

**Beverly Hills  
Regular Village Council Meeting  
Tuesday, February 19, 2019**

**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

Public hearing to Review and Consider 2018 Special Assessment Roll for the Southfield Road Business Assessment District.

Consent Agenda

1. Review and consider approval of [minutes](#) of a regular Council meeting held February 5, 2019.
2. Review and file [bills recapped](#) as of Friday, February 15, 2019.
3. Review and Consider 2018 [Special Assessment](#) Roll for the Southfield Road Business Assessment District.

Business Agenda

1. Review and consider appointment of [Kristin Rutkowski](#) as Village Clerk/Assistant Village Manager.
2. [Instructions](#) to Planning Commission.
3. First announcement of [vacancy](#) on the Birmingham Area Cable Board.
4. Instructions to Parks & Recreation Board.

Public comments

[Manager's report](#)

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 phone, 18500 W. Thirteen Mile Beverly Hills, MI 48025 (248) 646-6404.

Present: President Peddie; President Pro-Tem Abboud; Members: George, Hrydziuszko, Mooney, and Mueller

Absent: Member Nunez

Also Present: Village Attorney, Ryan  
Public Safety Director, Torongeau

President Peddie 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 Mooney, second by Mueller, to approve the agenda.

Motion passed.

#### **COMMUNITY ANNOUNCEMENTS**

Sharon Tischler, Virmar Court, on behalf of the Beverly Hills Lions Club, announced that applications are being accepted for the \$1,000 Scholarship offered to any High School Senior who is a Beverly Hills resident. Students should contact their guidance counselor for details and an application.

#### **PUBLIC COMMENTS**

None.

#### **CONSENT AGENDA**

Motion by Mooney, second by Hrydziuszko, be it resolved that the Council for the Village of Beverly Hills approve the consent agenda.

1. Review and Consider approval of minutes of a special Council meeting held January 5, 2019.
2. Review and consider approval of minutes of a regular Council meeting held January 15, 2019.
3. Review and consider approval of minutes of a joint Parks & Recreation Board and Council meeting held January 17, 2019.
4. Review and file bills recapped as of Tuesday, January 22, 2019.
5. Review and file bills recapped as of Monday, February 4, 2019.

Roll Call Vote:

Motion passed (6-0).

**BUSINESS AGENDA**

**REVIEW AND CONSIDER FIRST AMENDMENT TO VILLAGE MANAGER EMPLOYMENT AGREEMENT**

Municipal Consulting Services provided information to the Village showing compensation packages for City and Village Managers from the following Communities: Berkley, Birmingham, Clawson, Farmington, Grosse Pointe Farms, Grosse Pointe Park, Grosse Pointe Woods, Huntington Woods, Plymouth, Rochester, Saline, and the Village of Milford. The average compensation for these communities is \$116,017. In addition to comparable salaries, the Personnel Committee also reviewed other areas such as paid time off, deferred compensation, retirement benefits and plans and retiree health care. Chris Wilson does not participate in Medical Coverage from the Village and is therefore not eligible for retiree healthcare.

The Village of Beverly Hills Personnel Committee has reviewed the compensation study provided by Municipal Consulting Services and recommends the approval of an amendment to Chris Wilson's existing contract. This amendment changes the rate of pay to reflect \$112,000 yearly compensation, adding a monthly \$400 car allowance and extending the term of the contract to 2023.

Motion by Mooney, second by Mueller, be it resolved that the Beverly Hills Village Council approves the Manager Employment Agreement Amendment for Chris Wilson. This agreement is retroactive to August 5, 2018 and will terminate on August 5, 2023. The Village of Beverly Hills shall pay Chris Wilson \$112,000 annually and provide a monthly car allowance of \$400.00. After August 5, 2018 Chris Wilson will receive increases in compensation commensurate with those proved to other non-union personnel of the Village.

Roll call vote:

Motion passed (6-0)

**SET A PUBLIC HEARING FOR MARCH 5, 2019 TO RECEIVE COMMENTS ON REQUEST FROM DETROIT COUNTRY DAY SCHOOL, 22305 W 13 MILE ROAD, FOR SPECIAL LAND USE APPROVAL AND SITE PLAN APPROVAL TO RETAIN A PLAYGROUND AND SPORTS COURT AND ADD A GUARD HOUSE AT THE MIDDLE SCHOOL GROUNDS.**

The Village has received revised plans, dated December 13, 2018, from Detroit Country Day School (DCDS) for approval to keep a playground and basketball court on the Middle School grounds, and add a guard house in the Middle School parking lot. Village Ordinance, Section 22.14.030 requires special land use approval for accessory structures at a private school in a Single-Family Residential Zone District. Additionally, Section 22.08.300, j requires any modifications to the site after approval that are not in accordance with the approved site plan to obtain special land use approval.

The Planning Commission held a public hearing on October 24, 2018 for plans submitted by DCDS to retain the playground and basketball court previously installed on the Middle School grounds. A recommendation on the request was postponed due to the incomplete submittal. In the interim, the school has revised their request and is also seeking approval to add an additional

accessory structure, guard house, in the Middle School parking lot area concurrent with the request to retain the recreational structures already installed.

Due to the addition of a new structure, the Village held a public hearing on the revised submittal before the Planning Commission at the meeting held January 23, 2019. Upon receiving public comments and reviewing the submittal, the Planning Commission recommended that the Village Council deny the site plan and the special land use requests.

Procedurally, a public hearing on the special land use request must be held by the Council prior to issuing a decision on the requests for special land use and site plan approval. The Council meeting to be held March 5, 2019 is the first date a public hearing can be held within notification deadlines.

