



City of the Village of Clarkston
375 Depot Rd
Clarkston, Michigan 48346
City Council Regular Meeting
05 09 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
Public Notice - ZBA for 69 S Main St

Budget Public Hearing - 05 23 2022

Election Update

Documents:

[PUBLIC NOTICE ZBA 04 25 2022.PDF](#)
[CITY BUDGET PUBLIC NOTICE 05 23 2022.PDF](#)
7. City Manager Report

Documents:

[CITY MGR REPORT 05 09 2022.PDF](#)
8. Motion: Acceptance Of The Consent Agenda As Presented

Documents:

[CONSENT AGENDA 05 09 2022.PDF](#)
9. New Business
 - 9.a. Discussion: Employee Retirement Savings
Presentation from John Waugh from MERS (Municipal Employees' Retirement System)
 - 9.b. Discussion: EV Charging Stations

Presentation from Duane Lobbestael from State Electric Company

9.c. Discussion: Proposed 22/23FY Salary Changes

Documents:

[DISCUSSION PROPOSED 22 23 FY SALARY CHANGES 05 09 2022.PDF](#)

9.d. Discussion: Christmas Market

9.e. Resolution: Urgent DPW Truck Repair

Documents:

[RESOLUTION DPW TRUCK REPAIR 05 09 2022.PDF](#)

10. Old Business

10.a. Motion: Meeting Rules Of Procedure

Documents:

[MOTION MEETING RULES OF PROCEDURES 05 09 2022.PDF](#)

11. Adjourn

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

PUBLIC NOTICE

**City of the Village of Clarkston
Artemus M Pappas Village Hall
375 Depot Rd.
Clarkston, MI 48346**

ZONING BOARD OF APPEALS MEETING and PUBLIC HEARING May 11, 2022, starting at 7:00 PM

The Zoning Board of Appeals of the City of the Village of Clarkston will hold a Special Meeting and Public Hearing on **Wednesday, May 11, 2022, starting at 7:00 PM at the Clarkston Village Hall, located at 375 Depot Road, Clarkston, MI** to consider the following:

The property owner of 69 S. Main is requesting a variance to construct a new garage that would result in the percentage of the lot covered by buildings to exceed the 25% allowed in the City's Zoning Ordinance for R-2 Residential Districts.

Members of the public may participate or comment in this Public Hearing in four ways:

1. Attend in-person at the Clarkston Village Hall conference room located at 375 Depot Road, Clarkston, MI 48346
2. Attend virtually using the link <https://meet.goto.com/938481605>
3. Attend via phone by calling [\(571\) 317-3122](tel:(571)317-3122) and entering access code 938-481-605
4. Submit written comments to the City Clerk at speaglej@villageofclarkston.org until 3:00 PM the day of the hearing

Persons with questions may call the City Office at (248) 625-1559 or email the City Clerk at speaglej@villageofclarkston.org. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at least 48 hours prior to the meeting.

This notice is in compliance with PA 267 of 1976 (as amended) Open Meetings Act, MCLA 41.72 (2)(3) and the Americans with Disabilities Act (ADA).

Jennifer Speagle, City Clerk

**PUBLIC NOTICE
CLARKSTON
CITY OF THE VILLAGE OF CLARKSTON
Artemus M. Pappas Village Hall
375 Depot Rd
Clarkston MI 48346
Monday May 23rd, 2022, AT 7:00 P.M.**

The City of the Village of Clarkston will hold a Public Hearing to review the proposed 2022-2023 City Budget during our regular City Council Meeting at 7 PM on Monday May 23rd, 2022 at City Hall. A draft copy will be available on our web site www.villageofclarkston.org or in our office after May 18th, 2022.

You may also join the meeting from your computer, tablet or smartphone using the following link: <https://global.gotomeeting.com/join/310559685>
Or you may call in using the following phone number and access code: (872) 240-3311, Access Code: 310-559-685

Jennifer Speagle
City Clerk

City of the Village of Clarkston
City Manager Report
May 9, 2022

Main Street Paving

Following up on our discussion in the April 25th Council meeting, the repaving of Main Street from Dixie Highway to I-75 will take place in May, including the replacement of broken concrete curbs. However, it has been determined that it will not be possible to replace the seven (7) paver driveway aprons in the downtown blocks at the same time, as previously planned. City Engineer Hubbell, Roth and Clark (HRC) has confirmed that the sidewalk portion of the driveways must be ADA compliant with a slope of less than 2% and the remaining portion of the driveway must have a slope of less than 8%. The combination of these two requirements has made it impossible to replace 6 of the 7 driveways. We have two options: (1) procure easements to facilitate a larger area over which the driveway may be sloped, or (2) repair the existing paver driveways by replacing the broken/missing pavers. Cost estimates of both options are being obtained.

Service Work for City Pickup

As reported in the April 25th Council meeting, the City's Ford F550 Pickup Truck was taken to the dealership on April 25th to repair some malfunctioning wiring, complete a front-end alignment, address a steering wobble, and resolve an annoying oil leak. At this time, it is still at the dealership with no known timing or cost for completing the repairs.

Election Worker Thank You

My thanks to Clerk Jennifer Speagle and the Election Inspectors Evelyn Bihl and Cara Catallo who worked this week's special election. Because my wife Toni was unable to work this election due to COVID, I completed the online training class and also assisted.

