

AGENDA

Roll Call/Call to order

Pledge of Allegiance

Amendments to Agenda/Approve Agenda

Community Announcements

Presentation from Next

Public Hearing – Special Assessment Roll for the Southfield Road Business Assessment District

Public Comments on items not on the published agenda

Consent Agenda

1. Review and consider approval of [minutes](#) of a special Council meeting held January 30, 2018.
2. Review and consider approval of [minutes](#) of a regular Council meeting held February 6, 2018.
3. Review and file [bills](#) recapped as of Tuesday, February 20, 2018.
4. Review and Consider 2017 Special [Assessment](#) Roll for the Southfield Road Business Assessment District.

Business Agenda

1. Presentation on fund balances and [financial](#) outlook through FY 2019-20.
2. Report on [Public Safety](#) budget items for FY 2018-19.
3. Review and consider proposal from Municipal Consulting Services for Classification & Compensation [Study](#).
4. Review and consider adopting first [resolution](#) to establish ballot language for the August 2018 election amending Section 3.11 Nominations and Section 4.2 Remuneration of Members of the Village Council of the Village Charter.
5. Instructions to Planning Commission.
6. Instructions to Parks & Recreation Board.

Public comments

Manager's [report](#)

Council comments

The Village of Beverly Hills will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities attending the meeting upon three working days notice to the Village.

Individuals with disabilities requiring auxiliary aids or services should contact the Village by writing or calling Ellen Marshall, 18500 W. Thirteen Mile, Beverly Hills, MI 48025 (248) 646-6404.

Present: President Mooney; President Pro-Tem Peddie; Members: Abboud, Delaney, Mueller, Nunez, and Oen

Absent: None

Also Present: Village Manager, Wilson
Village Clerk, Marshall
Village Attorney, Ryan
Public Safety Director, Torongeau
Finance Director, McCarthy
Planning and Zoning Administrator, Erin Saur
Planning Commission Chairperson, Ostrowski

Council President Mooney called the special Council meeting to order at 6:00 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

ADDITIONS TO AGENDA/APPROVE AGENDA

Motion by Oen, second by Abboud, to approve the agenda as published

Motion passed.

FINANCES

Fund balances and projections for the 2017-18 FY were presented. The Village continues to retain a 20% surplus as set forth by Council. The Retiree Health Care Fund balance is ahead of projections and is 45% funded.

Water and Sewer needs to replenish cash reserves that were lost over the previous 4-5 years. In the opinion of Village Administration, current billing methodology is appropriate. Rates, however are going to need to increase. The 2017 audit suggested a 20% increase in water rates, Administration recommends a 4% or 5% yearly increase.

Finance Director McCarthy and Oen were directed to present an in depth report on the water and sewage funds balances, potential revenue sources, forecast of likely increases in expenditures, present level of debt, and an overall outlook through FY 2019-20 at the February 20 Council meeting.

McCarthy and Oen were also directed to report on the Village debt status and bonds at the March 6 meeting.

INFRASTRUCTURE

Wilson reported that the Village has a few blocks of 50-60 year old, 4" water mains. Most of them run through rear yards and some portions are located under garages and trees. This area has not experienced any problems this winter, but will need consideration or replacement.

Delaney and Peddie were directed to report on the water main situation at the March 20 meeting.

It has been eight years since a full road inventory was conducted in the Village. This project could cost upwards of \$25,000.

Wilson, Oen, and Peddie will report on a plan to conduct a road inventory, and a five year plan for road repairs at the March 20 meeting.

Wilson Oen, Peddie were assigned to research and report on the potential for combined sewers at the May 8 meeting.

Wilson, Oen, and Nunez were directed to report on the Greenfield Road beautification plan and projects dates at the April 4 meeting.

Wilson will provide information on the Clean Water Act at the May 8 meeting.

PUBLIC SAFETY

Peddie, Delaney, and Torongeau will report on infrastructure needs which include building boilers, building generator, fire turnout gear, and jail locks at the February 20 meeting.

Peddie, Delaney, and Torongeau will report on accessibility to the public safety building at the March 6 meeting.

Peddie, Delaney, and Torongeau will report on the pros and cons, timeline, new state laws, and input from the department on body cameras at the June 19 meeting.

ADMINISTRATION

Delaney and Peddie will report and be prepared to submit a bid request for an Administration salary study at the June 19 meeting.

Oen and Nunez will report on improvements that could be made to code enforcement at the June 19 meeting.

CHARTER AND ORDINANCES

Delaney, Ryan, Mueller, and Nunez will prepare an update on suggested changes to the Charter related to elections, the filling of position vacancies, and an increase in Council compensation, to present at an upcoming Council meeting.

Wilson, Ryan, Abboud, and Peddie will review and report on potential additions to the Municipal Code including simplifying parts of the code, energy drilling, marijuana regulations, hookah lounges, and the inspection of fences and rental units at the May 15 meeting.

PLANNING

Abboud, Wilson, Peddie, Ostrowski, Saur, and the planning consultant from LSL will meet and report on the development of the Southfield Corridor, the non-compliant site plan review process and the possible need for regulation on new home building at the March 20 meeting.

PARKS AND RECREATION

Nunez, Mueller, Hausman, and Marshall will review potential projects for the summer park rangers, consider Riverside Park and pocket parks and have suggestions for beautification and cost at the April 17 meeting.

Nunez, Mueller, Hausman, and Marshall will review pavilion fees and present at the March 20 meeting.

Nunez, Mueller, and Hausman will present on a buckthorn eradication plan at the June 5 meeting.

Council to consider a dedicated millage for the park. Further discussion will take place at an upcoming Council meeting.

MISCELLANEOUS

Abboud, Oen, Wilson, and Torongeau will review and draft an emergency preparedness manual to be presented at the June 5 meeting.

Abboud will report on how the Village can better utilize the Michigan Municipal League and SEMCOG at the June 5 meeting.

Wilson reported Administration continues to build the list for water sampling related to lead testing.

Motion by Peddie, second by Oen, to adjourn the meeting at 8:35 p.m.

Motion passed.

John Mooney
Council President

Ellen Marshall
Village Clerk

Elizabeth Lyons
Recording Secretary

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL.

Present: President Mooney; President Pro-Tem Peddie; Members: Abboud, Delaney, Mueller, Nunez, and Oen

Absent: None

Also Present: Village Manager, Wilson
Village Clerk, Marshall
Village Attorney, Ryan
Public Safety Director, Torongeau

President Mooney called the regular Council meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road. The Pledge of Allegiance was recited by those in attendance.

ADDITIONS TO AGENDA/APPROVE AGENDA

Motion by Oen, second by Delaney, to approve the agenda as amended.

Motion passed.

COMMUNITY ANNOUNCEMENTS

None

PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA

Paula Roddy, E. Rutland, suggested the Public Safety building be designated as a “Safe Trade Station” for use by residents when meeting for sales or exchanges.

CONSENT AGENDA

Motion by Oen, second by Peddie, to approve the consent agenda as follows:

1. Review and consider approval of minutes of a regular Council meeting held January 16, 2018.
2. Review and file bills recapped as of Monday, January 22, 2018.
3. Review and file bills recapped as of Monday, February 5, 2018.
4. Review and consider request from Groves High School Orchestra to use village streets, sidewalks and Beverly Park for the Forte 5K Run on Sunday, May 20, 2018.
5. Review and consider approval of landscaping contract with Jason’s Outdoor Services for 2018.

Roll call vote:

Motion passed (7-0)

BUSINESS AGENDA

REVIEW AND CONSIDER REQUEST FROM KENSINGTON COMMUNITY CHURCH TO HOLD EASTER EGG HUNT AT BEVERLY PARK ON SATURDAY, MARCH 24, 2018

On January 31, 2018, Claire South of Kensington Community Church telephoned the Village Office and requested to host an Easter Egg Hunt in Beverly Park on Saturday, March 24, 2018. They are requesting use of the park from 9:00 am until 5:00 pm. The event is open to all members of the community. Normally, this type of request would be presented to the Village Parks &

Recreation Board for a recommendation to Council. Given time constraints, the Board members were contacted and they were unanimous in their support of this event being forwarded to Council for review.

After a two year hiatus, this will be the 11th year that Kensington has sponsored the Easter Egg Hunt. Kensington has a presence in the Beverly Hills area where they rent space at Groves High School. There will be activities planned for the whole family. A banner publicizing the Easter Egg Hunt will be hung on the park fence. Kensington has asked that the Village provide three portable restrooms for the event at a cost of \$210.

Motion by Mueller, second by Oen, be it resolved that the Beverly Hills Village Council approves the request from Kensington Community Church to utilize Beverly Park for the purposes of conducting an Easter Egg Hunt in Beverly Park on Saturday, March 24, 2018 between 9:00 a.m. and 5:00 p.m. Further it is recommended that the pavilion rental fees be waived and that the Village provide three portable restrooms for the event. A certificate of insurance will be provided upon approval of the Easter Egg Hunt.

Roll Call Vote:
Motion passed (7-0)

REVIEW AND CONSIDER APPROVAL OF MINUTES OF A REGULAR COUNCIL MEETING HELD DECEMBER 19, 2017

Parliamentary procedure dictates Council cannot go back and change minutes once they have been approved.

REVIEW AND CONSIDER SUBCOMMITTEE'S RECOMMENDATION TO FILL ZONING BOARD VACANCY

The Zoning Board Subcommittee consisting of Abboud, Oen, and Peddie met February 6, 2018 at 7:15 p.m. to review the applications submitted and make a recommendation to fill an alternate member vacancy on the Zoning Board of Appeals. The term for this vacancy expires June 30, 2018.

Motion by Abboud, second by Oen, be it resolved that the Council for the Village of Beverly Hills appoints Christina Gennari to fill an alternate member vacancy on the Zoning Board of Appeals. The term for this vacancy expires June 30, 2018.

Motion passed.

REFER REQUEST FROM BEVERLY HILLS VETERINARY ASSOCIATES, 32831 SOUTHFIELD ROAD FOR SITE PLAN APPROVAL TO THE PLANNING COMMISSION FOR REVIEW AND RECOMMENDATION

Beverly Hills Veterinary Associates, 32831 Southfield Road, has submitted a proposal, which requires site plan approval, to modify their existing building. The proposed changes include façade improvements, interior renovations and a second-story addition. Per Village Ordinance, Council refers the plans to the Planning Commission for review and recommendation prior to Council consideration for approval.

Motion by Abboud, second by Oen, be it resolved that the Village Council refers plans submitted by Beverly Hills Veterinary Associates, 32831 Southfield Road, to the Planning Commission for site plan review and recommendation of proposed renovations.

Motion passed

SECOND READING AND POSSIBLE ADOPTION OF ORDINANCE #362 AMENDING CHAPTER 22 SECTION 22.08.150 FENCE, WALL & PRIVACY SCREEN REGULATIONS OF THE MUNICIPAL CODE

The Council was provided with revised language to the proposed update to Chapter 22, Section 22.08.150 Fence, Wall, and Privacy Screen Regulations. Upon receiving input at the public hearing held December 5, 2017, administration and the fence subcommittee revised language to exclude the R-2B district west of Southfield Road and instead regulate fencing by geographic boundaries.

Mooney invited residents to speak on the proposed ordinance.

The following residents spoke or emailed in opposition of the proposed ordinance:

Lyle Russell, Rosevear Street
Paula Roddy, East Rutland
Robert Stempien, Mayfair
Lisa Ross, Kinross
Richard Crackel, Beechwood
Catherine Ochalek, Verona Circle
Walter Briggs, Reedmere
Greg and Shelley Feist, Buckingham
John and Lisa Ross, Kinross
Laura Berkaw, Birwood
Eric and April Hornyak, Kinross
Marni Freedman, Beechwood
Tina Yancey, Corsaut Lane
Bridget Ralston, Sheridan Drive
Curt and Kimm Jorrey, Arlington
Josh and Jodi Forquer, Arlington
Fred Amrose, Kinross
Monica Mercer, Locherbie
Ken Flaherty, Jr., Beechwood

Comments in opposition included concern with neighbors installing different types of fencing affecting the aesthetics of the community, gaps between old and new fences, lot lines not lining up, tall fences damaging the openness and changing the feel of the village. Many felt that openness deters crime and encourages interaction between neighbors. Others felt that privacy can be attained through other measures and not solid six-foot fences. There was disappointment expressed with the inclusion of R-2B in the ordinance. Many also expressed disappointment with the condition of many of the fences already in the Village. They would like more clarity and detail on the rules and enforcement related to design, maintenance, and upkeep.

The following people spoke or emailed in support of the proposed ordinance:

Peter Chiappa, Birwood

Lynne Schrage, Marguerite

Those in support of the ordinance spoke about their desire for privacy on their property. They also felt that fences would allow greater security for children and pets. They also believe that the fences will not negatively affect the relationships between neighbors; if six foot fences are allowed it does not mean that everyone will install six foot fences.

Mooney believes there needs to be a balance struck between the need for privacy and the protection of the character of the Village. He believes the requests submitted to the Zoning Board of Appeals (ZBA) are limited due to a high non-approval rate. There are over 200 non-conforming fences in the Village, and the current ordinance does not allow for the regulation or enforcement of the maintenance of these fences. He suggested that a sub-committee composed of Council members, Planning Commission members, Ryan, and Village Planning Consultant Brian Borden, meet and discuss a continued ban on 6 foot fences, but a change to the hardship allowances which would allow the ZBA more opportunity for approval. He also suggested the sub-committee include enforcement tools for uniformity and the encouraged use of natural materials.

Abboud, Nunez, and Peddie all thanked residents for their continued input, and understand both the desire of some for more privacy, and the desire of others to maintain the Village as it is. They all agreed they look forward to working with the Planning Commission to reach a compromise. They are all in favor of reconsidering what falls under the category of practical hardship. They assured all residents that sub-committee meetings are open to the public, and they can contact the Village office for more information.

Delaney and Oen both remain opposed to six foot fences, however they would like to see the committee revisit the draft and come to a compromise.

Mooney would like to see people be able to have a fence when they are concerned about the safety of their children and pets. He would like consideration given to what constitutes a hardship and how the ZBA considers hardships. He would also like the Village to strengthen the regulations related to the enforcement on the upkeep of existing fences.

Motion by Delaney, second by Oen, to table the second reading and possible adoption of Ordinance #362 amending Chapter 22, Section 22.08.150 Fence, Wall & Privacy Screen Regulations

Motion passed.

