

**AGENDA**

Roll Call/Call to order

Pledge of Allegiance

Amendments to Agenda/Approve Agenda

Community Announcements

Public Comments on items not on the published agenda

Consent Agenda

1. Review and consider approval of [minutes](#) of a joint Council/Planning Commission meeting held February 14, 2018.
2. Review and consider approval of [minutes](#) of a regular Council meeting held February 20, 2018.
3. Review and file [bills](#) recapped as of Monday, March 5, 2018.
4. Review and consider request from the Beverly Hills Athletic Club for the use of Beverly Park [tennis](#) courts during the 2018 season.

Business Agenda

1. Review and consider [proposal](#) for Southfield Corridor Real Estate Development Services.
2. Review and consider [status](#) of Village debt and bonding options.
3. Review and consider [road](#) asset management plan.

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

Planning: Chairperson Ostrowski; Vice-Chairperson Westerlund; Members: Borowski, Drummond, Grinnan, Stempien, and Wilensky

Absent: Council: Abboud  
Planning: Ruprich

Also Present: Planning and Zoning Administrator, Saur

Chairperson Ostrowski called the joint Council and 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 Westerlund, second by Stempien, to approve the agenda as published.

Motion passed.

#### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Racheal Hrydziuszko, Evergreen Road, requested that a discussion related to the ownership of residential chickens take place in 2018.

#### **RECAP OF 2017**

The Planning Commission recommended approval of several site plans, including Northbrook Church and BP Gas Station. Various sign permits were reviewed and approved. The Commission drafted a tree protection ordinance and a revised fence ordinance and made a few minor ordinance updates.

#### **MASTER PLAN ACTION ITEMS - PRIORITIZATION**

Ostrowski noted the adopted Master Plan has a list of potential Action Items for consideration by the Council and Commission. He noted items for discussion including Planned Unit Development (PUD), establishing rezoning standards, updates to allowable uses, and a modernized Zoning map.

Borowski stated the development of a Planned Unit Development (PUD) would assist with the development of the Southfield Corridor and other potential development.

Westerlund suggested the Village establish a sidewalk maintenance plan and consider adoption of flexible street design standards.

Copeland would like to see priority given to a revision to the tree protection ordinance and the consideration of residential chicken ownership.

## **CODE AND ORDINANCE UPDATES**

Delaney suggested the Commission review the sign ordinance and consider the potential for regulated digital signs for the Village Administration or Public Safety buildings.

Stempien noted the current ordinance does not require a non-compliant sign to be made compliant when they are updated and believes applicants should be required to bring signs into compliance when any changes are being made.

Westerlund and Drummond concurred that a digital sign with a static face and low light pollution could be appropriate in some settings like in front of the Village Offices.

Stempien suggested that when an applicant submits a site plan, it should be a requirement that those plans be reviewed and sealed by an architect.

Several members of the Commission and Council agreed that parking in the Village should be reviewed.

Per the Building Code sheds and other accessory buildings smaller than 200 sq ft are not required to obtain a permit or inspection upon completion of construction of such building. There is also a zoning prohibition on the installation of mechanical units in side yards. It was suggested ordinances be drafted to permit and regulate both these items.

Ostrowski suggested the Village draft language requiring businesses to be licensed on an annual basis. It would involve a zoning compliance process for an existing business or a new tenant before they can move into a site. The Village should be aware of when a business use or tenant is changing. Many other communities use business licensing as a means of code enforcement. This allows the Village to review the site for compliance with parking, signage, trash receptacles, heating and cooling, etc.

There is language throughout the code that does not comply with changes in State regulations and should be updated accordingly.

Mueller suggested the compilation of a list that details items to be done, who is working on the items, and estimated date of completion.

Ostrowski noted several items that could be completed by Administration for review and approval by the Commission and Council.

## **CAPITAL IMPROVEMENTS PROGRAM**

Ostrowski provided an overview of Capital Improvements Programs (CIP). He explained a CIP would cover a wide range of projects throughout the Village and would map out long range plans. This is similar to work that the Council is already doing as part of the budgeting process.

### **PLANNING COMMISSION BY-LAWS**

Ostrowski explained the Michigan Planning Enabling Act and Village Ordinance requires the Planning Commission to adopt by-laws. Given the commonplace nature of these documents, a draft and subsequent adoption can be completed easily.

### **SOUTHFIELD ROAD CORRIDOR/REDEVELOPMENT**

Saur stated a request for bids was placed to find a firm to analyze the Southfield Corridor for marketing. One bid was received, and a second request for bids has been published.

There are several programs through either Oakland County or the state of Michigan that could assist in the marketing and development of the Southfield Corridor. These include Main Street Oakland County, One Stop Ready, and the Redevelopment Ready Communities program. Information related to these programs was provided for consideration.

Both the Commission and the Council agreed that development along the Southfield Corridor would be a welcome improvement. They also are aware of potential impediments to that progress including obsolete buildings, blighted properties in disrepair, and difficulties coordinating efforts amongst multiple landowners.

The Commission and Council would like to see better enforcement of the Village Code related to blight and property maintenance for businesses along the Southfield corridor.

Wilensky suggested that the Commission consider an ordinance to beautify the Village including right-of-way plantings, decorative light posts, and lighting for Village signs.

### **COMMISSION/COUNCIL COMMUNICATION**

A discussion between the Planning Commission and Council related to the drafting of the fence ordinance took place. The Commission expressed concern that at times Council's direction was unclear to them. It was agreed that Council will provide clear directives for the Planning Commission when tasking them with an assignment.

### **PUBLIC COMMENTS**

Wendy Hipsky, Sunset Drive, looked for clarification on the processes and procedures for items as outlined in the meeting.

### **ADMINISTRATION COMMENTS**

None.

### **COMMISSIONERS COMMENTS**

Westerlund announced he would not be at the March 28<sup>th</sup> meeting.

Copeland would like to see more training and information available to a new Commission member and agrees he would like to have better communication between Council and the Commission.

Drummond is in favor of bylaws. He would like to see public awareness of the Master Plan. He thanked Ostrowski for his leadership of the Commission.

Ostrowski thanked members of Council for attending the joint meeting.

### **COUNCIL COMMENTS**

Mueller thanked the Commission for their work on some difficult issues this past year. He believes that given the persistence of the advocates for residential chicken ownership, the issues should be discussed and given a formal answer.

Stempien and Grinnan left at 9:35 p.m.

Delaney thanked the Planning Commission for their work this past year. He strives to remain neutral when speaking at meetings where he is the liaison for Council. He is skeptical that enough support can be garnered to allow residential chicken ownership.

Peddie continues to remain committed to keeping an open mind while researching residential chicken ownership and would be happy to discuss it at an upcoming Council meeting. She also assured residents that whether Council and Planning Commission agree or disagree on an issue, they can still come together in the best interest of the Village.

Mooney thanked Ostrowski and the Planning Commission for hosting the meeting.

Motion by Borowski, second by Wilensky, to adjourn the meeting at 9:43 p.m.

Motion passed.

**George Ostrowski**  
**Planning Commission Chairperson**

**John Mooney**  
**Council President**

**Ellen E. Marshall**  
**Village Clerk**

**Elizabeth Lyons**  
**Recording Secretary**

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE PLANNING COMMISSION AND 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  
Finance Director, McCarthy  
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 Peddie, to approve the agenda as published.

Motion passed.

#### **COMMUNITY ANNOUNCEMENTS**

Birmingham Next president, Greg Burry, reviewed all of the services Next provides including; medical supplies, resources, transportation, speakers, exercise classes, pickleball, and an engaging space for seniors looking for connection.

Cris Braun, Next Director, explained Next is open 62 hours a week, and they see over 1,500 people in that time. As a testament to the wide variety of programs offered, the age of members range from 36 to 103, with the average now at 73 years old. From advanced cycling groups to bingo, they are deliberate in program planning, working to reflect the community they serve.

There are some highlights this summer for Next and the community. They include the Annual Golf Classic on June 11, 2018 at Lincoln Hills, and pickleball coming this summer to the Birmingham Ice Rink.

This spring, seven pieces of resistance equipment will be installed under the large shade trees in the Next center courtyard. Braun recognized the Foundation for Birmingham Senior Residents for their financial support of the Fit Park. Along with open use, Next will be offering several types of classes utilizing the equipment ie, circuit training, strength and balance.

There are continued efforts to reach more potential Next members with fresh and innovative programming and providing support services to more residents in need of assistance in order to remain safely in their homes. They will also continue to develop a diverse revenue stream, the key to keeping programs and services growing and thriving while ensuring accessibility to all who want to participate.

#### **PUBLIC HEARING - SPECIAL ASSESSMENT ROLL FOR SOUTHFIELD ROAD BUSINESS ASSESSMENT DISTRICT**

President Mooney declared the public hearing open at 7:45 pm to receive comments on the Special Assessment Roll for the Southfield Road Business Assessment District.

No one wished to be heard; therefore, the public hearing was closed at 7:46 pm.

**PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA**

None.

**CONSENT AGENDA**

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

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.

Roll call vote:

Motion passed (7-0)

**BUSINESS AGENDA**

**PRESENTATION ON FUND BALANCES AND FINANCIAL OUTLOOK THROUGH FISCAL YEAR 2019-20**

Wilson provided 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 was a listing of the outstanding Governmental Fund and Enterprise Fund debts, per the most recent audit. 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.

The Water & Sewer Fund cash position will likely remain negative by the end of the current fiscal year. The cash position will become positive sometime during FY 2018-19 barring significant declines in water sales. The 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 0.54% of taxable value (Charter limit of 10%). Outstanding debt of less than \$3 million is being paid at a rate of over \$400,000 per fiscal year. Less than \$10,000 of debt goes beyond 10 years. Currently over 80% of the pension fund is funded, and the OPEB is over 45% funded.

The Village is funded by a millage, and those general funds are divided between Administration, Public Safety, and the Library. The state of Michigan does provide some money towards road repair. The balance of the Village Road Fund is sufficient if there is an emergency but is not enough for long term repair to the roads in the Village.

Due to recent purchases for Public Safety, including a new pumper truck, their current savings balance is low. Monies from the general fund could be moved to the public safety account to ensure a healthy balance for their emergency fund.

The Water and Sewer Fund needs to replace cash reserves that have been lost over the last 4-5 years. The current billing methodology is appropriate, however rates need to be increased. With the cash position being weak, capital projects have been limited for the last 2-3 years. As a result, future capital projects and some maintenance projects should be done through bonding. Debt financing of capital projects and repairs in the short term will limit immediate impacts of these costs on billing. A rate increase is expected this spring from SOCWA. Water usage overall is down each year, and this decline in sales combined with the fluctuating cost of sewage have contributed to the loss of reserves. Monies collected for infrastructure on water bills are being allocated to necessary general maintenance, but major projects have been deferred. This has resulted in \$500,000 to \$800,000 a year in capital repairs going undone in the last 3-4 years.