Respectfully submitted, **Jonathan Smith, City Manager, May 4, 2022**



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346
City Council Regular Meeting Minutes
04 11 2022 **Final Minutes**

4/11/2022 - Minutes

1. Call To Order

By Mayor Pro Tem Wylie @ 7:00pm

2. Pledge Of Allegiance

3. Roll Call

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

4. Approval Of Agenda - Motion

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

5. Public Comments:

By Chet Pardee Read By Mayor Pro Tem Wylie.

6. FYI

Spring Used book sale at the Clarkston Independence District Library is April 27th & 28th from 10am-8:30pm, 29th 1/2 price day 10am-5:30pm and April 30th \$5 bag day.

7. Sheriff Report For March 2022

8. City Manager Report

9. Motion: Acceptance Of The Consent Agenda As Presented

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

10. Old Business

10.a. Discussion Meeting Rules Of Procedure

Jonathan Smith reviewed the draft rules document that will be voted on in the April 25th Council meeting.

11. New Business

11.a. Motion: Mental Health Awareness Month

Oakland Community Health Network (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.

Motioned by Avery Seconded by Rodgers that the City of Clarkston hereby recognizes May 2022 as Mental Health Awareness Month. All Aye Motion Carried.

12. Adjourn

Motioned by Avery Seconded by Rodgers to adjourn @ 7:32pm. Avery, Fuller, Wylie, Rodgers - Yes 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
04 25 2022 Draft Minutes

4/25/2022 - Minutes

1. Call To Order

@7:00pm by Mayor Haven

2. Pledge Of Allegiance

3. Roll Call

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

4. Approval Of Agenda - Motion

Motion by Wylie Seconded by Casey to approve the Agenda with changing 11a from a motion to a discussion. All Aye Motion Carried.

5. Public Comments:

By Chet Pardee regarding the City's financial situation, workshops, RAMP and CIP and expiring Bonds.

6. FYI

Public Notice for ZBA Public Hearing on May 11th, 2022 @ 7pm regarding 69 S. Main.

Election Update: Given by Clerk Speagle. May 3rd 2022 Election - 63.16% of Absentee Ballots have been received 36.84% still not turned in. Friday April 29th, is last day Absentee Ballots can be sent by mail. After the 29th must be issued in person. The Clerks office will be open on Saturday April 30th from 8-4.

November 8th 2022 Election: 4 seats are up. Mayor and 3 Council seats.

Clarkston Community Awards May 21st 7:30-9am @ Clarkston Community Church Clarkston Rd

National Day of Prayer May 5th, 7:30 @ Calvary Lutheran Church on Bluegrass Dr. Clarkston.

SEMCOG Member Meet Up Ann Arbor. Walking tour of the Allen Creek Railroad Berm Opening Project.
May 5th 3:00-4:30pm

7. Discussion: Historic District Commission Quarterly Update

Given by HDC Chair Jim Meloche

8. Discussion: Parking Revenue Update

9. City Manager Report

10. Motion: Acceptance Of The Consent Agenda As Presented

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

11. Old Business

11.a. Motion: Meeting Rules Of Procedure

Motion Changed to Discussion during Approval of Agenda.

12. New Business

12.a. Discussion: Proposed Capital Improvement Plan (CIP)

12.b. Resolution: City Hall Rear Storage Area Slab

Motioned by Avery Seconded by Wylie to authorize the City Manager to contract with Midwest Concrete of Clarkston to pour the 850 sq. ft. storage area behind the City Hall building, for an amount not to exceed \$7,584.00, to be funded by the current City Hall/DPW Building budget of \$7,800.00. Haven, Avery, Casey, Luginski, Wylie - Yes Motion Carried.

13. Adjourn

Motioned by Avery Seconded by Wylie to adjourn at 8:46pm. All Aye Motion Carried

Respectfully Submitted by Jennifer Speagle, City Clerk.

TREASURER'S REPORT FOR CITY COUNCIL MEETING:

5/9/2022

Treasurer's Report:

I. Disbursements from 04/01/2022 - 04/30/2022

101 General Fund	\$	85,652.64
202 Major Streets	\$	405.41
203 Local Street	\$	245.91
231 Parking Meter Fund	\$	1,806.54
236 Friends of Depot Park	\$	-
295 Mill Pond Lake	\$	-
301 GO Bond Debt	\$	-
305 GO Bond Debt	\$	-
401 Capital Projects Fund	\$	-
590 Sewer Fund	\$	67,823.97
703 Tax Fund	\$	-
Total	\$	155,934.47

II. Invoices for review and payment approval

Carlisle Wortman - 2022 Building Administration	\$	-
Carlisle Wortman - Master Plan, Bldg Adm, Planner & Other	\$	-
HRC MS4 Permitting	\$	204.40
HRC Clarkston Road Paving Main Street to City Limits	\$	292.96
Tom Ryan - Professional Services (March Invoice)	\$	1,258.75
Tom Ryan - Professional Services (April Invoice)	\$	1,211.25
Tom Ryan - Clarkston Court Prosecution (April Invoice)	\$	47.50
Total	\$	3,014.86

