



**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 – January 13, 2025, 7:00 PM**

1. Call to Order:

2. Pledge of Allegiance:

3. Roll Call:

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

4. Approval of Agenda - Motion

5. Public Comments:

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

6. FYI:

Public Hearing Notice on January 21<sup>st</sup> at 7:00 PM  
CIDL Used Book Sale January 28<sup>th</sup> through February 1st

7. City Manager's Report

8. Sheriff's Report

9. Consent Agenda:

Final Minutes of the November 25, 2024 Regular Meeting  
Draft Minutes of the December 9, 2024 Regular Meeting  
Treasurer's Report December 23, 2024 (presented here because the 12/23/24 meeting was cancelled)

Treasurer's Report January 13, 2025

10. **Unfinished Business:**

- a. None

11. **New Business:**

- a. Discussion: 2024 HDC Activity Report
- b. Discussion: Contractual Clerk Expenses To-Date
- c. Motion: Policy & Procedure Manual Update
- d. Resolution: Sewer Billing Temporary Price Adjustment
- e. Resolution: Purchase of Replacement Snowplow Cutting Edges

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.



## **PUBLIC HEARING NOTICE**

**CITY OF THE VILLAGE OF CLARKSTON  
Artemus M. Pappas Village Hall  
375 Depot Rd  
Clarkston MI 48346**

**Tuesday, January 21, 2025 at 7:00 P.M.**

**The City of the Village of Clarkston will hold a Public Hearing on Tuesday, January 21, 2025 starting at 7:00 PM to review the findings of the Clarkston Historic District Study Committee.**

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

1. Attend in-person at the Clarkston Village Hall conference room located at 375 Depot Road, Clarkston, MI 48346
2. Join the meeting remotely using a computer, tablet or smartphone via Microsoft Teams (Meeting ID: 290 343 929 307, Passcode: UQ99Tj2v )
3. Submit written comments to the City Manager at [smithj@villageofclarkston.org](mailto:smithj@villageofclarkston.org) by 3:00 PM the day of the hearing

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

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

Jonathan Smith, City Manager

# Friends Winter Used Book Sale



**Members Only Preview Night:**

**Tuesday, Jan. 28: 3pm–7:30pm**

**Book Sale:**

**Wednesday, Jan. 29: 10am–8:30pm**

**Thursday, Jan. 30: 10am–8:30pm**

**1/2 Price Day:**

**Friday, Jan. 31: 10am–5:30pm**

**\$5 Bag Day:**

**Saturday, Feb. 1: 10am–2pm**

**City of the Village of Clarkston**  
**City Manager Report**  
**January 13, 2025**

**Domain Name Renewal**

The City's website and email functions stopped working on December 31<sup>st</sup> due, we discovered, to the expiration of an agreement from 2015 with Domain Name Registrar **GoDaddy** for the "VillageofClarkston.Org" domain name. The City was unaware of any required contract renewals with GoDaddy because the renewal notices were being sent to old email addresses from 2015 that no longer exist. On January 7<sup>th</sup>, after many phone calls and extensive efforts, we were able to recover the VillageofClarkston.org account and resume normal operations of both the City website and emails. To avoid a reoccurrence of this issue in the future, we are currently investigating the possibility of converting to a ".gov" domain name which would be registered through the U.S. Government and never expire.

**New Website Go-Live Postponed**

Due to the Domain Name registration issue, the planned go-live this week of the City's new website has been postponed. The new go-live date is Thursday, January 16<sup>th</sup>.

**Oakland County Sheriff Services**

This week I met with Independence Township Supervisor Chuck Phyle to discuss concerns he has with a recent notification from the Oakland County Sheriff that Police Service billings will be increasing by 15% in the first quarter. Because the City sub-contracts for Oakland County Sheriff services through the Township, Chuck will be keeping me posted as he evaluates all alternatives.

**Police Overbilling Refund Received**

On December 12<sup>th</sup>, the City received a refund from Independence Township in the amount of \$96,220. This refund represents the overpayment (with interest) of 6 of the 14 years of overbilling for Police Services. Six years is the status of limitations typically applied in court cases. The City repeatedly requested reimbursement of the full \$171,800 overbilling during the 14 years since the inception of the intergovernmental agreement.

**Independence Television Video Services**

Treasurer Greg Cote' and I are working on the details of a new Intergovernmental Agreement with Independence Television to enable the continuation of the practice of recording and posting the City's Council Meetings in 2025. The draft agreement will soon be complete, after which the City and Township attorneys will be asked to review, after which it will be presented to the City Council and Township Board for final approval.

Respectfully submitted, **Jonathan Smith, City Manager, January 9, 2025**

**OAKLAND COUNTY SHERIFF DEPARTMENT  
INDEPENDENCE SUBSTATION**

TO: John Smith, City Manager

FROM: Lieutenant Richard Cummins, Substation Commander

SUBJECT: City of the Village of Clarkston Monthly Report

ARRESTS	2024												2023	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD
Felony (CLR-059)	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Misdemeanors (CLR-059)	2	0	0	0	0	0	1	1	0	3	0	0	7	9
MICR:														
Violent Crimes (CLR-004)	1	0	0	0	2	2	0	0	0	0	0	0	5	0
Property Crimes (CLR-004)	0	0	0	0	0	1	1	6	0	0	1	0	9	4
TRAFFIC:														
Monthly Citations Citation Report	3	29	28	10	11	11	10	29	15	17	9	5	177	304
Crashes - Crash Report	5	4	2	3	2	5	3	2	5	6	3	4	44	30
LIQUOR INSPECTION ACTIVITY:														
Alcohol Compliance Checks (AE)	0	4	0	0	0	0	0	0	0	0	0	0	4	0
Violations (CLR-065)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COMMUNITY LIAISON:														
Community Meetings L3535	2	1	1	1	1	1	1	1	1	0	2	0	12	24
Community Other L3539	1	0	0	0	0	0	0	0	0	0	0	0	1	0
STATION STATISTICS:														
Calls for Service (CLR-065)	86	53	47	53	90	62	58	56	62	80	66	50	763	1024



**City of the Village of Clarkston**  
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**Final Minutes of the November 25, 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. Oath of Office for Newly Elected and Re-Elected Officials:**

- City Manager/City Clerk Jonathan Smith swore in Mayor Sue Wylie and Councilmember Erica Jones, Amanda Forte, Al Avery

**4. Motion: Appointment of Mayor Pro Tem**

- Motioned by Forte, supported by Quisenberry to appoint Councilmember Laura Rodgers to the position of Mayor Pro Tem through November 10, 2025. VOTE: All Aye. MOTION CARRIED 7-0

**5. Roll Call:**

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

**6. Approval of Agenda:**

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

**7. Public Comments:**

- None

**8. FYI:**

- MML Training for Newly Elected Officials
- Holiday Market, December 14<sup>th</sup>, 4:00-8:00 PM

9. City Manager Report:

- New Council Members
- New Business Cards
- Clerk Email Account
- New City Website
- New Curbing on W. Washington & Robertson Ct.
- Pony Cycle for Depot Park

10. Motion: Acceptance of Consent Agenda as Presented

- Final Minutes of the October 28, 2024 Regular Meeting
- Draft Minutes of the November 12, 2024 Regular Meeting
- Treasurer's Report November 25, 2024

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

11. **Unfinished Business:**

- a. None

12. **New Business:**

a. Discussion: Election Results

Contractual Election Worker Angie Guillen presented the final, official election results received from Oakland County.

b. Discussion: Council Meeting Agenda Proceedings

Discussed the existing Meeting Roles of Procedure document. The City Manager was asked to confirm that these rules were or were not previously adopted by the City Council.

c. Motion: Finance Committee Appointment

Motioned by Quisenberry, supported by Casey, to appoint Councilmember Al Avery to the Finance Committee effective immediately. VOTE: All Aye. MOTION CARRIED 7-0.

d. Motion: Historic District Commission Appointment

Motioned by Wylie, supported by Forte, to appoint resident Annette Zemon-Parker to the Historic District Commission. Motioned by Casey, supported by Avery, to appoint resident Mark Lamphier to the Historic District Commission. Motioned by Avery, supported by Quisenberry to table the matter to the December 9, 2024 Council meeting, extend the notice on the City website until December 9<sup>th</sup>, place a notice in the Clarkston News, invite Mark Lamphier to the December 9<sup>th</sup> meeting. VOTE TO TABLE: Avery, Casey, Forte, Jones, Quisenberry, Rodgers Aye. Wylie Nay. MOTION CARRIED 6-1.

13. Motion: Adjourn Meeting at 7:38 P.M.

- Motioned by Jones, 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**  
Artemus M. Pappas Village Hall  
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**Draft Minutes of the December 9, 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, Al Avery, Gary Casey, Amanda Forte, and Ted Quisenberry.
- Council Members Absent: Erica Jones
- Others Present: Jonathan Smith, City Manager and Tom Ryan, City Attorney (online)
- Others Absent: Sgt. John Ashley, Oakland County Sheriff

**4. Approval of Agenda:**

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

**5. Public Comments:**

- None

**6. FYI:**

- Lake Improvement Board Meeting, December 11<sup>th</sup>
- Clarkston Holiday Lights Parade, December 14<sup>th</sup>
- Clarkston Christmas Market, December 14<sup>th</sup>

**7. City Manager Report:**

- Meeting Rules of Procedure
- Mill Pond Dam / Lake Improvement Board Meeting
- Salary Study Status
- Park Rental Fee Study Status

- Proposal for iPad for Council Members
8. Sheriff's Report through November 2024
  9. Motion: Acceptance of Consent Agenda as Presented
    - Final Minutes of the November 12, 2024 Regular Meeting
    - Draft Minutes of the November 25, 2024 Regular Meeting
    - Treasurer's Report December 9, 2024Motioned by Quisenberry, supported by Avery to approve the Consent Agenda. VOTE: All Aye. MOTION CARRIED 6-0
  10. **Unfinished Business:**
    - a. Motion: Historic District Commission Appointment  
Motioned by Wylie, supported by Forte, to appoint resident Annette Zemon-Parker to the Historic District Commission. VOTE: All Aye. MOTION CARRIED 6-0.
  11. **New Business:**
    - a. Motion: May 10, 2025 Angels' Place Race  
Motioned by Avery, supported by Forte, to approve the plans for the May 10, 2025 Angels' Place Race through the Village of Clarkston. VOTE: All Aye. MOTION CARRIED 6-0.
    - b. Motion: 2025 City Council Meeting Schedule  
Motioned by Rodgers, supported by Casey, to approve the 2025 City Council Meeting Schedule presented. VOTE: All Aye. MOTION CARRIED 6-0.
    - c. Motion: Cancellation of the December 23, 2024 City Council Meeting  
Motioned by Wylie, supported by Rodgers to approve the cancellation of the December 23, 2024 City Council meeting. VOTE: All Aye. MOTION CARRIED 6-0.
    - d. Resolution: Extension of the Contractual Clerk Agreement  
Resolved by Rodgers, supported by Quisenberry to approve the contractual clerk agreement extension with Angela Guillen through February 28, 2025. The City Manager was asked to bring a summary of contractual clerk expenses to date to the January 13<sup>th</sup> Council meeting. VOTE: All Aye. RESOLUTION CARRIED 6-0.
  12. Motion: Adjourn Meeting at 7:49 P.M.
    - Motioned by Rodgers, supported by Forte to adjourn. 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 11/30/2024 General Fund 101

II. Revenue/Expenditure Actual vs. Budget as of 11/30/2024 Major Roads Fund 202

III. Revenue/Expenditure Actual vs. Budget as of 11/30/2024 Local Roads Fund 203

IV. Revenue/Expenditure Actual vs. Budget as of 11/30/2024 Capital Projects Fund 401

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

## Carlisle Wortman -

Monthly Retainer (November 2024)	\$	-
Code Enforcement (November 2024)	\$	-
2024 Planning Consultation	\$	-
2024 General Consultation	\$	-

<b>Sub Total</b>	<b>\$</b>	<b>-</b>
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## HRC -

MS4 Permit Assistance	\$	-
Professional	\$	-

<b>Sub Total</b>	<b>\$</b>	<b>-</b>
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## Tom Ryan-

Court/Prosecution	\$	-
Professional Services	\$	-
	\$	-

<b>Sub total Invoices for review</b>	<b>\$</b>	<b>-</b>
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## VII. Other Checks for Review

\$	-
\$	-
\$	-
\$	-

<b>Total Other Checks for Review</b>	<b>\$</b>	<b>-</b>
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<b>Grand Total</b>	<b>\$</b>	<b>-</b>
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PERIOD ENDING 11/30/2024

