

11. New Business

11.a. Motion: Mental Health Awareness Month
May 2022 Mental Health Awareness Month

Documents:

[MOTION MENTAL HEALTH AWARENESS MONTH 4 11 2022.PDF](#)

12. Adjourn

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



Spring Used Book Sale

MEMBERS ONLY PREVIEW NIGHT

Tuesday, April 26, 6-8 pm

BOOK SALE

Wednesday, April 27, 10 am-8:30 pm

Thursday, April 28, 10 am-8:30 pm

1/2 PRICE DAY

Friday, April 29, 10 am-5:30 pm

\$5 BAG DAY

Saturday, April 30, 10 am-2 pm



FRIENDS
of the
CLARKSTON INDEPENDENCE
DISTRICT LIBRARY



I ♥ BOOKS

**OAKLAND COUNTY SHERIFF DEPARTMENT
INDEPENDENCE SUBSTATION**

TO: John Smith, City Manager

FROM: Lieutenant Richard Cummins, Substation Commander

SUBJECT: City of the Village of Clarkston Monthly Report

	2022												2022	2021
ARRESTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD
Felony (CLR-059)	0	0	0										0	12
Misdemeanors (CLR-059)	14	6	13										33	69
MICR:														
Violent Crimes (CLR-004)	1	0	1										2	6
Property Crimes (CLR-004)	4	2	2										8	13
TRAFFIC:														
Monthly Warnings - Citation Report	2	0	13										15	56
Monthly Citations - Citation Report	3	1	9										13	80
Crashes - Crash Report	3	3	0										6	26
LIQUOR INSPECTION ACTIVITY:														
Alcohol Compliance Checks (AE)	0	0	0										0	2
Violations (CLR-065)	0	0	0										0	0
COMMUNITY LIAISON:														
Community Meetings L3535	1	0	0										1	8
Community Other L3539	0	0	0										0	0
STATION STATISTICS:														
Calls for Service (CLR-065)	147	105	157										409	1387

City of the Village of Clarkston
City Manager Report
April 11, 2022

Michigan Municipal League Capital Conference

Mayor Haven and I attended the MML's annual Capital Conference ("CapCon") in Lansing on March 15th and 16th. Both Eric and I found the conference to be informative, educational, and inspiring. As always, the presentations were professional and well organized. Following are some of the conference segments that we found especially beneficial:

- Making the Dollars Stretch: Allocating Your ARPA Funds for Maximum Impact
- Michigan Women in Municipal Government
- Municipal Leadership and the Depolarization Project
- MML Team Break Down of the Current Legislative Actions
- Legislative/Networking Breakfast
- Ordinances: Writing Local Laws
- Federal Stimulus Impacts and Opportunities for Michigan
- Leveraging the Power of Community Capital (1.0 and 2.0)

Grant Writing Class

I will be out of the office on Wednesday March 30th and Thursday, March 31st, attending a two-day Grant-Writing class. My intent in attending this class is to learn about how and where to apply for grants that will allow us to "grow" the funds the City is receiving from the American Rescue Plan Act (ARPA).

Reconvening the Social District Committee

The Social District Committee will be reconvening in a meeting the week of April 4th to discuss the final steps needed to complete the launch of the City's Social District. The district, previously approved by both the City Council and the Michigan Liquor Control Commission (MLCC), will allow restaurant patrons to carry drinks throughout the downtown district and visit other businesses.

Finance Committee Meeting this Week

This week the Finance Committee held an open (and virtual) meeting with City Auditor Rana Emmons to address a recommendation that a new General Obligation (GO) Bond be considered to fund needed road, sidewalk, and parking lot upgrades throughout the City. The proposed size of the new bond would equate to the size of two existing bonds that are maturing (and falling off resident's tax bills) this year and next. Prior to bringing this topic to City Council for consideration, I will work with our City Engineer (HRC) to approximate the bond size needed to complete the needed upgrades. If a decision is made to proceed with a bond, voter approval of a referendum on the November 2022 ballot would be required.

[Independence Township Master Plan](#)

The City was recently notified that Independence Township will soon begin the process of updating their Master Plan. Contact the Township's Planning Department for more information or to provide comments on the Plan.

[Nights of Columbus Tootsie Roll Drive](#)

This Friday and Saturday, the Clarkston Night's of Columbus will be conducting their 47th annual Tootsie Roll Drive at the intersection of Main Street and Washington from 9AM to 6PM. This year's drive will provide funding to the Intellectually Impaired Citizens program. Your contributions are very much appreciated!