III. Other Checks for Review

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

GRAND TOTAL	\$	158,949.33
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CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
 CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL									
04/03/2022	GEN	10588	3/24/2022	COMCAST	TELEPHONE EXPENSE	850.000	264	367.52	
04/03/2022	GEN	10589	3/31/2022	DOUG WEAVER	BLDG INSPECTORS' SALARIES	703.004	371	195.00	
04/03/2022	GEN	10590	3/31/2022	JEFF SHAFER	BLDG INSPECTORS' SALARIES	703.004	371	65.00	
04/03/2022	GEN	10591	3/31/2022	MERLE WEST	BLDG INSPECTORS' SALARIES	703.004	371	260.00	
04/06/2022	GEN	10592	205367861866	CONSUMERS ENERGY	VH - UTILITIES CONSUMERS	921.000	265	171.68	
04/06/2022	GEN	10593	200483255094	DTE ENERGY	DTE STREET LIGHTING	926.000	448	1,259.45	
04/06/2022	GEN	10594	126287	MAZZA AUTO PARTS	FUEL & OIL FOR EQUIPMENT	862.000	446	48.95	
04/06/2022	GEN	10595	4/1/2022	PRINTING SYSTEMS, INC.	SUPPLIES	726.000	262	40.12	
04/06/2022	GEN	10596	432225	SHERMAN PUBLICATIONS, INC	PUBLICATIONS	901.000	215	197.50	
			431956		PUBLICATIONS	901.000	215	197.50	
			CHECK GEN 10596 TOTAL FOR FU						395.00
04/06/2022	GEN	10597	4/1/2022	CHARTER TOWNSHIP OF INDEPEND	VEHICLES - GAS & OIL	862.000	446	213.77	
04/06/2022	GEN	10598	138005229	SUMMIT FIRE PROTECTION	SUPPLIES-VH BUILDING	726.004	265	141.25	
04/06/2022	GEN	10599	69656	SPECTRUM PRINTERS, INC	SUPPLIES	726.000	262	47.65	
04/06/2022	GEN	10600	4/20/2022	DTE ENERGY	DETROIT EDISON-VH	920.000	265	6.85	
			4/20/2022		DETROIT EDISON-VH	920.000	265	20.80	
			4/20/2022		DETROIT EDISON-VH	920.000	265	187.96	
			4/20/2022		DTE UPPER PARKING LOT	923.000	265	14.76	
			4/20/2022		DTE UPPER PARKING LOT	923.000	265	151.81	
			4/20/2022		DTE UPPER PARKING LOT	923.000	265	21.32	
			4/20/2022		DTE UPPER PARKING LOT	923.000	265	15.15	
			CHECK GEN 10600 TOTAL FOR FU						418.65
04/13/2022	GEN	10601	2164494	CARLISLE/WORTMAN ASSOC INC	ENFORCEMENT OFFICER SALARY	703.010	370	324.47	
04/13/2022	GEN	10603	5064281099	RICOH USA, INC	OFFICE SUPPLIES	727.000	264	156.47	
04/13/2022	GEN	10604	51098	VILLAGE TROPHY SHOP	PARK MATERIALS	728.000	265	112.00	
04/13/2022	GEN	10605	2164493	CARLISLE/WORTMAN ASSOCIATES,	BLDG DEPT PROFESSIONAL FEES	809.000	371	1,500.00	
04/13/2022	GEN	10606#	200429	GREAT LAKES ACE HARDWARE	PARK MATERIALS	728.000	265	51.07	
			200429		DPW SUPPLIES	750.000	441	112.88	

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
 CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
				CHECK GEN 10606 TOTAL FOR FU				163.95
04/13/2022	GEN	10607	8-11249-42373	WM CORPORATE SERVICES, INC	RUBBISH COLLECTION	818.000	265	182.98
04/13/2022	GEN	10608	5160206	MML WORKER'S COMP FUND	WORKMAN'S COMPENSATION	722.000	871	1,043.00
04/13/2022	GEN	10609*#	3/24/2022	CARDMEMBER SERVICE	DUES & CONFERENCES	958.000	215	42.11
			3/24/2022		OFFICE SUPPLIES	727.000	264	399.00
			3/24/2022		PROFESSIONAL & CONTRACTUAL SERVICE	805.001	264	1,317.00
			3/24/2022		TECHNOLOGY/INTERNET EXPENSE	852.000	264	159.89
			3/24/2022		DPW SUPPLIES	750.000	441	388.52
				CHECK GEN 10609 TOTAL FOR FU				2,306.52
04/20/2022	GEN	10610	71347	BEDROCK EXPRESS LTD	PARK MATERIALS	728.000	265	139.80
04/20/2022	GEN	10611	220980042527	BLUE CARE NETWORK	HEALTH INSURANCE	709.000	441	481.44
04/20/2022	GEN	10612	SM138005229	SUMMIT FIRE PROTECTION	SUPPLIES-VH BUILDING	726.004	265	141.25
04/20/2022	GEN	10613	1/18/2022	LAVON SCOTT	GAZEBO RENTALS	667.000	000	250.00
04/27/2022	GEN	10614	71432	BEDROCK EXPRESS LTD	PARK MATERIALS	728.000	265	67.80
04/27/2022	GEN	10615	5019796217	RICOH USA INC	RICOH COPIER LEASE	941.000	264	202.65
04/27/2022	GEN	10616	05/23/2022	CHARTER TOWNSHIP OF INDEPEND	SEWER & WATER-VH	924.000	265	33.00
04/27/2022	GEN	10617	3034	PLERUS	SUPPLIES	726.000	262	400.58
04/27/2022	GEN	10618#	73483	CHARTER TWP OF INDEPENDENCE	LAW ENFORCEMENT	802.000	301	33,918.71
			73483		FIRE PROTECTION - IND TWP	802.001	336	40,603.98
				CHECK GEN 10618 TOTAL FOR FU				74,522.69
				Total for fund 101 GENERAL				85,652.64

