



City of the Village of Clarkston
Artemus M. Pappas Village Hall
375 Depot Road
Clarkston, Michigan 48346

Microsoft Teams Meeting: Join on your computer or mobile app.

Or go to www.teams.microsoft.com and enter the
Meeting ID: 263 167 826 878 and Passcode: dy3Eo9m9

Regular City Council Meeting Agenda – July 14, 2025, 7:00 PM

1. Call to Order:

2. Pledge of Allegiance:

3. Roll Call:

Mayor Wylie, Mayor Pro Tem Rodgers Council Members: Avery, Casey, Forte, Jones, and Quisenberry

4. Approval of Agenda - Motion

5. Public Comments:

Individuals have the opportunity to address the City Council on topics not on the agenda for three minutes. In order to hear all Individuals comments at a reasonable hour, the City Council request that speakers respect the three-minute time limit. Note: this is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council.

6. FYI:

Clarkston Garden Walk & Artisan Market, July 16th, 11:00 AM to 7:00 PM

7. City Manager's Report

8. Sheriff's Report for June/2025

9. Consent Agenda:

Final Minutes of the June 9, 2025 Regular Meeting
Draft Minutes of the June 23, 2025 Regular Meeting
Treasurer's Report July 14, 2025

10. Unfinished Business:

- a. None

11. New Business:

- a. Discussion: Traffic Congestion in the City
- b. Resolution: FOIA Fee Refund
- c. Resolution: Purchase of City Sign Replacements and Parts
- d. Resolution: 24/25 FY Budget Amendment

12. Adjourn Meeting

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

People with disabilities needing accommodations for effective participation in this meeting should please contact Jonathan Smith, City Manager (248) 625-1559 in advance of the meeting. An attempt will be made to provide reasonable accommodations.

CLARKSTON GARDEN WALK & ARTISAN MARKET

WEDNESDAY, JULY 16, 2025

11:00 A.M.– 7:00 P.M.



Six Beautiful Gardens
Programs & Maps
Artists & Musicians
Restaurant Specials

Day begins on the grounds of Clarkston Independence
District Library, 6495 Clarkston Rd., Clarkston

\$15 TICKETS available online *June 16 - July 15.*

Visit www.clarkstongardenclub.org page to purchase
online. Also available for purchase at the following
locations: Bordines, 8600 Dixie Hwy.

Clarkston Library, 6495 Clarkston Rd.

The Gateway, 7150 N. Main St.

\$20 DAY-OF-WALK TICKETS available **ONLY** at the
Ticket Tent on the Library grounds.

For more information: www.clarkstongardenclub.org,
Clarkstongardenclub@gmail.com or 248-514-1729

Sponsored by:

Clarkston Farm and Garden Club, a 501c3 non profit

City of the Village of Clarkston
City Manager Report
July 14, 2025

Tree Plantings and Replacements

The week the City's tree contractor - Wiegand's Nursery – completed the planting of nine trees in the City. This included the replacement of four trees in Depot Park that had been gnawed down by beavers. A fifth tree in Depot Park that had died was replaced free of charge under Wiegand's warranty program.

Beaver Update

Speaking of beavers, activity in the Mill Race over the last two months has been virtually nonexistent, but we are now watching new activity in the Clinton River behind the Middle Lake Road homes. Our beaver trapper is investigating.

Accessory Dwelling Units

After receiving calls about the possibility of adding an Accessory Dwelling Unit (ADU) to properties in the City, City Planner Carlisle-Wortman Associates has been asked to prepare a quote for updating the City's Zoning Ordinance to address this new trend.

Interactive Forms on the City Website

A resolution that was tabled in the April 28th Council meeting to add interactive forms to the City's website is still on hold as we work to clarify the functionality that was included in the original contract with web developer Revize. With Councilmember Amanda Forte's help, it may be possible to avoid most or all of the estimated cost. It is expected that the tabled proposal will be revised (or should I say Revized) and brought to the next Council meeting for a decision.

ADA Complaint at Deer Lake Beach

City Engineer Hubbell, Roth and Clark is evaluating the compliance of the walking bridge on the Deer Lake Beach grounds after the City Office received a complaint regarding the ramp incline.

Historic District Commissioner Sought

The City is still seeking a resident to fill an open seat on the Historic District Commission. Interested parties are asked to call the City Office to learn more.

Chamber of Commerce Lunch Mixer

The Chamber's July Lunch Mixer event will be held at the City Hall on Thursday, July 17th, starting at 11:30 AM. I will be providing a State of the City address.

Office Work

This week the City's carpet cleaning contractor – Alpine Carpet Cleaning – completed the cleaning of the City Hall office and conference room. And next week Utel USA will be installing new office phones offering improved functionality and at the same time lower annual costs.

Respectfully submitted, **Jonathan Smith, City Manager, July 11, 2025**

OAKLAND COUNTY SHERIFF DEPARTMENT

INDEPENDENCE SUBSTATION

TO: Jonathan Smith, City Manager

FROM: Lieutenant Jeff Buchmann, Substation Commander

SUBJECT: City of the Village of Clarkston Monthly Report

	2025												2025	2024
ARRESTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	YTD
Felony (CLR-059)	0	0	2	1	0	0							3	0
Misdemeanors (CLR-059)	0	0	0	0	0	0							0	9
MICR:														
Violent Crimes (CLR-004)	0	0	0	0	0	0							0	0
Property Crimes (CLR-004)	0	0	0	0	1	0							1	4
TRAFFIC:														
Monthly Citations Citation Report	7	9	12	6	15	42							91	304
Crashes - Crash Report	0	1	1	3	8	4							17	30
LIQUOR INSPECTION ACTIVITY:														
Alcohol Compliance Checks (AE)	0	0	0	0	0	0							0	0
Violations (CLR-065)	0	0	0	0	0	0							0	0
COMMUNITY LIAISON:														
Community Meetings L3535	2	2	2	2	2	2							12	24
Community Other L3539	0	0	0	0	0	0							0	0
STATION STATISTICS:														
Calls for Service (CLR-065)	66	49	61	72	68	82							398	1024



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Final Minutes of the June 9, 2025, Regular City Council Meeting

1. Call to Order:

- The regular meeting of the City of the Village of Clarkston City Council was called to order by Mayor Wylie at 7:00 P.M.