Motion by Oen, second by Mueller, that a sub-committee composed of members of Council, Planning Commission, Village attorney, and administration meet to address concerns raised by residents related to privacy fences. The sub-committee shall also review whether a change to the fence ordinance would apply to the entire Village and how a proposed ordinance would address both the desire for privacy and open neighborhoods.

Motion passed.

PUBLIC COMMENTS

None.

MANAGER'S REPORT

Fire Truck Purchase – Village Administration has completed the process for the purchase and acquisition of two fire trucks as approved by Council at the last regular meeting. Administration had reported that the purchase price of the truck was \$620,441.40 with a down payment of \$15,640.29 and the Village financing \$604,801.11. This is not correct. The Village is financing the amount of \$604,801.11. However, the \$15,640.29 was not a down payment but rather the discount price that the Village received on the purchase. As we financed this through a third party we were eligible for the cash discount amount which was \$15,640.29. Fortunately, we were able to catch this discrepancy before any funds were sent. The Village has ordered the vehicle with no payment to date. The first payment will be due on February 15, 2019.

Pension and OPEB Reporting – In compliance with new State of Michigan requirements for the reporting of Pension and OPEB (Retiree Health Care) obligations, the Village has submitted the necessary forms to the Michigan Department of Treasury. Per the report on pensions, the Village was 84.7% funded as of the most recent valuation (12/31/16) and our Actuarially Determined Contribution (ADC) was 4.0% of all Governmental Fund revenues. Pension plans that are less than 60% funded and have an ADC of greater than 10% of Governmental Fund revenues are considered to be in “underfunded status”. The Village exceeds both measures. For OPEB, the Village was funded at a level of 41.2% as of 6/30/17 and had an Annual Required Contribution (ARC) of 7.3% of Governmental Fund Revenue. OPEB Plans are considered to be in underfunded status if the funding level is below 40% and the ARC is greater than 12.0%. Again, the Village exceeds both of these measures. A copy of the reports that were prepared by Finance Director McCarthy and submitted to the Department of Treasury were provided for review.

Winter Family Fun Day – The Parks and Recreation Board will be hosting the annual Winter Family Fun Day in Beverly Park on Sunday, February 11th from 1:00 to 4:00 PM.

Office Closed – Village Offices will be closed on Monday, February 19th in observance of Presidents Day. Trash service will not be interrupted.

COUNCIL COMMENTS

Mueller reminded residents the Winter Family Fun Day is scheduled for Sunday, Feb. 11 from 1-4 pm at Beverly Park.

Abboud thanked Tyler McVety and Nick Argyris for their applications to serve on the Zoning Board of Appeals. A joint Planning Commission and Council meeting is scheduled for February 14, 2017. He announced SEMCOG is taking applications for the Taubman Fellowship program. The fellowship program provides registration, materials, room and board for local elected officials, selected by SEMCOG, to attend the Harvard University John F. Kennedy School of Government program for Senior Executives in State and Local Government.

Delaney thanked Deputy Director Howard Shock for his positive representation of the Village in the Eagle paper. He reported that State Government is considering replacement requirements for lead service lines.

Oen thanked the residents for their input and believes that they are making positive progress on the fence ordinance.

Mooney thanked the residents who came out. He assured them that their input is appreciated, that Council does not want to ruin any neighborhood and they take people's right to privacy seriously. He thanked council and administration for their work at the strategy session. He also shared that Joe Knollenberg, former Congressman representing Beverly Hills district, passed away.

Motion by Abboud, second by Mueller, to adjourn the meeting at 8:43 p.m.

Motion passed.

John G. Mooney
Council President

Ellen E. Marshall
Village Clerk

Elizabeth M. Lyons
Recording Secretary

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL.

TO THE PRESIDENT & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF
EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 2/5/2018 THROUGH 2/20/2018.

ACCOUNT TOTALS:

101	GENERAL FUND	\$61,598.97
202	MAJOR ROAD FUND	\$29,035.27
203	LOCAL STREET FUND	\$14,422.34
205	PUBLIC SAFETY DEPARTMENT FUND	\$39,427.81
268	LIBRARY	\$119,039.75
285	RETIREE HEALTH CARE FUND	\$2,200.00
592	WATER & SEWER FUND	\$326,463.73
	TOTAL	<u>\$592,187.87</u>
	MANUAL CHECKS- COMERICA	\$463.49
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$592,187.87</u>
	GRAND TOTAL	<u>\$592,651.36</u>

02/16/2018 10:10 AM
 User: KARRIE
 DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
 CHECK DATE FROM 02/20/2018 - 02/20/2018

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Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank COM COMERICA						
02/20/2018	COM	77891	51160	ALLIANCE MOBILE HEALTH	ALLIANCE MOBILE HEALTH	138.00
02/20/2018	COM	77892	01100	APOLLO FIRE EQUIPMENT	APOLLO FIRE EQUIPMENT	1,354.29
02/20/2018	COM	77893	30474	B-DRY SYSTEMS	B-DRY SYSTEMS	300.00
02/20/2018	COM	77894	02100	BALDWIN PUBLIC LIBRARY	BALDWIN PUBLIC LIBRARY	119,039.75
02/20/2018	COM	77895	59699	BEDIENT CONSTRUCTION INC	BEDIENT CONSTRUCTION INC	1,250.00
02/20/2018	COM	77896	51409	BEVERLY HILLS ACE	BEVERLY HILLS ACE	24.97
02/20/2018	COM	77897	50489	BOB ADAMS TOWING	BOB ADAMS TOWING	140.00
02/20/2018	COM	77898	01000	BP	BP	61.96
02/20/2018	COM	77899	50822	BS&A SOFTWARE	BS&A SOFTWARE	1,260.00
02/20/2018	COM	77900	58959	CADILLAC ASPHALT, LLC	CADILLAC ASPHALT, LLC	1,139.65
02/20/2018	COM	77901	59347	CINTAS CORPORATION #31	CINTAS CORPORATION #31	45.80
02/20/2018	COM	77902	59323	CLEANNET	CLEANNET	858.00
02/20/2018	COM	77903	31925	COALITION OF PUBLIC SAFE	COALITION OF PUBLIC SAFE	19,953.83
02/20/2018	COM	77904	51439	COMCAST	COMCAST	92.40
02/20/2018	COM	77905	04500	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	39,157.16
02/20/2018	COM	77906	50097	CYNERGY PRODUCTS	CYNERGY PRODUCTS	290.18
02/20/2018	COM	77907	59697	DETROIT ELEVATOR COMPANY	DETROIT ELEVATOR COMPANY	188.00
02/20/2018	COM	77908	52025	DETROIT SALT COMPANY	DETROIT SALT COMPANY	6,317.49
02/20/2018	COM	77909	59700	DMR CONSTRUCTION	DMR CONSTRUCTION	300.00
02/20/2018	COM	77910	50919	DTE ENERGY	DTE ENERGY	897.97
02/20/2018	COM	77911	51385	DTE ENERGY	DTE ENERGY	6,573.88
02/20/2018	COM	77912	50806	EGRESS SOLUTIONS INC.	EGRESS SOLUTIONS INC.	200.00
02/20/2018	COM	77913	31830	ENTERPRISE COMPUTER	ENTERPRISE COMPUTER	427.00
02/20/2018	COM	77914	31228	EXXONMOBIL	EXXONMOBIL	255.93
02/20/2018	COM	77915	32034	GALLS, LLC	GALLS, LLC	216.00
02/20/2018	COM	77916	49646	GUNNERS METERS & PARTS	GUNNERS METERS & PARTS I	140.00
02/20/2018	COM	77917	58950	HYDROCORP	HYDROCORP	284.00
02/20/2018	COM	77918	49609	INTERNATIONAL CODE COUNC	INTERNATIONAL CODE COUNC	135.00
02/20/2018	COM	77919	59696	JOSEPH HARDIG	JOSEPH HARDIG	1,250.00
02/20/2018	COM	77920	09300	KELLER THOMA	KELLER THOMA	4,527.10
02/20/2018	COM	77921	59497	KURTIS KITCHEN AND BATH	KURTIS KITCHEN AND BATH	300.00
02/20/2018	COM	77922	58849	L-3 COM MOBIL VISION, IN	L-3 COM MOBIL VISION, IN	184.25
02/20/2018	COM	77923	51792	LEXISNEXIS RISK SOLUTION	LEXISNEXIS RISK SOLUTION	50.25
02/20/2018	COM	77924	51350	LOU'S TRANSPORT INC.	LOU'S TRANSPORT INC.	456.46
02/20/2018	COM	77925	59330	MIKE SAVOIE CHEVROLET	MIKE SAVOIE CHEVROLET	5.13
02/20/2018	COM	77926	51799	NYE UNIFORM EAST	NYE UNIFORM EAST	2,005.21
02/20/2018	COM	77927	51540	O'REILLY AUTO PARTS	O'REILLY AUTO PARTS	54.97
02/20/2018	COM	77928	51751	O.C.W.R.C.	O.C.W.R.C.	31,289.00
02/20/2018	COM	77929	30658	OAKLAND COUNTY CLERKS ASO	OAKLAND COUNTY CLERKS AS	25.00
02/20/2018	COM	77930	50830	OAKLAND COUNTY TREASURE	OAKLAND COUNTY TREASURE	63,294.44
02/20/2018	COM	77931	50830	OAKLAND COUNTY TREASURE	OAKLAND COUNTY TREASURE	24,048.92
02/20/2018	COM	77932	50830	OAKLAND COUNTY TREASURE	OAKLAND COUNTY TREASURE	1,596.08
02/20/2018	COM	77933	50830	OAKLAND COUNTY TREASURE	OAKLAND COUNTY TREASURE	147,399.84
02/20/2018	COM	77934	58927	OAKLAND COUNTY TREASURE	OAKLAND COUNTY TREASURE	20.00
02/20/2018	COM	77935	14250	OFFICE DEPOT	OFFICE DEPOT	410.26
02/20/2018	COM	77936	49769	OFFICE EXPRESS	OFFICE EXPRESS	82.86
02/20/2018	COM	77937	59622	PARAGON LABORATORIES	PARAGON LABORATORIES	400.00
02/20/2018	COM	77938	59122	RAPID RESPONSE	RAPID RESPONSE	144.98
02/20/2018	COM	77939	16500	S.O.C.R.R.A.	S.O.C.R.R.A.	31,866.00
02/20/2018	COM	77940	16600	S.O.C.W.A.	S.O.C.W.A.	51,768.97
02/20/2018	COM	77941	59282	SAFEBUILT INC.	SAFEBUILT INC.	17,968.00
02/20/2018	COM	77942	51356	SOUTHFIELD MUFFLER & BR	SOUTHFIELD MUFFLER & BR	1,283.88
02/20/2018	COM	77943	38145	SOUTHFIELD POSTAL SERVIC	SOUTHFIELD POSTAL SERVIC	900.00
02/20/2018	COM	77944	53310	STATE OF MICHIGAN	STATE OF MICHIGAN	3,000.00
02/20/2018	COM	77945	17700	SUNSET MAINTENANCE SERVI	SUNSET MAINTENANCE SERVI	1,000.00
02/20/2018	COM	77946	52092	THE UPS STORE	THE UPS STORE	64.04
02/20/2018	COM	77947	50767	VERIZON WIRELESS	VERIZON WIRELESS	322.95
02/20/2018	COM	77948	59698	VICTORS ROOFING	VICTORS ROOFING	200.00
02/20/2018	COM	77949	14900	VILLAGE OF BEVERLY HILLS	VILLAGE OF BEVERLY HILLS	2,200.00
02/20/2018	COM	77950	53564	WEX BANK	WEX BANK	2,998.86
02/20/2018	COM	77951	59368	XO COMMUNICATIONS	XO COMMUNICATIONS	29.16

COM TOTALS:

Total of 61 Checks:	592,187.87
Less 0 Void Checks:	0.00
Total of 61 Disbursements:	592,187.87

02/16/2018 10:26 AM
User: KARRIE
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS

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CHECK DATE FROM 02/02/2018 - 02/02/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank COM COMERICA						
02/02/2018	COM	77890	38145	SOUTHFIELD POSTAL SERVIC		463.49
COM TOTALS:						
Total of 1 Checks:						463.49
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						463.49

REVIEW AND CONFIRM THE 2017 SPECIAL ASSESSMENT ROLL FOR THE VILLAGE ASSESSMENT DISTRICT

Resolved by _____, second by _____, that the Southfield Road Business District incurred the following costs for 2017: maintenance \$2,053.10, water costs for the sprinkling system \$751.35 and electric costs for Beverly Hills Grill \$210.84. In addition, each property incurred a 10% administrative fee for a total of \$301.53. Therefore, the Village of Beverly Hills Council confirms the Village Business District Assessment Roll for the 2017 season in the amount of \$3,316.82 as follows:

Beverly Hills Club	764.25
Bed, Bath & Beyond	298.74
Beverly Hills Grill	344.28
C.G. Holdings, LLC	218.75
Emile Salon	293.17
Taco Bell	258.52
31333 Building	370.70
Beverly Venture	768.40

Roll Call Vote:

VILLAGE OF BEVERLY HILLS

SOUTHFIELD ROAD BUSINESS DISTRICT - 2017 COSTS MAINTENANCE AND WATER COST BREAKDOWN

15-Feb-18

		<u>SEASONAL COST BREAKDOWN</u>			
			2017	10% 2017	2017
		<u>PROPERTY OWNER</u>	<u>S/T</u>	<u>ADM FEE</u>	<u>SAD COST</u>
2017	TOTAL MAINTENANCE				
	\$2,053.10				
	=====				
		B.H. RACQUET CLUB	\$694.77	\$69.48	\$764.25
		BED, BATH AND BEYOND	\$271.58	\$27.16	\$298.74
		B.H. GRILL	\$312.98	\$31.30	\$344.28
		CG HOLDINGS, LLC	\$198.86	\$19.89	\$218.75
		EMILE'S	\$266.52	\$26.65	\$293.17
		TACO BELL	\$235.02	\$23.50	\$258.52
		31333 SOUTHFIELD	\$337.00	\$33.70	\$370.70
		BEVERLY VENTURE	\$698.55	\$69.85	\$768.40
		ROUNDING		.	\$0.01
		TOTALS	\$3,015.29	\$301.53	\$3,316.82
			=====	=====	=====
* SEE DETAIL ATTACHED					