05/04/2022 03:24 PM
User: TREASURER2
DB: Clarkston

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET								
04/13/2022	GEN	10602*	101928	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	405.41
Total for fund 202 MAJOR STREET								405.41

05/04/2022 03:24 PM
User: TREASURER2
DB: Clarkston

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET								
04/13/2022	GEN	10602*	101928	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	149.95
04/13/2022	GEN	10609*#	3/24/2022	CARDMEMBER SERVICE	SUPPLIES & MTLs - WINTER MAINT	726.002	453	95.96
Total for fund 203 LOCAL STREET								245.91

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
 CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 231 PARKING METER FUND									
04/03/2022	PARK	1153	SIGNED QUOTE	TRAFFIC & SAFETY CONTROL SYS	MISC EXPENSE	757.000	264	690.00	
04/13/2022	PARK	1154	INV-1029263	PASSPORT LABS, INC	MISC EXPENSE	757.000	264	603.00	
			INV-1029696		MISC EXPENSE	757.000	264	44.00	
			CHECK PARK 1154 TOTAL FOR FU						<u>647.00</u>
04/20/2022	PARK	1155	VICL01	TRAFFIC & SAFETY CONTROL SYS	MISC EXPENSE	757.000	264	353.00	
04/27/2022	PARK	1156	887103513-242	SPRINT / NEXTEL COMMUNICATIO	PHONE EQUIPMENT	760.000	264	61.54	
04/27/2022	PARK	1157	IRIS00000105038	T2 SYSTEM CANADA INC	MISC EXPENSE	757.000	264	55.00	
Total for fund 231 PARKING METER FUND								1,806.54	

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
 CHECK DATE FROM 04/01/2022 - 04/30/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER								
04/20/2022	SEWER	2099	300-2112-S	GREAT LAKES WATER AUTHORITY	IWC CHARGES IND TWP	814.002	536	69.06
04/27/2022	SEWER	2100	4/27/2022	CHARTER TOWNSHIP OF INDEPEND	CLINTON/OAKLAND SEWER QTRLY	814.000	536	45,125.38
			4/27/2022		QTLY VILLAGE SEWER CHARGES	814.001	536	22,528.98
				CHECK SEWER 2100 TOTAL FOR F				<u>67,654.36</u>
04/27/2022	SEWER	2101	4/27/2022	KURT MILLER	DUE TO RESIDENT	276.000	000	100.55
				TOTAL - ALL FUNDS	Total for fund 590 SEWER			67,823.97
								155,934.47

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



HUBBELL, ROTH & CLARK, INC.
 CONSULTING ENGINEERS
 PO BOX 824
 BLOOMFIELD HILLS, MICHIGAN 48303-0824
 (248) 454-6300

April 29, 2022
 Project No: 20210239.21
 Invoice No: 0196017

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

ATTN: JONATHAN SMITH, CITY MANAGER

MS4 PERMITTING

Professional Services for period ending April 16, 2022

20210239.23 - PROGRESS REPORT DEVELOPMENT AND SUBMITTAL

Professional Personnel

	Hours	Amount		
Totals	1.50	102.20		
Total Labor			2.0 times	204.40
			Total this Project	\$204.40

Billings to Date

	Current	Prior	Total
Labor	204.40	1,664.78	1,869.18
Totals	204.40	1,664.78	1,869.18

Total Due this Invoice

\$204.40

101-721-810.001



HUBBELL, ROTH & CLARK, INC.
 CONSULTING ENGINEERS
 PO BOX 824
 BLOOMFIELD HILLS, MICHIGAN 48303-0824
 (248) 454-6300

April 29, 2022
 Project No: 20220041.21
 Invoice No: 0196018

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

ATTN: JONATHAN SMITH, CITY MANAGER

CLARKSTON ROAD PAVING MAIN STREET TO CITY LIMITS
 PROJECT ASSISTANCE

Professional Services for period ending April 16, 2022

Professional Personnel

	Hours	Amount	
Totals	2.50	146.48	
Total Labor		146.48	292.96
	2.0 times		
			\$292.96
Total Due this Invoice			

JS

Billings to Date

	Current	Prior	Total
Labor	292.96	0.00	292.96
Totals	292.96	0.00	292.96

101-721-810.001

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


April 1, 2022

Invoice #11004

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
3/1/2022 Review draft Minutes of 2/8/22 HDC meeting and attachments	0.50 95.00/hr	47.50
Correspondence to City Clerk re: documents for Susan Bisio's FOIA request re: 42 W. Washington	1.00 95.00/hr	95.00
3/2/2022 Review correspondence from City Manager re: parking enforcement issues	0.50 95.00/hr	47.50
Phone call to Mr. Meloche re: information submitted for 3/8/22 HDC meeting re: 177 N. Main	0.50 95.00/hr	47.50
3/7/2022 Email to City Clerk re: forwarded copy of exhibits for Susan Bisio's FOIA request re: 42 W. Washington	1.00 95.00/hr	95.00
3/8/2022 Phone call to City Clerk re: response to Mrs. Bisio's FOIA requests	0.50 95.00/hr	47.50
3/9/2022 Phone call from Mr. Meloche re: recap of HDC meeting of 3/8/22 re: 177 N, Main	0.50 95.00/hr	47.50
Correspondence to City Clerk re: documents for Susan Bisio's FOIA request re: Clarkston Secrets and Clarkston News	1.50 95.00/hr	142.50
3/10/2022 Review Susan Bisio follow up re: Kay Valley FOIA Request	1.00 95.00/hr	95.00
3/14/2022 Review Council Meeting Packet for 3/14/22 council meeting	0.50 95.00/hr	47.50
Attend City Council Meeting	2.25 95.00/hr	213.75