2. Pledge of Allegiance:

- Mayor Wylie led the Pledge of Allegiance

3. Roll Call:

- Councilmembers Present: Sue Wylie, Mayor, Laura Rodgers, Mayor Pro Tem, Al Avery, Amanda Forte, Erica Jones, and Ted Quisenberry.
- Councilmembers Absent: Gary Casey
- Others Present: Jonathan Smith, City Manager, Angie Guillen, Election Director, Evelyn Bihl, Deputy Clerk.

4. Approval of Agenda:

- Motion by Jones, Support by Rodgers, to approve the agenda as presented.
All Aye. Nay - None.
MOTION CARRIED 6-0

5. Public Comments:

- Chet Pardee addressed Council regarding concerns he has with the City Budget.

6. FYI:

- Clarkston Buskfest
- Concert in the Park Series

7. City Manager Report:

- New Four-Way Stop at Holcomb Road and W. Washington
- Road Striping
- Beaver Update

8. Consent Agenda

- Final Minutes of May 12, 2025, Regular Meeting
- Draft Minutes of May 27, 2025, Regular Meeting
- Treasurer's Report June 9, 2025

Motion by Jones, Support by Rodgers, to approve the Consent Agenda as presented. All Aye.
MOTION CARRIED 6-0

9. **Unfinished Business:**

- a. None

10. **New Business:**

- a. Resolution: City Social District Update

Resolved by Forte, Support by Quisenberry, that the City of the Village of Clarkston hereby approves the addition of Rudy's Prime Steakhouse to the list of approved Social District establishments and the updated Social District map. VOTE: Avery, Forte, Jones, Quisenberry, Rodgers, and Wylie - All Aye. Nay – None. RESOLUTION CARRIED, 6-0.

- b. Resolution: City Attorney Replacement

Resolved by Jones, Support by Avery, that the City of the Village of Clarkston hereby accepts the recommendation of the City Attorney Search Committee to hire the partnership of Gerald Fisher and Kristin Kolb as the new City Attorney effective July 1, 2025. And be it further Resolved that the City of the Village of Clarkston sincerely thanks Tom Ryan for his years of dedicated service to the City and wishes him well in his retirement. VOTE: Wylie, Rodgers, Quisenberry, Jones, Forte, and Avery – All Aye. Nay – None. RESOLUTION CARRIED, 6-0.

- c. Resolution: Miller Road Closing at Holcomb during I-75 Construction

Resolved by Jones, Support by Forte, that the City of the Village of Clarkston hereby provisionally authorizes the City Manager to fully close Miller Road at Holcomb if the Independence Township Board votes to close Blue Grass at Holcomb. VOTE: Jones, Quisenberry, Forte, Avery, Wylie, and Rodgers – All Aye. Nay – None. RESOLUTION CARRIED, 6-0.

- d. Resolution: 2025-2026 Fiscal Year Budget

Resolved by Quisenberry, Support by Jones, that the City of the Village of Clarkston hereby approves the 25-26 FY Budget Proposal, including the General Appropriations Act and 5-year Capital Improvement Plan, and authorizes the City Manager and Treasurer to implement the budget effective July 1, 2025. VOTE: Jones, Forte, Wylie, Quisenberry, Rodgers and Avery – All Aye. Nay – None. RESOLUTION CARRIED, 6-0.

- e. Resolution: 2025-2026 Fiscal Year Millage Rate

Resolved by Forte, Support by Jones, that the City Council authorizes City Treasurer Gregory Cote' to prepare the Summer 2025 tax bills based on a millage rate of 5.7462 and the Winter 2025 tax bill based on a milage rate of 5.7461. VOTE: Forte, Avery, Jones, Quisenberry, Wylie and Rodgers – All Aye. Nay None. Absent Casey. RESOLUTION CARRIED, 6-0.

12. Motion: Adjourn Meeting at 8:16 P.M.

- Motion by Jones, Support by Forte to adjourn. VOTE: All Aye. Nay – None.
MOTION CARRIED 6-0.

Respectfully Submitted by Angie Guillen, Election Director.



City of the Village of Clarkston
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375 Depot Road
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Draft Minutes of the June 23, 2025, Regular City Council Meeting

1. Call to Order:

- The regular meeting of the City of the Village of Clarkston City Council was called to order by Mayor Wylie at 7:00 P.M.

2. Pledge of Allegiance:

- Mayor Wylie led the Pledge of Allegiance

3. Roll Call:

- Councilmembers Present: Mayor Sue Wylie, Erica Jones, Ted Quisenberry and Gary Casey.
- Councilmembers Absent: Mayor Pro Tem Rodgers, Al Avery, Amanda Forte.
- Others Present: Jonathan Smith, City Manager, Angie Guillen, Election Director, Sgt. John Ashley, Attorney's Tom Ryan, Gerald Fisher and Kristin Kolb.

4. Approval of Agenda:

- Motion by Quisenberry, Support by Jones, to approve the agenda as presented.
All Aye. Nay - None.
MOTION CARRIED 4-0

5. Public Comments:

- Public comment was held.