[Pinwheels for Prevention](#)

April is Pinwheels for Prevention month, a nationwide campaign designed to bring awareness to the importance of creating a culture of well-being for children and youth in the community. This campaign, signified by the blue pinwheels seen around town, is sponsored locally by the Clarkston Area Youth Assistance. Visit the CAYA [Website](#) to learn more about this important program.

Respectfully submitted, **Jonathan Smith, City Manager, April 7, 2022**



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346
City Council Regular Meeting Minutes
03 14 2022 **Final Minutes**

3/14/2022 - Minutes

1. Call To Order

@ 7:00pm By Mayor Haven

2. Pledge Of Allegiance

3. Roll Call

Mayor Haven, Avery, Casey, Rodgers, Luginski - Present

Fuller and Wylie - Absent

4. Approval Of Agenda - Motion

Motioned by Avery Seconded by Luginski to approve the Agenda as presented. All Aye Motion Carried.

5. Public Comments:

By Chet Pardee

6. FYI

7. Sheriff Report For February 2022

8. City Manager Report

9. Motion: Acceptance Of The Consent Agenda As Presented

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

10. Old Business

10.a. Resolution/Discussion CBDG 2022 PY Funds

Explanation by Mike Pucher of CBDG program (Community Block Development Grant).

Motioned by Avery Seconded by Luginski to allocate 100% of the \$8000.00 2022 PY CBDG funds to the Independence Township Senior Center Transportation. Haven, Avery, Casey, Rodgers Luginski - Yes. Motion Carried.

10.b. Discussion: Parking Revenue Update

10.c. Discussion: Election Update

Given by Clerk Speagle

11. New Business

11.a. Motion: Meeting Rules Of Procedure

Motion by Haven Seconded by Casey to bring back Meeting Rules of Procedure when completed. Avery, Casey, Haven, Luginski, Rodgers - Yes Motion Carried.

11.b. Resolution: Budget Amendment

Motioned by Avery Seconded by Luginski to authorize the City Treasurer to complete a 21/22 FY Budget Amendment in the amount of \$8,972.00 broken out as follows. \$5,200.00 from sale of used street signs to Street Sign/Posts budget. \$2,000.00 from Depot Park Gazebo repair to Street Sign/Posts budget. \$600.00 from Technology/Internet Budget to Election Supplies. \$600.00 from Professional/Contractual services to Election Fees budget. \$86.00 from Planner Fees budget to Historic District Commission Expense budget. \$86.00 from Property Insurance budget to Errors/Omissions budget. \$400.00 from General Liability Insurance budget to Workman's Compensation budget. Avery, Casey, Haven, Luginski, Rodgers - Yes. Motion Carried.

12. Adjourn

Motioned by Luginski Seconded by Rodgers to adjourn @ 8:13pm. 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
03 28 2022 **Draft Minutes**

3/28/2022 - Minutes

1. Call To Order

@ 7:00 pm by Mayor Haven

2. Pledge Of Allegiance

3. Roll Call

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

4. Approval Of Agenda - Motion

Motioned by Avery Second by Casey to approve the Agenda as presented. All Aye Motion Carried

5. Public Comments:

By Chet Pardee. Read by Mayor Haven

6. FYI

Oakland County Animal Control Vaccinations. Free Rabies Vaccine with purchase of 1 or 3 year license every Tuesday in April from 9-11:30am.

Angels Place Race May 14th

7. Motion: Acceptance Of The Consent Agenda As Presented

Motioned by Rodgers Seconded by Avery to approve the Consent Agenda as presented. All Aye. Motion carried.

7.a. City Manager Report

In the absence of City Manager Jonathan Smith the City Manager Report was deferred to the next Council Meeting.

8. Old Business

8.a. Discussion: Election Update

9. New Business

9.a. Discussion: Photo Request

Motioned by Avery Seconded by Casey to approve The Friends of the Clarkston Independence District Library the nonexclusive rights to two Depot Park photos to be used as artwork on silk scarves that will be sold at the book sales and library circulation desk to support library events. All Aye. Motion Carried.

10. Adjourn

Motioned by Rodgers Seconded by Casey to adjourn at 7:23pm. All Aye. Motion carried.

Respectfully Submitted by Jennifer Speagle, City Clerk.