2024-25		2024-25		YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT USED
ORIGINAL BUDGET	AMENDED BUDGET					
GL NUMBER	DESCRIPTION					
Fund 101 - GENERAL						
Revenues						
Dept 000 - GENERAL						
101-000-402.000	CURRENT TAX REVENUES	646,636.00	646,636.00	304,947.40	341,688.60	47.16
101-000-445.000	INTEREST & PENALTY REVENUES	388.00	388.00	75.11	312.89	19.36
101-000-477.000	CABLE TV REVENUES	14,766.00	14,766.00	2,911.49	11,854.51	19.72
101-000-491.000	IN-KIND FEES/PEG FEES AT&T	4,126.00	4,126.00	818.46	3,307.54	19.84
101-000-492.000	PERMIT FEES	24,699.00	24,699.00	12,127.00	12,572.00	49.10
101-000-522.000	COMM DEV BLOCK GRANT - CDBG	7,000.00	7,000.00	0.00	7,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE-PP	4,275.00	4,275.00	559.42	3,715.58	13.09
101-000-573.001	ENHANCED ACCESS REVENUE SHARING	1,009.00	1,009.00	593.50	415.50	58.82
101-000-574.001	STATE REVENUE SHARING/SALES TAX	109,113.00	109,113.00	19,130.00	89,983.00	17.53
101-000-574.002	STATE LIQUOR CONTROL COMM	3,507.00	3,507.00	0.00	3,507.00	0.00
101-000-656.000	DISTRICT COURT REVENUE	3,676.00	3,676.00	1,348.05	2,327.95	36.67
101-000-665.000	INTEREST EARNED	1,782.00	1,782.00	2,306.65	(524.65)	129.44
101-000-666.000	DIVIDENDS AND REBATES	1,400.00	1,400.00	1,398.00	2.00	99.86
101-000-667.000	GAZEBO RENTALS	4,500.00	4,500.00	2,350.00	2,150.00	52.22
101-000-667.001	EQUIPMENT RENTAL	26,000.00	26,000.00	7,390.47	18,609.53	28.42
101-000-670.000	MISCELLANEOUS INCOME	1,500.00	1,500.00	550.00	950.00	36.67
101-000-670.001	SPECIAL EVENTS REVENUE	2,500.00	2,500.00	3,000.00	(500.00)	120.00
Total Dept 000 - GENERAL		856,877.00	856,877.00	359,505.55	497,371.45	41.96
Dept 248 - HOLIDAY MARKET						
101-248-674.000	CONTRIBUTIONS	0.00	0.00	2,261.00	(2,261.00)	100.00
Total Dept 248 - HOLIDAY MARKET		0.00	0.00	2,261.00	(2,261.00)	100.00
TOTAL REVENUES		856,877.00	856,877.00	361,766.55	495,110.45	42.22
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	1,000.00	1,000.00	0.00	1,000.00	0.00
101-101-958.000	DUES & CONFERENCES	3,500.00	3,500.00	1,470.00	2,030.00	42.00
Total Dept 101 - COUNCIL/MAYOR		12,250.00	12,250.00	1,470.00	10,780.00	12.00
Dept 172 - ADMINISTRATION						
101-172-701.002	WAGES - ADMIN ASSISTANT	12,395.00	12,395.00	10,789.49	1,605.51	87.05
101-172-703.003	SALARY - CITY MANAGER	44,990.00	44,990.00	19,034.40	25,955.60	42.31
101-172-714.000	MERS - EMPLOYEE MATCH	5,521.00	5,521.00	1,242.00	4,279.00	22.50
101-172-715.000	CITY FICA EXPENSE	4,390.00	4,390.00	2,281.53	2,108.47	51.97
101-172-719.000	CITY SUTA MISC EXPENSE	100.00	100.00	0.00	100.00	0.00
101-172-722.000	WORKMAN'S COMPENSATION	2,194.00	2,194.00	1,472.00	722.00	67.09
101-172-726.000	SUPPLIES	5,180.00	5,180.00	2,588.63	2,591.37	49.97
101-172-727.001	POSTAGE	325.00	325.00	0.00	325.00	0.00
101-172-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	4,919.00	4,919.00	3,992.18	926.82	81.16
101-172-850.000	TELEPHONE EXPENSE	9,622.00	9,622.00	4,381.91	5,240.09	45.54
101-172-852.000	TECHNOLOGY/INTERNET EXPENSE	8,373.00	8,373.00	7,520.89	852.11	89.82
101-172-860.000	MILEAGE/CONFERENCE	1,300.00	1,300.00	454.93	845.07	34.99
101-172-941.000	RICOH COPIER LEASE	1,800.00	1,800.00	848.54	951.46	47.14
101-172-958.000	DUES & CONFERENCES	2,100.00	2,100.00	0.00	2,100.00	0.00

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 101 - GENERAL						
Expenditures						
Total Dept 172 - ADMINISTRATION						
103,209.00		103,209.00		54,606.50	48,602.50	52.91
Dept 215 - CLERK						
38,220.00	SALARY - CLERK	38,220.00	38,220.00	6,216.98	32,003.02	16.27
2,924.00	CITY FICA EXPENSE	2,924.00	2,924.00	291.99	2,632.01	9.99
25.00	CITY SUTA MESC EXPENSE	25.00	25.00	2.23	22.77	8.92
100.00	SUPPLIES	100.00	100.00	0.00	100.00	0.00
5,500.00	PUBLICATIONS	5,500.00	5,500.00	1,382.50	4,117.50	25.14
1,100.00	DUES & CONFERENCES	1,100.00	1,100.00	671.46	428.54	61.04
47,869.00	Total Dept 215 - CLERK	47,869.00	47,869.00	8,565.16	39,303.84	17.89
Dept 223 - AUDIT						
12,500.00	AUDIT FEES	12,500.00	12,500.00	0.00	12,500.00	0.00
12,500.00	Total Dept 223 - AUDIT	12,500.00	12,500.00	0.00	12,500.00	0.00
Dept 248 - HOLIDAY MARKET						
2,500.00	SUPPLIES	2,500.00	2,500.00	985.17	1,514.83	39.41
2,500.00	Total Dept 248 - HOLIDAY MARKET	2,500.00	2,500.00	985.17	1,514.83	39.41
Dept 253 - TREASURER						
33,320.00	SALARY - TREASURER	33,320.00	33,320.00	14,409.00	18,911.00	43.24
2,549.00	CITY FICA EXPENSE	2,549.00	2,549.00	1,102.29	1,446.71	43.24
25.00	CITY SUTA MESC EXPENSE	25.00	25.00	0.00	25.00	0.00
1,200.00	SUPPLIES	1,200.00	1,200.00	309.64	890.36	25.80
4,000.00	COMPUTER SUPPORT	4,000.00	4,000.00	2,674.11	1,325.89	66.85
1,200.00	DUES & CONFERENCES	1,200.00	1,200.00	99.00	1,101.00	8.25
400.00	BANK FEES	400.00	400.00	129.50	270.50	32.38
42,694.00	Total Dept 253 - TREASURER	42,694.00	42,694.00	18,723.54	23,970.46	43.86
Dept 257 - ASSESSOR						
8,600.00	ASSESSING - OAKLAND COUNTY	8,600.00	8,600.00	8,600.00	0.00	100.00
8,600.00	Total Dept 257 - ASSESSOR	8,600.00	8,600.00	8,600.00	0.00	100.00
Dept 262 - ELECTIONS						
2,056.00	SUPPLIES	2,056.00	2,056.00	2,064.65	(8.65)	100.42
1,100.00	POSTAGE	1,100.00	1,100.00	146.00	954.00	13.27
5,000.00	PROFESSIONAL & CONTRACTUAL SERVICES	5,000.00	5,000.00	11,262.17	(6,262.17)	225.24
350.00	PUBLICATIONS	350.00	350.00	0.00	350.00	0.00
8,506.00	Total Dept 262 - ELECTIONS	8,506.00	8,506.00	13,472.82	(4,966.82)	158.39
Dept 265 - BUILDING AND GROUNDS						
6,000.00	WAGES - BUILDING MAINTENANCE	6,000.00	6,000.00	6,378.55	(378.55)	106.31
300.00	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 11/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL						
Expenditures						
101-371-805.001	PROFESSIONAL & CONTRACTUAL SERVICES	10,000.00	10,000.00	5,850.00	4,150.00	58.50
101-371-809.000	BLDG DEPT PROFESSIONAL FEES	20,255.00	20,255.00	6,554.92	13,700.08	32.36
Total Dept 371 - BUILDING INSPECTION		30,255.00	30,255.00	12,404.92	17,850.08	41.00
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
101-441-715.000	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	622.64	2,377.36	20.75
101-441-850.000	TELEPHONE EXPENSE - DPW	945.00	945.00	375.00	570.00	39.68
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	9,475.98	29,783.02	24.14
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	293.62	2,062.38	12.46
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	29.24	411.76	6.63
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	1,905.77	2,594.23	42.35
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	400.00	0.00
101-446-861.003	MATERIAL & OUTSIDE LABOR-LOADER	1,000.00	1,000.00	304.95	695.05	30.50
101-446-861.004	MATERIAL & OUTSIDE LABOR-LIFT	350.00	350.00	0.00	0.00	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	1,069.79	4,930.21	17.83
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		26,282.00	26,282.00	4,002.41	22,279.59	15.23
Dept 448 - STREET LIGHTING						
101-448-926.000	DTE STREET LIGHTING	17,500.00	17,500.00	6,962.27	10,537.73	39.78
Total Dept 448 - STREET LIGHTING		17,500.00	17,500.00	6,962.27	10,537.73	39.78
Dept 569 - WATERSHED COUNCIL						
101-569-956.002	CLINTON RIVER WATERSHED EXPENSES	875.00	875.00	380.00	495.00	43.43

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT USED
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		9,000.00	9,000.00	0.00	9,000.00	0.00
101-701-811.000		8,000.00	8,000.00	417.50	7,582.50	5.22
101-701-958.000		2,000.00	2,000.00	129.45	1,870.55	6.47
101-701-959.000		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		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		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	275,903.23	577,392.77	32.33
Fund 101 - GENERAL:						
TOTAL REVENUES		856,877.00	856,877.00	361,766.55	495,110.45	42.22
TOTAL EXPENDITURES		853,296.00	853,296.00	275,903.23	577,392.77	32.33
NET OF REVENUES & EXPENDITURES		3,581.00	3,581.00	85,863.32	(82,282.32)	2,397.75

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	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	22,604.71	64,820.29	25.86
Total Dept 000 - GENERAL		87,425.00	87,425.00	22,604.71	64,820.29	25.86
TOTAL REVENUES						
		87,425.00	87,425.00	22,604.71	64,820.29	25.86
Expenditures						
Dept 451 - NON-WINTER						
202-451-703.005	SALARY - NON-WINTER MAINTENANCE	12,507.00	12,507.00	13,114.33	(607.33)	104.86
202-451-703.008	SALARY - NON-WINTER O/T MAINT	2,000.00	2,000.00	627.37	1,372.63	31.37
202-451-715.000	CITY FICA EXPENSE	1,224.00	1,224.00	1,051.24	172.76	85.89
202-451-719.000	CITY SUTA MISC 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	14,792.94	8,203.06	64.33
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	4,164.76	2,835.24	59.50
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	4,164.76	5,085.24	45.02
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 MISC 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	2024-25	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 202 - MAJOR STREET						
Expenditures		77,223.00	77,223.00	18,957.70	58,265.30	24.55
TOTAL EXPENDITURES						
Fund 202 - MAJOR STREET:						
TOTAL REVENUES		87,425.00	87,425.00	22,604.71	64,820.29	25.86
TOTAL EXPENDITURES		77,223.00	77,223.00	18,957.70	58,265.30	24.55
NET OF REVENUES & EXPENDITURES		10,202.00	10,202.00	3,647.01	6,554.99	35.75

