

**Beverly Hills  
Regular Village Council Meeting  
Tuesday, June 5, 2018**

**Municipal Building  
18500 W. 13 Mile Rd.  
7:30 p.m.**

### **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 regular Council meeting held May 15, 2018.
2. Review and file [bills](#) recapped as of Tuesday, May 29, 2018.
3. Review and consider [appointment](#) of Village representative and alternate to the Southeastern Oakland County Resource Recovery Authority Board.
4. Review and consider [appointment](#) of Village representative and alternate to the Southeastern Oakland County Water Authority Board.

#### **Business Agenda**

1. Public hearing to receive comments on a proposed ordinance amending Chapter 22 Section 22.08.150 Fence, Wall & Privacy Screen Regulations of the Municipal Code.
2. First reading of an ordinance amending [Chapter 22 Section 22.08.150](#) Fence, Wall & Privacy Screen Regulations of the Municipal Code.
3. Review and consider [site plan](#) approval for proposed renovations to 31015 Southfield Road, BP Gas Station.
4. Review and consider resolution accepting [donation](#) from South Berkshire Civic Association.
5. Review and consider [Cost Participation](#) Agreement between the Oakland County Board of Commissioners and the Village of Beverly Hills to reconstruct 14 Mile Road from West Lahser Road to West Village Limits.
6. Review and affirm proposed Planning Commission [bylaws](#).
7. Second [announcement](#) of various board/commission vacancies.
8. Review and consider [resolution](#) to adopt 2018/2019 industrial waste control charges.
9. Discussion regarding frequent power outages and DTE Energy.

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June 5, 2018

Public comments

Manager's [report](#)

Council comments

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

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

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

Absent: President Pro-Tem Peddie; Member Oen

Also Present: Village Manager, Wilson  
Village Attorney, Ryan  
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.

#### **AMENDMENTS TO AGENDA/APPROVE AGENDA**

Motion by Delaney, second by Mueller, to amend the agenda to include “Business Item 12. Review and Consider Intergovernmental Contract for Potable Water Services and Collection of Delinquent Water Accounts between the Village of Beverly Hills and the City of Southfield”.

Motion passed.

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

Motion passed.

#### **COMMUNITY ANNOUNCEMENTS**

None.

#### **PUBLIC HEARING TO REVIEW 2017 ASSESSMENT ROLLS FOR DUST CONTROL AND OTHER MISCELLANEOUS ASSESSMENTS**

A public hearing is required to review and confirm unpaid assessments and billings that need to be added to the tax roll in the categories of dust control and other miscellaneous assessments.

President Mooney opened the public hearing at 7:32 p.m. on the 2017 Assessment Rolls for dust control and other miscellaneous assessments. These are charges to residents for services that have already been incurred by the Village. There are 171 properties incurring special assessments in the amount of \$73,587.13.

No one wished to be heard; the public hearing was closed at 7:33 p.m.

#### **PUBLIC COMMENTS**

Alan Taylor, legal representation for Georgiale Breen, Riverside Drive, and Paul and Beverly Thomas, Riverside Drive, presented their concerns related to an alleged flooding issue on their properties. Taylor alleges that the flooding Breen and the Thomas’ have reported on their property is directly related to the construction of a home on a bordering property. He provided a quote obtained by his clients from Waterworks to install a drain system between their two neighboring lots.

Cynthia Nagle, Kirkshire, and Kay Michael, Kirkshire expressed their continued concerns related to new home construction on their street.

### **CONSENT AGENDA**

Motion by Abboud, second by Delaney, to approve the consent agenda as published.

1. Review and consider approval of minutes of a regular Council meeting held May 1, 2018.
2. Review and file bills recapped as of Monday, May 14, 2018.
3. Review and confirm 2017 Assessment Rolls for dust control and other miscellaneous assessments.

Roll Call Vote:

Motion passed (5-0)

### **BUSINESS AGENDA**

#### **PUBLIC HEARING ON PROPOSED 2018/2019 BUDGETS FOR GENERAL FUND, MAJOR & LOCAL ROADS, WATER & SEWER OPERATING AND OTHER SPECIAL REVENUE FUNDS**

The proposed 2018/2019 budgets for the Village General Fund, Major & Local Roads, Water & Sewer Operating Fund, and other Special Revenue Funds were reviewed at a Council meeting held on April 10, 2018. Mooney opened the public hearing on the 2018/2019 budgets at 8:17 pm.

No one wished to be heard; the public hearing was closed at 8:18 pm.

#### **REVIEW AND CONSIDER ADOPTION OF THE 2017/2018 FISCAL YEAR VILLAGE OF BEVERLY HILLS BUDGET**

Motion by Delaney, second by Abboud, to adopt the following Resolution:

#### **RESOLUTION TO ADOPT THE 2018/2019 FISCAL YEAR VILLAGE OF BEVERLY HILLS BUDGET**

The Village Council of Beverly Hills conducted a public hearing on the proposed 2018/2019 Fiscal Year Budget on May 15, 2018 and public comments have been heard and considered, therefore, be it resolved that the 2018/2019 Fiscal Year Budget for the General Fund, Public Safety Fund, Library Fund, Major Road Fund, Local Streets Fund, Drug Law Enforcement, Retiree Health Care, Vacation Reserve, Sick Leave and Water and Sewer Operating Fund in the following amounts be hereby adopted:

FUND NAME	REVENUES	APPROPRIATIONS
General Fund	\$3,312,494.00	\$3,293,091.00
Public Safety Fund	\$5,509,307.00	\$5,500,943.00
Library Fund	\$489,952.00	\$489,952.00
Major Road Fund	\$674,714.00	\$728,463.00
Local Streets Fund	\$502,116.00	\$413,041.00
Drug Law Enforcement	\$2,015.00	\$52,000.00
Retiree Health Care	\$1,067,996.00	\$1,059,696.00
Vacation Reserve	\$30,750.00	\$26,758.00

Sick Leave Reserve	\$15,250.00	\$19,000.00
Water & Sewer Operating	\$4,955,730.00	\$4,985,086.00
Capital Projects Fund	\$103,000.00	\$260,500.00

Roll Call Vote:  
Motion passed (5-0).

**REVIEW AND CONSIDER APPROPRIATING FUNDS FOR THE 2018/2019 FISCAL YEAR VILLAGE OF BEVERLY HILLS BUDGET**

Motion by Delaney, second by Nunez, to adopt the following Resolution:

**RESOLUTION  
TO APPROPRIATE FUNDS FOR THE 2017/2018  
BEVERLY HILLS BUDGET**

The Village Council of Beverly Hills has adopted its annual budget for its fiscal year beginning July 1, 2018 in accordance with State law and the Village Charter, and

The Village Council is also required to adopt an appropriations act to provide the authority to incur obligations and expend public funds.

THEREFORE, BE IT RESOLVED, that the adopted budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 shall establish the approved appropriation levels for the said fiscal year.

BE IT FURTHER RESOLVED that the Village Council does hereby authorize the Village Manager to execute transfers between appropriations provided that each transfer be approved by the Village Council prior to its execution.

BE IT FURTHER RESOLVED that the Village Council retains authority to amend the Village budget and this appropriations act at such times when deviations from the projected revenues and authorized expenditure levels become necessary and the amount of the deviations becomes known.

Roll Call Vote:  
Motion passed (5-0).

**REVIEW AND CONSIDER ADOPTION OF THE 2018/2019 VILLAGE OF BEVERLY HILLS MILLAGE RATE**

Motion by Delaney, second by Mueller, to adopt the following Resolution:

**RESOLUTION  
TO ADOPT THE 2018 VILLAGE OF BEVERLY HILLS BASE TAX RATE**

The Village Council on May 15, 2018 adopted the 2018/2019 Village Budget, and

The Village Council must adopt a millage rate to be spread on the Village tax roll for 2018, and

Public Act 5 of 1982 does not apply to levying for Debt Service, and

The proposed 11.9054 mils for operating purposes for the General Fund, Public Safety Fund and Library Fund do not exceed the 12.9184 mils maximum approved by the voters at the November 2, 2010 election.

THEREFORE, BE IT RESOLVED THAT the Village Council does hereby approve the total 2018 millage rate for the Village at 11.9054 mils and the 11.9054 millage rate is to be spread as follows:

General Fund .....	1.9353 mils
Public Safety Fund .....	9.1239 mils
Library Fund.....	0.8462 mils
Total Millage Rate.....	11.9054 mils

Roll Call Vote:  
Motion passed (5-0).

**REVIEW AND CONSIDER RESOLUTION TO ADOPT 2018/2019 RATE SCHEDULE FOR WATER CONSUMPTION AND SEWAGE DISPOSAL**

Motion by Delaney, second by Mueller, to adopt the following Resolution:

**RESOLUTION  
ESTABLISHING WATER & SEWER RATES**

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	\$	1.9688 per 100 cu ft.
Sanitary Sewer O.M. & R		<u>5.8315</u> per 100 cu ft.
Total	\$	7.8003
<u>Debt Service</u>		
Debt Service	\$	20.00 per bill
<u>Infrastructure</u>		
Infrastructure	\$	70.00 per bill
<u>Water Only</u>		
	\$	1.9688 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 on July 1, 2018 and thereafter until changed.

Roll Call Vote:  
Motion passed (5-0).

**REVIEW AND CONSIDER RESOLUTION TO ADOPT 2018/2019 CHARGE FOR SERVICES FOR RUBBISH COLLECTION AND DISPOSAL**

Motion by Delaney, second by Nunez, to adopt the following Resolution:

**RESOLUTION  
TO ADOPT THE 2018 VILLAGE OF BEVERLY HILLS CHARGES FOR  
SERVICES FOR RUBBISH COLLECTION AND DISPOSAL**

The Village Council of Beverly Hills has adopted its annual budget for its fiscal year beginning July 1, 2018 in accordance with State law and the Village Charter, and

The Village Council has adopted an appropriations act to provide the authority to incur obligations and expend public funds.

THEREFORE, BE IT RESOLVED, that the adopted budget for the fiscal year beginning July 1, 2018 and ending June 30, 209 shall establish a Charge for Services for Rubbish Collection and Disposal for Residential Customers for the said fiscal year.

BE IT FURTHER RESOLVED that the Village Council does hereby authorize the Village Manager to authorize the Village Treasurer to add an annual charge in the amount of \$140 to each residential 2018 tax bill for Rubbish Collection and Disposal.

Roll Call Vote:  
Motion passed (5-0).

**PUBLIC HEARING TO RECEIVE COMMENTS ON THE UPDATED FIVE-YEAR COMMUNITY RECREATION PLAN**

At the April 3, 2018 regular meeting, Council set a public hearing date of May 15, 2018 to receive public comments on a draft of the Five Year Community Recreation Plan prior to its adoption.

The Parks and Recreation Board prepared a draft Five-Year Community Recreation Plan which has been on display at the Village Office and on the Village website from March 28, 2018 through May 15, 2018 for public review and comment. This plan will help guide the recreational goals and improvements in the Village for the next five years. In addition, eligibility for many state funded recreation grants requires a Five Year Plan to be on file with the Michigan Department of Natural Resources (Michigan DNR).

President Mooney opened the public hearing at 7:32 p.m.

No one wished to be heard; the public hearing was closed at 7:33 p.m.

**REVIEW AND CONSIDER ADOPTING UPDATED FIVE-YEAR COMMUNITY RECREATION PLAN**

Motion by Mueller, second by Abboud, to adopt the following Resolution:

**RESOLUTION  
TO ADOPT THE VILLAGE OF BEVERLY HILLS  
FIVE-YEAR COMMUNITY RECREATION PLAN**

WHEREAS, the Village of Beverly Hills has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2018 to 2023, and

WHEREAS, the Village of Beverly Hills began the process of developing a Community Recreation Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, the residents of Beverly Hills were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, a public hearing was held on May 15, 2018 in the Village of Beverly Hills Council Chamber to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Community Recreation Plan, and

WHEREAS, the Village of Beverly Hills has developed the Plan as a guideline for improving recreation and enhancing natural resource conservation for the Village of Beverly Hills, and

WHEREAS, after the public hearing, the Beverly Hills Village Council voted to adopt said Community Recreation Plan.

NOW, THEREFORE BE IT RESOLVED the Village of Beverly Hills Council hereby adopts the Village of Beverly Hills Community Recreation Plan as a guideline for improving recreation for the residents of the Village of Beverly Hills.

Roll call vote:  
Motion passed (5-0)

**SECOND ANNOUNCEMENT OF A VACANCY ON THE BIRMINGHAM AREA CABLE BOARD**

Frank Maly resigned from the Birmingham Area Cable Board on April 25, 2018.

Application deadline: Wednesday, May 30, 2018 at 4:30 p.m.

Term expires: June 30, 2020

Cable Board Subcommittee: Chairperson: Delaney; Members: Abboud and Mooney

Meeting: June 5, 2018 at 7:15 p.m.



**FIRST ANNOUNCEMENT OF VARIOUS BOARD/COMMISSION VACANCIES**

The following board members terms expire on June 30, 2018. All the members have been notified of their term expiration and those listed below wish to be considered for reappointment.

Council agreed in November of 2008 to make these vacancies open to the public as well as the currently seated member.

**Parks & Recreation**

Janice Hausman  
Bill Kondak  
Jennifer Ruprich

**Planning Commission**

Andrew Drummond  
George Ostrowski  
Bob Ruprich

**Zoning Board**

Chris Crossen  
Karen Mitchell  
Mary Ann Verdi-Hus

**Alt. members**

David Crawford  
Christina Gennari

All terms are for three years. This constitutes the first announcement of the vacancies with appointments scheduled to take place at the June 19<sup>th</sup> meeting. Deadline for applications is Friday, June 8, 2018.

**REVIEW AND CONSIDER PROPOSAL TO REPAIR, REPAINT AND RESTRIPE TENNIS COURTS AND RESTRIPE THE BASKETBALL COURTS AT BEVERLY PARK**

Village administration bid out this project twice on BidNet Direct, which is the government website for advertising bid opportunities. The first time no bids were received. The second time one bid was received from Goddard Coatings in Pontiac, Michigan. The tennis courts need to be repaired, repainted, and restriped and the basketball court needs to be restriped. Goddard has done previous work for the Village and we have been satisfied with their work.

Motion by Mueller, second by Delaney, be it resolved that the Council for the Village of Beverly Hills authorize administration to enter into agreement with Goddard Coatings Company from Pontiac, Michigan to repair, repaint and restripe two tennis courts and restripe the basketball court at Beverly Park in an amount not to exceed \$19,750. Funds are available in account #101-900-985.

Roll call vote:

Motion passed (5-0).

**REVIEW AND CONSIDER INTERGOVERNMENTAL CONTRACT FOR POTABLE WATER SERVICES AND COLLECTION OF DELINQUENT WATER ACCOUNTS BETWEEN THE VILLAGE OF BEVERLY HILLS AND THE CITY OF SOUTHFIELD**

The City of Southfield has requested modifications to the Intergovernmental Contract for the collection of delinquent water accounts previously passed by the Village Council. This Intergovernmental Contract was developed to allow the City of Southfield to place on the tax rolls delinquent water bills for one of their residents that the Village provides with water. The Village cannot place past due balances on the delinquent tax rolls if the bill is for a residence outside of our jurisdiction.

The change requested by the City of Southfield is to place an administrative fee on the delinquent bill being placed on the tax roll. This is the standard procedure for the City of Southfield. The Village does not assess a fee in these situations. However, the home is in the jurisdiction of the City of Southfield and their protocol should be followed.