McCarthy further explained that the Village is not taking in enough money from water and sewage. Estimated year end revenue is \$4.3 million, but the output will be \$4.4 million. Basic expenses account for 90% of sales revenue; meaning 93% of total cost is fixed and 8% goes towards bond debt.

#### **REPORT ON PUBLIC SAFETY BUDGET ITEMS FOR FY 2018-19**

Wilson explained that Torongeau submitted a memo regarding outstanding capital needs in the Public Safety Building. Administration agrees the boiler is the highest priority. The old boiler is still functioning at this time, however, the boiler inspector and repair specialist has explained that replacing the boiler is eminent. Some of the parts are no longer made and it is only a matter of time before it fails. The current boiler would not pass State inspection.

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. It will cost \$5,000 to bring it up to State Certification. To replace the boiler 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. In an attempt to secure other quotes, 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, one general estimate for the boiler has been secured and it could become costly to pay for estimates.

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 Administration believes the Village 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.

Motion by Delaney, second by Oen, that the Council for the Village of Beverly Hills approve and authorize the Village Manager to consult with Hubbell, Roth and Clark to create bid specifications and go out to bid for the replacement of the Public Safety boiler.

Motion passed.



**REVIEW AND CONSIDER PROPOSAL FROM MUNICIPAL CONSULTING SERVICES FOR CLASSIFICATION & 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 had an outside study of 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, then 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 determined that it classifies as a Professional Service and may be approved by Council, per the Charter, without a formal bidding process. Wilson is familiar with the work of Municipal Consulting Services and Mark Nottely and believes this project to be a need and in the best interest of the Village.

Motion by Delaney, second by Oen, be it resolved that the Council for the Village of Beverly Hills 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.

Motion passed.

**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**

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.

The following Resolution was offered by Delaney and seconded by Oen, 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 Members of Council be amended to read as follows:

New Section 4.2 Remuneration of Members 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 One Hundred (\$100.00) 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 monthly 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. The provisions of this amendment will take effect December 1, 2020.

YES \_\_\_\_\_

NO \_\_\_\_\_

1. 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.
2. That this Resolution be laid upon the table for at least thirty (30) days in accordance with the statute and such case made and provided.
3. 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: Abboud, Delaney, Mooney, Mueller, Nunez, Oen and Peddie

Nayes: None

Resolution declared adopted.

### **INSTRUCTIONS TO PLANNING COMMISSION**

Motion by Abboud, second by Oen, be it resolved that the Council for the Village of Beverly Hills instruct the Planning Commission to appoint a sub-committee to review advisability of allowing backyard chickens with the following directives:

- A. The sub-committee will work with Councilmember Phillip Mueller; Erin Saur, Planning and Zoning Administrator; and Tom Ryan, Village Attorney.
- B. Review and report on the experience of Oakland County bedroom communities with the allowance of such livestock.
- C. Seek input from opponents and proponents in the Village of Beverly Hills.
- D. Outline any and all health and safety concerns which might arise from the allowance of the backyard chickens.
- E. Advise of the “housing” requirements for said backyard chickens.
- F. Identify enforcement issues that might arise from the allowance of backyard chickens.
- G. Advise of any difficulties that might arise regarding wildlife and/or domestic animals living in close proximity to backyard chickens.
- H. Report to Council with the findings will be made not later than July 1, 2018.

Motion passed.

Motion by Abboud, second by Oen, that the Council for the Village of Beverly Hills instruct the Planning Commission to appoint a subcommittee to review the experience of surrounding communities regarding the limitation on buildable square footage on lots with a specific focus on what is commonly known as “big foot” houses and report to Council on whether this matter should be referred to the Planning Commission to explore the possibility of drafting an ordinance imposing limitations on the square foot structural occupation of the various sized lots. Report to Council with the findings will be made not later than September 1, 2018.

Motion passed.

Motion by Abboud, second by Oen, that the Council for the Village of Beverly Hills instruct the Planning Commission to appoint a subcommittee to explore the advisability of developing a zoning compliance permit process or other permit process regarding small structures not subject to building permits such as sheds, mechanical structures and perhaps even fences in coordination with the fence subcommittee created by Council and Planning Commission. Report to Council recommending whether the matter should be referred for the development of an ordinance should be made not later than June 1, 2018.

Motion passed.

Motion by Abboud, second by Oen, that the Council for the Village of Beverly Hills instruct the Planning Commission to appoint a subcommittee to research the potential ordinances and zoning restrictions in the event that the marijuana referendum should pass in November. This would include a review of the municipal reaction to the legalization of recreational marijuana in the states of Washington, Colorado, and California. Report to

Council regarding the advisability and the type of restrictions, if any, on dispensaries will be made not later than November 1, 2018.

Motion passed.

Motion by Abboud, second by Oen, that the Council for the Village of Beverly Hills instruct the Planning Commission to develop proposed by-laws which will be reviewed by the Council not later than September 1, 2018. The bylaws shall also include development of procedural hand-outs for the benefit of residents and non-residents who attend the Planning Commission meetings explaining the procedures, both prior to a hearing and during the hearing at the Planning Commission.

Motion passed.

### **INSTRUCTIONS TO PARKS & RECREATION BOARD**

Motion by Mueller, second by Oen, that the Council for the Village of Beverly Hills instruct the Parks and Recreation Board to develop an inventory of maintenance which must be performed by the seasonal park rangers and volunteers beginning in late spring and through the summer of 2018. Report to Council with the findings will be made not later than May 1, 2018.

Motion passed.

Motion by Oen, second by Peddie, that the Council for the Village of Beverly Hills instruct the Parks and Recreation Board, together with Councilmember Phillip Mueller, Ellen Marshall, and Tom Ryan, for the drafting of millage language to be placed on the November 2018 ballot. Report to Council for review and action not later than April 1, 2018.

Motion passed.

Motion by Mueller, second by Oen, be it resolved that the Council for the Village of Beverly Hills instruct the Parks and Recreation Board to develop a plan for pocket parks on the east and west side of the Village as well as the rehabilitation of Riverside Park. Report to Council for review and action not later than May 1, 2018.

Motion passed.

### **PUBLIC COMMENTS**

None.

### **MANAGER'S REPORT**

**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 triparty program. Accordingly, the Village's contribution to this project will 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. 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.

Council members expressed their displeasure that DTE would not be trimming trees in the Village in 2018.

### **COUNCIL COMMENTS**

Mueller reported the Winter Family Fun Day was a success, they had great weather and a wonderful turn out. He thanked the Parks & Recreation Board, Administration, and volunteers for their hard work.

Abboud wished his mother a happy birthday.

Motion by Oen, second by Delaney, to adjourn the meeting at 9:32 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 2/20/2018 THROUGH 3/05/2018.

ACCOUNT TOTALS:

101	GENERAL FUND	\$62,575.53
202	MAJOR ROAD FUND	\$16,091.56
203	LOCAL STREET FUND	\$19,270.03
205	PUBLIC SAFETY DEPARTMENT FUND	\$81,566.81
592	WATER & SEWER FUND	\$206,304.15
593	WATER & SEWER IMPROVEMENT FUND	\$1,404.48
701	TRUST & AGENCY FUND	\$7,801.74
	TOTAL	<u>\$395,014.30</u>
	MANUAL CHECKS- COMERICA	\$397.04
	MANUAL CHECKS- INDEPENDENT	\$200.00
	ACCOUNTS PAYABLE	<u>\$395,014.30</u>
	GRAND TOTAL	<u>\$395,611.34</u>