6. FYI:

- City Hall Shred Event June 26th 11:00 AM to 1:00 PM

7. City Manager Report

- Status of Grant Applications
- Fourth of July Parade
- Replacement Depot Park Drinking Fountain
- Memorial Tree Replacements
- Miller Road
- Second Free Shredding Event June 26th

8. Sherriff's Report for May 2025

- Sgt Ashley reported on citations and accidents are up.

9. Consent Agenda

- Final Minutes of May 27, 2025, Regular Meeting
- Draft Minutes of June 9, 2025, Regular Meeting
- Treasurer's Report June 23, 2025

Motion by Jones, Support by Casey, to approve the Consent Agenda as presented. All Aye.

MOTION CARRIED 4-0

10. **Unfinished Business:**

- a. None

11. **New Business:**

- a. Resolution: Interlocal Agreement with Independence Township for Police Services
Resolved by Quisenberry, Support by Jones, that the City of the Village of Clarkston hereby authorizes either Mayor Sue Wylie or City Manager Jonathan Smith to sign and execute the new Police Services agreement with Independence Township. VOTE: Casey, Jones, Quisenberry, and Wylie - All Aye. Nay – None. RESOLUTION CARRIED, 4-0.
- b. Resolution: Interlocal Agreement with Independence Township for Fire Services
Resolved by Jones, Support by Casey, that the City of the Village of Clarkston hereby authorizes either Mayor Sue Wylie or City Manager Jonathan Smith to sign and execute the new Fire Services agreement with Independence Township. VOTE: Quisenberry, Wylie, Jones, and Casey – All Aye. Nay – None. RESOLUTION CARRIED, 4-0.
- c. Resolution: Interlocal Agreement with Independence Township for Building Services
Resolved by Jones, Support by Quisenberry, that the City of the Village of Clarkston hereby authorizes Mayor Sue Wylie to sign and execute the new Building and Code Enforcement Services agreement with Independence Township. VOTE: Jones, Quisenberry, Wylie and Casey – All Aye. Nay – None. RESOLUTION CARRIED, 4-0.
- d. Motion: Planning Commission, Zoning Board of Appeals, and Historic District Commission Appointments or Renewals
Motion by Jones, Support by Wylie, to accept the listed nominations for Planning Commission, Zoning Board of Appeals, and Historic District Commission Appointments. All Aye. Nay – None. MOTION CARRIED, 4-0.
- e. Proclamation: Thomas J. Ryan, retiring City Attorney
- f. Introduction: Gerald Fisher and Kristin Kolb, new City Attorneys

12. Motion: Adjourn Meeting at 7:44 P.M.

- Motion by Quisenberry, Support by Jones to adjourn. VOTE: All Aye. Nay – None. MOTION CARRIED 4-0.

Respectfully Submitted by Angie Guillen, Election Director.

TREASURER'S REPORT FOR CITY COUNCIL MEETING:

7/14/2025

Treasurer's Report:

I. Disbursements from 06/01/2025 - 06/30/2025

101 General Fund	\$	116,234.15
202 Major Streets	\$	-
203 Local Street	\$	-
220 Mill Pond Lake	\$	-
231 Parking Meter Fund	\$	3,671.56
236 Friends of Depot Park	\$	-
301 GO Bond Debt	\$	-
401 Capital Projects Fund	\$	-
590 Sewer Fund	\$	-
591 Water Fund	\$	-
703 Tax Fund	\$	-
Total	\$	119,905.71

II. Invoices for review and payment approval

Carlisle Wortman - 2025 Code Enforcement	\$	-
Carlisle Wortman - 2025 Building Administration	\$	-
Carlisle Wortman - Master Plan, Bldg Adm, Planner & Other	\$	-
HRC MS4 Permitting	\$	-
HRC Professional Services May 2025	\$	-
Tom Ryan - Professional Services (June 2025 Invoice)	\$	1,027.50
Tom Ryan - Professional Services Court (June 2025 Invoice)	\$	902.50
Total	\$	1,930.00

III. Other Checks for Review

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

GRAND TOTAL	\$	121,835.71
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CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 06/01/2025 - 06/30/2025
Banks: Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
06/02/2025	GEN	11959	200429	GREAT LAKES ACE HARDWARE	SUPPLIES	726.000	172	17.57
06/02/2025	GEN	11960	05/24/2025	COMCAST	TELEPHONE	850.000	172	484.33
06/02/2025	GEN	11961	6/2/2025	DTE ENERGY	DETROIT EDISON-VH	920.000	265	23.91
			6/2/2025		DETROIT EDISON-VH	920.000	265	193.53
			6/2/2025		DTE UPPER PARKING LOT	923.000	265	123.09
			6/2/2025		DTE UPPER PARKING LOT	923.000	265	17.65
			6/2/2025		DTE UPPER PARKING LOT	923.000	265	111.04
			6/2/2025		DTE DEPOT PARK	923.001	265	47.46
				CHECK GEN 11961 TOTAL FOR FU				516.68
06/03/2025	GEN	11962	147244	BEDROCK EXPRESS LTD	PARK MATERIALS	728.000	265	94.75
06/09/2025	GEN	11963	2179341	CARLISLE/WORTMAN ASSOC INC	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	302	1,327.59
06/09/2025	GEN	11964	242962234	COMCAST	TELEPHONE	850.000	172	384.60
06/09/2025	GEN	11965	203767761310	CONSUMERS ENERGY	VH - UTILITIES CONSUMERS	921.000	265	75.70
06/09/2025	GEN	11966	200105820362	DTE ENERGY	DTE STREET LIGHTING	926.000	448	1,787.52
06/09/2025	GEN	11967	78936276	TERMINIX EHRLICH	VH - BLDG MAINT	931.000	265	59.42
06/09/2025	GEN	11968	11149	THOMAS J RYAN PC	LEGAL FEES	803.000	266	1,900.00
			11148		LEGAL FEES	803.000	266	95.00
				CHECK GEN 11968 TOTAL FOR FU				1,995.00
06/09/2025	GEN	11969	2179340	CARLISLE/WORTMAN ASSOCIATES,	BLDG DEPT PROFESSIONAL FEES	809.000	371	1,638.73
06/09/2025	GEN	11970	380060	VIEW NEWSPAPER GROUP	PUBLICATIONS	901.000	215	132.72
06/11/2025	GEN	11973	7/1/2025	PROTECH	DUES & CONFERENCES	958.000	101	151.00
06/11/2025	GEN	11974#	6/22/2025	ELAN FINANCIAL SERVICES	MISC EXPENSE	955.000	101	14.00
			6/22/2025		TECHNOLOGY/INTERNET EXPENSE	852.000	172	21.19
			6/22/2025		SUPPLIES-VH BUILDING	726.004	265	27.98
			6/22/2025		PARK MATERIALS	728.000	265	838.22
			6/22/2025		PHYSICAL EXPENSES	713.000	441	223.48
			6/22/2025		DPW EQUIPMENT	726.000	446	9.99
			6/22/2025		MATERIAL & OUTSIDE LABOR-PICKUP TR	861.001	446	410.09
			6/22/2025		MATERIAL & OUTSIDE LABOR-LOADER	861.003	446	262.29
				CHECK GEN 11974 TOTAL FOR FU				1,807.24

