

City of the Village of Clarkston
City Manager Report
March 9, 2020

Election Day

Michigan's Presidential Primary Election day is Tuesday, March 10th, from 7AM to 8PM. For this primary, you must select one of three ballots, Democrat, Republican or Independent, with each ballot including the candidates in that party and the two local proposals (Clarkston Schools operating millage and DIA operating millage). Absentee Ballots may be obtained and submitted any day up to and including election day. In fact, the City office will be open from 8AM to 4PM on Saturday, March 7th to obtain and/or submit an absentee ballot. City Clerk Jennifer Speagle has done an excellent job preparing for this event and will be happy to answer any questions you may have.

DPW Supervisor Posting

DPW Supervisor Mike Speagle's last day will be Friday, March 6th, as his new job in the Independence Township DPW starts Monday, March 9th. A Job Posting for the position (attached) has been placed on the City website as well as in the Clarkston News, the Oakland Press, the Michigan Municipal League's job posting system, and on Clarkston's Chamber of Commerce website. If you know of somebody who may be interested, please ask them to reach out to me. During the transition, assistant Austin Pellett will continue and Mike has committed to help the City in any way needed.

City Signage

Replacement signs for the mysteriously missing No Turn on Red sign (Washington & Main) and the damaged Pedestrian Crossing (Depot/E. Church & Main) have been ordered and will be installed soon.

Call for Potholes

Next week we will be filling potholes in the City. If you are aware of a pothole needing attention, please let me know!

Topics for Upcoming City Council Meetings

1. Final closeout of the two Special Assessment Districts paid off in 2018/2019 (Rana Emmons)
2. The Friends of Depot Park master plan for future projects in Depot Park
3. Presentation of bids and a resolution for a City Hall security camera system

Respectfully submitted, **Jonathan Smith, March 5, 2020**

City of the Village of Clarkston

Job Posting

The City of the Village of Clarkston is seeking applicants for the following open position:

- **Job Title:** Department of Public Works, Supervisor
- **Job Location:** City of the Village of Clarkston, 375 Depot Road, Clarkston, MI, 48346
- **Number of Positions Open:** One (1)
- **Work Hours:** 9:00 AM to 5:00 PM, Monday thru Friday, 40 hours/week.
- **Wage:** \$18.00 to \$20.00/hour, commensurate with experience.
- **Benefits:** Health insurance, paid holidays, vacation, and sick leave after probation period.
- **Job Requirements:** Minimum 21 years of age, high school diploma, valid driver's license
- **Experience Strongly Preferred, but not Required:** Supervisory experience, building and vehicle maintenance experience, CDL Class B License.
- **Job Description:** The Supervisor is responsible for performing general DPW maintenance work in the City as well as overseeing the work of the other DPW employee(s). Work includes, but is not limited to, lawn mowing, leaf cleanup, street sweeping, asphalt patching, snow plowing and shoveling, tree trimming, general cleaning, building repairs, vehicle maintenance, special event coordination, and other duties as assigned by the City Manager.

Application Deadline: Position open until filled.

How to apply: Applicants should submit a letter of interest and resume, highlighting experience and training that qualifies them for this position. Please include references, as a background check will be conducted. Forward this information to the contact listed below.

Contact: Jonathan Smith, City Manager, 375 Depot Road, Clarkston, MI, 48346, Email: smithj@villageofclarkston.org, Phone: (248) 625-1559.