03/01/2018 03:26 PM  
User: KARRIE  
DB: Beverly Hills

## CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS

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CHECK DATE FROM 03/05/2018 - 03/05/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank COM COMERICA						
03/05/2018	COM	77953	58872	ADVANCED LIGHTING & SOUN	ADVANCED LIGHTING & SOUN	96.00
03/05/2018	COM	77954	59701	ALICE TRAINING INSTITUTE	ALICE TRAINING INSTITUTE	1,190.00
03/05/2018	COM	77955	01100	APOLLO FIRE EQUIPMENT	APOLLO FIRE EQUIPMENT	47.73
03/05/2018	COM	77956	53284	APPLIED IMAGING	APPLIED IMAGING	29.93
03/05/2018	COM	77957	51802	ARROW OFFICE SUPPLY CO.	ARROW OFFICE SUPPLY CO.	277.78
03/05/2018	COM	77958	59419	AXON ENTERPRISE, INC.	AXON ENTERPRISE, INC.	1,227.00
03/05/2018	COM	77959	30474	B-DRY SYSTEMS	B-DRY SYSTEMS	200.00
03/05/2018	COM	77960	32748	BEIER HOWLETT,P.C.	BEIER HOWLETT,P.C.	1,385.16
03/05/2018	COM	77961	30861	BLUE CARE NETWORK	BLUE CARE NETWORK	33,367.28
03/05/2018	COM	77962	52071	BLUE CROSS BLUE SHIELD	BLUE CROSS BLUE SHIELD	43,925.99
03/05/2018	COM	77963	58959	CADILLAC ASPHALT, LLC	CADILLAC ASPHALT, LLC	495.65
03/05/2018	COM	77964	58597	CATHY WHITE	CATHY WHITE	201.34
03/05/2018	COM	77965	59347	CINTAS CORPORATION #31	CINTAS CORPORATION #31	22.90
03/05/2018	COM	77966	49688	CITY OF ROYAL OAK	CITY OF ROYAL OAK	729.91
03/05/2018	COM	77967	04500	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	31,755.78
03/05/2018	COM	77968	50826	CONSUMERS ENERGY	CONSUMERS ENERGY	2,836.10
03/05/2018	COM	77969	52025	DETROIT SALT COMPANY	DETROIT SALT COMPANY	3,309.19
03/05/2018	COM	77970	58748	DEWOLF & ASSOCIATES	DEWOLF & ASSOCIATES	1,155.00
03/05/2018	COM	77971	31443	ELLEN E MARSHALL	ELLEN E MARSHALL	166.95
03/05/2018	COM	77972	53489	GREAT AMERICA FINANCIAL	GREAT AMERICA FINANCIAL	600.00
03/05/2018	COM	77973	53583	GUARDIAN	GUARDIAN	5,920.53
03/05/2018	COM	77974	31202	HOME DEPOT CREDIT SERV	HOME DEPOT CREDIT SERV	737.03
03/05/2018	COM	77975	08500	HUBBELL ROTH & CLARK INC	HUBBELL ROTH & CLARK INC	2,580.87
03/05/2018	COM	77976	39070	J.H. HART URBAN FORESTRY	J.H. HART URBAN FORESTRY	586.50
03/05/2018	COM	77977	59324	JCR SUPPLY, INC.	JCR SUPPLY, INC.	111.94
03/05/2018	COM	77978	53316	LANG'S ON-SITE SERVICES	LANG'S ON-SITE SERVICES	105.00
03/05/2018	COM	77979	59116	MARGARET A.S. BEKE	MARGARET A.S. BEKE	145.00
03/05/2018	COM	77980	59702	MARVELOUS PROMOTIONS	MARVELOUS PROMOTIONS	100.00
03/05/2018	COM	77981	59703	MATTHEW GOODRICH	MATTHEW GOODRICH	147.21
03/05/2018	COM	77982	52030	MICHIGAN GRAPHICS & AWAF	MICHIGAN GRAPHICS & AWAF	137.00
03/05/2018	COM	77983	53528	MICHIGAN LABOR LAW POSTE	MICHIGAN LABOR LAW POSTE	79.50
03/05/2018	COM	77984	51408	MICRO CENTER A/R	MICRO CENTER A/R	39.99
03/05/2018	COM	77985	51461	MUNICIPAL WEB SERVICES	MUNICIPAL WEB SERVICES	531.00
03/05/2018	COM	77986	59112	NEXT	NEXT	1,740.00
03/05/2018	COM	77987	51799	NYE UNIFORM EAST	NYE UNIFORM EAST	467.50
03/05/2018	COM	77988	51540	O'REILLY AUTO PARTS	O'REILLY AUTO PARTS	157.90
03/05/2018	COM	77989	53279	PACIFIC TELEMAGEMENT	PACIFIC TELEMAGEMENT	78.00
03/05/2018	COM	77990	59622	PARAGON LABORATORIES	PARAGON LABORATORIES	1,200.00
03/05/2018	COM	77991	59672	PRO HOME IMPROVEMENT INC	PRO HOME IMPROVEMENT INC	400.00
03/05/2018	COM	77992	59122	RAPID RESPONSE	RAPID RESPONSE	79.99
03/05/2018	COM	77993	16100	ROAD COMMISSION FOR OAKI	ROAD COMMISSION FOR OAKI	1,521.65
03/05/2018	COM	77994	16500	S.O.C.R.R.A.	S.O.C.R.R.A.	27,639.00
03/05/2018	COM	77995	59282	SAFEBUILT INC.	SAFEBUILT INC.	813.26
03/05/2018	COM	77996	51356	SOUTHFIELD MUFFLER & BR	SOUTHFIELD MUFFLER & BR	1,237.97
03/05/2018	COM	77997	38145	SOUTHFIELD POSTAL SERVIC	SOUTHFIELD POSTAL SERVIC	225.00
03/05/2018	COM	77998	49839	STATE OF MICHIGAN	STATE OF MICHIGAN	7,628.89
03/05/2018	COM	77999	50823	THE BANK OF NEW YORK MEI	THE BANK OF NEW YORK MEI	202,074.94
03/05/2018	COM	78000	31043	THOMAS J RYAN PC.	THOMAS J RYAN PC.	8,000.00
03/05/2018	COM	78001	50767	VERIZON WIRELESS	VERIZON WIRELESS	537.22
03/05/2018	COM	78002	14900	VILLAGE OF BEVERLY HILLS	VILLAGE OF BEVERLY HILLS	5,185.51
03/05/2018	COM	78003	59357	WALLSIDE WINDOWS	WALLSIDE WINDOWS	600.00
03/05/2018	COM	78004	53572	WOW! BUSINESS	WOW! BUSINESS	1,186.21

## COM TOTALS:

Total of 52 Checks:	395,014.30
Less 0 Void Checks:	0.00
Total of 52 Disbursements:	395,014.30

03/01/2018 03:27 PM  
User: KARRIE  
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS  
CHECK DATE FROM 03/01/2018 - 03/01/2018

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank COM COMERICA						
03/01/2018	COM	77952	38145	SOUTHFIELD POSTAL SERVIC		397.04
COM TOTALS:						
Total of 1 Checks:						397.04
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						397.04



03/01/2018 03:28 PM  
User: KARRIE  
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS  
CHECK DATE FROM 02/21/2018 - 02/21/2018

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank IND INDEPENDENT BANK						
02/21/2018	IND	1028	52115	THE GRATITUDE STEEL DRUM		200.00
IND TOTALS:						
Total of 1 Checks:						200.00
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						200.00

# MEMO

To: Honorable President Mooney, Members of the Village Council  
Chris Wilson, Village Manager

From: Ellen Marshall

Re: Request for Permit to Occupy Park

Date: February 26, 2018

The Beverly Hills Athletic Club has submitted a request to reserve the tennis courts at Beverly Park for 23 days during the months of June and July this summer. Last year they were issued a permit for 23 days. This year's request is as follows:

9:00 am to 3:00 pm – June 18, 19, 20, 25, 26, and 27 and  
July 2, 3, 5, 6, 9, 10, 11, 16, 17, 18, 23, 24, and 25  
1:00 pm to 3:00 pm - June 21, 28 and July 12 and 19

At their meeting on February 22, 2018, the Parks & Recreation Board recommended approval of this request.

Last year BHAC made a \$500 donation to the Village for the opportunity to reserve the tennis court.

## **Suggested Motion**

That the Village Council authorize the Village Manager, acting as Park Superintendent, to approve the use of the tennis courts in Beverly Park by the Beverly Hills Athletic Club on June 18, 19, 20, 21, 25, 26, 27, and 28, July 2, 3, 4, 6, 9, 10, 11, 12, 16, 17, 18, 19, 23, 24, and 25 as requested. A Certificate of Insurance naming the Village of Beverly Hills as an additional named insured under its certificate of liability is on file at the Village Office for use of the tennis courts.

em



## APPLICATION FOR REVOCABLE PERMIT TO USE OR OCCUPY PARK PROPERTY

Applicant Name: **David Barnas on behalf of the Beverly Hills Athletic Club (BHAC)**

Mailing Address: **Beverly Hills, Mi. 48025**

Contact Person: **David Barnas** Telephone:

Name of Park Facility: **Beverly Park**

Location of proposed permit activity: **TENNIS COURTS**

Permission requested to (fully explain how you wish to use the park facility and for what period of time):

**I am the Tennis Director at the Beverly Hills Athletic Club (BHAC) and make this request on its behalf. We have about 250 kids playing tennis each summer; 150 on a team from 10 to 18 years old which competes against other local clubs, and 100 5 to 9-year-olds learning to play in our clinics. Our 4 courts are insufficient to keep this many kids active and healthy and learning to play the great game of tennis. We are again asking the Village to partner with us and provide the "BHAC" with a permit to exclusively use the 2 tennis courts at Beverly Park on the following dates and times in 2018:**

**9:00 am to 3:00 pm on: June 18, 19, 20, 25, 26, 27 and  
July 2, 3, 5, 6, 9, 10, 11, 16, 17, 18, 23, 24, 25;  
1:00 pm to 3:00 pm on: June 21, 28, and July 12, 19 (total of 23 days).**

**If needed, I can be available to attend the next Parks and Recreation Board meeting to answer any questions you may have, or feel free to contact me at any time. Insurance certificate will be provided to Ms. Marshall.**

/David Barnas/

February 6, 2017

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Submit to:  
Village of Beverly Hills  
Parks Superintendent  
18500 W. 13 Mile Rd.  
Beverly Hills, MI 48025

## MEMO

To: Honorable President Mooney; Village Council  
Village Manager, Wilson

From: Erin Saur, Planning & Zoning Administrator

Re: Request for Proposal for real estate development services

Village Administration, with the assistance of Gibbs Planning Group (GPG), posted a request for proposals for a proforma real estate development model to estimate the development costs, revenue, and potential return on investment for the land within the Southfield Overlay District.

The Village received one bid for a lump sum price of \$10,000 from CORE Partners Associates (attached). They have done similar work recently for the City of Troy and are located in Bingham Farms. GPG is familiar with the firm and has reviewed the proposal. GPG expressed confidence the company can perform the work as proposed.

### **Motion for Consideration**

Village Council awards the bid for the proposal for real estate development services to CORE Partners Associates for an amount not to exceed \$10,000 with work completed within sixty (60) days after which findings will be presented to the Planning Commission and Village Council.

ees

attachment

# **Response to Request for Proposal**

City of Beverly Hills

Proforma Real Estate Development Model

“Beverly Hills Town Center”



02/15/2018

The City of Beverly Hills is exploring the potential redevelopment of an area of land into “The Beverly Hills Town Center”.

CORE Partners Associates (CPA) is formally responding to the RFP for the proposed project and is providing a fixed-fee offer to conduct the necessary analysis, as defined in the scope provided, at a cost of: **\$10,000.00**

CPA will provide preliminary budget numbers and economic information related to the potential project.

The Proforma will include:

- Assumed land and existing building values
- Estimated demolition costs
- Estimated infrastructure costs including;
  - Utilities
  - Streetscape
  - Roads
  - Storm water
  - Landscaping
- Proposed land uses shown on Master Plan
- Finance cost
- Estimated revenues for all proposed land uses
- Estimated tax revenues
- All other costs and revenues

## **Methodology:**

Using an AutoCAD or SketchUp file provided by the City or it's Planner, CPA will create a detailed proforma (including all anticipated income and expenses) for each separate block within the study area.

The results will be incorporated into an overall construction and development budget, project proforma, and municipal tax capture summary for the entire project.

CPA will do so by measuring all infrastructure on a block-by-block basis and provide cost estimates for the proposed product type within each block.

A construction cost number will be attributed to each component based on construction type.

Infrastructure will be measured on a linear foot basis and estimated costs for all public paving, sanitary, sewer, storm and landscaping will be provided.

Demolition estimates will be provided on a square foot basis with an offset credit for the capture of commodities where appropriate.

## **Methodology (cont.):**

CPA will leverage a variety of subject matter experts, including professionals and organizations within the local and regional real estate industry to make the most accurate assumptions possible.

CPA will also use technical and consulting resources as needed. On similar projects we have included the opinions and of such distinguished firms as; Integra Realty Resources, Walsh Construction, Giffels-Webster Engineers, Co-Star, the Urban Land Institute, among others.

## **References:**

CPA recently delivered a similar study “The City of Troy Town Center Study” for the City of Troy. Representatives from the City of Troy can be found below:

### **City of Troy**

Brian Kischnick

City Manager

248-524-3330

[b.kischnick@troymi.gov](mailto:b.kischnick@troymi.gov)

Mark Miller

Director of Economic and Community Development

248-524-3330

[millermf@troymi.gov](mailto:millermf@troymi.gov)



=====

**Bid Submission: This form must be completely filled out. Bidder is welcome to attach additional information to the bid submission.**

**Note:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addendums as issued.

**Cost**

- Total Bid Price (lump sum): \$10,000.00

**Note:** The Village of Beverly Hills, at their discretion, may require the bidder(s) to supply a Financial Report from an Impartial Financial Credit Reporting Service before award of agreement.