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 06/01/2025 - 06/30/2025
Banks: Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
06/13/2025	GEN	11971	6/13/2025	ANGELA GUILLEN	SALARY - CLERK	703.001	215	2,480.00
06/13/2025	GEN	11972	06/13/2025	ANGELA GUILLEN	MILEAGE/CONFERENCE	860.000	172	211.40
06/16/2025	GEN	11975	251570043652	BLUE CARE NETWORK	HEALTH INSURANCE	712.000	441	529.97
06/18/2025	GEN	11976	6/18/2025	MICHIGAN ASSOCIATION OF PLAN	DUES & CONFERENCES	958.000	101	75.00
06/23/2025	GEN	11977	109278805	RICOH USA INC	RICOH COPIER LEASE	941.000	172	86.97
06/23/2025	GEN	11978	403243352	ADT	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	172	265.56
06/25/2025	GEN	11979#	75060	CHARTER TWP OF INDEPENDENCE	LAW ENFORCEMENT	802.000	301	41,278.80
			75060		FIRE PROTECTION - IND TWP	802.001	336	48,786.27
			CHECK GEN 11979 TOTAL FOR FU					90,065.07
06/25/2025	GEN	11980	75309	CHARTER TOWNSHIP OF INDEPEND	VEHICLES - GAS & OIL	862.000	446	182.36
06/26/2025	GEN	11982	31089	HOME DEPOT CREDIT SERVICES	PARK MATERIALS	728.000	265	35.92
06/26/2025	GEN	11983	CI060340	OAKLAND COUNTY TREASURER	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	172	1,284.72
06/27/2025	GEN	11981	6/27/2025	ANGELA GUILLEN	SALARY - CLERK	703.001	215	2,320.00
06/30/2025	GEN	11984	84410	BEDROCK EXPRESS LTD	PARK MATERIALS	728.000	265	15.00
06/30/2025	GEN	11985	6/24/2025	COMCAST	TELEPHONE EXPENSE	850.000	172	484.33
06/30/2025	GEN	11986	6/30/2025	PEGGY ROTH	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	225.00
06/30/2025	GEN	11987	6/30/2025	DOUG WEAVER	SALARY - BLDG INSPECTORS	805.001	371	300.00
06/30/2025	GEN	11988	6/30/2025	JEFF SHAFER	SALARY - BLDG INSPECTORS	805.001	371	75.00
06/30/2025	GEN	11989	6/30/2025	AL AVERY	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	275.00
06/30/2025	GEN	11990	6/30/2025	SUE WYLIE	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	3,850.00
06/30/2025	GEN	11991	6/30/2025	GARY CASEY	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	550.00
06/30/2025	GEN	11992	6/30/2025	THEODORE QUISENBERRY	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	575.00
06/30/2025	GEN	11993	6/30/2025	LAURA RODGERS	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	525.00
06/30/2025	GEN	11994	6/30/2025	KRISTINA WELSH	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	371	225.00
06/30/2025	GEN	11995	6/30/2025	MARK LAMPHIER	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	250.00
06/30/2025	GEN	11996	6/30/2025	AMANDA FORTE	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	550.00
06/30/2025	GEN	11997	6/30/2025	ERICA JONES	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	101	325.00

07/02/2025 03:47 PM
User: TREASURER2
DB: Clarkston

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 06/01/2025 - 06/30/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
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Fund: 101 GENERAL