	<u>Hrs/Rate</u>	<u>Amount</u>
3/16/2022 Correspondence to Ms. Speagle re: FOIA document request by Mr. Roth re: 42 W. Washington	1.00 95.00/hr	95.00
Research and preparation of response for Susan Bisio FOIA re: Kay Valley	1.00 95.00/hr	95.00
3/21/2022 Review correspondence from Mr. Meloche re: special meeting for 177 N. Main before 4/25/22 hearing before Administrative Law Judge	0.50 95.00/hr	47.50
3/23/2022 Phone call to City Clerk re: Susan Bisio FOIA response Kay Valley	0.50 95.00/hr	47.50
3/28/2022 Review Council Meeting Packet	0.50 95.00/hr	47.50
For professional services rendered	<hr/> 13.25	<hr/> \$1,258.75
Previous balance		\$1,092.50
Accounts receivable transactions		
3/16/2022 Payment - Thank You No. 10567		(\$1,092.50)
Total payments and adjustments		<hr/> (\$1,092.50)
Balance due		<hr/> <u>\$1,258.75</u> <hr/>



101-266-803-000

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

May 3, 2022

Invoice #11011

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>	
4/4/2022 Review Opinion and Order of Judge Grant re: Appellant's Motion re: 42 W. Washington; Email to City Manager, City Clerk and HDC Chair re: forwarded copy of Opinion and Order	1.00 95.00/hr	95.00	✓
4/5/2022 Review Notice of Hearing filed by Appellant for oral argument on its Brief for 5/4/22; Correspondence to City Manager, City Clerk and Mr. Meloche re: 42 W. Washington	0.50 95.00/hr	47.50	✓
4/6/2022 Phone call from HDC Chair, Mr. Meloche, re: miscellaneous HDC matters	0.50 95.00/hr	47.50	✓
Review correspondence from Mayor Haven re: question regarding Opinion and Order (Lehman v Clarkston); Email to Mayor Haven re: oral argument scheduled for 5/4/22 for Appellant's Brief on Appeal	1.00 95.00/hr	NO CHARGE	
4/11/2022 Review City Council Packet for 4/11/22 council meeting	0.50 95.00/hr	47.50	✓
4/13/2022 Phone call from HDC Chair, Jim Meloche re: status of 4/12/22 HDC meeting; Correspondence to Administrative Law Judge re: status update of case; request to adjourn hearing on 4/25/22 for 90 days re: McLean v Clarkston HDC	1.50 95.00/hr	142.50	✓
4/14/2022 Review correspondence from Mr. McLean re: concur with adjournment request; Review correspondence from Administrative Law Judge Williams re: agree to adjourn 4/25/22 hearing; provided proposed dates; Review email from Mr. Hager, from MOAHR re: date availability for adjournment; Review email from Mrs. McLean re: adjournment availability; Email to Mr. Hager re: dates available for adjournment of hearing re: McLean v HDC	2.00 95.00/hr	190.00	✓
4/15/2022 Review correspondence from Mr. Hager and Order to Adjourn hearing from 4/25/22 to 8/15/22 re: McLean vs. Clarkston HDC; Correspondence to City Manager, HDC Chair and Ms. Speagle re: forwarded copy of Order to Adjourn	0.50 95.00/hr	47.50	✓

	<u>Hrs/Rate</u>	<u>Amount</u>
4/20/2022 Preparation of Attorney Client Memorandum Re: current pending litigation matters	1.00 95.00/hr	95.00 ✓
4/21/2022 Review correspondence from City Manager re: Letter from Mr. Bisio regarding sign regulations; Review Sign Ordinance	3.00 95.00/hr	285.00 ✓
4/25/2022 Review Council Packet for 4/25/22 council meeting	0.50 95.00/hr	47.50 ✓
Attend City Council meeting virtually	1.75 95.00/hr	166.25 ✓
For professional services rendered	13.75	\$1,211.25
Previous balance		\$1,258.75
Balance due		<u><u>\$2,470.00</u></u>

101-266-803.000

Thomas J. Ryan, P.C.

2055 Orchard Lake Road
Sylvan Lake, MI 48320

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

May 3, 2022

In Reference To: Clarkston Court/Prosecution
Invoice #11012

Professional Services

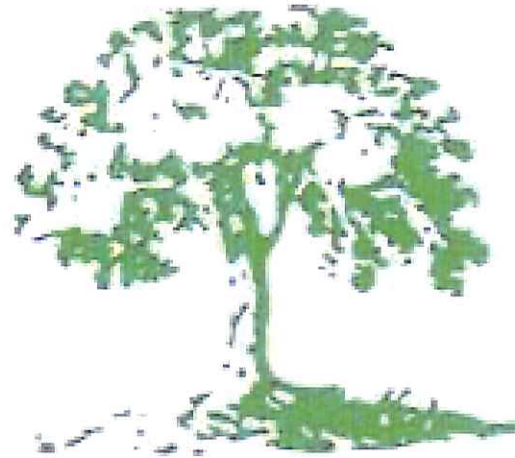
4/19/2022 Review correspondence from 52/2 District Court re: 5/4/22 court hearing

For professional services rendered

Balance due

<u>Hrs/Rate</u>	<u>Amount</u>
0.50 95.00/hr	47.50
<u>0.50</u>	<u>\$47.50</u>
	<u>\$47.50</u>

101-266-803.000 JS



THE CITY OF THE VILLAGE OF CLARKSTON

2022/2023 FISCAL YEAR BUDGET PROPOSED SALARY CHANGES

May 9, 2022

THE CITY OF THE VILLAGE OF CLARKSTON

Setting City Employee Salary Levels

As stated in the City Charter, the City Manager is “responsible for the employment of all City employees, establish, supervise and coordinate the personnel policies, compensation and practices of the City in accordance with any employment ordinance of the City”.