Motion by Hrydziuszko, second by George, that the Beverly Hills Village Council directs administration to notice a Public Hearing on March 5, 2019 to receive comments on request from Detroit Country Day School, 22305 W 13 Mile Road, for special land use approval and site plan approval to retain a playground and sports court and add a guard house at the Middle School grounds.

Motion passed.

**REVIEW AND CONSIDER NOTICE OF NAME CHANGE FROM COMCAST AND AMENDMENT TO UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT.**

The Village has received the attached Notice of Name Change and Franchise Agreement Amendment from Comcast. The only modification is very minor. The previous name of the entity holding this contract was Comcast of Colorado/Florida/Michigan/New Mexico/Pennsylvania/Washington, LLC. The name change will simply remove “Colorado” from the official name. Ryan has reviewed these documents and recommended they be put before the Council for approval. The Executive Director of the Cable Board has also been notified of our intent to approve this name change request.

Motion by Mooney, second by Hrydziuszko, that the Beverly Hills Village Council approve and authorize the Village Manager to execute Attachment 2 to the Uniform Video Service Local Franchise Agreement amending the Legal Name to Comcast of Florida/Michigan/New Mexico/Pennsylvania/Washington, LLC.

Motion passed.

**REVIEW AND CONSIDER AUTOMATIC AID AGREEMENT BETWEEN THE VILLAGE OF BEVERLY HILLS AND THE VILLAGE OF FRANKLIN.**

Over the last two years the Public Safety Department has made changes to our fire operations to improve the delivery of services and our Insurance Service Office (ISO) rating. In 2017 Village Council approved Automatic Fire Aid Agreements with the City of Huntington Woods and the City of Berkley. This agreement helped improve our ISO rating from a five to a three. Administration meets with neighboring departments monthly to ensure services and resources are deployed in an efficient manner. We review policies and conduct training together. Upon reviewing the resources of the Franklin-Bingham Farms Fire Department we found our Mutual

Aid Box Alarm Card needed to be adjusted. The Franklin-Bingham Farms Fire Department agreed to provide resources outlined on our Mutual Aid Box Alarm Card. This department provides fire protection for the Village of Franklin and the Village of Bingham Farms. The Franklin-Bingham Farms Fire Chief has requested the approval of an Automatic Aid Agreement between Village of Franklin and Village of Beverly Hills. This agreement would improve fire response and would help improve their ISO rating. The agreement is specific in nature as outlined in Section II. Response. I have had the opportunity to review the agreement with our Fire Marshal and the Deputy Director who agree this is in the best interest of both communities.

Motion by Abboud, second by Mooney, that the Beverly Hills Village Council approve the Automatic Aid Agreement between the Village of Beverly Hills and the Village of Franklin to provide aid on a reciprocal basis for fighting fires and responding to emergency incidents occurring in the territory of either of the member communities.

Motion passed.

**REVIEW AND CONSIDER AUTOMATIC AID AGREEMENT BETWEEN THE VILLAGE OF BEVERLY HILLS AND THE VILLAGE OF BINGHAM FARMS.**

Over the last two years the Public Safety Department has made changes to our fire operations to improve the delivery of services and our Insurance Service Office (ISO) rating. In 2017 Village Council approved Automatic Fire Aid Agreements with the City of Huntington Woods and the City of Berkley. This agreement helped improve our ISO rating from a five to a three. Administration meets with neighboring departments monthly to ensure services and resources are deployed in an efficient manner. We review policies and conduct training together. Upon reviewing the resources of the Franklin-Bingham Farms Fire Department we found our Mutual Aid Box Alarm Card needed to be adjusted. The Franklin-Bingham Farms Fire Department agreed to provide resources outlined on our Mutual Aid Box Alarm Card. This department provides fire protection for the Village of Franklin and the Village of Bingham Farms. The Franklin-Bingham Farms Fire Chief has requested the approval of an Automatic Aid Agreement between Village of Bingham Farms and Village of Beverly Hills. This agreement would improve fire response and would help improve their ISO rating. The agreement is specific in nature as outlined in Section II. Response. I have had the opportunity to review the agreement with our Fire Marshal and the Deputy Director who agree this is in the best interest of both communities.

Motion by Abboud, second by Mooney, that the Beverly Hills Village Council approve the Automatic Aid Agreement between the Village of Beverly Hills and the Village of Bingham Farms to provide aid on a reciprocal basis for fighting fires and responding to emergency incidents occurring in the territory of either of the member communities.

Motion passed.

**PUBLIC COMMENTS**

None.

## **MANAGER'S REPORT**

**Snow Emergencies** – The Village declared a Snow Emergency on the evening of Monday, January 28<sup>th</sup> through Tuesday morning. The purpose of a Snow Emergency is to aid our DPW crews and Public Safety personnel by removing vehicles from the roadway so that the streets can be cleared of snow. We had good participation and compliance with the Snow Emergency of January 28<sup>th</sup> and 29<sup>th</sup>. The Village appreciates the effort and the continued cooperation in the future.

**Safest Cities in Michigan** – The Village of Beverly Hills was once again ranked as one of the safest cities in Michigan by home security firm Alarm.org. For 2019, Alarm.com ranked the Village as the #2 safest city in Michigan. The link to the study can be found at <https://www.alarms.org/safest-cities-in-michigan>. Thank you to the Department of Public Safety for all their efforts in keeping this community safe.

**MME Winter Institute** – The annual Michigan Municipal Executive Winter Institute is February 5- 8<sup>th</sup> in Battle Creek, MI. As of the writing of this report I am uncertain as to whether I will attend this event or not. If I do attend, I will not be present at the February 5<sup>th</sup> Council meeting.

