



**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](https://www.teams.microsoft.com) and enter the  
Meeting ID: 224 715 228 367 22 and Passcode: wA7Px2yD

### **Regular City Council Meeting Agenda – June 22, 2026, 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:

a. None

7. City Manager's Report

8. Consent Agenda:

Final Minutes of the May 26, 2026 Regular Meeting  
Draft Minutes of the June 8, 2026 Regular Meeting  
Treasurer's Report June 22, 2026

**9. Unfinished Business:**

- a. Discussion with Oakland County Sheriff Sergeant James Bowie
- b. Resolution: City Planner Quote Comparison & Selection

**10. New Business:**

- a. Resolution: E. Church Paving Contractor Selection
- b. Resolution: Independence Television Intergovernmental Agreement

**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.

**City of the Village of Clarkston**  
**City Manager Report**  
**June 22, 2026**

**Parking Lot Maintenance Schedule**

This week, the sealcoating and restriping of our Depot Road parking lot was completed. Next week, weather permitting, the Washington & Main parking lot and the Depot Road angle parking area are scheduled to be seal coated and restriped. During the work, the lots must be fully closed for approximately 36 hours.

**Pothole Patching**

Earlier this year the City's 30+ year-old hot-patch trailer broke down, starting an analysis of the cost of a new hot-patch trailer or contracting out the work to private contractors. Next week, a selected contractor will be hot-patching Overlook Road allowing us to evaluate the contractors' work and if it makes sense to outsource pothole patching on a permanent basis.

**Oakland County LRIP Grant Approved**

The City's was pleased to learn this week that its application for a Local Road Improvement Program (LRIP) grant through Oakland County has been approved. This is a matching grant in the amount of \$6,416 (\$3,208 from Oakland County and \$3,208 from the City) for patching and other repairs to Overlook and Middle Lake Road.

**Depot Road Sewer Line Repair**

A broken sanitary sewer pipe under Depot Road will, unfortunately, require excavation into the roadway to complete the repairs. Because Depot Road was repaved relatively recently, we tried to avoid any type of excavation, but it was just not possible. The owner of the property serviced by the sewer pipe will be responsible for project cost and for repairing the asphalt.

Respectfully submitted, **Jonathan Smith, City Manager, June 16, 2026**



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

**Final Minutes of the May 26, 2026, 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 Wylie, Mayor Pro Tem Rodgers, Avery, Forte, Jones, and Quisenberry.
- Councilmembers Absent: Casey
- Others Present: Jonathan Smith, City Manager, Angie Guillen, City Clerk, and Evelyn Bihl, Deputy Clerk.

**4. Approval of Agenda:**

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

**5. Public Comments:**

- Public comment was held.

**6. FYI:**

- Mill Pond Public Hearing June 3rd

**7. City Manager Report**

- DPW Truck Lease
- Office Computer Server

**8. Consent Agenda**

- Final Minutes of the April 27, 2026, Regular Meeting
- Draft Minutes of the May 11, 2026, Regular Meeting
- Treasurer's Report May 26, 2026

Motion by Rodgers, Support by Quisenberry, to approve the Consent Agenda as presented. All Aye. Nay – None. MOTION CARRIED 6-0

9. **Unfinished Business:**

a. Resolution: Parking Lot Sealcoating and Restriping

Motion by Forte, Support by Rodgers, that the City of the Village of Clarkston hereby authorizes the City Manager to contract with Lower Peninsula Striping and Sealcoating, LLC to clean, repair, crack-fill, sealcoat and restripe the City's Washington & Main, Depot Road, and Depot Road Angle parking lots at a not-to-exceed cost of 12,426.75, to be funded by the City's Parking Fund (231-000-001.000) designated for road, sidewalk and parking lot maintenance. With amendments to the Resolution to reflect Lower Peninsula Striping and Sealcoating, total amount of \$11,835.00 plus 5% contingency allowance for possible unforeseen issues. VOTE: Jones – Yes, Quisenberry – Yes, Rodgers – Yes, Wylie – Yes, Avery – Yes, and Forte - Yes. MOTION CARRIED, 6-0.

10. **New Business:**

a. Motion: Hourly Parking Fee Change

Motion by Forte, Support by Quisenberry, that the City of the Village of Clarkston hereby authorizes the City Manager to change the hourly parking fee in the City's Washington & Main and Depot Road parking lots from \$1.00 per hour to \$1.50 per hour as soon as possible. The existing hours of operation shall remain unchanged: 4:00 to 9:00 Mon-Fri, 11:00AM to 9:00 PM on Saturday, and FREE on Sunday and Holidays.

VOTE: Rodgers - Yes, Quisenberry - Yes, Jones - Yes, Forte - Yes, Avery - Yes, and Wylie - Yes. MOTION CARRIED 6-0.

11. **Public Hearing:**

- a. Open the Public Hearing
- b. Call to Order
- c. Presentation of the 2026/2027 Fiscal Year Budget Proposal  
City Manager Smith gave an in-depth presentation of the 2026/2027 Fiscal Year Budget
- d. Public Comments on the Budget Proposal
- e. Close the Public Hearing at 8:50p.m.
- f. Reopened the Public Hearing at 8:51p.m.
- g. Close the Public Hearing at 8:53p.m.

Reconvene the Regular City Council Meeting at 8:53p.m.

12. Motion: Adjourn Meeting at 8:53 P.M.

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

Respectfully Submitted by Angie Guillen, City Clerk.



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

**Draft Minutes of the June 8, 2026, 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 Wylie, Mayor Pro Tem Rodgers, Avery, Casey, Forte, Jones, and Quisenberry.
- Others Present: Jonathan Smith, City Manager, Angie Guillen, City Clerk.

**4. Approval of Agenda:**

- Motion by Rodgers, Support by Quisenberry, to approve the agenda as presented.  
All Aye. Nay - None. MOTION CARRIED, 7-0.

**5. Public Comments:**

- Public comment was held.

**6. FYI:**

- Celebrating Clarkston Receiving the Governor's Award
- Zoning Board of Appeals Public Hearing on June 23<sup>rd</sup>
- 2026 Concerts in the Park Schedule

**7. City Manager Report**

- Mill Pond Public Hearing
- ZBA Public Hearing June 23<sup>rd</sup>
- Tree Planting
- NoHaz Collection Event June 13<sup>th</sup>

**8. Oakland County Sheriff's Report for May**

9. Consent Agenda

- Final Minutes of the May 11, 2026, Regular Meeting
- Draft Minutes of the May 26, 2026, Regular Meeting
- Treasurer's Report June 8, 2026

Motion by Avery, Support by Casey, to approve the Consent Agenda as presented. All Aye.  
Nay – None. MOTION CARRIED, 7-0

10. **Unfinished Business:**

- a. None

11. **New Business:**

- a. Resolution: America 250 Flag Decorations

Motion by Avery, Support by Rodgers, that the City of the Village of Clarkston hereby authorizes the City Manager to purchase and install 20 U.S. flags from the low-cost supplier (Freedom and Glory) for \$1,699.40 as amended to be paid from the City's fund balance.

VOTE: Jones - No, Quisenberry – Yes, Rodgers - Yes, Wylie - No, Avery - Yes, Casey – No, and Forte - No. MOTION FAILED, 4-3.

- b. Resolution: Paid Parking Hours of Operation

Motion by Forte, Support by Jones, that the City of the Village of Clarkston hereby authorizes the City Manager to change the City's Paid Parking hours of operation to 9am to 9pm as soon as possible. VOTE: Avery - No, Casey - No, Forte - Yes, Jones - Yes, Quisenberry - No, Rodgers – No, and Wylie - No. MOTION FAILED, 5-2.

- c. Resolution: City Planner Quote Comparison & Selection

Motion by Quisenberry, Support by Forte, to table the City Planning Services selection until the next regular Council meeting on June 22, 2026.

- d. Resolution: 2026-2027 Fiscal Year Budget

Motion by Avery, Support by Quisenberry, that the City of the Village of Clarkston hereby approves the 26-27 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, 2026. VOTE: Rodgers - Yes, Quisenberry - Yes, Casey - Yes, Wylie - Yes, Avery - Yes, Jones – Yes, and Forte - Yes. MOTION CARRIED, 7-0.

- e. Resolution: 2026-2027 Fiscal Year Millage Rate

Motion by Jones, Support by Rodgers, that the City Council authorizes City Treasurer Gregory Cote' to prepare the Summer 2026 tax bills based on a millage rate of 5.7054 and the Winter 2026 tax bill based on a millage rate of 5.7053. VOTE: Jones - Yes, Quisenberry - Yes, Forte - Yes, Rodgers - Yes, Casey - Yes, Wylie – Yes, and Avery – Yes. MOTION CARRIED, 7-0.

12. Motion: Adjourn Meeting at 8:49 P.M.

- Motion by Jones, Support by Rodgers to adjourn. VOTE: All Aye. Nay – None.  
MOTION CARRIED 7-0.

Respectfully Submitted by Angie Guillen, City Clerk.

Treasurer's Report

I. Revenue/Expenditure Actual vs. Budget as of 05/31/2026 General Fund 101

II. Revenue/Expenditure Actual vs. Budget as of 05/31/2026 Major Roads Fund 202

III. Revenue/Expenditure Actual vs. Budget as of 05/31/2026 Local Roads Fund 203

IV. Revenue/Expenditure Actual vs. Budget as of 05/31/2026 Capital Projects Fund 401

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

## Carlisle Wortman -

2026 Planning Consultation

\$ -

2026 General Consultation

\$ -

**Sub Total**

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\$ -

## HRC -

MS4 Permit Assistance

\$ -

Professional

\$ -

**Sub Total**

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\$ -

## Jerry / Kristin-

Professional Services May 2026

\$ -

Court/Prosecution May 2026

\$ -

Professional Services May 2026

\$ -

Court/Prosecution May 2026

\$ -

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\$ -**Sub total Invoices for review**

\$ -

## VII. Other Checks for Review

\$ -

\$ -

\$ -

\$ -

**Total Other Checks for Review**

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\$ -**Grand Total**

\$ -

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
 PERIOD ENDING 05/31/2026

| GL NUMBER                       | DESCRIPTION                            | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---------------------------------|----------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL              |                                        |                               |                           |                           |                      |                |
| Revenues                        |                                        |                               |                           |                           |                      |                |
| Dept 000 - GENERAL              |                                        |                               |                           |                           |                      |                |
| 101-000-402.000                 | CURRENT TAX REVENUES                   | 722,231.00                    | 722,231.00                | 729,223.76                | (6,992.76)           | 100.97         |
| 101-000-445.000                 | INTEREST & PENALTY REVENUES            | 736.00                        | 736.00                    | 816.75                    | (80.75)              | 110.97         |
| 101-000-477.000                 | CABLE TV REVENUES                      | 14,309.00                     | 14,309.00                 | 7,880.88                  | 6,428.12             | 55.08          |
| 101-000-491.000                 | IN-KIND FEES/PEG FEES AT&T             | 3,887.00                      | 3,887.00                  | 1,540.24                  | 2,346.76             | 39.63          |
| 101-000-492.000                 | PERMIT FEES                            | 28,000.00                     | 28,000.00                 | 250.00                    | 27,750.00            | 0.89           |
| 101-000-493.000                 | FOIA FEES                              | 0.00                          | 0.00                      | (63.00)                   | 63.00                | 100.00         |
| 101-000-503.000                 | P- GRANTS                              | 0.00                          | 0.00                      | 4,170.00                  | (4,170.00)           | 100.00         |
| 101-000-522.000                 | COMM DEV BLOCK GRANT - CDBG            | 7,000.00                      | 7,000.00                  | 7,000.00                  | 0.00                 | 100.00         |
| 101-000-569.000                 | OTHER STATE GRANTS                     | 0.00                          | 0.00                      | 2,087.44                  | (2,087.44)           | 100.00         |
| 101-000-573.000                 | LOCAL COMMUNITY STABILIZATION SHARE-PP | 4,000.00                      | 4,000.00                  | 1,078.95                  | 2,921.05             | 26.97          |
| 101-000-573.001                 | ENHANCED ACCESS REVENUE SHARING        | 1,310.00                      | 1,310.00                  | 169.65                    | 1,140.35             | 12.95          |
| 101-000-574.001                 | STATE REVENUE SHARING/SALES TAX        | 107,229.00                    | 107,229.00                | 73,187.00                 | 34,042.00            | 68.25          |
| 101-000-582.000                 | BANNER REVENUES                        | 0.00                          | 0.00                      | 100.00                    | (100.00)             | 100.00         |
| 101-000-656.000                 | DISTRICT COURT REVENUE                 | 3,708.00                      | 3,708.00                  | 17,463.01                 | (13,755.01)          | 470.95         |
| 101-000-665.000                 | INTEREST EARNED                        | 1,858.00                      | 1,858.00                  | 4,131.99                  | (2,273.99)           | 222.39         |
| 101-000-666.000                 | DIVIDENDS AND REBATES                  | 1,400.00                      | 1,400.00                  | 1,312.00                  | 88.00                | 93.71          |
| 101-000-667.000                 | GAZEBO RENTALS                         | 4,500.00                      | 4,500.00                  | 2,925.00                  | 1,575.00             | 65.00          |
| 101-000-667.001                 | EQUIPMENT RENTAL                       | 26,000.00                     | 26,000.00                 | 40,585.89                 | (14,585.89)          | 156.10         |
| 101-000-670.000                 | MISCELLANEOUS INCOME                   | 1,500.00                      | 1,500.00                  | 2,171.71                  | (671.71)             | 144.78         |
| 101-000-670.001                 | SPECIAL EVENTS REVENUE                 | 2,500.00                      | 2,500.00                  | 3,968.25                  | (1,468.25)           | 158.73         |
| 101-000-674.000                 | CONTRIBUTIONS                          | 1,500.00                      | 1,500.00                  | 0.00                      | 1,500.00             | 0.00           |
| Total Dept 000 - GENERAL        |                                        | 931,668.00                    | 931,668.00                | 899,999.52                | 31,668.48            | 96.60          |
| Dept 248 - HOLIDAY MARKET       |                                        |                               |                           |                           |                      |                |
| 101-248-674.000                 | CONTRIBUTIONS                          | 0.00                          | 0.00                      | 1,800.00                  | (1,800.00)           | 100.00         |
| Total Dept 248 - HOLIDAY MARKET |                                        | 0.00                          | 0.00                      | 1,800.00                  | (1,800.00)           | 100.00         |
| TOTAL REVENUES                  |                                        | 931,668.00                    | 931,668.00                | 901,799.52                | 29,868.48            | 96.79          |
| Expenditures                    |                                        |                               |                           |                           |                      |                |
| Dept 101 - COUNCIL/MAYOR        |                                        |                               |                           |                           |                      |                |
| 101-101-805.001                 | PROFESSIONAL & CONTRACTUAL SERVICES    | 7,750.00                      | 7,750.00                  | 0.00                      | 7,750.00             | 0.00           |
| 101-101-955.000                 | MISC EXPENSE                           | 500.00                        | 500.00                    | 524.47                    | (24.47)              | 104.89         |
| 101-101-958.000                 | DUES & CONFERENCES                     | 3,000.00                      | 3,000.00                  | 2,638.32                  | 361.68               | 87.94          |
| Total Dept 101 - COUNCIL/MAYOR  |                                        | 11,250.00                     | 11,250.00                 | 3,162.79                  | 8,087.21             | 28.11          |
| Dept 172 - ADMINISTRATION       |                                        |                               |                           |                           |                      |                |
| 101-172-701.002                 | WAGES - ADMIN ASSISTANT                | 13,880.00                     | 13,880.00                 | 13,730.22                 | 149.78               | 98.92          |
| 101-172-703.003                 | SALARY - CITY MANAGER                  | 58,225.00                     | 58,225.00                 | 53,746.08                 | 4,478.92             | 92.31          |
| 101-172-714.000                 | MERS - EMPLOYER MATCH                  | 2,500.00                      | 2,500.00                  | 4,251.04                  | (1,751.04)           | 170.04         |
| 101-172-715.000                 | CITY FICA EXPENSE                      | 5,516.00                      | 5,516.00                  | 5,161.93                  | 354.07               | 93.58          |
| 101-172-719.000                 | CITY SUTA MESC EXPENSE                 | 12.00                         | 12.00                     | 13.02                     | (1.02)               | 108.50         |
| 101-172-722.000                 | WORKMAN'S COMPENSATION                 | 3,000.00                      | 3,000.00                  | 2,166.00                  | 834.00               | 72.20          |
| 101-172-726.000                 | SUPPLIES                               | 5,750.00                      | 5,750.00                  | 3,777.46                  | 1,972.54             | 65.69          |
| 101-172-727.001                 | POSTAGE                                | 500.00                        | 500.00                    | 476.80                    | 23.20                | 95.36          |
| 101-172-805.001                 | PROFESSIONAL & CONTRACTUAL SERVICES    | 5,000.00                      | 5,000.00                  | 7,207.63                  | (2,207.63)           | 144.15         |
| 101-172-850.000                 | TELEPHONE EXPENSE                      | 10,000.00                     | 10,000.00                 | 10,770.03                 | (770.03)             | 107.70         |
| 101-172-852.000                 | TECHNOLOGY/INTERNET EXPENSE            | 8,373.00                      | 8,373.00                  | 9,404.17                  | (1,031.17)           | 112.32         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON

PERIOD ENDING 05/31/2026

| GL NUMBER                       | DESCRIPTION                         | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---------------------------------|-------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL              |                                     |                               |                           |                           |                      |                |
| Expenditures                    |                                     |                               |                           |                           |                      |                |
| 101-172-860.000                 | MILEAGE/CONFERENCE                  | 1,300.00                      | 1,300.00                  | 2,924.41                  | (1,624.41)           | 224.95         |
| 101-172-941.000                 | RICOH COPIER LEASE                  | 1,045.00                      | 1,045.00                  | 956.67                    | 88.33                | 91.55          |
| 101-172-958.000                 | DUES & CONFERENCES                  | 2,500.00                      | 2,500.00                  | 3,226.35                  | (726.35)             | 129.05         |
| Total Dept 172 - ADMINISTRATION |                                     | 117,601.00                    | 117,601.00                | 117,811.81                | (210.81)             | 100.18         |
| Dept 215 - CLERK                |                                     |                               |                           |                           |                      |                |
| 101-215-703.001                 | SALARY - CLERK                      | 50,000.00                     | 50,000.00                 | 45,190.84                 | 4,809.16             | 90.38          |
| 101-215-715.000                 | CITY FICA EXPENSE                   | 3,825.00                      | 3,825.00                  | 3,457.10                  | 367.90               | 90.38          |
| 101-215-719.000                 | CITY SUTA MESC EXPENSE              | 2.00                          | 2.00                      | 13.30                     | (11.30)              | 665.00         |
| 101-215-726.000                 | SUPPLIES                            | 100.00                        | 100.00                    | 60.00                     | 40.00                | 60.00          |
| 101-215-901.000                 | PUBLICATIONS                        | 1,000.00                      | 1,000.00                  | 1,293.20                  | (293.20)             | 129.32         |
| 101-215-958.000                 | DUES & CONFERENCES                  | 2,500.00                      | 2,500.00                  | 3,356.26                  | (856.26)             | 134.25         |
| Total Dept 215 - CLERK          |                                     | 57,427.00                     | 57,427.00                 | 53,370.70                 | 4,056.30             | 92.94          |
| Dept 223 - AUDIT                |                                     |                               |                           |                           |                      |                |
| 101-223-805.000                 | AUDIT FEES                          | 13,500.00                     | 13,500.00                 | 13,500.00                 | 0.00                 | 100.00         |
| Total Dept 223 - AUDIT          |                                     | 13,500.00                     | 13,500.00                 | 13,500.00                 | 0.00                 | 100.00         |
| Dept 248 - HOLIDAY MARKET       |                                     |                               |                           |                           |                      |                |
| 101-248-726.000                 | SUPPLIES                            | 2,500.00                      | 2,500.00                  | 2,395.64                  | 104.36               | 95.83          |
| Total Dept 248 - HOLIDAY MARKET |                                     | 2,500.00                      | 2,500.00                  | 2,395.64                  | 104.36               | 95.83          |
| Dept 253 - TREASURER            |                                     |                               |                           |                           |                      |                |
| 101-253-703.002                 | SALARY - TREASURER                  | 40,000.00                     | 40,000.00                 | 36,923.04                 | 3,076.96             | 92.31          |
| 101-253-715.000                 | CITY FICA EXPENSE                   | 3,060.00                      | 3,060.00                  | 2,824.61                  | 235.39               | 92.31          |
| 101-253-719.000                 | CITY SUTA MESC EXPENSE              | 6.00                          | 6.00                      | 6.65                      | (0.65)               | 110.83         |
| 101-253-726.000                 | SUPPLIES                            | 1,200.00                      | 1,200.00                  | 1,259.42                  | (59.42)              | 104.95         |
| 101-253-853.000                 | COMPUTER SUPPORT                    | 4,000.00                      | 4,000.00                  | 3,013.74                  | 986.26               | 75.34          |
| 101-253-958.000                 | DUES & CONFERENCES                  | 1,500.00                      | 1,500.00                  | 99.00                     | 1,401.00             | 6.60           |
| 101-253-960.000                 | BANK FEES                           | 400.00                        | 400.00                    | 282.95                    | 117.05               | 70.74          |
| Total Dept 253 - TREASURER      |                                     | 50,166.00                     | 50,166.00                 | 44,409.41                 | 5,756.59             | 88.52          |
| Dept 257 - ASSESSOR             |                                     |                               |                           |                           |                      |                |
| 101-257-804.000                 | ASSESSING - OAKLAND COUNTY          | 12,906.00                     | 12,906.00                 | 19,393.85                 | (6,487.85)           | 150.27         |
| Total Dept 257 - ASSESSOR       |                                     | 12,906.00                     | 12,906.00                 | 19,393.85                 | (6,487.85)           | 150.27         |
| Dept 262 - ELECTIONS            |                                     |                               |                           |                           |                      |                |
| 101-262-726.000                 | SUPPLIES                            | 2,000.00                      | 2,000.00                  | 2,523.93                  | (523.93)             | 126.20         |
| 101-262-727.001                 | POSTAGE                             | 800.00                        | 800.00                    | 350.23                    | 449.77               | 43.78          |
| 101-262-805.001                 | PROFESSIONAL & CONTRACTUAL SERVICES | 3,000.00                      | 3,000.00                  | 3,187.89                  | (187.89)             | 106.26         |
| 101-262-901.000                 | PUBLICATIONS                        | 350.00                        | 350.00                    | 60.00                     | 290.00               | 17.14          |
| Total Dept 262 - ELECTIONS      |                                     | 6,150.00                      | 6,150.00                  | 6,122.05                  | 27.95                | 99.55          |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON

PERIOD ENDING 05/31/2026

| GL NUMBER                             | DESCRIPTION                          | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---------------------------------------|--------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL                    |                                      |                               |                           |                           |                      |                |
| Expenditures                          |                                      |                               |                           |                           |                      |                |
| Dept 265 - BUILDING AND GROUNDS       |                                      |                               |                           |                           |                      |                |
| 101-265-705.000                       | WAGES - BUILDING MAINTENANCE         | 6,600.00                      | 6,600.00                  | 8,775.36                  | (2,175.36)           | 132.96         |
| 101-265-705.001                       | WAGES - BUILDING MAINTENANCE O/T     | 330.00                        | 330.00                    | 0.00                      | 330.00               | 0.00           |
| 101-265-706.000                       | WAGES - VILLAGE GROUNDS PARK         | 26,000.00                     | 26,000.00                 | 27,364.96                 | (1,364.96)           | 105.25         |
| 101-265-706.001                       | WAGES - DPW VILLAGE GROUNDS/PARK O/T | 4,950.00                      | 4,950.00                  | 2,186.04                  | 2,763.96             | 44.16          |
| 101-265-715.000                       | CITY FICA EXPENSE                    | 2,898.00                      | 2,898.00                  | 2,931.94                  | (33.94)              | 101.17         |
| 101-265-719.000                       | CITY SUTA MESC EXPENSE               | 3.00                          | 3.00                      | 1.58                      | 1.42                 | 52.67          |
| 101-265-726.004                       | SUPPLIES-VH BUILDING                 | 2,500.00                      | 2,500.00                  | 1,849.66                  | 650.34               | 73.99          |
| 101-265-728.000                       | PARK MATERIALS                       | 13,000.00                     | 13,000.00                 | 11,170.96                 | 1,829.04             | 85.93          |
| 101-265-818.000                       | RUBBISH COLLECTION                   | 2,200.00                      | 2,200.00                  | 2,011.82                  | 188.18               | 91.45          |
| 101-265-920.000                       | DETROIT EDISON-VH                    | 3,100.00                      | 3,100.00                  | 2,719.18                  | 380.82               | 87.72          |
| 101-265-921.000                       | CONSUMERS ENERGY-VH                  | 2,378.00                      | 2,378.00                  | 2,242.45                  | 135.55               | 94.30          |
| 101-265-923.000                       | DTE UPPER PARKING LOT                | 4,417.00                      | 4,417.00                  | 3,682.76                  | 734.24               | 83.38          |
| 101-265-923.001                       | DTE DEPOT PARK                       | 325.00                        | 325.00                    | 398.39                    | (73.39)              | 122.58         |
| 101-265-924.000                       | SEWER & WATER-VH                     | 1,200.00                      | 1,200.00                  | 926.98                    | 273.02               | 77.25          |
| 101-265-931.000                       | BUILDING MAINTENANCE-VH              | 500.00                        | 500.00                    | 1,186.34                  | (686.34)             | 237.27         |
| 101-265-934.000                       | MILL POND ASSESSMENT                 | 143.00                        | 143.00                    | 143.00                    | 0.00                 | 100.00         |
| 101-265-935.000                       | STORM WATER DISCHARGE PERMIT         | 750.00                        | 750.00                    | 500.00                    | 250.00               | 66.67          |
| 101-265-956.000                       | WATER LEVEL CONTROL                  | 150.00                        | 150.00                    | 64.81                     | 85.19                | 43.21          |
| 101-265-957.000                       | CDBG DISBURSEMENTS                   | 7,000.00                      | 7,000.00                  | 3,500.00                  | 3,500.00             | 50.00          |
| Total Dept 265 - BUILDING AND GROUNDS |                                      | 78,444.00                     | 78,444.00                 | 71,656.23                 | 6,787.77             | 91.35          |
| Dept 266 - ATTORNEY                   |                                      |                               |                           |                           |                      |                |
| 101-266-803.000                       | LEGAL FEES                           | 30,000.00                     | 30,000.00                 | 30,150.40                 | (150.40)             | 100.50         |
| Total Dept 266 - ATTORNEY             |                                      | 30,000.00                     | 30,000.00                 | 30,150.40                 | (150.40)             | 100.50         |
| Dept 267 - INSURANCES                 |                                      |                               |                           |                           |                      |                |
| 101-267-961.001                       | PROPERTY INSURANCE                   | 1,348.00                      | 1,348.00                  | 1,278.00                  | 70.00                | 94.81          |
| 101-267-961.002                       | ERRORS & OMISSIONS INSURANCE         | 8,165.00                      | 8,165.00                  | 7,939.00                  | 226.00               | 97.23          |
| 101-267-961.003                       | GENERAL LIABILITY INSURANCE          | 3,560.00                      | 3,560.00                  | 3,285.00                  | 275.00               | 92.28          |
| 101-267-961.004                       | PROPERTY INSURANCE-OPEN SPACES       | 1,103.00                      | 1,103.00                  | 1,016.00                  | 87.00                | 92.11          |
| 101-267-961.005                       | EQUIPMENT INSURANCE                  | 3,681.00                      | 3,681.00                  | 3,327.00                  | 354.00               | 90.38          |
| Total Dept 267 - INSURANCES           |                                      | 17,857.00                     | 17,857.00                 | 16,845.00                 | 1,012.00             | 94.33          |
| Dept 301 - POLICE                     |                                      |                               |                           |                           |                      |                |
| 101-301-802.000                       | LAW ENFORCEMENT                      | 178,667.00                    | 178,667.00                | 125,724.34                | 52,942.66            | 70.37          |
| Total Dept 301 - POLICE               |                                      | 178,667.00                    | 178,667.00                | 125,724.34                | 52,942.66            | 70.37          |
| Dept 336 - FIRE                       |                                      |                               |                           |                           |                      |                |
| 101-336-802.001                       | FIRE PROTECTION - IND TWP            | 201,590.00                    | 201,590.00                | 156,150.30                | 45,439.70            | 77.46          |
| Total Dept 336 - FIRE                 |                                      | 201,590.00                    | 201,590.00                | 156,150.30                | 45,439.70            | 77.46          |
| Dept 371 - BUILDING INSPECTION        |                                      |                               |                           |                           |                      |                |
| 101-371-809.000                       | BLDG DEPT PROFESSIONAL FEES          | 30,000.00                     | 30,000.00                 | 30,000.00                 | 0.00                 | 100.00         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
 PERIOD ENDING 05/31/2026