Total for fund 101 GENERAL

116,234.15

07/02/2025 03:47 PM
User: TREASURER2
DB: Clarkston

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON
CHECK DATE FROM 06/01/2025 - 06/30/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 231 PARKING METER FUND								
06/02/2025	PARK	1335	IRIS0000148488	T2 SYSTEM CANADA INC	MISC EXPENSE	955.000	172	55.00
			IRIS0000148487		MISC EXPENSE	955.000	172	55.00
			CHECK PARK 1335 TOTAL FOR FU					110.00
06/02/2025	PARK	1336	072000	TRAFFIC & SAFETY CONTROL SYS	PHONE EQUIPMENT	760.000	172	50.00
06/09/2025	PARK	1337	072031	TRAFFIC & SAFETY CONTROL SYS	MISC EXPENSE	955.000	172	2,200.00
06/10/2025	PARK	1338	INV-1053332	PASSPORT LABS, INC	MISC EXPENSE	955.000	172	223.25
			INV-1053634		MISC EXPENSE	955.000	172	471.90
			CHECK PARK 1338 TOTAL FOR FU					695.15
06/24/2025	PARK	1339	10-996855	ECONO SIGNS LLC	MISC EXPENSE	955.000	172	436.99
06/24/2025	PARK	1340	267033911	T-MOBILE	PHONE EQUIPMENT	760.000	172	69.42
06/30/2025	PARK	1341	IRIS0000149461	T2 SYSTEM CANADA INC	MISC EXPENSE	955.000	172	55.00
			IRIS0000149460		MISC EXPENSE	955.000	172	55.00
			CHECK PARK 1341 TOTAL FOR FU					110.00
			TOTAL - ALL FUNDS					3,671.56
			Total for fund 231 PARKING METER FUND					119,905.71

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

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

July 1, 2025

Invoice #11150

101-266-803-000

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>	
6/6/2025 Review Independence Township Contracts from Mr. Kelly re: Fire services, law enforcement services and code enforcement services	1.50 95.00/hr	142.50	✓
6/9/2025 Correspondence to City Manager re: law enforcement services contract, fire services contract and code enforcement services	0.50 95.00/hr	47.50	✓
6/18/2025 Phone call to City Manager re: Police, Fire and Building Services Contracts, Review revised Police, Fire and Building Services Contracts, Memorandum to City Manager re: Police, Fire and Building Services Contracts	2.00 95.00/hr	190.00	✓
6/20/2025 Phone call to/from City Manager re: miscellaneous city matters	0.50 95.00/hr	47.50	✓
6/23/2025 Review council meeting packet	0.50 95.00/hr	47.50	✓
Review correspondence from City Manager re: legal descriptions prepared by Treasurer's office for recording HDC Ordinance with Register of Deeds	0.50 95.00/hr	47.50	✓
Attend City Council Meeting	2.00 95.00/hr	190.00	✓
Meeting at City Hall with City Manager, Mr. Fisher and Ms. Kolb	1.00 95.00/hr	NO CHARGE	✓
6/24/2025 Review email from City Manager re: timeline for Mrs. Bisio FOIA request	0.50 95.00/hr	47.50	✓
6/25/2025 Review correspondence from City Manager re: Intergovernmental Agreements for Police, Fire, and Building Services	0.50 95.00/hr	47.50	✓
6/26/2025 Travel to Oakland County Register of Deeds to record HDC Ordinance; unable to record as some legal descriptions are incomplete; Email to City Manager re: Identifying 13 properties with incomplete legal descriptions;	0.50 95.00/hr	47.50	✓

	<u>Hrs/Rate</u>	<u>Amount</u>	
review and reforward with completed legals for recording with Register of Deeds			
6/30/2025 Travel to Oakland County Register of Deeds to record Ordinance to Amend HDC Ordinance No. 118	0.50 95.00/hr	47.50	✓
Preparation of Application for Solicitors, Peddlers, Transient Merchants; Email to City Clerk and City Manager; copy to Mr. Fisher and Ms. Kolb	1.00 95.00/hr	95.00	✓
For professional services rendered	11.50	\$997.50	
Additional Charges :			
6/30/2025 Register of Deeds Recording Fee - Ordinance to Amend HDC Ordinance No. 118		30.00	✓
Total additional charges		\$30.00	
Total amount of this bill		\$1,027.50	
Previous balance		\$1,900.00	
Accounts receivable transactions			
6/12/2025 Payment - Thank YouNo. 11968No. 11968		(\$1,900.00)	
Total payments and adjustments		(\$1,900.00)	
Balance due		\$1,027.50	

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

July 1, 2025

In Reference To: Clarkston Court/Prosecution
Invoice #11151

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>	
6/2/2025 Review correspondence from 52/2 District Court re: Clarkston v Cardenas	0.50 95.00/hr	47.50	✓
6/5/2025 Review correspondence from Mr. Poota's office re: discovery request	0.50 95.00/hr	47.50	✓
6/6/2025 Correspondence to Sheriff's Department re: request for police report (Clarkston v Cardenas)	0.50 95.00/hr	47.50	✓
6/10/2025 Review police report; Email police report to defense counsel (Clarkston v Cardenas)	1.00 95.00/hr	95.00	✓
Preparation of Plea form; Email to attorney, Mr. Poota, re: Clarkston v Cardenas)	0.50 95.00/hr	47.50	✓
Review incident report no. 25OS12469; Email to defendant's attorney with plea form	1.00 95.00/hr	95.00	✓
6/18/2025 Review correspondence from City Manager re: two civil infraction zoning citations	0.50 95.00/hr	47.50	✓
Review correspondence from 52/2 District Court re: Judge Fabrizio's court docket for 7/2/25	0.50 95.00/hr	47.50	✓
6/23/2025 Preparation of two (2) Orders of Dismissal re: Clarkston v Williams and Clarkston v Clarkston United Methodist Church; Fax to 52/2 District Court for processing	1.00 95.00/hr	95.00	✓
6/24/2025 Phone call from Mr. Poota re: Clarkston v Cardenas	0.50 95.00/hr	47.50	✓
6/26/2025 Correspondence to Sheriff's Deputy re: possible resolution (Clarkston v Cardenas)	0.50 95.00/hr	47.50	✓