Employee satisfaction and retention are especially important in this inflationary and low-unemployment period, when finding replacement employees would be extremely difficult. Maintaining competitive compensation levels is a key component of employee satisfaction and retention. Further, employee turnover is costly given the expense of finding, hiring and training new employees.

This document outlines the method of utilizing the Michigan Municipal League’s Annual Salary Study for purposes of establishing competitive compensation targets.

Under separate consideration is a proposal for the City to contribute a match of up to 2% (annual max) of employee donations to a retirement savings plan through the Municipal Employees Retirement System (MERS). Similar to competitive salaries, a retirement savings plan is a critical contributor to employee retention.

2021 MML Salary Study Data Extract - EXAMPLE

Municipality	County	Population	Position	Minimum	Maximum	Actual Pay	Hours / Week	Extra Pay	per	Taxable Value (Sorted by, lowest to highest)	Budgeted Expenses	Budgeted Revenues
Pigeon	Huron	1,208	City Manager			\$53,248	40+			\$29,000,000	\$763,104	\$769,357
Watervliet	Berrien	1,735	City Manager			\$67,000	40	80	Month	\$29,074,271	\$1,059,335	\$1,063,450
Reese	Tuscola	1,454	City Manager			\$41,600	20		Year	\$29,983,683	\$139,194	\$686,178
Mount Morris	Genesee	3,086	City Manager			\$17,510	40			\$30,240,949	\$1,527,798	\$1,531,336
Bronson	Branch	2,349	City Manager			\$70,533	40	150	Month	\$30,489,284	\$1,368,388	\$1,103,347
Evart	Osceola	1,903	City Manager			\$92,500	40	0		\$30,639,959	\$1,018,375	\$1,020,695
Bessemer	Gogebic	1,905	City Manager			\$61,000	40	no		\$32,740,645	\$1,270,979	\$1,320,135
Litchfield	Hillsdale	1,369	City Manager			\$66,021	40			\$33,465,496	\$1,095,711	\$1,095,814
Grass Lake	Jackson	1,173	City Manager			\$56,650	40			\$34,018,619	\$412,476	\$425,200
Hartford	Van Buren	2,688	City Manager	\$62,000	\$75,000	\$86,000	40	0	Year	\$35,022,702	\$1,135,000	\$1,355,334
Dimondale	Eaton	1,234	City Manager	\$52,355	\$68,063	\$52,355	45		Year	\$35,411,757	\$457,950	\$475,000
Standish	Arenac	1,509	City Manager	\$60	\$0	\$60,000	40			\$37,798,310	\$1,106,000	\$1,106,000
Decatur	Van Buren	1,819	City Manager			\$63,865	40+			\$38,176,814	\$782,930	\$791,377
Croswell	Sanilac	2,447	City Manager			\$86,314	salary			\$38,422,853	\$1,612,373	\$1,612,430
Constantine	Saint Joseph	2,076	City Manager			\$85,000	40			\$38,644,227	\$992,539	\$990,474
Howard City	Montcalm	1,808	City Manager			\$68,000	40			\$39,595,487	\$657,850	\$664,706
Saint Charles	Saginaw	2,054	City Manager			\$58,650	40			\$40,577,865	\$1,152,928	\$1,152,928
Brooklyn	Jackson	1,206	City Manager			\$55,318	40	1075	Month	\$41,246,174	\$1,049,736	\$1,296,211
Zilwaukee	Saginaw	1,658	City Manager			\$45,320	40			\$42,616,000	\$770,840	\$780,283
Vassar	Tuscola	2,697	City Manager			\$65,000	40			\$43,539,787	\$1,590,887	\$1,631,733
Clarkston	Oakland	882	City Manager			\$38,000	40+	75	Month	\$46,562,240	\$970,332	\$1,037,602
Cass City	Tuscola	2,428	City Manager	\$77,500	\$0	\$77,500	40	350	Month	\$47,142,762	\$1,478,261	\$1,479,549
Hart	Oceana	2,126	City Manager			\$94,661	80	0		\$49,985,859	\$1,997,487	\$1,997,771
Auburn	Bay	2,087	City Manager			\$64,280	32	no	Hour	\$52,076,849	\$1,123,438	\$1,153,844
Kalkaska	Kalkaska	2,020	City Manager			\$109,000	40			\$52,823,629	\$788,096	\$1,092,977
Manistique	Schoolcraft	3,097	City Manager			\$68,862	40	50	Month	\$55,352,255	\$2,314,278	\$2,315,029
Saint Louis	Gratiot	7,482	City Manager			\$91,895	40	600	Month	\$55,575,197	\$2,268,008	\$2,028,536
Norway	Dickinson	2,845	City Manager			\$93,205	40	200	Month	\$57,385,985	\$3,013,759	\$2,923,169
Sandusky	Sanilac	2,679	City Manager			\$86,276	40	400	Month	\$57,832,859	\$1,819,350	\$1,819,350
Tawas City	Iosco	1,827	City Manager			\$70,049	40	400	Month	\$58,772,198	\$6,321,863	\$6,321,863
Caledonia	Kent	1,511	City Manager			\$65,000	40			\$63,040,447	\$718,719	\$718,719
Durand	Shiawassee	3,446	City Manager			\$90,000	40	350	Month	\$64,488,133	\$2,198,600	\$2,198,600
Newaygo	Newaygo	1,976	City Manager			\$82,514	40			\$64,906,238	\$1,405,166	\$1,396,700
West Branch	Ogemaw	2,139	City Manager			\$75,250	40			\$64,960,138	\$1,629,529	\$1,595,257
Munising	Alger	2,355	City Manager			\$83,000	40	190	Month	\$65,887,343	\$2,294,058	\$1,923,720
Ithaca	Gratiot	2,910	City Manager			\$68,000	40	75	Meeting	\$66,426,522	\$2,029,860	\$1,858,531
Manchester	Washtenaw	2,091	City Manager			\$86,868	40	977.77	Month	\$67,133,460	\$1,278,820	\$1,278,834
Average:						\$96,849						