DRAFT

TREASURER'S REPORT FOR CITY COUNCIL MEETING:

4/11/2022

Treasurer's Report:

I. Disbursements from 03/01/2022 - 03/31/2022

101 General Fund	\$	84,554.73
202 Major Streets	\$	768.29
203 Local Street	\$	293.08
231 Parking Meter Fund	\$	550.37
236 Friends of Depot Park	\$	-
295 Mill Pond Lake	\$	420.24
301 GO Bond Debt	\$	3,731.11
305 GO Bond Debt	\$	-
401 Capital Projects Fund	\$	326.28
590 Sewer Fund	\$	69.06
703 Tax Fund	\$	22,508.54
Total	\$	113,221.70

II. Invoices for review and payment approval

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

III. Other Checks for Review

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

GRAND TOTAL	\$	113,221.70
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04/06/2022

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 03/01/2022 - 03/31/2022

Check Date	Check #	Payee	Description	Account	Dept	Amount
03/02/2022	10557#	HOME DEPOT CREDIT SERVICES	SUPPLIES-VH BUILDING	726.004	265	85.78
03/02/2022	10557	HOME DEPOT CREDIT SERVICES	PARK MATERIALS	728.000	265	258.86
03/02/2022	10557	HOME DEPOT CREDIT SERVICES	DPW SUPPLIES	750.000	441	51.95
03/02/2022	10557	HOME DEPOT CREDIT SERVICES	DPW EQUIPMENT	970.001	446	399.00
		CHECK GEN 10557 TOTAL FOR FUND 101:				795.59
03/02/2022	10558#	GREAT LAKES ACE HARDWARE	PARK MATERIALS	728.000	265	105.96
03/02/2022	10558	GREAT LAKES ACE HARDWARE	EQUIPMENT MAINTENANCE	932.001	441	49.70
		CHECK GEN 10558 TOTAL FOR FUND 101:				155.66
03/02/2022	10559	ROYAL PUBLISHING	DUES & CONFERENCES	958.000	101	165.00
03/02/2022	10560	JEFF SHAFER	BLDG INSPECTORS' SALARIES	703.004	371	65.00
03/02/2022	10561	MERLE WEST	BLDG INSPECTORS' SALARIES	703.004	371	65.00
03/02/2022	10562	TONI SMITH	ELECTION FEES/PER DIEM	701.000	262	260.00
03/02/2022	10563	EVELYN BIHL	ELECTION FEES/PER DIEM	701.000	262	135.00
03/02/2022	10564	JENNIFER SPEAGLE	ELECTION FEES/PER DIEM	701.000	262	260.00
03/05/2022	10565	DTE ENERGY	DTE STREET LIGHTING	926.000	448	1,241.77
03/05/2022	10566#	CHARTER TWP OF INDEPENDENCE	LAW ENFORCEMENT	802.000	301	33,918.71
03/05/2022	10566	CHARTER TWP OF INDEPENDENCE	FIRE PROTECTION - IND TWP	802.001	336	40,603.98
		CHECK GEN 10566 TOTAL FOR FUND 101:				74,522.69
03/05/2022	10567	THOMAS J RYAN PC	LEGAL FEES	803.000	266	1,092.50
03/05/2022	10568	THE PRINT SHOP	HISTORIC DIST COMMISSION EXP	956.003	723	138.00
03/05/2022	10569	DTE ENERGY	DETROIT EDISON-VH	920.000	265	164.83
03/05/2022	10569	DTE ENERGY	DETROIT EDISON-VH	920.000	265	3.11
03/05/2022	10569	DTE ENERGY	DETROIT EDISON-VH	920.000	265	22.87
03/05/2022	10569	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	181.52
03/05/2022	10569	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	27.49
03/05/2022	10569	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	15.15
03/05/2022	10569	DTE ENERGY	DTE UPPER PARKING LOT	923.000	265	14.76
		CHECK GEN 10569 TOTAL FOR FUND 101:				429.73
03/09/2022	10570	CARLISLE/WORTMAN ASSOC INC	ENFORCEMENT OFFICER SALARY	703.010	370	472.50
03/09/2022	10571#	COMCAST	TELEPHONE EXPENSE	850.000	264	275.64
03/09/2022	10571	COMCAST	TELEPHONE EXPENSE - DPW	850.001	441	91.88