	<u>Hrs/Rate</u>	<u>Amount</u>
6/26/2025 Review correspondence from attorney, Mr. Poota, re: resolution (Clarkston v Cardenas)	0.50 95.00/hr	47.50 ✓
6/27/2025 Phone call with Deputy re: possible resolution; Preparation of Pleas offer; Phone call to Mr. Poota re: resolution; Email to Mr. Poota plea offer re: Clarkston v Cardenas	1.50 95.00/hr	142.50 ✓
6/30/2025 Correspondence to City Manager re: Order of Dismissal of Civil Infraction re: (Clarkston v Clarkston Central United Methodist Church) and Clarkston v Williams	0.50 95.00/hr	47.50 ✓
For professional services rendered	<u>9.50</u>	<u>\$902.50</u>
Previous balance		\$95.00 JS
Accounts receivable transactions		
6/12/2025 Payment - Thank YouNo. 11968		(\$95.00)
Total payments and adjustments		<u>(\$95.00)</u>
Balance due		<u><u>\$902.50</u></u>

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Resolution - FOIA Cost Refund

WHEREAS, on May 14th resident Susan Bisio submitted a Freedom of Information Act (FOIA) request for (1) copies of grant applications to the State and Federal Government for rebuilding the City's downtown driveway aprons and sidewalks, and (2) salary and benefit details for the City's employees, and;

WHEREAS, the FOIA cost worksheet attached estimated a total of 3 hours to complete the request, totaling \$63.00, and;

WHEREAS, Ms. Bisio paid the \$63.00 fee and was provided the documents but subsequently appealed the cost estimate, asserting that 2 of the 3 hours charged were not for allowed activities under the FOIA law, and;

WHEREAS, on July 10, 2025 City Attorney Kristin Kolb reviewed the appeal and affirmed Ms. Bisio's assertion, and;

NOW THEREFORE, BE IT RESOLVED by _____ and supported by _____ that the City Council of the City of the Village of Clarkston hereby authorizes a refund of two hours (\$42.00) to Ms. Bisio towards the cost of completing the May 14th FOIA request.

Avery	Casey	Forte	Jones	Quisenberry	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

Jonathan Smith, City Manager

July 14, 2025

Date

City: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

City of the Village of Clarkston
375 Depot Clarkston 48346
248-625-1559

Detailed Cost Itemization

Freedom of Information Act Request Itemized Cost Worksheet

Date: June 3, 2025

Prepared for Request No.: S. Bisio 5/14/2025

Date Request Received: May 14, 2025

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the city's FOIA Policies and Guidelines.			
1. Labor Cost for Copying / Duplication This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor. This shall not be more than the hourly wage of the cities lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in <u>15</u> -minute time increments as set by the City Council (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge. Hourly Wage Charged: \$21.00_____ OR Hourly Wage with Fringe Benefit Cost: \$_____ Multiply the hourly wage by the percentage multiplier: _____% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. \$_____ <input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)		To figure the number of increments, take the number of minutes: <u>30</u> , divide by <u>15</u> -minute increments, and round down. Enter below: Number of increments x 2_____ =	1. Labor Cost \$10.50_____

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the city that are excessive and beyond the normal or usual amount for those services compared to the city's usual FOIA requests, because of the nature of the request in this particular instance, specifically: to locate the congressional grant applications which were submitted online, not through paper copies.**

The city will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$21.00 _____

Charge per increment: \$5.25 _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%

(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

\$ _____

Charge per increment:

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the number of minutes: 150, divide by 15-minute increments, and round down. Enter below:

Number of increments

x 10 _____ =

2.
Labor Cost

\$52.50 _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a city employee. If contracted, use No. 3b instead).

The city will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the city that are excessive and beyond the normal or usual amount for those services compared to the city's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a city employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the city's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in _____-minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%

(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Hourly Wage with Fringe Benefit Cost: \$ _____

Charge per increment: \$ _____

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below:

Number of increments

x _____ =

3a.
Labor Cost

\$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The city will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the city that are excessive and beyond the normal or usual amount for those services compared to the city's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

As this city does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____ (currently \$8.15).

Name of contracted person or firm: _____

These costs will be estimated and charged in _____-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____

To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down to: _____ increments. Enter below:

Number of increments

x _____
= _____

3b. Labor Cost
\$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A city **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:

x _____
= _____
x _____
= _____

x _____
= _____

No. of Items:

x _____
= _____

Costs:

\$ _____
\$ _____

\$ _____

\$ _____

4. Total Copy Cost
\$ _____

5. Mailing Cost:

The city will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The city **may** charge for the least expensive form of postal delivery confirmation.
- The city **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
\$ _____ per pound
\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has requested expedited shipping or insurance

Number of
Envelopes or
Packages:

x _____
= _____

x _____
= _____

x _____
= _____

x _____
= _____

x _____
= _____

x _____
= _____

Costs:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

5. Total
Mailing
Cost

\$ _____

6a. Copying/Duplicating Cost for Records Already on City's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the city will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

☐ Requestor has stipulated that some / all of the requested records that are already available on the city's website be provided in a paper or non-paper physical digital medium.

Number of
Sheets:

x _____
= _____

x _____
= _____

x _____
= _____

No. of Items:

x _____
= _____

Costs:

\$ _____

\$ _____

\$ _____

\$ _____

6a. Web
Copy Cost

\$ _____

6b. Labor Cost for Copying/Duplicating Records Already on City's Website:

This shall not be more than the hourly wage of the city's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ _____
\$ _____

Charge per increment: _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____%
and add to the hourly wage for a total per hour rate.
\$ _____

Charge per increment: _____

The city may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

☐ Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down.
Enter below:

Number of increments _____

x _____
= _____

6b. Web Labor Cost

\$ _____

6c. Mailing Cost for Records Already on City's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has requested expedited shipping or insurance

Number:

x _____
= _____

x _____
= _____

x _____
= _____

x _____
= _____

Costs:

\$ _____

\$ _____

\$ _____

\$ _____

6c. Web Mailing Cost

\$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:

Copying:

Estimated Time Frame to Provide Records:

_____ (days or date)

The time frame estimate is nonbinding upon the city, but the city is providing the estimate in good faith. Providing an estimated time frame does not relieve the city from any of the other requirements of this act.