Average
\$70,729

Clarkston
+/- \$10M

City of the Village of Clarkston

Salary Comparison with other Michigan Municipalities

Position	Average Salary in Comparable Michigan Communities (a), (b)	Current FY 2021/2022 Salary	Current Salary Percentage of Comparable Average	Proposed FY 2022/2023 Salary	Proposed Salary Percentage of Comparable Average (target min. 80%)
City Manager	\$70,729	\$40,000	56.6%	\$41,200	58.3%
City Treasurer	\$30,962	\$25,000	80.7%	\$25,750	83.2%
City Clerk	\$38,776	\$30,000	77.4%	\$30,900	79.7%
Administrative / Treasurer Assistant	\$19,500	\$15,000	76.9%	\$15,450	79.2%
DPW Supervisor (c)	\$54,599	\$43,680	80.0%	\$45,760	83.8%
DPW Laborer (c)	\$40,333	\$26,624	66.0%	\$27,456	68.1%
Total	\$254,899	\$180,304	70.7%	\$186,516	73.2%

a. Source: 2021 Michigan Municipal League Salary Study

b. Average based on the average of Cities with a Tax Base + / - \$10M from Clarkston's \$43M Tax Base

c. DPW comparisons based on straight-time wages only

City of the Village of Clarkston

Annual & Hourly Pay Schedule Required by the Appropriations Act

Position	Current FY 2021/2022 FY Budget			Proposed FY 2022/2023 Budget			Percent Change	Comments
	Annual (straight- time)	Weekly Work Hours	Hourly Wage	Annual (straight- time)	Weekly Work Hours	Hourly Wage		
City Manager	\$40,000	44	17.48	\$41,200	44	18.01	3.0%	<p>These salary adjustments are part of an ongoing effort to reach competitive salary levels based on the latest Michigan Municipal League's state-wide Salary Study.</p> <p>Employee satisfaction and retention are especially important in this inflationary and low-unemployment period, when finding replacement employees would be extremely difficult.</p>
City Treasurer	\$25,000	25	19.23	\$25,750	25	19.81	3.0%	
City Clerk	\$30,000	35	16.48	\$30,900	35	16.98	3.0%	
Administrative Assistant	\$15,000	20	14.42	\$15,450	20	14.86	3.0%	
DPW Supervisor	\$43,680	40	21.00	\$45,760	40	22.00	4.8%	
DPW Laborer	\$26,624	32	16.00	\$27,456	32	16.50	3.1%	
Total	\$180,304			\$186,516			3.4%	