| GL NUMBER                                  | DESCRIPTION                           | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BGD<br>USED |
|--------------------------------------------|---------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|---------------|
| Fund 101 - GENERAL                         |                                       |                               |                           |                           |                      |               |
| Expenditures                               |                                       |                               |                           |                           |                      |               |
| Total Dept 371 - BUILDING INSPECTION       |                                       | 30,000.00                     | 30,000.00                 | 30,000.00                 | 0.00                 | 100.00        |
| Dept 441 - DPW                             |                                       |                               |                           |                           |                      |               |
| 101-441-709.000                            | WAGES - DPW LEAVE & HOLIDAY PAY       | 4,400.00                      | 4,400.00                  | 8,066.24                  | (3,666.24)           | 183.32        |
| 101-441-709.001                            | WAGES - DPW TASTE OF CLARKSTON        | 1,540.00                      | 1,540.00                  | 1,590.12                  | (50.12)              | 103.25        |
| 101-441-709.002                            | WAGES - DPW ANGEL'S RUN               | 0.00                          | 0.00                      | 209.52                    | (209.52)             | 100.00        |
| 101-441-709.006                            | WAGES - DPW CONCERTS IN PARK          | 1,100.00                      | 1,100.00                  | 0.00                      | 1,100.00             | 0.00          |
| 101-441-709.007                            | WAGES - DPW ART IN THE VILLAGE        | 825.00                        | 825.00                    | 628.56                    | 196.44               | 76.19         |
| 101-441-709.008                            | WAGES - DPW PARADES                   | 790.00                        | 790.00                    | 210.00                    | 580.00               | 26.58         |
| 101-441-712.000                            | HEALTH INSURANCE                      | 16,000.00                     | 16,000.00                 | 17,204.64                 | (1,204.64)           | 107.53        |
| 101-441-713.000                            | PHYSICAL EXPENSES                     | 500.00                        | 500.00                    | 1,003.66                  | (503.66)             | 200.73        |
| 101-441-714.000                            | MERS - EMPLOYER MATCH                 | 5,703.00                      | 5,703.00                  | 1,259.65                  | 4,443.35             | 22.09         |
| 101-441-715.000                            | CITY FICA EXPENSE                     | 662.00                        | 662.00                    | 818.87                    | (156.87)             | 123.70        |
| 101-441-719.000                            | CITY SUTA MESC EXPENSE                | 5.00                          | 5.00                      | 1.86                      | 3.14                 | 37.20         |
| 101-441-726.000                            | DPW SUPPLIES                          | 2,000.00                      | 2,000.00                  | 2,439.71                  | (439.71)             | 121.99        |
| 101-441-850.000                            | TELEPHONE EXPENSE - DPW               | 1,011.00                      | 1,011.00                  | 825.00                    | 186.00               | 81.60         |
| 101-441-932.001                            | EQUIPMENT MAINTENANCE                 | 750.00                        | 750.00                    | 588.87                    | 161.13               | 78.52         |
| 101-441-940.004                            | NEW LEASE SPACE                       | 19,588.00                     | 19,588.00                 | 19,587.82                 | 0.18                 | 100.00        |
| Total Dept 441 - DPW                       |                                       | 54,874.00                     | 54,874.00                 | 54,434.52                 | 439.48               | 99.20         |
| Dept 446 - HIGHWAY, STREETS, BRIDGES       |                                       |                               |                           |                           |                      |               |
| 101-446-704.001                            | WAGES - DPW MAINTENANCE-PICKUP TRUCK  | 2,200.00                      | 2,200.00                  | 1,955.84                  | 244.16               | 88.90         |
| 101-446-704.002                            | WAGES - DPW MAINTENANCE-DUMP TRUCK    | 1,500.00                      | 1,500.00                  | 1,183.20                  | 316.80               | 78.88         |
| 101-446-704.003                            | WAGES - DPW MAINTENANCE-LOADER        | 440.00                        | 440.00                    | 46.56                     | 393.44               | 10.58         |
| 101-446-704.004                            | WAGES - DPW MAINTENANCE-TRACTOR       | 825.00                        | 825.00                    | 0.00                      | 825.00               | 0.00          |
| 101-446-704.005                            | WAGES - DPW MAINTENANCE-SWEEPER       | 165.00                        | 165.00                    | 196.00                    | (31.00)              | 118.79        |
| 101-446-704.007                            | WAGES - DPW MAINTENANCE-LIFT          | 121.00                        | 121.00                    | 0.00                      | 121.00               | 0.00          |
| 101-446-715.000                            | CITY FICA EXPENSE                     | 402.00                        | 402.00                    | 258.71                    | 143.29               | 64.36         |
| 101-446-719.000                            | CITY SUTA MESC EXPENSE                | 10.00                         | 10.00                     | 0.74                      | 9.26                 | 7.40          |
| 101-446-726.000                            | DPW EQUIPMENT                         | 4,500.00                      | 4,500.00                  | 4,698.33                  | (198.33)             | 104.41        |
| 101-446-817.001                            | TREE TRIMMING & MAINTENANCE           | 2,500.00                      | 2,500.00                  | 4,720.00                  | (2,220.00)           | 188.80        |
| 101-446-860.001                            | MILEAGE/CONFERENCE/TRAINING           | 400.00                        | 400.00                    | 674.89                    | (274.89)             | 168.72        |
| 101-446-861.001                            | MATERIAL & OUTSIDE LABOR-PICKUP TRUCK | 2,500.00                      | 2,500.00                  | 405.18                    | 2,094.82             | 16.21         |
| 101-446-861.003                            | MATERIAL & OUTSIDE LABOR-LOADER       | 1,000.00                      | 1,000.00                  | 0.00                      | 1,000.00             | 0.00          |
| 101-446-861.004                            | MATERIAL & OUTSIDE LABOR-LIFT         | 350.00                        | 350.00                    | 0.00                      | 350.00               | 0.00          |
| 101-446-861.005                            | MATERIAL & OUTSIDE LABOR-TRACTOR      | 400.00                        | 400.00                    | 11.00                     | 389.00               | 2.75          |
| 101-446-861.007                            | MATERIAL & OUTSIDE LABOR-DUMP TRUCK   | 1,400.00                      | 1,400.00                  | 135.42                    | 1,264.58             | 9.67          |
| 101-446-862.000                            | FUEL & OIL FOR EQUIPMENT              | 6,000.00                      | 6,000.00                  | 2,546.14                  | 3,453.86             | 42.44         |
| Total Dept 446 - HIGHWAY, STREETS, BRIDGES |                                       | 24,713.00                     | 24,713.00                 | 16,832.01                 | 7,880.99             | 68.11         |
| Dept 448 - STREET LIGHTING                 |                                       |                               |                           |                           |                      |               |
| 101-448-926.000                            | DTE STREET LIGHTING                   | 20,646.00                     | 20,646.00                 | 18,740.52                 | 1,905.48             | 90.77         |
| Total Dept 448 - STREET LIGHTING           |                                       | 20,646.00                     | 20,646.00                 | 18,740.52                 | 1,905.48             | 90.77         |
| Dept 569 - WATERSHED COUNCIL               |                                       |                               |                           |                           |                      |               |
| 101-569-956.002                            | CLINTON RIVER WATERSHED EXPENSES      | 1,000.00                      | 1,000.00                  | 1,554.00                  | (554.00)             | 155.40        |
| Total Dept 569 - WATERSHED COUNCIL         |                                       | 1,000.00                      | 1,000.00                  | 1,554.00                  | (554.00)             | 155.40        |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
 PERIOD ENDING 05/31/2026

| GL NUMBER                          | DESCRIPTION                       | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|------------------------------------|-----------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL                 |                                   |                               |                           |                           |                      |                |
| Expenditures                       |                                   |                               |                           |                           |                      |                |
| Dept 701 - PLANNING                |                                   |                               |                           |                           |                      |                |
| 101-701-810.001                    | ENGINEERING SERVICES              | 7,500.00                      | 7,500.00                  | 9,112.88                  | (1,612.88)           | 121.51         |
| 101-701-811.000                    | PLANNER FEES                      | 6,000.00                      | 6,000.00                  | 1,175.00                  | 4,825.00             | 19.58          |
| 101-701-958.000                    | PLANNING COMMISSION               | 750.00                        | 750.00                    | 0.00                      | 750.00               | 0.00           |
| 101-701-959.000                    | MAIN STREET CLARKSTON             | 1,000.00                      | 1,000.00                  | 330.00                    | 670.00               | 33.00          |
| Total Dept 701 - PLANNING          |                                   | 15,250.00                     | 15,250.00                 | 10,617.88                 | 4,632.12             | 69.63          |
| Dept 723 - HISTORIC DISTRICT       |                                   |                               |                           |                           |                      |                |
| 101-723-958.000                    | HISTORIC DIST COMMISSION EXP      | 750.00                        | 750.00                    | 385.00                    | 365.00               | 51.33          |
| Total Dept 723 - HISTORIC DISTRICT |                                   | 750.00                        | 750.00                    | 385.00                    | 365.00               | 51.33          |
| Dept 906 - DEBT SERVICE            |                                   |                               |                           |                           |                      |                |
| 101-906-994.006                    | INTEREST EXPENSE - GF - CITY HALL | 2,050.00                      | 2,050.00                  | 2,049.31                  | 0.69                 | 99.97          |
| Total Dept 906 - DEBT SERVICE      |                                   | 2,050.00                      | 2,050.00                  | 2,049.31                  | 0.69                 | 99.97          |
| TOTAL EXPENDITURES                 |                                   | 927,341.00                    | 927,341.00                | 795,305.76                | 132,035.24           | 85.76          |
| Fund 101 - GENERAL:                |                                   |                               |                           |                           |                      |                |
| TOTAL REVENUES                     |                                   | 931,668.00                    | 931,668.00                | 901,799.52                | 29,868.48            | 96.79          |
| TOTAL EXPENDITURES                 |                                   | 927,341.00                    | 927,341.00                | 795,305.76                | 132,035.24           | 85.76          |
| NET OF REVENUES & EXPENDITURES     |                                   | 4,327.00                      | 4,327.00                  | 106,493.76                | (102,166.76)         | 2,461.15       |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON

PERIOD ENDING 05/31/2026

| GL NUMBER                      | DESCRIPTION                        | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------|------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 202 - MAJOR STREET        |                                    |                               |                           |                           |                      |                |
| Revenues                       |                                    |                               |                           |                           |                      |                |
| Dept 000 - GENERAL             |                                    |                               |                           |                           |                      |                |
| 202-000-574.000                | STATE SHARED REVENUES              | 88,000.00                     | 88,000.00                 | 66,435.76                 | 21,564.24            | 75.50          |
| Total Dept 000 - GENERAL       |                                    | 88,000.00                     | 88,000.00                 | 66,435.76                 | 21,564.24            | 75.50          |
| TOTAL REVENUES                 |                                    | 88,000.00                     | 88,000.00                 | 66,435.76                 | 21,564.24            | 75.50          |
| Expenditures                   |                                    |                               |                           |                           |                      |                |
| Dept 451 - NON-WINTER          |                                    |                               |                           |                           |                      |                |
| 202-451-703.005                | SALARY - NON-WINTER MAINTENANCE    | 15,000.00                     | 15,000.00                 | 14,327.93                 | 672.07               | 95.52          |
| 202-451-703.008                | SALARY - NON-WINTER O/T MAINT      | 2,500.00                      | 2,500.00                  | 866.30                    | 1,633.70             | 34.65          |
| 202-451-715.000                | CITY FICA EXPENSE                  | 1,339.00                      | 1,339.00                  | 1,162.38                  | 176.62               | 86.81          |
| 202-451-726.001                | SUPPLIES & MTLs - NON-WINTER MAINT | 1,840.00                      | 1,840.00                  | 540.45                    | 1,299.55             | 29.37          |
| 202-451-775.000                | TOOLS - NON-WINTER MAINTENANCE     | 400.00                        | 400.00                    | 0.00                      | 400.00               | 0.00           |
| 202-451-776.000                | CRACK FILL - MAJOR RD - NON-WINTER | 5,000.00                      | 5,000.00                  | 0.00                      | 5,000.00             | 0.00           |
| Total Dept 451 - NON-WINTER    |                                    | 26,079.00                     | 26,079.00                 | 16,897.06                 | 9,181.94             | 64.79          |
| Dept 452 - TRAFFIC             |                                    |                               |                           |                           |                      |                |
| 202-452-945.000                | EQUIPMENT RENTAL                   | 7,000.00                      | 7,000.00                  | 5,064.35                  | 1,935.65             | 72.35          |
| Total Dept 452 - TRAFFIC       |                                    | 7,000.00                      | 7,000.00                  | 5,064.35                  | 1,935.65             | 72.35          |
| Dept 453 - WINTER              |                                    |                               |                           |                           |                      |                |
| 202-453-703.006                | SALARY - WINTER MAINTENANCE        | 15,500.00                     | 15,500.00                 | 13,422.62                 | 2,077.38             | 86.60          |
| 202-453-703.009                | SALARY - WINTER MAINT O/T          | 7,000.00                      | 7,000.00                  | 4,829.28                  | 2,170.72             | 68.99          |
| 202-453-715.000                | CITY FICA EXPENSE                  | 1,721.00                      | 1,721.00                  | 1,396.24                  | 324.76               | 81.13          |
| 202-453-719.000                | CITY SUTA MESC EXPENSE             | 50.00                         | 50.00                     | 6.64                      | 43.36                | 13.28          |
| 202-453-726.002                | SUPPLIES & MTLs - WINTER MAINT     | 600.00                        | 600.00                    | 438.90                    | 161.10               | 73.15          |
| 202-453-775.001                | SMALL TOOLS - WINTER MAINT         | 200.00                        | 200.00                    | 0.00                      | 200.00               | 0.00           |
| 202-453-778.000                | SALT - WINTER SIDEWALK             | 1,400.00                      | 1,400.00                  | 1,142.99                  | 257.01               | 81.64          |
| 202-453-778.001                | SALT - WINTER MAINTENANCE          | 6,500.00                      | 6,500.00                  | 8,113.57                  | (1,613.57)           | 124.82         |
| 202-453-945.001                | EQUIPMENT RENTAL - WINTER          | 9,000.00                      | 9,000.00                  | 17,019.86                 | (8,019.86)           | 189.11         |
| Total Dept 453 - WINTER        |                                    | 41,971.00                     | 41,971.00                 | 46,370.10                 | (4,399.10)           | 110.48         |
| Dept 701 - PLANNING            |                                    |                               |                           |                           |                      |                |
| 202-701-810.001                | ENGINEERING SERVICES               | 2,000.00                      | 2,000.00                  | 0.00                      | 2,000.00             | 0.00           |
| Total Dept 701 - PLANNING      |                                    | 2,000.00                      | 2,000.00                  | 0.00                      | 2,000.00             | 0.00           |
| Dept 999 - TRANSFERS OUT       |                                    |                               |                           |                           |                      |                |
| 202-999-995.203                | TRANSFER OUT TO LOCAL STREETS      | 10,000.00                     | 10,000.00                 | 0.00                      | 10,000.00            | 0.00           |
| Total Dept 999 - TRANSFERS OUT |                                    | 10,000.00                     | 10,000.00                 | 0.00                      | 10,000.00            | 0.00           |
| TOTAL EXPENDITURES             |                                    | 87,050.00                     | 87,050.00                 | 68,331.51                 | 18,718.49            | 78.50          |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
PERIOD ENDING 05/31/2026

| GL NUMBER                      | DESCRIPTION | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------|-------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 202 - MAJOR STREET        |             |                               |                           |                           |                      |                |
| Fund 202 - MAJOR STREET:       |             |                               |                           |                           |                      |                |
| TOTAL REVENUES                 |             | 88,000.00                     | 88,000.00                 | 66,435.76                 | 21,564.24            | 75.50          |
| TOTAL EXPENDITURES             |             | 87,050.00                     | 87,050.00                 | 68,331.51                 | 18,718.49            | 78.50          |
| NET OF REVENUES & EXPENDITURES |             | 950.00                        | 950.00                    | (1,895.75)                | 2,845.75             | 199.55         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
 PERIOD ENDING 05/31/2026