- ☐ Cost estimate
☐ Bill

1. Labor Cost for

\$ _____

2. Labor Cost to Locate:

\$10.50

3a. Labor Cost to Redact:

\$52.50

3b. Contract Labor Cost to Redact:

\$ _____

4. Copying/Duplication Cost:

\$ _____

5. Mailing Cost:

\$ _____

6a. Copying/Duplication of Records on Website:

\$ _____

6b. Labor Cost for Copying Records on Website:

\$ _____

6c. Mailing Costs for Records on Website:

\$ _____

Subtotal

\$63.00

Fees:

<p>Waiver: <u>Public Interest</u> A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the city determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.</p> <p><input type="checkbox"/> All fees are waived <u>OR</u> <input type="checkbox"/> All fees are reduced by: _____%</p>	<p>Subtotal Fees After Waiver:</p>	<p>\$ _____</p>
<p>Discount: <u>Indigence</u> A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Discount: <u>Nonprofit Organization</u> A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the city.</p> <p><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Deposit: <u>Good Faith</u> The city may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.</p> <p>Percent of Deposit: 50 _____%</p>	<p>Date Paid: _____</p>	<p>Deposit Amount Required: \$31.50 _____</p>
<p>Deposit: <u>Increased Deposit Due to Previous FOIA Fees Not Paid In Full</u> After a city has granted and fulfilled a written request from an individual under this act, if the city has not been</p>		

paid in full the total amount of fees for the copies of public records that the city made available to the individual as a result of that written request, **the city may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search** for any subsequent written request from that individual if ALL of the following apply:

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the city's possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the city notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the city.
- (f) The city calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

A city can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:

- (a) The individual is able to show proof of prior payment in full to the city, OR
- (b) The city is subsequently paid in full for the applicable prior written request, OR
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the city.

Percent
Deposit
Required:

_____ %

Date Paid:

Deposit
Required:

\$ _____

Late Response Labor Costs Reduction

If the city does not respond to a written request in a timely manner as required under MCL 15.235(2), the city must do the following:

(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the city exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:

(i) The late response was willful and intentional, OR

(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

Number of
Days Over
Required
Response
Time:

Total Labor
Costs

\$ _____

Minus
Reduction

\$ _____

Multiply by
5%

= Total
Percent
Reduction:

= Reduced
Total Labor
Costs

\$ _____

The Public Summary of the city's FOIA Procedures and Guidelines is available free of charge from:

Website: villageofclarkston.org Email: clerk@villageofclarkston.org

Phone: (248) 625-1559 Address: 375 Depot Road. Clarkston, MI 48346

**Request Will Be Processed,
But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed**

Date Paid:

Total
Balance
Due:

\$31.50 _____

(2015)

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Resolution - Purchase of City Sign Replacements and Parts

WHEREAS, in 2020 the City installed new street signage throughout the Village, and;

WHEREAS, since that time, six (6) street signs have either been damaged or taken and need to be replaced, and;

WHEREAS, additionally, some sign posts, caps and brackets are needed, and;

WHEREAS, ASI Signage, the original fabricator and installer of these signs, has provided the attached estimate of \$4,376.12 for the required sign panels and parts, and;

WHEREAS, the City DPW staff will install the new signs, and;

NOW THEREFORE, BE IT RESOLVED by _____ and supported by _____ that the City Council of the City of the Village of Clarkston hereby authorizes the purchase of replacement sign panels and parts totaling \$4,376.12 from ASI Signage funded by the Street Signs & Posts Budget (401-446-819.000).

Avery	Casey	Forte	Jones	Quisenberry	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

Jonathan Smith, City Manager

July 14, 2025

Date

Quote No. DETR 408743

July 9, 2025

Page 1 of 2



Customer City of the Village of Clarkston
Location Primary Location
Reference SID Sign Parts

Bill to
City of the Village of Clarkston
Accounts Payable
375 Depot
Clarkston, MI 48346
US

Ship to
City of the Village of Clarkston
Jonathan Smith
375 Depot
Clarkston, MI 48346
US
T: (248) 625-1559
M: (248) 909-3380
Email: smithj@villageofclarkston.org

Valid Until	10/07/2025	Revision Date	07/09/2025	Lead Time	TBD	SR	Craig Breeden
F.O.B.	Shipping Point	Revision No		Ship Method	Customer Pickup	PM	Amy Davenport
Terms	1/2 Deposit balance Net 30						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	SID	7-17/32"x24"x.090 routed aluminum Historical street sign panels, per previous order. Double sided. Installation by Customer.	3	Each	189.00	567.00
2.	SID	6"x24"x.090 routed aluminum Standard street sign panels, per previous order. Double sided. Installation by Customer.	3	Each	182.70	548.10
3.	SID	3" diameter x 12' long aluminum painted sign post w/ 2-1/2" OD inner sleeve.	6	Each	476.70	2,860.20
4.	SID	Painted post cap w/ bracket.	6	Each	45.89	275.34
5.	SID	Painted panel cross bracket for (2) panels.	4	Each	31.37	125.48

Subtotal 4,376.12

Sales Tax (6 %) ~~262.57~~ **EXEMPT**

Deposit Required 2,319.34

Total ~~4,638.69~~**\$4,376.12**

Quote Valid Until: October 7, 2025

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by

Date

Approved by

Date

Print Name

continued on next page

Quote No. DETR 408743

July 9, 2025

Page 2 of 2



Customer	City of the Village of Clarkston
Location	Primary Location
Reference	SID Sign Parts

Conditions

50% Deposit; Balance Net 30 days. Visa and MasterCard accepted. If you have any further questions or concerns, do not hesitate to contact me at the above number. Thank you for giving ASI Signage Innovations the opportunity to fulfill your signing needs.