**Company:** Core Partners Associates LLC


**Address:** 30100 Telegraph Road, Suite 366, Bingham Farms, MI 48025

**Telephone:** 248-399-9999 x 268

**Fax:** 248-647-2120

**Email:** jjp@corepartners.net

**Contact Name:** John Pavone

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

**Title:** Development Consultant

**Date:** 02.15.2018

This proposal shall include a complete description of the products that are proposed to be offered as part of this Bid including, but not limited to, brand name, model, color, size, etc.

**Additional Information and Comments:**

Response to RFP covers all items defined in the Scope of Work for  
the Beverly Hills Town Center RFP due 02.15.2018. Additional info attached.

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Memorandum

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**To:** Honorable President Mooney; Village Council  
**CC:** Sheila McCarthy, Finance Director  
**From:** Chris D. Wilson, Village Manager  
**Date:** 3/2/2018  
**Re:** Village Debt and Bonding Options

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As requested by Council at the recent strategy session, Village Administration has compiled a report on our current debt position and options for debt financing or bonding moving forward. This report will establish our current debt position and provide detail on the areas that Village Administration sees the possibility or necessity of some type of debt financing in the future.

As discussed at the last Council meeting the Village's current debt position is quite positive. Our current level of debt as a percentage of debt expressed as a percentage of current taxable value is just over 0.5%. The Village Charter allows for debt not greater than 10% of taxable value, or almost twenty times the current level. The relatively low level of debt the Villages does have is being repaid at an aggressive rate; less than \$10,000 of the current debt amount of roughly \$3 million will be outstanding as of June 30, 2018.

There are two primary types of bond obligations that can be issued by municipalities. General obligation bonds are issued and backed by the "full faith and credit" of the municipality. Rates for these bonds are dependent upon the credit rating of the municipality. The Village has not been rated in many years and does not currently have a rating. Were we to receive a credit rating I would anticipate, based upon our financials, level of debt and our positions relative to pension and OPEB financing, to be scored quite high. As there have been new reporting requirements for municipal pension and retiree health care obligations it is currently unknown how these items will impact credit rating agencies decisions. Nevertheless, our position on pension and OPEB obligations, both in real terms and in comparison with other municipal agencies, should not negatively impact our credit rating.

Revenue bonds are issued based upon a dedicated revenue stream that is established for the sole purpose of repaying a debt issue. The CSO millage and corresponding projects that the Village undertook is an example of a revenue bond. The voters approved a dedicated millage for the purpose of making improvements to the CSO system along with

other improvements. The work was performed and the millage was collected over a period of years to pay back the debt. Revenue bonds can also be issued against other types of revenue. The Village has established a debt service fee which, were it to be altered, could be used as debt service for a bond issued for water and/or sewer capital upgrades. The Village could also borrow against future state road funds to finance current road projects. A credit rating would also need to be obtained to issue a revenue bond, although this rating would be based more upon the viability of the proposed revenue stream than the overall fiscal health of the municipality. Revenue bonds are single purpose bonds where General Obligation bonds can be used for a variety of purposes.

There are costs other than interest charges associated with bond financing and obtaining a credit rating, if necessary. A municipality would also need to retain legal bond counsel to issue bond debt. These costs are generally not significant if the project to be financed is large (expensive) enough. For smaller projects, bond counsel costs can be a significant portion of the overall financing costs. These costs can be avoided through private financing. Municipal bonds can generally be obtained at lower rates than private financing with the overall cost of the project usually being the deciding factor between bonding or private financing. The Village's recent financing of fire equipment is an example of private financing with the (relatively) low cost of the debt issued making the cost and time of bond financing an unattractive option.

## **Water and Sewer**

Probably the most likely source of debt financing in the immediate future of the Village will be for water and sewer projects. As referenced in the Water Asset Management Plan the Village will be facing water main improvement costs of \$6 million to \$10 million in the next 20 years. If these costs cannot be met through the existing infrastructure fee the Village would need to obtain debt financing to fund these projects. Even if the current level of infrastructure charges and debt service charges would be sufficient to cover these expenses on a pay as you go basis there is an argument to be made for using debt financing to accomplish the projects today, saving money by doing them at lower current construction prices and through economies of scale. Council could use the existing billing methodology with fixed charges to pay back the debt or attempt to procure a voter approved millage as was done with the CSO millage. There are arguments for and against both.

## **Roads**

The Village's road system will be a source of significant expenditures in the coming decades. The Road Asset Management Plan will provide the necessary detail and cost estimates for road costs in the coming years. Based upon the known amounts of just over 50 miles of major and local roads under Village jurisdiction and the rough costs of \$250,000

per mile for maintenance paving and \$1,000,000 per mile for complete rehabilitation projects, it's pretty easy to develop future road costs that will exceed even those of future water and sewer costs. The State of Michigan does provide funds to all municipalities for road maintenance through Act 51. For the Village, these funds currently total around \$900,000 annually for both major and local streets. Roughly half of these funds are necessary just for maintenance (winter maintenance, minor repairs, cleaning, painting, etc.). Assuming the remaining half of Act 51 funds are available for capital repairs still leaves the Village short of the necessary funds to maintain our road network. Accordingly, the Village has been subsidizing the Act 51 funds with approximately \$300,000 annually from the General Fund. This has allowed the Village to be more aggressive with our road projects in recent years than would have otherwise been the case. Nevertheless, the Village and most other municipalities are finding that it is necessary to find a permanent source of revenue to subsidize state road funds to adequately maintain the local road system.

The Village could pursue debt financing for road improvements in a couple of ways. We could borrow against future Act 51 payments to do more capital improvements to save money against future construction costs and through economies of scale. This would, however, limit the funds available for capital repairs, and potentially maintenance, in future years. Other jurisdictions have been pursuing a dedicated road millage to fund capital repairs. A road millage could be used to fund an aggressive road construction project that was completed in one or two construction seasons and paid back over time or be collected over time and used to supplement annual capital projects on more of a pay as you go basis. Again, there are advantages and drawbacks to each approach. Either way, the issuance of revenue bonds for road maintenance should be subject to further study and discussion by Village Administration and Council going forward, hopefully with the guidance and direction of the Road Asset Management Plan.

## **Facilities**

Debt financing could also be utilized to improve or upgrade existing Village facilities, although the need here is much less at the current time. The Village has recently undergone significant rehabilitation to the Village Hall and has acquired new fire apparatus for the Public Safety Department. Village Administration does project the need for some (relatively) minor capital costs to the Public Safety building in coming years, but nothing that would require debt financing. The current process for acquisition of police vehicles and equipment is adequate to meet current and future needs. There should be consideration of some improvements to our current Public Services yard to add additional storage areas and improve the function and appearance of the yard. This is also considered to be a relatively minor expense. There has been discussion and some consideration to another dedicated millage for the maintenance and upkeep of our park areas. It is the opinion of Village Administration that this is prudent management of our existing resources and an area that the public has previously shown to support.

## **Pension and OPEB Obligations**

One final area of probably limited consideration for debt financing would be for pension and OPEB (retiree health care) costs. Some jurisdictions have used debt financing to obtain significant sums of money to invest in pension or OPEB funds to shore up current levels of underfunding. This is an allowable use of debt financing, if a controversial one. Because of recent changes to GASB regulations we have a better handle on our current level of obligations for these costs (with some room for argument). Accordingly, the Village has been meeting not only our current obligations but has also been reducing future obligations. The Village has been aided in this endeavor in recent years by positive returns on our investment funds, something that cannot be expected to necessarily continue at the current rate. Nevertheless, the Village is making, in the estimation of Village Administration, more than adequate progress in funding our future pension and OPEB obligations. Further the Village has made the necessary changes to our pension and retiree health care programs to limit future growth in these obligations. Village Administration could pursue debt financing of the obligations if so directed by Council but considers doing so to be an unnecessary risk at this time.

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
<b>Governmental Activities</b>					
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
<b>Business-type Activities</b>					
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	<u>\$ 2,509,710</u>	<u>\$ -</u>	<u>\$ 281,071</u>	<u>\$ 2,228,639</u>	<u>\$ 289,832</u>

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	<u>\$ 259,511</u>	<u>\$ 10,863</u>	<u>\$ 270,374</u>	<u>\$ 2,228,639</u>	<u>\$ 229,371</u>	<u>\$ 2,458,010</u>



# Memorandum

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**To:** Honorable President Mooney; Village Council  
**CC:** Tom Ryan, Village Attorney; Tom Meszler, Public Services Director  
**From:** Chris D. Wilson, Village Manager  
**Date:** 3/2/2018  
**Re:** Road Asset Management Plan

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On the agenda for review and consideration is a Road Asset Management Plan from HRC. This was generated at the request of Council at the most recent strategy session. This plan would provide a complete assessment of the roughly 60 miles of roads in the Village including maps and databases of all road conditions. HRC will develop a prioritized list of road maintenance options including areas where less expensive preventative maintenance could expand the useful life of the existing road surface. Budget and construction estimates will be established along with a multi-year program for road projects. A final report will be prepared and presented to Council. This project as submitted will satisfy the requirements of the Michigan Transportation Asset Management Council (TAMC). All cities, counties and villages are required to submit such a plan.

The price of the project as submitted is not to exceed \$22,372. Village Administration has reviewed the scope of the project and believes it to be in the best interest of the Village at this time.

**PRINCIPALS**

Daniel W. Mitchell  
Nancy M. D. Faught  
Keith D. McCormack  
Jesse B. VanDeCreek  
Roland N. Alix  
Michael C. MacDonald  
James F. Burton  
Charles E. Hart

**SENIOR ASSOCIATES**

Gary J. Tressel  
Randal L. Ford  
William R. Davis  
Dennis J. Benoit  
Robert F. DeFrain  
Thomas D. LaCross  
Albert P. Mickalich  
Timothy H. Sullivan  
Thomas G. Maxwell

**ASSOCIATES**

Marshall J. Grazioli  
Donna M. Martin  
Colleen L. Hill-Stramsak  
Bradley W. Shepler  
Karyn M. Stickel  
Jane M. Graham  
Todd J. Sneathen  
Aaron A. Uranga  
Salvatore Conigliaro

**HUBBELL, ROTH & CLARK, INC.**

OFFICE: 555 Hulet Drive  
Bloomfield Hills, MI 48302-0360  
MAILING: PO Box 824  
Bloomfield Hills, MI 48303-0824  
PHONE: 248.454.6300  
FAX: 248.454.6312  
WEBSITE: hrcengr.com  
EMAIL: info@hrcengr.com

February 23, 2018

Village of Beverly Hills  
18500 W 13 Mile Road  
Beverly Hills, MI 48025

Attn: Mr. Chris D. Wilson, Village Manager

Re: Proposal for Professional Engineering Services HRC Job No. 20180169.86  
Roadway Asset Management Plan

Dear Mr. Wilson:

Hubbell, Roth and Clark, Inc. (HRC) is pleased to provide our services for assisting the Village of Beverly Hills with the preparation of a Roadway Asset Management Plan (RAMP) to meet the requirements of the Michigan Transportation Asset Management Council (TAMC).