04/06/2022 CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 03/01/2022 - 03/31/2022

Check Date	Check #	Payee	Description	Account	Dept	Amount
CHECK GEN 10571 TOTAL FOR FUND 101:						367.52
03/09/2022	10572	CONSUMERS ENERGY	VH - UTILITIES CONSUMERS	921.000	265	336.67
03/09/2022	10573	OAKLAND COUNTY TREASURER	COMPUTER SUPPORT	853.000	253	280.02
03/09/2022	10575	RICOH USA, INC	OFFICE SUPPLIES	727.000	264	54.68
03/09/2022	10576	CHARTER TOWNSHIP OF INDEPENDENCE	VEHICLES - GAS & OIL	862.000	446	671.58
03/09/2022	10577#	CARDMEMBER SERVICE	PROFESSIONAL & CONTRACTUAL SERVICES	805.001	264	15.00
03/09/2022	10577	CARDMEMBER SERVICE	TECHNOLOGY/INTERNET EXPENSE	852.000	264	15.89
03/09/2022	10577	CARDMEMBER SERVICE	DPW SUPPLIES	750.000	441	34.25
03/09/2022	10577	CARDMEMBER SERVICE	EQUIPMENT MAINTENANCE	932.001	441	6.00
03/09/2022	10577	CARDMEMBER SERVICE	MATERIAL & OUTSIDE LABOR-LOADER	861.003	446	52.41
CHECK GEN 10577 TOTAL FOR FUND 101:						123.55
03/09/2022	10578	CARLISLE/WORTMAN ASSOCIATES, INC.	BLDG DEPT PROFESSIONAL FEES	809.000	371	1,500.00
03/16/2022	10579	BLUE CARE NETWORK	HEALTH INSURANCE	709.000	441	347.94
03/23/2022	10580	COMCAST	TELEPHONE EXPENSE	850.000	264	581.94
03/23/2022	10583	LAUREN LUGINSKI	ELECTION FEES/PER DIEM	701.000	262	125.00
03/30/2022	10584*#	HOME DEPOT CREDIT SERVICES	PARK MATERIALS	728.000	265	39.98
03/30/2022	10585	PETTY CASH - CITY OF CLARKSTON	PETTY CASH	004.000	000	74.70
03/30/2022	10586	RICOH USA INC	RICOH COPIER LEASE	941.000	264	202.65
03/30/2022	10587	STAPLES	OFFICE SUPPLIES	727.000	264	50.06
Total for fund 101 GENERAL						84,554.73
03/09/2022	10574*	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	565.63
03/23/2022	10581*	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	188.54
03/30/2022	10584*#	HOME DEPOT CREDIT SERVICES	SUPPLIES & MTLs - WINTER MAINT	726.002	453	14.12
Total for fund 202 MAJOR STREET						768.29
03/09/2022	10574*	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	209.21
03/23/2022	10581*	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	69.74

04/06/2022 CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 03/01/2022 - 03/31/2022