| GL NUMBER                                             | DESCRIPTION                        | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|-------------------------------------------------------|------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 203 - LOCAL STREET                               |                                    |                               |                           |                           |                      |                |
| Revenues                                              |                                    |                               |                           |                           |                      |                |
| Dept 000 - GENERAL                                    |                                    |                               |                           |                           |                      |                |
| 203-000-574.000                                       | STATE SHARED REVENUES              | 31,000.00                     | 31,000.00                 | 23,118.01                 | 7,881.99             | 74.57          |
| 203-000-699.202                                       | TRANSFER IN FROM MAJOR ROAD FUND   | 10,000.00                     | 10,000.00                 | 0.00                      | 10,000.00            | 0.00           |
| 203-000-699.390                                       | TRANSFER IN FROM FUND BALANCE      | 100,000.00                    | 100,000.00                | 0.00                      | 100,000.00           | 0.00           |
| Total Dept 000 - GENERAL                              |                                    | 141,000.00                    | 141,000.00                | 23,118.01                 | 117,881.99           | 16.40          |
| TOTAL REVENUES                                        |                                    | 141,000.00                    | 141,000.00                | 23,118.01                 | 117,881.99           | 16.40          |
| Expenditures                                          |                                    |                               |                           |                           |                      |                |
| Dept 449 - ROAD COMMISSION/STREET DEPT (ACT 51)       |                                    |                               |                           |                           |                      |                |
| 203-449-971.000                                       | STREET CONSTRUCTION                | 100,000.00                    | 100,000.00                | 3,446.50                  | 96,553.50            | 3.45           |
| Total Dept 449 - ROAD COMMISSION/STREET DEPT (ACT 51) |                                    | 100,000.00                    | 100,000.00                | 3,446.50                  | 96,553.50            | 3.45           |
| Dept 451 - NON-WINTER                                 |                                    |                               |                           |                           |                      |                |
| 203-451-703.005                                       | SALARY - NON-WINTER MAINTENANCE    | 6,000.00                      | 6,000.00                  | 5,299.43                  | 700.57               | 88.32          |
| 203-451-703.008                                       | SALARY - NON-WINTER O/T MAINT      | 1,000.00                      | 1,000.00                  | 320.38                    | 679.62               | 32.04          |
| 203-451-715.000                                       | CITY FICA EXPENSE                  | 536.00                        | 536.00                    | 429.91                    | 106.09               | 80.21          |
| 203-451-719.000                                       | CITY SUTA MESC EXPENSE             | 25.00                         | 25.00                     | 0.00                      | 25.00                | 0.00           |
| 203-451-726.001                                       | SUPPLIES & MTLs - NON-WINTER MAINT | 1,000.00                      | 1,000.00                  | 1,550.00                  | (550.00)             | 155.00         |
| 203-451-775.000                                       | TOOLS - NON-WINTER MAINTENANCE     | 400.00                        | 400.00                    | 0.00                      | 400.00               | 0.00           |
| 203-451-776.001                                       | LOCAL CRACK FILL                   | 5,000.00                      | 5,000.00                  | 0.00                      | 5,000.00             | 0.00           |
| Total Dept 451 - NON-WINTER                           |                                    | 13,961.00                     | 13,961.00                 | 7,599.72                  | 6,361.28             | 54.44          |
| Dept 452 - TRAFFIC                                    |                                    |                               |                           |                           |                      |                |
| 203-452-945.000                                       | EQUIPMENT RENTAL                   | 5,000.00                      | 5,000.00                  | 2,302.16                  | 2,697.84             | 46.04          |
| Total Dept 452 - TRAFFIC                              |                                    | 5,000.00                      | 5,000.00                  | 2,302.16                  | 2,697.84             | 46.04          |
| Dept 453 - WINTER                                     |                                    |                               |                           |                           |                      |                |
| 203-453-703.006                                       | SALARY - WINTER MAINTENANCE        | 6,100.00                      | 6,100.00                  | 4,964.58                  | 1,135.42             | 81.39          |
| 203-453-703.009                                       | SALARY - WINTER MAINT O/T          | 3,000.00                      | 3,000.00                  | 1,786.20                  | 1,213.80             | 59.54          |
| 203-453-715.000                                       | CITY FICA EXPENSE                  | 696.00                        | 696.00                    | 516.47                    | 179.53               | 74.21          |
| 203-453-719.000                                       | CITY SUTA MESC EXPENSE             | 25.00                         | 25.00                     | 2.48                      | 22.52                | 9.92           |
| 203-453-726.002                                       | SUPPLIES & MTLs - WINTER MAINT     | 400.00                        | 400.00                    | 362.99                    | 37.01                | 90.75          |
| 203-453-775.001                                       | SMALL TOOLS - WINTER MAINT         | 100.00                        | 100.00                    | 0.00                      | 100.00               | 0.00           |
| 203-453-778.000                                       | SALT - WINTER SIDEWALK             | 750.00                        | 750.00                    | 520.36                    | 229.64               | 69.38          |
| 203-453-778.001                                       | SALT - WINTER MAINTENANCE          | 2,750.00                      | 2,750.00                  | 3,000.90                  | (250.90)             | 109.12         |
| 203-453-945.001                                       | EQUIPMENT RENTAL - WINTER          | 6,500.00                      | 6,500.00                  | 16,199.52                 | (9,699.52)           | 249.22         |
| 203-453-955.001                                       | MISC EXPENSE - WINTER MAINT        | 100.00                        | 100.00                    | 0.00                      | 100.00               | 0.00           |
| Total Dept 453 - WINTER                               |                                    | 20,421.00                     | 20,421.00                 | 27,353.50                 | (6,932.50)           | 133.95         |
| Dept 701 - PLANNING                                   |                                    |                               |                           |                           |                      |                |
| 203-701-810.001                                       | ENGINEERING SERVICES               | 1,000.00                      | 1,000.00                  | 0.00                      | 1,000.00             | 0.00           |
| Total Dept 701 - PLANNING                             |                                    | 1,000.00                      | 1,000.00                  | 0.00                      | 1,000.00             | 0.00           |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON

PERIOD ENDING 05/31/2026

| GL NUMBER                      | DESCRIPTION | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------|-------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 203 - LOCAL STREET        |             |                               |                           |                           |                      |                |
| Expenditures                   |             |                               |                           |                           |                      |                |
| TOTAL EXPENDITURES             |             | 140,382.00                    | 140,382.00                | 40,701.88                 | 99,680.12            | 28.99          |
| Fund 203 - LOCAL STREET:       |             |                               |                           |                           |                      |                |
| TOTAL REVENUES                 |             | 141,000.00                    | 141,000.00                | 23,118.01                 | 117,881.99           | 16.40          |
| TOTAL EXPENDITURES             |             | 140,382.00                    | 140,382.00                | 40,701.88                 | 99,680.12            | 28.99          |
| NET OF REVENUES & EXPENDITURES |             | 618.00                        | 618.00                    | (17,583.87)               | 18,201.87            | 2,845.29       |

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF CLARKSTON

PERIOD ENDING 05/31/2026

| GL NUMBER                                  | DESCRIPTION                         | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>05/31/2026 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------------------|-------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 401 - CAPITAL PROJECT FUND            |                                     |                               |                           |                           |                      |                |
| Revenues                                   |                                     |                               |                           |                           |                      |                |
| Dept 000 - GENERAL                         |                                     |                               |                           |                           |                      |                |
| 401-000-699.101                            | TRANSFER IN FROM GENERAL FUND       | 83,200.00                     | 83,200.00                 | 0.00                      | 83,200.00            | 0.00           |
| Total Dept 000 - GENERAL                   |                                     | 83,200.00                     | 83,200.00                 | 0.00                      | 83,200.00            | 0.00           |
| TOTAL REVENUES                             |                                     | 83,200.00                     | 83,200.00                 | 0.00                      | 83,200.00            | 0.00           |
| Expenditures                               |                                     |                               |                           |                           |                      |                |
| Dept 265 - BUILDING AND GROUNDS            |                                     |                               |                           |                           |                      |                |
| 401-265-805.001                            | PROFESSIONAL & CONTRACTUAL SERVICES | 3,500.00                      | 3,500.00                  | 2,500.00                  | 1,000.00             | 71.43          |
| Total Dept 265 - BUILDING AND GROUNDS      |                                     | 3,500.00                      | 3,500.00                  | 2,500.00                  | 1,000.00             | 71.43          |
| Dept 446 - HIGHWAY, STREETS, BRIDGES       |                                     |                               |                           |                           |                      |                |
| 401-446-817.000                            | TREE PLANTING                       | 5,000.00                      | 5,000.00                  | 0.00                      | 5,000.00             | 0.00           |
| 401-446-819.000                            | STREET SIGNS & POSTS                | 1,000.00                      | 1,000.00                  | 2,489.47                  | (1,489.47)           | 248.95         |
| 401-446-930.007                            | SAFETY CROSSWALK PAINT/TAPE         | 5,200.00                      | 5,200.00                  | 0.00                      | 5,200.00             | 0.00           |
| Total Dept 446 - HIGHWAY, STREETS, BRIDGES |                                     | 11,200.00                     | 11,200.00                 | 2,489.47                  | 8,710.53             | 22.23          |
| Dept 901 - CAPITAL OUTLAY                  |                                     |                               |                           |                           |                      |                |
| 401-901-726.000                            | OFFICE FURNITURE                    | 1,000.00                      | 1,000.00                  | 0.00                      | 1,000.00             | 0.00           |
| 401-901-805.001                            | PROFESSIONAL & CONTRACTUAL SERVICES | 60,000.00                     | 60,000.00                 | 12,090.00                 | 47,910.00            | 20.15          |
| 401-901-930.014                            | SECURITY SYSTEMS AND CAMERA         | 5,000.00                      | 5,000.00                  | 0.00                      | 5,000.00             | 0.00           |
| 401-901-930.015                            | ELECTRONIC SPEED CONTROL & MAINT.   | 2,500.00                      | 2,500.00                  | 0.00                      | 2,500.00             | 0.00           |
| Total Dept 901 - CAPITAL OUTLAY            |                                     | 68,500.00                     | 68,500.00                 | 12,090.00                 | 56,410.00            | 17.65          |
| TOTAL EXPENDITURES                         |                                     | 83,200.00                     | 83,200.00                 | 17,079.47                 | 66,120.53            | 20.53          |
| Fund 401 - CAPITAL PROJECT FUND:           |                                     |                               |                           |                           |                      |                |
| TOTAL REVENUES                             |                                     | 83,200.00                     | 83,200.00                 | 0.00                      | 83,200.00            | 0.00           |
| TOTAL EXPENDITURES                         |                                     | 83,200.00                     | 83,200.00                 | 17,079.47                 | 66,120.53            | 20.53          |
| NET OF REVENUES & EXPENDITURES             |                                     | 0.00                          | 0.00                      | (17,079.47)               | 17,079.47            | 100.00         |
| TOTAL REVENUES - ALL FUNDS                 |                                     |                               |                           |                           |                      |                |
| TOTAL REVENUES - ALL FUNDS                 |                                     | 1,243,868.00                  | 1,243,868.00              | 991,353.29                | 252,514.71           | 79.70          |
| TOTAL EXPENDITURES - ALL FUNDS             |                                     | 1,237,973.00                  | 1,237,973.00              | 921,418.62                | 316,554.38           | 74.43          |
| NET OF REVENUES & EXPENDITURES             |                                     | 5,895.00                      | 5,895.00                  | 69,934.67                 | (64,039.67)          | 1,186.34       |

City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

Resolution - City Planning Services

WHEREAS, for many years, the City of the Village of Clarkston has utilized Carlisle-Wortman Associates (CWA) to provide planning services to the City, and;

WHEREAS, in the May 11th City Council meeting a 3-year renewal of the CWA agreement was presented for approval, but a request was made to first obtain quotes from two other Planning Services providers, and;

WHEREAS, the attached schedule summarizes the three quotes, and;

NOW THEREFORE, BE IT RESOLVED that the City of the Village of Clarkston hereby authorizes the City Manager to renew or initiate a Planning Services agreement with \_\_\_\_\_.

Resolved by \_\_\_\_\_ and supported by \_\_\_\_\_.

| 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  |

☐ Resolution is Adopted

☐ Resolution is Defeated

Angela Guillen, City Clerk

June 22, 2026  
Date

# City of the Village of Clarkston - Comparison of Bids

**Subject: City Planner Services**

| Quote# | Company, Location                          | Quoted Price                                                    |                |                |                    | Specifications / Comments                                  |
|--------|--------------------------------------------|-----------------------------------------------------------------|----------------|----------------|--------------------|------------------------------------------------------------|
|        |                                            | Hourly Fees Range (various levels of planner skills/experience) |                |                | Master Plan Review |                                                            |
|        |                                            | 2026                                                            | 2027           | 2028           |                    |                                                            |
| 1      | Carlisle Wortman Associates, Ann Arbor, MI | \$95 to \$165                                                   | \$100 to \$172 | \$105 to \$179 | Hourly billing     | Provide Hourly fees for Planning Services and Consultation |
| 2      | OHM Detroit, MI                            | \$85 to \$193                                                   | \$88 to \$200  | \$91 to \$207  | \$2,800.00         |                                                            |
| 3      | Giffels Webster * Detroit, MI              | \$85 to \$165                                                   | \$85 to \$165  | \$85 to \$165  | \$1,560.00         |                                                            |

June 16, 2026

\* Current fees held through 2028, the a \$5/hr increase



**Carlisle | Wortman**  
ASSOCIATES, INC.

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

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**AGREEMENT FOR CONSULTING SERVICES**

**THIS AGREEMENT**, Entered into this \_\_\_\_ day of \_\_\_\_\_, by **The City of the Village** hereinafter referred to as the "Client" and **Carlisle | Wortman Associates, Inc.** hereinafter referred to as the "Consultant."

**WHEREAS**, The Client desires to engage the Consultant to provide assistance in planning, plan review, and zoning compliance review services.

**NOW, THEREFORE**, In consideration of the foregoing, and of the mutual agreement set forth below, the parties agree for themselves and their respective successors and assigns as follows:

**SECTION 1.0**

**PLANNING AND ZONING SERVICES**

The Consultant for its part agrees to provide planning, plan review, and zoning compliance consulting services in accordance with a Scope of Work as requested by the Client.

**SECTION 2.0**

**COLLECTION OF DATA**

The Client will cooperate with the Consultant in the collection of basic data and other information for the above work, including the transmittal of base maps in GIS or AutoCAD files, if available.

**SECTION 3.0**

**PAYMENT FOR SERVICES**

- 3.1** For Planning and Zoning Services requested by the Client the Consultant shall be paid in accordance with the hourly rates depicted in **Attachment I**.
- 3.2** **Terms of Payment** - The Consultant shall present the Client with an itemized invoice each month based on work performed in the previous month. Invoices shall be paid within thirty (30) days after receipt by the Client.

**SECTION 4.0**

**REPRESENTATION**

**Benjamin Carlisle** will represent the Consultant and **Jonathan Smith** will represent the Client in all matters pertaining to this Agreement. From time to time, the Consultant may use additional personnel within the firm or sub-consultants to assist in the execution of matters pertaining to this Agreement.

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*  
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*  
Paul Montagno, *Principal*, Megan Masson-Minock, *Principal*, Laura Kreps, *Principal*  
Richard K. Carlisle, *Past President/Senior Principal*

**SECTION 5.0****OWNERSHIP OF MATERIALS**

- 5.1** Any work product, materials, and documents produced by the Consultant pursuant to this Agreement shall be and remain property of Client and shall not be made subject to any copyright unless authorized by Client. the Consultant hereby assigns to Client the copyright to all works prepared, developed, or created pursuant to the services outlined in this Agreement, including the rights to: (1) reproduce the work; (2) prepare derivative works; (3) distribute copies to the public by sale, rental, lease, or lending; (4) perform the works publicly; and (5) to display the work publicly. the Consultant waives its right to claim authorship of the works, to prevent its name from being used in connection with the works, and to prevent distortion of the works.
- 5.2** The Consultant will be provided with a copy of the Client's Freedom of Information Act ("FOIA") policy. Client is responsible for responses to FOIA requests, and the Consultant shall not directly respond to any third parties regarding any received FOIA requests. Upon receipt of a FOIA request, the Consultant shall immediately give that request to the Client Clerk. the Consultant shall provide specific information requested by Client for response to the FOIA request by the date and time requested by the Client Clerk or in a specific format if so requested by the Client Clerk.
- 5.3** If the Consultant receives a claim for damages, a summons or complaint, a subpoena or other document concerning a request for money damages, a threat of a lawsuit, or any court action proceeding, the Consultant shall immediately hand deliver these documents to the Client Clerk.
- 5.4** In the event of litigation, Client acknowledges that the Consultant can only produce information or materials requested at any point in the litigation process with authorization from the Client Attorney or designated Legal Counsel. Client agrees to defend the Consultant against any and all claims when the Consultant is operating under the direction of the Client Attorney, or other designated Legal Counsel, regarding such matters.

**SECTION 6.0****INSURANCE AND LIMITATION OF LIABILITY**

- 6.1** During the term of this Agreement, the Consultant agrees to procure and maintain in effect insurance policies naming the Client as an "Additional Insured" in the amounts and with the types of coverage shown below:
1. Professional liability insurance protecting the Consultant and its employees in an amount not less than \$2,000,000.
  2. Workers Compensation Insurance in the form and amount required by Michigan law.
  3. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.
- 6.2** The Client and the Consultant shall have no liability to each other for any claim relating to this Agreement in excess of the fees and expenses paid to the Consultant except pursuant to indemnification obligations concerning third party claims under Section 7.0. In no event shall the Client and the Consultant be liable to each other for indirect, special, incidental, or consequential

damages, even if the Client and the Consultant have been advised of the possibility of such damages. Except as otherwise specifically provided in this Agreement, neither party's liability to the other party under this Agreement shall exceed the total amounts paid or payable by the Client under this agreement.