GENERAL TERMS AND CONDITIONS

Unless otherwise noted, the following will apply:

- * ASI Signage Innovations has a minimum order of \$120.00
- * Excludes sales tax (if applicable), unless included above.
- * Excludes bid, payment and performance bond.
- * Excludes shipping/handling/crating charges. These costs are prepaid and actual charges will be invoiced.
- * Quote is based upon quantities and descriptions as stated and not necessarily on any plans or specifications that exist.
- * Quote is based upon ASI standard colors, typestyles, imprints and manufacture.
- * Customer is to provide acceptable half size camera ready art. If submitted artwork is not half size, or requires touch-up, additional costs will be incurred and a revised quotation submitted.
- * Drawings (maps, plaques, layouts, etc.) will be submitted to client or representative for approval. The project will go on "hold" while approval is pending.
- * Lead time is based upon date of returned approved submittal drawings.
- * No determination has been made as to compliance with local signage codes.
- * Excludes permit fees unless included above. If ASI to provide permits, the cost of permits will be billed at the time of their receipt.
- * Excludes removal of existing signage.
- * ASI is not responsible for condition of wall surface after removal of existing signage.
- * ASI is not responsible for the replacement or repair to landscape should such damage occur in the normal installation of exterior signs.
- * Excludes installation, unless included above.
- * Excludes manufacture of any type base. Examples include brick and concrete.
- * Installation of posts are based on normal sandy conditions; installation through asphalt and/or concrete may be additional.
- * Electrical hookup and running of electrical to site is to be completed by others. ASI to supply electrical pigtail only.
- * Customer is to provide ASI with blueprints or diagrams noting sign locations and elevations at time of order and contact on day of installation.
- * If project is not ready at the time ASI is to install, client will be billed 100% of product, net 30 at that time. Installation will be billed when complete.
- * Orders that are canceled are subject to a cancellation fee equal to \$72.00 per hour of labor used plus the cost of materials used up to the date of cancellation.
- * Quote is void after 30 days.
- * If terms are negotiated to include progress payments (30% upon completion of submittal drawings, 30% upon receipt of materials, 30% upon shipment/installation, 10% retainage), those payments are due at each stage of completion (NOT Net 30 days from each stage of completion).

Jonathan Smith

From: Jonathan Smith
Sent: Thursday, July 3, 2025 12:27 PM
To: john.watkins@asisignage.com
Subject: Clarkston Sign Order
Attachments: City Sign 1.5.jpg

Hello John,

Following up on our phone conversation yesterday, please accept this request to provide an estimate for the street signs, poles, and brackets shown in the table below.

All signs should be consistent with our previous order: double-sided 6" x 24" x.090 routed aluminum panels. I've attached a picture one of the signs to refresh your memory (coincidentally, the pictured sign is one of those that was taken and needs replacing!).

	Text on Both Sides	Historic District Topper Required?	10' Pole Required? (black)	Post Bracket Required? (black)	Panel Bracket Required? (black)
1	MILL ST	Yes	Yes	Yes	No
2	W CHURCH ST	No	No	Yes	No
3	S HOLCOMB RD	Yes	No	No	Yes
4	W WASHINGTON ST	No	Yes	Yes	Yes
5	W WASHINGTON ST	No	No	Yes	No
6	HOLCOMB RD	Yes	No	No	Yes
			+4 Extras	+2 Extras	+2 Extras
			6 Total	6 Total	4 Total

Thank you. Let me know of any questions.

Jonathan Smith

City Manager, City of the Village of Clarkston
375 Depot Road, Clarkston MI 48346
Email: smithj@villageofclarkston.org
Office: (248) 625-1559
Cell: (248) 909-3380



HISTORIC DISTRICT
EST. 1832
S HOLCOMB RD

W CHURCH ST

STOP

City of the Village of Clarkston

375 Depot Road
Clarkston, Michigan 48346

Resolution - 24/25 FY Budget Amendment

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

NOW THEREFORE, BE IT RESOLVED that the City of the Village of Clarkston hereby authorizes the City Treasurer to complete a 24/25 FY Budget Amendment in the amount of \$24,285.25, as detailed in the attached schedule.

Avery	Casey	Forte	Jones	Quisenberry	Rodgers	Wylie	Totals
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
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<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

Jonathan Smith, City Manager

July 14, 2025

Date

City of the Village of Clarkston

24/25 FY Budget Amendment Request - July 14, 2025

No	Amount	From Department #	To Department #	Change Description
1	\$7,160.00	101-266	101-172	Realign excess Legal Fees budget to the Administration budget
2	\$1,540.00	101-101	101-172	Realign excess Council/Mayor budget to the Administration budget
3	\$30.00	101-101	101-248	Realign excess Council/Mayor budget to the Board of Review budget
4	\$3,362.45	101-265	101-262	Realign excess Building & Grounds budget to the Elections budget
5	\$1,862.24	101-265	101-301	Realign excess Building & Grounds budget to the Law Enforcement budget
6	\$3,425.00	101-265	101-302	Realign excess Building & Grounds budget to the Code Enforcement budget
7	\$2,200.96	101-265	101-336	Realign excess Building & Grounds budget to the Fire Protection budget
8	\$2,710.51	101-446	101-441	Realign excess Highway, Streets, Bridges budget to the DPW budget
9	\$1,994.09	101-446	101-448	Realign excess Highway, Streets, Bridges budget to the Street Lighting budget
Total	\$24,285.25			