Check Date	Check #	Payee	Description	Account	Dept	Amount
03/30/2022	10584*#	HOME DEPOT CREDIT SERVICES	SUPPLIES & MTLs - WINTER MAINT Total for fund 203 LOCAL STREET	726.002	453	14.13 293.08
03/02/2022	1149	SPRINT / NEXTEL COMMUNICATIONS	PHONE EQUIPMENT	760.000	264	61.56
03/09/2022	1150	PASSPORT LABS, INC	MISC EXPENSE	757.000	264	339.00
03/09/2022	1150	PASSPORT LABS, INC CHECK PARK 1150 TOTAL FOR FUND 231:	MISC EXPENSE	757.000	264	33.25 372.25
03/23/2022	1151	T2 SYSTEM CANADA INC	MISC EXPENSE	757.000	264	55.00
03/30/2022	1152	SPRINT / NEXTEL COMMUNICATIONS	PHONE EQUIPMENT Total for fund 231 PARKING METER FUND	760.000	264	61.56 550.37
03/30/2022	263	LAKE PRO, INC.	MDEQ PERMIT FEES Total for fund 295 MILL POND LAKE IMPROVEMENT FUND	808.000	265	420.24 420.24
03/30/2022	2033	CHASE	INTEREST DEBT SERVICE PYMT Total for fund 301 2012 GO BOND DEBT	995.000	906	3,731.11 3,731.11
03/23/2022	10582	ADT	PROFESSIONAL & CONTRACTUAL SERVICES Total for fund 401 CAPITAL PROJECT FUND	805.001	901	326.28 326.28
03/23/2022	2098	GREAT LAKES WATER AUTHORITY	IWC CHARGES IND TWP Total for fund 590 SEWER	814.002	536	69.06 69.06
03/09/2022	758(E)	CLARKSTON COMMUNITY SCHOOLS	TAX COLLECTIONS	220.000	000	1,584.69
03/09/2022	759(E)	OAKLAND COUNTY TREASURER	TAX COLLECTIONS	220.000	000	4,639.82
03/09/2022	760(E)	CITY OF CLARKSTON CVT	TAX COLLECTIONS	220.000	000	9,642.82
03/09/2022	761(E)	CITY OF CLARKSTON 2007 BOND	TAX COLLECTIONS	220.000	000	390.26
03/09/2022	762(E)	CITY OF CLARKSTON 2012 BOND	TAX COLLECTIONS	220.000	000	736.35
03/09/2022	763(E)	CLARKSTON INDEPENDENCE DISTRIC LIBR	TAX COLLECTIONS	220.000	000	1,574.03
03/09/2022	764(E)	CITY OF CLARSTKON SEWER-DELQ	TAX COLLECTIONS	220.000	000	698.44
03/16/2022	2841	STEVEN T. MCLEAN	TAX COLLECTIONS	220.000	000	3,242.13
		TOTAL - ALL FUNDS	Total for fund 703 TAX			22,508.54 113,221.70

04/06/2022

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 03/01/2022 - 03/31/2022

Check Date	Check #	Payee	Description	Account	Dept	Amount
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'*' - INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

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

City of the Village of Clarkston

Meeting Rules of Procedure

The Charter of the City of the Village of Clarkston, section 4.15, provides that the City Council shall adopt rules that govern meeting procedures.

1. AUTHORITY

1.1 LAW ABIDING: All City Council, Board and Commission meetings shall operate in accordance with the Michigan Constitution, the Open Meeting Act, the Home Role City Act, the City Charter (revised 11/5/2019) and all other pertinent laws.

1.2 OPEN MEETINGS: All regular and special meetings of the City Council, Boards and Commissions shall be open to the public and all citizens have a reasonable opportunity to be heard, as provided by law, unless a Closed Session is called as described in Rule 2.12.

1.3 PURPOSE: These Meeting Rules of Procedure shall serve as the common rules and procedures for deliberation and debate to foster constructive and democratic meetings. These Rules are intended to help, not hinder, the transaction of business in Council, Board and Commission meetings. The failure to strictly observe any rule shall not affect the jurisdiction of, or invalidate, actions taken by the Council, Boards or Commissions.

2. GENERAL PROCEDURES

2.1 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)

2.2 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)

2.3 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.

2.4 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.

2.5 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.

2.6 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)]

2.7 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.

2.8 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)

2.9 RULES OF ORDER:

2.9a The rules of Parliamentary Procedure as contained in Robert’s Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, with the Ordinances or Charter of the City or the laws of the State of Michigan.

2.9b 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.

2.9c 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.

2.9d 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)

2.9e 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.

2.10 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)

2.11 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.

2.12 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)

2.13 STUDY SESSIONS: Upon the call of the Mayor or the Council and with appropriate notice to the councilmembers and the public, the Council may convene a Study or Work Session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters, nor shall any councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently.

2.14 ADMINISTRATION:

2.14a The City Manager shall attend all meetings of the Council unless excused and may attend meetings of the City's boards, commissions, or committees. The City Manager may make recommendations to the Council and shall have the right to take part in discussions, but he or she shall not vote.

2.14b The City Clerk shall attend all meetings of the Council unless excused. He or she shall keep the official meeting minutes and perform such other duties as may be requested by Council or required by law.

2.14c The City Attorney shall attend all regular meetings of the Council unless excused and shall, upon request, provide an opinion on questions of law or procedure. If the City Attorney is unable to attend a meeting, he or she may provide written legal opinions to the City Manager prior to the meeting. The City Attorney shall act as the Council's parliamentarian.

2.13 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)

2.14 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.

2.15 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. If a virtual connection option is offered, it is imperative that the mechanism provides for 2-way communication so that councilmembers can hear and speak with public participants and vice-versa. While Councilmembers are free to connect virtually, the Open Meetings Act prohibits virtual voting.