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET						
Revenues						
Dept 000 - GENERAL						
203-000-574.000	STATE SHARED REVENUES	30,717.00	30,717.00	7,862.54	22,854.46	25.60
203-000-699.202	TRANSFER IN FROM MAJOR ROAD FUND	7,713.00	7,713.00	0.00	7,713.00	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		138,430.00	138,430.00	7,862.54	130,567.46	5.68
TOTAL REVENUES						
		138,430.00	138,430.00	7,862.54	130,567.46	5.68
Expenditures						
Dept 449 - ROAD COMMISSION/STREET DEPT (ACT 51)						
203-449-971.000	STREET CONSTRUCTION	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	SALARY - NON-WINTER MAINTENANCE	5,500.00	5,500.00	4,850.55	649.45	88.19
203-451-703.008	SALARY - NON-WINTER O/T MAINT	500.00	500.00	232.04	267.96	46.41
203-451-715.000	CITY FICA EXPENSE	459.00	459.00	388.85	70.15	84.72
203-451-719.000	CITY SUTA MISC EXPENSE	25.00	25.00	0.00	25.00	0.00
203-451-726.001	SUPPLIES & MTLs - NON-WINTER MAINT	800.00	800.00	726.35	73.65	90.79
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		12,684.00	12,684.00	6,197.79	6,486.21	48.86
Dept 452 - TRAFFIC						
203-452-945.000	EQUIPMENT RENTAL	5,000.00	5,000.00	3,225.71	1,774.29	64.51
203-452-966.000	STATE TRUNKLINE OVERHEAD	100.00	100.00	0.00	100.00	0.00
Total Dept 452 - TRAFFIC		5,100.00	5,100.00	3,225.71	1,874.29	63.25
Dept 453 - WINTER						
203-453-703.006	SALARY - WINTER MAINTENANCE	5,100.00	5,100.00	0.00	5,100.00	0.00
203-453-703.009	SALARY - WINTER MAINT O/T	2,500.00	2,500.00	0.00	2,500.00	0.00
203-453-715.000	CITY FICA EXPENSE	582.00	582.00	0.00	582.00	0.00
203-453-719.000	CITY SUTA MISC EXPENSE	25.00	25.00	0.00	25.00	0.00
203-453-726.002	SUPPLIES & MTLs - WINTER MAINT	400.00	400.00	0.00	400.00	0.00
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	0.00	750.00	0.00
203-453-778.001	SALT - WINTER MAINTENANCE	2,500.00	2,500.00	0.00	2,500.00	0.00
203-453-945.001	EQUIPMENT RENTAL - WINTER	6,500.00	6,500.00	0.00	6,500.00	0.00
203-453-955.001	MISC EXPENSE - WINTER MAINT	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	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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 203 - LOCAL STREET Expenditures						
TOTAL EXPENDITURES		138,341.00	138,341.00	9,423.50	128,917.50	6.81
Fund 203 - LOCAL STREET:						
TOTAL REVENUES		138,430.00	138,430.00	7,862.54	130,567.46	5.68
TOTAL EXPENDITURES		138,341.00	138,341.00	9,423.50	128,917.50	6.81
NET OF REVENUES & EXPENDITURES		89.00	89.00	(1,560.96)	1,649.96	1,753.89

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 11/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL PROJECT FUND						
Revenues						
Dept 000 - GENERAL	TRANSFER IN FROM GENERAL FUND	126,500.00	126,500.00	0.00	126,500.00	0.00
401-000-699.101						
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
401-265-728.000-FY17FRIEND FRIENDS OF DEPOT PARK						
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 STREET SIGNS & POSTS SAFETY CROSSWALK PAINT/TAPE	5,000.00	5,000.00	0.00	5,000.00	0.00
401-446-817.000						
401-446-819.000						
401-446-930.007						
Total Dept 446 - HIGHWAY, STREETS, BRIDGES		10,500.00	10,500.00	833.20	9,666.80	7.94
Dept 901 - CAPITAL OUTLAY						
401-901-726.000	OFFICE FURNITURE PROFESSIONAL & CONTRACTUAL SERVICES SIDEWALK REPAIR SECURITY SYSTEMS AND CAMERA ELECTRONIC SPEED CONTROL & MAINT.	1,000.00	1,000.00	0.00	1,000.00	0.00
401-901-805.001						
401-901-930.005						
401-901-930.014						
401-901-930.015						
Total Dept 901 - CAPITAL OUTLAY		110,500.00	110,500.00	50,816.68	59,683.32	45.99
TOTAL EXPENDITURES		126,500.00	126,500.00	51,649.88	74,850.12	40.83
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	51,649.88	74,850.12	40.83
NET OF REVENUES & EXPENDITURES		0.00	0.00	(51,649.88)	51,649.88	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		1,209,232.00	1,209,232.00	392,233.80	816,998.20	32.44
NET OF REVENUES & EXPENDITURES		1,195,360.00	1,195,360.00	355,934.31	839,425.69	29.78
		13,872.00	13,872.00	36,299.49	(22,427.49)	261.67

# **TREASURER'S REPORT FOR CITY COUNCIL MEETING:**

1/13/2025

## **Treasurer's Report:**

### **I. Disbursements from 12/01/2024 - 12/31/2024**

101 General Fund	\$	107,656.04
202 Major Streets	\$	2,273.14
203 Local Street	\$	23,535.65
220 Mill Pond Lake	\$	-
231 Parking Meter Fund	\$	1,207.73
236 Friends of Depot Park	\$	638.98
301 GO Bond Debt	\$	-
401 Capital Projects Fund	\$	7,712.19
590 Sewer Fund	\$	72.70
591 Water Fund	\$	194,024.54
703 Tax Fund	\$	56,724.31
	\$	-
<b>Total</b>	<b>\$</b>	<b>393,845.28</b>

### **II. Invoices for review and payment approval**

Carlisle Wortman - 2025 Code Enforcement	\$	885.06
Carlisle Wortman - 2025 Building Administration	\$	1,638.73
Carlisle Wortman - Master Plan, Bldg Adm, Planner & Other	\$	-
HRC MS4 Permitting	\$	-
HRC Professional Services September 2024	\$	-
Tom Ryan - Professional Services (Dec 2024 Invoice)	\$	855.00
Tom Ryan - Professional Services Court (Dec 2024 Invoice)	\$	95.00
<b>Total</b>	<b>\$</b>	<b>3,473.79</b>

### **III. Other Checks for Review**

	\$	-
	\$	-
	\$	-
	\$	-
<b>Total</b>	<b>\$</b>	<b>-</b>

<b>GRAND TOTAL</b>	<b>\$</b>	<b>397,319.07</b>
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Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
12/02/2024	GEN	11747	12/02/2024	CITY OF THE VILLAGE OF CLARK	MILL POND ASSESSMENT	934.000	265	143.00
			12/02/2024		WATER LEVEL CONTROL	956.000	265	7.47
			12/02/2024		WATER LEVEL CONTROL	956.000	265	74.74
CHECK GEN 11747 TOTAL FOR FU								
								225.21
12/02/2024	GEN	11748	12/2/2024	DTE ENERGY	DETROIT EDISON-VH	920.000	265	25.83
			12/2/2024		DETROIT EDISON-VH	920.000	265	204.28
			12/2/2024		DTE UPPER PARKING LOT	923.000	265	211.74
			12/2/2024		DTE UPPER PARKING LOT	923.000	265	52.37
			12/2/2024		DTE UPPER PARKING LOT	923.000	265	17.62
			12/2/2024		DTE UPPER PARKING LOT	923.000	265	88.16
CHECK GEN 11748 TOTAL FOR FU								
								600.00
12/02/2024	GEN	11749	243310001568	BLUE CARE NETWORK	HEALTH INSURANCE	712.000	441	529.97
12/02/2024	GEN	11750	24-13023	ELECTION SOURCE	SUPPLIES	726.000	262	22.90
12/02/2024	GEN	11751	12/2/2024	PAUL MARIO ANGELINI	PARK MATERIALS	728.000	265	186.35
12/03/2024	GEN	11752	INV001605	HART INTERCIVIC, INC	SUPPLIES	726.000	262	20.00
			INV001607		SUPPLIES	726.000	262	135.00
CHECK GEN 11752 TOTAL FOR FU								
								155.00
12/03/2024	GEN	11753	11/05/2024	NANCY SMITH	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	262	245.00
12/04/2024	GEN	11755	11136	THOMAS J RYAN PC	LEGAL FEES	803.000	266	950.00
			11135		LEGAL FEES	803.000	266	332.50
CHECK GEN 11755 TOTAL FOR FU								
								1,282.50
12/05/2024	GEN	11757	82450	BEDROCK EXPRESS LTD	PARK MATERIALS	728.000	265	60.00
			82462		PARK MATERIALS	728.000	265	100.00
CHECK GEN 11757 TOTAL FOR FU								
								160.00
12/05/2024	GEN	11758	12/5/2024	COMCAST	TELEPHONE	850.000	172	480.63
12/05/2024	GEN	11759	203233581000	CONSUMERS ENERGY	VH - UTILITIES CONSUMERS	921.000	265	151.36
12/05/2024	GEN	11760	200055487804	DTE ENERGY	DTE STREET LIGHTING	926.000	448	1,751.13
12/05/2024	GEN	11763	367776	VIEW NEWSPAPER GROUP	PUBLICATIONS	901.000	215	632.00

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
CHECK DATE FROM 12/01/2024 - 12/31/2024  
Banks: Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
12/09/2024	GEN	11764	5070563005	RICOH USA, INC	SUPPLIES	726.000	172	266.99
12/09/2024	GEN	11765	531985	21ST CENTURY MEDIA - MICHIGA	PUBLICATIONS	901.000	262	381.00
12/09/2024	GEN	11767	16671	CHAMBERLAIN PONY RIDE	SUPPLIES	726.000	248	1,240.00
12/10/2024	GEN	11768	2176741	CARLISLE/WORTMAN ASSOC INC	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	302	614.63
12/10/2024	GEN	11769	2176740	CARLISLE/WORTMAN ASSOCIATES,	BLDG DEPT PROFESSIONAL FEES	809.000	371	1,638.73
12/10/2024	GEN	11770	12/10/2024	LAURA RODGERS	SUPPLIES	726.000	248	74.94
12/11/2024	GEN	11771#	200429	GREAT LAKES ACE HARDWARE	PARK MATERIALS	728.000	265	87.91
			200429		DPW SUPPLIES	726.000	441	8.59
			200429		MATERIAL & OUTSIDE LABOR-DUMP TRUC	861.007	446	41.13
<hr/>								
CHECK GEN 11771 TOTAL FOR FU								
12/12/2024	GEN	11772	75037	CHARTER TOWNSHIP OF INDEPEND	VEHICLES - GAS & OIL	862.000	446	112.90
12/12/2024	GEN	11773	12/13/2024	ANGELA GUILLEN	SALARY - CLERK	703.001	215	2,040.00
12/12/2024	GEN	11774*#	12/22/2024	ELAN FINANCIAL SERVICES	SUPPLIES	726.000	172	49.48
			12/22/2024		TECHNOLOGY/INTERNET EXPENSE	852.000	172	127.14
			12/22/2024		SUPPLIES	726.000	262	905.21
			12/22/2024		SUPPLIES-VH BUILDING	726.004	265	405.96
			12/22/2024		PARK MATERIALS	728.000	265	1,008.26
			12/22/2024		PHYSICAL EXPENSES	713.000	441	89.00
			12/22/2024		DPW SUPPLIES	726.000	441	21.97
			12/22/2024		DPW EQUIPMENT	726.000	446	278.53
			12/22/2024		MATERIAL & OUTSIDE LABOR-PICKUP TR	861.001	446	148.86
<hr/>								
CHECK GEN 11774 TOTAL FOR FU								
12/16/2024	GEN	11775	243460069628	BLUE CARE NETWORK	HEALTH INSURANCE	712.000	441	529.97
12/16/2024	GEN	11776	226466465	COMCAST	TELEPHONE	850.000	172	385.52
12/17/2024	GEN	11777	12/17/2024	LAURA RODGERS	SUPPLIES	726.000	248	201.89
12/17/2024	GEN	11778	153483	SHRED EXPERTS LLC	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	172	56.25
12/18/2024	GEN	11779	153942	MAPLEPRESS PRINTING & DESIGN	SUPPLIES	726.000	253	265.76
12/18/2024	GEN	11780	0220479	HUBBELL ROTH & CLARK INC	ENGINEERING SERVICES	810.001	701	486.00
			0220480		ENGINEERING SERVICES	810.001	701	166.78
			0220477		ENGINEERING SERVICES	810.001	701	121.84

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
CHECK DATE FROM 12/01/2024 - 12/31/2024  
Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
12/18/2024	GEN	11781	0220478	CHECK GEN 11780 TOTAL FOR FU	ENGINEERING SERVICES	810.001	701	548.22
								1,322.84
12/18/2024	GEN	11782*	4937	CLINTON RIVER WATERSHED COUN	CLINTON RIVER WATERSHED EXPENSES	956.002	569	546.00
12/19/2024	GEN	11783	5605	INDEPENDENCE LAND CONSERVANC	PARK MATERIALS	728.000	265	500.00
12/19/2024	GEN	11784	144386	BEDROCK EXPRESS LTD	SUPPLIES	726.000	248	164.80
12/19/2024	GEN	11785	12/19/2025	DOUG WEAVER	SALARY - BLDG INSPECTORS	805.001	371	260.00
12/19/2024	GEN	11787	12/19/2024	KRISTINA WELSH	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	371	195.00
12/23/2024	GEN	11788	403243352	ADT	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	172	255.32
12/23/2024	GEN	11789	248782	BRENDEL'S SEPTIC TANK SERVIC	SUPPLIES	726.000	248	230.00
12/27/2024	GEN	11790#	82561	BEDROCK EXPRESS LTD	PARK MATERIALS	728.000	265	20.00
12/27/2024	GEN	11791	74631	CHARTER TWP OF INDEPENDENCE	LAW ENFORCEMENT	802.000	301	38,427.32
12/27/2024	GEN	11792	74631	FIRE PROTECTION - IND TWP		802.001	336	45,415.21
				CHECK GEN 11790 TOTAL FOR FU				83,842.53
12/27/2024	GEN	11791	108835610	RICOH USA INC	RICOH COPIER LEASE	941.000	172	86.97
12/27/2024	GEN	11792	12/27/2024	ANGELA GUILLEN	SALARY - CLERK	703.001	215	2,680.00
12/30/2024	GEN	11793*#	12/20/2024	HOME DEPOT CREDIT SERVICES	SUPPLIES	726.000	248	149.91
				Total for fund 101 GENERAL				107,656.04