Motion by Delaney, second by Abboud, be it resolved that the Council for the Village of Beverly Hills directs administration to enter into the modified Intergovernmental Contract for Potable Water Services and Collection of Delinquent Water Accounts between the Village of Beverly Hills and the City of Southfield as submitted.

Roll call vote:

Motion passed (5-0).

### **PUBLIC COMMENTS**

None.

### **MANAGER'S REPORT**

**Office Closed** – Village Offices will be closed on Monday, May 28th in observance of Memorial Day.

**New Village Web Site** – Village Administration has launched the new website, they continue to adjust and improve it with use.

**Planning Commission By-laws** – As directed by the Village Council the Planning Commission has produced a proposed set of by-laws. Village Administration is in the process of reviewing these by-laws and will be bringing them forward for Council's review at the first meeting in June.

**High winds and fires** – As you are aware the Village experienced very high winds during the afternoon of Friday, May the 4th. These winds resulted in multiple downed trees, power outages, downed power lines and one structure fire. A downed power line caused a fire on a detached garage on Beechwood. The detached garage did burn down but the Public Safety Department was able to prevent the fire from spreading to the home. There were no injuries. The Village did have an issue with a large branch that was laying on electrical lines for multiple days around the area of Beechwood and Bates. This branch was removed by DTE the afternoon of Wednesday, May 9th. Village and Township offices lost power that afternoon and had to close for the day. The power outage did some damage to our phone network and this had to be fixed on Monday, May 7th. The Village apologizes for any inconvenience.

**HRC Road Analysis** – This project should be completed by the end of May. The Village was awarded a \$5,050 grant towards the road analysis project.

### **COUNCIL COMMENTS**

Council thanked Wilson, McCarthy, and Administration for their work on the budget.

Nunez believes the Village is moving in a positive direction and is already receiving positive feedback on the proposed Parks Millage.

Mueller reminded everyone the Memorial Day Parade and Carnival is Monday, May 28. The parade begins at 11am, the carnival will be from 12pm-2pm in Beverly Park, and there will be a commemoration ceremony at 1pm.

Abboud will provide reports of all Planning Commission sub-committee meetings at an upcoming meeting.

Delaney is very disappointed with DTE not trimming trees in the Village. The BP station continues to be a blight on Beverly Hills. He thanked Bob Borgon for agreeing to represent the Village at Birmingham Next meetings.

Mooney thanked Administration for their fiscal responsibility and sound decisions. He thanked Abboud for all his work and representation of the Village at the state level. He congratulated the recipients of the 2018 Donald and Patricia Greening Community Service Scholarship; Charles Ringey, and Hadley Moak.

Motion by Abboud, second by Nunez, to adjourn the meeting at 9:17 pm.

Motion passed.

**John 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 5/15/2018 THROUGH 5/28/2018.

ACCOUNT TOTALS:

101	GENERAL FUND	\$143,661.71
202	MAJOR ROAD FUND	\$9,555.78
203	LOCAL STREET FUND	\$15,799.74
205	PUBLIC SAFETY DEPARTMENT FUND	\$94,622.69
285	RETIREE HEALTH CARE FUND	\$7,500.00
592	WATER & SEWER FUND	\$33,915.70
701	TRUST & AGENCY FUND	\$1,892.85
	TOTAL	<u>\$306,948.47</u>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$1,855.00
	ACCOUNTS PAYABLE	<u>\$306,948.47</u>
	GRAND TOTAL	<u>\$308,803.47</u>

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank COM COMERICA						
05/28/2018	COM	78306	59738	ADAM FAHS	ADAM FAHS	200.00
05/28/2018	COM	78307	31164	APOLLO FIRE APPARATUS	APOLLO FIRE APPARATUS	1,031.43
05/28/2018	COM	78308	51802	ARROW OFFICE SUPPLY CO.	ARROW OFFICE SUPPLY CO.	95.31
05/28/2018	COM	78309	33004	BATTERIES PLUS	BATTERIES PLUS	51.70
05/28/2018	COM	78310	59119	BEAUMONT HEALTH SYSTEM	BEAUMONT HEALTH SYSTEM	105.00
05/28/2018	COM	78311	32748	BEIER HOWLETT,P.C.	BEIER HOWLETT,P.C.	776.47
05/28/2018	COM	78312	53349	BELFOR PROPERTY RESTORAT	BELFOR PROPERTY RESTORAT	400.00
05/28/2018	COM	78313	30920	BELLE TIRE	BELLE TIRE	747.99
05/28/2018	COM	78314	51409	BEVERLY HILLS ACE	BEVERLY HILLS ACE	192.21
05/28/2018	COM	78315	51409	BEVERLY HILLS ACE	BEVERLY HILLS ACE	3.58
05/28/2018	COM	78316	50913	BEVERLY MCCOTTER	BEVERLY MCCOTTER	200.00
05/28/2018	COM	78317	34063	BIRMINGHAM AREA CABLE BC	BIRMINGHAM AREA CABLE BC	100,000.00
05/28/2018	COM	78318	30861	BLUE CARE NETWORK	BLUE CARE NETWORK	31,766.30
05/28/2018	COM	78319	52071	BLUE CROSS BLUE SHIELD	BLUE CROSS BLUE SHIELD	43,925.99
05/28/2018	COM	78320	59751	BRIAN HEFFERAN	BRIAN HEFFERAN	300.00
05/28/2018	COM	78321	59739	BRITTNEY KOHN	BRITTNEY KOHN	100.00
05/28/2018	COM	78322	49980	C&G PUBLISHING	C&G PUBLISHING	552.00
05/28/2018	COM	78323	58959	CADILLAC ASPHALT, LLC	CADILLAC ASPHALT, LLC	626.75
05/28/2018	COM	78324	58597	CATHY WHITE	CATHY WHITE	145.53
05/28/2018	COM	78325	59347	CINTAS CORPORATION #31	CINTAS CORPORATION #31	45.80
05/28/2018	COM	78326	31925	COALITION OF PUBLIC SAFE	COALITION OF PUBLIC SAFE	19,953.83
05/28/2018	COM	78327	04500	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	29,130.53
05/28/2018	COM	78328	50826	CONSUMERS ENERGY	CONSUMERS ENERGY	261.11
05/28/2018	COM	78329	59478	COY CONSTRUCTION	COY CONSTRUCTION	300.00
05/28/2018	COM	78330	50097	CYNERGY PRODUCTS	CYNERGY PRODUCTS	4,612.58
05/28/2018	COM	78331	59741	CYRENA KEATING	CYRENA KEATING	100.00
05/28/2018	COM	78332	31543	ERADICO	ERADICO	45.00
05/28/2018	COM	78333	31228	EXXONMOBIL	EXXONMOBIL	321.69
05/28/2018	COM	78334	59737	FABER HEBREW DAY SCHOOL	FABER HEBREW DAY SCHOOL	200.00
05/28/2018	COM	78335	58795	G&M ENTERPRISES, LTD.	G&M ENTERPRISES, LTD.	3,482.00
05/28/2018	COM	78336	53583	GUARDIAN	GUARDIAN	6,025.83
05/28/2018	COM	78337	59327	HANSONS WINDOWS	HANSONS WINDOWS	200.00
05/28/2018	COM	78338	59010	HUNT SIGN COMPANY	HUNT SIGN COMPANY	252.00
05/28/2018	COM	78339	59747	J.E. DAILEY BUILDING & I	J.E. DAILEY BUILDING & I	800.00
05/28/2018	COM	78340	39070	J.H. HART URBAN FORESTRY	J.H. HART URBAN FORESTRY	1,647.75
05/28/2018	COM	78341	59423	JAMES HEALY	JAMES HEALY	200.00
05/28/2018	COM	78342	59048	JENNIFER KONKAL	JENNIFER KONKAL	300.00
05/28/2018	COM	78343	59745	KEDAR PITTMAN	KEDAR PITTMAN	300.00
05/28/2018	COM	78344	59736	KELSY BENACQUISTO	KELSY BENACQUISTO	200.00
05/28/2018	COM	78345	59746	KEVIN GRIFFITH	KEVIN GRIFFITH	5,000.00
05/28/2018	COM	78346	52119	KROLL CONSTRUCTION	KROLL CONSTRUCTION	100.00
05/28/2018	COM	78347	59686	LARS DAVID INC	LARS DAVID INC	200.00
05/28/2018	COM	78348	59749	LEAFGUARD OF MICHIGAN	LEAFGUARD OF MICHIGAN	200.00
05/28/2018	COM	78349	59619	LIVE WELL CUSTOM HOMES I	LIVE WELL CUSTOM HOMES I	2,622.00
05/28/2018	COM	78350	49491	MAINS LANDSCAPE SUPPLY	MAINS LANDSCAPE SUPPLY	450.38
05/28/2018	COM	78351	59116	MARGARET A.S. BEKE	MARGARET A.S. BEKE	64.33
05/28/2018	COM	78352	59740	MEGAN LUBAWAY	MEGAN LUBAWAY	100.00
05/28/2018	COM	78353	51461	MUNICIPAL WEB SERVICES	MUNICIPAL WEB SERVICES	552.00
05/28/2018	COM	78354	51799	NYE UNIFORM EAST	NYE UNIFORM EAST	316.45
05/28/2018	COM	78355	51540	O'REILLY AUTO PARTS	O'REILLY AUTO PARTS	132.63
05/28/2018	COM	78356	51751	O.C.W.R.C.	O.C.W.R.C.	31,289.00
05/28/2018	COM	78357	13300	OAKLAND COMMUNITY COLLEGE	OAKLAND COMMUNITY COLLEGE	500.00
05/28/2018	COM	78358	13300	OAKLAND COMMUNITY COLLEGE	OAKLAND COMMUNITY COLLEGE	1,050.00
05/28/2018	COM	78359	59735	OAKLAND COMMUNITY COLLEGE	OAKLAND COMMUNITY COLLEGE	700.00
05/28/2018	COM	78360	58927	OAKLAND COUNTY TREASURER	OAKLAND COUNTY TREASURER	40.00
05/28/2018	COM	78361	59566	RAJESHWAR REDDY GATTU	RAJESHWAR REDDY GATTU	120.00
05/28/2018	COM	78362	16100	ROAD COMMISSION FOR OAKI	ROAD COMMISSION FOR OAKI	1,594.20
05/28/2018	COM	78363	59734	ROBERT BROSKO	ROBERT BROSKO	24.50
05/28/2018	COM	78364	59750	SMOLYANOV HOME IMPROVEME	SMOLYANOV HOME IMPROVEME	500.00
05/28/2018	COM	78365	51356	SOUTHFIELD MUFFLER & BRA	SOUTHFIELD MUFFLER & BRA	292.89
05/28/2018	COM	78366	58801	STREAM DYNAMICS	STREAM DYNAMICS	616.25
05/28/2018	COM	78367	59744	SUE ALMETER	SUE ALMETER	58.32
05/28/2018	COM	78368	59752	TALLON CONSTRUCTION	TALLON CONSTRUCTION	300.00
05/28/2018	COM	78369	59748	TOM'S BASEMENT WATERPROCT	TOM'S BASEMENT WATERPROCT	200.00
05/28/2018	COM	78370	50767	VERIZON WIRELESS	VERIZON WIRELESS	428.15
05/28/2018	COM	78371	14900	VILLAGE OF BEVERLY HILLS	VILLAGE OF BEVERLY HILLS	7,500.00
05/28/2018	COM	78372	49516	VILLAGE OF BEVERLY HILLS	VILLAGE OF BEVERLY HILLS	272.70
05/28/2018	COM	78373	51430	VILLAGE OF BINGHAM FARMS	VILLAGE OF BINGHAM FARMS	325.18
05/28/2018	COM	78374	59357	WALLSIDE WINDOWS	WALLSIDE WINDOWS	200.00
05/28/2018	COM	78375	59659	WECHSLER CONSTRUCTION	WECHSLER CONSTRUCTION	700.00
05/28/2018	COM	78376	59753	WENDIE CARTER	WENDIE CARTER	304.00
05/28/2018	COM	78377	53572	WOW! BUSINESS	WOW! BUSINESS	568.01
05/28/2018	COM	78378	59368	XO COMMUNICATIONS	XO COMMUNICATIONS	29.10

COM TOTALS:

Total of 73 Checks:  
 Less 0 Void Checks:

306,948.47  
 0.00

05/25/2018 11:04 AM

User: KARRIE

DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS

Page: 2/2

CHECK DATE FROM 05/28/2018 - 05/28/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Total of 73 Disbursements:						306,948.47

05/25/2018 11:08 AM  
User: KARRIE  
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS

Page: 1/1

CHECK DATE FROM 05/11/2018 - 05/21/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank IND INDEPENDENT BANK						
05/11/2018	IND	1035	59402	CALUM MACNEIL		100.00
05/11/2018	IND	1036	51484	MARC BOURASSA		200.00
05/11/2018	IND	1037	59403	BETH KOZMA		25.00
05/11/2018	IND	1038	59405	KATHY TARNOW		25.00
05/11/2018	IND	1039	58807	THE MICHIGAN STILTWALKER		500.00
05/14/2018	IND	1040	30899	RENTAL WORLD		795.00
05/17/2018	IND	1041	59430	MCCORMICK DESIGN		50.00
05/21/2018	IND	1042	59742	RANGERS FLORAL GARDEN		160.00

IND TOTALS:

Total of 8 Checks:	1,855.00
Less 0 Void Checks:	0.00
Total of 8 Disbursements:	1,855.00

**REVIEW AND CONSIDER APPOINTMENT OF VILLAGE REPRESENTATIVE  
AND ALTERNATE TO THE SOUTHEASTERN OAKLAND COUNTY  
RESOURCE RECOVERY AUTHORITY BOARD**

The Southeastern Oakland County Resource Recovery Authority (SOCRRA) is a 12-member community consortium that provides for collection of solid waste, yard waste, and recyclables and for the proper disposal, processing and/or sale of the same for the purchase, maintenance and care of the collection and disposal facilities.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to appoint Chris Wilson as representative and Ellen Marshall as alternate to represent the Village of Beverly Hills on the Board of Trustees of the Southeastern Oakland County Resource Recovery Authority for the July 1, 2018/2019 fiscal year.

Roll Call Vote:

Motion passed (     )



**REVIEW AND CONSIDER APPOINTMENT OF VILLAGE REPRESENTATIVE  
AND ALTERNATE TO THE SOUTHEASTERN OAKLAND COUNTY WATER  
AUTHORITY BOARD**

The Southeastern Oakland County Water Authority (SOCWA) provides Detroit water through its member distribution systems to its 11 member communities.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to appoint Chris Wilson as representative and Ellen Marshall as alternate to represent the Village of Beverly Hills on the Board of Trustees of the Southeastern Oakland County Water Authority for the July 1, 2018/2019 fiscal year.

Roll Call Vote:

Motion passed (     )

# MEMO

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

From: Erin Saur, Planning & Zoning Administrator

Re: Draft language amending Chapter 22, Section 22.08.150

Date: May 30, 2018

The Planning Commission previously held a public hearing and made a recommendation to Council to update a portion of Chapter 22, Section 22.08.150 Fence, Wall, and Privacy Screen regulations to allow 6ft, solid fencing in two Residential Zone Districts. Upon review by the Village Council and the Village Attorney, a subcommittee was formed to modify the language. The subcommittee, which was comprised of members of Council, Planning Commission, and Administration, met several times to discuss modifications to the ordinance language based on the discussions at the Council meetings.

