

City of the Village of Clarkston

2019 Committee Matrix

(Revised March 7, 2019)

Committee	Chair	Members	Mission	Strategy	2019 Goals	City Council Updates
Charter Review Committee	Steve Arkwright	Bill Basinger, Rich Little, David Marsh, Jim Meloche, Scott Meyland, Jonathan Smith	Review the current City Charter for items that require updates, prioritize the updates, recommend updates to City Council	<p>1. Survey current and past placeholders for areas of our City Charter that require attention. The placeholders would include residents, local businesses, current and past Council Members, current & past Commission and Board members, current and past City Managers, City Professionals (attorney, Engineer, Planner)</p> <p>2. Solicit suggestions/input/corrective actions/wording/insight from the placeholders listed above</p> <p>3. Review and address areas of concern</p> <p>4. Develop updates to address the issues that surface</p> <p>5. Prioritize findings</p> <p>6. Deliver findings to City Council & for consideration</p>	<p>1. Complete review of City Charter for areas that require attention</p> <p>2. Deliver prioritized recommendations to City Council for their consideration in time for election if deemed appropriate.</p> <p>3. Target Delivery Date to Council would be April/May 2019</p>	<p>May 13, 2019</p> <p>August 12, 2019</p> <p>October 14, 2019</p>
Beautification Committee	To Be Determined					
Communications Committee	Sue Wylie	Karen Eckert, Jane Jones, Mike Cascone	Create new and/or enhance existing functional communication needs of the City of the Village Clarkston.	<p>Potential Methods to be utilized within the Scope of Purpose with examples of each:</p> <ol style="list-style-type: none"> 1. City Council meeting agendas, minutes, committee reports 2. Electronic media - city website 3. Electronic (social)media – Facebook, Twitter 4. Audio/Video media – local TV 5. Hard copy- mailings 6. Print media – newspapers, magazines 7. Personal “face to face” – town hall meetings <p>The Committee will ensure the City’s interests are being served by the terms of the contracts that the City is bound by. In addition the Committee will assist in determining whether current City operations require the need for additional written agreements/contracts.</p>	Support the Purpose of the Committee as it relates to and/or between our City’s Citizens, Council, Staff and visitors	<p>April 22, 2019</p> <p>November 25, 2019</p>
Contract Committee	Al Avery	To Be Determined	To review all contracts that the City is currently bound by to ensure that the City’s interests are being properly protected. If the Committee determines that changes are needed they would bring their recommendations to the City Council for discussion to determine if changes are needed. The Committee will work in conjunction with the City Manager and City Attorney to review contracts that are currently in effect and to assist with future contracts.	In 2019 the Committee’s goal would be to review current contracts to determine if the terms are beneficial to the City and suggest changes if needed.	<p>June 10, 2019</p> <p>December 9, 2019</p>	
Facilities Committee	Jonathan Smith	Dennis Ritter, Frank Schobel, Karen Eckert, Steve Percival	To address the current condition issues with the City Hall / DPW building, the need for additional equipment and storage space, the need for a secured entrance, then need for an exterior accessible bathroom	<ol style="list-style-type: none"> 1. Obtain approval to have full construction drawings developed 2. Obtain HDC approval of the exterior details 3. Obtain detailed cost estimates 4. Obtain Council approval for the estimated cost 5. Assist as required with the financing options 6. Coordinate the construction work 	<p>In 2019 complete the building design and construction plans for this Community Project. Complete the construction of the proposed changes to the DPW, bathroom, storage area and security counter. Also complete office restructuring if possible in 2019.</p>	<p>Every second Council meeting in March through November</p>