## **SECTION 7.0**

## **INDEMNIFICATION**

The Consultant shall not be liable to the Client for any loss incurred by third parties in the performance of services hereunder unless caused by the Consultant's willful misconduct or negligence. To the extent permitted by law, the Client agrees to indemnify and defend the Consultant from and against any damages, claims or suits by third parties against the Consultant arising from the performance of the Consultant's services hereunder unless caused by the Consultant's willful misconduct or negligence.

## **SECTION 8.0**

## **GENERAL PROVISIONS**

- 8.1** The Exhibits attached to and referenced in this Agreement are incorporated into this Agreement by reference and expressly made an integral and component part of this Agreement for all purposes and shall be binding upon the Parties. References to any Exhibit in this Agreement shall be deemed to include this reference and incorporation.
- 8.2** Any notice under this Agreement shall be addressed and directed to the representatives of the Parties identified in Section 4.0.
- 8.3** The headings contained in this Agreement are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.
- 8.4** This Agreement is intended solely for the mutual benefit of the Parties hereto, and there is no intention, expressed or otherwise, to create any rights or interest for any party or person other than the Parties.
- 8.5** The Consultant shall perform the services under this Agreement as an independent contractor and shall not be deemed by virtue of this Agreement to have entered into any partnership, joint venture, employer/employee or other relationship with Client other than as a contracting party and independent contractor. Employees of the Consultant shall not be deemed to be employees of Client for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose.
- 8.6** The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. the Consultant will take affirmative action to ensure applicants are employed, and employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- 8.7** Nothing in this Agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to Client, its officials, employees, contractors, agents, volunteers, or any other person acting on behalf of Client and, in particular, governmental immunity afforded or available pursuant to the Michigan Governmental Immunity Act, MCL 691.1401, *et. seq.*
- 8.8** This Agreement constitutes the entire agreement between the Parties, and all prior discussion, agreements and understandings, whether verbal or in writing, are merged into this Agreement.
- 8.9** If any section, subsection, clause, phrase or portion of this Agreement is for any reason held invalid, unlawful, or unconstitutional by any court of competent jurisdiction, that portion shall be considered a separate, distinct and independent portion of this Agreement, and the remaining portions of this Agreement shall remain in full force and effect.

**SECTION 9.0****TERMS OF AGREEMENT**

The term of this Agreement shall be for a period from April 1 , 2025 through March 31, 2028 unless mutually extended.

This Agreement may be terminated by either the Client or Consultant individually or jointly upon sixty (60) days written notice. Compensation during the notice period will be paid by the Client to the Consultant if services are faithfully rendered to the Client.

**IN WITNESS WHEREOF**, the Consultant and the Client execute this Agreement as of the date first set forth in this Agreement.

**WITNESS****CLIENT**


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**Sue Wylie**  
Mayor  
The City of the Village of Clarkston

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**Jonathan Smith**  
Manager  
The City of the Village of Clarkston

**WITNESS****CONSULTANT**


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**Benjamin Carlisle , AICP**  
President  
Carlisle/Wortman Associates, Inc.

**ATTACHMENT I  
FEES**

**PLANNING AND ZONING SERVICES**

**A. Hourly Rate Schedule**

All Planning and Zoning work will be performed on an hourly basis in accordance with the rate schedule shown below. Such work shall include but is not limited to the following:

- ❖ Telephone/email consultation with Client staff.
- ❖ Development review including site plan, rezonings, and special use analysis.
- ❖ Zoning consultation including text amendments.
- ❖ Meeting attendance for City Council, Planning Commission, Zoning Board of Appeals, and development related meetings.
- ❖ Keeping City Officials informed about changes in State planning and zoning enabling legislation, grant programs, and latest planning issues.
- ❖ Minor ordinance amendments and studies.

| <b>Project Team</b>         | <b>2026 Rate</b> | <b>2027 Rate</b> | <b>2028 Rate</b> |
|-----------------------------|------------------|------------------|------------------|
| President                   | \$165.00         | \$172.00         | \$179.00         |
| Principal                   | \$160.00         | \$166.00         | \$173.00         |
| Senior Associate            | \$145.00         | \$150.00         | \$156.00         |
| Associate Planner           | \$135.00         | \$140.00         | \$146.00         |
| Community Planner/Landscape | \$125.00         | \$130.00         | \$135.00         |
| Graphics (GIS) Technician   | \$110.00         | \$115.00         | \$120.00         |
| Support Staff               | \$95.00          | \$100.00         | \$105.00         |

**B. Major Studies and Amendments**

From time to time, the Client may request more in-depth studies, amendments, etc. In such cases, the Consultant will bill time based on current hourly rates or provide the Client with a written not-to-exceed cost proposal, if requested.

May 21, 2026

Mr. Jonathan Smith  
City Manager  
City of the Village of Clarkston  
375 Depot Road  
Clarkston, MI 48346

**Re: City of the Village of Clarkston As-Needed Planning Services**

At OHM Advisors, our PLACE Studio is grounded in the belief that planning is most effective when it advances communities in meaningful, lasting ways. Our team integrates planning, urban design, economic development, and public engagement to help communities move from vision to implementation. We bring a collaborative, multidisciplinary approach that aligns land use, infrastructure, and community priorities into cohesive strategies that support growth, resilience, and quality of life.

We are pleased to provide an overview of our core planning services. These services reflect our experience supporting municipalities across Michigan where we deliver responsive, technically sound, and community-focused outcomes that help local governments navigate both day-to-day development and long-range planning initiatives.

OHM Advisors will bring the following expertise and services to the City of the Village of Clarkston:

- **Development Review & On-Call Planning Services**

Our team provides comprehensive development review services, often serving as an extension of municipal staff to support daily planning operations. This includes site plan review, special land uses, rezonings, planned unit developments (PUDs), and variance requests. We evaluate applications for compliance with zoning standards, design quality, and alignment with community goals. Our team is comfortable leading the preparation of staff reports, attending Planning Commission and Zoning Board of Appeals meetings, coordinating with applicants, and supporting day-to-day zoning administration. We are committed to timely, clear, and solution-oriented feedback that helps applicants move forward while ensuring decisions are well-supported and consistent.

- **Community Master Planning**

OHM Advisors' master planning services establish a long-range vision for the community, grounded in data, public input, and local priorities. We prepare plans that address land use, housing, economic development, transportation, infrastructure, and environmental sustainability in an integrated framework. Each plan is implementation-focused and provides clear action steps, policy direction, and decision-making tools that guide future development and public investment. We place strong emphasis on community engagement and ensure that the final product reflects a shared and actionable vision.

- **Zoning Ordinances & Development Regulations**

OHM's team of planners are experienced in crafting modern, user-friendly zoning ordinances that translate community vision into enforceable regulations. Our work includes full ordinance rewrites, targeted amendments, and the creation of specialized tools such as form-based standards, overlay districts, and mixed-use regulations. We focus on clarity, flexibility, and alignment with best practices—ensuring ordinances are easy to administer while promoting high-quality development outcomes. Our team also supports ongoing zoning interpretation to ensure consistent application.

- **Downtown & Urban Design**

OHM Advisors' PLACE Studio specializes in targeted planning efforts focused on downtowns, corridors, and key redevelopment areas, combining market insights, land use strategy, design guidance, and placemaking to create vibrant communities. Our experience working in downtowns around Michigan and the Midwest allows us to craft strategies that support small businesses, redevelopment, and meaningful public realm improvements while reinforcing community identity and economic vitality. Integrated throughout this work, our urban design approach ensures that plans translate into high-quality physical outcomes through the development of design guidelines, streetscape concepts, and visualizations that



clearly illustrate implementation. This holistic approach helps communities not only plan effectively, but also create memorable, functional, and people-centered spaces.

- **Public Engagement & Facilitation**

Successful planning is rooted in meaningful public involvement. OHM Advisors is experienced in designing and facilitating engagement processes that are inclusive, transparent, and tailored to each community. Our tools include workshops, charrettes, stakeholder interviews, surveys, interactive mapping, and website creation, as well as marketing and branding for downtown districts. We translate community input into actionable recommendations, ensuring that plans are not only technically sound but also broadly supported.

- **GIS, Data Analysis & Mapping**

We leverage GIS and data-driven analysis to support informed decision-making. Our services include existing conditions analysis, spatial modeling, interactive mapping tools, and clear, visually compelling maps that communicate complex information in an accessible way. This strengthens both internal decision-making and public understanding of planning initiatives.

Our qualified team will be highly responsive and can provide plan review services, support the administration of the zoning ordinance, engage with stakeholders, attend Planning Commission, Board of Zoning Appeals, and City Council meetings, and provide ongoing planning and zoning assistance. OHM Advisors' PLACE Studio is committed to delivering planning services that are collaborative, practical, and outcome driven. Our experience across a wide range of communities allows us to tailor our approach to each client's needs, whether supporting daily operations or leading transformative planning initiatives. Through thoughtful planning, clear communication, and a focus on implementation, we help communities advance their goals and create lasting impact.

#### **Hourly Rates and Compensation**

OHM's hour rates vary based on the level of the staff assigned to planning services with the City of the Village of Clarkston. We would look to be as efficient as possible with our services and are open to negotiating reasonable adjustments to these rates based on your available budget. Rates for OHM Advisors' planning staff are listed below:

| Staff Level         | Hourly Rate |
|---------------------|-------------|
| Planner V           | \$193       |
| Planner IV          | \$182       |
| Planner III         | \$167       |
| Planner II          | \$141       |
| Planner I           | \$120       |
| Planner Aide/Intern | \$85        |

A more comprehensive hourly rate table for OHM Advisors' full breakdown of staff can be provided if needed. OHM Advisors is a full-service engineering, architecture, and planning firm and can provide additional services to the City of the Village of Clarkston if needed.

We appreciate the opportunity to partner with you and look forward to supporting your planning efforts.

Sincerely,

Eric Dryer, AICP  
Principal in Charge, OHM Advisors

Cc: Alex Hritcu, AICP – Senior Planner and Project Manager

## Jonathan Smith

---

**From:** Eric Dryer <Eric.Dryer@ohm-advisors.com>  
**Sent:** Wednesday, June 3, 2026 2:03 PM  
**To:** Jonathan Smith  
**Cc:** Alex Hritcu  
**Subject:** RE: Clarkston Planning Services

Hi Jonathan,

We're happy to provide answers to the questions you posed below.

- Historically, hourly rates for OHM staff have increased, on average, 3.5% over the last three years. Additionally, we are able to create custom rate schedules that may align better with your budget.
- To review the finished Master Plan document and provide comments, we would expect this to cost about \$2,800 total. This would include a thorough review of all content in the Plan, the documentation of the edits needed, and suggestions on how to update grammar, graphics, data analysis, and anything else flagged.

I hope this helps! Please feel free to reach out with any more questions.

**ERIC DRYER | OHM Advisors®**  
PRINCIPAL

D (313) 481-1256 | M (810) 730-5010 | O (313) 481-1250

OHM-Advisors.com

---

**From:** Jonathan Smith <smithj@villageofclarkston.org>  
**Sent:** Tuesday, June 2, 2026 11:38 AM  
**To:** Eric Dryer <Eric.Dryer@ohm-advisors.com>  
**Cc:** Alex Hritcu <alex.hritcu@ohm-advisors.com>  
**Subject:** RE: Clarkston Planning Services

You don't often get email from [smithj@villageofclarkston.org](mailto:smithj@villageofclarkston.org). [Learn why this is important](#)

**This Message originated outside your organization.**

---

Good Morning Eric,

In last night's Planning Commission meeting where we reviewed the OHM proposal, two questions came up:

1. Is it possible to provide a 3-year forecast for the hourly rates shown on page 2?
2. The Commission is working on updating the City's Master Plan, approximately 100 pages long. Could you estimate the cost for a planner to review the finish product for any needed changes or additions? Assume no other involvement in the document preparation or assistance with the Public Input sessions.

Your assistance in answering these questions is greatly appreciated!

# Proposal to The City of the Village of Clarkston

for Municipal Planning Services



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May 21, 2026

Jonathan Smith, City Manager  
375 Depot Rd  
Clarkston, MI 48346

RE: Proposal to the City of the Village of Clarkston for Municipal Planning Services

Dear Mr. Smith:

Thank you for contacting us. We understand that you are seeking professional planning services from a qualified firm to help the City of the Village of Clarkston navigate development reviews and offer planning and zoning assistance to the Planning Commission and City Council. Our team of experienced planners at Giffels Webster has the knowledge and skills needed to deliver straightforward guidance and offer professional administrative support.

Our team engages in a full range of planning and zoning services as demonstrated in this scope of services, especially in small village settings. We are specialists in facilitating community conversations and building consensus to achieve development outcomes tailored to each community's unique needs. We are experts in planning and zoning education, believing that to make the best planning decisions, local officials need ongoing training and support. Our breadth of experience includes master planning, zoning ordinances, administrative planning services, community engagement, development reviews, and assistance with other plans, ordinances, and funding resources, that help advance community development goals. We are strong listeners and understand that communication and teamwork are key components of public service. Additionally, we have great working relationships with our planning colleagues at Main Street Oakland County and the MEDC's; we are frequently called upon to be technical service providers and look to these partners for additional funding that may be needed at the community level.

We provide consistent team coverage for our client communities. Our firm Partner Jill Bahm, AICP, will be Partner-in-Charge, with Andy Aamodt, Senior Planner, as the Main Point-of-Contact and Project Manager, and Ava Miller, Staff Planner supporting these efforts. The City will see our team often, and we always have at least two people familiar with projects and activities. Andy will be the lead for meeting attendance, which may include, but is not limited to City Council, Planning Commission and Zoning Board of Appeals meetings with support from Ava and Jill as needed. This team has extensive experience working for a variety of communities, including ongoing work in the City of Clawson, Village of Milford, and recently adopted master plan for the City of Belleville. Our team specializes in small town planning and we are frequently recognized for our work by the American Planning Association's Small Town and Rural Planning Division. As necessary, we may collaborate with other members of the Giffels Webster professional family, including civil engineers, traffic engineers, surveyors, and landscape architects.

We look forward to working with the City of the Village of Clarkston to advance planning and zoning efforts and meet the city's long-term goals. We have included a detailed overview of our firm's approach within this scope of services. We look forward to speaking to you and your team.

Sincerely,

A handwritten signature in black ink that reads "Jill S. Bahm".

Jill Bahm, AICP  
Partner  
248.852.3100  
jbahm@giffelswebster.com

# Firm Overview and Qualifications



**Firm Name**

Giffels-Webster Engineers, Inc. dba Giffels Webster

**Managing Office**

Oakland County  
1025 E. Maple Road, Suite 100  
Birmingham, MI 48009

**Contact Information**

t. 248.852.3100  
f. 313.962.5068  
[www.giffelswebster.com](http://www.giffelswebster.com)

**Other Offices**

Macomb County  
6303 26 Mile Road, Suite 100  
Washington Twp., MI 48094

Detroit Headquarters  
28 W. Adams, Suite 1200  
Detroit, MI 48226

**Tax ID**

38-1621448

**Authorized Negotiators**

Jill Bahm, AICP, Partner

**Primary Contact**

Andy Aamodt, Senior Planner  
[aaamodt@giffelswebster.com](mailto:aaamodt@giffelswebster.com)  
248.852.3100



## QUICK FACTS

### Founded

1952

Incorporated 1960

### Markets

Public Works  
Transportation  
Urban Redevelopment  
Parks/Trails  
ADA Compliance  
Federal  
Planning  
Healthcare  
Education  
Retail  
Office/Industrial  
Facilities Management

### \*Professional Staff

Administrative - 20  
Civil Engineers - 44  
Construction Inspectors - 8  
GIS Specialists - 2  
Land Surveyors - 17  
Landscape Architects - 5  
Partners - 13  
Planners - 10  
Senior Project Managers - 1  
Traffic Engineers - 1

**TOTAL 107 EMPLOYEES**

\*Giffels Webster has 13 Partners included in the employee counts above.

Giffels Webster is a multi-disciplinary consulting firm specializing in planning, civil engineering, traffic engineering, land surveying, GIS, and landscape architecture. For over 70 years, we have been fortunate to provide professional support to local communities in Southeast Michigan.

Our community planning services include master plans, park and recreation plans, national and state park general management plans, downtown development plans, corridor studies, and tax increment financing plans. Our municipal code portfolio includes zoning and form-based codes, sign ordinances, wireless facilities regulations, and code formatting. We also offer assistance with development reviews, including site plans, special land uses, variances, and rezonings. Working with planning commissions and other public bodies, our aim is to facilitate productive discussions that result in broad consensus.

To supplement these community planning services, Giffels Webster employs two proprietary products: Clearzoning® and NextSteps for Downtown® to achieve results.

Clearzoning is an industry-leading tool for developing clear and user friendly zoning ordinances, while NextSteps for Downtown is an interactive toolkit for assessing and invigorating downtown vitality. In addition, our team customizes interactive and engaging online tools that enable residents, businesses and other interested stakeholders to provide meaningful input into the planning process.

Together, these services and tools reflect Giffels Webster's long-standing commitment to helping communities plan with clarity and collaboration. By combining technical expertise, innovative proprietary products, and inclusive public engagement strategies, we support communities in making informed decisions that align with their unique goals and values.

## Tree Removal Permits

### Common Questions

#### What type of protective fencing is required?

Protective fencing shall consist of either 1) orange construction fencing, or 2) soil erosion fencing with the top of the wooden stakes painted orange to distinguish this fencing from soil erosion fencing.  
Fencing must be maintained throughout the entire construction process. The installation of protective fencing will be inspected by either the Building Department or the Township Engineer.

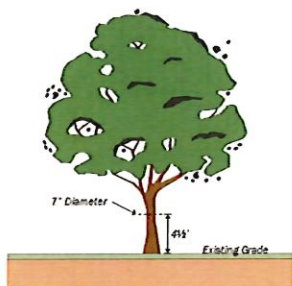
#### Can I seek a variance from the Tree and Woodland Preservation Ordinance?

Yes. The Zoning Board of Appeals may grant variances from the provisions of the Ordinance when undue hardship may result from strict compliance.  
Refer to the Tree and Woodland Preservation Ordinance for variance review standards and the Zoning Board of Appeals Procedures for application requirements.

#### How do I know if a tree is regulated?

The Shelby Township Tree and Woodland Preservation Ordinance regulates trees located within woodland areas. Refer to the Ordinance for complete definition of a woodland.

When located outside of woodland areas, regulated trees are those that are seven (7) inches or greater in diameter measured at 4.5 feet above the existing grade (A.E.G.).



#### What are the penalties for violation?

Violation of the Shelby Township Tree and Woodland Preservation Ordinance is a misdemeanor and punishable according to State Law.

#### Is there an appeal process?

Any person aggrieved by the grant or denial of a tree removal permit may request an appeal of the decision to the Township Board at the next regularly scheduled Township Board meeting following the original action.  
The Township Board may act on the appeal at the meeting where it is brought. The Board shall act on the appeal no later than the next regularly scheduled Township Board meeting following the appeal.

#### Who do I contact if I have more questions?

Contact the Shelby Township Planning and Zoning Department at:  
Phone: (586) 726-7243  
Email: [planning@shelbytwp.org](mailto:planning@shelbytwp.org)  
Address: 52700 Van Dyke  
Shelby Township, MI 48316

## Tree Removal Permits

### Development Projects — Township Board Approval

#### What is the process for tree removal permits for development projects?

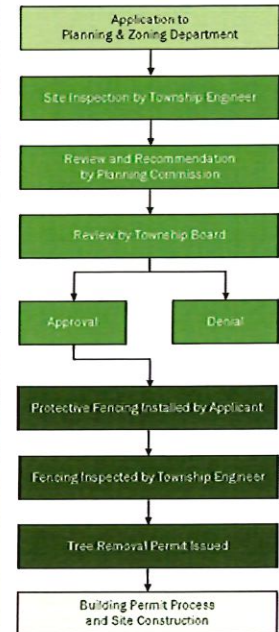
Tree permits are processed as part of the site plan and subdivision plat review process; a separate application is not required.  
Tree permits are approved by the Township Board upon recommendation by the Planning Commission and after final site plan approval.

#### What is required for a tree removal permit for a development project?

The following material must be submitted with a complete site plan or subdivision plat application package (refer to Site Plan and Subdivision Procedures for required number of copies):

- ☐ One of the following:
  - Original notarized Affidavit of No Regulated Trees
  - OR —
  - Tree inventory containing all information required by the Shelby Township Tree and Woodland Preservation Ordinance
  - OR —
  - Sketch plan and written request for waiver of tree inventory requirement

Refer to the Shelby Township Tree and Woodland Preservation Ordinance for complete definitions, standards, and requirements regarding tree removal permits.



## Development Procedures

### Service Overview

Clear, user friendly, readily accessible development review procedures and forms can serve as an economic development tool and give your community a competitive advantage. Giffels Webster will work with you to tailor development procedures and forms that will fit your community's codes and processes — making this information available to the public 24 hours a day.

Giffels Webster believes that a clear, concise, predictable review process is essential for every community. A procedures manual that outlines the site plan review process and includes:

- Contact information for staff
- Meeting dates
- Timeline for review/Workflow chart
- Checklist of required items
- List of Frequently Asked Questions
- Regulations appropriate for type of development
- Application forms (with online capability)
- A guide that facilitates efficient communication between staff/consultants/outside agencies

### AWARD RECIPIENT

Giffels Webster procedures manuals and guidebooks have twice been honored by the Michigan Association of Planning: the City of Detroit's Development Manual (2000) and the City of Novi's Development Review Guidebook (1998).



## Development Review

### Service Overview

Giffels Webster provides development review services to numerous municipalities. The cost of this service can be passed on to the applicant by the municipality. The community receives quality, expert advice with its interests as the top priority, while maintaining a development friendly process that provides clear and consistent information to the development community. The experienced staff at Giffels Webster understands the importance of the site plan review process to a community—both big picture items and the details. It is also helpful to the development community to understand everything that a community requires up front (before a public review meeting). When a new site plan is submitted, we will review the plan and provide both the community and applicant with a complete evaluation of the following:

- Building Placement & Architectural Character
- Landscaping & Screening
- Lighting Fixtures
- Photometric Plan
- Pedestrian Circulation
- Parking Circulation
- Driveway Access and Spacing
- Need for Driveway Improvements
- Sight Obstructions
- Number of Parking Spaces
- Connectivity
- ADA Parking Requirements
- Sign Placement & Character
- Truck and Emergency Vehicle Access & Circulation
- Transit Implications



## Engaging Community Partners

### Service Overview

Giffels Webster has years of experience facilitating public participation techniques that will engage the public, stimulate their involvement, build consensus, then mobilize the partners with a shared vision for the future of the community. We can also assist communities with the development of a public input plan that maps out strategies and benchmarks for public input across a wide spectrum of community goals and objectives.

Any successful plan must be solidly based upon a community's vision for the future. Such plans must also engage community partners, then mobilize them into action.

#### Participant Process:

- Planning Fairs
- Focus Groups
- Websites
- Internet Surveys
- Open Houses
- Visioning Sessions
- Charrettes
- Consensus Workshops
- Issues & Solutions Workshops
- Picture This! Photo Exhibits
- Social Networking Sites



## Client

Village of Milford

## Services

Planning

## Contact Information

Christian Wuerth  
Village Manager  
1100 Atlantic Street  
Milford, MI 48381  
248.684.1515

# Village of Milford Clearzoning Ordinance

Village of Milford, MI

## Overview

The Village of Milford, Michigan undertook an initiative to modernize and improve the usability of its zoning ordinance. Over time, the ordinance had become difficult for residents, business owners, developers, and staff to interpret due to complex language and an outdated organizational structure. To address this, the Village implemented the Clearzoning format, a modern approach designed to present zoning regulations in a clear, organized, and user-friendly way. This update enhanced how zoning information was communicated and accessed, supporting more efficient planning and development processes.

## Problem

The Village's existing zoning ordinance had gradually become challenging to navigate and understand. The document contained complex regulatory language, inconsistent formatting, and an organizational structure that made it difficult for users to locate relevant information. As a result, residents, business owners, developers, and staff often faced confusion when interpreting standards, definitions, and procedures. This lack of clarity could slow development review processes and create uncertainty regarding how regulations should be applied.

## Solution

To resolve these issues, the Village's zoning ordinance was reformatted using the Clearzoning system. This approach reorganized and simplified regulations through improved structure, plain language, and visual tools such as tables, hyperlinks, and graphics that made information easier to find and understand. Definitions, standards, and procedures were also streamlined to ensure consistency and alignment with the Village's master plan.



*Before 2015 Master Plan*



*After 2015 Master Plan*

## Client

City of Clawson

## Services

Planning

## Completion Date

Master Plan 2015  
Zoning 2018  
Development Approved 2019

## Contact Information

Nik Stepnitz  
Director of Community and  
Economic Development  
248.435.4500 ext. 115

# Clawson Downtown Master Plan, Zoning, and Development Review Services

Clawson, Michigan

## Overview

Giffels Webster has had a long relationship with the City of Clawson, beginning in 2014 with the kickoff of the American Planning Association award winning 2015 Downtown Clawson Master Plan. This plan established a vision for how Clawson could add mixed use development as infill, providing guidance for building form and maintaining street level vitality while permitting residential to join the mix of uses downtown. Following adoption, Giffels Webster developed regulations for three downtown districts that brought the vision into the city's regulatory framework.

## Problem

Downtown Clawson had limited space for redevelopment, and outdated regulations made it difficult to support mixed use infill and active street level uses. As a result, sites were not used as efficiently as they could have been.

## Solution

Giffels Webster developed new regulations and design standards for downtown districts to guide redevelopment. These standards made it possible for a project to follow the master plan without additional approvals, resulting in a three story mixed use building and bringing new vitality to downtown Clawson.

## Project Team

## Our Team

**Andy Aamodt, Senior Planner**, will serve as the primary point of contact and lead planner for the City, providing day-to-day coordination, development review, and direct support to City staff and boards. Andy brings over eight years of experience in municipal planning, zoning, and economic development, ensuring responsive service and well-informed technical recommendations.

He will be supported by **Jill Bahm, AICP, Partner** at Giffels Webster, who provides senior-level oversight, quality assurance, and strategic guidance drawing on her extensive leadership in municipal planning, zoning, and professional practice.

Additional planning support will be provided by **Ava Miller, Staff Planner**, who contributes research, data analysis, and project support, strengthening the team's capacity for timely and thorough deliverables.

Our team offers a collaborative, responsive approach that combines technical expertise, policy insight, and strong communication to effectively meet the City's ongoing and as-needed planning needs.



giffels  
webster

A responsive, experienced, and collaborative planning team delivering clear, practical municipal solutions through strong technical knowledge, effective communication, and a commitment to implementation and community goals.



## PRIMARY CONTACT/LEAD PLANNER

### Andy Aamodt Senior Planner

Andy Aamodt is a Senior Planner at Giffels Webster with over eight years of experience specializing in community planning, where he worked as a planner and zoning coordinator for multiple communities in Southeast Michigan. In those roles, he organized master plan and zoning ordinance updates. He also managed several site development reviews, including planned unit developments, special land uses, and rezonings.

Andy enjoys analyzing how our built and natural environment is shaped by laws and policies. He embraces the fact that many planning and zoning cases are unique and sometimes challenging. He strives to help improve communities by making development processes and ordinances more readable and efficient.

Andy's experience listed below reflects his background with other organizations and Giffels Webster.

#### YEARS OF EXPERIENCE

8

#### EDUCATION

Master of Urban &  
Regional Planning  
University of Michigan

Bachelor of Arts  
Geography  
Calvin College

#### SPECIAL EXPERTISE

Zoning  
Land Use/Planning  
Development Review  
ArcGIS  
Adobe Illustrator  
Google SketchUp

#### Planning Projects

Master Plan (2026), City of Belleville  
Parks and Recreation Master Plan (2026), City of Belleville  
Master Plan (2025), City of Sterling Heights  
Master Plan Update (2021), City of Ypsilanti  
Non-Motorized Transportation Plan Update (2021), City of Ypsilanti

#### Zoning Projects

Zoning Ordinance Amendments (ongoing), Grand Blanc Township  
Zoning Ordinance and Clearzoning (2025), City of Saginaw  
\*Zoning Ordinance and Clearzoning (2024), East Bay Township  
Zoning Ordinance Updates (2019-2022), City of Ypsilanti  
Draft Zoning Ordinance Workshops and Presentations (2019), City of Flint

#### Ongoing Planning Services

City of Lincoln Park (2024-present)  
City of Clawson (2023-present)  
Grand Blanc Twp. (2023-present)  
City of Ypsilanti (2023-2024)  
City of Sterling Heights (2022-2023)

\*Winner, John Kellar Award for Planning Initiative (APA STaR Division).



## Jill Bahm AICP Partner

Jill Bahm, AICP, has been a partner at Giffels Webster since 2019 and leads the planning, landscape architecture and GIS teams. Jill has worked in both the public and private sector, as a Downtown Development Authority director, and municipal city planner for the City of Birmingham. Jill currently serves on the Michigan Association of Planning's Board of Directors and is the Professional Development Officer. She was one of the co-authors of the American Planning Association's 2014 *Aging in Community Policy Guide*. Jill recently served as an adjunct professor in the graduate urban planning program at Wayne State University and provides local training on planning and zoning issues.

### YEARS OF EXPERIENCE 29

### EDUCATION

Master of Urban  
and Regional Planning  
University of Michigan

Bachelor of Arts in  
Communications | English  
University of Michigan

Form-based Code Institute  
Alumnus

National Charrette Institute  
Core Level Certificate

### CERTIFICATIONS

American Institute of Certified  
Planners  
American Planning Association

Michigan Association of  
Planners

### SPECIAL EXPERTISE

Zoning  
Downtown Development  
Land Use/Planning  
Review Process  
Public Engagement  
Design  
Placemaking  
Training/Education

### Land Use Planning

City of Sterling Heights 2025 Master Plan  
City of Grosse Pointe Woods 2024 Master Plan  
Commerce Township 2023 Master Plan  
Village of Suttons Bay 2023 Master Plan  
City of Sylvan Lake 2023 Master Plan  
City of Lathrup Village 2021 Comprehensive Plan  
City of Madison Heights 2020 Master Plan  
City of Rochester Hills Master Plan 2019 Update  
City of Brighton 2019 Comprehensive Plan (2025  
Update is underway)  
City of Brighton 2019 Capital Improvement Plan  
City of Lathrup Village Capital Improvement Plan (2018  
- present)  
Grand Blanc Township Tech Village Master Plan /  
Framework Study (2016)

### Recreation Planning

City of Brighton Recreation Plan (2025-2029)  
Chesterfield Twp. Recreation Plan (2023-2027)  
City of Lathrup Village Recreation Plan (2021-2025)  
City of Madison Heights Recreation Plan (2021-2025)  
City of White Cloud Recreation Plan (2021-2025)  
Genoa Twp. Recreation Plan (2021-2025),  
Paint Creek Trailways Commission  
Recreation Plan (2020-2024)  
Michigan Natural Resources Trust Fund Grant  
Application Assistance (2018), **White Lake Twp.** (\$1.4M  
Awarded), 2021 **Genoa Township** (\$300,000 Awarded)

### Economic Development

Michigan Main Street Strategic Planning (2025- )  
Village of Sparta Economic Development Strategy  
(2021)  
Clawson DDA Tax Increment Finance Plan (2020)  
City of Laingsburg Pre-Development Services (2020)  
City of Hillsdale Pre-Development Services (2020)  
Meridian Twp. Pre-Development Services (2019)  
Grand Blanc Twp. Tech Village Marketing (2017)  
City of Wixom Economic Development Strategy (2014)  
Ferndale DDA Tax Increment Finance Plan (2012)

### Zoning

Whitewater Township Zoning Amendments (underway)  
Clinton County Zoning Amendments/Clearzoning (2024)  
City of Horace ND Zoning rewrite/Clearzoning (2023)  
Village of Milford Clearzoning/Zoning Audit (2021)  
City of Rochester Hills Zoning Amendments (2018-  
2023)  
Village of Cass City Clearzoning/Zoning Audit (2020)  
City of Clare Zoning Audit, Zoning Amendments, Sign  
Ordinance (2019-2021)  
City of Coldwater Clearzoning/Zoning Audit (2020)  
City of Clawson Zoning Amendments (2016), Audit and  
Clearzoning (2019)  
City of Ann Arbor Sign Ordinance (2019)  
City of Brighton Clearzoning, Zoning Code Update and  
Form-based districts (2017-2020)  
Grand Blanc Township Tech Village Form-Based Code  
(2017)  
City of Ruston LA Zoning Amendments, Form-Based  
Code, and Clearzoning (2012-present)  
City of Flint Zoning Audit (2015)

### Ongoing Planning Services

Chesterfield Township  
City of Bloomfield Hills  
City of Brighton  
City of Clawson  
City of Lathrup Village  
City of Ruston, Louisiana  
City of Sylvan Lake  
Village of Milford



## Ava Miller

### Staff Planner

Ava graduated from Michigan Technological University with her degree in Sustainability Science and Society. Through her research experience and time working at Sterling Heights as a Planning Intern, she developed a passion for community development and engagement. At Sterling Heights, she contributed to a wide range of projects, including in-depth reviews of plans and ordinances from both neighboring and distant communities, as well as the planning, promotion, and execution of numerous community engagement events.

**YEARS OF EXPERIENCE**  
1.5

**EDUCATION**  
Bachelor of Science in  
Sustainability Science and  
Society  
Michigan Technological  
University

#### **Master Plans**

Belleville Master Plan, 2026  
Sterling Heights Master Plan, 2025  
A Blueprint to Zero Food Waste in Southfield, 2024  
A Blueprint to Zero Food Waste: Regional Plan and Five Community Plans (Canton Township, and Cities of Dearborn, Farmington Hills, Livonia, Southfield, Westland), 2025

#### **Clearzoning Ordinance Conversion and Amendments**

Clinton County  
Chesterfield Township  
Bruce Township  
Vassar Township

#### **Ongoing Planning Services**

Chesterfield Township  
City of Belleville

#### **Additional Experience**

Site plan reviews and grant writing  
Researcher, "Understanding the Community Response to Renewable Energy in L'Anse, MI"

# Project Approach and Scope of Work

## Project Approach and Scope of Work

We provide our scope of services in the following pages. We offer two options for your consideration: a retainer with as-needed hourly services option, and an all-hourly services option. In the first option, if additional needs arise, we will work with the City to address services with hourly fees as appropriate.

While our understanding is that we will report to the City Manager, our approach will be to ensure we understand the City's organizational structure, and the best point(s) of contact for our correspondence. Communication between our team and the City is essential.

Note that in either option, we would recommend monthly development review meetings with appropriate staff/consultants to ensure development projects stay on track.



## Retainer with As-Needed Hourly Services - Option 1

Option 1 offers retainer services to the City to provide consistent ongoing planning support with a consistent regular invoice expectation. Our proposed monthly retainer is \$950 per month.

### **Retainer services shall include the following required services:**

1. Attendance at up to one (1) City meeting per month based on activity, which may include meetings of the Planning Commission, City Council, Zoning Board of Appeals, or other boards and commissions as requested by the City. Additional meetings above the one included in the retainer shall be charged hourly.
2. Responding to planning and zoning-related questions from City staff via phone or email. We also recommend, and include, one monthly virtual/remote development team meeting with staff to ensure projects stay on track. We can also provide office hours as needed (for an additional fee).
3. Coordination with other governmental agencies, consultants, and utilities as necessary to support planning and land use matters. As noted above, regular meetings will ensure effective coordination.
4. Our team of experienced planners will offer one training workshop per year on a topic of the city's choosing.

### **Development reviews shall be conducted in relation to the retainer as follows:**

Providing written technical recommendations on site plans, special land use approvals, rezonings, variances, and lot splits, in accordance with the City's Zoning Ordinance and adopted policies. We provide clear direction in our memos and letters so people understand where applications may be deficient and what additional actions may be required. Development review fees will be charged in accordance with the fee schedule attached. If these fees will not be adequately covered by the City's fee schedule, we would recommend the City amend the fee schedule or require pass-through fees or escrows to accommodate this.

### **OUR TEAM BELIEVES**

consistent, reliable planning support is essential to effective municipal operations, and through proactive communication, timely review, and clear technical guidance, we can seamlessly integrate with City staff, support boards and commissions, and ensure development decisions align with adopted plans, ordinances, and community goals while maintaining responsiveness, accountability, and high-quality service delivery throughout the year.



**As-needed services in addition to the noted retainer services may include the following, which will be charged to the City at our hourly rate:**

1. Attendance at meetings beyond the one monthly meeting included in the retainer including both onsite and virtual availability.
2. Participation in pre-application or pre-site plan review meetings with applicants and City staff. These may be in-person or virtual (the latter of which includes a time/cost savings).
3. Drafting amendments to the City's Zoning Ordinance, including associated staff reports and public hearing notices. Our team specializes in zoning ordinance development. From process improvements and the addition of uses and standards to holistic rewrites, we strive to align zoning text with the community's master plan.
4. Assistance with other federal, state, or local planning, housing, or economic development programs.
5. Preparation for and attendance at additional meetings requested and authorized by the City.
6. Providing other professional, technical, analytical, and design services related to planning, land use, and economic development as specifically requested by the City.

### **OUR PLANNING APPROACH**

emphasizes dependable day-to-day assistance, thoughtful problem solving, and a strong understanding of municipal processes. By working closely with City administration, elected and appointed officials, applicants, and residents, our team helps advance projects, address planning challenges, and support informed decision-making. We are committed to providing practical recommendations, consistent follow-through, and planning services that reflect local priorities, strengthen community character, and support the City's long-term vision.



## All-Hourly Services - Option 2

Option 2 offers an all-hourly services approach where all services discussed in Option 1 will be charged hourly at our rates in the fee schedule attached. We foresee most of this work being conducted at senior planner (Andy Aamodt) and staff planner (Ava Miller) rates.

If additional long-term projects arise that may dedicate more time, we will work with the City by providing a cost estimate or additional services request that will estimate hours spent and may include a “not-to-exceed” maximum.

### WE UNDERSTAND THAT

flexibility and responsiveness are critical to meeting evolving municipal needs, and through on-demand expertise, efficient coordination, and clear communication, we provide high-quality support for additional meetings, ordinance updates, development review, and special projects, ensuring the City receives timely, cost-effective, and reliable planning services



## Communication, Responsiveness and Workflow Strategy

Our workflow is designed to ensure that City staff and officials receive professional, timely, and defensible planning advice. We like to consider ourselves as an extension of your staff and prioritize clear communication and a seamless workflow. Our approach includes:

- **Response turnaround:** We understand the importance of meeting statutory and local deadlines. Upon receiving a land development proposal or request for review (e.g., site plans, rezonings, or variances), we initiate an internal intake process to ensure all submittals are consistent with the City's Zoning Ordinance and Master Plan. Then any technical recommendations and reports will be delivered within a mutually agreed-upon timeframe—typically 7–10 business days—following the receipt of a complete application.
- **Official correspondence:** We handle the drafting of public hearing notices and coordination memoranda with other city departments to ensure all procedural requirements are met.
- **Collaborative feedback:** We maintain an “open-door” policy with City staff to answer routine zoning questions via phone or email, preventing minor inquiries from becoming project bottlenecks.

### OUR APPROACH IS

grounded in in clear communication, consistent responsiveness, and an organized workflow, ensuring effective municipal partnerships through open lines of communication, predictable timelines, and coordinated processes that support efficient review and informed decision-making.



# Fee Proposal

# Fee Proposal

| Billing Category                                        | FEE                                                                                                                                   |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Monthly Retainer (Option 1 Only)                        | \$950                                                                                                                                 |
| Service Fees                                            | Fees are for first reviews; additional reviews will be charged at 50% of the original fee                                             |
| Site Plan Reviews                                       |                                                                                                                                       |
| Residential (multi-family)                              | \$875 + \$10/unit                                                                                                                     |
| Non-Residential                                         | \$875 + \$88/acre                                                                                                                     |
| Non-Residential (Public/ Semi Public)                   | \$875 + \$50/acre                                                                                                                     |
| Special Approval / Conditional Use                      | \$550+ site plan fee                                                                                                                  |
| Rezoning Application Review                             | \$875 + \$88/acre                                                                                                                     |
| Land Division / Consolidation                           | \$165 per each resulting split                                                                                                        |
| Historic District Review                                | \$550                                                                                                                                 |
| Dimensional Variance Review                             |                                                                                                                                       |
| Commercial                                              | \$400 for 1 <sup>st</sup> variance + \$150/additional                                                                                 |
| Residential                                             | \$200 for 1 <sup>st</sup> variance + \$100/additional                                                                                 |
| Use Variance Review                                     | \$850                                                                                                                                 |
| Pre-application Meetings                                | \$350 at Planners' Office or virtual<br>\$600 at City office<br>\$200 additional to review concept plans prior to Pre-App. Conference |
| Any unlisted reviews will be charged on an hourly basis |                                                                                                                                       |
| Hourly Billing Rates                                    |                                                                                                                                       |
| Employee Title                                          | Hourly Rate                                                                                                                           |
| Planning Intern                                         | \$55                                                                                                                                  |
| Staff Planner                                           | \$105                                                                                                                                 |
| Associate Planner                                       | \$115                                                                                                                                 |
| Senior Planner                                          | \$130                                                                                                                                 |
| Principal Planner                                       | \$140                                                                                                                                 |
| Partner                                                 | \$165                                                                                                                                 |
| Partner Emeritus                                        | \$160                                                                                                                                 |
| GIS Analyst                                             | \$85                                                                                                                                  |
| GIS Specialist                                          | \$105                                                                                                                                 |
| Senior GIS Specialist                                   | \$115                                                                                                                                 |
| GIS Manager                                             | \$130                                                                                                                                 |
| Landscape Designer                                      | \$105                                                                                                                                 |
| Senior Landscape Designer                               | \$110                                                                                                                                 |
| Landscape Architect                                     | \$115                                                                                                                                 |
| Senior Landscape Architect                              | \$130                                                                                                                                 |
| Landscape Architect Manager                             | \$140                                                                                                                                 |

## References

## References

Our team has extensive experience serving in an administrative capacity and offering professional services in planning and zoning. We are proud of the diverse range of clientele that we work with including communities of all shapes and sizes with different aspirations and goals. In particular, we have worked with many urban communities that recognize the importance of effective planning and zoning in stimulating economic growth and long-term community resiliency.

The following are examples of similar projects where our staff have provided professional planning and zoning services:

### Village of Milford

Christian Wuerth, City Manager  
p. 248.684.1515  
e. cwuerth@villageofmilford.org

**Role:** Planning Services

**Project Date:** 2019 - present

**Project Description:** Giffels Webster provides planning and zoning services to the Village of Milford. To that end, our team attends all Planning Commission meetings, preparing corresponding reports and packet information related to any applications, amendments, or general discussion items on each agenda. In addition to serving as Village's consultant for planning services, our team has helped the Village with several other planning efforts including a recently completed Master Plan and zoning amendments. Additionally, the Village has a Clearzoning ordinance (see this link: [Clearzoning \(Zoning Ordinance\)](#)).

### City of Grosse Pointe Woods

Susan Como, City Manager  
p. 313.343.2440  
e. scomo@gpwmi.us

**Role:** Planning Services, Master Plan and Clearzoning Ordinance

**Project Date:** 2022 - 2024

**Project Description:** Giffels Webster assisted the City of Grosse Pointe Woods with a Clearzoning transformation of their Zoning Ordinance in 2022 (see this link: [Grosse Pointe Woods Interactive Zoning Map](#)), which we continue to maintain. Following this effort, we helped the City with a Master Plan Update that included community engagement and robust study sessions with the planning commission. This plan was adopted in late 2024.

## City of Clawson

Nik Stepnitz, Assistant City Manager  
 p. 248.435.4500  
 e. nstepnitz@cityofclawson.com

**Role:** Planning Services

**Project Date:** 2019 - present

**Project Description:** Giffels Webster provides planning and zoning services to the City of Clawson. To that end, our team attends all Planning Commission meetings, preparing corresponding reports and packet information related to any applications, amendments, or general discussion items on each agenda. In addition to serving as Clawson's consultant for planning services, our team has helped the City with several other planning efforts including a Zoning Ordinance rewrite, Downtown Master Plan, and Development Guide. In addition, an update to the Downtown Master Plan and the City-Wide Master Plan are both underway.

## City of Lathrup Village

Mike Greene, City Administrator  
 p. 248.557.2600  
 e. mgreene@lathrupvillage.org

**Role:** Planning Services

**Project Date:** 2011 – present

**Project Description:** Giffels Webster has provided planning and zoning services to the City of Lathrup Village for many years. Our team attends all Planning Commission meetings, preparing corresponding reports and packet information related to any applications, amendments, or general discussion items on each agenda. Over the years, our team has helped the City obtain RRC certification as well as with several other planning efforts including a Clearzoning transformation (2011) and Comprehensive Plans (Master Plan, Recreation Plan, Downtown Plan in 2015, 2020). An updated Comprehensive Plan is currently underway.

## City of Sterling Heights

Jake Parcell, City Planner/City Development Manager

p. 586.446.2352

e. [jparcell@sterlingheights.gov](mailto:jparcell@sterlingheights.gov)

**Role:** Planning Services- Master Plan (2025) and Zoning Rewrite (ongoing)

**Project Date:** 2022 – Present

**Project Description:** While the City of Sterling Heights experienced a staffing transition, our team served as professional staff to meet the City's planning and zoning needs, including attendance at all planning commission meetings, as well as assistance with staff reports for development review applications, ordinance reviews, and supporting the staff transition. Although this particular role has ended, our work with the City continues as were the project consultant for their 2025 Master Plan update, guiding the City's development policy and future vision for the next 10-20 years and are currently helping the City navigate a holistic rewrite of their zoning ordinance.

# Appendix



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                            |  |                                                                                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Professional Concepts Insurance Agency, Inc.<br>109 East North St.<br>Brighton MI 48116 |  | <b>CONTACT NAME:</b> Certs@pciaonline.com<br><b>PHONE (A/C, No, Ext):</b> (800) 969-4041 <b>FAX (A/C, No):</b> (800) 969-4081<br><b>E-MAIL ADDRESS:</b> Certs@pciaonline.com                                                                                                           |  |
| <b>INSURED</b><br>Giffels Webster Engineers, Inc.<br>28 W Adams Ave<br>Detroit MI 48226-1609               |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Hartford NAIC # 34690<br><b>INSURER B:</b> Nutmeg Insurance Co 39608<br><b>INSURER C:</b> Hartford Casualty Insurance Co 29424<br><b>INSURER D:</b> XL Specialty Insurance Company<br><b>INSURER E:</b><br><b>INSURER F:</b> |  |

**COVERAGES** **CERTIFICATE NUMBER:** 25-26 All **RENEWAL NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED HEREIN FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INS LTR | TYPE OF INSURANCE                                                                                                                                                           | ADDL INSD | SUBR WVD | POLICY NUMBER | EFF DATE (MM/DD/YYYY) | POLICY EXP DATE (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                      |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-----------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A       | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                                                                                                            |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                                                              |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         |                                                                                                                                                                             |           |          | 35UEGGF1135   | 12/31/2025            | 12/31/2026                   | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|         | GENL AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO <input type="checkbox"/> DOC<br><input type="checkbox"/> OTHER |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
| B       | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY                                                                                                                    |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         | <input checked="" type="checkbox"/> ANY AUTO                                                                                                                                |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         | <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY                                                                                     |           |          | 35UEGGF1135   | 12/31/2025            | 12/31/2026                   | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>Uninsured motorist \$ 1,000,000                                                |
|         | <input type="checkbox"/> HIRED AUTOS ONLY                                                                                                                                   |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
| A       | <input checked="" type="checkbox"/> UMBRELLA LIAB                                                                                                                           |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         | <input type="checkbox"/> EXCESS LIAB                                                                                                                                        |           |          | 35SBWBN0LDC   | 12/31/2025            | 12/31/2026                   | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000                                                                                                                                                                                    |
|         | <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                                                                     |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         |                                                                                                                                                                             |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
| C       | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                                                                                                               |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                                                                                                 | Y/N       | N/A      | 35WEGBL4CLY   | 12/31/2025            | 12/31/2026                   | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E L EACH ACCIDENT \$ 1,000,000<br>E L DISEASE - EA EMPLOYEE \$ 1,000,000<br>E L DISEASE - POLICY LIMIT \$ 1,000,000                                       |
|         | If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                      |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
|         |                                                                                                                                                                             |           |          |               |                       |                              |                                                                                                                                                                                                                                             |
| D       | Professional Liability                                                                                                                                                      |           |          | DPR5051540    | 12/31/2025            | 12/31/2026                   | Per Claim \$5,000,000<br>Aggregate \$7,000,000                                                                                                                                                                                              |
|         |                                                                                                                                                                             |           |          |               |                       |                              |                                                                                                                                                                                                                                             |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holders is considered additional insured's with respects to general and auto liability coverages as long as required within a written contract. Waiver of subrogation in favor of certificate holder and additional insured's as long as required within a written contract. Coverage is considered primary and non-contributory on the general liability coverage. 30 day written notice provided to certificate holder and additional insured's for cancellation of coverages listed. 10 day notice for nonpayment of listed policies.

**CERTIFICATE HOLDER**

For Proposal Purposes

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Michael Gorgone*



Jill Bahm, AICP  
Partner  
p. 248.852.3100  
[jbahm@giffelswebster.com](mailto:jbahm@giffelswebster.com)  
[giffelswebster.com](http://giffelswebster.com)

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Resolution - Contractor Approval for E. Church Repaving

**WHEREAS**, In October 2025 the City of the Village of Clarkston was awarded a matching Category B local road improvement grant from the Michigan Department of Transportation (MDOT) in the amount of \$117,700, and;

**WHEREAS**, Engineering firm Fleis & Vendenbrink (F&V) has been working with the City to obtain the grant and, if awarded, manage the project under the direction of MDOT, and;

**WHEREAS**, F&V prepared a detailed specifications document and requested contractor quotes in late May with a deadline of June 15th, and;

**WHEREAS**, a total of six (6) sealed bids were received and opened in a public meeting on June 15th as summarized in the attached schedule, and;

**WHEREAS**, the low bidder, at \$217,777.80, was Hutch Paving of Warren MI, and;

**NOW THEREFORE, BE IT RESOLVED** that the City of the Village of Clarkston hereby accepts and approves the bid of \$217,777.80 from Hutch Paving and authorizes the City Manager to proceed with the paving project through Hutch Paving and F&V Engineering.

Resolved by \_\_\_\_\_ and supported by \_\_\_\_\_.

| 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     |
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☐ Resolution is Adopted

☐ Resolution is Defeated

\_\_\_\_\_  
Angela Guillen, City Clerk

\_\_\_\_\_  
June 8, 2026

\_\_\_\_\_  
Date

## City of the Village of Clarkston - Comparison of Bids

Subject: E. Church Street Milling and Repaving Project

| Quote# | Contractor,<br>Location | Quoted Price           |                            |              | Specifications / Comments |
|--------|-------------------------|------------------------|----------------------------|--------------|---------------------------|
|        |                         | Participating<br>Costs | Non Participating<br>Costs | Bid Total    |                           |
|        | F&V Estimate            | \$229,552.00           | \$5,848.00                 | \$235,400.00 |                           |

|   |                                       |              |            |              |                                                                                  |
|---|---------------------------------------|--------------|------------|--------------|----------------------------------------------------------------------------------|
| 1 | Hutch Paving,<br>Warren, MI           | \$209,267.70 | \$8,510.10 | \$217,777.80 | See the 223 page bidding<br>instruction packet made<br>available to all bidders. |
| 2 | Allied Construction,<br>Clarkston, MI | \$211,162.46 | \$7,920.80 | \$219,083.26 |                                                                                  |
| 3 | Best Asphalt,<br>Romulus, MI          | \$235,003.76 | \$7,923.00 | \$242,926.76 |                                                                                  |
| 4 | Diamond Excavating,<br>Davison, MI    | \$236,090.61 | \$8,747.40 | \$244,838.01 |                                                                                  |
| 5 | Pro-Line Asphalt,<br>Washington, MI   | \$251,340.00 | \$7,798.00 | \$259,138.00 |                                                                                  |
| 6 | Cadillac Ashphalt,<br>Clarkston, MI   | \$291,702.28 | \$7,867.29 | \$299,569.57 |                                                                                  |

June 15, 2026

Recommended Supplier



## RECOMMENDATION OF AWARD

June 16, 2026

Jonathan Smith  
City of the Village of Clarkston  
375 Depot Rd  
Clarkston, MI 48346

**RE: East Church Street Improvements**

Dear Jonathan:

We have reviewed the bids received on June 15, 2026, for the East Church Street Improvements project. The Engineer's Cost Estimate was \$235,400.00. Six bids were received and the bid summary is attached.

The low bidder is Hutch Paving, Inc. from Warren, Michigan with a bid amount of \$217,777.80. Hutch Paving, Inc. is a prequalified contractor for MDOT to perform Hot Mix Asphalt/Bituminous Pavement, Grading, Drainage Structures, Aggregate Construction, and Miscellaneous Concrete Items.

Based on the above information we recommend the Village award the East Church Street Improvements project for the amount of \$217,777.80 to Hutch Paving, Inc.

Please feel free to reach out with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read "David DeLind".

David DeLind, P.E.  
Regional Manager

A handwritten signature in black ink, appearing to read "Sophia Bodkin".

Sophia Bodkin, E.I.T.  
Project Engineer

Enclosure: Bid Summary

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Resolution - Independence Television Intergovernmental Agreement

**WHEREAS**, for many years, the City of the Village of Clarkston has contracted with Independence Television to record and publish the video recordings of our City Council meetings, and;

**WHEREAS**, the attached intergovernmental agreement specifying that Independence Television will fulfill the meeting recordings in exchange for the PEG (Public, Education, and Governmental) fees the City receives from Comcast, Direct TV, and other Video Service Providers, and;

**WHEREAS**, the attached intergovernmental agreement has been reviewed by the City Attorney, and;

**NOW THEREFORE, BE IT RESOLVED** that the City of the Village of Clarkston hereby authorizes the Mayor to sign the Independence Television Intergovernmental Agreement.

Resolved by \_\_\_\_\_ and supported by \_\_\_\_\_.

| 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

\_\_\_\_\_  
Angela Guillen, City Clerk

\_\_\_\_\_  
June 22, 2026

\_\_\_\_\_  
Date

## **INTERGOVERNMENTAL AGREEMENT FOR PEG SERVICES**

This Agreement ("Agreement") is entered into as of the date of the last signature and is between the Charter Township of Independence ("Independence"), whose address is 6483 Waldon Center Drive, Clarkston, MI 48346, and the City of the Village of Clarkston ("Clarkston"), whose address is 375 Depot Road, Clarkston, MI 48346, for the purpose of providing public, education, and government ("PEG") access facilities, programming, and services.

### **RECITALS**

- A. This agreement is an Intergovernmental Contract between Municipal Corporations entered into under the authority of MCL 124.2.
- B. Independence produces and broadcasts governmental and community/public access programming and produces and/or has access to educational and community access programs of the Clarkston Community School District ("Schools").
- C. Under 2013 Lease and Cooperative Video Production Intergovernmental Agreements with the Schools ("School Agreements"), Independence has access to and the right to use a Video Center Facility located in the Clarkston High School Building for PEG services and operations.
- D. Clarkston has requested Independence provide Clarkston and its residents with the PEG access programming and services described in this Agreement.

### **IT IS THEREFORE AGREED:**

- 1. Effective Date and Term. This Agreement shall take effect on the date it is fully signed, and unless terminated as provided in this Agreement, shall be for an initial term of six (6) months. This Agreement shall automatically renew for one or more renewal terms of one (1) year unless either party provides the other party with a non-renewal notice at least one (1) month before the expiration of the initial or renewal term.
- 2. Services. This Agreement does not represent any determination by the parties that Clarkston is responsible for the services Independence is agreeing to provide and no such responsibilities are transferred to Independence. All delivery shall occur electronically in a format compatible with Clarkston's distribution system. The Services to be performed by Independence for the Clarkston are as follows:
  - A. Provide Clarkston residents with access to and use of the Video Center and equipment in the Video Center during hours Independence has the exclusive right to use the Video Center under School Agreements for purposes of producing and/or cablecasting public, governmental and community/public access programs.
  - B. Provide training to Clarkston residents in the permitted uses of the Video Center and equipment.
  - C. Provide video and/or audio recording of regular Clarkston's City Council meetings. If additional and/or special meetings are requested and approved by ITV, Clarkston shall pay Independence an additional \$50.00 per meeting to produce the recording.

- D. Create and deliver up to 20 minutes of studio-based programming specific to the Clarkston each month with assistance from residents if feasible.
  - E. Create and deliver up to 15 minutes of field-based programming specific Clarkston each month with assistance from residents if feasible.
  - F. Include Clarkston activities and organizations in Independence's regular series that are broadcast on Independence's PEG channels.
  - G. Store an archive of video and/or audio recordings for one (1) year.
  - H. Broadcast or cablecast programs or content provided for Clarkston's PEG channels. Independence shall have the sole discretion as to when this content shall be broadcasted.
  - I. Broadcast or cablecast Clarkston or Clarkston resident produced or provided programs. Independence shall have the sole discretion as to when this content shall be broadcasted.
3. Service Exclusions. The Services to be provided by Independence to Clarkston under this Agreement do not include the following:
- A. Creating or maintaining records of the personnel, time, or costs involved in providing the Services.
4. Payments. Clarkston shall pay Independence quarterly 100 percent of PEG fees collected from Video Service Providers for each quarter of Services, with payments to be made in advance on or before the first day of the quarter. Video Service Providers identified as Direct TV, Comcast or any other applicable organization. The first quarter shall begin January 1, the second quarter shall begin April 1, the third quarter shall begin July 1, and the fourth quarter shall begin October 1. For the first quarter in which Services are provided, the payment amount shall be prorated and due on or before the date Services begin. By written notice, Independence may direct and require Clarkston to remit payments required under this Agreement directly to the Clarkston Community Schools District ("Schools") as revenue for the Video Center/PEG Budget described in the Cooperative Video Production Intergovernmental Agreement between Independence and the Schools described in Recital C. As stated above, Clarkston shall pay Independence an additional \$50.00 per meeting to produce the recording of each additional and/or special City Council meeting.
5. Clarkston Responsibilities. In addition to any others contained in this Agreement, Clarkston's employees and officials shall have the following responsibilities:
- A. To cooperate in a timely manner with Independence personnel involved in provided Services.
  - B. Make the payments specified in Section 4.
  - C. Comply with the Video Center Usage and Access Rules and Regulations and Schools' Policies in Section 4 and Exhibit E of the Independence/Schools Agreement that are attached as **Exhibit 1**.
  - D. Educate and inform Clarkston residents on the Video Center Usage and Access Rules, Regulations and Policies attached as Exhibit 1, and take such actions as necessary to

avoid violations of those rules, regulations and policies by Clarkston's residents using the Videos Center and equipment.

- E. Respond to all Freedom of Information Act (FOIA) request in compliance with Federal, State and local laws. Clarkston is responsible for creating and/or maintaining an archive for all FOIA request and other applicable concerns. Independence's one year archive shall only serve as a backup and not as the primary source for any video/audio files.
6. Independent Contractor. Independence shall provide the Services to Clarkston as an independent contractor, with Independence responsible for all workers' compensation and other insurance, income tax, social security, and other withholding, and all other compensation or benefits for Independence employees involved in providing Services and shall not be considered or claimed to be an employee or agent of Clarkston, and Clarkston shall not in any manner attempt to control, supervise, or direct Independence employees involved in providing Services.
  7. Affect Employees. This Agreement and the performance by Independence and Clarkston under it does not require any transfer, reassignment, or other change in the employment status of any Independence or Clarkston employee.
  8. Properly Facilities and Equipment. This Agreement does not require any transfer, sale of, or other disposition of real or personal property, facilities or equipment between Independence and Clarkston.
  9. No Transfer of Clarkston Legal Obligations to Independence. This Agreement does not, and is not intended to, transfer, delegate, or assign to Independence or its employees, any constitutional, statutory, or other legal responsibility, duty, obligation, or liability of Clarkston under any applicable Federal, State, or other law, for which Clarkston shall remain solely liable. Clarkston will be solely responsible to comply with all Freedom of Information Act (FOIA) requests according to Federal, State, and applicable local laws.
  10. Governmental Immunity Unaffected. This Agreement does not, is not intended to, and shall not be construed as a waiver of, governmental immunity by Independence, Clarkston, or their respective officials and employees.
  11. Liability. Independence and its employees shall have no liability to the Clarkston or any other person for any loss, damage, cost, or expense that results from the provision of Services, and Clarkston shall hold Independence and its employees harmless from claims for any such loss, damage, cost, or expense. Otherwise, each Party shall be responsible for the acts of its officials or employees in the performance of this Agreement and shall seek its own legal representation and bear costs associated with such representation including any attorney fees. Except as provided above, neither party shall have any right

under any legal principle to be indemnified by the other Party or any of its Employees or Agents in connection with any claim.

*12. Termination.*

- A. This Agreement may be terminated by the mutual agreement of Independence and Clarkston.
- B. This Agreement may be terminated by Independence if Clarkston fails to pay an amount owing under Section 4, by the date the payment was due. Such termination by Independence shall be by written notice to Clarkston, with the termination to be effective as of the date notice is mailed. Before Independence gives notice of termination under this provision, it shall first notify Clarkston of its failure to timely pay the amount owed and allow seven (7) days for Clarkston to pay such amount.
- C. In addition to a termination under subsection (a) and (b), either party may terminate this Agreement by written notice if a failure of the other party to perform or fulfill a specified responsibility under this Agreement is not cured or acknowledged and addressed in a manner that assures it will not recur, within thirty (30) days of a written notice of intention to terminate, it shall first present and allow a reasonable opportunity to the other party to satisfactorily address the failures upon which the notice could be based.

13. *No Third-Party Beneficiaries.* This Agreement is solely for the benefit of the Parties and does not, and is not intended to, create, by implication or otherwise, any direct or indirect obligation, duty or promise to, or right of any kind in favor of, any other person, entity, or organization.

14. *Assignments.* Independence's obligations under this Agreement may not be assigned.

15. *Notices.* Notices under this Agreement shall be to the Independence and Clarkston Supervisors at the address on Page 1.

16. *Amendments.* Amendments of this Agreement shall be in writing and signed by authorized Independence and Clarkston representatives.

IN WITNESS WHEREOF, the authorized representatives of the parties signed the Agreement on the dates indicated next to their signatures.

Charter Township of Independence

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Charles Phyle II, Supervisor

City of the Village of Clarkston

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Sue Wylie, Mayor