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
CHECK DATE FROM 12/01/2024 - 12/31/2024  
Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET								
12/05/2024	GEN	11762*	132618	ROCK BOTTOM STONE SUPPLY	SALT - WINTER SIDEWALK	778.000	453	300.03
12/12/2024	GEN	11774*#	12/22/2024	ELAN FINANCIAL SERVICES	SUPPLIES & MTLs - NON-WINTER MAINT	726.001	451	319.94
12/23/2024	GEN	11786*	104844	ROAD COMM FOR OAKLAND CITY	SALT - WINTER MAINTENANCE	778.001	453	1,303.41
12/30/2024	GEN	11793*#	12/20/2024	HOME DEPOT CREDIT SERVICES	SUPPLIES & MTLs - WINTER MAINT	726.002	453	9.74
12/30/2024	GEN	11794*	104872	ROAD COMM FOR OAKLAND CITY	SALT - WINTER MAINTENANCE	778.001	453	340.02
Total for fund 202 MAJOR STREET								2,273.14

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
CHECK DATE FROM 12/01/2024 - 12/31/2024  
Banks: Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET								
12/04/2024	GEN	11754	99	OROZCO CEMENT AND CONSTRUCTI	STREET CONSTRUCTION	971.000	449	9,840.00
			100		STREET CONSTRUCTION	971.000	449	12,830.00
				CHECK GEN 11754 TOTAL FOR FU				22,670.00
12/05/2024	GEN	11762*	132618	ROCK BOTTOM STONE SUPPLY	SALT - WINTER SIDEWALK	778.000	453	105.41
12/12/2024	GEN	11774*#	12/22/2024	ELAN FINANCIAL SERVICES	TOOLS - NON-WINTER MAINTENANCE	775.000	451	148.98
12/23/2024	GEN	11786*	104844	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	482.08
12/30/2024	GEN	11793*#	12/20/2024	HOME DEPOT CREDIT SERVICES	SUPPLIES & MTLs - WINTER MAINT	726.002	453	3.42
12/30/2024	GEN	11794*	104872	ROAD COMM FOR OAKLAND CTY	SALT - WINTER MAINTENANCE	778.001	453	125.76
				Total for fund 203 LOCAL STREET				23,535.65

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
CHECK DATE FROM 12/01/2024 - 12/31/2024  
Banks: Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 231 PARKING METER FUND								
12/02/2024	PARK	1306	070624	TRAFFIC & SAFETY CONTROL SYS	PHONE EQUIPMENT	760.000	172	50.00
12/05/2024	PARK	1307	12/05/2024	MICHAEL CASONE	MISC EXPENSE	955.000	172	100.00
12/10/2024	PARK	1308	INV-1049683	PASSPORT LABS, INC	MISC EXPENSE	955.000	172	217.25
			INV-1049943		MISC EXPENSE	955.000	172	667.72
				CHECK PARK 1308 TOTAL FOR FU				884.97
12/12/2024	PARK	1309	12/22/2024	ELAN FINANCIAL SERVICES	MISC EXPENSE	955.000	172	104.34
12/26/2024	PARK	1310	267033911	T-MOBILE	PHONE EQUIPMENT	760.000	172	68.42
				Total for fund 231 PARKING METER FUND				1,207.73

CHECK DISBURSEMENT REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
CHECK DATE FROM 12/01/2024 - 12/31/2024

Banks: Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 236 FRIENDS OF DEPOT PARK								
12/12/2024	FODP	1047	12/22/2024	ELAN FINANCIAL SERVICES	TREE MEMORIAL	955.011	172	638.98
Total for fund 236 FRIENDS OF DEPOT PARK								638.98

Banks: Banks: Multiple

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 401 CAPITAL PROJECT FUND								
12/04/2024	GEN	11756	5042	RAHMBERG STOVER & ASSOCIATES	PROFESSIONAL & CONTRACTUAL SERVICE	805.001	901	1,965.00
12/09/2024	GEN	11766	12/6/2024	TERRY C HAWKE	FRIENDS OF DEPOT PARK	728.000	265	3,000.00
12/12/2024	GEN	11774*	12/22/2024	ELAN FINANCIAL SERVICES	STREET SIGNS & POSTS	819.000	446	247.19
12/18/2024	GEN	11782*	5605	INDEPENDENCE LAND CONSERVANC	FRIENDS OF DEPOT PARK	728.000	265	2,500.00
Total for fund 401 CAPITAL PROJECT FUND								7,712.19

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER								
12/19/2024	SEWER	2156	CIN-0002025	GREAT LAKES WATER AUTHORITY	IWC CHARGES IND TWP	814.002	536	72.70
Total for fund 590 SEWER								72.70

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND								
12/05/2024	GEN	11761	24-01936	PIPELINE MANAGEMENT CO., INC	CASH - CHECKING	001.000	000	121,052.04
			24-02023		CASH - CHECKING	001.000	000	72,972.50
				CHECK GEN 11761 TOTAL FOR FU				194,024.54
				Total for fund 591 WATER FUND				194,024.54

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 703 TAX								
12/18/2024	TAX	936(E)	12/17/2024	OAKLAND COUNTY TREASURER	TAX COLLECTIONS	274.000	000	13,537.27
12/18/2024	TAX	937(E)	12/17/2024	CITY OF CLARKSTON CVT	TAX COLLECTIONS	274.000	000	34,707.94
12/18/2024	TAX	938(E)	12/17/2024	CLARKSTON INDEPENDENCE DISTR	TAX COLLECTIONS	274.000	000	7,350.10
12/18/2024	TAX	939(E)	12/17/2024	MILL POND ASSOCIATION	TAX COLLECTIONS	274.000	000	1,001.00
12/18/2024	TAX	940(E)	12/17/2024	CITY OF CLARKSTON SEWER-DELO	TAX COLLECTIONS	274.000	000	128.00
TOTAL - ALL FUNDS						Total for fund 703 TAX		
						56,724.31		
						393,845.28		

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



**Carlisle | Wortman**  
ASSOCIATES, INC.

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

*Code Enforcement Services Division*

**TIN# 38-2989393**

**INVOICE**

Jonathan Smith, City Mgr.  
**City of the Village of Clarkston**  
375 Depot Street  
Clarkston, MI 48346

Invoice No. 2177131  
Client No.: 1035  
Date: 01/08/25  
Period End: 12/31/2024

**Code Enforcement**

12/5/2024	BB	Code Enforcement - Read up on ordinance re: leaves for Jonathan. Investigate a complaint from DPW re: a resident's leaves. Checked City for code violations.	4.00 hr. @	\$49.17/hr	\$196.68
12/12/2024	BB	Code Enforcement - Drove through community looking for violations. Sent letter to Nick Hoonhout with final deadline.	4.00 hr. @	\$49.17/hr	\$196.68
12/19/2024	BB	Code Enforcement - Drove thru community looking for violations. Semi truck on the main strip and leaves in the city street were found.	4.00 hr. @	\$49.17/hr	\$196.68
12/26/2024	BB	Code Enforcement - Drove thru community looking for violations. Issued 2 notices of violation.	6.00 hr. @	\$49.17/hr	\$295.02

**SUBTOTAL DUE THIS INVOICE**

**\$885.06**



**Carlisle | Wortman**  
ASSOCIATES, INC.

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

*Code Enforcement Services Division*

**TIN# 38-298-9393**

**INVOICE**

Jonathan Smith, City Mgr.  
**City of the Village of Clarkston**  
375 Depot Street  
Clarkston, MI 48346

Invoice No. 2177130  
Client No.: 1035  
Date: 01/08/25  
Period End: 12/31/2024

**Building Administration**

12/2/2024 SW Monthly Retainer

**2024 Monthly Retainer = \$1,638.73**

**SUBTOTAL DUE THIS INVOICE**

**\$1,638.73**

**Thomas J. Ryan, P.C.**

2055 Orchard Lake Road  
Sylvan Lake, MI 48320

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

January 6, 2025

Invoice #11138

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
12/5/2024 Review correspondence from City Manager re: current HDC ordinance; Review file for HDC ordinance and email to City Manager	1.00 95.00/hr	95.00
12/9/2024 Review council packet for 12/9/24 council meeting	0.50 95.00/hr	47.50
Attend City Council meeting virtually	1.00 95.00/hr	95.00
Correspondence to City Manager re:provided copy of HDC Ordinance	0.50 95.00/hr	47.50
12/10/2024 Review Clarkston FOIA response language	0.50 95.00/hr	47.50
12/11/2024 Review correspondence from City Manager re: 11/19/24 FOIA request	0.50 95.00/hr	47.50
12/18/2024 Review correspondence from City Manager; Phone call to City Manager re: Buffalo street property issue	1.00 95.00/hr	95.00
12/19/2024 Review Circuit Court appeal filed by Mr. Bisio against the City; Phone call to Mr. Bisio re: filing Appearance on behalf of the City	0.50 95.00/hr	47.50
Review correspondence from City Manager re: forwarded extended Contractual Clerk Assistance Agreement; sign Agreement; Correspondence to City Manager re: returned fully executed copy of Extended Contractual Clerk Assistant Agreement	0.50 95.00/hr	NO CHARGE
12/20/2024 Preparation of Appearance; Efile with Circuit Court; Correspondence to City Manager re: filed copy of Appearance re: Richard Bisio v Clarkston	1.00 95.00/hr	95.00

	<u>Hrs/Rate</u>	<u>Amount</u>
12/31/2024 Review Richard Bisio Campaign Finance Complaint 24-267	2.50 95.00/hr	237.50
<b>For professional services rendered</b>	<b>9.50</b>	<b>\$855.00</b>
<b>Previous balance</b>		<b>\$950.00</b>
Accounts receivable transactions		
12/12/2024 Payment - Thank YouNo. 11755		(\$950.00)
<b>Total payments and adjustments</b>		<b>(\$950.00)</b>
<b>Balance due</b>		<b>\$855.00</b>

**Thomas J. Ryan, P.C.**

2055 Orchard Lake Road  
Sylvan Lake, MI 48320

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

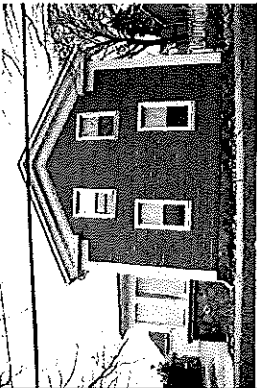
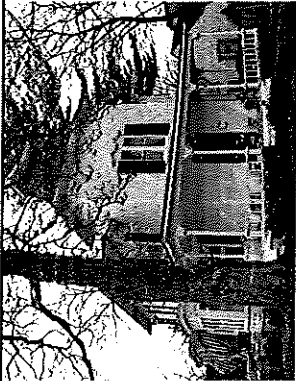
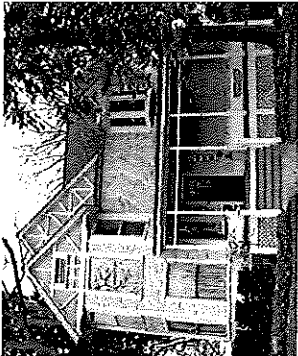
January 6, 2025

In Reference To: Clarkston Court/Prosecution  
Invoice #11137

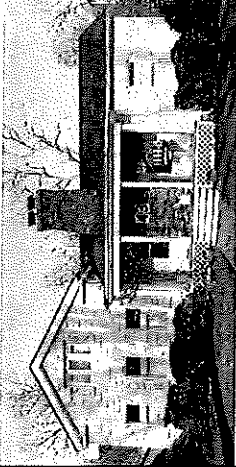

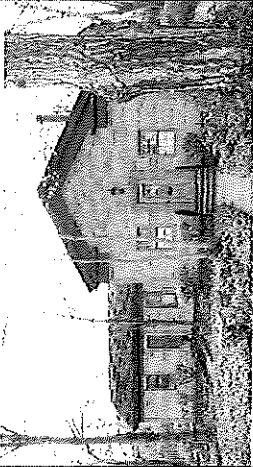
**Professional Services**

	<u>Hrs/Rate</u>	<u>Amount</u>
12/30/2024 Receipt and review of 1/2/24 court dockets before Judge Kostin and Judge Fabrizio	0.50 95.00/hr	47.50
Review Register of Actions at 52/2 District Court re: Clarkston v Greene	0.50 95.00/hr	47.50
<b>For professional services rendered</b>	<u>1.00</u>	<u>\$95.00</u>
<b>Previous balance</b>		<b>\$332.50</b>
Accounts receivable transactions		
12/12/2024 Payment - Thank You No. 11755 No. 11755		<u>(\$332.50)</u>
<b>Total payments and adjustments</b>		<b>(\$332.50)</b>
<b>Balance due</b>		<u><u>\$95.00</u></u>