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Finance Committee	Jonathan Smith	Greg Cote, Scott Reynolds, Eric Haven, Al Avery	To prepare the 2020 Fiscal Year Budget and Capital Improvement Plan (CIP)	<ol style="list-style-type: none"> 1. Project the 2020 FY Tax Revenue, Act 51 Revenue and other revenue 2. Prepare the draft budget and CIP documents, meeting as required to complete a balance budget 3. Hold a Public Hearing to present the draft Budget/CIP and address public comments 4. Present the Draft Budget/CIP to Council on May 28th 5. Present the Final Budget/CIP to Council on June 24th 	Complete a balanced 2020 Budget and CIP, fulfilling as many projects as possible and meeting the required legal filing deadlines.	May 27, 2019 June 24, 2019
Friends of Depot Park	Eric Haven	Tom Lowrie, Ken Ermer, Emily Duthinh, Jim Brueck	Fulfill the Recreation Plan by making qualitative improvements to Depot Park for recreation, education, inspiration, commemoration and repose	Survey, plan, build, purchase and install unique features into Depot Park with City Council's approval.	Seek private funding and volunteer support to expand the harmony district and plantings; build a pavilion, band shell and a boardwalk with supporting ADA compliant infrastructure: signage, lighting, sound and pathways.	April 8, 2019 July 8, 2019
Ordinance Committee	David Marsh	Al Avery, Rick Detkowski Sharron Catallo Karrrie Marsh Jane Jones	To review and/or draft ordinance language and suggest or recommend changes, if any, that are consistent with the Master Plan. The Ordinance Review Committee will strive to insure the ordinances are up to date with state and/or federally mandated revisions for the benefit of the residents and property owners.	To Be Determined	To Be Determined	June 24, 2019 November 12, 2019
Parking Management Committee	Anne Clifton	Scott Reynolds, Joe Lugniski, Erich Lines, Kevin Harrison	Improve parking conditions with a focus on parking management (both short and long term), making use of public and private partnerships with consideration to impacts of the residential neighborhoods.	<p>Making use of a cross functional team consisting of local business owners, residents and council representation:</p> <ol style="list-style-type: none"> 1. Bring all public on-street and off-street parking under a single system of management 2. Negotiate with private property owners to secure long-term use of private off-street parking 3. Institute a residential permit parking program. 	Recommend a viable parking plan to the Planning commission in time for the City Council meeting for the 6/10/2019 taking into consideration the City of the Village of Clarkston 2018 Parking Study.	June 10, 2019 August 12, 2019
Personnel Committee	Jonathan Smith	Al Avery Sue Wylie Scott Reynolds	To assist the City Manager in the development of an administrative staffing structure appropriate for the City.	In light of two recent departures, re-evaluate the entire administrative staffing needs to determine what in-house skills are required, the hours to be worked and the compensation levels.	Develop a detailed office administration staffing proposal to be presented to City Council for approval. The proposal will identify the staff required, work hours and compensation levels.	April 8, 2019 June 10, 2019
Records Committee	Jason Kneisc	Sharron Catallo, Carol Eberhardt, Evelyn Bihl	To assist the City Clerk with upholding the Michigan Record Requirements Rules and Standards in the most effective and cost efficient manner possible.	<ol style="list-style-type: none"> 1. Improve on the methods currently being used by the city clerk to maintain records in the required manner 2. Electronically store records where able and then dispose of paper copies no longer needed 3. Develop and maintain an inventory of current records and locations 	Perform meetings with the stakeholders to understand shortfalls and needs and then execute and assist with the proper containment actions.	August 12, 2019 January 6, 2020

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Sign Committee	Cara Catallo	David Marsh, Karrie Marsh, Rhiannon Maisano- Cherwak, Toni Smith, Erich Lines, Jane Jones	To research appropriate "wayfinding" directional signs and similar visual cues to install throughout Clarkston, using a uniform and clear informational system to better guide pedestrians, bicyclists and drivers on city streets, sidewalks and bike paths. This system will increase safety and knowledge of the community, plus enhance the overall experience of Clarkston's built and natural environment and civic pride.	The committee will begin by re-evaluating past work initiated by the former sign committee and then strategize to determine an efficient timeline and pertinent next steps, including researching effective designs, appropriate materials, possible suppliers, and likely costs, as well as potential locations to recommend to council. The committee will also factor in materials guidelines, etc. required on certain roadways.	Initially the sign committee may consult with the mayor and city manager with the goal of periodically bringing forth a cohesive sign vision to recommend to city council for approval and implementation. The goal is to move rather swiftly with hopes of being able to accomplish implementation during the warm-weather months. The results should mean improved traffic and understanding within Clarkston's built environment.	May 13, 2019 November 12, 2019
Trash Hauler Committee	Jonathan Smith	Teresa Fabrizio Others TBD	Investigate and, if appropriate, implement a City wide single-hauler trash service in Clarkston.	<ol style="list-style-type: none"> 1. Survey residents to confirm interest levels 2. Research the programs implemented in other municipalities 3. Hold a Public Input Session 4. Prepare and issue a Request for Proposal (RFP) for Trash Haulers to bid against 5. Evaluate the bids submitted and select a contractor 	In 2019 complete all aspects of the investigation, prepare an RFP, evaluate the bids, select a contractor, obtain Council approval and initiate the new service.	May 27, 2019 September 9, 2019
Tree Committee	Sharron Catallo	Carol Eberhardt Don Frayer	To oversee the selection, planting and maintenance of trees throughout the City.	Meet in the Spring to walk the City and make an inventory of work required, including any budget needs.	Identify any tree replacements, removals or trimmings required in 2019 and obtaining City Council approval	May 13, 2019