Each County Road Commission, City, and Village in the State of Michigan is required to submit a RAMP which includes a multi-year improvement program to the TAMC. Current legislation does not impose a penalty for not submitting a RAMP, unless a community transfers more than 50% of its Act 51 money to local roads. Pending legislation at the state level will require communities with over 100 miles of roadway to submit a RAMP or jeopardize Act 51 money, with the intention to expand to all communities.

**Scope of Services**

*Task 1 – Collect Existing Road Condition Data*

The Village has approximately 60 miles of roads within its boundaries, approximately 9 miles are federal aid roads under the Road Commission for Oakland County's (RCOC) jurisdiction. The federal aid eligible roads have been rated by SEMCOG and the RCOC and the Michigan Department of Transportation (MDOT) using the PASER rating system. HRC will drive each road under Village jurisdiction with a GPS unit and a laptop and rate the pavement condition by segment.

After entering the new pavement rating information, HRC will create a PASER ratings map for the Village's review. HRC will organize the information into a database that can be categorized and sorted for use in the plan.

*Task 2 – Create a Mix of Fixes, Estimate Costs and Funding Levels*

From the database prepared in Task 1, HRC personnel will develop options for prioritizing the required road maintenance. Conceptual cost estimates will also be prepared to help in the prioritization of road improvements and to help ensure that the annual maintenance projects proposed are in keeping with the anticipated funding levels.

The mix of fixes involves applying a variety of repair types with an emphasis on capital preventative maintenance. The use of capital preventative maintenance allows the Village to extend the service of life of existing pavement, postpone costly reconstruction, and maintain control over future network conditions and funding needs. Estimating costs for each type of work along with the future funding levels will help to develop the

multi-year program and provide a baseline from which to explore alternative scenarios later in the process.

*Task 3 – Predict Future Condition and Develop Performance Measures and Targets*  
HRC will use RoadSoft asset management software to predict the future roadway conditions under various funding levels to help the Village determine the appropriate level of funding for the infrastructure goals.

*Task 4 – Conduct Tradeoff Analysis and Identify Candidate Projects*  
HRC will conduct a tradeoff analysis to determine which funding strategies best meet the needs of the network and the performance objectives. The tradeoff is between allocating funds for capital preventative maintenance, or road rehabilitation, or road reconstruction. The trade-off analysis will provide a tool for working with Village officials to reach agreements on policies, funding, and performance targets.

The candidate projects will be selected through a combination of the management systems, the capital preventative maintenance programs, stakeholder input, engineering judgment, field inspections, and project/utility coordination

*Task 5 – Set Priorities and Develop a Multi-Year Program*  
After the candidate project list is developed, prioritization takes place to determine which projects should be included in each year of the Multi-Year Plan. At this stage, we will overlay the current water and sewer conditions and planned projects to maximize the funding available by combining projects when appropriate.

*Task 6 – Prepare a Summary Report*  
The information prepared in previous Tasks will be compiled into a draft roadway asset management plan. This plan will provide an annual priority list of locations, types of recommended road maintenance and conceptual costs for project types. HRC will also submit the updated plan to MDOT and the TAMC, on your behalf.

### **Budget**

HRC estimates the following hours required for each task:

Task	Hours
1. Assess Current Conditions	60
2. Create a Mix of Fixes, Estimate Costs and Funding Levels	30
3. Predict Future Condition & Develop Performance Measures & Targets	30
4. Conduct Tradeoff Analysis and Identify Candidate Projects	30
5. Set Priorities and Develop a Multi-Year Program	50
6. Report Results	30
<b>Total</b>	<b>230</b>

Chris D. Wilson, Village Manager  
February 23, 2018  
HRC Job Number 20180169.86  
Page 3 of 3

Based on the estimated hours, HRC proposes to complete the Roadway Asset Management Plan for a not to exceed fee of \$22,372. HRC will invoice on an hourly basis up to this limit, in accordance with the terms with our existing contract.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Daniel W. Mitchell, P.E.  
President



Colleen Hill-Stramsak, P.E., PTOE  
Associate – Traffic Department

CHS/chs  
Attachment  
pc: HRC; File

**VILLAGE MANAGER'S REPORT**  
**CHRIS D. WILSON**  
**MARCH 2, 2018**

**Mini Pumper Update** – Public Safety Administration went to Iowa to visit the Alexis factory that will be building the mini pumper for the Public Safety Department. Every page of the specifications was reviewed with some minor modifications based upon this review. The Village reviewed similar trucks in various stages of production. The Ford Chassis has been ordered and our mini-pumper will be available this fall. The Department will make another trip once the vehicle is completed for a final inspection and will drive the vehicle back to the Village. A similar trip has been scheduled for the larger pumper truck at that factory in Ohio. That trip will happen in July. Thanks to Deputy Director Shock, Lt. Trussler and Sgt. Ginther for their efforts.

**Public Safety Boiler** – Per the direction provided by Council, the Public Safety Department has been working on developing bid specifications for the replacement of the boiler in the Public Safety Building. The Village has been able to use the expertise of a local resident to review the current infrastructure and make recommendations about the full needs. This advice and expertise has been valuable. The bid specification process is ongoing, but we hope to have it wrapped up soon.

**Greening Scholarship** – Applications for the Don and Patricia Greening Community Service Scholarship are now available. Applications can be obtained on the Village website or at the Village Hall. Eligibility requirements are to be a resident of the Village **or** a Graduate of Groves High School, planning to enroll at a college, university, community college or technical school in the fall of 2018, be a graduating senior or incoming freshman with a GPA of 3.0 or ACT score of 22 or above and must have done community service work benefitting the Village or any charitable or religious organization located in the Village. Scholarships in the amount of \$1000 will be awarded to one male and one female applicant. Applications must be submitted to the Village of Beverly Hills Office by 4:00 p.m. on Friday, March 30, 2018.

**Water Asset Management Plan** – I have attached, for your review, a copy of the Water Asset Management Plan that was submitted to the MDEQ for the Village of Beverly Hills. The report includes an inventory of all Village water mains by size and material. I have also broken down the existing water mains by age. Around 20% of the existing mains were installed prior to 1940, just over 50% between 1950 and 1970, 13% between 1980 and 1989 and almost 15% since 2000.

**Compensation and Classification Study** – Village staff has compiled information as requested by Municipal Consulting Services to begin the compensation and classification study as recently approved by Council. Mark Nottley will be at the Village offices on Thursday, March 15<sup>th</sup> to meet with Village Administration and to begin meeting with and interviewing Village staff. The report should be completed by late May or early June.

**Standing Water** – We have arrived at the time of year again when we receive complaints about standing water in yards and sometimes in roadways. The Village, and other surrounding communities have these issues this time of year. The causes are multiple and include flat grades, poor percolation of water, high water tables in some areas, frozen ground and lack of adequate catch basins or storm/combined sewers. It should be noted that the Village has had fewer issues with sewer backups into basements than our surrounding communities. A significant portion of the calls and complaints we receive involve problems or failures in the homeowner's storm drainage system. In other instances we have areas where the original design of all the homes in a given neighborhood were to drain to a common area, generally in the rear yards. This system works well at times, but often results in standing water during wet winter conditions. A solution of increasing the size of existing combined sewer or storm sewer infrastructure is difficult from a standpoint of cost, logistics and the ultimate carrying capacity of the regional sewer system. Homeowners can pursue individual solutions for their properties with some more effective than others due to grade and soil composition. Village Administration has responded to local interest in some neighborhoods for drainage solutions. We have proposed addressing these through Special Assessment Districts, usually without success. As new homes are built, Village Administration works with the contractor at that site to address the drainage issues for that house, but this generally does not address larger neighborhood drainage issues. Village Administration can spend as much time addressing our surface water drainage issues as Council wishes. I think there are some potential policy changes that could eventually have some positive impact but there will be costs; costs to the Village, to developers and to existing homeowners. There is not an easy solution and we are not going to solve the fundamental issues of poor grades and poor soils.

**Public Safety Building Access** – Village Administration is working on a report to Council as directed regarding public access to the Public Safety Building. As Director Torongeau and Deputy Director Shock were out of town last week this report will be given at the Council meeting of March 20<sup>th</sup>.

**FY 2018-19 Budget** – Village Administration has begun work on the FY 2018-19 Budget. As directed by the Charter, Administration will have a draft budget to present to Council for their review at the regular meeting of April 3<sup>rd</sup>. By custom, Council has had a budget workshop session later that month. It would probably be time to begin thinking about potential dates for such a workshop for this year. Per the Charter the budget should be adopted by the second meeting in May or this year, May 15<sup>th</sup>. Past practice has been to adopt the budget at the first meeting in May to allow for any potential absences as adoption requires five (5) affirmative votes. This year, the first meeting is scheduled for May 1<sup>st</sup>. This may present some problems with regard to receiving

the final numbers for the maximum allowable millage rates for the Village assuming there will be Headlee reductions. These numbers will impact the required resolutions the Village must adopt with the budget to establish millage rates for the General Fund, Public Safety Fund and Library services. Southfield Township is communicating with Oakland County Equalization to try and determine when these figures will be available. Generally, it is in late April or early May. If not received by April 25<sup>th</sup> the Village would need to adopt the budget sometime after the May 1<sup>st</sup> meeting.

**Water and Sewer Rates** – SOCWA has indicated to all member communities to expect an increase of 2.5% for the upcoming year. Based upon that, Village Administration is anticipating recommending an increase in water and sewer rates of 5.0% for the upcoming fiscal year. Rates for the infrastructure charge and debt service charge will remain unchanged.



HUBBELL, ROTH & CLARK, INC  
CONSULTING ENGINEERS SINCE 1915

## Memorandum

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To: Abuzoha Islam, Engineer  
Michigan Department of Environmental Quality (MDEQ)

From: Brad Shepler, P.E.

Date: February 8, 2018

Subject: Water Asset Management Plan Submittal to MDEQ  
Village of Beverly Hills

HRC Job No. 20171147

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On December 21, 2017, Hubbell, Roth, and Clark, Inc. (HRC) submitted a memo to MDEQ to fulfill the new regulations under the Michigan Safe Drinking Water Act (SDWA) Act 399 that states a Water Asset Management Program (WAMP) shall be implemented by January 1, 2018 for all water system serving more than 1,000 customers.

Attached is a breakdown of the water main mentioned in the Asset Inventory on page 3 of the WAMP. This memo and the attached inventory breakdown is intended to supplement the previously submitted WAMP memo per phone conversations with Mr. Islam and our office. Also attached is a copy of the submitted WAMP.



December 21, 2017

To: Michigan Department of Environmental Quality (MDEQ)

Attn: Mr. Abuzoha Islam, Engineer

Re: Water Asset Management Plan for Submittal to MDEQ  
Village of Beverly Hills

HRC Job No. 20171147

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## *Summary*

In 2013, the Michigan Department of Environmental Quality (MDEQ), promulgated new regulations under the Michigan Safe Drinking Water Act (SDWA) Act 399 that states a Water Asset Management Plan (WAMP) shall be implemented by January 1, 2018 for all water system serving more than 1,000 customers. Michigan's SDWA defines a WAMP as, "a plan that identifies the desired level of service at the lowest life cycle cost for rehabilitating, repairing, or replacing the assets associated with the waterworks system." The requirements for an WAMP are outlined in Rule 1606 of the Administrative Rules of Act 399.

This memo has been prepared by Hubbell, Roth, and Clark, Inc. (HRC) for the Village of Beverly Hills to achieve compliance with the above stated requirement. The overall scope of work for the development of the Village's WAMP is based on the MDEQ Asset Management Program guidance, and includes a section on these five core components:

- 1) Asset Inventory
- 2) Critical Assets
- 3) Level of Service
- 4) Capital Improvement Project Plan
- 5) Revenue Structure

In each subsequent section, the definitions and descriptions of the above-mentioned five core components from the Michigan SDWA and the MDEQ guidance document (December 2016) are provided.

A copy of the Michigan SDWA is available here:

[http://www.michigan.gov/documents/deq/deq-wb-dwehs-cws-Act399\\_247583\\_7.pdf](http://www.michigan.gov/documents/deq/deq-wb-dwehs-cws-Act399_247583_7.pdf)

A copy of the MDEQ Asset Management Guidance document is available here:

[https://www.michigan.gov/documents/deq/deq-dwma-cws-assetmgmtsubmissionguidance\\_549603\\_7.pdf](https://www.michigan.gov/documents/deq/deq-dwma-cws-assetmgmtsubmissionguidance_549603_7.pdf)

### PRINCIPALS

Daniel W. Mitchell | Nancy M.D. Faught  
Keith D. McCormack | Jesse B. VanDeCreek  
Roland N. Alix | Michael C. MacDonald  
James F. Burton | Charles E. Hart

### SENIOR ASSOCIATES

Gary J. Tressel | Randal L. Ford  
William R. Davis | Dennis J. Benoit  
Robert F. DeFrain | Thomas D. LaCross  
Albert P. Mickalich | Timothy H. Sullivan  
Thomas G. Maxwell

### ASSOCIATES

Marvin A. Olane | Marshall J. Grazioli  
Donna M. Martin | Colleen L. Hill-Stramsak  
Bradley W. Shepler | Karyn M. Stickel  
Jane M. Graham | Todd J. Sneathen  
Aaron A. Uranga | Salvatore Conigliaro

Contact information for the Village is as follows:

Village of Beverly Hills  
18500 W. 13 Mile Road  
Beverly Hills, MI 48025  
<http://www.villagebeverlyhills.com>

**Chris Wilson, Village Manager**

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E-mail: [cwilson@villagebeverlyhills.com](mailto:cwilson@villagebeverlyhills.com)

**Tom Meszler, Public Services Director**

Phone: (248)646-6404

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## ***Asset Inventory***

Michigan SDWA: A summary detailing the system used to maintain an inventory of assets. Priority shall be given to an inventory of source, treatment, pumping, and distribution system assets.

MDEQ Water AMP Guidance: The submission to the MDEQ requires a description of which assets the water system has chosen to include, which parameters the system has chosen to track, and how each parameter has been addressed.

The Village of Beverly Hills receives its water supply entirely from the Great Lakes Water Authority (GLWA) through the Southeastern Oakland County Water Authority (SOCWA). Water supply is received from SOCWA through a total of two (2) meter vaults, owned and operated by SOCWA, and located at 14 Mile Road and Evergreen Road (BH-05) and at the 14 Mile Road Pumping Station (BH-04). Beyond the water vaults, water is internally fed through the Village's watermain distribution system.

The water-related "horizontal assets" generally include the assets that form a transmission or distribution system and are disbursed over a large area. Tracked assets include water main pipes, gate valves, and fire hydrants. The Village tracks its horizontal water assets with electronic maps and with paper maps and a hard copy filing system. In addition, a hydraulic model of the Village's water system has been developed that includes the entire horizontal piping network; this model was utilized for a recent Reliability Study and will continue to be utilized by the Village. Asset data maintained by the Village includes diameter, length,

material, and date installed (age). In the future, the Village plans to continue to update reference maps and the hydraulic model.

The Village of Beverly Hills does not currently own nor maintain any water-related “vertical assets”. All connection meters, storage, pressure reduction and treatment are provided by SOCWA and GLWA.

Below is a list of the inventoried assets within the Village’s system:

Horizontal Assets

- Water main (59 miles of 4 to 16-inch diameter)
  - 2,700 LF of 4” water main
  - 60,100 LF of 6” water main
  - 203,000 LF of 8” water main
  - 36,500 LF of 12” water main
  - 11,100 LF of 16” water main
- Hydrants (286)
- Line valves (603)
- Emergency connections (3)

Vertical Assets

None in the Village’s system

***Critical Assets***

Michigan SDWA: A summary describing the method used to assess the criticality of assets considering the likelihood and consequence of failure.

MDEQ Water AMP Guidance: The submission to the MDEQ must describe the methodology used to assess the criticality of each asset and prioritize the water supply’s need, including the likelihood and consequence of failure.

The assessment of the physical condition of water transmission and distribution pipes is difficult to perform and generally not cost effective. Therefore, the likelihood or Probability of Failure (POF) is typically

evaluated by the Village using physical attributes (i.e. pipe age, material, soil conditions, etc.) and historical records (i.e. break history, operator knowledge, etc.) that are readily available. The Village also assesses the probability of failure through maintaining a map of water main break history and maintaining maps and a hydraulic model that record the age of water main.

Consequence of Failure (COF) is typically evaluated based on the anticipated cost of repairs due to failure of the asset and estimated social costs (i.e. repair/replacement costs related to collateral damage caused by the failure; legal costs related to additional damage caused by the failure; environmental costs created by the failure; loss of business revenue to the community; and any other associated costs or asset losses). Factors that increase the COF include proximity of the asset to main roads, service to critical customers or vital businesses, as well as other social, regulatory or safety impacts. The COF can be lowered if redundancy is available in the system. The Village assesses COF through staff knowledge of the most critical assets. Factors used to assess COF include pipe diameter, location of asset in reference to major roads and wholesale supply points, service to critical customers such as schools and assisted living facilities, and watermain crossing major roads.

## ***Level of Service***

Michigan SDWA: A statement of level of service goals.

MDEQ Water AMP Guidance: A submission to the MDEQ only needs to state the level of service goals adopted by the water system.

The Village's level of service goals are as follows:

- Meet all federal and state drinking water guidelines for the delivery of a safe drinking water supply.
- Maintain pressures within industry standards for average day through peak hour demand conditions.
- Maintain adequate pressure for fire protection and public safety.
- Provide potable water affordably to all residents and customers.

These goals were developed internally, by discussion with Village staff and review of the Village's overall goals and objectives.

## ***Capital Improvement Plan***

Michigan SDWA: A capital improvements plan that identifies waterworks system needs for 5-year and 20-year planning periods. A publicly owned or operated supply shall comply beginning January 1, 2016. A privately-owned supply shall comply beginning January 1, 2018.

MDEQ Water AMP Guidance: The entire CIP must be submitted to the MDEQ and then re-submitted whenever it is updated.

The recommended projects are summarized below. Projects listed for implementation in the 0 to 5 year range include cost estimates prepared on data available at the study/feasibility level. Projects in the 6 to 20 year range are based on broad concepts only and costs are based on cost curves and other general tools. All projects are listed for financial and resource planning purposes only. Changes to project inclusion, scope, cost and/or timing are expected as resources are allocated and changes occur in prioritization, regulations, technology, cost and other data becomes available. Below is a potential project that is prioritized for consideration over the next 5 years:

- Southfield Road and 14 Mile Road Area Residential Watermain Replacement, \$4,811,400, anticipated completion 2019, Infrastructure Improvement Bond/Capital Improvement Bond

This 5-year CIP was developed by Village staff.

Below is a list of potential projects to be considered in the next 6-20 years:

- Watermain Replacement (with Road Reconstruction), \$2,000,000, anticipated completion 2023-2027, Water and Sewer Enterprise Fund
- Watermain Replacement (with Road Reconstruction), \$2,000,000, anticipated completion 2028-2032, Water and Sewer Enterprise Fund
- Watermain Replacement (with Road Reconstruction), \$2,000,000, anticipated completion 2033-2037, Water and Sewer Enterprise Fund

## ***Funding Structure***

Michigan SDWA: A summary detailing the funding structure and rate methodology that provides sufficient resources to implement the AMP.

MDEQ Water AMP Guidance: The submission to the MDEQ must include the current rate structure and an analysis of how the rates and other funding sources offset the anticipated costs.

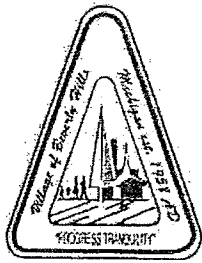
The water rate in the Village of Beverly Hills is \$1.84 per 100 cubic feet. This rate approved by Village Council on May 2, 2017 and was effective as of July 1, 2017. A certified copy of the rate resolution is attached.

A copy of the Village's Water and Sewer Fund Statement for the year ending June 30, 2017 is attached. The Statement shows the Village's Water and Sewer Fund has a total operating revenue of \$4,423,937 and operating expenses of \$4,489,649. The Statement also shows the net operating loss of \$65,712 reconciled to net cash from operating activities, and the end of year net position of \$18,639,500. The Village Council discussed water rates and operation of the Water and Sewer Fund at the November 21, 2017 Council meeting. Results from the Village's Financial Analysis recommend that the Village continue to increase the Water and Sewer Enterprise Fund infrastructure charge and rate in line with wholesale increases to cover this fund gap. The Village will be employing the recommendations from the Financial Analysis for the next fiscal year and beyond to eliminate this net operating loss. The Village of Beverly Hills feels that this meets their needs for their current operating budget and 5-year CIP.

# Village of Beverly Hills Water Main Inventory

2/5/2018

Water Main	Type	Install Year	Length (ft)	Total (ft)
4-inch	Cast Iron	1920-1949	2,686	
	Total:			2,686
6-inch	Cast Iron	1920-1949	28,460	
	Cast Iron	1950-1979	14,008	
	Asbestos Cement	1950-1979	16,176	
	Asbestos Cement	1993	396	
	Ductile Iron	1950-1979	455	
	Ductile Iron	1980-1999	615	
	Total:			60,110
8-inch	Cast Iron	1920-1949	23,110	
	Cast Iron	1950-1979	33,624	
	Asbestos Cement	1950-1979	51,502	
	Ductile Iron	1950-1979	7,309	
	Unknown	1950-1979	2,089	
	Ductile Iron	1980-1999	38,886	
	Ductile Iron	2000-2017	42,594	
	HDPE	2000-2017	3,877	
Total:			202,991	
12-inch	Cast Iron	1920-1949	7,933	
	Asbestos Cement	1950-1979	3,900	
	Cast Iron	1950-1979	1,360	
	Ductile Iron	1950-1979	326	
	Unknown	1950-1979	21,422	
	Ductile Iron	1980-1999	1,528	
Total:			36,469	
16-inch	Asbestos Cement	1950-1979	10,635	
	Cast Iron	1950-1979	111	
	Ductile Iron	1950-1979	91	
	Unknown	1950-1979	189	
	Ductile Iron	2000-2017	95	
Total:			11,121	
Total (Feet)			313,377	
Total (Miles)			59	



## VILLAGE OF BEVERLY HILLS MICHIGAN

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

Absent: None

### REVIEW AND CONSIDER RESOLUTION TO ADOPT 2017/2018 RATE SCHEDULE FOR WATER CONSUMPTION AND SEWAGE DISPOSAL

Each premises within the Village connected to the water and/or sanitary sewer system shall pay a consumption charge based upon the amount of water used as shown by the water meter installed in each premises as follows:

Water Consumption	\$	1.840 per 100 cu ft
Sanitary Sewer O.M. & R		<u>5.450</u> per 100 cu ft
Total	\$	7.290

	<u>Debt Service</u>	
Debt Service	\$	20.00 per bill

	<u>Infrastructure</u>	
Infrastructure	\$	70.00 per bill

	<u>Water Only</u>	
	\$	1.840 per 100 cu ft

	<u>Sewer Only</u>	
All sewer-only customers per quarter	\$	151.51 Infrastructure/ <u>42.50</u> Debt Service
	\$	194.01

Effective with all water and sewer usage after July 1, 2017 and thereafter until changed.

Tischler asked about infrastructure fee increase. Wilson explained that the increase is \$5.00 and is based on analysis of the previous year's revenues.

Tischler asked if there was a decrease in water usage. Mooney explained that there is a decrease in overall water usage and this new formula is anticipated to stabilize the costs.

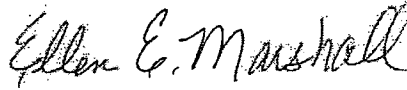
Motion by Oen, second by Peddie, to adopt a Resolution establishing 2017-2018 Water and Sewer Rates. These new rates will be effective with water and sewage usage after July 1, 2017.

Roll Call Vote:  
Motion passed (7-0).



**CERTIFICATION**

I, Ellen E. Marshall, Clerk of the Village of Beverly Hills, Oakland County, Michigan, do hereby certify and declare that the above is a true and correct copy of a resolution that was adopted by the Village Council at a regular meeting held on Tuesday, May 2, 2017.

A handwritten signature in cursive script that reads "Ellen E. Marshall".

Ellen E. Marshall  
Village Clerk

dated: December 11, 2017

# Village of Beverly Hills, Michigan

## Enterprise Fund - Water and Sewer Statement of Net Position June 30, 2017

### Assets

#### Current assets:

Cash and cash equivalents (Note 3)	\$ 52,569
Receivables - Net (Note 4)	1,151,239
Inventory	47,451

Total current assets 1,251,259

Capital assets - Assets subject to depreciation (Note 5) 20,321,071

Total assets 21,572,330

### Liabilities

#### Current liabilities:

Accounts payable	277,763
Due to other funds (Note 6)	402,031
Accrued liabilities and other	24,397
Current portion of long-term debt (Note 7)	289,832

Total current liabilities 994,023

Noncurrent liabilities - Long-term debt (Note 7) 1,938,807

Total liabilities 2,932,830

### Net Position

Net investment in capital assets	18,092,432
Unrestricted	547,068

Total net position \$ 18,639,500

# **Village of Beverly Hills, Michigan**

## **Enterprise Fund - Water and Sewer Statement of Revenue, Expenses, and Changes in Net Position Year Ended June 30, 2017**

### **Operating Revenue**

Sale of water	\$ 1,105,702
Sewage disposal charges	2,158,278
Interest and penalty charges	69,026
Meter charge	12,863
Rental income and other	19,172
Infrastructure charge	1,058,896

Total operating revenue 4,423,937

### **Operating Expenses**

Cost of water	745,021
Cost of sewage treatment	1,918,381
Administration charge	155,000
Repairs and maintenance	1,079,439
Depreciation	551,686
Other expenses	40,122

Total operating expenses 4,489,649

**Operating Loss** (65,712)

### **Nonoperating Revenue (Expenses)**

Investment income	103
Interest expenses	(55,047)

Total nonoperating expenses (54,944)

**Loss - Before contributions** (120,656)

**Capital Contributions - Grants** 65,472

**Transfers Out (Note 6)** (174,193)

**Change in Net Position** (229,377)

**Net Position - Beginning of year** 18,868,877

**Net Position - End of year** \$ 18,639,500

# **Village of Beverly Hills, Michigan**

## **Enterprise Fund - Water and Sewer Statement of Cash Flows Year Ended June 30, 2017**

### **Cash Flows from Operating Activities**

Receipts from customers	\$ 4,470,973
Payments to suppliers	(3,598,091)
Internal activity - repayments to other funds	(401,161)
Other payments	(27,234)
Net cash provided by operating activities	444,487

### **Cash Flows from Capital and Related Financing Activities**

Receipt of capital grants	98,476
Principal and interest paid on capital debt	(337,752)
Transfers to other funds	(174,193)
Net cash used in capital and related financing activities	(413,469)

### **Cash Flows from Investing Activities - Interest income**

103

### **Net Increase in Cash and Cash Equivalents**

31,121

### **Cash and Cash Equivalents - Beginning of year**

21,448

### **Cash and Cash Equivalents - End of year**

\$ 52,569

### **Reconciliation of Operating Loss to Net Cash from Operating Activities**

Operating loss	\$ (65,712)
Adjustments to reconcile operating loss to net cash from operating activities:	
Depreciation	551,686
Changes in assets and liabilities:	
Receivables	47,036
Prepaid and other assets	(15,017)
Accounts payable	172,655
Due to others	(246,161)
Net cash provided by operating activities	<u>\$ 444,487</u>

**Village of Beverly Hills  
Regular Council Meeting  
Tuesday, March 6, 2018**

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

**INFORMATION ITEMS**

- a. Public Safety Activity Report for the period February 15 – March 1, 2018.
- b. Monthly Cable report from Cathy White dated February 15, 2018.

# **Beverly Hills Public Safety Activity Report**

## **February 15<sup>th</sup> - March 1<sup>st</sup>, 2018**

- The Public Safety Department is currently looking for applicants for Public Safety Officer. Please visit our website, [www.beverlyhillspolice.com](http://www.beverlyhillspolice.com) to see if you qualify.
- Officers are continuing to train our new recruits. If you see an officer you don't recognize don't hesitate to introduce yourself.

### **OAKLAND COUNTY SEVERE WEATHER ALERTS**

Governor Rick Snyder and Oakland County Executive L. Brooks Patterson have declared the week of April 8<sup>th</sup> through April 14<sup>th</sup>, 2018 as Severe Weather Awareness Week. To promote severe weather safety preparedness, Oakland County will conduct a special test of our Outdoor Warning System on April 11<sup>th</sup>, at 1:00 PM. A few additional suggestions to assist you with this promotional campaign are noted below:

- Provide information that will heighten awareness of the Oakland County Outdoor Warning System and what to do when the sirens are activated.
- Register for Oak Alert – Oakland County's Emergency Notification System at <https://www.oakgov.com/homelandsecurity/need-to-know/alerts/Pages/OakAlert.aspx>
- Review or develop tornado "take cover" plans (planning materials are available through Oakland County Homeland Security Division).

### **FIRE SAFETY**

Be sure your fire extinguisher really works. Many don't! Kidde, the world's largest manufacturer of fire-safety products, recalled more than 40 million of its extinguishers in November after hundreds of reports of malfunctioning and one associated death.

- To make sure that your fire extinguisher is safe and operates properly check whether you own a recalled model at [Kidde.com](http://Kidde.com). Find out how to get a free replacement by clicking on "Product Safety Recall Notice" or call 855-262-3540.
- Make sure you have the right size and type of fire extinguisher for areas of your home such as your kitchen and garage. Replace your extinguisher unless it has a metal operating lever and is rated "ABC", which means that it uses the dry chemical monoammonium phosphate to put out fires from three common household sources; paper, wood, plastic. It can also be used on household grease, gasoline, and electrical equipment.
- If you have a kitchen smaller than 70 square feet or a one-car garage, buy an all-purpose extinguisher with the rating on the label of 1A-10B-C, which should provide a range of six to eight feet of safe distance to put the fire out. Larger areas may require a rating of 3A-40B-C.

- Get rechargeable extinguishers serviced once every year to make sure they are fully charged and operating properly. For smaller, cheaper fire extinguishers, it's more cost effective to just buy a new one every two years.
- To use your fire extinguisher properly;
  - Pull out the safety pin before you squeeze the operating lever. Aim the extinguisher nozzle at the base of the fire which allows the dry chemical to smother it. Use a sweeping motion until the fire is fully out.

### **CALLS FOR SERVICE**

- 222 Calls for Service
- 12 Arrests.
- 78 Tickets issued.
- Motor Carrier Enforcement.
- 2 Walk in PBTs.
- 3 Prescription pill drop offs.
- Vacation checks.
- 3 Prisoner transports to Birmingham Police Department.
- Walk in Gun Permits issued.
- Car Seat Safety Inspections.
- 6 Medicals on 13 Mile Rd.
- 2 Motorist Assists on 13 Mile.
- 3 Alarms on 13 Mile.
- 2 Traffic Accidents on 13 Mile Rd.
- Alarm on Lahser.
- Ordinance Violation on E. Rutland.
- Suspicious Persons complaint on Waltham.
- Suspicious Vehicle complaint on 13 Mile Rd.
- Assist Motorist on Greenfield.
- Traffic Accident on 14 Mile Rd.
- Medical on Pines.
- Suspicious Circumstance on Greenfield.
- Traffic complaint on Southfield.
- Suspicious Persons complaint on Amherst.
- Suspicious Persons complaint on Old Stage.
- 2 Suspicious Persons complaints on Wetherby.
- Suspicious Persons complaint on Birwood.
- Assist Birmingham Police with a Retail Fraud complaint.
- Suspicious Persons complaint on Foxboro Way.
- Alarm on Plantation.
- Assault on Nottingham.
- Medical on Locherbie.
- Suspicious Persons complaint on Dunblaine.
- Citizen Assist on Devonshire.

- Suspicious Vehicle on E. Lincolnshire.
- Citizen Assist on Hillcrest.
- Suspicious Persons complaint on Huntley.
- Welfare Check on Old Coach.
- Suspicious Persons complaint on Lahser.
- Citizen Assist on E. Huntley.
- Found Property on Beverly Rd.
- Traffic complaint on Norchester.
- Officers stopped a vehicle on 13 Mile for expired license plate. The driver was operating on a suspended license. The driver was arrested without incident.
- Suspicious Vehicle complaint on Sunnyslope.
- Alarm on Pickwick.
- Officers stopped a vehicle on Lahser for defective equipment. The driver was operating in violation of a restricted license. The driver was arrested without incident.
- Carbon Monoxide Alarm on Kinross.
- Suspicious Persons complaint on E. Lincolnshire.
- Alarm on Beverly Rd.
- Suspicious Persons complaint on Madoline.
- Suspicious Persons complaint on Pierce.
- Traffic investigation on Southfield Rd.
- Suspicious Persons complaint on Lahser.
- Officers stopped a vehicle on 14 Mile for a traffic violation. The driver was operating on a suspended license and had a warrant out of Hazel Park. The driver was arrested without incident.
- Officers stopped a vehicle on Pierce for a traffic violation. The driver was operating on a suspended license and had a warrant out of Beverly Hills. The driver was arrested without incident.
- Suspicious Circumstances on Dunblaine.
- Suspicious Persons on Marlin.
- Assist Franklin Police with a dispute.
- Suspicious Circumstance complaint on Plumwood.
- Welfare Check on Inglewood.
- Officers responded to Wayne County Jail to arrest an individual on a Beverly Hills Warrant. The individual was arrested without incident and transported back to Beverly Hills for arraignment.
- Suspicious Persons complaint on Reedmere.
- Suspicious Circumstance on Weston.
- Animal complaint on Weston.
- Citizen Assist on Downing Place.
- Suspicious Circumstance complaint on Westlady.
- Medical on Pickwick.
- Citizen Assist on Churchill.



- Suspicious Persons complaint on Eastlady.
- Threats complaint on Wilshire.
- Found Property on Beverly.
- Alarm on Pickwick.
- Alarm on Riverview.
- Traffic complaint on Evergreen.
- Assist Franklin Police with a Suspicious Circumstance complaint.
- Medical on Kirkshire.
- Alarm on Kinross.
- Carbon Monoxide Alarm on Westlady.
- Medical on Norwood.
- Fraud on E. Lincolnshire.
- Harassing Phone complaint on Robinhood.
- Suspicious Persons complaint on Foxboro.
- Reckless Driving complaint on Southfield Rd.
- Ordinance violation on Southfield Rd.
- Officers responded to Royal Oak Police to arrest an individual on a Beverly Hills Warrant. The subject was arrested without incident.
- Suspicious Persons complaint on Madoline.
- Suspicious Circumstance complaint on Beverly Rd.
- Suspicious Vehicle complaint on Leemoor.
- Vehicle Lockout on Southfield Rd.
- Smoke Investigation on E. Rutland.
- Assist Birmingham Police with the search of a person wanted.
- Medical on Robinhood.
- Suspicious Vehicle on Huntley.
- Juvenile complaint on Locherbie.
- 2 Suspicious Persons complaints on 13 Mile.
- Suspicious Persons complaint on Red Oaks Trail.
- Medical on Buckingham.
- Traffic complaint on Kinross.
- Fraud complaint on Verona.
- Suspicious Persons complaint on Stafford.
- Assist Royal Oak Police searching for a subjects responsible for a Home Invasion near Greenfield Rd.
- Suspicious Circumstance complaint on 13 Mile Rd.
- Suspicious Persons complaint on Amherst.
- Suspicious Persons complaint on Birwood.
- Child Neglect on 13 Mile Rd.
- Medical on Wentworth.
- Alarm on Embassy.
- Suspicious Persons complaint n Dunblaine.
- Vehicle Lockout on Fairfax.
- Medical on Hillview.

- Officers responded to Southfield and Dunblaine for a hit and run injury accident. Officers located the responsible driver and vehicle. Officers found the driver was operating while intoxicated. The driver was arrested without incident.
- Traffic complaint on 13 Mile Rd.
- Medical on Marimoor.
- Welfare Check on Buckingham.
- 2 Ordinance Violation complaints on Huntley Square.
- Suspicious Circumstance complaint on Arlington
- Officers stopped a vehicle for a traffic violation on Lahser. The driver was operating on a suspended license. The driver was arrested without incident.
- Officers responded to a traffic accident on 13 Mile Rd. One of the drivers was operating on a suspended license. The driver was arrested without incident.
- Alarm on Ronsdale.
- Officers stopped a vehicle on Southfield Rd. for a traffic violation. The investigation revealed the vehicle was unregistered. The vehicle was impounded and the driver was given a misdemeanor ticket without incident.
- Hit and Run Traffic Accident on Lahser.
- Larceny complaint on Southfield Rd.
- Officers stopped a vehicle on Southfield Rd. for a traffic violation. The driver was operating on a suspended license. He was arrested without incident.
- Officers stopped a vehicle on Southfield Rd. for a traffic violation. A passenger in the vehicle was wanted on two warrants. Officers arrested the passenger without incident and released her to the appropriate jurisdiction.

### **FIRE AND EMS**

- Visit the Alexis Fire Apparatus manufacturing company for the preconstruction conference. Finalize plans with engineers to begin building the mini-pumper. The chassis has been ordered.
- Sutphen preconstruction conference will be scheduled for some time in July.
- Continue to develop a records management system with Clemis for fire and EMS incident reporting. Attend Western Wayne Fire Chiefs conference to present Clemis Fire Reporting System.
- Attend Oakland County Mutual Aid Box Alarm fire meeting. Briefed on new laws impacting fire instruction and training. Review new Oakland County Medical Control Protocols impacting mental health calls for service.
- Prepare for our Insurance Service Office review.
- Submitted an AFG Grant for new SCBA bottles. We included Berkley, Huntington Woods, and Oak Park in our submission. We received letters of support from Senator Stabenow and Senator Peters. We are continuing to work on two other grants for equipment.

## **INVESTIGATIONS**

- CFS Closed and Reviewed - 222
- Reviewed 36 Case Reports for a disposition
- Followed up and reviewed cases, of which 18 were closed
- 20 Cases were assigned
- 12 Reports Written on current cases
- 32 Cases were reviewed during a property audit
- 26 Current Active Investigations
- School Liaison Officer - Selected for Optimus Club Award - Respect for Law Recipient
- School Liaison Officer - Basketball Game
- Swore to warrant for OWI
- Child Neglect Investigation
- Trespassing Investigation - Groves High School
- Death Investigation / Attended Autopsy
- Continued Investigations on Home Invasions, Identity Thefts, and Child Abuse cases
- Obtained search warrant results for Home Invasion Investigation
- Conducted / Continued Audit for Property/Firearms
- Piracy Investigation Continued
- Juvenile Domestic Violence Assault Battery Investigation
- Obtained Warrant/Petition for A&B
- Attended Hearing for Juvenile Investigation
- Closed ID Theft investigations
- Follow up conducted on traffic crash investigation-determined no charges to be sought
- Video review reference a child neglect case

## MEMORANDUM

DATE: February 15, 2018

TO: Board Members

FROM: Cathy White

Re: Monthly Report

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### CUSTOMER COMPLAINTS

We have received two (2) complaints since the date of my last report. Complaint No. 2018-1 was received from a Beverly Hills resident who wanted assistance in getting some tree limbs removed from his yard which had been left by an AT&T crew after trimming trees. An AT&T representative came to his property to check out the situation and advised the homeowner that he had put in a work order to have the branches removed. This complaint is now closed.

Complaint No. 2018-2 was received from the Birmingham Public Schools which was having problems getting Channel 17 to work properly after a power outage occurred at Covington School. After being contacted by a Comcast representative, the school employee power-cycled the device at issue and the problem subsided. This complaint is now closed.

### FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts as of January 31, 2018 will be e-mailed to all Board members. This information will also be provided via hard copies at the meeting, as well as budget to actual figures.

### CHECK DISBURSEMENT

Since the date of our last meeting, I have written four (4) checks as follows:

1. Birmingham Bloomfield Credit Union (Visa- office supplies & advertising/promotion expense): \$114.98
2. Beverly Hills Dept of Public Safety (PEG Grant for TV monitor): \$249.99
3. NEXT (PEG Grant for FY 2016-17 internet costs, etc.): \$4,725.42
4. Baldwin Public Library (PEG Grant for Website Redesign): \$24,524.00

#### ADDITIONAL NOTES:

1. Multichannel News reported on February 13, 2018 that the cable business is going to look vastly different in the next five years. Whereas today the wireless and cable industries have completely separate networks, it is anticipated that in five years those networks will be as one. The industries are going to converge as well. One analyst calls the coming battle a Clash of the Titans, pitting large cable operators like Comcast and Charter against wireless behemoths like AT&T and Verizon Communications. The analyst predicts that in the ensuing battle for customers, cable will win and will gain nearly \$30 billion in wireless revenue, mostly at the expense of existing carriers. Those carriers will likely gain about \$5 billion in broadband revenue, which will be offset by the wireless declines.
2. MITECHNEWS reported on January 25, 2018 that Comcast announced it would expand its new 1-gigabit-per-second internet service across southeastern Michigan, Flint and Bad Axe by early spring to residential and business customers.
3. The current FCC Chairman Ajit Pai has proposed an order that would dedicate \$500 million in funding to boost broadband deployment in rural areas across America. This effort recognizes that over a third of rural citizens still lack broadband internet access. The FCC Chairman has declared that closing the digital divide is the FCC's top priority.