3. MEETING AGENDAS

3.1 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.

3.2 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.

3.3 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.

3.4 FYI / COMMUNITY EVENTS: Announcements concerning events of interest to the public may be presented during the 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.

3.5 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. For Your Information (FYI) Notices
7. Acceptance of the Consent Agenda
8. City Manager report
9. Old business
10. New business
11. Adjourn

3.6 PUBLIC HEARINGS: When an official Public Hearing is required, the Mayor shall announce the start of the public hearing, the purpose of the hearing and shall then 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)

3.7 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.

3.8 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

3.9 ADJOURNMENT OF MEETING: Any Councilmember 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.

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

4. AMENDMENTS TO COUNCIL RULES OF PROCEDURE

4.1 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.

5. BOARDS AND COMMISSION RULES OF PROCEDURE

5.1 CITY BOARDS AND COMMISSION: To the extent possible, the City’s Planning Commission, Historic District Commission and Zoning Board of Appeals shall adhere to the same Rules of Procedure adopted by the City Council, with the following exceptions:

- a. **Regular Meetings:** Regular meetings of the Planning Commission shall be held the first Monday of every month and regular meetings of the Historic District Commission shall be the second Tuesday of every month. Meetings of the Zoning Board of Appeals are called on an as-needed basis.
- b. **Special Meetings:** The Chairperson of the Board or Commissions shall be responsible for scheduling any special meetings with the City Clerk no less than 48 hours in advance of the meeting.
- c. **Presiding Officer:** The Board or Commission Chairperson shall serve as the presiding officer and the Secretary shall be responsible for publishing the minutes of each meeting.
- d. **Quorum:** Three (3) members of the Planning Commission, Historic District Commission and Zoning Board of Appeals shall constitute a quorum for the transaction of business.
- e. **Agenda Preparation:** The Board or Commission Chairperson shall be responsible for preparing the meeting agenda and forwarding it to the City Clerk by close-of-business on the Thursday before their regularly scheduled meeting or 48 hours prior to special meetings.

Mental Health Awareness Month | May 2022

- WHEREAS, mental health is important for our individual well-being and vitality, as well as that of our families, communities, and businesses; and
- WHEREAS, the COVID-19 pandemic has been a reminder of the importance of integrating mental health into preparedness and public health response plans; and
- WHEREAS, younger adults, racial/ethnic minorities, essential workers, and adult caregivers reported having disproportionately worse mental health outcomes, increased substance use, and elevated suicidal ideation associated with COVID-19; and
- WHEREAS, according to the World Health Organization: as many as one in six U.S. children ages 6-17 has a treatable mental health disorder such as depression, anxiety problems or attention deficit/hyperactivity disorder (ADHD), and
- WHEREAS, according to the Center for Disease Control and Prevention (CDC), between 2016-2019, approximately 5.8 million children ages 3-17 years were diagnosed with anxiety and 2.7 million were diagnosed with depression; and
- WHEREAS, May 5, 2022 is designated the National Children's Mental Health Awareness Day and May 1 through May 7, 2022, is designated as Children's Mental Health Awareness Week; and
- WHEREAS, Oakland Community Health Network (OCHN) is committed to being a Zero Suicide organization and cultivate a network of providers who are engaged in the Zero Suicide philosophy; and
- WHEREAS, mental illness is a biologically based brain disorder that cannot be overcome through "will power" and is not related to a defect in a person's "character" or intelligence; and
- WHEREAS, mental health recovery not only benefits individuals with mental health disorders by focusing on their abilities to live, work, learn and fully participate and contribute to our society, but also enriches the culture of our community life; and
- WHEREAS, improved systems of care for children and families; enhanced and expanded access to non-emergent and crisis services; advanced integrated physical and behavioral health care, collaborative provider relations; and a strengthened workforce are identified priorities for OCHN; and
- WHEREAS, the Oakland Community Health Network (OCHN), and its service provider agencies, are committed to inspiring hope, empowering people, and strengthening communities.

NOW, THEREFORE, BE IT RESOLVED that, Oakland Community Health Network, hereby recognizes May 2022 as Mental Health Awareness Month. OCHN calls upon our citizens, government agencies, public and private institutions, businesses and schools to recommit our state to increasing awareness and understanding of mental illness, and the need for appropriate and accessible services for all people with mental illnesses to promote recovery.