CALCULATION WORKSHEET

PROPERTY OWNER	SQUARE FEET OF MAINTENANCE AREA	% OF AREA	COST	SPRINKLED AREA	% OF AREA	SPRINKLING COST	ELECTRIC COST	TOTAL COST
B.H. RACQUET CLUB	3257.00	0.2510	\$515.41	3257.00	0.24	\$179.36	\$210.84	II \$694.77
BED, BATH AND BEYOND	1273.20	0.0981	\$201.48	1273.00	0.09	\$70.10		II \$271.58
B.H. GRILL	448.80	0.0346	\$71.02	565.00	0.04	\$31.11		II \$312.98
CG HOLDINGS, LLC	932.30	0.0719	\$147.53	932.00	0.07	\$51.33		II \$198.86
EMILE'S	910.40	0.0702	\$144.07	2223.60	0.16	\$122.45		II \$266.52
TACO BELL	1101.75	0.0849	\$174.35	1101.75	0.08	\$60.67		II \$235.02
31333	1775.90	0.1369	\$281.03	1016.40	0.07	\$55.97		II \$337.00
BEVERLY VENTURE	3274.70	0.2524	\$518.21	3274.70	0.24	\$180.34		II \$698.55
TOTALS	12974.05	100%	\$2,053.10 =====	13643.45	1.00	\$751.35 =====		\$3,015.29 =====

SOUTHFIELD ROAD MAINTENANCE

2017 SEASON

CHECK #	DATE	VENDOR	AMOUNT	DESCRIPTION
76122	3/20/2017	DTE ENERGY	BHG \$19.93	SPRINKLER ELECTRIC BILL
76243	4/17/2017	DTE ENERGY	BHG \$19.73	SPRINKLER ELECTRIC BILL
76331	5/1/2017	COMEAU EQUIPMENT CO.	M \$76.45	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
76395	5/15/2017	COMEAU EQUIPMENT CO.	M \$76.45	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
76499	5/30/2017	MAINS LANDSCAPE SUPPLY	M \$170.90	MATERIALS
76489	5/30/2017	DTE ENERGY	BHG \$18.65	SPRINKLER ELECTRIC BILL
76484	5/30/2017	COMEAU EQUIPMENT CO.	M \$901.40	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
76561	6/12/2017	DTE ENERGY	BHG \$17.82	SPRINKLER ELECTRIC BILL
76632	6/26/2017	COMEAU EQUIPMENT CO.	M \$76.45	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
76716	7/10/2017	BLUELINE IRRIGATION	M \$40.00	SPRINKLER MAINT.
76732	7/10/2017	DTE ENERGY	BHG \$16.80	SPRINKLER ELECTRIC BILL
76725	7/10/2017	COMEAU EQUIPMENT CO.	M \$131.01	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
76814	7/24/2017	BEVERLY HILLS WATER DEPARTMENT	W \$62.05	SPRINKLER WATER BILL
76865	7/24/2017	NELSON BROS.	M \$145.00	SPRINKLER MAINT.
76913	8/4/2017	COMEAU EQUIPMENT CO.	M \$170.81	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
76992	8/21/2017	DTE ENERGY	BHG \$16.80	SPRINKLER ELECTRIC BILL
77071	9/4/2017	COMEAU EQUIPMENT CO.	M \$178.19	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
77149	9/18/2017	DTE ENERGY	BHG \$16.33	SPRINKLER ELECTRIC BILL
77134	9/18/2017	BLUELINE IRRIGATION	M \$35.00	SPRINKLER MAINT.
77224	10/2/2017	COMEAU EQUIPMENT CO.	M \$76.45	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
77297	10/16/2017	BEVERLY HILLS WATER DEPARTMENT	W \$355.88	SPRINKLER WATER BILL
77314	10/16/2017	DTE ENERGY	BHG \$16.80	SPRINKLER ELECTRIC BILL
77446	11/13/2017	BLUELINE IRRIGATION	M \$41.66	SPRINKLER MAINT.
77459	11/13/2017	COMEAU EQUIPMENT CO.	M \$178.19	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
77461	11/13/2017	DTE ENERGY	BHG \$20.23	SPRINKLER ELECTRIC BILL
77780	1/22/2018	BEVERLY HILLS WATER DEPARTMENT	W \$71.76	SPRINKLER WATER BILL
77796	1/22/2018	DTE ENERGY	BHG \$64.55	SPRINKLER ELECTRIC BILL

\$3,015.29

TOTAL 2017 SEASON

\$3,015.29

WATER BILLS

\$489.69

SPRINKLER MAINTENANCE

\$261.66

WATER

\$751.35

LAWN & TREE MAINTENANCE

\$2,053.10

ELECTRIC BILLS (BEVERLY HILLS GRILL)

\$210.84

TOTAL

\$3,015.29

Memorandum

To: Honorable President Mooney; Village Council
CC: Tom Ryan, Village Attorney; Richard Torongeau, Public Safety Director;
Sheila McCarthy, Finance Director
From: Chris D. Wilson, Village Manager
Date: 2/16/2018
Re: Fund Balances and Financial Outlook

Per the request of the Village Council, Administration has put together a report on the current finances and fund balance positions of the Village as well as the fiscal outlook for the upcoming Fiscal Years of 2018-19 and 2019-20. Also included is a listing of the outstanding Governmental Fund and Enterprise Fund debts per the most recent Audit. Village Administration will review this information with Council at the meeting. To summarize:

- Fund Balance positions in the General Fund and Major and Local Road Funds remain strong. Fund Balance position for the Public Safety Fund has been worsened by reorganization efforts and Headlee Amendment reductions to the Public Safety Millage. Reorganization efforts will be cost effective in coming years.
- Cash position in Water Sewer fund will likely remain negative by end of current fiscal year. Cash position will become positive sometime during FY 2018-19 barring significant declines in water sales. Village has benefitted from revision of water and sewer billing methodology in recent years and has reduced cash and operating deficits. Annual rate increases in future years will be necessary to keep up with cost increases and replenish fund reserves.
- Village debt remains quite low, currently just 0.54% of taxable value (Charter limit of 10%). Outstanding debt of less than \$3 million being paid at rate of over \$400,000 per fiscal year. Less than \$10,000 of debt beyond 10 years.

Village of Beverly Hills

Fund Balance (includes transfers to/from funds)

Fund	General 101	Major Road 202	Local Road 203	Public Safety 205	Drug Law Enforcement 265	Water & Sewer 592
6/30/2014 Ending Fund Balance	1,702,858	485,919	357,225	683,453	46,206	19,841,332
FY15 Net of Revenues/Appropriations	141,352	(112,460)	(433,394)	29,496	3,195	(856,618)
6/30/2015 Ending Fund Balance	1,844,210	373,459	(76,169)	712,949	49,401	18,984,714
FY16 Net of Revenues/Appropriations	(523,136)	179,038	595,168	(92,220)	381	(131,733)
6/30/2016 Ending Fund Balance	1,321,074	552,497	518,999	620,729	49,782	18,852,981
*FY17 Net of Revenues/Appropriations	9,926	27,994	(91,086) *	(374,787)	5,580	(231,183)
6/30/2017 Ending Fund Balance	1,331,000	580,491	427,913	245,942	55,362	18,621,798
Total Fund Revenue	3,238,771	567,554	328,670	5,228,550	9,284	4,487,704
Ending Fund Balance as % of Total Fund Revenue	41.1%	102.3%	130.2%	4.7%	596.3%	415.0%

* PSO Buyouts

* Adj for rounding to agree to ending Fund Balance

User: SHEILA

DB: Beverly Hills

PERIOD ENDING 12/31/2017

GL NUMBER	DESCRIPTION	PERIOD BALANCE DR (CR)	2017-18 ORIGINAL BUDGET
Fund Group <None>			
Fund 101 - GENERAL FUND			
Net - Dept 000-FUND REVENUE		2,355,552.06	3,083,300.00
Net - Dept 101-VILLAGE COUNCIL		(10,966.48)	(41,417.00)
Net - Dept 171-VILLAGE MANAGER/CLERK		(142,539.78)	(342,763.00)
Net - Dept 215-VILLAGE FINANCE		(130,296.20)	(265,474.00)
Net - Dept 248-GENERAL ADMINISTRATION		(270,761.85)	(534,484.00)
Net - Dept 265-BUILDING & GROUNDS MAINTENANCE		(16,489.36)	(45,644.00)
Net - Dept 345-PUBLIC SAFETY DEPARTMENT		(120.60)	0.00
Net - Dept 371-BUILDING, PLAN, ZONING DEPT		(220,885.47)	(348,572.00)
Net - Dept 440-PUBLIC SERVICES		(444,742.68)	(853,194.00)
Net - Dept 747-COMMUNITY ACTION PROGRAMS		(64,848.80)	(109,117.00)
Net - Dept 751-PARKS & RECREATION		(2,250.58)	(15,500.00)
Net - Dept 900-CAPITAL EXPENDITURES		(42,872.98)	(29,500.00)
Net - Dept 965-TRANSFER TO OTHER FUNDS		(400,000.00)	(400,000.00)
Fund 101 - GENERAL FUND:			
TOTAL REVENUES		2,355,552.06	3,083,300.00
TOTAL EXPENDITURES		1,746,774.78	2,985,665.00
NET OF REVENUES & EXPENDITURES		608,777.28	97,635.00
Fund 202 - MAJOR ROAD FUND			
Net - Dept 000-FUND REVENUE		433,610.00	817,242.00
Net - Dept 451-CONSTRUCTION		(8,067.56)	(515,000.00)
Net - Dept 463-ROUTINE MAINTENANCE		(52,421.20)	(395,700.00)
Net - Dept 474-TRAFFIC SERVICES		(31,187.84)	(68,600.00)
Net - Dept 478-WINTER MAINTENANCE		(14,400.29)	(102,000.00)
Net - Dept 482-GENERAL ADMINISTRATION & ENG		(3,300.00)	(7,500.00)
Fund 202 - MAJOR ROAD FUND:			
TOTAL REVENUES		433,610.00	817,242.00
TOTAL EXPENDITURES		109,376.89	1,088,800.00
NET OF REVENUES & EXPENDITURES		324,233.11	(271,558.00)
Fund 203 - LOCAL STREET FUND			
Net - Dept 000-FUND REVENUE		226,611.72	392,834.00
Net - Dept 451-CONSTRUCTION		(10,326.40)	0.00
Net - Dept 463-ROUTINE MAINTENANCE		(156,380.27)	(350,000.00)
Net - Dept 474-TRAFFIC SERVICES		(4,298.26)	(18,100.00)
Net - Dept 478-WINTER MAINTENANCE		(11,131.97)	(44,000.00)
Net - Dept 482-GENERAL ADMINISTRATION & ENG		0.00	(3,600.00)
Fund 203 - LOCAL STREET FUND:			
TOTAL REVENUES		226,611.72	392,834.00
TOTAL EXPENDITURES		182,136.90	415,700.00
NET OF REVENUES & EXPENDITURES		44,474.82	(22,866.00)
Fund 205 - PUBLIC SAFETY DEPARTMENT			
Net - Dept 000-FUND REVENUE		5,108,504.97	5,367,865.00
Net - Dept 345-PUBLIC SAFETY DEPARTMENT		(2,406,898.11)	(4,937,802.00)
Net - Dept 346-SCHOOL LIAISON OFFICER		(44,097.06)	(146,837.00)
Net - Dept 900-CAPITAL EXPENDITURES		(217,621.44)	(282,125.00)
Fund 205 - PUBLIC SAFETY DEPARTMENT:			
TOTAL REVENUES		5,108,504.97	5,367,865.00
TOTAL EXPENDITURES		2,668,616.61	5,366,764.00
NET OF REVENUES & EXPENDITURES		2,439,888.36	1,101.00
Fund 592 - WATER/SEWER OPERATION FUND			
Net - Dept 000-FUND REVENUE		1,664,895.50	4,775,200.00
Net - Dept 536-DIRECT CHARGES		(1,231,049.38)	(3,006,046.00)
Net - Dept 537-CAPITAL OUTLAY		0.00	(3,000.00)
Net - Dept 540-OFFICE/ADMINISTRATION CHARGES		(114,698.75)	(234,500.00)
Net - Dept 543-REPAIR & MAINTENANCE		(555,686.49)	(1,076,000.00)

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User: SHEILA
DB: Beverly Hills

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BEVERLY HILLS
PERIOD ENDING 12/31/2017

Pag

2/2

GL NUMBER	DESCRIPTION	PERIOD BALANCE DR (CR)	2017-18 ORIGINAL BUDGET
Fund Group <None>			
Fund 592 - WATER/SEWER OPERATION FUND			
	Net - Dept 550-OTHER EXPENSES	(4,531.12)	(29,500.00)
	Net - Dept 559-DEPRECIATION EXPENSE	(276,968.00)	(643,139.00)
Fund 592 - WATER/SEWER OPERATION FUND:			
TOTAL REVENUES		1,664,895.50	4,775,200.00
TOTAL EXPENDITURES		2,182,933.74	4,992,185.00
NET OF REVENUES & EXPENDITURES		(518,038.24)	(216,985.00)
Fund Group <None>:			
TOTAL REVENUES		9,789,174.25	14,436,441.00
TOTAL EXPENDITURES		6,889,838.92	14,849,114.00
NET OF REVENUES & EXPENDITURES		2,899,335.33	(412,673.00)
TOTAL REVENUES - ALL FUNDS		9,789,174.25	14,436,441.00
TOTAL EXPENDITURES - ALL FUNDS		6,889,838.92	14,849,114.00
NET OF REVENUES & EXPENDITURES		2,899,335.33	(412,673.00)

Village of Beverly Hills
Fund Balance Projection for FY18

	Fund 101 General	Fund 202 Major Road	Fund 203 Local Road	Fund 205 Public Safety	Fund 592 Water/Sewer (Cash)
Fund Balance as of 7/1/2017	1,331,000	590,491	429,913	245,942	(376,173)
Fund Balance as of 12/31/2017	1,945,229	904,725	472,388	2,721,252	(150,246)
Fund Balance projected as of 06/30/18	1,428,663	318,932	407,047	247,043	(42,507)
	47.85%			4.60%	

Retiree Health Care Fund Balance as of 01/23/18: \$6,596,803

Outlook for 2019-20

- Water and Sewer Fund cash flow
 1. Water and Sewer needs to replenish cash reserves that were lost over previous 4-5 years.
 2. In the opinion of Village Administration, current billing methodology is appropriate. Rates, however are going to need to increase.
 3. As cash position has been weak, capital projects have been limited last 2-3 years.
 4. Given cash position of Water and Sewer Fund future capital projects and perhaps some maintenance projects should be done through bonding.
 5. Debt financing of capital projects and repairs in the short term will limit immediate impacts of these costs on billing. Charges can be shifted from infrastructure to debt service. Increases long term costs but can hold rates steady or even lower bills in short term.
- Staffing levels and employee costs should remain steady.
- General Fund reserves are healthy but can begin to be replenished from significant one-time capital costs (Village Hall Rehab, Erity Dam repairs).
- Pension and OPEB cost and liabilities steady or improving due to solid investment returns.
- Likely further Headlee reduction in millage rate for Public Safety. Is impacting rate at which PS reserves can be built.
- Garbage Fee will be at level to cover (close to) all trash collection, disposal, recycling and yard waste costs (currently \$130, full reimbursement at ~\$155)

Outlook beyond 2020

- Water and Sewer Fund Cash Positions.
- Public Safety Reserves
 1. Potential reallocation of GF and PS Reserves
 2. PS expenses stabilizing after purchase of new fire apparatus and implementation of two tier system for retirement and retiree health care costs.
- Potential ending/elimination of GF contributions to Major and Local Roads (currently ~ \$300K per year)
- At what point do we begin to utilize Retiree Health Care Fund to pay for RHC premiums? This will have significant impact on Public Safety Fund.
- Road Millage?

Per Charter (10.2) total Village debt *“...shall not at any time exceed ten percent (10%) of the assessed value of all the real and personal property in the Village...”*

Village's Current Taxable Value (2017)

~ \$551 Million

Debt Limit per Village Charter

~ \$55 Million

Village Debt (FYE 6/30/18)

\$2.98 Million*

Debt as a Percentage of Taxable Value

0.54%

*includes pumper truck purchase and all outstanding debt and interest.

Village of Beverly Hills, Michigan

Notes to Financial Statements June 30, 2017

Note 6 - Interfund Receivables, Payables, and Transfers (Continued)

The transfer from the General Fund to the Local Streets Fund was used for roads, infrastructure, and other capital improvements. The transfer from the General Fund to the Capital Projects Fund was used for village hall renovations. The transfer from the General Fund to the Special Park Millage fund is to fund future capital improvements. The transfer from the Major Streets Fund to the Capital Projects Infrastructure Fund was for repairs and maintenance of major roads. The transfer from the Public Safety Fund to the Capital Projects Fund was for capital purchases. The transfer from the Water and Sewer Fund to the Capital Projects Infrastructure Fund was for repairs and maintenance of sewers.

Note 7 - Long-term Debt

The Village issues bonds to provide for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the Village. County contractual agreements are also general obligations of the government. Special assessment bonds provide for capital improvements that benefit specific properties and will be repaid from amounts levied against those properties benefited from the construction. In the event that a deficiency exists because of unpaid or delinquent special assessments at the time a debt service payment is due, the Village is obligated to provide resources to cover the deficiency until other resources (such as tax sale proceeds or a re-assessment of the Village) are received.

Long-term debt activity can be summarized as follows:

	Beginning Balance July 1, 2016	Additions	Reductions	Ending Balance June 30, 2017	Due Within One Year
Governmental Activities					
2013 Fire truck installment purchase agreement, maturing through November 2019 with interest rate of 2.06%	\$ 342,517	\$ -	\$ 83,006	\$ 259,511	\$ 84,730
Accumulated compensated absences	319,325	140,485	191,595	268,215	160,929
Total governmental activities	\$ 661,842	\$ 140,485	\$ 274,601	\$ 527,726	\$ 245,659

Village of Beverly Hills, Michigan

Notes to Financial Statements June 30, 2017

Note 7 - Long-term Debt (Continued)

	Beginning Balance July 1, 2016	Additions	Reductions	Ending Balance June 30, 2017	Due Within One Year
Business-type Activities					
1997 John Garfield Drain Bonds, maturing through November 2017 with interest ranging from 3.87% to 4.97%	\$ 15,482	\$ -	\$ 7,610	\$ 7,872	\$ 7,872
1998 North Arm Relief Drain Contract with City of Royal Oak (to support the Village's portion of Royal Oak bonds), maturing through September 2020 with interest at 2.25%	106,019	-	20,370	85,649	20,768
2000 George W. Kuhn Drain Bond Series A, maturing through April 2022 with interest at 2.5%	51,332	-	8,040	43,292	8,244
2001 George W. Kuhn Drain Bond Series C, maturing through April 2024 with interest at 2.5%	307,056	-	35,169	271,887	36,022
2001 George W. Kuhn Drain Bond Series D, maturing through April 2024 with interest at 2.5%	8,103	-	934	7,169	934
2003 Rummel Relief Drainage District Drain Bonds - Series 2003, maturing through May 2023 with interest ranging from 2.6% to 4.7%	112,421	-	16,779	95,642	18,457
2003 Drinking Water Revolving Fund Loan, maturing through April 2025 with interest at 2.125%	1,787,055	-	180,000	1,607,055	185,000
2005 George W. Kuhn Drain Bond Series 2005, maturing through April 2026 with interest at 1.625%	6,676	-	619	6,057	619
2007 George W. Kuhn Drain Bond Series G, maturing through April 2028 with interest at 1.625%	9,282	-	701	8,581	701
2007 George W. Kuhn Drain Bond Series 2007, maturing through April 2024, refunding 2000B and 2001E (August 2007) with interest ranging from 4.25% to 4.375%	61,606	-	7,879	53,727	8,203
2008 George W. Kuhn Drain Bond Series 2008H, maturing through April 2029 with interest at 2.50%	44,678	-	2,970	41,708	3,012
Total bonds payable	\$ 2,509,710	\$ -	\$ 281,071	\$ 2,228,639	\$ 289,832

Annual debt service requirements to maturity for the above obligations (excluding employee benefits) are as follows:

Years Ending June 30	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2018	\$ 84,730	\$ 5,395	\$ 90,125	\$ 289,832	\$ 52,831	\$ 342,663
2019	86,492	3,633	90,125	283,871	45,855	329,726
2020	88,289	1,835	90,124	290,944	39,015	329,959
2021	-	-	-	299,140	31,991	331,131
2022	-	-	-	289,092	24,965	314,057
2023-2027	-	-	-	767,095	34,663	801,758
2028-2029	-	-	-	8,665	51	8,716
Total	\$ 259,511	\$ 10,863	\$ 270,374	\$ 2,228,639	\$ 229,371	\$ 2,458,010

Memorandum

To: Honorable President Mooney; Village Council

CC: Richard Torongeau, Public Safety Director

From: Chris D. Wilson, Village Manager

Date: 2/16/2018

Re: Public Safety Capital Needs 2018-19

I have attached for Council's review and consideration a memo from Public Safety Director Torongeau regarding outstanding capital needs in the Public Safety Building. Also attached is a review that was done by an outside contractor on the current boiler in the Public Safety Building. Given the items that are listed I believe that the boiler is the highest priority. Based upon the report that was provided I would recommend going out for quotes on the replacement of the boiler at this time. The cost of current and future repairs and the cost of bringing the current boiler into compliance does not seem to be an efficient use of resources. A new boiler will be reliable, safe and provide cost savings down the road in lower utility costs. Currently, there are no funds set aside for this expenditure, but I believe we can utilize other funds, such as the Drug Forfeiture Fund, to offset other expenses such as vehicle purchases and reprogram these funds to capital funds to replace the boiler.

I agree that the building generator will also need to be replaced in the future and we should start setting funds aside as available to replace this item in the future. Routine service on the generator should be performed. I would further recommend authorizing the Public Safety Department to proceed with replacement of jail locks as needed.

Beverly Hills Public Safety Department

Memo

To: Chris Wilson, Village Manager

From: Director Torongeau

Date: Feb. 14, 2018

Re: Update Boiler, Generator and Jail lock

The old boiler is still functioning at this time, however, our Boiler Inspector (repair man) has told us that it is time to look for a new boiler. The Boiler Inspector told us that some of the parts are no longer made and it is only a matter of time for it to fail. The boiler does not pass State inspection. It will cost \$5,000.00 to bring it up to State Certification. To replace the boiler he has said it will cost at least \$50,000 or more. The boiler will have to be cut up and taken out by hand and all the thermostats will also have to be replaced. As we have attempted to secure other quotes from other companies it was learned that this company, along with others, require a charge of \$2,000 for the labor to do the estimate. The companies will have to spend almost 40 hours completing the specifications. At this time, we only have one general estimate for the boiler and we do not wish to pay for estimates we will not be using. (See attached memo from Johnson's boiler company).

The Public Safety Building emergency back up generator is also functioning but needs service. Service includes; changing the spark plugs, wires, oil, filter, and coolant. Service is expected to cost approximately \$1,000.00. The generator is 29 years old so we will need to buy a generator for the Public Safety Building and the estimated cost is \$48,500 dollars at this time (see attached memo). That is the only estimate which will include a new control panel.

As for the electronic Jail Locks it is a sole source merchandise and the manufacturer can be contacted through Redford Lock and Key. The locks can be installed for \$2,500 a piece. We will need two new locks which will work with the existing lock and control panel (WinDSX). The locks and the WinDSX panel are not available through other sources. Redford Lock and Key is licensed to service this equipment at this time.



JOHNSON

Heating & Cooling, LLC

Commercial - Industrial - Residential

59363 Van Dyke, Suite #2
Washington, MI 48094
Telephone: 1-586-909-2665
E-mail: JHC@CoolJohnson.com
www.CoolJohnson.com

October 26, 2017

Mr. Howard Shock, Deputy Chief
18600 Thirteen Mile Rd.
Beverly Hills, MI 48025

Re: Situation with the boilers at Beverly Hills Department of Public Safety

Dear Mr. Shock,

Thank you for the business at Beverly Hills Department of Public Safety! As per your request, this letter is being written so that the topics covered in our telephone conversation today could be recorded and presented for consideration.

As per your instruction I proceeded to the boiler room to begin the State of Michigan required annual CSD-1 boiler testing, maintenance, and reports. My initial step in the work was to place my tools in the room and to watch the boiler fire. I observed that the boiler operation seems to have been modified or set-up improperly, such that the linkages did not operate at all during boiler operation. It could be that the linkages may move during a call for high fire, but this would be unusual and the condition of the boiler and the items listed below caused me to cease continuance of further work until the topics at hand were discussed and you had time to consider my recommendation to replace the boilers before instructing me. The poor and unacceptable condition of the boilers led me to more closely examine the boiler systems.

I found that the boilers do not seem to have been inspected by the State of Michigan's Boiler division of LARA (Michigan Department of Licensing and Regulatory Affairs), as per the State law as indicated by the Michigan Boiler Code Rules, which can be found at: https://www.michigan.gov/documents/lara/lara_bcc_boiler_code_rules_2013_print_version_438828_7.pdf. To my knowledge, the State laws regarding unlawful operation of non-residential boilers in the State of Michigan are enforced by very strict penalties/punishment against the owners/operators of the boiler and not against the installing contractor, although, there was amendment to the Michigan Boiler Code Rules which took effect in May of 2017- I have not reviewed the amendment in detail. The bottom line is that the State does a sufficient job in scaring those knowledgeable in the code (Boiler Makers) to ensure that all things are done "by the book" when it comes to boilers. Had the State inspected the boilers and then not followed up with their annual inspections, then the matter would be one of liability for the State only and not for Beverly Hills and it's employees. To avoid liability, it is necessary that the boilers either be replaced immediately or be inspected by the State immediately.

In their current state the boilers would not pass a State of Michigan inspection. Aside from the fact that the boilers are old, inefficient, and in a poor state of repair (the extent of which is yet to be determined), there are things that would be in violation of the Michigan Boiler Code Rules if the boilers were inspected today. Upon my very brief (visual and superficial- only) inspection I found that the following would likely be or would be in violation of the Michigan Boiler Code Rules:

1. There is no lockable on/off switch at the door to the boiler room (new regulation since installation of the boilers, but the boiler would not be grand-fathered in if they still need to be inspected).
2. The boiler linkages are (almost certainly) not set as per manufacturer's specifications (they are scary looking, in condition).

3. The boiler drain piping is very poorly located (allowing water spillage onto the air/fuel linkages).
4. The boiler drain is missing a gate valve (only one ball valve is installed).
5. There is no State "tag" on either of the two boilers.
6. I suspect that the internal wiring of the power-burner or the linkage actuator was modified or the actuator motor has failed and was not replaced.

Aside from cosmetically obvious violations to the Michigan Boiler Code Rules, there are functional problems with the two boilers systems.

I noticed these cosmetically obvious problems with the potable water boiler:

1. There is no extro-tank. This was not required at the time of installation, but now it is code.
2. The boiler is expensive to maintain (because of costly and complex parts),
3. It is inefficient.

I'm not sure if the potable water boiler/water heater needs a State inspection/tag- I'll find out for sure, but I'm certain that the heating boiler does. If the potable water heater/boiler needs a State inspection then it will also need to have a switch at the door and have an ASME expansion/extro tank.

I noticed these problems with the heating boiler:

1. The expansion tank is flooded because it has an air leak. This issue is causing the boiler pressure to rise every time the boiler burners come on. The expansion tank may need to be replaced and definitely has an air leak either on the pressure vessel or on the sight glass configuration. The expansion tank is causing the following problems:
 - a. The excess pressure is causing the water in the system to be expelled by the pressure relief valve during every burner cycle. This is causing hot water to be dumped and cold water to be injected into the boiler in between cycles, lowering the efficiency of the system.
 - b. The chemical treatment of the water in the boilers is almost certainly non-existent because of the constant purging of the water during each boiler cycle. The chemicals are very important for preserving the integrity of not only the boiler, but also for all heating lines and components through which boiler water passes. Without proper chemicals in the system corrosion will be at a factor of 5x's what it is with chemicals.
 - c. The constant fluctuation in pressure causes stresses on the hydronic system.
 - d. The constant intake of new water and the changes in water temperature can lead to the formation of scale on the inside surfaces of the hydronic system and the boiler. Scale is a very effective insulator and greatly reduces efficiency.
2. By design, the boiler is not very efficient. The boiler is non-condensing.

I touched the linkages and they seemed slightly bound, which is not good. Also, the linkage arm for the butterfly valve is very near the boiler's concrete "house-keeping pad", which doesn't look proper. The old CSD-1 reports are filled out indicating the boiler's model number, rather than the State's "M" number, and it is concerning to me that during previous visits the contractor did not notify Beverly Hills that the boiler needs to be inspected by the State.

Based on the current condition of the existing systems and after doing a cost-benefit analysis "off the cuff", I recommended to you that the boilers be replaced with new boilers. We can bring the current boilers up to code and operating properly, but that will be somewhat expensive. In addition to arranging an inspection by the State of Michigan's boiler division, performing the tasks which need to be done to bring the current systems up to code, and fixing the obvious problems noted herein, I would want to perform a very thorough inspection of the boiler systems and on the level of schematic-to-actual comparison and would then want to perform the manufacturer's "start-up" and "tuning procedures" as specified in the manufacturer's literature, which is not on site and would need to be obtained. I cannot take it for granted that the previous contractor did not bypass important safeties because they did not even bring to light that the boiler was not inspected when they should have. I do not know if I will find additional problems with the boilers once I begin checking the boilers on a diagram-to-wire level.

I strongly recommend that the boilers be replaced ASAP and that the State inspect the new boilers. For this reason I have ceased further work and will wait on your instruction. If the heating boiler was replaced with two Burnham Alpine 399 boilers, I would expect that the natural gas consumption would be reduced to 65% of current usage (just an educated guess- no guarantees). If you have any questions or concerns, please feel free to call me at any time.

Thank you,

David Johnson Jr.
Johnson Heating & Cooling, LLC
Johnson Engineering, Inc.
Johnson Solid State, LLC
David@CoolJohnson.com
www.CoolJohnson.com
Cellular: 1-586-531-3125

On behalf of Johnson Thermol Temp, Inc.
1-586-781-9095



Johnson Thermal Temp, Inc.

Proposal

Commercial, Industrial, Residential

58540 Van Dyke, Suite 5
Washington, MI 48094
www.JrThermal.com
Phone: 586-781-9095 Fax: 586-781-5150

Quote #:

Date: 02-13-2018

Sheet #:

Proposal Submitted To:

Name: Village of Beverly Hills

Street Address:

City:

State/Zip code:

Phone/E-mail:

Work To Be Performed At:

Same

Street Address: Generator

City:

State/Zip code:

Phone/E-mail:

We hereby propose to furnish the materials and perform the labor necessary for the completion of
Installation of one 48 KW 120/240/3 Phase generator for village Fire/Police building. Price includes all
necessary primary electrical, gas pipe, 400 amp transfer switch, and removal of old generator.

Total \$ 48,500.00

With payments to be made as follows: 30% deposit , balance due upon Dollars (\$ 48,500.00)
Completion

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Johnson Thermal Temp, Inc.

Respectfully submitted

David Johnson

Per

Note- This proposal may be withdrawn by us if not accepted

within 30 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized By:

Date:

Authorized By:

Quote #:

Date: 02-13-2018

Sheet #:

CONDITIONS OF SALE

1. We take exception to any agreements which exceed the responsibility of damages caused by our workers, their workmanship, and equipment. Our subcontractors carry their own insurance.
2. If the contract price includes excavating and there shall be encountered running water, pipes or other unusual obstructions which must be removed, or changed, the buyer agrees to pay the additional expense of such removal or change.
3. If seller is to install the equipment specified, the seller assumes all services are of sufficient capacity and installed according to Code, and located within 20 feet of the equipment unless otherwise specified in this contract. The seller does not assume responsibility for bringing present service up to code.

WARRANTIES

1. The seller agrees to pass on to the buyer any rights, protections, or benefits to which he may be entitled by virtue of the Manufacturing Company's Standard Warranty, which is as follows:
"The Manufacturing Company warrants each new product manufactured by it to be free from defects in workmanship and material for a period of one year from date of installation, misuse and abuse exempt. Any part that proves defective within this time will be repaired or replaced f.o.b., our factory or one of our warehouses. The Manufacturing Co. will assume no responsibility for any labor performed outside of its factory, nor will it be responsible for contingent damages of any kind whatsoever. The Manufacturing Company will not be liable for any damages caused by the negligence of any workman or laborer not in its own employ, nor for damages caused by defects in purchaser's furnace, boiler, heating system, foundations, pit, or any part or appurtenance thereto other than the product, it being agreed that the liability of the Manufacturing Company shall not extend beyond that for defects in the product it self.
"The Manufacturing Company makes no warranty on motors or controls manufactured by others inasmuch as they are warranted separately by their respective manufacturers."
"The Manufacturing Company reserves the right to make any changes in design or to make additions and improvements upon its product without imposing any obligation upon itself to install same on its products previously manufactured."

SERVICE

If seller is to install the equipment specified, seller agrees to provide warranty service on equipment only and will be given without charge for a period of one year after start up. OUR SERVICE PERIOD STARTS WHEN THE BUYER INSTRUCTS US TO START UP THE EQUIPMENT.

SALES TAX, ETC.

Unless otherwise agreed herein any Sales Tax, Excise Tax, or other charges levied upon this sale by Local, State or Federal Government shall be paid by the Buyer.

GENERAL

It is expressly stipulated and agreed that the foregoing provisions constitute the entire contract between the purchaser and the seller which shall not be in any way changed, altered, amended or modified by any verbal promises, agreements or representations by or between said parties or their agents or representatives unless and until the same shall be reduced to writing and evidenced by the signature of the purchaser and an authorized officer of the seller.

PROPERTY OWNERSHIP

It is expressly understood and agreed that the property covered hereby shall remain personal property, whether placed upon a permanent foundation or in any manner affixed or attached to the building or structure in which it may be contained. Unless the above equipment and materials are fully paid for as set forth above, the title to all such equipment and materials shall remain in the seller. In such case, the seller may, at its election remove said equipment unless payment is made within the time limit set forth above and retain payments made as liquidated damages without legal process.

Memorandum

To: Honorable President Mooney; Village Council

CC: Tom Ryan, Village Attorney

From: Chris D. Wilson, Village Manager

Date: 2/16/2018

Re: Classification and Compensation Study

Village Administration has procured a proposal from Municipal Consulting Services for a Classification and Compensation Study from Municipal Consulting Services, LLC. It has been many years since the Village has had an outside study of our pay rates and schedules for non-union administrative employees. Municipal Consulting Services will review our current rates of pay and benefits and make comparisons with the local municipal government market and make recommendations to Administration and Council to keep our compensation rates competitive with other units of government. Municipal Consulting Services will also work with Administration and individual employees to draft new job descriptions for all positions. Upon completion of the project a draft report will be provided for Administration and Council and a public presentation of the findings, if desired. The total cost of the project is not to exceed \$8,700.

Village Attorney Ryan has reviewed the proposal and has agreed that this would classify as a Professional Service and could be approved by Council per the Charter without a formal bidding process. I am familiar with the work of Municipal Consulting Services and Mark Nottely and believe this project to be of need and in the best interest of the Village. I recommend approval of the proposal.

Recommendation -- *...be it so resolved to approve and authorize the Village Manager to execute the proposal from Municipal Consulting Services, LLC for a Classification and Compensation Study for the Village of Beverly Hills in an amount not to exceed \$8,700. Funds for this proposal are available in fund 101-248.956.00.*

VILLAGE OF BEVERLY HILLS



PROPOSAL TO CONDUCT A CLASSIFICATION AND COMPENSATION STUDY

MUNICIPAL CONSULTING SERVICES LLC

MUNICIPAL CONSULTING SERVICES LLC

February 8, 2018

Chris D. Wilson
Village Manager
Village of Beverly Hills
18500 West 13 Mile Road
Beverly Hills, MI 48025

Dear Mr. Wilson,

We are pleased to submit this proposal to perform a classification and compensation study for the Village of Beverly Hills. We have performed numerous studies of this type for Michigan's public entities, and we look forward to working with you to develop a pay system that is both internally equitable and externally competitive.

Our proposal, contained in the following pages, is organized as follows:

- Project objectives
- Our approach and work plan
- Our organization and project consultant
- Our qualifications for conducting the study
- Project timing and fees.

We appreciate the opportunity to be of assistance to you. Should you have questions or desire additional information, please do not hesitate to contact me at 734.904.4632.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

VILLAGE OF BEVERLY HILLS
PROPOSAL TO CONDUCT A
COMPENSATION AND CLASSIFICATION STUDY

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SECTION I

PROJECT OBJECTIVES

SECTION I

PROJECT OBJECTIVES

The Village of Beverly Hills has expressed an interest in utilizing an experienced compensation consultant in conducting a classification and compensation study for non-union classifications. In regard to project objectives, it will be our intent to develop a compensation system that will enhance the Village's ability to recruit, retain and motivate quality employees. To accomplish this, we will:

- Develop a solid understanding of the specific duties and responsibilities of each position included in the study.
- Create new job descriptions that clearly state responsibilities and reporting relationships, and the required knowledge, skills and abilities for each position.
- Establish a competitive labor market and conduct a market survey of wages and benefits.
- Develop a comprehensive pay grade structure and pay ranges based on job evaluation and a thorough evaluation of the established labor market.
- Develop and include methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time.
- Recommend procedures for ongoing system maintenance including pay system administration and compensation system upkeep.
- Provide the administrative documentation necessary for ongoing job description development and update, position reclassification processes and other pay system procedures.

* * * * *

In the following section, we present our approach to conducting the study.

SECTION II

OUR APPROACH AND WORK PLAN

SECTION II

OUR APPROACH AND WORK PLAN

Our Approach

Our approach for achieving your objectives will incorporate several important overall rationales. Specifically:

- **Client-consultant communications will be a paramount consideration.** We will work closely with you to assure concurrence on the conduct, and progress of the engagement, as it relates to thoroughness, scope and applicability.
- **Employee participation will be emphasized,** thus assuring that positional duties are clearly understood and opportunity for input is provided. To accomplish this, we will perform interviews as required to fully understand each classification.
- **The labor market survey will be customized,** to reflect your actual labor market(s). Related:
 - We will develop a custom survey instrument that clearly specifies the duties of the Village of Beverly Hills' positions.
 - We will define the most appropriate labor markets and particular employers.
 - We will survey both base wages and employee benefits, thus providing a more accurate appraisal of compensation.

Project Work Plan

In developing the classification and compensation system we will structure the project into specific tasks, as follows:

Task 1: Meet With the Village and Refine Work Plan

It will be our intention to work closely with the Village to develop the classification and compensation system. As a first step in the study process, we will meet with the Village Manager to:

- Further define, and logistically plan, our approach and work schedule
- Determine an approach for ongoing feedback and project communications.

Task 2: Collect and Review Compensation-Related Documentation

Additionally, at this time we will also collect and review relevant compensation information, including existing job descriptions, benefits data, compensation-related personnel policies and all other information that will provide us with an understanding of classification and compensation issues.

Task 3: Provide Employee Orientation and Elicit Employee Input

At this time, we will also schedule a group meeting with the employees. The purpose of this meeting will be threefold, including:

- Orienting employees to the project work plan and objectives.
- Explaining the importance of their input in working with our project consultant.
- Eliciting their assistance in the study process – more specifically, to complete a job analysis questionnaire document regarding their specific job duties, reporting relationships and other aspects of their job pertaining to compensation.

Task 4: Interview Employees

The completed job questionnaires, in conjunction with your existing job descriptions, will provide our consultant with a good overview of job duties and reporting relationships. However, we do not feel that the questionnaire is sufficient for fully understanding the function of the position within the larger organization. Consequently, we consider it important that additional information be gathered through a subsequent interview process of each individual position. The interviews will focus on:

- Obtaining a broader definition of duties and responsibilities for purposes of point factoring and determining relative grade positioning.
- Assuring that all job description information is accurately reflected and job questionnaire information is accurately stated.
- Clearly defining key duties to be used to compare the position to the labor market.

Task 5: Create New Job Descriptions

Having gained a full understanding of any changes to duties or reporting relationships, we will make any required changes to job duties and required knowledge, skills and

abilities. We will return draft job descriptions to you for review prior to finalization. Any suggested modifications will be reviewed and, as warranted, incorporated in the final job descriptions.

Task 6: Develop List of Market Comparables in Consultation with the Village

To establish compensation parameters for the Village's labor force, we must first define the labor market. Ideally, the defined market will be comprised of a mix of similar municipalities, other local public employers and the private sector.

In Task 6, we will work with you to define a representative labor market. To accomplish this, we will:

- Present the Village with a listing of potential comparable public sector employers. We will develop and present profile data on each entity to support this process – comprised of a mix of financial and demographic data.
- With input from you, we will also identify those positions that are amenable to private sector labor market comparisons. For these wage comparisons, we have a number of sources from which regional and possibly localized data can be extracted.

Task 7: Develop Survey Instrument for Wages and Employee Benefits

Having completed Task 6, we will develop a survey instrument to elicit feedback regarding each position. This will be a “custom survey” that briefly describes each position. In addition to salary, we will survey other relevant compensation data, such as:

- Off-time provisions, including sick, personal, vacation, holiday and other.
- Sick-time bank policies, accrual limits and payout provisions.
- Health care coverage including PA 152 compliance, employee cost sharing requirements, prescription drug co-pay levels, payment-in-lieu of insurance options and other health care issues.
- Disability coverages including short-term disability, all purpose day programs, long-term disability – as well as life insurance levels.
- Retirement benefits including defined benefit (DB) or defined contribution (DC) retirement program usage. As appropriate, DB employee contribution, final average multiplier and program type (and/or) employer DC contribution and required match, plus any supplemental employer-paid contributions.

- Employer-paid retiree health care provision including percentage paid, spousal coverage, Medicare supplemental provision and/or any Retirement Savings Account benefits.
- Work hours, work week and related conditions.

In our experience, the broad-based employee benefits survey that we are proposing will provide the Village with a good overview of benefit offerings, and allow the Village to target specific areas where the benefit package may be high, low or subject to innovation. The data will be arrayed in easy to read schedules accompanied by a narrative presentation. We will summarize our suggestions on issues or areas where the Village should focus its attention. It should be noted, that this is not a “costing” exercise. Rather, it is presented as an overview of benefits that may help the Village focus on areas where discrepancies are apparent. We will direct the survey to obtain benefit information on administrative, non-union employees in the other organizations.

Task 8: Conduct Survey Process and Finalize Results

Having developed the survey instrument, we will mail the survey, and tabulate the incoming results. Follow-up calls will be made to clarify particular points, and supplementary surveys will be developed for any positions that are not adequately represented in our survey results.

Task 9: Conduct Point Factor Analysis and Develop Pay Grades

Point-factoring is a process in which each position is point-ranked relative to all other positions in the organization or group. Ideally, point-factoring is considered as a means of establishing internal equity, and in turn, pay grade placement.

In Task 9, we will perform a point-factor analysis encompassing all positions included in the study. In this process, each position will be ranked in relation to ten factors that comprise our municipal job evaluation plan. The results will be used to develop a grade structure, and establish grade placement for each individual position.

Task 10: Apply Survey Results and Develop Pay Ranges for Each Pay Grade

In Task 10, we will use the results of the survey process to develop a pay range for each applicable pay grade. The result will be a comprehensive pay grade structure that includes all of the studied positions.

Task 11: Analyze Each Position within the Confines of the New Pay Grade Structure

We will then proceed to evaluate the wage levels of each position relative to the newly established pay ranges. We will first determine any “red circled” positions that are paid at a level higher than the recommended range maximum and any “green circled” positions that are below the range minimum. All positions will be evaluated using a compa-ratio analysis to illustrate their specific positions within their respective recommended ranges. In performing this task, it will be our intention to clearly illustrate the financial impact of the new pay system.

Task 12: Develop Pay Progression Options

There are various methods for implementing a pay system. Many clients prefer a multi-year methodology for advancing employees through the pay range. This may depend on performance evaluation results or be more structured (such as a step system with progressive pay increases linked to performance evaluation). Related to this, we will also:

- Revisit and discuss the Village’s current compensation adjustment process with Village representatives.
- Introduce several examples of pay progression systems that are currently used in the public sector.
- Provide cost data to illustrate the impact of a preferred approach – and implementation costs based on the study results.

Task 13: Develop Final Report Document

At the conclusion of Task 12, we will develop a comprehensive final report document. This will include:

- Written summation of all project methodologies.
- All schedules and summary results developed in Tasks 1-12.
- The recommended pay grade structure including all classifications.
- Identification of any positions that fall below or above the range parameters specified for their respective classifications.
- Pay progression options and cost analysis intended to facilitate implementation of the study’s results.
- Specification of annual procedures required to update the system for ongoing use.

- Specification of administrative processes for insertion of new jobs into the pay structure, reclassification requests and other systemic requirements.

Task 14: Present Final Report to the Village Council

At the conclusion of the study we will orally present the study's findings to the Village Council.

* * * * *

In the following section, we discuss our organization and project consultant.

SECTION III

OUR ORGANIZATION AND PROJECT TEAM

SECTION III

OUR ORGANIZATION AND PROJECT TEAM

Municipal Consulting Services LLC is a management consulting firm incorporated in and licensed by the State of Michigan. The firm was established to provide human resources and operational-based consulting to public sector clients, including cities, townships, counties, school districts, institutions of higher education and other not-for-profit organizations. With more than 50 years of combined experience with Michigan's public sector and the completion of hundreds of management studies, we are able to provide our clients with a vast array of products, covering a broad spectrum of organizational and human resources consulting services.

This project, for the Village of Beverly Hills, will be conducted by Mark Nottley, Principal for Municipal Consulting Services LLC. Mr. Nottley has performed over 200 compensation and human resource-related projects for public sector clients. Clients have included cities, townships, not-for-profits, school districts, county governments and other public sector entities.

Mr. Nottley is certified as a Senior Professional in Human Resources by the Society for Human Resources Management (SHRM) and holds a Master degree in Public Administration from Wayne State University. His biography is included in Appendix A and a listing of client entities is included in the following section.

* * * * *

A résumé for our project consultant is included in Appendix A. In the following section we discuss our specific experience.

SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

S SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

As noted, our proposed project consultant has conducted numerous classification and compensation studies of public entities. We have listed below a number of project references, followed by a more complete listing of experience. We will be pleased to provide client references for any of these engagements upon request.

RECENT REFERENCES FOR OUR PROJECT CONSULTANT

Client: ***City of Ann Arbor (current project)***
Project: Classification and Compensation System
Contact: Ms. Ashley Walicki, Human Resources Manager
Phone: 734.794-6130

Client: ***SOCORA/SOCWA (completed in 2017)***
Project: Classification and Compensation System
Contact: Mr. Jeff McKeen, General Manager
Phone: 248.288.5150

Client: ***City of Rochester***
Project: Classification and Compensation System
Contact: Mr. Jaymes Vettraino, (former) City Manager
Phone: 248.218.2000

Client: ***City of Bloomfield Hills***
Project: Classification and Compensation System
Contact: Mr. Jay Cravens, (former) City Manager
Phone: 901-457-2220

Client: ***City of Eastpointe***
Project: Classification and Compensation System
Contact: Mr. Randy Altimus, Assistant City Manager
Phone: 586.445.3661

Client: ***City of Monroe (completed in 2015)***
Project: Classification and Compensation System
Contact: Ms. Peggy Howard, Director of Human Resources
Phone: 734.384.9173

Client: ***City of Big Rapids (completed in 2015)***
Project: Classification and Compensation System
Contact: Mr. Steve Sobers, City Manager
Phone: 231.592.4007

Client: ***Livingston County (completed in 2015 – court system just completed)***
Project: Classification and Compensation System
Contact: Ms. Jennifer Palmbos, Director of Human Resources and Labor Relations
Phone: 517.540.8790

Client: ***Brighton Township (completed in 2017)***
Project: Classification and Compensation System
Contact: Mr. Brian Vick, Township Manager
Phone: 810.494.0710

Client: ***Delhi Township (completed in 2017)***
Project: Classification and Compensation System
Contact: Ms. Wendy Theilen, Assistant Township Manager
Phone: 517.694.2137

Client: ***Jackson County (completed in 2016)***
Project: Classification and Compensation System
Contact: Mr. Richard, Martonchik, Director of Human Resources
Phone: 517.499.5019

Client: ***Midland County (completed in 2016)***
Project: Classification and Compensation System
Contact: Ms. Suzanne Ault, Director of Human Resources
Phone: 989.832.6752

Client: ***Marquette County (completed in 2017)***
Project: Classification and Compensation System
Contact: Mr. James Kent, Director of Human Resources
Phone: 906.225.8165

Client: ***Clinton County (completed in 2017)***
Project: Classification and Compensation System
Contact: Ms. Deborah Hebler, Manager of Human Resources
Phone: 989.224.5121

Client: ***Monroe County Community Mental Health (completed in 2016)***
Project: Classification and Compensation System
Contact: Jim Brown, Director of Human Resources
Phone: 734.384.0283

Client: ***Livingston County Community Mental Health (completed in 2016)***
Project: Classification and Compensation System
Contact: Ms. Connie Conklin, Executive Director
Phone: 517.548.0081

Client: ***Eaton County (completed in 2014)***
Project: Classification and Compensation System and Updates
Contact: Mr. John Fuentes, County Administrator
Phone: 517.543.3331

Client: ***St. Joseph County (completed in 2013)***
Project: Classification and Compensation System
Contact: Teresa Doebling, Director of Human Resources
Phone: 269.467.5675

Client: ***State of Michigan (completed in 2015 – study repeated every 3 years)***
Project: 2015 State-wide Survey of Wages and Benefits for Union Employees
Contact: Ms. Bethany Beauchine, Office of the State Employer
Phone: 517.335.2579

Client: ***Client: Osceola County (completed in 2015)***
Project: Classification and Compensation System
Contact: Sue Vander Pol, County Coordinator
Phone: 231.832.6196

Client: ***Grand Rapids Community College (completed in 2016)***
Project: Executive Classification and Compensation
Contact: Ms. Cathy Wilson, Executive Director of Human Resources
Phone: 616.234.3971

Client: ***Oakland Community College (current project- last phase 5 year project)***
Project: Compensation System for Teamsters Union Local
Contact: Mr. William MacQueen, Vice Chancellor for Human Resources
Phone: 248.341.2116

Client: ***Otsego County (completed in 2017)***
Project: Classification and Compensation System
Contact: Ms. Trisha Adams, Assistant County Administrator
Phone: 989.731.7522

PAST CLIENTS FOR CLASSIFICATION AND COMPENSATION STUDIES NOTTLEY - RYE

Alger-Marquette Community Action Board
Alpena Community College
Antrim County
Barry County
Barry County Road Commission
Bay County
Bay County Water & Sewer
Bloomfield Charter Township
Branch County
Calhoun County
Capital Area Negotiators Association
 [36 school districts]
Cass County
City of Albion
City of Allen Park
City of Alpena
City of Bad Axe
City of Berkley
City of Birmingham
City of Charlotte
City of Clio
City of Crystal Falls
City of Durand
City of East Lansing
City of Ecorse
City of Fenton
City of Flint
City of Fremont
City of Gaylord
City of Grand Haven
City of Grandville
City of Harrison
City of Hazel Park Library
City of Huntington Woods
City of Jackson

Allegan County
Alpena County
Arenac County
Barry County Commission on Aging
Barry-Eaton Health Department
Bay County Road Commission
Benzie County
Bloomfield Hills Schools
Brighton District Library
Calhoun County Probate Court
Capital Region Airport Authority
Chippewa County
City of Allegan
City of Alma
City of Auburn Hills
City of Benton Harbor
Village of Beverly Hills
City of Brighton
City of Cheboygan
City of Corunna
City of Dowagiac
City of East Jordan
City of Eastpointe
City of Fennville
City of Ferndale
City of Frankenmuth
City of Galesburg
City of Grand Blanc
City of Grand Ledge
City of Harper Woods
City of Hazel Park
City of Hudsonville
City of Ironwood
City of Keego Harbor

City of Kentwood	City of Lansing
City of Lapeer	City of Lathrup Village
City of Lincoln Park	City of Lowell
City of Madison Heights	City of Manistee
City of Marlette	City of Mason
City of Menominee	City of Midland
City of Milan	City of Monroe
City of Montague	City of Mt. Morris
City of Muskegon	City of New Haven
City of Niles	City of North Muskegon
City of Norton Shores	City of Oak Park
City of Owosso	City of Perry
City of Plainwell	City of Portland
City of Pottersville	City of River Rouge
City of Riverview	City of Rochester Hills
City of Rogers City	City of Romulus
City of Roseville	City of Royal Oak
City of Saline	City of Southgate
City of Springfield	City of St. Clair Shores
City of St. Joseph	City of St. Louis
City of Sturgis	City of Swartz Creek
City of Taylor	City of Tecumseh
City of Three Rivers	City of Traverse City
City of Warren	City of Wayland
City of West Branch	City of Woodhaven
City of Wyoming	City of Ypsilanti
City of Zeeland	Clare-Gladwin Probate Court
Clinton County	Clinton-Eaton-Ingham Community Mental Health
Community Action Agency of Jackson	Community Action Agency of South Central MI
Copper Country Mental Health Services	Delhi Township
Delta Township	Detroit Public Schools
DeWitt Public Schools	District Health Department No. 2
Eaton County	Eighth District Court
Emmett Charter Township	Grand Haven Charter Township
Grand Rapids Community College	Grand Traverse County
Grand Valley Metro Council	Gratiot County
Gratiot County Community Mental Health	Holt Public Schools
Ingham County	Ingham County Medical Care Facility
Ingham County Road Commission	Ionia County Community Mental Health

Ionia County Road Commission
 Jackson County
 Kent County
 Lake County
 Lansing Board of Water & Light
 Lansing Township
 Leelanau County
 Mackinac County
 Manistee County
 Marquette County
 Mecosta County
 Michigan Catastrophic Claims Association
 Michigan Sheriffs Association
 Midland County Central Dispatch Authority
 Monroe County
 Monroe County Community Mental Health
 Montcalm County
 Municipal Employers' Retirement System
 North Central Community Mental Health
 Oakland County
 Osceola County
 Otsego County
 Oxford Charter Township
 Pittsfield Charter Township
 Region VII Area Agency on Aging
 Saginaw County
 Shiawassee County
 Southeastern Berrien County Landfill
 Authority
 Southfield Township
 St. Joseph County
 State of Michigan-Department of State Police
 State of Michigan-Legislative Council
 State of Michigan-Senate Fiscal Agency
 State of Michigan-Supreme Court

Isabella County
 Kalamazoo County Road Commission
 Kent County Road Commission
 Lake Township
 Lansing Housing Commission
 Lapeer County
 Livingston County
 Macomb County
 Manistee County Library
 Marquette County Health Department
 Meridian Charter Township
 Michigan Municipal Risk Management
 Association
 Midland County
 Mid-South Substance Abuse Commission
 Monroe County Community College
 Monroe County Opportunity Program
 Montmorency County
 Newaygo County
 Oakland Community College
 Orion Charter Township
 Oscoda Charter Township
 Ottawa County
 Pathways
 [formerly Alger-Marquette CMH]
 Redford Township
 Saginaw Charter Township
 Shelby Charter Township
 Shiawassee County Community Mental
 Health
 Southeastern Oakland County Water
 Authority
 St. Joseph Commission on Aging
 State of Michigan-Department of Civil
 Service
 State of Michigan-Department of
 Transportation
 State of Michigan-Office of the State
 Employer
 State of Michigan-State Senate
 Tuscola County

Union Township
Village of Almont
Village of Bingham Farms
Village of Dexter
Village of Franklin
Village of Milford
Washtenaw County
Waterford Charter Township
White Lake Charter Township

Van Buren County
Village of Beverly Hills
Village of Chelsea
Village of Fowlerville
Village of Grosse Pointe Shores
Village of Vicksburg
Washtenaw County Road Commission
West Bloomfield Charter Township

* * * * *

*Additional references will be provided on request. In the next section
we discuss project timing and fees.*

SECTION V

PROJECT TIMING AND FEES

SECTION V

PROJECT TIMING AND FEES

PROJECT TIMING:

We are now reserving new project start dates for March, 2018. Related to this, we will be pleased to commence the study on or after March 1 on a date of your choosing. The typical timeline for a study of this scope is generally 60-90 days.

PROFESSIONAL FEES:

Professional fees to complete the project will be at a not-to-exceed cost of \$8,700.

PROJECT EXPENSES:

The Village of Beverly Hills will also be billed for mileage expense from our Brighton office to Village Hall at the prevailing IRS rate. There will be no other expenses charged to the Village.

OTHER CONDITIONS:

This proposal will remain effective for 90 days from the date of submittal.

The Village of Beverly Hills will be billed on a calendar monthly basis for work completed in the previous period. All invoices will be due within thirty days of submittal.

PROJECT DELIVERABLES:

The Village of Beverly Hills will receive three bound copies of the final report document and an electronic file of the final report from which additional copies can be printed or source data can be extracted for future use. The Village will also receive all new job descriptions in electronic form.

* * * * *

Our project consultant's qualifications are described in the following Appendix A

APPENDIX A

PROJECT CONSULTANT RÉSUMÉ

MARK W. NOTTLEY

PRESENT POSITION:

Principal, Municipal Consulting Services LLC

AREAS OF CONSULTING EXPERTISE:

Personnel Issues, Compensation and Employee Benefits Evaluation - Conducted classification and compensation studies and employee benefit analyses for municipalities and other public entities to determine appropriate salary, retirement and benefit levels. Developed personnel policies, manuals and performance evaluation systems as components of comprehensive personnel systems.

Organizational and Operational Analysis - Conducted operations analyses for most areas of government service provision including police and fire services, vehicle and building maintenance, community development, public works, recreation, transportation and health and human services. In this capacity, identified specific opportunities for improved performance and increased operational cost-effectiveness.

Financial Models - Prepared comprehensive spreadsheet-based financial models for a number of municipalities, estimating future years' conditions for each of the various revenue and expenditure sources and categories. Following development of the models, frequently worked with the particular municipality in defining long-range fiscal strategies.

Executive Search Services – Conducted or oversaw the conduct of more than 100 executive searches focusing on City and Village Managers, Department Heads and various other municipal professional classifications.

Tax Policies - Reviewed tax policies for a number of local governments, ranging from the analyses of specific millages and service charges to comprehensive city-wide evaluations of user fees. Recommendations resulting from these reviews have resulted in more equitable tax assignment and increased revenue generation through more competitive fee structuring.

Privatization - Assessed privatization options for a number of local governments including the potential cost-saving and/or service improvement associated with sole source and competitive private contracting and combination public/private service provision. Areas of review have included golf course operation, turf mowing, forestry services, landfill operation, vehicle maintenance, emergency medical services, transportation, sanitation, water and wastewater operations, and the use of auxiliary paid-on-call firefighters.

Productivity Improvement - Performed ongoing research related to operational performance and productivity improvement. Conducted several major productivity studies including an eight-city comparative analysis of police and fire services effectiveness in the Detroit Metropolitan Area.

Municipal Improvement and Growth Strategies - Assisted numerous municipal clients in defining strategies for urban development and infrastructure upgrade as well as strategies for maintaining existing municipal and community assets.

Market Analysis - Prepared and assisted in the preparation of market analyses/feasibility studies designed to facilitate future planning and development, including downtown office/commercial development, reuse of historic structures, housing development, and the construction of a major marina/hotel complex.

PRIOR ORGANIZATIONAL AFFILIATIONS:

Rehmann, Public Accountants and Management Consultants

Principal and Director of Public Sector Consulting Services with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Michigan Municipal League

Founder and Director of the League's Municipal Consulting Services Division with responsibility for managing and performing a full range of management consulting projects, focusing on municipal operations and finance, and human resources management.

Plante & Moran, Public Accountants and Management Consultants

Manager in local government consulting practice with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Coopers & Lybrand, Public Accountants and Management Consultants (now Pricewaterhouse Coopers)

Senior consultant in the firm's national practice for local government consulting specializing in financial and operational consulting and municipal productivity assessment and improvement.

EDUCATION:

Wayne State University - Master of Public Administration (Summa cum Laude)

Wayne State University - Bachelor of Arts (with distinction)

Certification as a Senior Professional in Human Resources

PROFESSIONAL AFFILIATIONS:

International Personnel Management Association
Society for Human Resources Management
International City/County Management Association
Government Finance Officers Association
American Public Works Association
Pi Alpha Alpha, National Honor Society for Public Administration

VILLAGE OF BEVERLY HILLS, MICHIGAN

RESOLUTION

At a regular meeting of the Village Council, Oakland County, Michigan, held at the Village Office at 18500 W. Thirteen Mile Road, Beverly Hills, Michigan 48025, on February 20, 2018, at 7:30 p.m.

Present: _____

Absent: _____

The following Resolution was offered by _____ and seconded by _____, that the following Charter amendments be voted upon by the qualified electors of the Village of Beverly Hills at the August primary election on Tuesday, August 7, 2018, to-wit:

BALLOT PROPOSALS

1. NOMINATIONS:

QUESTION: Shall Section 3.11 Nominations of the Charter of the Village of Beverly Hills be amended to read as follows:

New Section 3.11 shall be amended to read as follows:

NOMINATIONS:

SECTION 3.11 Method of nomination of the elective officers shall be by petition signed by not less than twenty-five (25) nor more than fifty (50) qualified electors of the Village. All nominating petitions shall be filed with the Clerk as required by state election law preceding such election. The form of the petition shall be substantially as that designated by the Secretary of State for nomination of nonpartisan judicial officers. Signing of petitions shall be governed by general election statutes.

YES _____

NO _____

2. REMUNERATION OF MEMBERS OF THE COUNCIL:

QUESTION: Shall Section 4.2 Remuneration of Member of Council be amended to read as follows:

New Section 4.2 Remuneration of Member of the Council shall be amended to read as follows:

SECTION 4.2. The President and each Councilmember shall receive as remuneration for service to the Village the sum of Twenty (\$20.00) Dollars per meeting of the Council actually attended, but not to exceed in total Two Thousand Four Hundred (\$2,400.00) Dollars per year, excepting that the President shall also receive the sum of One Thousand (\$1,000.00) Dollars per year for additional duties (as such). Such salaries shall be payable semi-annually, and shall constitute the only salary or remuneration which may be paid for services performed by the President or any Councilmember for the discharge of any official duty for or on behalf of the Village during their term of office. Upon authorization of the Council reasonable expense may be allowed when actually incurred on behalf of the Village.

YES _____

NO _____

3. In accordance with the statute in such case made and provided, such Resolution shall be published in the Observer-Eccentric, a newspaper circulated within the Village.

4. That this Resolution has been duly laid on the table for at least thirty (30) days.

5. That prior to the submission of the vote of the electors of the Village, such Charter Amendments shall be presented to the Governor of this State. That before its submission to the electors of the Village, the Clerk shall give such notice thereof as is required by law.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I, Ellen E. Marshall, being the duly appointed and qualified Clerk of the Village of Beverly Hills, Oakland County, Michigan, do hereby certify and declare that the foregoing is a true and correct copy of a Resolution adopted by the Village Council of the Village of Beverly Hills at a regular meeting thereof held on February 20, 2018.

ELLEN E. MARSHALL, VILLAGE CLERK

VILLAGE MANAGER'S REPORT
CHRIS D. WILSON
FEBRUARY 16, 2018

Greenfield Road – Village Administration met with representatives of the City of Royal Oak and the Road Commission of Oakland County (RCOC) to discuss the condition and status of Greenfield Rd. between 13 Mile and 14 Mile. An agreement was reached to pursue a preservation overlay program on this section of Greenfield this year and to pay for this project through the tri-party program. Accordingly, the Village's contribution to this project will only be around \$35,000 of our current tri-party funds. Scheduling is unknown at this time but should be sometime in June or early July. I will pass along more information on scheduling as details emerge. Given the current condition of the road surface it is important to do this preservation overlay this year. Any further deterioration of the road surface will likely cause enough damage to the road base to prohibit this type of overlay project.

All parties further agreed to commission a traffic study to see what modifications or alterations can be made to the roadway to calm traffic and ease congestion around the intersection of Greenfield and Beverly/Normandy. Royal Oak has agreed to be the lead agency on the study and, if approved, all three agencies will participate equally in the cost. The Village is looking forward to working with the City of Royal Oak and RCOC to improve the condition of the road surface in the short term and look for ways to improve this corridor in the future.

DTE Tree Trimming – The Village has been notified by DTE that the maintenance tree trimming schedule for 2018 has been established for this area and Beverly Hills is not in any of the planned tree maintenance programs for this year. Residents with individual issues regarding trees and power lines can contact the Village or DTE for investigation but there is no scheduled widespread tree clearing from DTE for the Village in 2018.

Offices Closed – Village Offices will be closed on Monday, February 19th in observance of Presidents Day. Trash service will not be interrupted.

**Village of Beverly Hills
Regular Council Meeting
Tuesday, February 20, 2018**

**Municipal Building
18500 W. Thirteen Mile Rd.
7:30 p.m.**

INFORMATION ITEMS

- a. Public Safety Activity Report for the period February 2-15, 2018.
- b. Oakland County Commissioner Bill Dwyer's February 2018 Report.
- c. Minutes of a regular Planning Commission meeting held January 24, 2018 (unapproved).
- d. Updated roster for the Zoning Board of Appeals (Council only).

Beverly Hills Public Safety Activity Report

February 1 – 15, 2018

- For those residents who wish to have a transaction of goods from a stranger please come to the Public Safety Department. The department has outside cameras as well as inside cameras. The Department has offered craigslist transactions for several years here. Because of the weather or anytime please come to the lobby and ring the buzzer and a Public Safety Officer will let you in. Explain to the officer that you are waiting for someone to buy or sell an item. You can then feel safe to process with your transaction in a nice, well-lit police department with audio and cameras working.
- The Village Women's Club has purchased two Knox boxes for the Village residents who cannot afford them. Kudos to the Village Women's Club.

CALLS FOR SERVICE

- 268 Calls for Service.
- 9 Arrests.
- 86 Tickets issued.
- Motor Carrier Enforcement.
- 4 Walk in PBTs.
- 4 Prescription pill drop offs.
- Vacation checks.
- Walk in Gun Permits issued.
- Car Seat Safety Inspections.
- 5 Prisoner transports to and from Birmingham Police Dept.
- 2 Traffic Accidents on Beverly.
- 2 Traffic Accidents on 14 Mile Rd.
- 4 Traffic Accidents on Southfield Rd.
- 4 Traffic Accidents on 13 Mile Rd.
- 2 Traffic Accidents on Greenfield.
- Traffic Accident on Lahser.
- 5 Medicals on 13 Mile Rd.
- Alarm on Shagbark.
- Suspicious Persons complaint on Normandale.
- Fire Alarm on 13 Mile Rd.
- 3 Alarms on 13 Mile Rd.
- Alarm on 14 Mile Rd.
- 2 Motorist Assists on 13 Mile Rd.
- 2 Motorist Assists on Southfield Rd.
- Medical on 14 Mile Rd.
- Suspicious Persons complaint on Embassy.

- Welfare Check on Amherst.
- Officers responded to a traffic accident on Birwood near Greenfield. Subsequent investigation revealed the driver was intoxicated. The driver was arrested without incident.
- Fraud complaint on 13 Mile Rd.
- Parking complaint on Tremont.
- Suspicious Vehicles complaint on Vernon.
- Motorist Assist on Lahser.
- Officers stopped a vehicle on Lahser for speeding. The investigation revealed the driver was operating on a suspended license and had multiple warrants. He was arrested without incident.
- Suspicious Persons complaint on 13 Mile Rd.
- Citizen Assist on Buckingham.
- Fraud complaint on Reedmere.
- Citizen Assist on Riverside.
- 2 Motorist Assists on Lahser.
- Assist Southfield Police with a traffic accident on 13 Mile Rd.
- Animal complaint on Buckingham.
- Medical on Glencoe.
- Suspicious Persons complaint on Beverly Rd.
- Fraud on Sheridan.
- Suspicious Persons complaint on Dunblaine.
- Suspicious Persons complaint on Smallwood.
- Animal complaint on Sleepy Hollow.
- Suspicious Circumstance complaint on Warwick.
- Officers stopped a vehicle on 13 Mile for defective equipment. The driver was operating on a suspended license. The driver was arrested without incident.
- 2 Traffic complaints on Southfield Rd.
- Family Trouble complaint on Hillcrest.
- Suspicious Persons complaint on Madoline.
- Traffic Accident on Hillview.
- Alarm on E. Lincolnshire.
- Citizen Assist on Village Pines.
- Hang up 911 on Southfield Rd.
- Suspicious Persons complaint on Beverly.
- 2 Suspicious Persons complaints on Birwood.
- Officers stopped a vehicle on Southfield Rd. for defective equipment. The driver was operating on a suspended license and had a warrant for his arrest. The driver was arrested without incident.
- Odor Investigation on 13 Mile Rd.
- Abandoned Auto on Georgetown.
- Citizen Assist on Embassy
- Citizen Assist on Kirkshire

- 3 Suspicious Persons complaints on 13 Mile Rd.
- Medical on Coryell.
- Fraud complaint on Birwood.
- Officers arrested an individual on 13 Mile Rd. that had several warrants. The individual was arrested without incident.
- Hang up 911 complaint on Weston.
- Natural Gas Leak on Normandale.
- Citizen Assist on 13 Mile Rd.
- Officers investigating a vehicle that ran off the roadway on Verona found the driver was intoxicated. The driver was arrested without incident.
- Fraud complaint on Kinross.
- Motorist Assist on Pierce
- Traffic complaint on Woodhaven
- Solicitor complaint on Locherbie.
- Motorist Assist on Beechwood.
- Solicitor complaint on Marguerite.
- Motorist Assist on Greenfield.
- Motorist Assist on Pierce.
- 2 Carbon Monoxide Alarm complaints on Beverly Rd.
- Alarm on Sheridan.
- Lift Assist on Beechwood.
- Suspicious Persons complaint on 14 Mile Rd.
- Traffic complaint on 13 Mile Rd.
- Medical on Chelton.
- Solicitor complaint on Birwood.
- Medical on Auburn.
- Welfare Check on Arlington.
- Suspicious Persons complaint on Buckingham
- Motorist Assist on Beverly Rd.
- Officers stopped a vehicle on 14 Mile for numerous traffic offenses. The driver was found operating while intoxicated. The driver was arrested without incident.
- Officers stopped a vehicle on Lahser for defective equipment. The driver was found operating on a suspended license. The driver was arrested without incident.
- Alarm on Beverly.
- Family Trouble on Buckingham.
- Suspicious Persons complaint on Kirkshire.
- Welfare Check on Verona.
- Lift Assist on Robinhood.
- Motorist Assist on Hampton.
- Lost Property on Lincolnshire.
- Suspicious Persons complaint on E. Rutland.
- Assist Southfield Police with a Suspicious Persons complaint on Corrine.

- Family Trouble on Charrington Ct.
- Motorist Assist on Kirkshire.
- Officers stopped a vehicle on 13 Mile Rd. for defective equipment. Officers found marijuana and the driver was arrested without incident.
- Parking complaint on Allen-a-dale Ct.
- Citizen Assist on Beechwood.
- Down Wire complaint on Greenfield.
- Peace Officer on Birwood.
- Fraud complaint on Camelot.
- Family Trouble complaint on Beverly Rd.
- 2 Solicitor complaints on Southfield Rd.
- Abandon Auto complaint on Kirkshire.
- Suspicious Persons complaint on Birwood.
- Fraud complaint on Westlady.
- Suspicious Persons complaint on Sunset.
- Suspicious Persons complaint on Lahser.

INVESTIGATIONS

- Sex offender address verification.
- CFS Closed and Reviewed – 268.
- Reviewed 29 Case Reports for a disposition.
- Followed up and reviewed cases, of which 25 were closed.
- 22 Cases were assigned.
- 21 Reports Written on current cases.
- 20 Cases were reviewed during a property audit.
- 21 Current Active Investigations.
- School Liaison Officer - School Dance, Basketball Game, and Money Escorts for Charity Drive.
- Interview conducted for threats complaint.
- School Liaison Officer - Attended Court with Judge from 48th Dist. Court at Berkshire.
- Conducted ongoing audit and training for Active Shooter Incidents at Detroit Country Day.
- Attended Traffic Conference.
- Swear to and arraignment for OWI incident.
- Property audits resulting in property being disposed of in over 20 cases.
- Ongoing investigation for Home Invasion investigations.
- Suspect developed for Home Invasions incidents.
- Search Warrant obtained for cell phone information in conjunction with an active investigation.
- Ongoing investigation for Child Abuse incident.
- Counterfeit / Piracy Investigation of bootlegged DVD disks.

- Sgt. Kowalik assigned as shift supervisor for patrol.
- Sgt. Kowalik conducted FTO orientation training with three new PSO candidates.
- Annual LEIN tests completed.
- Warrant obtained on OWI High BAC incident.
- Ongoing Sex Offender Compliance Investigation.
- Warrant obtained on traffic incident involving narcotics.
- Traffic crash investigation conducted.
- Firearm inventory completed for department armory.
- Property audit for dispositions on firearms started.
- Annual Forfeiture Report completed and sent to the State.
- Established account with Sprint PCS for online warrant submissions.

Monthly Messenger from Commissioner Bill Dwyer
*Serving the Cities of Farmington, Farmington Hills, the
Township of Southfield, and the Villages of Beverly Hills,
Bingham Farms, Franklin*



Community:

The Oakland County Board of Commissioners (BOC) recognizes the seriousness of human trafficking and the ongoing threat it poses to vulnerable adults and children, as well as to the safety of all the people of Oakland County. The Oakland County Human Trafficking Task Force (OCHTTF) was created in January 2017 under the authorization of the BOC. The goal of the OCHTTF is to serve as the leading resource for Oakland County in the prevention of the cruel and illegal activity of human trafficking, and in the protection and rehabilitation of victims, through education, advocacy and collaboration.

The OCHTTF leadership is bi-partisan and works in conjunction with a core group of representatives from the Oakland County Sheriff's Office, the Department of Health and Human Services, the Oakland County Prosecutor's Office, the Oakland County Circuit Court Family/Youth Assistance, Oakland Schools, the Michigan Department of Health and Human Services and the victim services agencies of CARE House and Common Ground.

On January 11, 2018, National Human Trafficking Awareness Day, the Oakland County Board of Commissioners launched the new County human trafficking website. It will serve as a resource for human trafficking victims and their advocates, parents and professionals, and anyone interested in learning more about this serious issue. It features sections on human trafficking facts and data, resources for victims, advocacy, and trainings and webinars, for those interested in learning more about how they can help. The new website was a collaborative effort on behalf of the Oakland County Human Trafficking Task Force and its partners, and is now live under the Oakland County Health Division website at www.oakgov.com/humantrafficking.

If you or someone you know is a victim of human trafficking, call the National Human Trafficking Hotline toll-free at 1-888-373-7888 or text "HELP" or "INFO" to BeFree (233733). In case of an emergency, call 911.

Present: Chairperson Ostrowski; Members: Copeland, Drummond, Grinnan, Ruprich, Stempien, and Wilensky

Absent: Vice-Chairperson Westerlund; Member: Borowski

Also Present: Planning and Zoning Administrator, Saur
Planning Consultant, Borden
Council Liaison, Abboud

Chairperson Ostrowski called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Drummond, second by Wilensky, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD NOVEMBER 29, 2017

Motion by Drummond, second by Ruprich, to amend the minutes; “Motion by Ruprich, second by Wilensky, to adjourn the meeting at 9:03 p.m.” should read “Motion by Ruprich, second by WESTERLUND, to adjourn the meeting at 9:03 p.m.”, then approve the minutes of the regular Planning Commission meeting held November 29, 2017 as amended.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

Grinnan arrived at 7:33 p.m.

REVIEW AND CONSIDER RECOMMENDATION FOR SITE PLAN FOR PROPOSED RENOVATIONS TO 31015 SOUTHFIELD ROAD, BP GAS STATION

LSL Planning has reviewed the application from the BP gas station/convenience store located at 31015 Southfield Road. The project entails expansion of the convenience store into what is currently the car wash area, enclosure of the covered area on the south side of the building, façade improvements, a new waste receptacle/enclosure and brick finishes around the fuel canopy supports.

Previous versions of the project included expansion of the fuel pumps and inclusion of a drive-through restaurant, which are no longer proposed. The Zoning Ordinance permits retail businesses in the B District, which is the focus of the proposed project. Given the removal of the project components noted above, the request requires only site plan review/approval (as opposed to also needing special land use review/approval).

Site plan review. Section 22.08.290 identifies the process and review standards applicable to site plans, as outlined below:

1. Dimensional Requirements. Section 22.24 of the Village Zoning Ordinance provides limited dimensional standards for the B District. Of note are a 2-story/30' height limit, a 35' front setback requirement and a 20' rear setback requirement. The modified building and existing canopies meet the height requirement, while the proposed building expansion also complies with front setback requirements. As has been previously discussed, the fuel island canopies encroach into the required front yard setback along both 13 Mile and Southfield Roads. The canopies are nonconforming structures that are not being altered in any way that impacts their current status, which allows them to remain in place.

2. Building Design and Materials. Section 22.09.030 requires the use of durable, quality materials, as well as design elements consistent with high quality buildings. The proposed building is primarily brick with use of stone and EIFS as accent materials on the north, south and east elevations. The west elevation will retain the existing block material, but will be painted. The fuel canopy supports will be faced with brick matching that used on the building. Proposed colors include light beige, dark beige and light brown.

The applicant has been instructed to present the Planning Commission with material and color samples for their consideration as part of this site plan review. All roof-mounted mechanical equipment must be fully screened.

3. Parking. Based on the information provided on Sheet SP-2 (usable floor area and number of employees), Section 22.28.020 requires 11 parking spaces. The proposed plan provides 12 dedicated parking spaces, not including the spaces at each of the 8 fuel pumps.

4. Vehicular Circulation. The plan does not propose any changes to the existing circulation pattern. The revised plans include a note stating that deliveries (fuel, as well as goods for the convenience store) and refuse removal will occur during off-peak hours or between 4AM and 6PM.

The applicant must confirm the note should read off-peak or between 4 AM and 6 AM.

5. Pedestrian Circulation. The submittal identifies existing public sidewalks along both roadways, as well as an internal sidewalk along the east façade at the building entrance.

6. Landscaping. The revised submittal includes a landscape plan sealed by a Landscape Architect, as required. The plan includes new/improved landscaped beds in each corner of the property. Plantings include 7 deciduous trees and 114 shrubs.

7. Lighting. The submittal indicates that the existing parking lot light poles will remain, although the fixtures mounted under the fuel canopies are to be replaced. A fixture detail included with the revised submittal notes the use of recessed LED fixtures, which will be an improvement to the current fixtures.

8. Waste Receptacle/Enclosure. The project includes a new waste receptacle and enclosure in the northwest portion of the property. Details include a concrete base pad and masonry enclosure faced with brick matching that used on the building.

9. Signage. The submittal identifies the existing nonconforming sign in the southeast corner of the property, but does not show any new/proposed signage. The applicant should be aware that new signage requires approval by the Planning Commission prior to application for a sign permit. Since the proposal entails a building expansion of approximately 17%, Section 22.32.120 does not require that the nonconforming pole sign be brought into compliance; however, the applicant has been encouraged to consider replacement of this sign in keeping with the intent of the Village's sign regulations and the plan to improve properties along the Southfield Road corridor.

10. Exterior Convenience Items. The revised plan identifies two exterior convenience items (an ice chest and a cage for propane tanks) along the front (east side) of the building. Section 22.22.030(b) states that the Village Administration may allow up to two exterior convenience items when they are "located adjacent to the principal building in such a manner so as to not block or disrupt pedestrian or vehicular circulation or endanger the public, health, safety and welfare." Ordinance standards appear to be met; however, the Fire Marshal will review the propane tank storage to ensure public safety is upheld.

Project Engineer Ziad El-Baba, P.E. provided the commissioners with an updated copy of the elevations and brought samples of the building materials to be used. He explained that after discussion with the owner of the property, the intention is to keep the current sign, however they are open to the Village putting their own sign in that space. He pointed out the updated landscape plans, and confirmed that deliveries and refuse removal will occur during off-peak hours or between 4AM and 6AM.

Stempien expressed concern the charity drop off bins located at the corner of the property on the 13 Mile side were not on the site plan, and the rusty guard rail, which should be removed, continues to be on the site plan. The potholes located in the parking lot need to be filled, however there is no indication of asphalt work on the plans.

Ostrowski requested clarity on whether the sidewalk in front of the door is 4" or 6" in depth. El-Baba clarified that the sidewalk is 6" thick, and is 4" from the top of the curb to the pavement; the purpose of the sidewalk is to extend the concrete due to moving the door.

Grinnan would like to see better vegetation to conceal the vent pipes. El-Baba explained that because of the intersection they are keeping the vegetation low to avoid impaired visibility.

All of the Commission agreed that they would prefer to see the canopy and the building match; they are unhappy with the color choices of a green and white canopy with a yellow, brown, and orange building. El-Baba stated that the canopy color is decided by the gas company and not the owner. The Commission also agreed that they struggle to believe changes not specified on the site plan will be completed.

Ruprich would like to see the grass replanted in the existing right-of-way.

The Commission agreed they would like to see the following: removal of guardrails on the west and north side of the property; removal of donation collection boxes; light poles, canopy and vent pipes should be painted to match new façade; asphalt should be repaired or replaced to a safe condition; the

plans should contain all proposed elevations including sidewalk and pump bases; screening for the mechanical equipment and proposed location on ground or roof should be specified on plans.

The Commission agreed that although the site plan does meet Village standards, they are disappointed in the lack of initiative by the owner to design updates consistent with the Village Southfield Corridor plan.

Jim Delaney, Riverside Drive, is disappointed that they appear to be doing the bare minimum, and is concerned about the condition of the pumps and their housing.

El-Baba confirmed that the owner does intend to replace the pumps in the future.

Motion by Drummond, second by Ruprich, to recommend site plan approval to the Village of Beverly Hills Council, contingent on the removal of guardrails on the west and north side of the property; removal of donation collection boxes; light poles, canopy and vent pipes painted to match building façade; repainting of any other existing structures on property; asphalt should be repaired or replaced to a safe condition; the plans should contain all proposed elevations including sidewalk and pump bases; removal of all unused equipment on roof and proper screening for the mechanical equipment on ground or roof; replacement of existing pumps; subject to Fire Marshal, Director of Public Services and Village Engineer review of site engineering, including grading, drainage and utilities.

Roll Call Vote:

Drummond	yes
Grinnan	yes
Ostrowski	yes
Ruprich	yes
Stempien	no
Wilensky	no
Copeland	yes

Motion passed (5-2)

Stempien left at 8:45 p.m.

DISCUSSION ON UPCOMING JOINT MEETING WITH COUNCIL SCHEDULED FOR FEBRUARY 14, 2018

Ostrowski explained that the Planning Commission should consider drafting and adopting by-laws. Per Michigan Planning Enabling Act, the responsibility of creating a Capital Improvements Plan (CIP) is that of the Planning Commission; however, the Council continues to assume the responsibility of implementation.

Borden suggested the Commission review the Master Plan and focus on some of the short and midterm items. He suggested the Commission begin the ordinance overhaul with a review of the ordinances that need minor changes. The Commission should consider drafting updated rezoning standards. A review of the non-conforming chapter of the ordinances was also suggested.

Wilensky would like to see better communication between Planning and Council, as well as more clarity on their expectations.

PUBLIC COMMENTS

Paula Roddy, East Rutland, is concerned about the maintenance of road patches done during construction in the Village. She continues to be concerned about fences and code enforcement in the Village. She suggested that the Village Code be revised to be more easily understood by residents.

LIAISON COMMENTS

Abboud announced the Council strategy session is scheduled for January 30, 2018. He suggested for the joint meeting that they discuss simplifying the Village Code and Southfield Corridor development.

ADMINISTRATION COMMENTS

Saur updated the Commission that one bid was received for the Southfield Corridor Market Plan, and the request for proposals will be put out for rebid.

COMMISSIONERS COMMENTS

Copeland reviewed the Village Municipal Code and found a lot of outdated and unnecessary information he would like to see updated.

Wilensky believes the incongruity of the R-2B zone is troublesome and needs to be revisited.

Drummond reviewed the minutes for the December 19, 2017 Council meeting, and would like the fence ordinance to be returned to the Planning Commission for review and revision.

Ruprich felt the Commission was under pressure to produce a fence ordinance and with more time a better ordinance could be drafted.

Ostrowski would like to see fences allowed east of Southfield only.

Motion by Drummond, second by Wilensky, to adjourn the meeting at 9:33 p.m.

Motion passed.

George Ostrowski
Planning Commission Chairperson

Ellen E. Marshall
Village Clerk

Elizabeth M. Lyons
Recording Secretary

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE PLANNING COMMISSION.