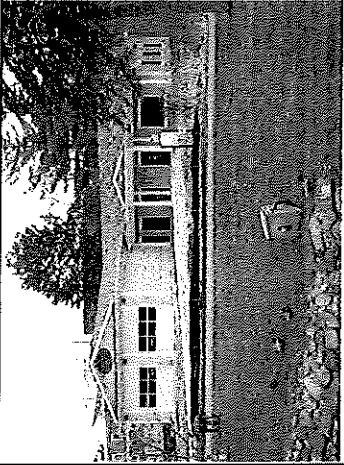

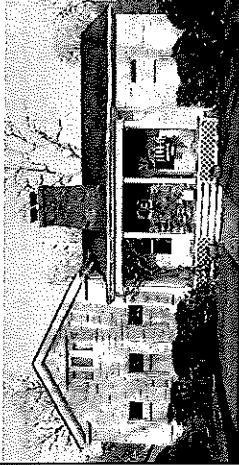
Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
1/16/2024	15 East Church Street		Gay & Drew Prasil	Roof Replacement	CoA
1/16/2024	91 North Main Street		James Markwalder	Skirting Material	CCoA
3/14/2024	52 North Main Street		Bryan Prucher	Roof Replacement	MoAA

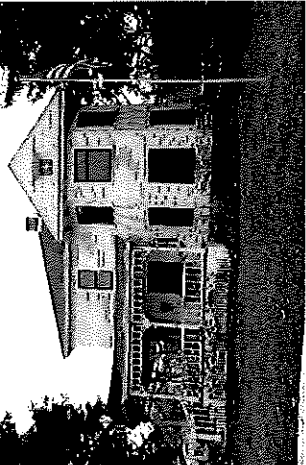


# Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
3/14/2024	43 South Holcomb Street		Bonnie Valuet	Addition on North Elevation in Westerly Direction	CoA
3/25/2024	380 Depot Road		Justin Trigalet	Roof Replacement	MoAA
4/15/2024	54 Buffalo Street		Wendy Schaffer	Replace 2 Sections of Fence & Add 1 Section of Fence	CoA




# Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
5/16/2024	375 Depot Road		Johnathan Smith	Instal 6 Foot Dog-ear Fencing Behind City Hall Office	CoA
5/16/2024	71 North Main Street		Kim Trumbore	Repair 2 Chimneys	CoA
5/24/2024	43 South Holcomb Street		Bonnie Valuet	Screening for Outdoor Mechanical Equipment	MoAA


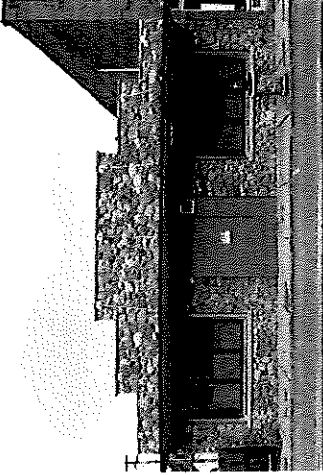
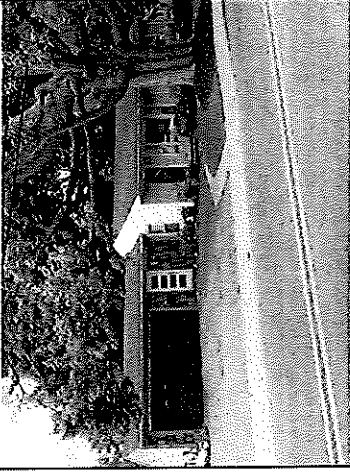
# Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
6/19/2024	177 North Main Street		Leah McLean	Roof Replacement	MoAA
6/20/2024	71 North Main Street		Kim Trumbore	Replace Gutters - Water Damage	CoA
6/20/2024	64 West Washington Street		Charlotte Cooper	Roof Replacement - House and Garage	CoA


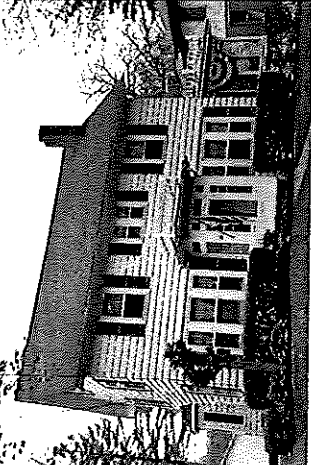
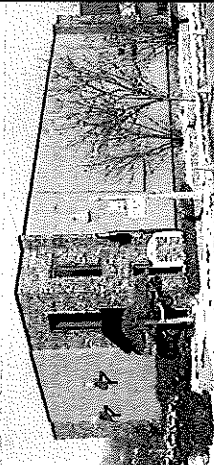
## Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
6/20/2024	64 West Washington Street		Charlotte Cooper	Removal of Aluminum Siding/Condition of Underlying Cedar Shakes	CCoA
6/20/2024	21 East Washington Street		Rob Hauxwell	Replace Non-Historic Windows, Storm Door, and Patio Door	CoA
7/13/2024	21 Clarkston Road		Alma Harthun/David Bihl	Restore pillar along driveway that was hit by a car	CoA

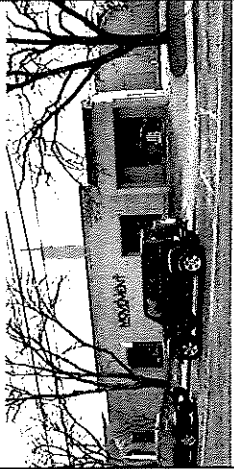


## Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
7/13/2024	49 South Holcomb Street		Aaron Doughty	Install stockade fence in backyard	CoA
7/26/2024	9 South Main Street		Robert Esshaki (Alex Saroki)	Exterior Signage	CoA
9/12/2024	64 West Washington Street		Charlotte Cooper	Roofing - Contractor & Shingles Color	Amended CoA dated 6/20/2024

# Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
10/11/2024	6 North Main Street		Stephanie Morris	Install new sign for interior design company	CoA
10/11/2024	55 North Main Street		Steve Hargis	New Roof	CoA
10/11/2024	39 South Main Street		Neil Wallace	Replace wood on east and south elevations	CoA

## Clarkston Historic District Summary of CoAs for 2024

Date	Address	Photo	Applicant	Project	Document
10/23/2024	20 West Washington Street		David Wilson	Replace deteriorating roofing materials	CoA
11/25/2024	71 North Main Street		Kim Trumbore	Dismantle ancillary building	CoA
12/30/2024	71 North Main Street		Kim Trumbore	Replace detached ancillary building	CoA

## City of the Village of Clarkston

### Contractual Clerk Expenses

In the December 9<sup>th</sup> City Council Meeting, Council requested a summary of the Fiscal-Year To-Date expenses for our contractual clerk worker. Shown below (and attached) are the related budget and expense figures to-date:

	2024-2025 FY Budget	Contractor Expense through 12/31/24	Total Expense (including contractor) through 12/31/24
Clerk Salary (101-215-703.001)	\$38,220.00	\$7,120.00	\$10,936.98
Election Worker * (101-262-805.001)	\$5,000.00	\$6,013.73	\$11,507.17
Total	\$43,220.00	\$13,133.73	\$22,444.15

*\* Budget Amendment to  
be proposed 1/27/2025*

Respectfully submitted, **Jonathan Smith, City Manager, January 9, 2025**

01/09/2025 11:43 AM  
User: TREASURER2  
DB: Clarkston

GL ACTIVITY REPORT FOR CITY OF THE VILLAGE OF CLARKSTON  
FROM 101-215-703.001 TO 101-215-703.001  
TRANSACTIONS FROM 07/01/2024 TO 12/31/2024

Page:

1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL							
Expenditures							
Department 215 CLERK							
07/01/2024			101-215-703.001 SALARY - CLERK		BEG. BALANCE		0.00
07/12/2024	PR	CHK	SUMMARY PR 07/12/2024		833.75		833.75
07/26/2024	PR	CHK	SUMMARY PR 07/26/2024		1,529.91		2,363.66
08/09/2024	PR	CHK	SUMMARY PR 08/09/2024		1,453.32		3,816.98
11/29/2024	AP	INV	CLERK HRS 11/10/24 - 11/23/24	11/29/2024	2,400.00		6,216.98
12/13/2024	AP	INV	ASST HRS 11/24/24 - 12/7/24	12/13/2024	2,040.00		8,256.98
12/27/2024	AP	INV	ASST HRS 12/8/24 - 12/21/24	12/27/2024	2,680.00		10,936.98
12/31/2024			101-215-703.001	END BALANCE	10,936.98	0.00	10,936.98
TOTAL FOR DEPARTMENT 215 CLERK					10,936.98	0.00	
TOTAL Expenditures					10,936.98		10,936.98
TOTAL FOR FUND 101 GENERAL					10,936.98		10,936.98

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL							
Expenditures							
Department 262 ELECTIONS							
07/01/2024			<b>101-262-805.001 PROFESSIONAL &amp; CONTRACTUAL SER</b>		BEG. BALANCE		0.00
07/03/2024	AP	INV	INTERCIVIC CONNECTION	097755	804.00		804.00
08/14/2024	AP	INV	ELECTION PAY FOR 8/6/2024	8/6/2024	210.00		1,014.00
08/14/2024	AP	INV	ELECTION PAY FOR 8/6/2024	8/6/2024	310.00		1,324.00
08/14/2024	AP	INV	ELECTION PAY FOR 8/6/2024	8/6/2024	47.50		1,371.50
08/14/2024	AP	INV	ELECTION PAY FOR 8/6/2024	8/6/2024	210.00		1,581.50
08/14/2024	AP	INV	ELECTION PAY FOR 8/6/2024	8/6/2024	235.00		1,816.50
08/14/2024	AP	INV	ELECTION PAY FOR 8/6/2024	8/6/2024	285.00		2,101.50
08/14/2024	AP	INV	ELECTION PAY FOR 8/6/2024	8/6/2024	47.50		2,149.00
09/10/2024	AP	INV	VISA PURCHASES	8/23/2024	119.44		2,268.44
10/31/2024	AP	INV	ELECTION DIRECTOR HOURS & MILEAGE 10	10/31/2024	1,856.38		4,124.82
11/05/2024	AP	INV	ELECTION DAY SECURITY (13 HRS @ \$25)	11/05/2024	325.00		4,449.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	300.00		4,749.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	325.00		5,074.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	300.00		5,374.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	245.00		5,619.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	50.00		5,669.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	270.00		5,939.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	300.00		6,239.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	300.00		6,539.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	270.00		6,809.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	270.00		7,079.82
11/07/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	270.00		7,349.82
11/07/2024	AP	VOID	Void Invoice 11/05/2024 0535	11/05/2024		245.00	7,104.82
11/15/2024	AP	INV	ELECT. DIR HRS 10/27/24 - 11/09/24	11/15/2024	4,157.35		11,262.17
12/03/2024	AP	INV	ELECTION PAY 11/05/2024	11/05/2024	245.00		11,507.17
12/31/2024			101-262-805.001	END BALANCE	11,752.17	245.00	11,507.17
TOTAL FOR DEPARTMENT 262 ELECTIONS					11,752.17	245.00	
TOTAL Expenditures					11,752.17	245.00	11,507.17
TOTAL FOR FUND 101 GENERAL					11,752.17	245.00	11,507.17

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Motion - Policies and Procedures Manual Revisions

The City's Policies and Procedures Manual was last updated January 8, 2024. This manual is to be reviewed and updated every 3 years or as needed for any required revisions.

The attached draft manual reflects two proposed changes, shown in **red** text: (1) updated **Cover Page** (page 1) to reflect current City Council members, (2) updated **Section 11: Hours of Work and Overtime** (page 7) to reflect a need to be competitive with other municipalities and pay non-salaried workers double-time pay when required to work a designated holiday.

Motioned by \_\_\_\_\_ and Seconded by \_\_\_\_\_ to approve the above revisions to the City's Policy and Procedure Manual.

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

January 13, 2025

\_\_\_\_\_  
Date

# **CITY OF THE VILLAGE OF CLARKSTON**

375 DEPOT ROAD, CLARKSTON MI 48346

## **POLICIES AND PROCEDURES MANUAL**

**Revisions PROPOSED January 13, 2025**

**Sue Wylie, Mayor**

**Al Avery**

**Gary Casey**

**Amanda Forte**

**Erica Jones**

**Ted Quisenberry**

**Laura Rodgers, Mayor Pro Tem**

**Jonathan Smith, City Manager**

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## **PREFACE**

This manual outlines the general personnel policies and procedures of the City of the Village of Clarkston. It is a reference for both supervisors and employees. Proper use of this information will ensure consistent application of city personnel and procedures throughout the workforce and eliminate the need for individual decisions on matters already determined.