The recommended language allows property owners to apply to Village Administration for a fence up to six (6) feet tall and/or solid style under certain conditions. If these conditions cannot be met, the property owner can apply to the Planning Commission under a different set of conditions. The conditions by which six foot and/or solid style fencing would be permitted were specifically drafted to allow that fencing in areas with smaller lots, denser housing, adjacent non-compatible uses, and a higher concentration of existing six foot solid fencing. Likewise, these conditions place a higher burden on property owners in areas of the Village with larger lots and few-to-zero existing six foot fences. Allowance of such fencing would only be permitted in the rear yards.

Attorney Ryan drafted a clause requiring existing fences that do not meet ordinance requirements due to height or opacity be brought into compliance. The Village will require a permit and inspection to ensure the fence is installed in a manner that is consistent with the proposed ordinance requirements including location, orientation, material, and maintenance standards. Administration is proposing deadline of six (6) months from date of adoption of ordinance language to bring noncompliant/illegal fences into compliance or be removed.

If a resident seeks a taller and/or more opaque style fence in the rear yard, they must demonstrate they meet standards enumerated in section B, 2. for either Administrative or Planning Commission approval. Those standards are listed below:

Applicant must demonstrate that at least one of the following conditions is met for Administrative approval. Administration has the discretion to require review by the Planning Commission when there is a question of interpretation for consistency with the intent of this ordinance.

- Spacing between residences is less than that required by Section 22.08.090, 22.08.130 or 22.24 of the Zoning Ordinance, whichever is applicable.
- The subject site is adjacent to a non-single family residential land use or Zone District.
- The subject site cannot support vegetative screening in lieu of the proposed fencing. The applicant shall provide supporting documentation of this from a licensed

- landscape architect or registered arborist.
- At least one residential parcel within 200' of the subject site on that side of the street in that block or at least one abutting residential parcel contains permitted fencing of similar height and/or opacity. To document this, the applicant shall prepare a neighborhood lot study that includes a map of the study area and photograph(s) of existing fencing. An existing privacy screen as allowed in Section 3 Privacy Screens shall not be used as consideration for compliance with this standard.

In the event applicant does not meet any above criteria, applicant must demonstrate that at least one of the following conditions is met for Planning Commission approval. The property owner or occupant of any parcel(s) abutting the subject site shall be given fifteen (15) day notification of the date and time of the meeting at which the request shall be reviewed.

- The subject site and/or an abutting parcel has an unconventional lot, yard and/or dwelling orientation (i.e., side yard adjacent to rear yard, pie-shaped lot adjacent to rectangular lot, or those with multiple parcels contiguous to a single lot line).
- Installation of such fencing would mitigate an essential safety and/or privacy concern.

In addition to condition(s) above, applicant must demonstrate that all of the following conditions are met:

- The size, height and location of the fence does not endanger the public safety.
- The size, location, height, design, and materials of the fence are aesthetically in harmony with the property on which it is located.
- The proposed removal of vegetation and trees and disturbance to natural terrain has been minimized.
- The size, height, design, and location of the fence does not create a traffic or pedestrian hazard.

The proposed language also includes improvements to other sections for clarity and accuracy including updates in definitions, materials, maintenance, and height, and the addition of graphics to illustrate text meaning. The Planning Commission voted to recommend Council approve the proposed updates at their meeting held May 23, 2018.

ees

attachments

## EXCERPT FROM MAY 23, 2018 PLANNING COMMISSION MEETING MINUTES

Present: Chairperson Ostrowski; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Drummond, Grinnan, Ruprich, Stempien, and Wilensky

Absent: None

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

### **REVIEW AND CONSIDER RECOMMENDATION TO COUNCIL ON PROPOSED UPDATES TO THE FENCE ORDINANCE**

Planning Commission is in receipt of draft language updating the fence ordinance to permit fencing up to six (6) feet in height and/or opaque style if they meet standards enumerated in section B, 2. for either Administrative or Planning Commission approval. Additionally, Attorney Ryan drafted a clause requiring existing fences that do not meet ordinance standards due to height or opacity be brought into compliance. Council has scheduled a public hearing and first reading of draft language at their meeting of Tuesday, June 5, 2018.

The Commission discussed the need for a professional evaluation of plant life sustainability and agreed it needs be a verified and documented by either a certified arborist or licensed landscape architect.

Extensive conversation was had related to the notification of neighbors when a permit is submitted for the installation of a six foot fence. It was agreed that if a fence permit was submitted and required to come before the Planning Commission for review, the abutting neighbors would be notified via mail.

Administration reviewed the ways by which the ownership of a fence can be established when pre-existing fences are located along property lines. It was reported that a physical fence inventory for height and opacity has begun in the Village east of Southfield.

An email from Michael Scullen, Lauderdale, speaking in favor of six foot fences was submitted to the Commission.

Motion by Drummond, second by Borowski, that the Planning Commission recommend Village Council approve the proposed updates to the fence ordinance including the following changes: A2 change the word “sharpened” to “sharp”, B2a amending bullet 3 to read “licensed landscape architect and certified arborist.”, B2a paragraph two adding “The property owner or occupant of any parcel(s) abutting the subject site shall be given fifteen (15) day notification of the date and time of the meeting at which the request shall be reviewed.”, and E adding “Any fences or similar structures that enclose all or part of a public or institutional playground, athletic field, or similar use greater than seven feet in height above grade shall require Planning Commission approval.”

Roll Call Vote:  
Grinnan            yes

EXCERPT FROM MAY 23, 2018 PLANNING COMMISSION MEETING MINUTES

Ostrowski	yes
Ruprich	yes
Stempien	yes
Westerlund	yes
Wilensky	yes
Borowski	yes
Copeland	no
Drummond	yes

Motion passed (8-1)

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

**VILLAGE OF BEVERLY HILLS**  
**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE VILLAGE ZONING ORDINANCE, CHAPTER 22,  
SECTION 22.08.150 FENCE, WALL, AND PRIVACY SCREEN REGULATIONS FOR  
THE VILLAGE OF BEVERLY HILLS**

The Village of Beverly Hills Ordains:

Section 1.01. That Village of Beverly Hills Zoning Ordinance, Chapter 22, Section 22.08.150 Fence, Wall, and Privacy Screen Regulations for the Village of Beverly Hills is hereby amended to read as follows:

**22.08.150 FENCE, WALL, AND PRIVACY SCREEN REGULATIONS.**

Purpose and intent: It is hereby determined that regulation of the location, size, placement and certain features of fences, walls, and privacy screens is necessary to enable property owners to provide physical boundaries and privacy on private property without difficulty and confusion, to promote traffic safety, and safeguard public health and welfare.

Fences, walls, and privacy screens are permitted subject to the following:

**A. General Requirements:**

1. Permit. No fence, wall or privacy screen shall be erected, replaced or altered by more than 25% of the vertical area of any side until a permit has been issued. An application for a permit shall be filed with the Building Official, accompanied by a fee as set forth in the Village's permit fee schedule and with sufficient information to determine that the proposed structure meets the requirements of this ordinance, including drawings or sketches showing at least the following:

- a. Location of the fence, wall or privacy screen in relation to lot lines, principal building, other structures, driveways, sidewalks, bikeways, roadways, rights-of-way and easements within 25 feet of the proposed location.
- b. Dimensions and design or style of the fence, wall, or privacy screen including any variations by location.
- c. In the event that lot lines for the subject property cannot be located to the satisfaction of the Building Official, the Building Official may require the applicant to establish lot lines on the property located by a licensed surveyor.

2. Materials. Fences, walls and privacy screens shall be constructed of high quality, durable materials including brick, natural stone, vinyl with matte finish, treated wood or metal (such as wrought iron or painted aluminum). The use of razor wire, barbed wire, protruding spikes, nails, or any sharp point that could pose a hazard to person or animal, or elements that carry electricity are not permitted. Chain link, wire mesh, and similar materials are only permitted for fences in rear yards, but are not permitted to have wood, plastic, or other material inserts. Fences, walls, and privacy screens must be substantially similar in material, color, and style.

3. Location. Any fence, wall, or privacy screen shall be located entirely inside and shall not project beyond the perimeter of the private property of the person constructing it. A fence, wall, or privacy screen may not be attached to, or touch, a fence, wall, or privacy screen located on another lot without the written consent of both owners. In every case, fences, walls, and privacy screens must be designed and constructed as a stand-alone structure. Any existing perimeter fencing, wall, or privacy screen must be removed prior to installation of new fencing, wall, or privacy screens at that lot line. In the event the existing fence, wall, or privacy screen is on the neighboring property, a four (4) inch gap between the established grade and bottom of the fence or privacy screen is required to allow the maintenance of grasses and/or weeds between the structures.

4. Height. The vertical dimension of any fence, wall, gate or column shall be measured from the lowest finished grade on both sides of any such fence, wall, gate or column to any point on top of the fence, wall, gate or column, including any ornamental features.

5. Orientation of Finished Appearance. When one side of the fence or wall has a more finished appearance than the other, the side with the more finished appearance shall face the exterior of the lot.

6. Obstruction. No fence, wall, or privacy screen shall be erected where it would unreasonably obstruct the continued use of, or safe access to any abutting property. Fences, walls or privacy screens located adjacent to a driveway or a street corner shall be designed not to obscure the vision of drivers properly using the street.

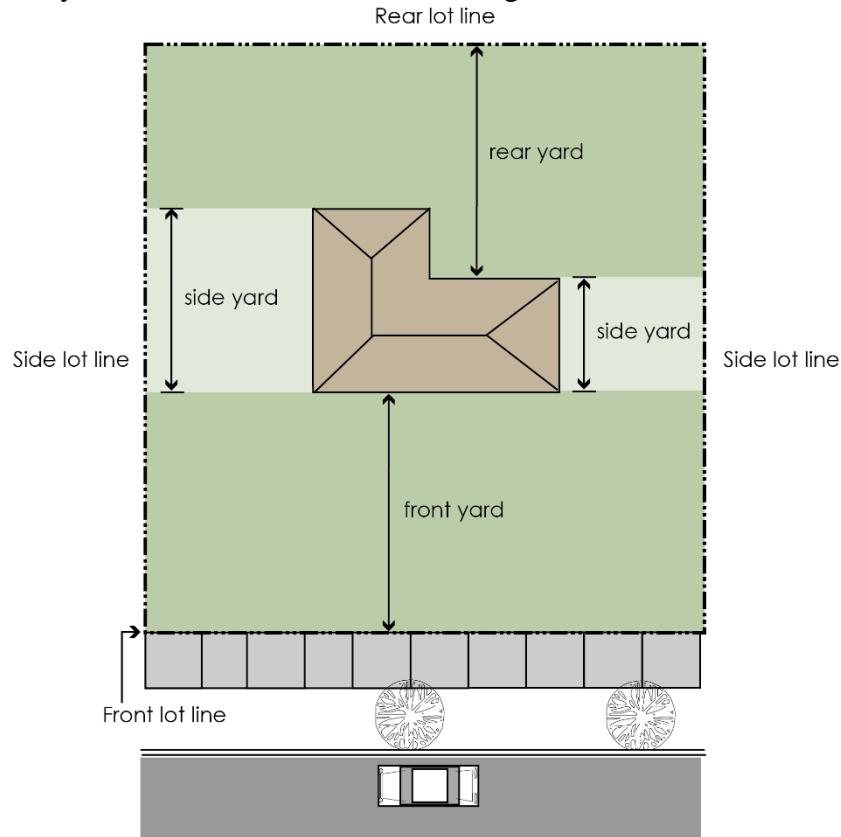
7. Maintenance. Fences, walls and privacy screens shall be constructed in accordance with the adopted Michigan Building Code/Michigan Residential Code and shall be maintained in good condition. Surfaces shall be painted, stained, or constructed of decay resistant materials to protect and preserve the safety and appearance of the structure. If a fence, wall, or privacy screen is found to be in need of repair by the Building Official, the Building Official shall issue orders to the owner to complete the repair. Failure to comply with written notice from the Building Official ordering completion of the repairs shall constitute a violation of this ordinance. If more than 25% of the area of any side of a fence, wall or privacy screen requires reconstruction in any 12 month period, the entire fence, wall or privacy screen shall be brought into compliance with this ordinance.

8. Definitions. For the purposes of this section, the definition of yard locations is as follows:

a. Front Yard: The full width of the lot enclosing the area bounded by the front lot line, the side lot lines, and the front building line.

b. Rear Yard: The full width of the lot enclosing the area bounded by the rear lot line, the side lot lines, and the rear building line.

c. Side Yard: The area on both sides of the principal structure on a lot which is bounded by the side lot lines, the rear building line, and the front building line.

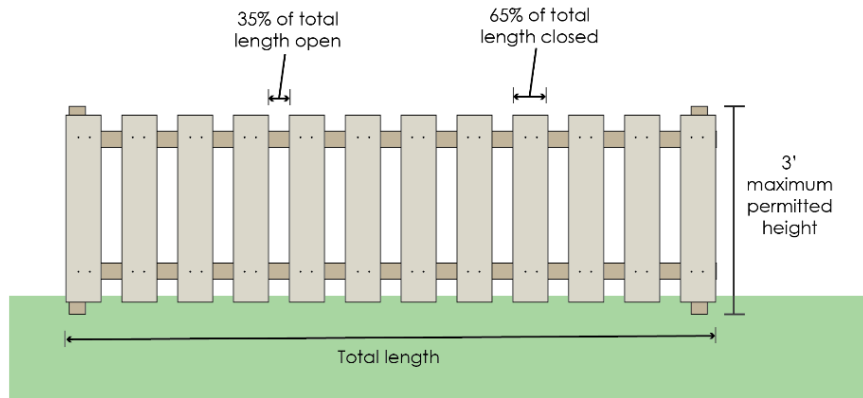


## B. Requirements in Single Family Residential Districts:

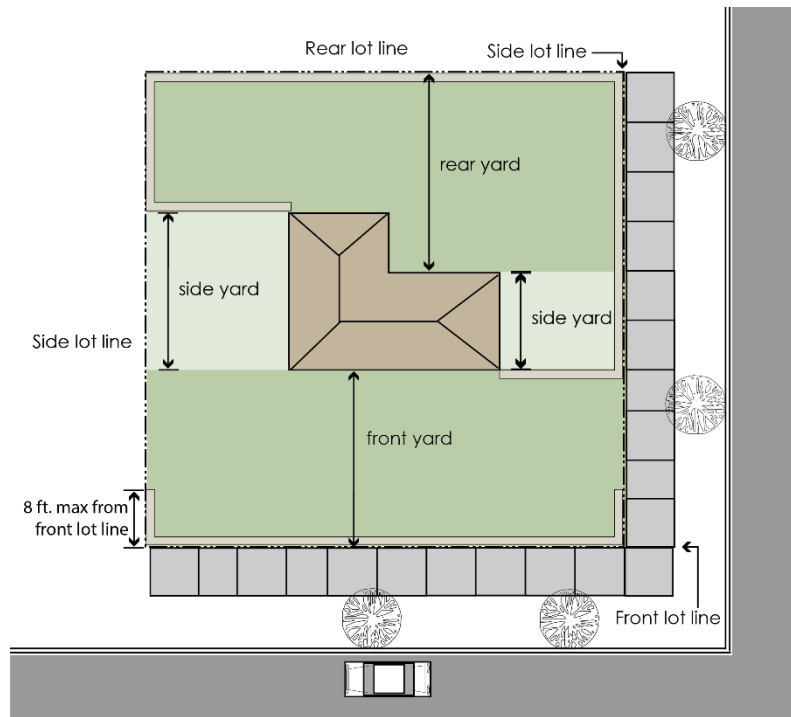
1. Fences: Fences with a vertical surface area that is at least 35% open to air and light are permitted subject to the following:

a. Front Yard: A fence in the front yard shall not exceed three (3) feet in height above grade and shall not extend back toward the front of the principal building more than eight feet, except as provided for in {b} below.



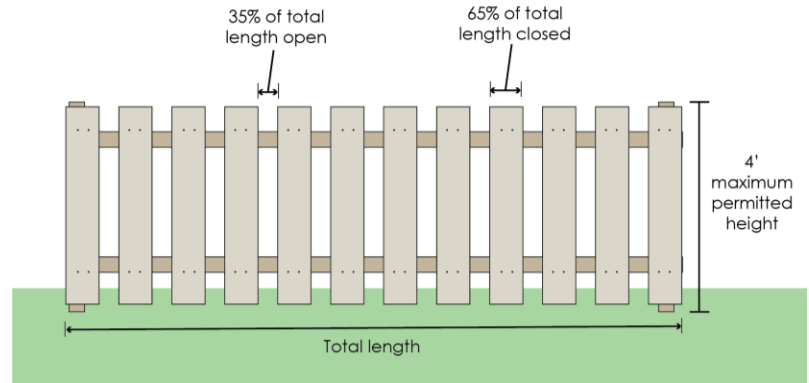
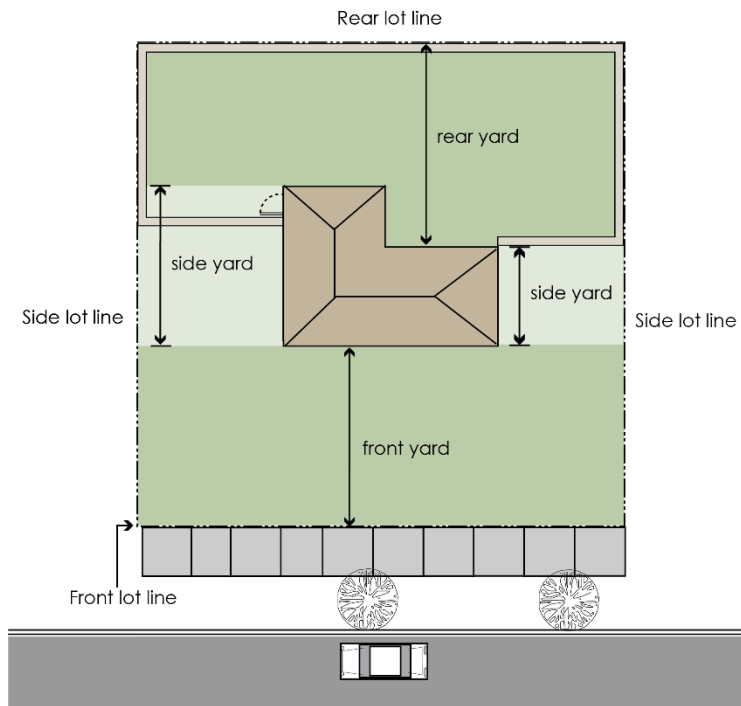


b. Side Yard: A fence in a side yard that abuts a road or street shall not exceed four (4) feet in height above grade. Fences are not permitted in side yards that do not abut roads or streets except as provided for in {c} below.



c. Rear Yard: A fence in a rear yard shall not exceed four (4) feet in height above grade and shall not extend toward the front of the lot farther than the rear of the

house, except a fence may extend into the side yard only to enclose the side door entrance.



2. Fences: Fences up to six (6) feet in height and/or up to 100% solid vertical surface area are permitted subject to Administrative or Planning Commission approval as follows.

a. Approval Standards:

Applicant must demonstrate that at least one of the following conditions is met for Administrative approval. Administration has the discretion to require review by the Planning Commission when there is a question of interpretation for consistency with the intent of this ordinance.

- Spacing between residences is less than that required by Section 22.08.090, 22.08.130 or 22.24 of the Zoning Ordinance, whichever is applicable.
- The subject site is adjacent to a non-single family residential land use or Zone District.
- The subject site cannot support vegetative screening in lieu of the proposed fencing. The applicant shall provide supporting documentation of this from a licensed landscape architect or registered arborist.
- At least one residential parcel within 200' of the subject site on that side of the street in that block or at least one abutting residential parcel contains permitted fencing of similar height and/or opacity. To document this, the applicant shall prepare a neighborhood lot study that includes a map of the study area and photograph(s) of existing fencing. An existing privacy screen as allowed in

Section 3 Privacy Screens shall not be used as consideration for compliance with this standard.

In the event applicant does not meet any above criteria, applicant must demonstrate that at least one of the following conditions is met for Planning Commission approval. The property owner or occupant of any parcel(s) abutting the subject site shall be given fifteen (15) day notification of the date and time of the meeting at which the request shall be reviewed.

- The subject site and/or an abutting parcel has an unconventional lot, yard and/or dwelling orientation (i.e., side yard adjacent to rear yard, pie-shaped lot adjacent to rectangular lot, or those with multiple parcels contiguous to a single lot line).
- Installation of such fencing would mitigate an essential safety and/or privacy concern.

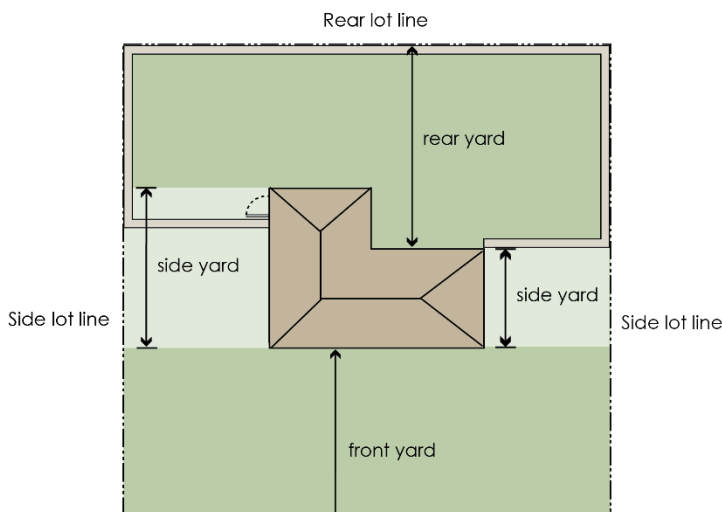
In addition to condition(s) above, applicant must demonstrate that all of the following conditions are met:

- The size, height and location of the fence does not endanger the public safety.
- The size, location, height, design, and materials of the fence are aesthetically in harmony with the property on which it is located.
- The proposed removal of vegetation and trees and disturbance to natural terrain has been minimized.
- The size, height, design, and location of the fence does not create a traffic or pedestrian hazard.

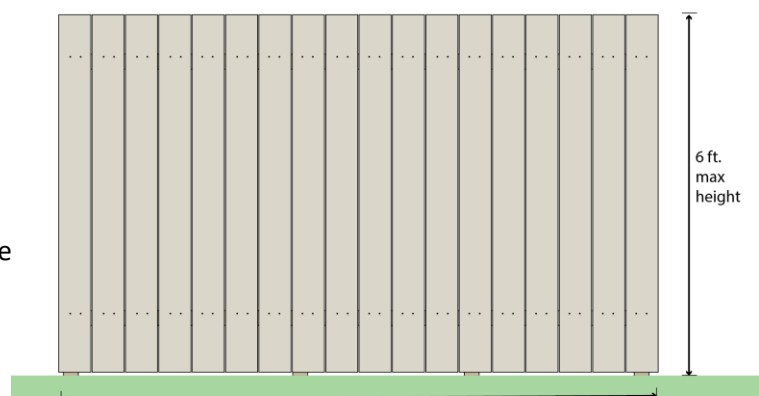
b. Front Yard: A fence higher than 3 feet above grade and/or less than 35% open to air/light is not permitted in the front yard.

c. Side Yard: A fence higher than 4 feet above grade in a side yard that abuts a road or street shall comply with accessory building setback requirements as described in Section 22.08.070. Fences are not permitted in side yards that do not abut roads or streets except as provided for in {d} below.

d. Rear Yard: A fence in a rear yard shall not extend toward the front of the lot farther than the rear of the house, except a fence may extend into the side yard only to enclose the side door entrance.



nitte

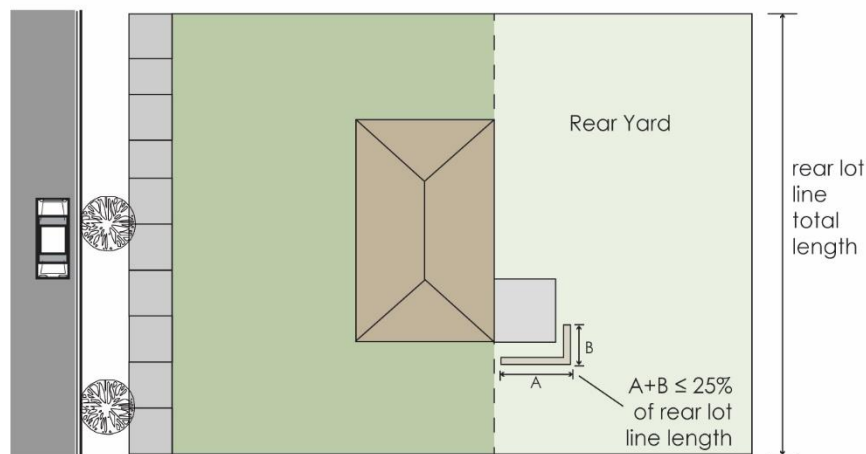


e. Support Posts: Vertical support posts may extend up to six inches above the allowable fence height.

3. Privacy Screens: Privacy screens that do not exceed six feet in height above grade are permitted as follows:

a. Properties in all single family residential zone districts may erect a privacy screen in the rear or side yard to enclose an area on up to three sides, with a maximum total length that does not exceed 25% of the rear lot line length.

b. Properties where the rear yard abuts Southfield Road, Greenfield Road, or Thirteen Mile Road may erect a privacy screen along the perimeter of the rear yard that abuts these roads and may extend the privacy screen into the side yard only to enclose a side door entrance.



4. Walls: Walls may be used instead of a fence, provided the total height above grade does not exceed three (3) feet.

#### C. Amortization of Noncompliant Fences.

1. Any existing fences that are greater than 4 feet above grade and/or do not meet requirements for openness to air and light which have not received a permit or variance from the Zoning Board of Appeals shall be removed or brought into compliance with ordinance requirements by the \_\_\_\_ day of \_\_\_\_\_ 2019.

D. Fences, walls, or privacy screens are required in non single family residential zones for the enclosing of areas of outside storage of goods, material or equipment and shall not be less than six feet and not greater than seven feet in height above grade.

E. Fences that enclose public or institutional playgrounds shall not exceed seven feet in height above grade, and shall not obstruct vision to an extent greater than 25% of their total areas. Any fences or similar structures that enclose all or part of a public or institutional playground, athletic field, or similar use greater than seven feet in height above grade shall require Planning Commission approval.

F. Construction Fences. Refer to paragraph b (3) from Section 22.08.280 Regulation of Nuisance Activities.

Section 2.01. SEVERABILITY. If any section, clause or provision of this Ordinance shall be declared to be inconsistent with the Constitution and laws of the State of Michigan and voided by any court of competent jurisdiction, said section, clause or provision declared to be unconstitutional and void shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force.

Section 3.01. SAVING CLAUSE. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

Section 4.01. REPEALER. Any Ordinance conflicting with this Ordinance be and the same is hereby repealed.

Section 5.01. EFFECTIVE DATE. A public hearing having been held by the Planning Commission on October 25, 2017, and the Village Council on June 5, 2018, the provision of this Ordinance shall become effective 20 days following its publication in The Eccentric, a newspaper circulated within said Village.

Made and passed by the Village Council of the Village of Beverly Hills this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
JOHN MOONEY, Village President

\_\_\_\_\_  
ELLEN E. MARSHALL, Village Clerk

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

\_\_\_\_\_  
ELLEN E. MARSHALL, Village Clerk

## MEMO

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

From: Erin Saur, Planning & Zoning Administrator

Re: Review and Consider Site Plan Approval for 31015 Southfield Road, BP Gas Station

Date: May 30, 2018

The Village Administration and Planning Commission have been working with representatives from BP Gas Station, 31015 Southfield Rd, for proposed redevelopment of the site. The petitioner is proposing to enclose the former car wash and enclose the space on the south end of the building that is open with an awning cover to expand the convenience store area. The building façade will be updated with this expansion, the canopy posts will be enclosed in brick and fuel pumps will be replaced, there will be landscaping improvements, and the existing light poles will be painted. The plans have been reviewed by the Village Engineer who noted limited impact on existing infrastructure, the Village Planning Consultant whose comments are attached, and the Fire Marshal who has preliminarily reviewed the plans but will require sealed prints at the time of permit issuance for final approval.

After thorough review and comment over a number of meetings, the Planning Commission recommended conditional approval at their meeting held January 24, 2018. The meeting minutes are attached and the conditions for their recommended approval are summarized below:

- removal of guardrail on the west and north side of the property;
- removal of donation collection boxes;
- light poles, canopy, and vent pipes painted to match building façade;
- repainting of any other existing structures on property;
- asphalt should be repaired or replaced to a safe condition;
- the plans should contain all proposed elevations including sidewalk and pump bases;
- removal of all unused equipment on roof and proper screening for the mechanical equipment on ground or roof; and
- replacement of existing pumps.

The petitioner has submitted plans that appear to meet all those conditions except the requirement to paint the canopy to match the building façade. The petitioner contends the canopy paint colors are dictated by the fuel company and must remain in the color scheme that matches corporate branding. The Village Council may choose to modify the conditions set forth by the Planning Commission for approval, if desired.

### **Suggested Motion**

The Village Council approves the proposed site plan dated May 18, 2018 to renovate the existing building at 31015 Southfield Road, BP Gas Station contingent on the removal of guardrails on the west and north side of the property; removal of donation collection boxes; light poles, canopy and vent pipes painted to match building façade; repainting of any other existing structures on

property; asphalt should be repaired or replaced to a safe condition; the plans should contain all proposed elevations including sidewalk and pump bases; removal of all unused equipment on roof and proper screening for the mechanical equipment on ground or roof; replacement of existing pumps; subject to Fire Marshal review and approval, and Village Engineer review of site engineering, including grading, drainage and utilities.

ees

attachments

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

Absent: Vice-Chairperson Westerlund; Member: Borowski

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

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

**AMENDMENTS TO AGENDA/APPROVE AGENDA**

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

Motion passed.

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

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

Motion passed.

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

None.

Grinnan arrived at 7:33 p.m.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Roll Call Vote:

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

Motion passed (5-2)

Stempien left at 8:45 p.m.

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

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

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

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

**PUBLIC COMMENTS**

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

**LIAISON COMMENTS**

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

**ADMINISTRATION COMMENTS**

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

**COMMISSIONERS COMMENTS**

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

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

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

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

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

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

Motion passed.

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

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

**Elizabeth M. Lyons**  
**Recording Secretary**

January 12, 2018

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

<b>Attention:</b>	Erin Saur, Planning and Zoning Administrator
<b>Subject:</b>	Redevelopment of existing fueling station – Site Plan Review #7
<b>Location:</b>	31015 Southfield Road – northwest corner of the Southfield and 13 Mile intersection
<b>Zoning:</b>	B Business District and Village Center Overlay District

Dear Commissioners:

At the Village's request, we have reviewed the revised site plan (cover sheet most recently dated 11/14/17) for the BP gas station/convenience store located at 31015 Southfield Road. The project entails expansion of the convenience store into what is currently the car wash building, enclosure of the covered area on the south side of the building, as well as façade improvements, a new waste receptacle/enclosure and brick finishes around the fuel canopy supports.

Previous versions of the project included expansion of the fuel pumps, inclusion of a drive-through restaurant and exterior convenience items, which are no longer proposed.

The Zoning Ordinance permits retail businesses in the B District, which is the focus of the proposed project. Given the removal of the project components noted above, the request requires only site plan review/approval (as opposed to also needing special land use review/approval).

We offer the following comments for your consideration in accordance with the review standards set forth in the Village Zoning Ordinance. Items in need of attention or additional discussion are underlined to ease navigation through this letter.

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

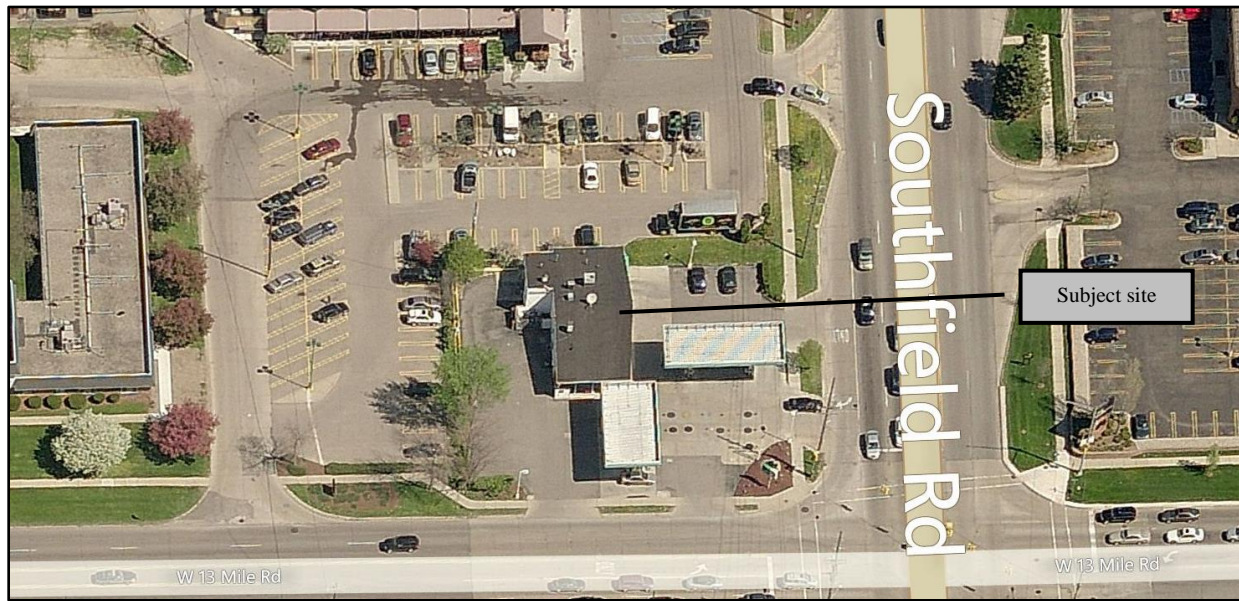
- 1. Dimensional Requirements.** Section 22.24 of the Village Zoning Ordinance provides limited dimensional standards for the B District. Of note are a 2-story/30' height limit, a 35' front setback requirement and a 20' rear setback requirement.

The modified building and existing canopies meet the height requirement, while the proposed building expansion also complies with front setback requirements.

As has been previously discussed, the fuel island canopies encroach into the required front yard setback along both 13 Mile and Southfield Roads. The canopies are nonconforming structures that are not being altered in any way that impacts their current status, which allows them to remain in place.

- 2. Building Design and Materials.** Section 22.09.030 requires the use of durable, quality materials, as well as design elements consistent with high quality buildings.

The proposed building is primarily brick with use of stone and EIFS as accent materials on the north, south and east elevations. The west elevation will retain the existing block material, but will be painted.



*Aerial view of site and surroundings (looking north)*

The fuel canopy supports will be faced with brick matching that used on the building.

Proposed colors include light beige, dark beige and light brown. We request the applicant present the Planning Commission with material and color samples for their consideration as part of this site plan review.

Lastly, any roof-mounted mechanical equipment must be fully screened.

3. **Parking.** Based on the information provided on Sheet SP-2 (usable floor area and number of employees), Section 22.28.020 requires 11 parking spaces. The proposed plan provides 12 dedicated parking spaces, not including the spaces at each of the 8 fuel pumps.
4. **Vehicular Circulation.** The plan does not propose any changes to the existing circulation pattern. The revised plans include a note stating that deliveries (fuel, as well as goods for the convenience store) and refuse removal will occur during off-peak hours or between 4AM and 6PM. It is our understanding that the note should read off-peak or between 4 AM and 6 AM; however, the applicant must confirm this is the case and correct the note.
5. **Pedestrian Circulation.** The submittal identifies existing public sidewalks along both roadways, as well as an internal sidewalk along the east façade at the building entrance.
6. **Landscaping.** The revised submittal includes a landscape plan sealed by a Landscape Architect, as required.  
  
The plan includes new/improved landscaped beds in each corner of the property. Plantings include 7 deciduous trees and 114 shrubs.
7. **Lighting.** The submittal indicates that the existing parking lot light poles will remain, although the fixtures mounted under the fuel canopies are to be replaced. A fixture detail included with the revised submittal notes the use of recessed LED fixtures, which, in our opinion, will be an improvement to the current fixtures.

- 8. Waste Receptacle/Enclosure.** The project includes a new waste receptacle and enclosure in the northwest portion of the property. Details include a concrete base pad and masonry enclosure faced with brick matching that used on the building.
- 9. Signage.** The submittal identifies the existing nonconforming sign in the southeast corner of the property, but does not show any new/proposed signage. The applicant should be aware that new signage requires approval by the Planning Commission prior to application for a sign permit.

Since the proposal entails a building expansion of approximately 17%, Section 22.32.120 does not require that the nonconforming pole sign be brought into compliance; however, we encourage the applicant to consider replacement of this sign in keeping with the intent of the Village's sign regulations and the plan to improve properties along the Southfield Road corridor.

- 10. Exterior Convenience Items.** The revised plan identifies two exterior convenience items (an ice chest and a cage for propane tanks) along the front (west side) of the building. Section 22.22.030(b) states that the Village Administration may allow up to two exterior convenience items when they are "located adjacent to the principal building in such a manner so as to not block or disrupt pedestrian or vehicular circulation or endanger the public, health, safety and welfare."

Ordinance standards appear to be met; however, we request the Fire Marshal review the propane tank storage to ensure public safety is upheld.

- 11. Engineering.** We defer to the Director of Public Services and Village Engineer for review of site engineering, including grading, drainage and utilities.

Should you have any questions concerning this matter, please do not hesitate to contact our office. I can be reached by phone at (248) 586-0505, or via e-mail at [borden@lsplanning.com](mailto:borden@lsplanning.com).

Sincerely,

**LSL PLANNING, INC.**



Brian V. Borden, AICP  
Planning Manager

# Memorandum

**To:** Honorable President Mooney; Village Council  
**CC:** Tom Ryan, Village Attorney; Sheila McCarthy, Finance Director  
**Date:** 5/31/2018  
**Re:** South Berkshire Civic Association Donation

The Village has been approached by the South Berkshire Civic Association about a possible donation of their existing Association funds. The Association has not met in many years and is going through the process of a legal dissolution yet retains an account of funds from Association dues paid in the past. As the Association is defunct, further inactivity could result in the current funds being remitted to the State of Michigan. In lieu of that occurrence, the Association has requested that the Village accept a donation of their existing funds and for these funds to be utilized for an improvement that would benefit the Association. The Association currently holds over \$16,000 in funds.

The Village Attorney has drafted an agreement by which the Village could accept and hold the donation for later use of the benefit of the Association. There have been some recommended improvements including new streetlighting, signage and painting or repairs of fire hydrants. Village Administration has reviewed the proposed agreement and believes it to be in the best interest of the Village.

***...be it so resolved that the Village accept final distribution of the South Berkshire Civic Association Distribution of Association Funds and that such assets be given to the Village of Beverly Hills be used for public purpose as listed in the policy adopted by the Village of Beverly Hills regarding charitable donations.***



**VILLAGE OF BEVERLY HILLS**

**RESOLUTION TO ACCEPT FINAL DISTRIBUTION OF THE SOUTH BERKSHIRE  
CIVIC ASSOCIATION DISTRIBUTION OF ASSOCIATION FUNDS**

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 Tuesday, June 5, 2018, at 7:30 p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_  
and seconded by \_\_\_\_\_ to accept final distribution of the South  
Berkshire Civic Association Distribution of Association Funds.

WHEREAS, the remaining Board of Directors for the South Berkshire Civic Association, a Michigan non-profit corporation, is going through the legal dissolution process with the State of Michigan; and

WHEREAS, the Article of Incorporation state that the purpose of the Corporation is to protect the property values and to guard the general interests of the members of the corporation; and

WHEREAS, MCL 450.2855(c) provides that the asset of a dissolved corporation held for a charitable, religious, eleemosynary, benevolent, education or similar purposes shall be transferred to certain entities, including governmental agencies, engaged in similar activities as those of the dissolved corporation; and

WHEREAS, the remaining Board of Directors deems that the Village of Beverly Hills qualifies as such an entity through MCL 450.2855(c) and engages in activities that further the stated purpose of the Corporation.

NOW THEREFORE, be it resolved that the Corporation distribute its remaining assets to the Village of Beverly Hills, Michigan pursuant to MCL 450.2855(c) for the purpose of funding the following suggested items to benefit the Residents of the Association:

The Association consists of the following Subdivisions:

Coryell Estates, Coryell Estates #1, Kennoway Meadows, Kennoway Meadows #1, Berkshire Valleys #1, Berkshire Valley #2, Berkshire Valleys #3.

Which include the following Streets and Islands:

Elwood, Plantation, Coryell, Embassy, Buttonwood Ct., Marimoor, Leemoor, Stellamar, Vernon, Wendbrook, Woodhaven, Billington Ct., Orcutt, Virmar, Normandale and Gates.

The following are suggested items where the funds could be used to benefit the Residents of the Association:

- 1) Street light on Evergreen at Coryell.
- 2) New street signs and posts throughout the Association.
- 3) Re-paint and or replace, if needed, fireplugs throughout the Association.

BE IT FURTHER RESOLVED, that the assets given to the Village of Beverly Hills shall be used for public purpose as listed in the policy adopted by the Village of Beverly Hills regarding Charitable Donations.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
John Mooney, President


### **CERTIFICATION**

I, Ellen Marshall, being the duly appointed and qualified Clerk of the Village of Beverly Hills, Oakland County, Michigan, do hereby certify and declare that the foregoing is a true and correct copy of a Resolution adopted by the Village of Beverly Hills Council at its regular meeting held on June 5, 2018.

.

\_\_\_\_\_  
ELLEN MARSHALL, Village Clerk

**MEMO**

To: Chris Wilson, Village Manager  
From: Thomas Meszler, Director of Public Services   
Date: June 5, 2018  
Re: 2018 Pilot Local Road Improvement Program Agreement

The Village of Beverly Hills applied to Oakland County Board of Commissioners for funding for construction of 14 Mile Rd. from west of Lahser Rd. to the west Village limits through the Commissioner's Pilot Local Road Improvement Matching Fund Program. The Village was awarded \$16,801 towards this project. Attached is the agreement between the County Board of Commissioners and the Village of Beverly Hills. The estimated total cost for the project is \$300,672.00.

**Suggested Resolution**

The Village of Beverly Hills Council approves the 2018 Local Road Improvement Matching Fund Pilot Program Cost Participation Agreement and authorizes the Village Manager to sign the agreement.

THM/klm

attachment



## BOARD OF COMMISSIONERS

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1200 N. Telegraph Road  
Pontiac, MI 48341-0475  
Phone: (248) 858-0100  
Fax: (248) 858-1572

May 17, 2018

Village President John Mooney  
18500 West Thirteen Mile  
Beverly Hills, MI 48025

Dear Village President Mooney,

I am pleased to inform you that the Board of Commissioners has approved your application for funding under the 2018 Pilot Local Road Improvement Program.

Poor conditions on our roads create an impediment to the economic development of our community and diminish the excellent quality of life our residents expect. Oakland County is proud to be a partner with your local government to provide much needed investment in our local transportation infrastructure.

Enclosed you will find two (2) copies of a Cost Participation Agreement. Following approval by your governing authority and execution of the agreement, please forward the documents to:

Oakland County Board of Commissioners  
Attn: Michael Andrews, Sr. Analyst  
1200 N. Telegraph Road  
Pontiac, Michigan 48341-0475

We will return a fully executed copy to you for your records. After you receive the finalized agreement, you can invoice our Management and Budget office as instructed in the agreement for payment.

If you have any questions regarding the program or agreement, please feel to contact Michael Andrews, Sr. Analyst of the Board of Commissioners at (248)858-5115 or [andrewsmb@oakgov.com](mailto:andrewsmb@oakgov.com). In addition, please feel free to contact me if I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, which appears to read "William Dwyer", followed by a horizontal line.

William Dwyer  
Oakland County Commissioner

## **LOCAL ROAD IMPROVEMENT MATCHING FUND PILOT PROGRAM**

### **COST PARTICIPATION AGREEMENT**

Reconstruct 14 Mile Road from West Lahser Road to West Village Limits

Village of Beverly Hills

Board Project No. 2018-17

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Board of Commissioners of the County of Oakland, Michigan, hereinafter referred to as the BOARD, and the Village of Beverly Hills, hereinafter referred to as the COMMUNITY, provides as follows:

WHEREAS, the BOARD has established the Pilot Local Road Improvement Matching Fund Program, hereinafter the PROGRAM, for the purposes of improving economic development in Oakland County cities and villages. The terms and policies of the PROGRAM are contained in Attachment A. The BOARD intends the PROGRAM to assist its municipalities by offering limited funds, from state statutory revenue sharing funds, for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages; and

WHEREAS, the BOARD shall participate in a city or village road project in an amount not exceeding 50% of the cost of the road improvement, hereinafter referred to as the PROJECT, and also not exceeding the Preliminary Distribution Formula as it relates to the COMMUNITY, (Attachment B); and

WHEREAS, the COMMUNITY has identified the PROJECT as the Reconstruct 14 Mile Road from West Lahser Road to West Village Limits, as more fully described in Attachment C, attached hereto, and made a part hereof, which improvements involve roads under the jurisdiction of and within the COMMUNITY and are not under the jurisdiction of the Road Commission for Oakland County or state trunk lines; and

WHEREAS, the COMMUNITY has acknowledged and agreed to the BOARD's policies regarding the PROGRAM, Attachment A, and further acknowledge and agree that the PROJECT's purpose is to encourage and assist businesses to locate and expand within Oakland County and shall submit a report to the BOARD identifying the effect of the PROJECT on businesses in the COMMUNITY at the completion of the PROJECT. In addition, the COMMUNITY acknowledges that the program is meant to supplement and not replace funding for existing road programs or projects; and

WHEREAS, the COMMUNITY has acknowledged and agreed that the PROGRAM is expressly established as a pilot program and there is no guarantee that the PROGRAM will be continued from year to year. The COMMUNITY further acknowledges and agrees that if the PROJECT is a multi-year road improvement project, the maximum number of years for the PROJECT funding is two (2) years. The BOARD anticipates that most PROJECTS funded under the PROGRAM will be completed by the end of calendar year 2019. There is no obligation on behalf of the BOARD to fund either the PROJECT or the PROGRAM in the future; and

WHEREAS the COMMUNITY has acknowledged and agreed that the COMMUNITY shall assume any and all responsibilities and liabilities arising out of the administration of the PROJECT and that Oakland County shares no such responsibilities in administering the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is \$300,672; and

WHEREAS, said PROJECT involves certain designated and approved Local Road Improvement Matching Funds in the amount of \$16,801, which amount shall be paid to the COMMUNITY by the BOARD; and

WHEREAS, the BOARD and the COMMUNITY have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and in conformity with applicable law and BOARD resolution(s), it is hereby agreed between the COMMUNITY and the BOARD that:

1. The BOARD approves of the PROJECT, and in reliance upon the acknowledgements of the COMMUNITY, finds that the PROJECT meets the purpose of the PROGRAM.

2. The BOARD approves of a total funding amount under the PROGRAM for the PROJECT in an amount not to exceed \$16,801. The COMMUNITY shall submit an invoice upon execution of this Agreement to the COUNTY in the amount of \$16,801.

a. The invoice shall be sent to:

Lynn Sonkiss, Manager of Fiscal Services  
Executive Office Building  
2100 Pontiac Lake Road, Building 41 West  
Waterford, MI 48328

3. Upon receipt of said invoice, the BOARD shall pay the COMMUNITY the sum of \$16,801 from funds available in the PROGRAM.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first written above.

OAKLAND COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Its: \_\_\_\_\_

COMMUNITY

By: \_\_\_\_\_

It's: \_\_\_\_\_

## MEMO

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

From: Erin Saur, Planning & Zoning Administrator

Re: Draft Planning Commission Bylaws

Date: May 30, 2018

At the meeting held February 20, 2018, the Village Council directed Planning Commission to develop proposed bylaws to be reviewed by Council not later than September 2018. Attached is a draft of bylaws which includes procedural guidelines for the general public in attendance.

Both the Village Ordinance, Chapter 21 Village Planning, Section 22.01 (d) and the Michigan Planning Enabling Act require the adoption of Planning Commission bylaws. Upon Council's review and feedback, the bylaws can be adopted by the Planning Commission at their June 27<sup>th</sup> meeting.

ees

attachment



**BYLAWS OF THE  
VILLAGE OF BEVERLY HILLS  
PLANNING COMMISSION**

**ARTICLE I – PREAMBLE**

**SECTION 1 – CREATION OF COMMISSION**

Pursuant to the Michigan Planning Enabling Act (Act 33 of the Public Acts of 2008, as amended) and the Michigan Zoning Enabling Act (Act 110 of the Public Acts of 2006, as amended), the Beverly Hills Village Council created the Beverly Hills Planning Commission by Ordinance (Chapter 21 of the Village Code) with power to make, adopt, extend, add to, or otherwise amend, and to carry out plans for lands within the boundaries of the Village.

**SECTION 2 – TITLE OF COMMISSION**

The official title of this Commission shall be the Village of Beverly Hills Planning Commission, hereafter referred to as the "Planning Commission".

**ARTICLE II – AREA**

The area served by the Planning Commission shall include all lands legally within the corporate limits of the Village of Beverly Hills, Oakland County, Michigan, as now or hereafter established.

**ARTICLE III – DUTIES**

**SECTION 1 - AUTHORITY**

In accordance with Section 11 of the Michigan Planning Enabling Act, Act 33 of 2008, the Planning Commission has been designated to receive all powers, duties, and responsibilities provided by the Michigan Zoning Enabling Act, Act 110 of the Public Acts of 2006, as amended.

**SECTION 2 – DUTIES**

The Planning Commission shall perform the following duties:

- A. Take such action on petitions, staff proposals, Village Council and Zoning Board of Appeals requests for amendments to the Zoning Ordinance, as required.
- B. Take such action on petitions, staff proposals, and Village Council requests for amendments to the Master Plan, as required.
- C. Prepare an Annual Report to the Village Council.
- D. Take such actions as are required by the Michigan Zoning Enabling Act, Act 110 of the Michigan Public Acts of 2006, as amended.
- E. Review development proposals and recommend appropriate actions to the Village Council.
- F. Prepare special studies and plans, as deemed necessary by the Planning Commission or Village Council and for which appropriations of funds have been approved by the Village Council, as needed.
- G. Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of Planning Commissioner and for which appropriations of funds have been approved by the Village Council, as needed.
- H. Hold an annual joint meeting with the Village Council, typically the 2<sup>nd</sup> Wednesday in February.

## **ARTICLE IV- MEMBERSHIP**

### **SECTION 1 - COMPOSITION**

- A. The Planning Commission shall be composed of nine (9) members appointed by the Village Council. All members shall be qualified electors of the Village of Beverly Hills.
- B. The Village President, Village Manager, and one or more members of the Village Council may be appointed as ex officio members, provided not more than one-third of the Commission members may be ex officio members.
- C. Members shall be appointed for a period of three (3) years from July 1<sup>st</sup> of the year in which the member is appointed.

### **SECTION 2 - VACANCY**

In the event of a vacancy on the Planning Commission, a successor shall be appointed by Village Council as soon as is reasonably possible. Vacancies for unexpired terms shall be filled for the remainder of the term.

### **SECTION 3 – ABSENCES, REMOVAL, RESIGNATION**

- A. In order to be excused, members of the Planning Commission shall notify the Planning Commission Chairperson, or other Planning Commission member when they intend to be absent from the following meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B. Members of the Planning Commission may be removed by the Village Council, after a public hearing, for misfeasance, nonfeasance or malfeasance. Failure to disclose a conflict of interest shall constitute malfeasance in office.
- C. A member may resign from the Planning Commission by sending a letter of resignation to the Village President, Village Council, the Planning Commission Chairperson, or the Village Manager.

### **SECTION 4 – PROFESSIONAL CONSULTANTS**

- A. The Planning Commission shall be assisted by the Planning and Zoning Administrator and such consultants as it may deem necessary, including, but not limited to, those for Planning, Engineering, and Legal assistance, in the performance of the duties of the Planning Commission, as noted in Article III.
- B. The Planning and Zoning Administrator and consultants shall be responsible for the professional and administrative work in coordinating the functions of the Planning Commission.
- C. The Planning and Zoning Administrator shall:
  - (1) Supervise and review the work of consultants and other Village staff.
  - (2) Accept applications for matters to be reviewed by the Planning Commission and ensure that such applications are complete.
  - (3) Forward agenda packets to the Planning Commission approximately one (1) week prior to the meeting at which such matters will be considered.
  - (4) Inform the Planning Commission of administrative and enforcement actions taken on behalf of the Village related to the Zoning Ordinance or other appropriate Ordinance, as needed.
- D. Consultants shall perform the following duties, as directed by the Planning and Zoning Administrator, Planning Commission, Village Council, or Village Manager:
  - (1) Attend Planning Commission meetings as requested.

- (2) Consult with the Planning Commission, Planning and Zoning Administrator, and other Village officials concerning interpretation, procedural questions, and other matters arising from the Zoning Ordinance.
- (3) Prepare amendments to the Zoning Ordinance as directed by the Planning Commission.
- (4) Prepare and forward to the Planning and Zoning Administrator written reviews and recommendations, if appropriate, for requests and development proposals to be considered by the Planning Commission.
- (5) Meet with applicants, their representatives, and/or Village officials, as needed to properly perform project reviews.
- (6) Perform other duties as directed by the Village.

## **SECTION 5 – TRAINING**

Each new member shall complete an introductory planning and zoning course, offered by the Michigan Association of Planning, Michigan State University Extension or other qualified provider, within 6 months of appointment.

## **ARTICLE V – OFFICERS**

### **SECTION 1 – ELECTION**

At its first regularly scheduled meeting in the month of July, the Planning Commission shall elect from its members, a Chairperson, Vice-Chairperson, and Secretary.

The term of all officers shall be (1) one year, beginning in July, and each officer shall be eligible for reelection. Officers shall be elected by a majority vote of the membership of the Planning Commission following a nomination accepted by that member.

### **SECTION 2 – CHAIRPERSON DUTIES**

The Chairperson shall preside at all meetings of the Planning Commission and shall conduct all meetings in accordance with the bylaws adopted herein. The Chairperson shall recognize members of the audience during the audience comments and during public hearings, and may also recognize members of the audience during other agenda items at the Chairperson's discretion.

### **SECTION 3 – VICE-CHAIRPERSON DUTIES**

In the absence of the Chairperson, or in the event of a conflict of interest, the Vice-Chairperson shall preside and otherwise carry out the duties of the Chairperson in the Chairperson's absence and shall succeed to the office of Chairperson in the event of a vacancy in the office. In which case, the Planning Commission shall select a successor to the office of Vice-Chairperson at the earliest practical time. In the absence of both the Chairperson and Vice-Chairperson, the Secretary shall preside.

### **SECTION 4 – SECRETARY DUTIES**

The Secretary shall attend all meetings of the Planning Commission and shall be responsible for the review of minutes pertaining to meetings. In the event the Secretary is absent from a meeting, the Chairperson shall review the minutes.

### **SECTION 5 – TERM OF OFFICE**

The officers shall take office at the meeting of their election.

## **ARTICLE VI - MEETINGS**

### **SECTION 1 – MEETING DATES**

Regular meetings shall be held on the fourth Wednesday of each month, unless a date falls on or near a holiday.

The Planning Commission shall determine alternate dates for regular meetings that conflict with a holiday. Notice of all meetings shall be posted at Village Offices. Meeting notices shall include the date, time, and place of all regularly scheduled meetings. Any changes in the date, time, or location of the regular meetings shall be posted in a like manner as above.

### **SECTION 2 – ORDER OF BUSINESS**

The order of business for regular meetings shall be:

1. Call to order by the Chairperson
2. Roll call
3. Approval of the agenda
4. Approval of the minutes of the previous meeting(s)
5. Public comments on non-agenda items
6. Public hearings
7. Old business
8. New business
9. Additional opportunity for public comment
10. Council liaison comments
11. Administration comments
12. Commissioner comments
13. Adjournment

This order of business may be revised by a majority vote of the members present.

### **SECTION 4 – QUORUM**

In order for the Planning Commission to conduct business or take any official action, a quorum consisting of at least five (5) members shall be present. When a quorum is not present, no official action, except for rescheduling and closing of the meeting, may take place. The members of the Planning Commission may discuss matters of interest without a quorum, but may not take any action. Public hearings without a quorum may be rescheduled for the next regular or special meeting in compliance with the Michigan Open Meetings Act.

### **SECTION 5 – PUBLIC HEARINGS**

- A. Hearings shall be scheduled, and due notice given in accordance with the provisions of the acts and ordinances cited in Article 1, Section 1, above.
- B. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion.
- C. Unless otherwise stated by the Chairperson prior to opening a public hearing, speakers shall be limited to presentations of not more than 5 minutes per person. Audience members may not distribute their allotted time to another. The Chairperson may allow an audience member to speak a second time only after all other audience members have been given the opportunity to speak.

## **SECTION 6 – MOTIONS**

Motions may be restated by the Chairperson or designated person, at the request of any member of the Planning Commission, before a vote is taken. The name of the maker and supporter of the motion, as well as the corresponding votes shall be recorded.

## **SECTION 7 – DECISIONS**

Upon request, a written notice containing the decision of the Planning Commission will be sent by the Village Clerk's office to petitioner(s) and originator(s) of any request.

## **ARTICLE VII – CONFLICT OF INTEREST**

- A. Planning Commission members shall declare a Conflict of Interest when:
- (1) a relative or other family member is involved in any request for which the Planning Commission is asked to make a decision;
  - (2) the Planning Commission member has a business or financial interest in the property involved in the request, or has a business or financial interest in the applicant's company, agency, or association;
  - (3) the Planning Commission member has a financial interest in neighboring property. For purposes of this Section, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the Zoning Ordinance, or other applicable Ordinance, or when;
  - (4) there is a reasonable appearance of a conflict of interest, as determined by the Planning Commission member declaring the conflict.
- B. Planning Commission members declaring a conflict shall not make any presentations to the Planning Commission, either as a representative of the proposal or as an individual citizen.
- C. When declaring a conflict, the Planning Commission member shall:
- (1) announce a conflict of interest and state its general nature;
  - (2) abstain from any discussion or votes relative to the matter which is the subject of the conflict; and
  - (3) recuse her/himself from the room in which the discussion takes place.

## **ARTICLE VIII – MINUTES**

Planning Commission minutes shall include, but not be limited to, the requirements of the Open Meetings Act.

## **ARTICLE IX - OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

- A. All meetings shall be held in accordance with the requirements of the State Open Meetings Act.
- B. Any person shall be permitted to address the Planning Commission concerning non-agenda matters, during public hearings, and/or after the conclusion of business items.
- C. All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

## **ARTICLE X - FISCAL YEAR**

The fiscal year of the Planning Commission shall be the same as that of the Village of Beverly Hills.

### **ARTICLE XI – AMENDMENTS**

The bylaws may be amended, by an affirmative vote of five (5) members of the Planning Commission at any regular meeting provided that notice of the proposed amendment shall be delivered to all members of the Planning Commission at least seven (7) days before the regular meeting at which they are to be considered.

### **ARTICLE XII - PARLIAMENTARY PRACTICE**

For meetings of the Planning Commission and the advisory committees, the rules of parliamentary practice as set forth in the most current edition of "Roberts' Rules of Order" shall govern in all cases in which they are not inconsistent with these bylaws and not contrary to any existing laws of the State of Michigan.

### **ARTICLE XIII - EFFECTIVE DATE**

Adopted the \_\_\_\_ day of \_\_\_\_, 2018.

Motion by \_\_\_\_, seconded by \_\_\_\_, to adopt the foregoing bylaws.

Ayes: X

Nays: X

Members Absent: X

# MEMORANDUM

TO: Honorable President Mooney; Village Council Members  
Chris Wilson, Village Manager

FROM: Ellen E. Marshall, Village Clerk

RE: Various Board/Committee Vacancies

DATE: June 1, 2018

The following is a list of board members whose terms expire on June 30, 2018. All of the members have been notified of their term expiration and those listed below wish to be considered for reappointment. Their current attendance is in parenthesis.

Council agreed in November of 2008 to make these vacancies open to the public as well as the currently seated member.

## **Parks & Recreation**

Janice Hausman (92% thru Apr)  
Bill Kondak (81% thru Apr)  
Jennifer Ruprich (81% thru Apr)

## **Planning Commission**

Andrew Drummond (95% thru Apr)  
George Ostrowski (91% thru Apr)  
Bob Ruprich (78% thru Apr)

## **Zoning Board**

Chris Crossen (91% thru May)  
Karen Mitchell (87% thru May)  
Mary Ann Verdi-Hus (74% thru May)

## **Alt. members**

David Crawford (100% thru May)  
Christina Gennari (100% thru May)

All terms are for three years. This constitutes the second announcement of the vacancies with appointments scheduled to take place at your June 19<sup>th</sup> meeting. Deadline for applications is Friday, June 8, 2018.

# Memorandum

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**To:** Honorable President Mooney; Village Council

**CC:** Sheila McCarthy, Finance Director; Chanda' Simmons, Utility Billing Clerk

**Date:** 6/1/2018

**Re:** Sanitary Industrial Waste Control Charges

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All non-residential water customers receive a charge of sanitary industrial waste control (IWC) on their water bills. These charges do not impact residential water bills. The rates are paid on water consumption and are based upon water meter size. These rates are established by the Great Lakes Water Authority (GLWA) and are passed down to non-residential users.

These rates were not included in the water rates for residential users passed by Council at our annual budget meeting as the new rates for FY19 were not yet available. These rates will be effective on July 1, 2018. Village Administration has reviewed these rates and recommends approval as submitted.



VILLAGE OF BEVERLY HILLS  
RESOLUTION  
ESTABLISHING FY 2018/2019  
SANITARY INDUSTRIAL WASTE CONTROL CHARGES

Non-residential 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:

<b>Industrial Waste Control Charges</b>		
<u>Meter Size</u>	<u>Monthly</u>	<u>Quarterly</u>
5/8"	\$ 3.59	\$10.77
3/4"	5.39	16.17
1"	8.98	26.94
1-1/2"	19.75	59.25
2"	28.72	86.16
3"	52.06	156.18
4"	71.80	215.40
6"	107.70	323.10
8"	179.50	538.50
10"	251.30	753.90
12"	287.20	861.60
14"	359.00	1077.00
16"	430.80	1292.40

Effective with all bills mailed after July 1, 2018 and thereafter until changed.

**VILLAGE MANAGER'S REPORT**  
**CHRIS D. WILSON**  
**JUNE 1, 2018**

**Water Testing** – The Village has begun our residential water testing as required by the DEQ. At this time, we are focusing on getting samples from the first sixty (60) homes that meet the highest criteria as established by DEQ and EPA regulations. As of June 1, we have collected samples from roughly half of this group. Once these samples have been collected and tested and submitted to the DEQ we will move forward with testing all the remaining residences that have requested to be tested. Some residents have reported difficulty in meeting the regulations set forth by the DEQ for collecting a valid sample. If a resident is unable to meet these requirements we will still take their sample and have it tested for them, we will just not be able to include this sample in the population we report back to the DEQ. Again, any resident who wishes to have their water tested can contact the Village and we will test their water at no cost to them.

**Riverside/Hillcrest Drainage Issues** – The resident(s) along Riverside who have had issues with backyard drainage have been in discussions with Village Administration regarding the establishment of a Special Assessment District (SAD) to install the necessary infrastructure and make the necessary modifications to remedy this drainage issue. Under the terms for a Village SAD, the project would be completed and supervised by the Village with the cost split between the homeowners and the Village on an 80/20 basis. The Village allows the homeowners to place the assessment on their tax bill in equal installments over a period of 10 years to settle the assessment. Village Administration has spoken with representatives of both homeowners and they have both indicated they are agreeable to such a resolution. HRC is currently working on designing a project that will drain this area properly.

**Village Hall Renovation Final Payment** – Village Hall is in receipt of a request for final payment on the Village Hall renovation project. This project has been completed for some time, but the Village was holding money pending the resolution of an issue we were having with the roof. There was a leak that took a long time to locate and once it was found we had to wait until the weather warmed up to make the final repairs. These repairs have been made and there have been no leaks with the recent heavy rains. Village Administration and our architects are confident that the repairs have been done correctly and we are ready to prepare the final payment to close out this project.

**First July Meeting** – Just a reminder that our first Council meeting in July is scheduled for the evening of Tuesday, July 3<sup>rd</sup>. Obviously, the next day is a holiday and I just wanted to remind Council of the schedule. If anyone is going to be unable to make it to this meeting you can let President Mooney or me know to ensure that we will have a quorum.

**Village of Beverly Hills  
Regular Council Meeting  
Tuesday, June 5, 2018**

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

**INFORMATION ITEMS**

- a. Public Safety Department Activity Report for the period May 10 – 31, 2018.
- b. Revenue and Expenditure report for the period ending March 31, 2018.
- c. Minutes of a regular Parks & Recreation Board meeting held May 17, 2018 (unapproved).

# **Beverly Hills Public Safety Activity Report**

**May 10<sup>th</sup> – May 31<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.
- Memorial Day fun run and parade went very well with no report of injuries or problems.
- PSO Jeff Moore was awarded the Officer of the Year (2018) by the department this year. Congratulations to PSO Jeff Moore for his fine work, motivation, and his professional demeanor. The Officer of the Year program has been around since 1997 and is promoted by department members who nominate fellow officers for this honor. After consideration by an award panel the nomination is sent to the Director's Office for final approval but it is an award and recognition that comes essentially from the department members themselves.
- We wish to thank the Beverly Hills Women's Club for the handmade quilt which was also presented at the Memorial Day festivities on Monday. We are so thankful for such a great group of women who were kind enough to make us another quilt. The quilt will be proudly hung in the lobby of the Public Safety Department.
- PSO James Balagna was awarded the MADD Mothers Drunk Driving (Life Saving) award for 2017-2018. The award is to celebrate officers who stand up every day to keep us safe and diligently work to support the efforts of MADD by removing and arresting drunk and drugged drivers.
- This Morning: Missing Children's Day focuses on bringing kids home safely, Veronica Gabriel, WLNS 5-25-18 writes, every 40 seconds a child goes missing in America. That means, by the time you're done reading this, another child will get separated from their guardian.

*Today is "National Missing Children's Day" and the goal is to reduce that number. State Police officers are using this day to raise awareness for the more than 1300 missing or exploited children in Michigan. Officers say they're making every attempt to bring those kids home safely. They say all missing children are treated as high risk. The 8th annual Missing in Michigan event was held in Livonia earlier this month. More than 200 people attended including 40 families with missing loved ones. Nine DNA samples were collected from donating families which will be added to the national database to help collect the missing to unidentified remains throughout the country. <http://www.wlns.com/news/local-news/this-morning-missing-children-s-day-focuses-on-bringing-kids-home-safely/1198127091>*

## **PUBLIC SAFETY OPERATIONS**

- 364 Calls for Service.
- 15 Arrests.
- 151 Tickets issued.
- Motor Carrier Enforcement.
- 20 Walk in PBTs.
- 11 Prescription pill drop offs.
- Vacation checks.
- 8 Prisoner transports to and from the Birmingham Police Department.
- Walk in Gun Permits issued.
- Car Seat Safety Inspections.
- 2 Alarms on 13 Mile Rd.
- 7 Traffic Accidents on 13 Mile Rd.
- Traffic Accident on 14 Mile Rd.
- Traffic Accident on Southfield Rd.
- 4 Suspicious Persons complaints on 13 Mile Rd.
- Suspicious Persons complaint on Lahser.
- Suspicious Persons complaint on Chelton.
- Motorist Assist on Southfield Rd.
- 2 Medicals on Southfield Rd.
- 7 Medicals on 13 Mile Rd.
- 2 Welfare Checks on 13 Mile Rd.
- Hang Up 911 on 13 Mile Rd.
- 2 Motorist Assists on 13 Mile Rd.
- Assist Citizen on Beechwood.
- Alarm on Beverly Ct.
- 2 Alarms on Southfield Rd.
- Assist Southfield Police with a traffic accident on Fairfax.
- 4 Citizen Assists on 13 Mile Rd.
- Citizen Assist on Fairfax.
- Alarm on Reedmere.
- Traffic Accident on Riverbank.
- Officers investigated people in the Douglas Evans Park after dark. An individual was found to be in possession of marijuana without a medical card. The individual was arrested without incident.
- Suspicious Persons complaint on Riverview.
- Officers stopped a vehicle on 13 Mile Rd. for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Larceny complaint on Southfield Rd.
- Road Hazard on Smallwood.
- Suspicious Circumstance on Pierce.
- Alarm on Bellvine.
- 2 Medicals on Buckingham.

- Suspicious Circumstance on Kirkshire.
- Alarm on Nottingham.
- Vehicle Lockout on Old Stage.
- Suspicious Persons complaint on 14 Mile Rd.
- Alarm on White Oaks.
- Medical on Kirkshire.
- Alarm on Sheridan.
- Citizen Assist on Birwood.
- Wires Down on Saxon.
- Found Property on Village Drive.
- Suspicious Vehicle on Cline.
- Wires Down on Lahser.
- Hang Up 911 on Eastlady.
- Suspicious Vehicle complaint on Inglewood.
- Suspicious Persons complaint on Old Stage.
- Traffic complaint on 13 Mile Rd.
- Natural Gas Leak on Southfield Rd.
- Citizen Assist on Beverly Ct.
- Fraud complaint on Huntley Square E.
- Street flooding complaints on Norchester and Riverbank.
- Traffic Lights Out on Southfield Rd. and 13 Mile Rd.
- Found Property on 13 Mile Rd.
- Alarm on Hampstead.
- Abandoned Auto on Robinhood.
- Medical on Kinross.
- Officers stopped a vehicle on Evergreen for a traffic violation. The driver was found in possession of marijuana without a medical card. The driver was arrested without incident.
- Found Property on Southfield Rd.
- Medical on Mayfair.
- Lift Assist on Wentworth.
- Officers stopped a vehicle on Evergreen for a traffic violation. The driver was found in possession of marijuana without a medical card. He had several warrants for his arrest. The driver was arrested without incident.
- Medical on Beechwood.
- Road Hazard on Southfield Rd.
- Assist Birmingham with a Suspicious Circumstance complaint.
- Alarm on Vernon.
- Alarm on Kinross.
- Assist Berkley Police with the search of a robbery suspect.
- Citizen Assist.
- Animal complaint on Westlady.
- Animal complaint on Arlington.

- Officers stopped a vehicle on Southfield Rd. for a traffic violation. The driver was operating on a suspended license and had a warrant for his arrest. The driver was arrested without incident.
- Reckless driving complaint on 13 Mile Rd.
- Suspicious Persons complaint on Woodhaven.
- Medical on Robinhood.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Officers stopped a vehicle on Evergreen for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Hang Up 911 on Wentworth.
- Medical on Riverside.
- Suspicious Circumstance on 14 Mile Rd.
- Neighbor Trouble on Huntley Square E.
- Natural Gas Leak on 13 Mile.
- Suspicious Circumstance on 13 Mile Rd.
- Officers stopped a vehicle on 13 Mile for a traffic violation. The driver was operating while intoxicated. The driver was arrested without incident.
- Assist social services on Wentworth.
- Citizen Assist on Fairfax.
- Officers stopped a vehicle on 13 Mile Rd. for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Traffic Accident on Buckingham.
- Citizen Assist on Buckingham.
- 2 Found Property complaints on Southfield Rd.
- Hang Up 911 on Southfield Rd.
- Retail Fraud complaint on 13 Mile. The party responsible was located, identified, and arrested without incident.
- Motorist Assist on 13 Mile Rd.
- Officers stopped a vehicle for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Suspicious Persons complaint on Evergreen.
- Suspicious Persons complaint on Riverside.
- Medical on Dunblaine.
- Alarm on 14 Mile Rd.
- Assist Southfield Police with a traffic accident on 13 Mile Rd.
- Alarm on Camelot Ct.
- Fire Alarm on Southfield Rd.
- Traffic Accident on Buckingham.
- Alarm on Kennoway Circle.
- Welfare Check on Southfield Rd.
- Suspicious Persons complaint on Locherbie.
- Alarm on Embassy.
- Hang Up 911.

- Alarm on Stafford.
- Assist Birmingham Police with a suspicious person's complaint.
- Suspicious Persons complaint on Kirkshire.
- Alarm on Southfield Rd.
- Welfare Check on Beverly
- Odor Investigation on 13 Mile Rd.
- 2 Medicals on Beverly.
- Suspicious Circumstance complaint on Southfield Rd.
- Animal complaint on Evergreen.
- Suspicious Persons complaint on Elwood.
- Suspicious Persons complaint on Auburn.
- Medical on Embassy.
- Officers responded to Livonia Police Department to arrest an individual on a warrant. The arrest took place without incident.
- Reckless Driving complaint on Evergreen.
- Fraud on Pickwick.
- Animal complaint on Buckingham.
- Assist Southfield Fire and Police with a suicidal subject.
- Citizen Assist on Marguerite.
- Officers stopped a vehicle on Lahser for a traffic violation. The driver was operating on a suspended license, in possession of marijuana without a card, and had two warrants for his arrest. The driver was arrested without incident.
- Alarm on Amherst.
- Assist Road Commission with work on 13 Mile Rd.
- Citizen Assist on Huntley W.
- Suspicious Persons complaint on Hampstead.
- Road Hazard on Woodhaven.
- Suspicious Persons complaint on Lahser.
- Officers stopped a vehicle on Evergreen for a traffic violation. The driver was in possession of marijuana without a medical card. The driver was arrested without incident.
- Welfare Check on Nixon.
- Traffic complaint on Southfield Rd.
- Suspicious Circumstances complaint on Devonshire.
- Solicitor complaint on Dunblaine.
- Alarm on Dover Ct.
- Suspicious Persons complaint on Birwood.
- Alarm on Smallwood.
- Parking complaint on Huntley Square E.
- Traffic complaint on Beverly Rd.
- Medical on Evans Ct.
- Suspicious Persons complaint on Southfield Rd.
- Traffic complaint on 13 Mile Rd.
- Animal complaint on Huntley Square E.



- Medical complaint on Buckingham.
- Alarm on Walmer.
- Traffic complaint on Riverside.
- Alarm on 13 Mile Rd.
- Alarm on Kirkshire.
- Animal complaint on 13 Mile Rd.
- Animal complaint on Downing.
- Alarm on Norchester.
- Lift Assist on Camelot Ct.
- Animal complaint on Beverly.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was in possession of marijuana without a card. The driver was arrested without incident.
- 2 Suspicious Persons complaint on Mayfair.
- Carbon Monoxide Alarm on Vernon.
- Alarm on Pickwick.
- 2 Larceny complaints on Mayfair.
- Ordinance violation on Birwood.
- Fraud complaint on Walmer.
- Vehicle Lockout on Chelton.
- Carbon Monoxide complaint on Robinhood.
- Burning complaint on Evergreen.
- Suspicious Persons complaint on Metamora.
- Welfare Check on Verona.
- Medical on Metamora.
- Alarm on Valley Oaks.
- Alarm on Madoline.
- Officers stopped a vehicle on 13 Mile Rd. for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Medical on Madoline.
- Fire complaint on Beechwood.
- Carbon Monoxide Alarm on Inglewood.
- Suspicious Persons complaint on Eastlady.
- Suspicious Circumstance complaint on Nixon.
- Suspicious Persons complaint on E. Lincolnshire.
- Parking complaint on 14 Mile Rd.
- Carbon Monoxide Alarm on Kirkshire.
- Suspicious Persons complaint on Plantation.

## **FIRE AND EMS BUREAU**

- Review Fire/EMS calls
- Cover Road Patrol
- Upload April 2018 NFIRS Data to FEMA
- Fire Investigation – Finalize Long Bow Ct. Fire Investigation
- Administrative training for online training platform
- Attend Oakland County Association of Arson and Fire Investigators Meeting
- Conduct Engine Company Operations Training for Squad 1
- Monthly MABAS meeting
- Attend Oakland County Medical Control Systems Operations meeting
- Fire Investigation – Finalize Beechwood Fire Investigation
- Conduct Engine Company Operations Training for Squad 2
- Prepare and submit 2018 Michigan Fire Fighter's Training Council Grant Application.
- Memorial Day Parade.
- Conduct EMS protocol update training.
- Blood Born Pathogen training

## **INVESTIGATION BUREAU**

- CFS Closed and Reviewed – 364.
- Reviewed 59 case reports for a disposition.
- Followed up and reviewed cases, of which 18 were closed.
- 7 Cases were assigned.
- 11 Reports written on current cases.
- 17 Current active investigations.
- Sgt. Kowalik assigned to road patrol supervisor to assist with manpower.
- Assisted Southfield PD with a mental health patient who left Groves High School.
- Several cases closed with court dispositions and property set for destruction.
- Active larceny investigation at Bed Bath Beyond.
- Obtained warrant for an ongoing retail fraud investigation.
- Issued ordinance violation reference on animal complaint.
- Investigated a stalking complaint.
- Closed out several fraud and ID theft complaints.
- Detective Baller and Sgt. Kowalik voluntarily attended memorial services in Washington DC for police week.
- Detective Baller attended a regional school resource officer meeting in West Bloomfield.
- Detective Baller attended Groves High School prom in Troy, MI.
- Initiated a lock-down with a few local schools due to an active police incident in Royal Oak.
- Lock-down drill conducted at Groves High School.

- Attended regional fire training which consisted of live burns and evolutions at OCC.
- Attended senior BBQ at Groves High School for students.
- Conducted property audit.
- Assisted with maintenance of in-car computers.
- Coordinated a diversion candidate to attend Touch-a-truck at Bingham Elementary.
- Criminal history update for an investigation.
- Assisted court with records updates.
- Obtained a 3-count warrant for a repeat offender of Retail Fraud.
- SLO Baller attended senior skip day in Franklin for Groves High School.
- SLO Baller worked Memorial Day detail.
- Sgt. Kowalik and Detective Baller assisted with road patrol coverage.
- Prisoner transports completed.
- IT maintenance for in car computers completed by Sgt. Kowalik.
- Continuing education requirements completed for Kowalik and Baller for MFR license.
- Further information obtained for a Fraud Investigation.
- Youth Assistance Diversion for a Larceny investigation.
- Blood results obtained for two OWI investigations.
- Assisted with procurement of equipment for in car computers.

From: Sheila McCarthy, Finance Director  
Subject: Revenue and Expenditure Report for the 9 months ended 3/31/2018  
Cash and Investment Report as of 3/31/2018  
Date: May 30, 2018

Presented is the *Cash Summary* which includes all cash accounts and CD's as of March 31, 2018 for all funds.

Also presented is the *Revenue and Expenditure Report* which includes revenue and expenditures for the General Fund, Major Road Fund, Local Street Fund, Public Safety Department, Library Fund and Water/Sewer Operation Fund for the 9 months ended March 31, 2018. The *Revenue and Expenditure Report* does not include prepaid and accrual adjustments that are reflected in the year end audited financial statements nor does it include budget amendments approved after March 31, 2018. Actual compared to budget financial results are monitored and budget amendments will be presented for approval in subsequent meetings as necessary.

05/30/2018 08:33 AM  
 User: SHEILA  
 DB: Beverly Hills

CASH SUMMARY BY BANK FOR VILLAGE OF BEVERLY HILLS  
 FROM 06/30/2017 TO 03/31/2018

Page: 1/1

Bank Code Fund	Description	Beginning Balance 06/30/2017	Total Debits	Total Credits	Ending Balance 03/31/2018
COM	COMERICA				
101	GENERAL FUND	491,509.59	5,144,332.93	4,344,435.10	1,291,407.42
202	MAJOR ROAD FUND	309,716.18	959,501.19	874,304.91	394,912.46
203	LOCAL STREET FUND	401,641.03	364,920.02	296,654.36	469,906.69
205	PUBLIC SAFETY DEPARTMENT	(145,452.85)	6,199,916.70	4,854,687.39	1,199,776.46
265	DRUG LAW ENFORCEMENT FUND	19,860.19	51,467.64	66,835.78	4,492.05
268	LIBRARY	111,678.49	480,510.19	355,986.75	236,201.93
285	RETIREE HEALTH CARE FUND	145,124.51	20,704.12	18,862.81	146,965.82
290	VACATION RESERVE FUND	(77,210.31)	275,557.32	120,474.44	77,872.57
295	SICK PAY FUND	(31,323.58)	257,610.20	62,647.16	163,639.46
392	COMBINED SEWER OVERFLOW FUND	17,973.08	172.81	44.38	18,101.51
401	CAPITAL PROJECTS FUND	254,122.71	893,489.41	1,311,780.00	(164,167.88)
408	SPECIAL PARK MILLAGE FUND	(13,771.28)	64,420.50	44,028.41	6,620.81
592	WATER/SEWER OPERATION FUND	(410,754.93)	4,754,150.95	4,635,289.73	(291,893.71)
593	WATER/SEWER IMPROVEMENT FUND	(285.60)	856.80	2,261.28	(1,690.08)
701	TRUST & AGENCY FUND	43,384.92	922,634.90	938,978.67	27,041.15
703	TAX COLLECTIONS FUND	110,527.30	8,775,426.50	8,883,336.27	2,617.53
732	PUBLIC SAFETY RETIREMENT FUND	0.00	77.20	0.19	77.01
814	STAFFORD SAD	(65,485.92)	206,913.36	196,457.76	(55,030.32)
815	HUMMELL/CORYELL SAD	13,520.22	145.41	33.40	13,632.23
	COMERICA	1,174,773.75	29,372,808.15	27,007,098.79	3,540,483.11
IND	INDEPENDENT BANK				
101	GENERAL FUND	8,506.24	13,179.26	10,997.79	10,687.71
	INDEPENDENT BANK	8,506.24	13,179.26	10,997.79	10,687.71
	TOTAL - ALL FUNDS	1,183,279.99	29,385,987.41	27,018,096.58	3,551,170.82

05/30/2018

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BEVERLY HILLS  
PERIOD ENDING 03/31/2018

GL NUMBER	YTD BALANCE 03/31/2018	2017-18 AMENDED BUDGET
Fund 101 - GENERAL FUND		
Net - Dept 000-FUND REVENUE	2,807,617.05	3,083,300.00
Net - Dept 101-VILLAGE COUNCIL	(12,398.21)	(41,417.00)
Net - Dept 171-VILLAGE MANAGER/CLERK	(209,311.92)	(342,763.00)
Net - Dept 215-VILLAGE FINANCE	(192,143.15)	(265,474.00)
Net - Dept 248-GENERAL ADMINISTRATION	(391,273.74)	(534,484.00)
Net - Dept 265-BUILDING & GROUNDS MAINTENANCE	(29,507.61)	(45,644.00)
Net - Dept 345-PUBLIC SAFETY DEPARTMENT	(295.60)	0.00
Net - Dept 371-BUILDING, PLAN, ZONING DEPT	(298,798.71)	(348,572.00)
Net - Dept 440-PUBLIC SERVICES	(659,765.38)	(853,194.00)
Net - Dept 747-COMMUNITY ACTION PROGRAMS	(72,729.01)	(109,117.00)
Net - Dept 751-PARKS & RECREATION	(2,295.06)	(15,500.00)
Net - Dept 900-CAPITAL EXPENDITURES	(19,636.98)	(29,500.00)
Net - Dept 965-TRANSFER TO OTHER FUNDS	(400,000.00)	(400,000.00)
TOTAL REVENUES	2,807,617.05	3,083,300.00
TOTAL EXPENDITURES	2,288,155.37	2,985,665.00
NET OF REVENUES & EXPENDITURES	519,461.68	97,635.00
Fund 202 - MAJOR ROAD FUND		
Net - Dept 000-FUND REVENUE	585,527.41	817,242.00
Net - Dept 451-CONSTRUCTION	(557,728.08)	(515,000.00)
Net - Dept 463-ROUTINE MAINTENANCE	(82,546.56)	(395,700.00)
Net - Dept 474-TRAFFIC SERVICES	(37,944.88)	(68,600.00)
Net - Dept 478-WINTER MAINTENANCE	(94,071.12)	(102,000.00)
Net - Dept 482-GENERAL ADMINISTRATION & ENG	(3,300.00)	(7,500.00)
TOTAL REVENUES	585,527.41	817,242.00
TOTAL EXPENDITURES	775,590.64	1,088,800.00
NET OF REVENUES & EXPENDITURES	(190,063.23)	(271,558.00)
Fund 203 - LOCAL STREET FUND		
Net - Dept 000-FUND REVENUE	300,735.30	392,834.00
Net - Dept 451-CONSTRUCTION	(10,326.40)	0.00
Net - Dept 463-ROUTINE MAINTENANCE	(214,875.07)	(350,000.00)
Net - Dept 474-TRAFFIC SERVICES	(6,884.37)	(18,100.00)
Net - Dept 478-WINTER MAINTENANCE	(40,606.76)	(44,000.00)
Net - Dept 482-GENERAL ADMINISTRATION & ENG	0.00	(3,600.00)

05/30/2018

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BEVERLY HILLS  
PERIOD ENDING 03/31/2018

GL NUMBER	YTD BALANCE 03/31/2018	2017-18 AMENDED BUDGET
TOTAL REVENUES	300,735.30	392,834.00
TOTAL EXPENDITURES	272,692.60	415,700.00
NET OF REVENUES & EXPENDITURES	28,042.70	(22,866.00)
 Fund 205 - PUBLIC SAFETY DEPARTMENT		
Net - Dept 000-FUND REVENUE	5,246,476.61	5,367,865.00
Net - Dept 345-PUBLIC SAFETY DEPARTMENT	(3,707,403.76)	(4,937,802.00)
Net - Dept 346-SCHOOL LIAISON OFFICER	(63,226.37)	(146,837.00)
Net - Dept 900-CAPITAL EXPENDITURES	(217,710.64)	(282,125.00)
TOTAL REVENUES	5,246,476.61	5,367,865.00
TOTAL EXPENDITURES	3,988,340.77	5,366,764.00
NET OF REVENUES & EXPENDITURES	1,258,135.84	1,101.00
 Fund 268 - LIBRARY		
Net - Dept 000-FUND REVENUE	472,044.23	476,359.00
Net - Dept 790-LIBRARY	(357,119.25)	(476,359.00)
TOTAL REVENUES	472,044.23	476,359.00
TOTAL EXPENDITURES	357,119.25	476,359.00
NET OF REVENUES & EXPENDITURES	114,924.98	0.00
 Fund 592 - WATER/SEWER OPERATION FUND		
Net - Dept 000-FUND REVENUE	2,691,857.46	4,775,200.00
Net - Dept 536-DIRECT CHARGES	(1,923,849.38)	(3,006,046.00)
Net - Dept 537-CAPITAL OUTLAY	0.00	(3,000.00)
Net - Dept 540-OFFICE/ADMINISTRATION CHARGES	(122,086.30)	(234,500.00)
Net - Dept 543-REPAIR & MAINTENANCE	(789,926.44)	(1,076,000.00)
Net - Dept 550-OTHER EXPENSES	(6,718.12)	(29,500.00)
Net - Dept 559-DEPRECIATION EXPENSE	(415,450.00)	(643,139.00)
TOTAL REVENUES	2,691,857.46	4,775,200.00
TOTAL EXPENDITURES	3,258,030.24	4,992,185.00
NET OF REVENUES & EXPENDITURES	(566,172.78)	(216,985.00)

**PARKS & RECREATION BOARD MEETING MINUTES – MAY 17, 2018 - PAGE 1**

Present: Chairperson Hausman; Members: Borgon, Davis, Goodrich, Kondak, and Schmitt

Absent: Vice-Chair Ruprich

Also Present: Village Clerk, Marshall  
Council Liaison, Phil Mueller

Chairperson Hausman called the meeting of the Parks and Recreation Board to order at 7:34 p.m. in the Village of Beverly Hills at Beverly Park.

**APPROVE MINUTES OF A REGULAR PARKS & RECREATION BOARD MEETING HELD APRIL 19, 2018**

Motion by Schmitt, second by Borgon, that the minutes of the Parks & Recreation Board meeting held on April 19, 2018 be approved.

Motion passed.

**PUBLIC COMMENTS**

None.

**REVIEW AND CONSIDER REQUEST FROM TINKERGARTEN TO HOLD CLASSES AT BEVERLY PARK BEGINNING JUNE 2018**

Tinkergarten is a social organization committed to providing play-based learning and a connection to nature for families. They are requesting to use Beverly Park to hold a small parent-child play class that would meet once a week for an hour for eight weeks beginning in mid-July with a few free community playgroups starting June 20, 2018. Participants would register for free and paid classes online with Tinkergarten.

In Chapter 6 of the Village Municipal Code, specifically section **6.03 Amusement for Gain**, it states that the Village Council must authorize any activity in the park for which a charge is made. Since Tinkergarten intends to collect a fee for participation, they must receive Council approval.

After some discussion the Board agreed they had concerns related to the use of Beverly Park for financial gains, which is in direct violation of Chapter 6 of the Municipal Code.

Motion by Schmitt, second by Hausman, that the Parks & Recreation Board not make a recommendation to Council to approve the request from Tinkergarten to use Beverly Park to hold small parent-child play classes.

Motion passed.

Goodrich arrived at 7:40 p.m.



**DISCUSSION OF PREPARATIONS FOR MEMORIAL DAY PARADE AND CARNIVAL**

Parade chairperson Patty Wainer was in attendance, she reported all parade participants have been confirmed, and she would begin drafting a line up. The script for the parade announcer has been prepared. Norman Rubin was confirmed as the parade Grand Marshal.

The Beverly Hills Women's Club has made a new quilt which they would like to present to Public Safety Officer Chad Trussler at the wreath ceremony.

Hausman reported several community groups would be hosting games. Tent, table, and chair drop off was confirmed. The Groves football team will be assisting with the set up and tear down of the carnival.

Food trucks have been confirmed and include Ned's Travel Burger, Kona Ice, Lazy Bones BBQ, and National Coney Island.

Kondak confirmed State Representative Sandy Levin would participate, and Council member Rock Abboud has agreed to host the wreath ceremony. Allison Miller will play the bugle.

**LIAISON COMMENTS**

Mueller reported the Five Year Community Recreation Plan was adopted. Residents have suggested a stop sign placed on Beverly Road for east bound traffic making a right hand turn into the Park. He suggested the Board do a walk thru of Beverly Park to consider any upcoming projects. The Board should consider how they will communicate with residents about the millage on the upcoming ballot.

**ADMINISTRATION COMMENTS**

**Beverly Park Buy-A-Brick Program**

The Village has received five brick orders for this year. After some discussion, the Board agreed to suspend the Buy-A-Brick program until further notice.

**November 2018 Park Millage**

Council adopted the first resolution to place language on the November 2018 ballot seeking 0.20 mill (20 cents for each \$1,000 of taxable value) for a period of ten years, the years being 2019 to 2028, inclusive. Council will need to adopt a second resolution at their second meeting in June and then the language is sent to the Governor's office for approval.

**2018 Grant Application**

Administration is preparing an application for the DTE Energy Foundation Tree Planting Grant Program in anticipation of helping to reforest Beverly Park after buckthorn eradication begins. The application deadline is June 8.

**Tennis Court Repair**

The tennis court project was rebid and one bid was received from Goddard Coatings for the repair, repainting and restriping of the tennis courts and restriping of the basketball court in the amount of \$19,750. It was approved at the May 15 Council meeting, and Goddard plans to start the project after Memorial Day.

**BOARD COMMENTS**

Members discussed canceling the July meeting since several members will be absent from the community.

Motion by Schmitt, second by Hausman, that the July 19, 2018 Parks and Recreation Board meeting be canceled.

Motion passed.

Borgon has started work on the Read in the Park event scheduled for September 22. The Baldwin Library is partnering with the Village and has offered to cover the costs of the authors, their travel and accommodations. They also plan to cover the cost of crafts for children and adults. The Village will be responsible for set up, equipment and advertising.

Hausman reported some unfortunate vandalism on the Storybook Trail. She is working with the provider to test some different frame styles.

The meeting was adjourned at 8:40 p.m.

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE PARKS & RECREATION BOARD.