CITY OF THE VILLAGE OF CLARKSTON - - SUMMARY OF DPW LABOR BUDGETS

April 27, 2022

GL NUMBER	DESCRIPTION	20/21 FY	21/22 FY	21/22 FY	21/22 FY	2022-2023 FY	
		APPROVED BUDGET	APPROVED BUDGET	ACTIVITY thru 4/20/22	PERCENT thru 4/20/22	PROPOSED BUDGET	PERCENT CHANGE
101-265-705.000	Building Maintenance Labor	\$4,500	\$6,000	\$3,378	56.3%	\$4,300	-28.3%
101-265-705.001	Building Maintenance Labor - O/T	\$200	\$1,000	\$87	8.7%	\$600	-40.0%
101-265-706.000	Village Grounds Park Labor	\$29,000	\$27,400	\$18,793	68.6%	\$27,100	-1.1%
101-265-706.001	Village Grounds Park Labor - O/T	\$100	\$1,200	\$2,301	191.8%	\$3,000	150.0%
101-441-710.000	DPW Leave & Holiday Pay	\$3,700	\$3,500	\$2,856	81.6%	\$3,600	2.9%
101-441-711.000	DPW Wages for Parades	\$0	\$0	\$0	0.0%	\$650	0.0%
101-441-711.001	DPW Wages for Taste of Clarkston	\$1,200	\$1,200	\$1,123	93.6%	\$1,200	0.0%
101-441-711.002	DPW Wages for Angel's Run	\$0	\$0	\$0	0.0%	\$0	0.0%
101-441-711.006	DPW Wages for Concerts in the Park	\$200	\$300	\$0	0.0%	\$300	0.0%
101-441-711.007	DPW Wages for Art in the Village	\$150	\$200	\$2,012	1006.0%	\$300	50.0%
101-446-704.001	DPW Labor - Pickup Truck	\$250	\$550	\$333	60.5%	\$800	45.5%
101-446-704.002	DPW Labor - Dump Truck	\$400	\$1,100	\$1,340	121.8%	\$1,500	36.4%
101-446-704.003	DPW Labor - Loader/skid-steer	\$0	\$200	\$163	0.0%	\$200	0.0%
101-446-704.004	DPW Labor - Tractor	\$400	\$500	\$440	88.0%	\$600	20.0%
101-446-704.005	DPW Labor - Sweeper	\$0	\$0	\$178	0.0%	\$100	0.0%
101-446-704.006	DPW Labor - Lift	\$100	\$100	\$0	0.0%	\$100	0.0%
202-451-703.005	Major Street, Non-Winter	\$12,000	\$11,000	\$11,775	107.0%	\$12,000	9.1%
202-451-703.008	Major Street, Non-Winter O/T	\$200	\$850	\$153	18.0%	\$600	-29.4%
202-453-703.006	Major Street, Winter	\$11,000	\$10,800	\$10,466	96.9%	\$11,300	4.6%
202-453-703.009	Major Street, Winter O/T	\$4,000	\$4,000	\$3,064	76.6%	\$4,600	15.0%
203-451-703.005	Local Street, Non-Winter	\$4,000	\$4,400	\$4,355	99.0%	\$4,600	4.5%
203-451-703.008	Local Street, Non-Winter O/T	\$100	\$300	\$57	19.0%	\$200	-33.3%
203-453-703.006	Local Street, Winter	\$4,800	\$4,800	\$3,871	80.6%	\$4,200	-12.5%
203-453-703.009	Local Street, Winter O/T	\$1,500	\$1,700	\$1,133	66.6%	\$2,100	23.5%
	Total DPW Wages	\$77,800	\$81,100	\$67,878	83.7%	\$83,950	3.5%
101-441-709.000	Health Insurance	\$8,288	\$5,000	\$3,598	72.0%	\$5,772	15.4%
	Total DPW Wages and Health Insurance	\$86,088	\$86,100	\$71,476	83.0%	\$89,722	4.2%

Questions / Discussion

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Resolution - Urgent DPW Truck Repairs

WHEREAS, the City's Ford F550 Pickup Truck has been at Suburban Ford for the last two weeks awaiting repairs for (1) a persistent oil leak, (2) a defective windshield wiper switch and (3) concerns about the front axle and tie-rods, and;

WHEREAS, the dealership informed us today that the repairs for the three items would cost \$5,400, \$400 and \$2,460 respectively, for a total of \$8,260, and;

WHEREAS, after discussing the repair costs with DWP Director Jimi Turner, it was agreed that due to safety concerns the repair of the front axle joints and tie-rods would be the highest priority, and;

WHEREAS, it is therefore proposed that a allowance of up to \$2,800 (\$2,460 estimate + \$340 contingency allowance) be approved for the repair of the Ford F550 front axle joints and tie-rods, and;

NOW, THEREFORE, BE IT RESOLVED that the City of the Village of Clarkston hereby authorizes Suburban Ford complete the front axle repairs to the City's Ford F550 for an amount not to exceed \$2,800, to be funded from the Pickup Truck Repair budget (101-446-861.001). A subsequent Budget Transfer will be required to augment the Pickup Truck Repair budget.

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

May 9, 2022

Date

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. In 2020 a subcommittee prepared a draft set of Rules , but due to COVID, they were not completed or presented to Council.

Most recently, draft Rules of Procedures were presented to City Council on March 14th, April 11th and April 25th, 2022. Feedback from those meetings has been applied to the final version (attached) which is now ready for adoption.

Motioned by _____ and Seconded by _____ to adopt the attached Rules of Procedure effective June 1, 2022. These Rules may be modified at any time with a majority vote of Council.

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

May 9, 2022

Date

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.

2.15 PUBLICATION OF COUNCIL PROCEEDINGS: 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; Draft Minutes shall be published within eight (8) days of the meeting and Final Minutes shall be published within five (5) days of a subsequent meeting where they are approved. Meeting minutes shall be summary in nature, recording actions taken by the City Council. With respect to motions and resolutions, the minutes shall document the name of the members who motioned and seconded as well as 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)

2.16 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.

2.17 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 pertaining to Items on the Agenda
 - a. At this time individuals may comment from the podium on any topic on the Agenda, up to three minutes unless more time is authorized by the meeting chairperson
6. For Your Information (FYI) Notices
7. Acceptance of the Consent Agenda
8. City Manager report
9. Old business
10. New business
11. Public Comments pertaining to Items not on the Agenda
 - a. At this time individuals may comment from the podium on any topic not on the Agenda, up to three minutes unless more time is authorized by the meeting chairperson
12. 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 Councilmembers
- h. Vote
- i. 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. **2.1 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. **2.2 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. **2.7 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. **2.8 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. **2.10 Voting Duty:** A vote of a minimum of three (3) of the members present required to excuse.
- f. **2.12 Closed Sessions:** Not applicable to Boards and Commissions.
- g. **2.13 Publication of Proceedings:** Draft meeting minutes shall be prepared by the Board/Commission Secretary and submitted to the City Clerk for posting on the City website within 8 days of the meeting. Final minutes shall be forwarded to the City Clerk for posting on the City website within 5 days of the approval meeting.
- h. **3.1 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.
- i. **3.2 Agenda Items:** Agenda items shall be submitted to the Board/Commission Chairperson 1 week prior to the meeting.
- j. **3.7 Consent Agenda:** Not applicable to Boards and Commissions.

Revised: April 21, 2022

Adopted: