



**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: 216 646 593 066 and Passcode: abjPKn

### **Regular City Council Meeting Agenda – November 25, 2024, 7:00 PM**

1. Call to Order:
2. Pledge of Allegiance:
3. Oath of Office for Newly Elected and Re-Elected Officials:  
Sue Wylie, Erica Jones, Amanda Forte, Al Avery
4. Motion: Appointment of Mayor Pro Tem
5. Roll Call:  
Mayor Wylie, Mayor Pro Tem Rodgers Council Members: Avery, Casey, Forte, Jones, and Quisenberry
6. Approval of Agenda - Motion
7. 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.
8. FYI:  
MML Training for Newly Elected Officials
9. City Manager's Report
10. Consent Agenda:  
Final Minutes of the October 28, 2024 Regular Meeting  
Draft Minutes of the November 12, 2024 Regular Meeting

Treasurer's Report November 25, 2024

11. **Unfinished Business:**

- a. None

12. **New Business:**

- a. Discussion: Election Results
- b. Discussion: Council Meeting Agenda Proceedings
- c. Motion: Finance Committee Appointments
- d. Motion: Historic District Commission, Appointment of M. Luginski Replacement

13. 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.



375 Depot Road, Clarkston, MI 48346  
248-625-1559

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## OATH OF OFFICE

STATE OF MICHIGAN, }  
COUNTY OF OAKLAND }

I **Sue Wylie** do solemnly swear that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully perform the duties of the office of **Mayor** in and for The City of the Village of Clarkston, County of Oakland and State of Michigan, according to the best of my ability, so help me God.

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Sign Here

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Print Here

Subscribed and sworn to before me, this 25th day of November 2024.

For the term beginning **November 25th, 2024**, and expiring November 10<sup>th</sup> 2026.

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***Jonathan Smith***  
*City Manager/City Clerk*  
*The City of the Village of Clarkston*  
*Oakland County, Michigan.*



375 Depot Road, Clarkston, MI 48346  
248-625-1559

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## OATH OF OFFICE

STATE OF MICHIGAN, }  
COUNTY OF OAKLAND }

I **Erica Jones** do solemnly swear that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully perform the duties of the office of **City Council** in and for The City of the Village of Clarkston, County of Oakland and State of Michigan, according to the best of my ability, so help me God.

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Sign Here

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Print Here

Subscribed and sworn to before me, this 25th day of November 2024.

For the term beginning **November 25th, 2024**, and expiring November 10<sup>th</sup> 2026.

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***Jonathan Smith***  
*City Manager/City Clerk*  
*The City of the Village of Clarkston*  
*Oakland County, Michigan.*



375 Depot Road, Clarkston, MI 48346  
248-625-1559

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## OATH OF OFFICE

STATE OF MICHIGAN, }  
COUNTY OF OAKLAND }

I **Amanda Forte** do solemnly swear that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully perform the duties of the office of **City Council** in and for The City of the Village of Clarkston, County of Oakland and State of Michigan, according to the best of my ability, so help me God.

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Sign Here

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Print Here

Subscribed and sworn to before me, this 25th day of November 2024.

For the term beginning **November 25th, 2024**, and expiring November 10<sup>th</sup> 2026.

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***Jonathan Smith***  
*City Manager/City Clerk*  
*The City of the Village of Clarkston*  
*Oakland County, Michigan.*





375 Depot Road, Clarkston, MI 48346  
248-625-1559

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## OATH OF OFFICE

STATE OF MICHIGAN, }  
COUNTY OF OAKLAND }

I **Alfred Avery** do solemnly swear that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully perform the duties of the office of **City Council** in and for The City of the Village of Clarkston, County of Oakland and State of Michigan, according to the best of my ability, so help me God.

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Sign Here

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Print Here

Subscribed and sworn to before me, this 25th day of November 2024.

For the term beginning **November 25th, 2024**, and expiring November 10<sup>th</sup> 2026.

---

***Jonathan Smith***  
*City Manager/City Clerk*  
*The City of the Village of Clarkston*  
*Oakland County, Michigan.*

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Motion - Mayor Pro Tem Appointment

City Charter requires that the City Council appoint one of its members to the position of Mayor Pro Tem every year after the annual election to act as Mayor during the absence or disability of the Mayor.

Laura Rodgers has served as Mayor Pro Tem for the last year and has expressed interest in continuing in this role.

Motioned by \_\_\_\_\_ and Seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ to the position of Mayor Pro Tem through November 10, 2025.

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

☐ Motion is Adopted

☐ Motion is Defeated

\_\_\_\_\_  
Jonathan Smith, City Manager

November 25, 2024

\_\_\_\_\_  
Date

# Michigan Municipal League Training

## **Newly Elected Officials Training Is Live**



You've just been elected to serve your community as a part of its local government. Congrats! What's your next move? Register for **Newly Elected Officials Training**! Learn about core topics and basic functions critical to the role of a public official.

We have both in-person and virtual training options through spring 2025. **Registration** is open for all dates.

Nov. 21 — Virtual  
Dec. 12 — Lansing  
Jan. 23 — Farmington Hills  
Feb. 8 — Virtual



## City of the Village of Clarkston

### City Manager Report

November 25, 2024

#### New Council Members

Welcome to new Councilmembers Erica Jones and Al Avery! I will soon be sending to you a number of documents for you to read and be familiar with, most notably the City Charter, the Policy & Procedure Manual, and overviews of the Open Meetings Act (OMA) and Freedom of Information Act (FOIA). For all City communication, you are encouraged to use your City email account, the login details for which will be sent to you soon. Please feel free to reach out to me or the City staff with any questions or concerns you may have.

#### New Business Cards

With the election complete, plans are proceeding to print new business cards based on the new City logo. Councilmembers wishing to have business cards are encouraged to let me know in the next week.

#### Clerk Email Account

This week it was determined that a generic "Clerk" email account setup by the previous Clerk was not being monitored regularly. As a result, two FOIA that were received in late October / early November were overlooked. We are currently addressing these two FOIA requests and have updated our office procedures to ensure that the Clerk email account is regularly monitored.

#### New City Website

Development of the City's exciting new website is now complete and the City staff is evaluating the "beta" version before it goes live. Staff training on the tools to maintain the new website is scheduled for early December, with the official launch scheduled for year-end.

#### New Curbing on W. Washington and Robertson Court

No time was wasted after Council's November 12<sup>th</sup> approval of new curbing on W. Washington and Robertson Court... the curbs were formed-up on Friday the 15<sup>th</sup> and poured on Monday the 18<sup>th</sup>. And just in time to take advantage of the last few warm days of the season!

#### Pony Cycle for Depot Park

Three modifications required to make the Pony Cycle built for the Depot Park Playground kid-safe and compliant are now complete. Our DPW team will install the Pony Cycle in the spring.

Respectfully submitted, **Jonathan Smith, City Manager, November 21, 2024**



**City of the Village of Clarkston**  
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**Final Minutes of the October 28, 2024, Regular City Council Meeting**

**1. Call to Order:**

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

**2. Pledge of Allegiance:**

- Mayor Wylie led the Pledge of Allegiance

**3. Roll Call:**

- Councilmembers Present: Sue Wylie, Mayor, Laura Rodgers, Mayor Pro Tem, Gary Casey, Amanda Forte, Mark Lamphier, Ted Quisenberry, and Peg Roth.
- Council Members Absent: None
- Others Present: Jonathan Smith, City Manager, Tom Ryan, City Attorney, and Sgt. John Ashley, Oakland County Sheriff
- Others Absent: None

**4. Approval of Agenda:**

- Motioned by Forte, supported by Rodgers to approve the agenda as presented. VOTE: All Aye. MOTION CARRIED 7-0

**5. Public Comments:**

- Amanda Forte – Support of two new businesses in Clarkston, Rudy's Steak House and Shaded Bloom Coffee

**6. FYI:**

- None

**7. City Manager Report:**

- Halloween Trick-or-Treating Hour
- Grant Applications
- Playground Repairs
- Curb Installation

- City Hall Parking
- Clarkston Mayor & Councilmember Candidates
- Important Election-Related Dates

8. Sheriff's Report from Sgt. John Ashley

9. Election Update from Deputy Clerk Evelyn Bihl:

- Public Accuracy Test successfully completed
- Meeting of the Election Commission held
- The Clerk's Office will be open both Friday 11/1 and Saturday 11/2 to help voters
- Election Equipment updated with a new communication SIM Card, backup batteries
- Purchased new, locking ballot storage bags
- HAVA grant applied for to help pay for election-related expenses
- 156 Absentee Ballots returned from the 280 sent out, 25 City voters have voted at an early voting center
- Voter fraud, it was reminded, is a felony punishable with fines, jail time and loss of voting privileges.

10. Motion: Acceptance of Consent Agenda as Presented 10/28/2024

Motioned by Rodgers, supported by Quisenberry to approve the Consent Agenda. VOTE: All Aye. MOTION CARRIED 7-0

11. **Unfinished Business:**

- a. None

12. **New Business:**

- Discussion: Main Street Oakland County "Affiliate-Level" Plaque Presentation  
Presented by George Venettis, Oakland County Business Development Representative
- Discussion: Pedestrian Safety Improvement Opportunities  
Discussed possible changes the City could implement to improve pedestrian safety on Main Street. Council requested resolutions be prepared for the next meeting to (1) formally request assistance from MDOT and (2) purchase crossing flags for use at M-15 and Depot/E. Church
- Discussion: 2024 Christmas Market Update  
Councilmember Laura Rodgers presented an update on plans for the 2024 Christmas Market and Holiday Parade scheduled for Saturday, December 14th.
- Resolution: West Alley Sanitary Sewer Repair – Change Order  
Resolved by Forte, supported by Rodgers to approve the \$72,972.50 cost of the Change Order for additional sewer repair work, bringing the total West Alley repair cost to \$194,024.54. A proposal will be brought to the next meeting to recoup funds from each user of the City's Sanitary Sewer System. VOTE: All Aye. MOTION CARRIED 7-0.
- Motion: Reschedule the November 11<sup>th</sup> City Council Meeting due to Veteran's Day  
Motioned by Forte, supported by Roth, to reschedule the November 11<sup>th</sup> Council Meeting to Tuesday, November 12<sup>th</sup> at 7:00 PM. VOTE: All Aye. MOTION CARRIED 7-0.
- Resolution: Acceptance of the Audited Financial Report ending June 30, 2024

Resolved by Forte, supported by Quisenberry to accept and file the 23/24 Fiscal Year Audited Financial Report as presented by City Auditor Rana Emmons of PSLZ LLP.  
VOTE: All Aye. MOTION CARRIED 7-0.

g. Discussion: City Code of Conduct Policy

Councilmember Quisenberry expressed his interest in developing a Code of Conduct document for City Councilmembers, Board members, Commissioners, and Appointed Officials. Ted volunteered to start the process by reviewing verbiage already in the City Charter and the City Policy & Procedure Manual as well as examples available from the Michigan Municipal League and other municipalities.

13. Motion: Adjourn Meeting at 8:30 P.M.

- a. Motioned by Rodgers, supported by Forte to adjourn. VOTE: All Aye. MOTION CARRIED 7-0.

Respectfully Submitted by Jonathan Smith, City Manager



**City of the Village of Clarkston**  
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**Draft Minutes of the November 12, 2024, Regular City Council Meeting**

**1. Call to Order:**

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

**2. Pledge of Allegiance:**

- Mayor Wylie led the Pledge of Allegiance

**3. Roll Call:**

- Councilmembers Present: Sue Wylie, Mayor, Laura Rodgers, Mayor Pro Tem, Gary Casey, Amanda Forte, Mark Lamphier, Ted Quisenberry
- Council Members Absent: Peg Roth
- Others Present: Jonathan Smith, City Manager, Tom Ryan, City Attorney
- Others Absent: Sgt. John Ashley, Oakland County Sheriff

**4. Approval of Agenda:**

- Motioned by Forte, supported by Casey to approve the agenda as presented. VOTE: All Aye. MOTION CARRIED 6-0

**5. Public Comments:**

- Mayor Wylie asked City Attorney Tom Ryan about the legality of the previous (pre-election) councilmembers voting in this meeting. Tom replied that until the election canvassing by Oakland County is complete (est. 11-19-2024), the current council stays in place.

**6. FYI:**

- MML Training for Newly Elected Officials

**7. City Manager Report:**

- Election Worker Thank You's

**8. Motion: Acceptance of Consent Agenda:**



- Final Minutes of the October 14, 2024 Regular Meeting
- Final Minutes of the October 17, 2024 Special Meeting
- Draft Minutes of the October 28, 2024 Regular Meeting
- Treasurer's Report November 12, 2024

Motioned by Rodgers, supported by Forte to approve the Consent Agenda. VOTE: All Aye. MOTION CARRIED 6-0

#### 9. **Unfinished Business:**

##### a. **Resolution: Purchase of Road-Crossing See-Me Flags**

Resolved by Rodgers, supported by Quisenberry to approve up to \$500.00 to purchase See-Me road-crossing flags for installation at the intersection at Main Street and Depot Road funded by the City's Parking Fund (231-000-001.000). VOTE: All Aye. MOTION CARRIED 6-0.

#### 10. **New Business:**

##### a. **Discussion: Election Results**

Contract Election Worker Angi Guillen provided an update on the November 5<sup>th</sup> General Election, stating that 665 (89%) of the City's 747 registered voters had voted via Absentee Voting (271), Early In-Person Voting (95), or Election Day In-Person Voting (299). Among the Absentee Voters, 271 (96%) of the 281 ballots sent out were returned. City Manager Jonathan Smith thanked Angi and Deputy Clerk Evelyn Bihl for their thoroughness and attention to every detail in this successful election.

##### b. **Resolution: Extension of the Contractual Clerk Agreement**

Resolved by Casey, supported by Forte to approve an agreement to hire Contractual Clerk Assistant Angela Guillen through December 31<sup>st</sup>, 2024 with a not-to-exceed budget of \$7,250. VOTE: All Aye. MOTION CARRIED 6-0.

##### c. **Resolution: Contract with the MML Salary Consultant to Conduct a Salary Study**

Resolved by Rodgers, supported by Casey to authorize Rahmberg, Stover and Associates to conduct a Salary Study for the City of the Village of Clarkston administrative staff at a not-to-exceed cost of \$4,000 to be funded by the Professional & Contractual Services budget (401-901-805.001). VOTE: All Aye. MOTION CARRIED 6-0.

##### d. **Motion: Acceptance of M. Luginski Resignation from the Historic District Commission**

Motioned by Wylie, supported by Rodgers to thank Melissa Luginski for her many years of service on HDC and accept her resignation. VOTE: All Aye. MOTION CARRIED 6-0.

##### e. **Resolution: Free Parking on Small Business Saturday and Saturdays in December**

Resolved by Forte, supported by Quisenberry to authorize free parking in the City's two paid parking lot on Small Business Saturday and every Saturday in December to support our small businesses this holiday season, with an anticipated lost revenue of \$872.85. VOTE: All Aye. MOTION CARRIED 6-0.

##### f. **Resolution: Installation of Concrete Curbing on W. Washington and Robertson Ct**

Resolved by Wylie, supported by Rodgers to authorize the City Manager to contract with Orozco Construction at a not-to-exceed cost of \$24,937.00 to install concrete curbing on W. Washington and Robertson Court to eliminate erosion and road asphalt degradation, funded by the Professional & Contractual Services budget (401-901-805.001). VOTE: All Aye. MOTION CARRIED 6-0.

**g. Resolution: Purchase of a Handicap Swing for the Depot Park Playground**

Resolved by Rodgers, supported by Forte to approve the purchase of one (1) commercial-grade Little Tykes Inclusive Swing Seat from Little Tykes Commercial Playground Equipment at a total cost of \$1,567 for installation in the Depot Park playground funded through the Friends of Depot Park budget account (401-265-728.000). VOTE: All Aye.  
MOTION CARRIED 6-0.

**11. Motion: Adjourn Meeting**

- a. Motioned by Rodgers, supported by Forte to adjourn at 8:45 P.M. VOTE: All Aye.  
MOTION CARRIED 6-0.

Respectfully Submitted by Jonathan Smith, City Manager

Treasurer's Report

I. Revenue/Expenditure Actual vs. Budget as of 10/31/2024 General Fund 101

II. Revenue/Expenditure Actual vs. Budget as of 10/31/2024 Major Roads Fund 202

III. Revenue/Expenditure Actual vs. Budget as of 10/31/2024 Local Roads Fund 203

IV. Revenue/Expenditure Actual vs. Budget as of 10/31/2024 Capital Projects Fund 401

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

## Carlisle Wortman -

Monthly Retainer (October 2024)

\$ -

Code Enforcement (October 2024)

\$ -

2024 Planning Consultation

\$ -

2024 General Consultation

\$ -

**Sub Total**

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\$ -

## HRC -

MS4 Permit Assistance

\$ -

Professional

\$ -

**Sub Total**

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\$ -

## Tom Ryan-

Court/Prosecution

\$ -

Professional Services

\$ -

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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**

\$ -

2024-25		2024-25 AMENDED BUDGET	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT USED
GL NUMBER	DESCRIPTION				
Fund 101 - GENERAL					
Revenues					
Dept 000 - GENERAL					
101-000-402.000	CURRENT TAX REVENUES	646,636.00	307,358.19	339,277.81	47.53
101-000-445.000	INTEREST & PENALTY REVENUES	388.00	39.02	348.98	10.06
101-000-477.000	CABLE TV REVENUES	14,766.00	3,108.22	11,657.78	21.05
101-000-491.000	IN-KIND FEES/PEG FEES AT&T	4,126.00	778.54	3,347.46	18.87
101-000-492.000	PERMIT FEES	24,699.00	9,727.00	14,972.00	39.38
101-000-522.000	COMM DEV BLOCK GRANT - CDBG	7,000.00	0.00	7,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE-PP	4,275.00	559.42	3,715.58	13.09
101-000-573.001	ENHANCED ACCESS REVENUE SHARING	1,009.00	593.50	415.50	58.82
101-000-574.001	STATE REVENUE SHARING/SALES TAX	109,113.00	37,496.00	71,617.00	34.36
101-000-574.002	STATE LIQUOR CONTROL COMM	3,507.00	0.00	3,507.00	0.00
101-000-656.000	DISTRICT COURT REVENUE	3,676.00	1,555.95	2,120.05	42.33
101-000-665.000	INTEREST EARNED	1,782.00	1,832.25	(50.25)	102.82
101-000-666.000	DIVIDENDS AND REBATES	1,400.00	1,398.00	2.00	99.86
101-000-667.000	GAZEBO RENTALS	4,500.00	2,150.00	2,350.00	47.78
101-000-667.001	EQUIPMENT RENTAL	26,000.00	5,551.44	20,448.56	21.35
101-000-670.000	MISCELLANEOUS INCOME	1,500.00	550.00	950.00	36.67
101-000-670.001	SPECIAL EVENTS REVENUE	2,500.00	3,000.00	(500.00)	120.00
Total Dept 000 - GENERAL		856,877.00	375,697.53	481,179.47	43.84
Dept 248 - HOLIDAY MARKET					
101-248-674.000	CONTRIBUTIONS	0.00	1,126.00	(1,126.00)	100.00
Total Dept 248 - HOLIDAY MARKET		0.00	1,126.00	(1,126.00)	100.00
TOTAL REVENUES		856,877.00	376,823.53	480,053.47	43.98
Expenditures					
Dept 101 - COUNCIL/MAYOR					
101-101-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	7,750.00	0.00	7,750.00	0.00
101-101-955.000	MISC EXPENSE	1,000.00	0.00	1,000.00	0.00
101-101-958.000	DUES & CONFERENCES	3,500.00	1,470.00	2,030.00	42.00
Total Dept 101 - COUNCIL/MAYOR		12,250.00	1,470.00	10,780.00	12.00
Dept 172 - ADMINISTRATION					
101-172-701.002	WAGES - ADMIN ASSISTANT	12,395.00	6,946.49	5,448.51	56.04
101-172-703.003	SALARY - CITY MANAGER	44,990.00	13,843.20	31,146.80	30.77
101-172-714.000	MERS - EMPLOYEE MATCH	5,521.00	895.47	4,625.53	16.22
101-172-715.000	CITY FICA EXPENSE	4,390.00	1,590.40	2,799.60	36.23
101-172-719.000	CITY SUTA MISC EXPENSE	100.00	0.00	100.00	0.00
101-172-722.000	WORKMAN'S COMPENSATION	2,194.00	1,472.00	722.00	67.09
101-172-726.000	SUPPLIES	5,180.00	2,231.20	2,948.80	43.07
101-172-727.001	POSTAGE	325.00	0.00	325.00	0.00
101-172-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	4,919.00	3,378.98	1,540.02	68.69
101-172-850.000	TELEPHONE EXPENSE	9,622.00	3,440.89	6,181.11	35.76
101-172-852.000	TECHNOLOGY/INTERNET EXPENSE	8,373.00	1,761.38	6,611.62	21.04
101-172-860.000	MILEAGE/CONFERENCE	1,300.00	454.93	845.07	34.99
101-172-941.000	RICOH COPIER LEASE	1,800.00	761.57	1,038.43	42.31
101-172-958.000	DUES & CONFERENCES	2,100.00	0.00	2,100.00	0.00

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL						
Expenditures						
Total Dept 172 - ADMINISTRATION						
		103,209.00	103,209.00	36,776.51	66,432.49	35.63
Dept 215 - CLERK						
101-215-703.001	SALARY - CLERK	38,220.00	38,220.00	3,816.98	34,403.02	9.99
101-215-715.000	CITY FICA EXPENSE	2,924.00	2,924.00	291.99	2,632.01	9.99
101-215-719.000	CITY SUTA MESC EXPENSE	25.00	25.00	2.23	22.77	8.92
101-215-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
101-215-901.000	PUBLICATIONS	5,500.00	5,500.00	1,327.20	4,172.80	24.13
101-215-958.000	DUES & CONFERENCES	1,100.00	1,100.00	581.46	518.54	52.86
Total Dept 215 - CLERK						
		47,869.00	47,869.00	6,019.86	41,849.14	12.58
Dept 223 - AUDIT						
101-223-805.000	AUDIT FEES	12,500.00	12,500.00	0.00	12,500.00	0.00
Total Dept 223 - AUDIT						
		12,500.00	12,500.00	0.00	12,500.00	0.00
Dept 248 - HOLIDAY MARKET						
101-248-726.000	SUPPLIES	2,500.00	2,500.00	395.19	2,104.81	15.81
Total Dept 248 - HOLIDAY MARKET						
		2,500.00	2,500.00	395.19	2,104.81	15.81
Dept 253 - TREASURER						
101-253-703.002	SALARY - TREASURER	33,320.00	33,320.00	10,377.00	22,943.00	31.14
101-253-715.000	CITY FICA EXPENSE	2,549.00	2,549.00	793.85	1,755.15	31.14
101-253-719.000	CITY SUTA MESC EXPENSE	25.00	25.00	0.00	25.00	0.00
101-253-726.000	SUPPLIES	1,200.00	1,200.00	309.64	890.36	25.80
101-253-853.000	COMPUTER SUPPORT	4,000.00	4,000.00	2,674.11	1,325.89	66.85
101-253-938.000	DUES & CONFERENCES	1,200.00	1,200.00	99.00	1,101.00	8.25
101-253-960.000	BANK FEES	400.00	400.00	104.20	295.80	26.05
Total Dept 253 - TREASURER						
		42,694.00	42,694.00	14,357.80	28,336.20	33.63
Dept 257 - ASSESSOR						
101-257-804.000	ASSESSING - OAKLAND COUNTY	8,600.00	8,600.00	8,600.00	0.00	100.00
Total Dept 257 - ASSESSOR						
		8,600.00	8,600.00	8,600.00	0.00	100.00
Dept 262 - ELECTIONS						
101-262-726.000	SUPPLIES	2,056.00	2,056.00	1,455.66	600.34	70.80
101-262-727.001	POSTAGE	1,100.00	1,100.00	146.00	954.00	13.27
101-262-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	5,000.00	5,000.00	4,124.82	875.18	82.50
101-262-901.000	PUBLICATIONS	350.00	350.00	0.00	350.00	0.00
Total Dept 262 - ELECTIONS						
		8,506.00	8,506.00	5,726.48	2,779.52	67.32
Dept 265 - BUILDING AND GROUNDS						
101-265-705.000	WAGES - BUILDING MAINTENANCE	6,000.00	6,000.00	3,946.38	2,053.62	65.77
101-265-705.001	WAGES - BUILDING MAINTENANCE O/T	300.00	300.00	0.00	300.00	0.00





GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL						
Expenditures						
101-371-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	10,000.00	10,000.00	5,265.00	4,735.00	52.65
101-371-809.000	BLDG DEPT PROFESSIONAL FEES	20,255.00	20,255.00	4,916.19	15,338.81	24.27
Total Dept 371 - BUILDING INSPECTION		30,255.00	30,255.00	10,181.19	20,073.81	33.65
Dept 441 - DPW						
101-441-709.000	WAGES - DPW LEAVE & HOLIDAY PAY	4,000.00	4,000.00	1,908.00	2,092.00	47.70
101-441-709.001	WAGES - DPW TASTE OF CLARKSTON	1,400.00	1,400.00	1,353.90	46.10	96.71
101-441-709.006	WAGES - DPW CONCERTS IN PARK	1,000.00	1,000.00	1,440.54	(440.54)	144.05
101-441-709.007	WAGES - DPW ART IN THE VILLAGE	750.00	750.00	795.01	(45.01)	106.00
101-441-709.008	WAGES - DPW PARADES	718.00	718.00	493.70	224.30	68.76
101-441-712.000	HEALTH INSURANCE	6,182.00	6,182.00	1,960.48	4,221.52	31.71
101-441-713.000	PHYSICAL EXPENSES	1,000.00	1,000.00	68.39	931.61	6.84
101-441-719.000	CITY FICA EXPENSE	602.00	602.00	458.32	143.68	76.13
101-441-719.000	CITY SUTA MESC EXPENSE	25.00	25.00	0.00	25.00	0.00
101-441-726.000	DPW SUPPLIES	3,000.00	3,000.00	103.54	2,896.46	3.45
101-441-850.000	TELEPHONE EXPENSE - DPW	945.00	945.00	300.00	645.00	31.75
101-441-932.001	EQUIPMENT MAINTENANCE	1,000.00	1,000.00	0.00	1,000.00	0.00
101-441-940.004	NEW LEASE SPACE	18,637.00	18,637.00	0.00	18,637.00	0.00
Total Dept 441 - DPW		39,259.00	39,259.00	8,881.88	30,377.12	22.62
Dept 446 - HIGHWAY, STREETS, BRIDGES						
101-446-704.001	WAGES - DPW MAINTENANCE-PICKUP TRUCK	2,000.00	2,000.00	0.00	2,000.00	0.00
101-446-704.002	WAGES - DPW MAINTENANCE-DUMP TRUCK	2,356.00	2,356.00	0.00	2,356.00	0.00
101-446-704.003	WAGES - DPW MAINTENANCE-LOADER	400.00	400.00	0.00	400.00	0.00
101-446-704.004	WAGES - DPW MAINTENANCE-TRACTOR	750.00	750.00	89.04	660.96	11.87
101-446-704.005	WAGES - DPW MAINTENANCE-SWEEPER	150.00	150.00	0.00	150.00	0.00
101-446-704.007	WAGES - DPW MAINTENANCE-LIFT	110.00	110.00	0.00	110.00	0.00
101-446-715.000	CITY FICA EXPENSE	441.00	441.00	6.80	434.20	1.54
101-446-719.000	CITY SUTA MESC EXPENSE	25.00	25.00	0.00	25.00	0.00
101-446-726.000	DPW EQUIPMENT	4,500.00	4,500.00	1,765.81	2,734.19	39.24
101-446-817.001	TREE TRIMMING & MAINTENANCE	3,500.00	3,500.00	310.00	3,190.00	8.86
101-446-860.001	MILEAGE/CONFERENCE/TRAINING	400.00	400.00	0.00	400.00	0.00
101-446-861.001	MATERIAL & OUTSIDE LABOR-PICKUP TRUCK	2,500.00	2,500.00	0.00	2,500.00	0.00
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	0.00	400.00	0.00
101-446-861.007	MATERIAL & OUTSIDE LABOR-DUMP TRUCK	1,400.00	1,400.00	0.00	1,400.00	0.00
101-446-862.000	FUEL & OIL FOR EQUIPMENT	6,000.00	6,000.00	777.18	5,222.82	12.95
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		26,282.00	26,282.00	2,948.83	23,333.17	11.22
Dept 448 - STREET LIGHTING						
101-448-926.000	DTE STREET LIGHTING	17,500.00	17,500.00	5,185.99	12,314.01	29.63
Total Dept 448 - STREET LIGHTING		17,500.00	17,500.00	5,185.99	12,314.01	29.63
Dept 569 - WATERSHED COUNCIL						
101-569-956.002	CLINTON RIVER WATERSHED EXPENSES	875.00	875.00	380.00	495.00	43.43

		2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT USED
GL NUMBER	DESCRIPTION					
Fund 101 - GENERAL						
Expenditures						
Total Dept 569 - WATERSHED COUNCIL		875.00	875.00	380.00	495.00	43.43
Dept 701 - PLANNING						
101-701-810.001	ENGINEERING SERVICES	9,000.00	9,000.00	0.00	9,000.00	0.00
101-701-811.000	PLANNER FEES	8,000.00	8,000.00	417.50	7,582.50	5.22
101-701-958.000	PLANNING COMMISSION	2,000.00	2,000.00	129.45	1,870.55	6.47
101-701-959.000	MAIN STREET CLARKSTON	1,000.00	1,000.00	0.00	1,000.00	0.00
Total Dept 701 - PLANNING		20,000.00	20,000.00	546.95	19,453.05	2.73
Dept 723 - HISTORIC DISTRICT						
101-723-958.000	HISTORIC DIST COMMISSION EXP	2,000.00	2,000.00	300.00	1,700.00	15.00
Total Dept 723 - HISTORIC DISTRICT		2,000.00	2,000.00	300.00	1,700.00	15.00
Dept 906 - DEBT SERVICE						
101-906-994.006	INTEREST EXPENSE - GF - CITY HALL	2,814.00	2,814.00	0.00	2,814.00	0.00
Total Dept 906 - DEBT SERVICE		2,814.00	2,814.00	0.00	2,814.00	0.00
TOTAL EXPENDITURES		853,296.00	853,296.00	227,688.72	625,607.28	26.68
Fund 101 - GENERAL:						
TOTAL REVENUES		856,877.00	856,877.00	376,823.53	480,053.47	43.98
TOTAL EXPENDITURES		853,296.00	853,296.00	227,688.72	625,607.28	26.68
NET OF REVENUES & EXPENDITURES		3,581.00	3,581.00	149,134.81	(145,553.81)	4,164.61

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET						
Revenues						
Dept 000 - GENERAL						
202-000-574.000	STATE SHARED REVENUES	87,425.00	87,425.00	29,261.29	58,163.71	33.47
Total Dept 000 - GENERAL		87,425.00	87,425.00	29,261.29	58,163.71	33.47
TOTAL REVENUES						
		87,425.00	87,425.00	29,261.29	58,163.71	33.47
Expenditures						
Dept 451 - NON-WINTER						
202-451-703.005	SALARY - NON-WINTER MAINTENANCE	12,507.00	12,507.00	9,843.45	2,663.55	78.70
202-451-703.008	SALARY - NON-WINTER O/T MAINT	2,000.00	2,000.00	554.23	1,445.77	27.71
202-451-715.000	CITY FICA EXPENSE	1,224.00	1,224.00	795.41	428.59	64.98
202-451-719.000	CITY SUTA MESC EXPENSE	25.00	25.00	0.00	25.00	0.00
202-451-726.001	SUPPLIES & MTLs - NON-WINTER MAINT	1,840.00	1,840.00	0.00	1,840.00	0.00
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		22,996.00	22,996.00	11,193.09	11,802.91	48.67
Dept 452 - TRAFFIC						
202-452-777.000	TRAFFIC SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
202-452-945.000	EQUIPMENT RENTAL	7,000.00	7,000.00	3,167.32	3,832.68	45.25
202-452-966.000	STATE TRUNKLINE OVERHEAD	250.00	250.00	0.00	250.00	0.00
Total Dept 452 - TRAFFIC		9,250.00	9,250.00	3,167.32	6,082.68	34.24
Dept 453 - WINTER						
202-453-703.006	SALARY - WINTER MAINTENANCE	14,149.00	14,149.00	0.00	14,149.00	0.00
202-453-703.009	SALARY - WINTER MAINT O/T	5,000.00	5,000.00	0.00	5,000.00	0.00
202-453-715.000	CITY FICA EXPENSE	1,465.00	1,465.00	0.00	1,465.00	0.00
202-453-719.000	CITY SUTA MESC EXPENSE	50.00	50.00	0.00	50.00	0.00
202-453-726.002	SUPPLIES & MTLs - WINTER MAINT	600.00	600.00	0.00	600.00	0.00
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	800.00	800.00	0.00	800.00	0.00
202-453-778.001	SALT - WINTER MAINTENANCE	5,500.00	5,500.00	0.00	5,500.00	0.00
202-453-945.001	EQUIPMENT RENTAL - WINTER	7,500.00	7,500.00	0.00	7,500.00	0.00
Total Dept 453 - WINTER		35,264.00	35,264.00	0.00	35,264.00	0.00
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	7,713.00	7,713.00	0.00	7,713.00	0.00
Total Dept 999 - TRANSFERS OUT		7,713.00	7,713.00	0.00	7,713.00	0.00

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			
Fund 202 - MAJOR STREET Expenditures						
TOTAL EXPENDITURES		77,223.00	77,223.00	14,360.41	62,862.59	18.60
Fund 202 - MAJOR STREET:						
TOTAL REVENUES		87,425.00	87,425.00	29,261.29	58,163.71	33.47
TOTAL EXPENDITURES		77,223.00	77,223.00	14,360.41	62,862.59	18.60
NET OF REVENUES & EXPENDITURES		10,202.00	10,202.00	14,900.88	(4,698.88)	146.06



2024-25		DESCRIPTION	2024-25	YTD BALANCE	AVAILABLE	% BDGT
GL NUMBER	ORIGINAL BUDGET		AMENDED BUDGET			
Fund 203 - LOCAL STREET						
Revenues						
Dept 000 - GENERAL						
203-000-574.000	30,717.00	30,717.00	10,175.52	20,541.48	33.13	
203-000-699.202	7,713.00	7,713.00	0.00	7,713.00	0.00	
203-000-699.390	100,000.00	100,000.00	0.00	100,000.00	0.00	
Total Dept 000 - GENERAL						
	138,430.00	138,430.00	10,175.52	128,254.48	7.35	
TOTAL REVENUES						
	138,430.00	138,430.00	10,175.52	128,254.48	7.35	
Expenditures						
Dept 449 - ROAD COMMISSION/STREET DEPT (ACT 51)						
203-449-971.000	100,000.00	100,000.00	0.00	100,000.00	0.00	
Total Dept 449 - ROAD COMMISSION/STREET DEPT (ACT 51)						
	100,000.00	100,000.00	0.00	100,000.00	0.00	
Dept 451 - NON-WINTER						
203-451-703.005	5,500.00	5,500.00	3,640.81	1,859.19	66.20	
203-451-703.008	500.00	500.00	205.00	295.00	41.00	
203-451-715.000	459.00	459.00	294.23	164.77	64.10	
203-451-719.000	25.00	25.00	0.00	25.00	0.00	
203-451-726.001	800.00	800.00	726.35	73.65	90.79	
203-451-775.000	400.00	400.00	0.00	400.00	0.00	
203-451-776.001	5,000.00	5,000.00	0.00	5,000.00	0.00	
Total Dept 451 - NON-WINTER						
	12,684.00	12,684.00	4,866.39	7,817.61	38.37	
Dept 452 - TRAFFIC						
203-452-945.000	5,000.00	5,000.00	2,384.12	2,615.88	47.68	
203-452-966.000	100.00	100.00	0.00	100.00	0.00	
Total Dept 452 - TRAFFIC						
	5,100.00	5,100.00	2,384.12	2,715.88	46.75	
Dept 453 - WINTER						
203-453-703.006	5,100.00	5,100.00	0.00	5,100.00	0.00	
203-453-703.009	2,500.00	2,500.00	0.00	2,500.00	0.00	
203-453-715.000	582.00	582.00	0.00	582.00	0.00	
203-453-719.000	25.00	25.00	0.00	25.00	0.00	
203-453-726.002	400.00	400.00	0.00	400.00	0.00	
203-453-775.001	100.00	100.00	0.00	100.00	0.00	
203-453-778.000	750.00	750.00	0.00	750.00	0.00	
203-453-778.001	2,500.00	2,500.00	0.00	2,500.00	0.00	
203-453-945.001	6,500.00	6,500.00	0.00	6,500.00	0.00	
203-453-955.001	100.00	100.00	0.00	100.00	0.00	
Total Dept 453 - WINTER						
	18,557.00	18,557.00	0.00	18,557.00	0.00	
Dept 701 - PLANNING						
203-701-810.001	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	

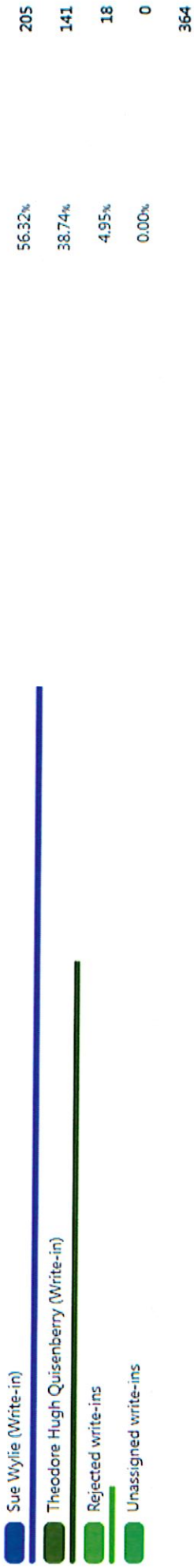
GL NUMBER	DESCRIPTION	2024-25	2024-25	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2024	BALANCE	USED
Fund 203 - LOCAL STREET						
Expenditures						
TOTAL EXPENDITURES		138,341.00	138,341.00	7,250.51	131,090.49	5.24
Fund 203 - LOCAL STREET:						
TOTAL REVENUES		138,430.00	138,430.00	10,175.52	128,254.48	7.35
TOTAL EXPENDITURES		138,341.00	138,341.00	7,250.51	131,090.49	5.24
NET OF REVENUES & EXPENDITURES		89.00	89.00	2,925.01	(2,836.01)	3,286.53

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 10/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL PROJECT FUND						
Revenues						
Dept 000 - GENERAL						
401-000-699.101	TRANSFER IN FROM GENERAL FUND	126,500.00	126,500.00	0.00	126,500.00	0.00
Total Dept 000 - GENERAL		126,500.00	126,500.00	0.00	126,500.00	0.00
TOTAL REVENUES		126,500.00	126,500.00	0.00	126,500.00	0.00
Expenditures						
Dept 265 - BUILDING AND GROUNDS						
401-265-728.000-FY17FRIEND FRIENDS OF DEPOT PARK		5,500.00	5,500.00	0.00	5,500.00	0.00
Total Dept 265 - BUILDING AND GROUNDS		5,500.00	5,500.00	0.00	5,500.00	0.00
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	664.60	335.40	66.46
401-446-930.007	SAFETY CROSSWALK PAINT/TAPE	4,500.00	4,500.00	0.00	4,500.00	0.00
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		10,500.00	10,500.00	664.60	9,835.40	6.33
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	62,000.00	62,000.00	6,548.68	55,451.32	10.56
401-901-930.005	SIDEWALK REPAIR	40,000.00	40,000.00	40,000.00	0.00	100.00
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		110,500.00	110,500.00	46,548.68	63,951.32	42.13
TOTAL EXPENDITURES		126,500.00	126,500.00	47,213.28	79,286.72	37.32
Fund 401 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		126,500.00	126,500.00	0.00	126,500.00	0.00
TOTAL EXPENDITURES		126,500.00	126,500.00	47,213.28	79,286.72	37.32
NET OF REVENUES & EXPENDITURES		0.00	0.00	(47,213.28)	47,213.28	100.00
TOTAL REVENUES - ALL FUNDS		1,209,232.00	1,209,232.00	416,260.34	792,971.66	34.42
TOTAL EXPENDITURES - ALL FUNDS		1,195,360.00	1,195,360.00	296,512.92	898,847.08	24.81
NET OF REVENUES & EXPENDITURES		13,872.00	13,872.00	119,747.42	(105,875.42)	863.23

★ Mayor Clarkston (Vote For 1)

Precincts Reporting 100%



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★ Council Member Clarkston (Vote For 3)

Precincts Reporting 100%



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# City of the Village of Clarkston

## Meeting Rules of Procedure

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

### **1. AUTHORITY**

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

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

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

### **2. GENERAL PROCEDURES**

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

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

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

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

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

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



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

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

**2.9 RULES OF ORDER:**

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

2.9b The Council shall determine its own rules and order of business and shall keep a written or printed journal of all its proceedings in the English language which shall be signed by the Mayor and Clerk.

2.9c The Mayor shall enforce orderly conduct at meetings. Any member of the Council or other officer who shall fail to maintain conduct in an orderly manner at any meeting shall be deemed guilty of misconduct in office.

2.9d Any person designated by the Mayor or the presiding officer of the meeting shall serve as the Sergeant at Arms of the Council in the enforcement of the provisions of this section. (City Charter 4.15)

2.9e All meeting votes shall be taken by "Yes" and "No" votes and entered upon the record unless the vote is unanimous, where it shall only be necessary to so state in the record.

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

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

**2.12 CLOSED SESSIONS:** The City Council may convene into closed session only for those purposes permitted by the Michigan Open Meetings Act or other law. A roll call vote shall be made to call for a closed session. The City Clerk shall prepare and maintain minutes of the proceedings of closed sessions in accordance with the Michigan Open Meetings Act. Closed Session items shall be listed separately on the agenda and shall include a citation of

the section of the Michigan Open Meetings Act or other law under which the City Council is permitted to convene into closed session for that matter. Closed session minutes shall be retained for one (1) year and then destroyed. (MCL 15.268)

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

**2.14 ADMINISTRATION:**

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

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

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

**2.15 PUBLICATION OF COUNCIL PROCEEDINGS:** A journal of the proceedings of each meeting of the City Council shall be prepared and maintained by the City Clerk, and shall be available to the public in accordance with the Michigan Open Meetings Act; Draft Minutes shall be published within eight (8) days of the meeting and Final Minutes shall be published within five (5) days of a subsequent meeting where they are approved. Meeting minutes shall be summary in nature, recording actions taken by the City Council. With respect to motions and resolutions, the minutes shall document the name of the members who motioned and seconded as well as the result of the vote. The City Clerk shall not be required to maintain a written record of discussion or comments of the City Council or members of the public made at council meetings unless directed to do so by a majority vote of the City Council. If a member of the City Council is permitted to abstain from a vote in accordance with the City Charter, the abstention shall be recorded in the meeting minutes together with the reason for abstention. The City Council shall make any corrections to the minutes at the next meeting after the meeting to which the minutes refer. The corrected minutes shall show both the original entry and the correction. (City Charter 4.15) (MCL 15.269)

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

**2.17 CONNECTING VIRTUALLY TO THE MEETING:** Where possible, the City will provide the option of connecting virtually to the meeting through an online meeting app such as Zoom or GoToMeeting. If a virtual connection option is offered, it is imperative that the mechanism provides for 2-way communication so that councilmembers can hear and speak with public participants and vice-versa. While Councilmembers are free to connect virtually, the Open Meetings Act prohibits virtual voting.

### **3. MEETING AGENDAS**

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

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

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

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

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

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

**3.6 PUBLIC HEARINGS:** When an official Public Hearing is required, the Mayor shall announce the start of the public hearing, the purpose of the hearing and shall then open the hearing to the public for comment, noting the time. The rules of public participation established above shall apply. After receiving public comments, the Mayor shall close the public hearing and note the time. The City Clerk shall record in the meeting minutes the names (if announced) of all members of the public who comment during a public hearing. Public hearings may be held separately or in connection with a regular or special council meeting and may be adjourned from time to time.

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

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

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

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

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

#### **4. AMENDMENTS TO COUNCIL RULES OF PROCEDURE**

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

## **5. BOARDS AND COMMISSION RULES OF PROCEDURE**

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

- a. **2.1 Regular Meetings:** Regular meetings of the Planning Commission shall be held the first Monday of every month and regular meetings of the Historic District Commission shall be the second Tuesday of every month. Meetings of the Zoning Board of Appeals are called on an as-needed basis.
- b. **2.2 Special Meetings:** The Chairperson of the Board or Commissions shall be responsible for scheduling any special meetings with the City Clerk no less than 48 hours in advance of the meeting.
- c. **2.7 Presiding Officer:** The Board or Commission Chairperson shall serve as the presiding officer and the Secretary shall be responsible for publishing the minutes of each meeting.
- d. **2.8 Quorum:** Three (3) members of the Planning Commission, Historic District Commission and Zoning Board of Appeals shall constitute a quorum for the transaction of business.
- e. **2.10 Voting Duty:** A vote of a minimum of three (3) of the members present required to excuse.
- f. **2.12 Closed Sessions:** Not applicable to Boards and Commissions.
- g. **2.13 Publication of Proceedings:** Draft meeting minutes shall be prepared by the Board/Commission Secretary and submitted to the City Clerk for posting on the City website within 8 days of the meeting. Final minutes shall be forwarded to the City Clerk for posting on the City website within 5 days of the approval meeting.
- h. **3.1 Agenda Preparation:** The Board or Commission Chairperson shall be responsible for preparing the meeting agenda and forwarding it to the City Clerk by close-of-business on the Thursday before their regularly scheduled meeting or 48 hours prior to special meetings.
- i. **3.2 Agenda Items:** Agenda items shall be submitted to the Board/Commission Chairperson 1 week prior to the meeting.
- j. **3.7 Consent Agenda:** Not applicable to Boards and Commissions.

**Revised: June 9, 2022**

**Adopted:**

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Motion - Finance Committee Appointment

Section 7.2 of the City Charter requires the establishment of a Finance Committee to assist the City Manager in the preparation of the annual budget and advise the Council on budget matters.

In addition to the City Manager and City Treasurer, the Finance Committee shall have three (3) members of the City Council appointed by the Mayor, with advice and consent of the City Council.

In the March 22, 2024 City Council meeting, a motion was passed appointing Sue Wylie, Ted Quisenberry, and Peg Roth to the Committee. Councilmember Roth did not run for re-election in the November 5th election and needs to be replaced.

Motioned by \_\_\_\_\_ and Seconded by \_\_\_\_\_ to appoint Councilmember \_\_\_\_\_ to replace Peg Roth, effective immediately.

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

☐ Motion is Adopted

☐ Motion is Defeated

\_\_\_\_\_  
Jonathan Smith, City Manager

November 25, 2024

\_\_\_\_\_  
Date

City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

Motion - Historic District Commission Appointment

Historic District Commissioner Melissa Luginski resigned from the Commission on November 5, 2023. City Council accepted the resignation in their November 12th meeting.

The City of the Village of Clarkston has posted a notice relative to the open position on the City Website for the last 6 days.

Ex-Councilmember Mark Lamphier is considering the position.

Motioned by \_\_\_\_\_ and Seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ to fill the open HDC position effective immediately and ending June 30, 2025 (the balance of Melissa's term).

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

☐ Motion is Adopted

☐ Motion is Defeated

Jonathan Smith, City Manager

November 25, 2024  
Date