These policies and procedures will be reviewed every 3 years or as needed unless additional review is warranted. All personnel are invited to make suggestions for additions or revisions by contacting the City Manager.

These policies are intended to be consistent with Title VII of the Civil Rights Act of 1964 (race, color, religion, national origin or sex); the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967 (age); the Vocational Rehabilitation Act of 1973 (handicap); the Americans with Disabilities Act (ADA) of 1990 (handicap); the Employee Retirement Income Security Act (ERISA) (pension and employee benefits); the Equal Pay act of 1963 (prohibits pay differential based on sex); the Immigration Reform and Control Act (IRCA) of 1986; Executive Order 11246 (race, color, religion, sex, or national origin); Executive order 11141 (age); the Fair Labor Standards Act (FLSA) (minimum wage and overtime pay); the Occupational Safety and Health Act (OSHA) (safety matters); the Family and Medical Leave Act (FMLA) of 1993, ALL AS AMENDED; The Elliott-Larsen Civil Rights Act (race, color, religion, national origin, age, sex, marital status, height and weight); the Michigan Handicappers' Civil Rights Act (handicap); Michigan Whistleblower's Protection Act; the Michigan Wage Payment Act (MCLMA Section 408.471) (wages and benefits); the Polygraph Protection Act of 1981 (restrictions on the use of polygraphs); as well as any Constitutional provisions of the State of Michigan or of the United States. The Policies and procedures in this manual do not constitute a legal contract and do not modify any of the at-will employment relationship between the employee and the City.

## **Section 1: PURPOSE OF THIS MANUAL**

The general purpose of this manual is to introduce employees to the policies and procedures that guide actions concerning personnel matters for the City of the Village of Clarkston. This manual is also intended to serve as a mechanism for promoting favorable employee relations by providing information to employees regarding their employment with the City.

City Employees are responsible for becoming familiar with these policies as well as the policies, procedures, processes, and protocols specific to his/her operational area and observing them always.

## **SECTION 2: SEVERABILITY**

This manual is not a contract of employment either expressed or implied. It is a general publication and as such it is possible that a conflict may arise between an item in this manual and an item in a contract, insurance plan document or other legal document or statutory provision. If such a discrepancy arises, the provisions contained herein do not replace or supersede the terms of any other legal document or provision which may take precedence, in which case the applicable provision(s) of the subject agreement shall govern.

In all other areas, these policies should be referred to as guidance in personnel policy matters. The policies contained herein shall govern regardless of past practices or former policies. A conflict in one area does not nullify the other items in this manual.

## **SECTION 3: DISTRIBUTION AND UPDATES**

The City of the Village of Clarkston expressly reserves the right to amend or modify any of the items contained in this manual at any time at its sole discretion. Substantive changes will be communicated in writing to employees, and the City will make a reasonable effort to ensure employees are provided with a notice of change. However, employees are ultimately responsible for remaining abreast of the City's policies, procedures, and rules.

Each employee of the City will receive a copy of this manual and will be required to review it in its entirety and sign for its receipt. Employees are expected to insert written updates into their manual document to ensure their manual remains up to date. If there are questions regarding the manual or any other matter, please discuss them with your supervisor or contact the City Manager's office.

## **SECTION 4: CITY GOVERNANCE**

The City Manager serves and answers to the Council in accordance with the City Charter. Per the City Charter, the City Manager assumes the roles and responsibility for all employee personnel issues and employee oversight for the City. The Manager is fully authorized to execute all personnel matters on behalf of the City including, but not limited to, hiring, evaluations, disciplinary actions, salary adjustments, termination of employment, and entering into employment contract services according to standards and policies approved and adopted by the Council.

The number of employees in each department is subject to change according to the needs of the community and budgetary constraints. The primary departments in the City are as listed:

1. Administration
2. Streets, Park & Buildings (to be named the Department of Public Works, or D.P.W.)

The number of employees are determined on the merits and needs of each department. In determining the needs of each department, the Department Head and City Manager shall meet with the City Council to make a final determination. No determination for new full-time employment shall be approved unless the City Council has first approved the department's size and job description.

The Department Head and City Manager may determine the needs for seasonal and temporary employment without the consent of the City Council, provided the department's budget permits the adjustment. In the event seasonal or temporary employment is necessary and the budget does not support the change, the Department Head with the assistance of the City Manager shall first receive budget approval from the City Council prior to the start of any temporary or seasonal employment.

The Mayor may appoint a Personnel Committee consisting of three Council members with one position as the Mayor. Its purpose is to study and make recommendations to the City Council regarding personnel policies and employment practices in the City.

## **SECTION 5: APPLICATION AND HIRING PROCESS**

1. Applications for employment will be made available at the City Administrative Offices and D.P.W. offices.
2. Completed applications for employment shall be filed with the City Clerk and shall be maintained in an active file status for a period of one year. Applications may be removed from the files and destroyed after one year.
3. Interviews will generally be conducted by the City Manager and the Department Head with recommendations being submitted to the City Council. The City council makes all final decisions regarding hiring of all full-time employees.
4. Physical examinations are required along with random drug testing based on the nature of the work to be performed. Failure to meet the medical standards for a specific job may be cause for rejection of an applicant. The City Council will not fail or refuse to hire, recruit or promote an individual because of a disability or handicap condition that is unrelated to the job or position, nor will the City Council fail or refuse to hire, recruit or promote an individual on the basis of physical examination that are not directly related to the job or position, nor will the City Council fail or refuse to hire, recruit or promote an individual on the basis of physical examinations that are not directly related to the requirements of the specific job. Physical examinations for employment shall be paid by the City.

## **SECTION 6: HIRING OF RELATIVES**

It is the policy of the Clarkston City Council that no person shall be employed by and/or placed under the direct supervision of a relative by blood or marriage.

## **SECTION 7: RE-EMPLOYMENT OF FORMER EMPLOYEES**

Former employees may apply for positions with the City. If hired, however, their status will be the same as a new employee relative to vacation time, sick time, probation, etc.

## **SECTION 8: CLASSIFICATION OF EMPLOYEES**

A full-time employee is an employee who is scheduled to work year-round, forty hours per week, not including holidays and vacation time.

A part time hourly employee is an employee who is scheduled to work an average of not more than 30 hours per week, not including holidays and vacation time.

A seasonal employee is one who is employed on a temporary basis either full time or part time to help with workloads of a temporary nature. Temporary classified positions not to exceed one year of staffing may be requested as needed but must be reviewed for classification appropriateness and funding availability prior to posting. Requests should include the beginning and ending dates of expected staffing.

## **SECTION 9: EMPLOYEE ORIENTATION**

Upon receiving notification that an applicant has accepted an employment offer, the Department Head will provide the proper orientation process for the new employee to obtain an understanding of and concurrence with the policies and procedures of the City.

In addition to the basic orientation conducted by the Department Head, it is important that the new employee's immediate supervisor cover the following items:

1. Duties and responsibilities, performance standards, and performance appraisal procedures
2. Working hours, office routine and procedures
3. Introductions to all other personnel
4. Explanation of the organizational structure and its relationship to other City functions
5. Familiarization of the new employee with the City limits, buildings, and facilities

## **SECTION 10: PROBATIONARY PERIOD**

New employees will be placed on probation for a period of six months. After three months the immediate supervisor will make a written evaluation of the employees' performance followed by a conference with the employee about the evaluation. One copy of the evaluation signed by the employee will be placed in their personnel file. After six months the same procedure will be followed. A decision will be made by the City Manager and the Department Head as to whether

the employee should be retained. Raises will not be given during any probationary period nor will any raises given be retroactive for any period of probation.

### **SECTION 11: HOURS OF WORK AND OVERTIME**

The City offices are open for business from 9:00 a.m. to 5:00 p.m. Monday through Thursday. The DPW office is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. Department Heads will establish work hours for their employees. Non-salaried employees shall be paid overtime pay (1 and 1/2 times the regular pay rate) for work exceeding 8 hours per day **and double-time pay (2 times the regular pay rate) when required to work a designated holiday.**

### **SECTION 12: TARDINESS**

Employees are expected to be at their workstations ready to begin work at whatever hour they have been scheduled to work. They are also expected to continue until their workday has ended. Excessive unexcused tardiness or early leaving will result in a reprimand for the first offense, loss of a minimum of fifteen minutes pay for a second offense, or suspension without pay for a third offense. The length of suspension will be at the discretion of the employee's immediate Department Head. "Excessive" is defined as more than once in a given two-month period. Excessive unexcused tardiness or leaving early is cause for dismissal.

### **SECTION 13: ABSENCES**

An employee who is absent from work or fails to return from vacation or other leaves of absence without first obtaining the approval of the City Manager may be considered as having resigned from their position after 3 scheduled workdays, at the City Manager's discretion.

Absences without permission will not be tolerated. In the event of an emergency, employees are obligated to notify the Department Head at the earliest possible moment.

### **SECTION 14: LAYOFFS AND UNEMPLOYMENT COMPENSATION**

A layoff shall be defined as a reduction in the workforce and shall mean an employee laid off for a period of seven or more consecutively scheduled workdays.

All employees shall be laid off according to the seniority they hold in their respective job classifications and recalled in reverse order provided they possess the ability needed to perform the job.

An employee being considered for a layoff will be given at least ten days' written notice by the Department Head responsible for that employee.

Employees who voluntarily terminate employment or are discharged because of misconduct connected with work or who stop work because of a labor dispute or who quit work to go to school may be subject to disqualification under the unemployment compensation laws of Michigan. Supervisory personnel shall indicate in writing the exact reason for terminating an employee.

## **SECTION 15: HOLIDAYS**

All probationary, salaried, and regular full-time employees of the City of Clarkston who have been employed by the City for at least 30 days shall be eligible for fourteen paid holidays pursuant to the following restrictions.

The employee must work the preceding workday before the holiday and the succeeding workday after the holiday unless the employee is on approved vacation time or excused by the Department Head.

Should one of the recognized holidays fall within an employee's vacation, the vacation period shall be extended by an additional day for each holiday if the employee so chooses.

Should one of the recognized holidays fall on a non-working day, the employee shall receive the workday off closest to the recognized holiday.

Recognized holidays in the City of Clarkston are as follows:

New Year's Day	Martin Luther King, Jr Day
President's Day	Good Friday
Memorial Day	June 19teenth
July 4 <sup>th</sup>	Labor Day
Veteran's Day	Thanksgiving Day and Day After
Christmas Eve and Christmas Day	New Year's Eve Day

## **SECTION 16: VACATIONS**

Full-time and salaried employees will be eligible for vacation with pay according to the following schedule:

After One Year	One Week (5 Days)
After Two Years	Two Weeks (10 Days)
After Five Years	Three Weeks (15 Days)
After Ten Years	Four Weeks (20 Days)

Vacations may not be taken until earned. Time off for vacations are to be approved by the Department Head or City Manager. Eligible employees may carry over up to five vacation days into the next calendar year. Employees will not receive vacation pay in lieu of vacation time.

If an employee resigns or is discharged for any reason other than embezzlement or becomes disabled or dies, the employee or their estate will receive payment for all their remaining eligible vacation time.

## **SECTION 17: SICK AND DISABILITY LEAVE**

Full-time and salaried employees will receive six days sick leave per year accruing at the rate of 1/2 day per month commencing from the date of hiring. Eligible employees may carry over up

to two sick days into the next calendar year. Upon separation, accrued sick leave will not be paid for.

It is understood that sick days are not to be considered as additional vacation or holiday time. It is to be taken only when some illness or injury prevents the employee from performing their job duties. The Department Head or City Manager may require a physician's statement at any time regarding injury or illness.

## **SECTION 18: ON THE JOB INJURY/ILLNESS (WORKERS COMPENSATION)**

An employee who has been injured on the job or contracted an occupational disease while working as a City employee must notify his or her supervisor as soon as possible after the incident. If the injury or illness comes within the provisions established by law, the injured employee may be entitled to receive benefits under the Workers Compensation Act.

The injured/ill employee is responsible for notifying his or her supervisor immediately. If the supervisor cannot be reached, the employee should contact the City Manager immediately.

The supervisor of the injured/ill employee is responsible for determining the nature of the incident and its cause. The employee is required to be treated at a clinic designated by the City.

## **SECTION 19: MILITARY LEAVE**

The City of Clarkston shall abide by the provisions of the Selective Service Act and its judicial interpretation with respect to leaves of absence due to military service including National Guard duty.

## **SECTION 20: JURY DUTY**

If any employee is ordered and reports for jury duty, that employee shall be paid by the City at the rate of the difference between their straight time pay and the jury duty pay for each day of jury duty that the employee would have been scheduled to work. Compensation shall only be paid if the employee gives prior notice to the Department Head/City Manager and presents proper evidence as to the jury duty performed.

## **SECTION 21: FUNERAL LEAVE**

Employees are eligible for paid leave of one to three days immediately following the death of any of the following people:

Son or Daughter	Grandchild	Parent
Grandparent	Brother	Sister
Mother or Father-in-law	Son or Daughter in law	
Other people deemed appropriate by the City Manager		

Additional bereavement time may be authorized at the discretion of the City Manager.

## **SECTION 22: HEALTH INSURANCE**

The City of Clarkston shall make available a health insurance medical benefit plan for all full-time employees. The City will pay a prescribed amount of the premium with the employee paying the remaining balance. Payment from the City commences after the required probationary period is complete.

## **SECTION 23: PENSION PLAN**

The City does not currently support employee retirement or pension plans. However, a municipal employee retirement savings (MERS) plan is available through employee payroll deduction. The City will match up to 3% of employee contributions to the MERS plan.

## **SECTION 24: GRIEVANCE OR PROBLEM-SOLVING PROCEDURES**

The City of Clarkston recognizes that employees and supervisors may have differences that could require prompt and appropriate resolution of a complaint. The City is committed to the establishment and operation of an internal complaint process within the framework of the entire City.

It is the intent of the City to resolve all complaints at the lowest level of supervision and as expeditiously as possible. Employees are encouraged to discuss problems with their supervisor in an informal way before filing an official complaint. To this end the City acknowledges an "open door" policy intended to encourage free discussion between employees and their supervisors to produce prompt resolution of concerns, conflicts, or complaints.

All employees who have a problem or complaint shall first discuss the matter with their Department Head. If after meeting with the Department Head the problem remains unresolved, the employee may ask for a hearing with the City Manager. If still unresolved, the employee may request a hearing before the City Council in a closed session.

## **SECTION 25: WORK RULES**

**Political Activity.** The City of Clarkston recognizes the importance of the democratic process and encourages an employee's participation in it. However, any political activities an employee chooses to participate in must be done on his or her own time and must not interfere with their City duties and responsibilities.

**Telephone Communications.** The City of Clarkson recognizes that there are times when personal communications must be made to and from employees by phone. It is important for all employees to recognize that the use of personal and privately owned cellular telephones for all telephone calls is a privilege which must not be abused. Personal telephone communications may be limited by the Department Head or City Manager.

With respect to employee use of City owned communication devices including telephones their use should be restricted to official business, communications of an emergency nature or as defined and limited by the Department Head or City Manager.

**Gifts and Gratuities.** The acceptance of gifts for City services is strictly prohibited. The acceptance of money is specifically prohibited.

**Discipline.** Proper discipline and standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services and to protect the City's goodwill and property.

## **SECTION 26: TERMINATION OF EMPLOYMENT**

At will employees may be discharged at any time when it is deemed in the best interest of the City. Contract employees may be let go at any time after their contract has expired when it is deemed in the best interest of the City. Department Heads are responsible for the dismissal of their direct charges after consultation with the City Manager. Department Heads will be dismissed by the vote of the City Council.

### **Exception to this procedure are as follows:**

An employee may be subject to immediate termination of employment for a violation of any of the following:

1. Negligent act which results or could result in the injury or possible injury or loss of life of a person or persons.
2. Falsely stating or making claims of injury.
3. Malicious damage of City property or equipment
4. Unlawful or improper conduct during working hours or non-working hours which would affect the employee's relationship to his or her job, fellow employees, Department Head, or City officials, The City or City Official's goodwill or reputation in the community or effectiveness with the public.
5. Misuse or improper use of authority or responsibilities in any City position.
6. Falsification of any document or application
7. Misconduct
8. Immoral or indecent conduct
9. Fighting or striking another person
10. Any conviction of a felony
11. Any theft
12. Possession or use of alcoholic beverages or illegal drugs during hours of employment including reporting to work under the influence of any alcohol or illegal drug.
13. Restricting or interfering with others in the performance of their job or engaging in any interruption of work
14. Misappropriation of public funds, materials, equipment, or property
15. Insubordination to a Department Head, City Manager or City Official
16. Threatening, intimidating, or coercing other employees, Department Heads, City Manager or City Official

## **SECTION 27: EXAMPLES OF MISCONDUCT**

1. Major chargeable accidents when on City business after a full investigation may be subjected to non-driving status.
2. Minor chargeable accident when on City business after a full investigation (\$1000 or less damage).
3. Failure to file a written report of all accidents with the Department Head or the City Manager prior to the end of the workday provided the employee is judged capable of making such a report.
4. Violating any safety rules or practices or engaging in any act or conduct which creates a safety hazard.
5. Failure to wear or use required safety equipment or apparel.
6. Unsafe or reckless use of City vehicles or apparel.
7. Failure to report a suspension or revocation of a driver's license or a physical or mental condition that impairs the ability to use vehicles or equipment to perform City work.
8. Failure to report mechanically defective condition of equipment or vehicles upon knowledge of same
9. Failure to report a personal injury prior to the end of the workday provided the employee is judged capable of making a report.
10. Unauthorized use of any City equipment, vehicle, building furnishings or materials
11. Careless use or abuse of City property, vehicles, buildings, furnishings, or materials
12. Tardiness or unexcused absenteeism
13. Abuse of or fraudulent use of paid or unpaid sick leave or approved absence days
14. Absent without cause or leaving early without permission.
15. Improper grooming or appearance
16. Failure to wear uniform or proper equipment.
17. Wearing improper apparel on the job
18. Discourtesy or improper conduct in dealing with the public.
19. Falsifying records or reports
20. Gambling, horseplay, or interfering with fellow employees, Department Heads, City Manager or City Officials
21. Sleeping during work hours
22. Unfit condition for work
23. Solicitations or conducting personal business without permission during work hours.
24. Neglect of job, duties or responsibilities, or loafing
25. Failure to follow work routines or work priorities as designated or instructed.

## **SECTION 28: DRIVING RECORD STANDARDS**

Any applicant for promotion or employment with the City of the Village of Clarkston must meet minimum driving record standards. Applicants having any of the following record violations are automatically disqualified from employment consideration (including promotion) in jobs requiring driving a City vehicle to conduct City business.

Failure of current employees to meet these minimum standards will result in a hearing to determine the employee's employment related driving status. The employee's Department Head and the City Manager will conduct the hearing jointly.

1. Any conviction of manslaughter, negligent homicide, or any other felony in connection with the operation of a vehicle
2. Any conviction of operating under the influence of liquor, driving while impaired or operating under the influence of drugs within the last four years
3. Failure to take a blood alcohol test.
4. Conviction of driving while his/her license is suspended, revoked, or denied within the last four years.
5. Loss of driving privileges due to his/her license being suspended, revoked, or denied within the last two years.
6. Accumulation of eight or more points within the last two years
7. Conviction of three or more moving violations within the last two years
8. Two or more accidents within the last two years which show applicant/employee at fault or primarily at fault.
9. Conviction or reckless driving within the last two years
10. Citation, warning, or other indication of texting while driving.
11. Any combination of violations, accidents, etc., which indicate a poor attitude, unsatisfactory driving skills or general inability to maintain a safe driving record.
12. Holders of CDLs will adhere to MDOT Model Commercial Driver's License Manual, item 1.2.2 – Alcohol, Leaving the scene of an accident and Commission of a Felony

## **SECTION 29: CONFIDENTIALITY OF PERSONNEL RECORDS**

The purpose of this policy is to state the City's personnel policy regarding the maintenance and release of personnel related information.

All records supporting personnel actions taken which concern your employment are part of your official personnel file. The official personnel file contains employee records and documents including but not limited to employee history records, service rating, personnel action notices, benefit and compensation forms, formal counseling, and disciplinary action notices. Information stored in the City automated payroll system is considered part of the official personnel file. A copy of your initial personnel file will be forwarded to the office of the City Manager.

You have access to your own official personnel file for periodic review at reasonable intervals throughout the calendar year. Official personnel files are contained in the City offices. To review your file, a written request must be provided to the Office of the Clerk at least two days prior to the desired review date. The review will take place in the Office of the Clerk during normal working hours with authorized supervision in accordance with the appropriate provisions of authorized supervision in accordance with the appropriate provisions of the Bullard-Plawecki employee Right to Know Act. On rare occasions an employee may request a copy of his or her personnel file. In such cases the employee may be asked to pay for the cost of copying the file.

## **SECTION 30: CODE OF EMPLOYEE ETHICS**

1. Use of Clarkston vehicles and equipment shall only be used within the City limits for City authorized purposes. Use of vehicles and equipment outside of the City limits is only allowed when specifically required for City authorized work (i.e. deliveries, material pickup, fueling, repairs, etc.)
2. All City vehicles and equipment shall be returned to the proper place in the City at the end of each workday unless emergency conditions occur that do allow the timely return.
3. It is the policy of the City of Clarkston that all officials and employees must avoid conflicts between their private interests and those of the general public whom they serve. To enhance the faith of the people and the integrity and impartiality of all officials and employees of the City the following guidelines are provided for separating their roles as private citizens from their roles as public servants.
4. Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his or her government. Each individual employee or advisor of government must help to earn and must honor that trust by his own integrity and conduct in all official duties and actions.
5. Employees must avoid any action that might result in or give the appearance of:
  - a. Using their public positions for private gain
  - b. Giving unlawful preferential treatment to anyone
  - c. Losing objectivity or impartiality
  - d. Making a governmental decision outside of the official channel, or
  - e. Adversely affecting the public's confidence in government
6. Employees must use City property only for its intended purpose. Employees shall not participate in gambling, betting, or lotteries on City property. Employees shall not:
  - a. Intentionally subject another to mistreatment or to arrest, detention, search, seizure, dispossession, assessment, or lien that they know is unlawful
  - b. Make a terroristic threat or threat of retaliation against another employee, supervisor, or manager.
  - c. Intentionally deny or impede another in the exercise or enjoyment of any right, privilege, power, or immunity knowing their conduct is unlawful, or
  - d. Intentionally subject another to sexual harassment
7. Illegal or improper dumping of toxic or polluting substances, garbage, trash, debris, or any items in any manner that poses any hazard to the health, safety, and welfare of the City.
8. Employees shall not do any of the following:
  - a. Employees shall not have any interest or engage in any business activity or employment that conflicts with the performance of their duties for the City.
  - b. Employees shall not have either directly or indirectly any financial or other personal interest in any contract or subcontract in connection with a department project if authorized in their official capacity to take part in negotiating, making, accepting, or approving such contract or subcontract or

performing any duty for the City in connection with such contract or subcontract.

- c. Employees shall not solicit, accept, or agree to accept an honorarium in consideration for services that the employee would not have been requested to provide but for the employee's official position or duties. This does not apply to transportation, meals, and lodging expenses in connection with a conference or similar event when allowed by law.
- d. Employees shall not accept other employment or engage in business or professional activities that could require or cause them to reveal confidential information acquired through their official position.
- e. Employees shall not accept other employment or compensation that could hinder their independence of judgment in the performance of their official duties.
- f. Employees shall not make personal investments that create or could reasonably be expected to create a substantial conflict between their personal interests and public interest.
- g. Employees shall not use official information that is not available to the public for the purpose of furthering their own private interests.
- h. Employees shall not take part in any personal or business financial transaction that relies on information obtained through their official position.
- i. Employees shall not misapply anything of value belonging to the City that has come into their custody or possession by virtue of their employment.
- j. Employees shall not accept, solicit, or agree to accept any benefit, gift, favor, or service that might influence them in the performance of their duties.
- k. Employees shall not solicit, accept, or agree to accept any benefit, gift, favor, or service that they know is being offered for the purpose of influencing their official conduct or for having performed official duties in favor of another.
- l. Employees shall not solicit, accept, or agree to accept any benefit, gift, or favor from a person who is regulated by the City.
- m. Employees shall not offer, confer, or agree to confer on another person or solicit, accept, or agree to accept from another person any benefit as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion or for a violation of a duty imposed by law on an employee
- n. Employees who are or will be witnesses in an official proceeding shall not solicit, accept, or agree to accept any benefit on the understanding that the employee will lie, withhold evidence, or fail to appear at the hearing.
- o. Employees shall not solicit, accept, or agree to accept any benefit from a person interested in any contract, payment, claim, or transaction involving the exercise of the employee's discretion.

### **SECTION 31: REPORTING VIOLATIONS OF LAW**

Employees shall report any suspected violations of law by the City to their immediate supervisor or City Manager upon becoming aware of same. No employee shall be harassed, terminated, suspended, or otherwise discriminated against for exercising their rights as citizens. Some of these rights are:

- a. Right and/or duty to report violations of the law
- b. Right to file a Workers Compensation claim
- c. Right to file a grievance
- d. Right to file a charge of alleged discrimination

It is a violation of State law for a State or local governmental body to suspend or terminate the employment of or otherwise discriminate against a public employee who reports a violation of law to an appropriate law enforcement authority if the employee report is made in good faith.

### **SECTION 32: EMPLOYEE ATTIRE**

Employees are expected to dress in appropriate and professional attire at all times for the job they are performing. Office employees shall wear business-casual attire. DPW employees are required to wear approved uniforms, supplied by the City. DPW employees are also granted a \$200/year allowance for work boots and coats.

### **SECTION 33: DRUG FREE WORK ENVIRONMENT**

The City of Clarkston will provide a drug free workplace in compliance with Public Law 100-690, Title V, Subtitle D of the Drug Free Workplace Act of 1988. The unlawful manufacture distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited on the premises of any City Building, office or property including all sub-offices and field office locations. This same prohibition applies to City employees while operating any vehicle belonging to the City. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees as a condition of employment will comply with this policy.

As a condition of employment, each employee will abide by the terms of the Drug Free Workplace policy and notify the City through his or her immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Upon notice of a violation of this Section, the City shall take appropriate personnel action against such employee up to and including termination and/or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program selected by the employee and approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

Staff identified as being subject to regulations under the Omnibus Transportation Act of 1991 and regulations promulgated thereby will be notified of those regulations and how they will be enforced within the City.

Smoking of any kind is prohibited in the City offices, DPW building, City vehicles/equipment or in other areas where smoking could be dangerous due to fire or other hazards.

### **SECTION 34: RELATIONSHIP OF PERSONNEL POLICY AND PROCEDURES MANUAL**

The policies and procedures in the manual do not constitute a legal contract and do not modify the at-will employment relationship between the employee and the City.

### **SECTION 35: SOCIAL MEDIA USAGE**

This section covers employee personal use of social media affecting the workplace and/or the City's ability to perform its public mission. The City recognizes the role that social media plays in the personal lives of some employees. However, the personal use of social media can have bearing on employees in their official capacity as they are held to a high standard by the community. Engaging in prohibited speech outlined in this policy may provide grounds for discipline and may be used to undermine or impeach an officer's testimony in legal proceedings.

1. Employees shall not post speech that negatively impacts the City's ability to serve the public.
2. Employees may not post privileged information or represent the City.
3. Employees may not use their City e-mail address to register a personal account on social media.

### **SECTION 36: EMPLOYEE ACKNOWLEDGMENT RECEIPT**

The skills and talents each employee contributes to the City of Clarkston are an integral part of setting the standard for the excellent service we demand of ourselves and which our citizens expect from us. It is our hope that your employment with the City of Clarkston will provide satisfaction to you professionally and that you will find avenues and opportunities to enhance your career and work enjoyment.

I acknowledge that I have received and read these employment policies. I understand that I am bound by the policies and procedures described in this handbook and in consideration for my employment I agree to follow them.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Resolution - Recoup of the Cost of the West Alley Sanitary Sewer Repair

**WHEREAS**, in the August 26, 2024 City Council meeting, a resolution (attached) was adopted to authorize Pipeline Management Company to repair two sections of the West Alley Sanitary Sewer Main serving much of the City at a cost of \$121,052.04, and;

**WHEREAS**, in the October 28, 2024 City Council meeting, a resolution (attached) was adopted to authorize additional expenses from Pipeline Management Company of \$72,972.50, and;

**WHEREAS**, in the October 28, 2024 resolution it was noted that a proposal to recoup the total expense of \$194,024.54 from each user of the City's Sanitary Sewer system would be brought to a future Council meeting for approval, and;

**WHEREAS**, attached is a proposal to recoup the \$194,024.54 expense with three optional repayment periods: 4 quarterly payments (\$86.53/quarter), 6 quarterly payments (\$57.69/quarter), or 8 quarterly payments (\$43.27/quarter) for each of the City's 563 Residential Equivalent Units (REU), and;

**NOW THEREFORE, BE IT RESOLVED** that the City of the Village of Clarkston hereby authorizes the City Treasurer to recoup the \$194,024.54 West Alley Sanitary Sewer Repair cost through the City's Sewer Billing System based on \_\_\_\_\_ quarterly payments of \$\_\_\_\_\_ per quarter per Residential Equivalent Unit (REU) starting with the February 2025 billing cycle.

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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☐ Resolution is Adopted

☐ Resolution is Defeated

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

\_\_\_\_\_  
January 13, 2025

\_\_\_\_\_  
Date

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Resolution - Sanitary Sewer Pipe Repairs in the West Alley

**WHEREAS**, in May of this year, Pipeline Management Company (PMC) was contracted by the Independence Township Department of Public Works to clean, inspect, and televise all of the sanitary sewer pipes in the City, and;

**WHEREAS**, while the Township is responsible for the cost of the cleaning and inspection work under the City's Sewer Maintenance Agreement, the cost of any required repairs identified during the inspection is the responsibility of the City, and;

**WHEREAS**, On July 25th, PMC notified the City of two required repairs, both in the West Alley, that will require a full excavation (open cut) in order to complete, at a total cost of \$121,052.04 (PMC quotation attached), and;

**WHEREAS**, PMC is further recommending several pipe rehabilitations, but the cost and responsibilities for this work are still being evaluated, and;

**WHEREAS**, the City Treasurer has reviewed the City's Water and Sewer Funds and is recommending that the sewer repair costs initially be covered by the Water Fund followed by implementation of a 4-payment cost recovery plan from the residents and business owners based on the City's 563 Residential Equivalent Units (REU), and;

**WHEREAS**, under the proposal, each REU in the City would be billed \$215.01 ( $\$121,052 / 563 = \$215.01$ ), or four quarterly payments of \$53.75 in addition to the current quarterly REU cost of \$128.00, and;

**NOW, THEREFORE, BE IT RESOLVED** that the City of the Village of Clarkston hereby authorizes (1) Pipeline Management Company to complete the two open cut sewer repairs in Clarkston's West Alley and (2) the City Treasurer to pay the PMC Repair Invoice from the City's Water Fund (591-000-017.000), and (3) utilize the City's Sewer Billing system to recoup \$215.01 from each Residential Equivalent Unit (REU), or four quarterly payments of \$53.75 starting with the October 2024 billing cycle.

Casey	Forte	Lamphier	Quisenberry	Rodgers	Roth	Wylie	Totals
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 7 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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☒ Resolution is Adopted

☐ Resolution is Defeated

  
Jonathan Smith, City Manager

August 26, 2024

Date



**PIPELINE  
MANAGEMENT  
COMPANY**

2673 E Maple Road  
Milford, MI 48381  
Ph: (248) 685-1500  
Fax: (248) 685-7615

## INVOICE

Invoice #: 24-01936  
Invoice Date: 09/30/2024  
Due Date: 10/30/2024  
Terms: Net 30  
Contract No: 2024-216

**Bill To:**  
**Village of Clarkston**

375 Depot Road  
Clarkston, MI 48346  
United States

Project Reference: Open Cut 9/1/24-9/30/24

Description	Quantity	Unit	Unit Price	Amount
Open Cut 1 - Clarkston Main & Mill Street - 12' Repair	1	LS	\$36,444.50	\$36,444.50
Open Cut 2 - Clarkston Main & Depot - 12' Repair	1	LS	\$84,607.54	\$84,607.54
Total Invoice Amount:				\$121,052.04

Please call 248-685-1500 if you have any questions concerning this invoice

Thank you for your business!

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Resolution - Change Order for Sanitary Sewer Pipe Repairs in the West Alley

**WHEREAS**, in the August 26, 2024 City Council Meeting, authorization was given to pay Pipeline Management Company (PMC) a total of \$121,052.04 to repair two breaks in the sanitary sewer pipe in the West Alley, and;

**WHEREAS**, shortly after the repair work began on September 19th, the need for additional work was identified:

1. At the south end of the West Alley, an old empty septic tank was encountered which needed to be filled to avoid a future cave-in or sink hole
2. At the north end of the West Alley, the sanitary sewer pipe was found to be both sunken and fully collapsed, requiring a larger repair than originally anticipated, and;

**WHEREAS**, PMC requested and received authorization from the City to proceed with the repairs with the understanding that a Change Order would need to be processed to address the cost of the added work, and;

**WHEREAS**, On October 15th the City received the attached Change Order reflecting an added cost of \$72,972.50, bringing the total repair contract to \$194,024.54, and;

**NOW, THEREFORE, BE IT RESOLVED** that the City of the Village of Clarkston hereby approves 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. In light of the higher costs, plans previously approved by City Council to recoup funds from each user of the City Sanitary Sewer System will be recalculated by the City Treasurer and brought to a future City Council for approval.

Casey	Forte	Lamphier	Quisenberry	Rodgers	Roth	Wylie	Totals
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> 7 Yes
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☒ Resolution is Adopted

☐ Resolution is Defeated

  
Jonathan Smith, City Manager

October 28, 2024

Date



**PIPELINE  
MANAGEMENT  
COMPANY**

2673 E Maple Road  
Milford, MI 48381  
Ph: (248) 685-1500  
Fax: (248) 685-7615

**INVOICE**

Invoice #: 24-02023  
Invoice Date: 10/31/2024  
Due Date: 11/30/2024  
Terms: Net 30  
Contract No: 2024-216

**Bill To:**  
**Village of Clarkston**

375 Depot Road  
Clarkston, MI 48346  
United States

Project Reference: Open Cut 1-/1/24-10/31/24

Description	Quantity	Unit	Unit Price	Amount
CO1 - Emergency Repair	1	LS	\$54,540.00	\$54,540.00
CO1 - Additional Paving	1	LS	\$13,282.50	\$13,282.50
CO1 - Fill Old Grout Tank	1	LS	\$5,150.00	\$5,150.00
Total Invoice Amount:				\$72,972.50

Please call 248-685-1500 if you have any questions concerning this invoice

Thank you for your business!

### *Sewer Repair Bill Levy Options*

<i>Total Repair Contract Price</i>	<b>\$194,024.54</b>
<i>REU'S as of 10/29/2024</i>	<b>560.57</b>
<i>Cost per REU</i>	<b>\$346.12</b>
<i>Current Bill per REU</i>	<b>\$128.00</b>

	<b><u>Option 1</u></b> <b>4 Quarterly</b> <b>Payments</b>	<b><u>Option 2</u></b> <b>6 Quarterly</b> <b>Payments</b>	<b><u>Option 3</u></b> <b>8 Quarterly</b> <b>Payments</b>
<i>Standard Quarterly Charge</i>	<b>\$128.00</b>	<b>\$128.00</b>	<b>\$128.00</b>
<i>Quarterly Repair Allocation</i>	<b>\$86.53</b>	<b>\$57.69</b>	<b>\$43.27</b>
<i>Total Quarterly Charge with Repair</i>	<b>\$214.53</b>	<b>\$185.69</b>	<b>\$171.27</b>

*Source of Account Proceeds:*

*Water Fund Account # 591-000-001-000*

# City of the Village of Clarkston

375 Depot Road  
Clarkston, Michigan 48346

## Resolution - Purchase of Replacement Snowplow Cutting Edges

**WHEREAS**, the City DPW staff utilize the City's Dump Truck and Heavy Duty Pick-up Truck to plow snow on the City streets and parking lots, and;

**WHEREAS**, the snowplow blades on both vehicles have removeable edges that need to be replaced periodically, typically every one to two years, and;

**WHEREAS**, currently, the edges on the Boss V-Blade of the Heavy-Duty Pick-Up Truck require replacement, and;

**WHEREAS**, Truck & Trailer Specialties of Howell Michigan, a previously vetted supplier for Heavy-Duty truck parts, has provided the attached quote for the replacement edges, totaling \$674.26, and;

**NOW THEREFORE, BE IT RESOLVED** that the City of the Village of Clarkston hereby authorizes the purchase of Boss V-Blade Cutting Edges from Truck & Trailer Specialties at a total cost of \$674.26 to be funded by the Material & Outside Labor - Pickup Truck budget (101-446-861.001) in the 24/25 Fiscal Year.

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

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

\_\_\_\_\_  
January 13, 2025

\_\_\_\_\_  
Date



Truck & Trailer Howell  
900 Grand Oaks Drive  
Howell MI 48843

(517) 552-3855  
www.ttspec.com

## QUOTE

Quote ID: HQ0004752

Quote Date: 1/8/2025

Quote Valid Until: 2/7/2025

Page 1 of 1

Customer: Clarkston Village  
375 Depot Road  
Clarkston MI 48346

Contact: Jimi

Phone: (248) 310-2376

Email: turnerj@villageofclarkston.org

Salesperson: Jacob Grosvenor

Order Description	Boss cutting edge
-------------------	-------------------

Part Number	Quantity	Description	Unit Price	Amount
BAR18155	1 EA	9'2" Vplow Dxt Cutting Edge Driver Side	\$337.13	\$337.13
BAL18165	1 EA	9'2" Vplow Blade Dxt Pass. Side	\$337.13	\$337.13

Sub Total: \$674.26

Discount:

Sales Tax: \$0.00

Grand Total: \$674.26

### Notes:

In stock

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

\* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.

\* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.