**Joint Planning and Council Meeting** – The Planning Commission and Village Council will hold a joint meeting on Wednesday, February 13<sup>th</sup> in the Council Chambers. This annual meeting provides for guidance and feedback on priorities and projects for both bodies during the next year. Planning Commission Chairman Ostrowski and Council President Peddie are working with the Planning and Zoning Director to put together the agenda for this meeting. Council members can direct any desired topics for this meeting to President Peddie.

**Offices Closed** – Village offices will be closed on Monday, February 18<sup>th</sup> in observance of President's Day. Trash collection will not be interrupted this week.

## **COUNCIL COMMENTS**

George reported the February Zoning Board of Appeals meeting was canceled.

Hrydziuszko reported that the Planning Commission voted to recommend Council not approve the site plan or special land use request by Detroit Country Day. She reported the Planning Commission looks forward to feedback and direction at the joint meeting. She shared about a program in Ferndale where residents can purchase a city tree to be planted.

Mueller announced Winter Family Fun Day (WFFD) was a huge success as a pop-up event. He thanked the Parks & Recreation Board for their quick work in pulling the event together.

Mooney commended Comeau for their excellent job of snow removal during recent storms, as well as their work preparing Beverly Park for WFFD. He thanked Car Trucking for having their trucks out picking up the trash in event the coldest weather. He also thanked the personnel committee for their work in selecting a new Village Clerk/Assistant Manager.

Abboud reported the Personnel Committee has made an offer to a candidate for the Clerk/Assistant Manager position, and the Finance Committees has a planned meeting. The Public Safety Committee has met and reviewed the needs for the upcoming year.

Motion by Mooney, second by Abboud, to adjourn the meeting at 7:55 p.m.

Motion passed.

**Lee Peddie**  
**Council President**

**Chris Wilson**  
**Village Clerk**

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

TO PRESIDENT PEDDIE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF  
EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 2/4/2019 THROUGH 2/19/2019.

ACCOUNT TOTALS:

101	GENERAL FUND	\$62,479.12
202	MAJOR ROAD FUND	\$21,311.70
203	LOCAL STREET FUND	\$17,203.77
205	PUBLIC SAFETY DEPARTMENT FUND	\$18,238.71
285	RETIREE HEALTH CARE FUND	\$3,000.00
592	WATER & SEWER FUND	\$298,530.51
701	TRUST & AGENCY FUND	\$600.00
	TOTAL	<u>\$421,363.81</u>
	MANUAL CHECKS- COMERICA	\$922.38
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$421,363.81</u>
	GRAND TOTAL	<u><u>\$422,286.19</u></u>



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CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS  
CHECK DATE FROM 02/19/2019 - 02/19/2019

Page: 1/1

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02/19/2019	COM	79795	31164	APOLLO FIRE APPARATUS	APOLLO FIRE APPARATUS	1,101.15
02/19/2019	COM	79796	01100	APOLLO FIRE EQUIPMENT	APOLLO FIRE EQUIPMENT	290.00
02/19/2019	COM	79797	53284	APPLIED IMAGING	APPLIED IMAGING	118.64
02/19/2019	COM	79798	51802	ARROW OFFICE SUPPLY CO.	ARROW OFFICE SUPPLY CO.	285.40
02/19/2019	COM	79799	51409	BEVERLY HILLS ACE	BEVERLY HILLS ACE	41.44
02/19/2019	COM	79800	01000	BP	BP	52.36
02/19/2019	COM	79801	50822	BS&A SOFTWARE	BS&A SOFTWARE	1,290.00
02/19/2019	COM	79802	58959	CADILLAC ASPHALT, LLC	CADILLAC ASPHALT, LLC	466.90
02/19/2019	COM	79803	59779	CANFIELD EQUIPMENT SERVICE	CANFIELD EQUIPMENT SERVICE	115.00
02/19/2019	COM	79804	59347	CINTAS CORPORATION #31	CINTAS CORPORATION #31	62.02
02/19/2019	COM	79805	59323	CLEANNET	CLEANNET	858.00
02/19/2019	COM	79806	51439	COMCAST	COMCAST	82.90
02/19/2019	COM	79807	04500	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	38,803.45
02/19/2019	COM	79808	59984	DES MOINES STAMP MFG. CO.	DES MOINES STAMP MFG. CO.	69.00
02/19/2019	COM	79809	52025	DETROIT SALT COMPANY	DETROIT SALT COMPANY	7,102.66
02/19/2019	COM	79810	50919	DTE ENERGY	DTE ENERGY	759.79
02/19/2019	COM	79811	51385	DTE ENERGY	DTE ENERGY	2,727.75
02/19/2019	COM	79812	51385	DTE ENERGY	DTE ENERGY	2,323.68
02/19/2019	COM	79813	31228	EXXONMOBIL	EXXONMOBIL	2,803.07
02/19/2019	COM	79814	58625	HALT FIRE	HALT FIRE	139.77
02/19/2019	COM	79815	59989	HAMANI INVESTMENTS INC	HAMANI INVESTMENTS INC	200.00
02/19/2019	COM	79816	31202	HOME DEPOT CREDIT SERVICE	HOME DEPOT CREDIT SERVICE	191.94
02/19/2019	COM	79817	59716	HOME DEPOT USA INC	HOME DEPOT USA INC	100.00
02/19/2019	COM	79818	58950	HYDROCORP	HYDROCORP	284.00
02/19/2019	COM	79819	59671	JOHN RUSKUS	JOHN RUSKUS	200.00
02/19/2019	COM	79820	59656	JRC SUPPLY, INC.	JRC SUPPLY, INC.	272.69
02/19/2019	COM	79821	59352	KARRIE MARSH	KARRIE MARSH	32.86
02/19/2019	COM	79822	59985	KEITH & LINDA WILSON	KEITH & LINDA WILSON	35.46
02/19/2019	COM	79823	51792	LEXISNEXIS RISK SOLUTION	LEXISNEXIS RISK SOLUTION	38.75
02/19/2019	COM	79824	59986	MCGLINCH & SONS CO.	MCGLINCH & SONS CO.	500.00
02/19/2019	COM	79825	59872	MELISSA BARRETT	MELISSA BARRETT	200.00
02/19/2019	COM	79826	52030	MICHIGAN GRAPHICS & AWAF	MICHIGAN GRAPHICS & AWAF	60.00
02/19/2019	COM	79827	11000	MICHIGAN MUNICIPAL RISK	MICHIGAN MUNICIPAL RISK	1,584.00
02/19/2019	COM	79828	51108	MMTA	MMTA	50.00
02/19/2019	COM	79829	51182	NELSON BROTHERS SEWER &	NELSON BROTHERS SEWER &	285.00
02/19/2019	COM	79830	51540	O'REILLY AUTO PARTS	O'REILLY AUTO PARTS	91.05
02/19/2019	COM	79831	50830	OAKLAND COUNTY TREASURY	OAKLAND COUNTY TREASURY	178,811.23
02/19/2019	COM	79832	50830	OAKLAND COUNTY TREASURY	OAKLAND COUNTY TREASURY	8,926.59
02/19/2019	COM	79833	50830	OAKLAND COUNTY TREASURY	OAKLAND COUNTY TREASURY	54,848.66
02/19/2019	COM	79834	14100	OBSERVER & ECCENTRIC	OBSERVER & ECCENTRIC	771.98
02/19/2019	COM	79835	59987	OVERLAND CONTRACTING INC	OVERLAND CONTRACTING INC	400.00
02/19/2019	COM	79836	59622	PARAGON LABORATORIES	PARAGON LABORATORIES	1,850.00
02/19/2019	COM	79837	59988	PISCES BASEMENT WATERPROOFING	PISCES BASEMENT WATERPROOFING	300.00
02/19/2019	COM	79838	59577	PULTE HOMES OF MICHIGAN,	PULTE HOMES OF MICHIGAN,	3,000.00
02/19/2019	COM	79839	59444	RESTAURANT EQUIPPERS, INC.	RESTAURANT EQUIPPERS, INC.	252.00
02/19/2019	COM	79840	16500	S.O.C.R.R.A.	S.O.C.R.R.A.	32,802.00
02/19/2019	COM	79841	16600	S.O.C.W.A.	S.O.C.W.A.	48,238.98
02/19/2019	COM	79842	59282	SAFEBUILT INC.	SAFEBUILT INC.	12,625.08
02/19/2019	COM	79843	59990	SCOTT JANSSEN	SCOTT JANSSEN	93.00
02/19/2019	COM	79844	51356	SOUTHFIELD MUFFLER & BRA	SOUTHFIELD MUFFLER & BRA	531.20
02/19/2019	COM	79845	17700	SUNSET MAINTENANCE SERVICE	SUNSET MAINTENANCE SERVICE	1,000.00
02/19/2019	COM	79846	59754	TANNER LAWSON	TANNER LAWSON	62.96
02/19/2019	COM	79847	18000	TERMINIX	TERMINIX	48.00
02/19/2019	COM	79848	53460	THE ROOF COMPANY	THE ROOF COMPANY	300.00
02/19/2019	COM	79849	31043	THOMAS J RYAN PC.	THOMAS J RYAN PC.	9,312.50
02/19/2019	COM	79850	38205	VERIZON WIRELESS MESSAGING	VERIZON WIRELESS MESSAGING	280.90
02/19/2019	COM	79851	14900	VILLAGE OF BEVERLY HILLS	VILLAGE OF BEVERLY HILLS	3,000.00

COM TOTALS:

Total of 58 Checks:	421,363.81
Less 0 Void Checks:	0.00
Total of 58 Disbursements:	421,363.81

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DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS

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CHECK DATE FROM 02/01/2019 - 02/19/2019

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Bank COM COMERICA						
02/01/2019	COM	79791	59983	MME		135.00
02/01/2019	COM	79792	59983	MME		305.00
02/04/2019	COM	79793	51385	DTE ENERGY		482.38

COM TOTALS:

Total of 3 Checks:	922.38
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	922.38

**REVIEW AND CONFIRM THE 2018 SPECIAL ASSESSMENT ROLL FOR THE VILLAGE ASSESSMENT DISTRICT**

Resolved by \_\_\_\_\_, second by \_\_\_\_\_, that the Southfield Road Business District incurred the following costs for 2018: maintenance \$2,844.21, water costs for the sprinkling system \$1,514.36 and electric costs for Beverly Hills Grill \$312.19. In addition, each property incurred a 10% administrative fee for a total of \$467.08.

Therefore, the Village of Beverly Hills Council confirms the Village Business District Assessment Roll for the 2018 season in the amount of \$4,670.76 as follows:

Beverly Hills Club	1,183.07
Bed, Bath & Beyond	462.45
Beverly Hills Grill	520.63
C.G. Holdings, LLC	338.62
Emile Salon	491.03
Taco Bell	400.20
31333 Building	552.35
Beverly Venture	1,189.50
Rounding	(0.01)

Roll Call Vote:

# VILLAGE OF BEVERLY HILLS

## SOUTHFIELD ROAD BUSINESS DISTRICT - 2018 COSTS MAINTENANCE AND WATER COST BREAKDOWN

13-Feb-19

		SEASONAL COST BREAKDOWN			
		2018	10%	2018	
		S/T	ADM FEE	SAD COST	
2018	TOTAL MAINTENANCE	\$2,844.21			
		=====			
	TOTAL WATER	\$1,514.36			
	BH Grill Electric Cost (Added to S/T SAD)	\$312.19			
		=====			
		\$1,826.55			
	GRAND TOTAL	\$4,670.76			
		=====			
		B.H. RACQUET CLUB	\$1,075.52	\$107.55	\$1,183.07
		BED, BATH AND BEYOND	\$420.41	\$42.04	\$462.45
		B.H. GRILL	\$473.29	\$47.33	\$520.63
		CG HOLDINGS, LLC	\$307.83	\$30.78	\$338.62
		EMILE'S	\$446.39	\$44.64	\$491.03
		TACO BELL	\$363.82	\$36.38	\$400.20
		31333 SOUTHFIELD	\$502.13	\$50.21	\$552.35
		BEVERLY VENTURE	\$1,081.37	\$108.14	\$1,189.50
		ROUNDING			(\$0.01)
		TOTALS	\$4,670.76	\$467.08	\$5,137.84
			=====	=====	=====

\* SEE DETAIL ATTACHED

### CALCULATION WORKSHEET

PROPERTY OWNER	SQUARE FEET OF MAINTENANCE AREA	% OF AREA	COST	SPRINKLED AREA	% OF AREA	SPRINKLING COST	ELECTRIC COST	TOTAL COST
B.H. RACQUET CLUB	3257.00	0.2510	\$714.01	3257.00	0.24	\$361.51	\$312.19	II \$1,075.52
BED, BATH AND BEYOND	1273.20	0.0981	\$279.11	1273.00	0.09	\$141.30		II \$420.41
B.H. GRILL	448.80	0.0346	\$98.39	565.00	0.04	\$62.71		II \$473.29
CG HOLDINGS, LLC	932.30	0.0719	\$204.38	932.00	0.07	\$103.45		II \$307.83
EMILE'S	910.40	0.0702	\$199.58	2223.60	0.16	\$246.81		II \$446.39
TACO BELL	1101.75	0.0849	\$241.53	1101.75	0.08	\$122.29		II \$363.82
31333	1775.90	0.1369	\$389.32	1016.40	0.07	\$112.82		II \$502.13
BEVERLY VENTURE	3274.70	0.2524	\$717.89	3274.70	0.24	\$363.48		II \$1,081.37
TOTALS	12974.05	100%	\$2,844.21 =====	13643.45	1.00	\$1,514.36 =====	\$312.19	\$4,670.76 =====

## SOUTHFIELD ROAD MAINTENANCE

## 2018 SEASON

DATE	VENDOR	AMOUNT	DESCRIPTION
2/12/2018	DTE ENERGY	BHG \$29.97	SPRINKLER ELECTRIC BILL
2/27/2018	COMEAU EQUIPMENT CO.	M \$96.37	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
3/13/2018	DTE ENERGY	BHG \$25.84	SPRINKLER ELECTRIC BILL
4/10/2018	DTE ENERGY	BHG \$27.17	SPRINKLER ELECTRIC BILL
4/10/2018	DTE ENERGY	BHG \$29.33	SPRINKLER ELECTRIC BILL
5/10/2018	COMEAU EQUIPMENT CO.	M \$483.23	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
5/15/2018	BEVERLY HILLS ACE	M \$53.99	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
5/23/2018	COMEAU EQUIPMENT CO.	M \$892.37	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
6/7/2018	COMEAU EQUIPMENT CO.	M \$79.36	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
6/8/2018	DTE ENERGY	BHG \$24.69	SPRINKLER ELECTRIC BILL
6/20/2018	COMEAU EQUIPMENT CO.	M \$275.24	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
6/30/2018	COMEAU EQUIPMENT CO.	M \$113.26	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
6/30/2018	DTE ENERGY	BHG \$23.63	SPRINKLER ELECTRIC BILL
6/30/2018	BEVERLY HILLS WATER DEPARTMENT	W \$99.36	SPRINKLER WATER BILL
7/18/2018	COMEAU EQUIPMENT CO.	M \$128.33	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
7/31/2018	COMEAU EQUIPMENT CO.	M \$97.94	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
8/8/2018	DTE ENERGY	BHG \$27.66	SPRINKLER ELECTRIC BILL
8/14/2018	COMEAU EQUIPMENT CO.	M \$158.72	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
8/22/2018	NELSON BROTHERS	M \$145.00	SPRINKLER MAINT.
9/5/2018	DTE ENERGY	BHG \$16.76	SPRINKLER ELECTRIC BILL
09/10/2018	COMEAU EQUIPMENT CO.	M \$177.30	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
10/9/2018	DTE ENERGY	BHG \$23.58	SPRINKLER ELECTRIC BILL
10/11/2018	BEVERLY HILLS WATER DEPARTMENT	W \$1,072.12	SPRINKLER WATER BILL
10/11/2018	COMEAU EQUIPMENT CO.	M \$79.36	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
10/23/2018	BLUELINE IRRIGATION	M \$45.00	SPRINKLER MAINT.
10/24/2018	COMEAU EQUIPMENT CO.	M \$79.36	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
11/8/2018	COMEAU EQUIPMENT CO.	M \$79.36	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
11/14/2018	DTE ENERGY	BHG \$27.51	SPRINKLER ELECTRIC BILL
12/4/2018	DTE ENERGY	BHG \$30.61	SPRINKLER ELECTRIC BILL
12/21/2018	COMEAU EQUIPMENT CO.	M \$48.97	MOW SFLD RD, BED CARE, SHRUB/TREE TRIM
1/3/2019	VILLAGE OF BEVERLY HILLS	M \$1.05	MATERIALS
1/14/2018	BEVERLY HILLS WATER DEPARTMENT	W \$152.88	SPRINKLER WATER BILL
1/14/2018	DTE ENERGY	BHG \$25.44	SPRINKLER ELECTRIC BILL

\$4,670.76

TOTAL 2018 SEASON	\$4,304.94
WATER BILLS	\$1,324.36
SPRINKLER MAINTENANCE	\$190.00
WATER	\$1,514.36
LAWN & TREE MAINTENANCE	\$2,844.21
ELECTRIC BILLS (BEVERLY HILLS GRILL)	\$312.19
TOTAL	\$4,670.76

# Memorandum

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

**From:** Chris D. Wilson, Village Manager

**CC:** Sheila McCarthy, Finance Director; Peggy Linkswiler, Human Resources Director; Erin LaPere, Planning and Zoning Director; Rich Torongeau; Public Safety Director; Tom Meszler, Public Services Director; Tom Ryan, Village Attorney

**Date:** 2/15/2019

**Re:** Appointment of Kristin Rutkowski as Village Clerk and Assistant Village Manager

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After a long and thorough search, I am honored, on behalf of the Personnel Committee, to recommend the appointment of Kristin Rutkowski to the position of Village Clerk and Assistant Village Manager. Ms. Rutkowski is a Michigan native and graduate of Cranbrook High School. She has a Bachelor of Arts in American Studies and Political Science from DePaul University in Chicago and a Master of Public Administration from the University of Colorado in Denver. Kristin has worked as a Business Development Associate for the City and County of Denver, CO, as an Executive Assistant to the City Manager in Hamtramck, MI and is currently working as Clerk in the Building Department for the City of Royal Oak. A copy of Ms. Rutkowski's resume is attached for your review.

Ms. Rutkowski has been interviewed twice by the Personnel Committee and once by the Village Manager. She performed very well in all three interviews. She has also passed a background investigation by the Department of Public Safety. She serves as a volunteer and Event Coordinator for the Polish Legion of American Veterans and has served as an animal shelter and adoption center volunteer for PAWS Chicago.

Ms. Rutkowski has agreed to a start date of Monday, February 25<sup>th</sup>. Starting salary will be at the rate of \$73,565 annually. This is the starting rate (step 1) as established for this pay grade (Grade 6) per the most recent salary survey commissioned by the Village. Other benefits will be the same as those provided to other non-union Village employees. There is a six (6) month probationary period. As Clerk and Assistant Manager Ms. Rutkowski will be directly supervised by the Village Manager. Per the Charter, her appointment as Clerk must be approved by the Village Council. Appointment of Ms. Rutkowski as the Village Clerk will also terminate my (temporary) appointment to the position of Village Clerk.

February 15, 2019

**Recommended Resolution** – *“....be it so resolved that the Village Council appoint Kristin Rutkowski to the position of Village Clerk effective February 25, 2019. Ms. Rutkowski will also serve in the capacity of Assistant Village Manager under the direction and supervision of the Village Manager. Annual salary for Ms. Rutkoswki will be \$73,565, subject to periodic review and annual adjustment with other employment benefits as equal to those provided to other non-union Village employees.”*

# KRISTIN RUTKOWSKI



September 24, 2018

Chris Wilson  
Village Manager  
18500 W. 13 Mile Road  
Beverly Hills, MI 48025

Dear Mr. Wilson,

Please accept the attached résumé for consideration for the Village Clerk position at the Village of Beverly Hills. I learned about this opportunity on Michigan Municipal League's website.

I earned a Bachelor's Degree from DePaul University in Chicago where I double-majored in American Studies and Political Science. I possess a Master's Degree in Public Administration from the University of Colorado - Denver. Throughout my graduate career, I performed extensive research on local government management. I consistently advocate for data driven solutions to complex problems and consider myself a lifelong learner who accepts challenges and is open to new ideas.

I am seeking a fulfilling position that promotes effective problem solving, transparency, and a high quality of life in the community. My experience in local municipalities over the past five years includes roles in a City Clerk's office, City Manager's office, building department, workforce development, and special projects. I completed the first year of the Michigan Association of Municipal Clerks' Institute and have been successful at creating agenda packets, record retention, and FOIA coordination. Moreover, I am skilled at event planning, well-versed in social media, and am comfortable acting as a liaison between the local government and commissions.

I am eager to gain further experience in a municipal setting. I am detail oriented, organized, personable, and have a strong work ethic. I enjoy conducting research, learning about innovative ideas, and seeing projects through from start to finish. My experience, education, and drive will make me a superb addition to the Village of Beverly Hills' team. My contact information is listed at the top of this page should you wish to contact me regarding my qualifications. I look forward to hearing from you.

Sincerely,

Kristin Rutkowski



# KRISTIN RUTKOWSKI



## OBJECTIVE

Highly organized professional with experience in local government seeking the position of Village Clerk at the Village of Beverly Hills

## EDUCATION


Master of Public Administration | University of Colorado | Denver, CO

Bachelor of Arts in American Studies and Political Science | DePaul University | Chicago, IL

## PROFESSIONAL EXPERIENCE

**Municipal Clerk III** | City of Royal Oak | Royal Oak, MI

October 2017 – Present

- Under the Community Development Department - Building Division, responsible for accepting and issuing building and trades permits using BS&A government software
- Play integral role in department's transition to online permitting and inspection requests
- Assist in the development and administration of department procedures
- Create correspondences to residents regarding code violations and compliance
- Provide exceptional customer service to the public in person, over the phone, or via email
-  Nominated for Outstanding Customer Service Award during first 6 months of service

**Executive Assistant to the City Manager; City Clerk Office Assistant** | City of Hamtramck | Hamtramck, MI

August 2016 - October 2017

- Assisted City Manager and City Clerk with day to day operations including, but not limited to: preparing agendas, memos, and resolutions for City Council meetings; travel arrangements; maintaining calendar; purchasing; staff oversight; creating reports; posting public notices
- Managed the City's BoardDocs website, where City Council meeting agendas and minutes are published
- Edited content and published updates on the City's website and social media accounts
- Maintained records based on the State of Michigan's Retention and Disposal Schedule
- Accepted and responded to Freedom of Information Act (FOIA) requests
- Processed business license applications and issued dog licenses using BS&A; issued garage sale permits
- Utilizing the State of Michigan's Qualified Voter File (QVF), registered new voters and maintained existing voter records
- Assisted in conducting elections by processing Absentee Voter (AV) ballot application requests, issuing AV ballots, and receiving AV ballots into QVF
- Successfully completed year one of the Michigan Association of Municipal Clerks' Institute
- Organized internal and city-wide special events which included staff holiday parties, City Tree Lighting Ceremony, Art in the Park, and student field trips to City Hall

**Business Development Associate II** | City and County of Denver | Denver, CO

May 2014 - February 2016


- In the Office of Economic Development – Division of Workforce Development, implemented the "Characteristics Common to Female Ex-Offenders" federal grant and the local Summer Youth Employment Program for youth ages 14-21 in Denver and surrounding areas
- Assured programs complied with federal, state, and local regulations
- Executed contracts with community organizations to provide customized trainings and support services to workforce program participants
- Performed internal audits/case file reviews and recommended corrective action
- Maintained grant database; monitored budget
- Created graphs and logic models to display program growth for executives and partners
- Successfully performed community outreach to recruit eligible participants
- Provided job readiness training, case management, and education counseling to at-risk youth

# KRISTIN RUTKOWSKI



586-



- Developed evaluation procedure and metrics for job readiness training program
- Organized job fairs, enrollment sessions, empowerment classes, focus groups, and youth summit
- Assisted with job placements, I-9 employment eligibility verification, and payroll
- Interacted with families, foster parents, counselors, group home staff, and non-profit organizations in order to effectively deliver supportive services to youth (e.g. transportation passes)
- Oversaw special projects and Industry Academies, such as: a partnership with the Denver Scholarship Foundation for awardees 18-19 years old; a 'Super Sophomore' program; Customer Service Academy; and Environmental Health Academy
- Evaluated spending practices and devised process improvements; presented reports
- Conducted a variety of quantitative and qualitative research to track and improve customer experience
-  Selected by the Director of Workforce Development for the "Workforce Evolutions Task Force"

## **Math Paraprofessional** | Denver Public Schools | Denver, CO

October 2013 - May 2014

- Provided support and one-on-one instruction in middle school math classrooms
- Led small groups in the math intervention classroom to help students master the material while reinforcing learning concepts presented by teachers
- Communicated directly with the math department to develop lesson plans and provide feedback on students' strengths, weaknesses, and progress
- Promoted a safe, inclusive learning environment and applied successful conflict resolution strategies with youth as needed

## **Research Analyst** | Institute of Real Estate Management | Chicago, IL

February 2013 - July 2013

- Performed research in preparation to publish IREM's Income/Expense book on Federally Assisted Apartments (FAA)
- Audited all FAA property submissions, comparing current figures to past data
- Used Crystal Reports to run reports and format data correctly



## **VOLUNTEER EXPERIENCE**

### **Event Coordinator** | Polish Legion of American Veterans, Post # 10 | Hamtramck, MI

2016 - Present

- Plan and execute at least two fundraising events per month to raise money for homeless and disabled veterans in metro Detroit (including: trivia nights, painting classes, pasta dinners, and food drives)

### **Animal Shelter/Adoption Center Volunteer** | PAWS Chicago | Chicago, IL

2009 - 2012

- Helped socialize rescued cats/kittens in the adoption center and as a pet foster parent
- Assisted prospective adopters through the adoption application process



## **SKILLS AND COMPETENCIES**

- |  |                   |
|--|-------------------|
| ▪ Strong Research and Writing Skills   | ▪ Detail Oriented |
| ▪ Proficient in Microsoft Office Suite | ▪ Adaptable       |
| ▪ Project Management                   | ▪ Organized       |



## **MEMBERSHIPS AND CERTIFICATIONS**

- American Society for Public Administration | Member
- Polish Legion of American Veterans, Post # 10 | Booster Member
- State of Michigan Election Official Accreditation
- NorthStar Digital Literacy Certificate

# MEMO

To: Members of Village Council  
Chris Wilson, Village Manager  
Erin LaPere, Planning and Zoning Administrator  
Tom Ryan, Village Attorney

From: Honorable President Peddie

Re: Planning Commission and Administration Plan for 2019

Date: February 15, 2019

## Administration

1. Marijuana Ordinance- Opt out. Ryan to draft language
2. Compliance with State Regulations - LaPere will work with Ryan and Planning Consultant to review
  - a. Sign Ordinance
  - b. Notification Deadlines
  - c. Childcare facilities
3. Conflicting Sections
  - a. 22.08.090 and 22.08.130 - LaPere will work with Planning consultant
1. Site Plan Review Process - LaPere will review administrative processes
4. Outside Storage in Residential Zone Districts- Vehicles, wood storage - Ryan will draft language

## Planning Commission

1. Planned Unit Development (PUD)
  - a. Please include language for developers of properties concerning removal of “landmark” trees on properties.
  - b. Review existing cluster ordinance language and make recommendations
  - c. Establish subcommittee of Planning Commission to work with consultant on recommended language
2. Re-zoning Standards
  - a. Establish of Planning Commission to work with consultant on recommended language
3. Principal Uses and Special Land Uses
  - a. O- Office and B Business — Planning Commission will appoint a subcommittee to review and make recommendations by summer
  - b. Offstreet Parking Regulations - Planning Commission will appoint a subcommittee to review and make recommendations based upon updates to commercial uses.

## **Council**

1. Chickens
  - a. Is there agreement amongst Council to do the following:
    - i. Get an indication of whether we want to draft an ordinance
    - ii. Do we want to have a ballot proposal
    - iii. Get a sense of what the community thinks. Survey
2. Talk about sidewalks- connecting various destination points in our community
  - a. Funding
  - b. Get sense from Council
3. Re-visit Tree Ordinance
  - a. Looking at PUD and placing rules here may eliminate concern with developers clear cutting lots
4. Zoning Ordinance Overhaul
  - a. Quote provided to us in 2016 was \$50,000 to \$60,000. There was discussion on a complete overhaul but considering the cost on the quote provided and that there are no funds allocated for such an endeavor, concentration will be centered on the updates proposed above. LaPere believes this will go a long way toward making the Zoning Ordinance text better.

# MEMO

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

From: Elizabeth Lyons, Administrative Support

Re: Cable Board Resignation and Vacancy

Date: February 15, 2019

Rosemary Bayer has been a member on the Birmingham Area Cable Board since July 2017. We received notification that since she has been elected as State Senator of District 12, she has resigning her position on the Board at the completion of the December 19, 2018 meeting. Tonight is the first announcement of the vacancy; the term has an expiration date of June 30, 2020. The Cable Board meets on the third Wednesday of the month, at 7:45 a.m. in the Village Council chamber.

Application deadline: Friday, March 29, 2019 at 4:30 p.m.

Term expires: June 30, 2020

Cable Board Subcommittee: Chairperson: Peddie  
Members: Abboud and George

Applications of interested persons will be delivered to subcommittee members with the April 6, 2019 packet.

**VILLAGE MANAGER'S REPORT**  
**CHRIS D. WILSON**  
**FEBRUARY 15, 2019**

**Cable Board Reimbursement** – The Cable Board has determined the amount of their administrative grants for the four (4) member communities for FY 2018-19. In total, the Cable Board will be releasing \$293,491 in administrative grants. Of this amount, \$83,704 will be paid to the Village. These monies should be received this month. These funds will be received as revenue for the Village's General Fund.

**Village Offices Closed** – Village Offices will be closed on Monday, February 18<sup>th</sup> in observance of Presidents Day. Trash collection will not be interrupted.

**Greening Scholarship** – Forms are now available for the 2019 Donald and Patricia Greening Community Service Scholarship. This annual scholarship award in the amount of \$1000 is provided to one eligible male and female graduating high school student or student who plans to enroll at a college, community college, university or technical school in the fall of 2019. The scholarship is open to any graduating senior of Groves High School *or* any graduating senior who is a resident of the Village of Beverly Hills. Applicants should have completed charity work that benefits the Village or Beverly Hills, or any charitable organization located within the Village. To be considered, applicants are required to have an unweighted GPA of 3.0 or higher on a 4.0 scale and a minimum ACT score of 22. Applications can be found on the Village website, at the Village Offices or through your high school counselor.

**March 5<sup>th</sup> Public Hearing** – For the Council meeting of March 5<sup>th</sup> there is a Public Hearing scheduled to take comments on a revised site plan and special land use application for Detroit Country Day School. The applicant has submitted a revised site plan to get approval for a playground structure and sports court that were constructed with the middle school expansion project but were not approved as part of the original site plan. The Planning Commission also conducted a Public Hearing on this matter and recommend denial of the application by DCD. In the interim, DCD has been meeting with representatives of the adjoining neighborhood on potential modifications to the site/site plan. As of today, a revised site plan has not been submitted. Tickets were issued for DCD for non-compliance with the Village's zoning codes. These tickets were adjudicated on February 7<sup>th</sup> in 46<sup>th</sup> District Court as civil infractions for three counts of zoning ordinance violations with fines totaling \$1500. Mr. Ryan has advised that if there are issues remaining with non-compliance following the resolution of this matter before the Village Council he can return to court with an order based upon the decision of the Village per the previous pleas entered.



To Whom It May Concern:

The Donald and Patricia Greening Community Service Scholarship Award was created to assist one male and female student each year financially with their post-secondary education.

**Eligibility Requirements**

- Must be a resident of the Village of Beverly Hills or a graduate of Groves High School located in Beverly Hills.
- Must be planning to enroll at a college, community college, university, or technical school in the fall of 2019.
- Must be a graduating high school senior or incoming freshman college student with an un-weighted GPA of 3.0 or higher on a 4.0 scale, or a minimum ACT score of 22.
- Must have done community service work benefiting the Village of Beverly Hills or any charitable or religious organization located in the Village of Beverly Hills.

Attached are two documents, one is a detailed explanation of the scholarship and the other page is the application. Please make this information available to your students.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Wilson".

Chris Wilson  
Village Manager

CW/klm

## ***Greening Community Service Scholarship Application 2019***

I, \_\_\_\_\_, do hereby make application to the Village of Beverly Hills Community Foundation for the \$1,000 Donald and Patricia Greening Community Service Scholarship.

Home address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

I plan to attend \_\_\_\_\_  
(College, University or School)

I plan to major in \_\_\_\_\_

***List all community service and school activities during your high school years.***

Dates	Activity/ Description	Hours
-------	-----------------------	-------

\*You may include separate or additional sheets if needed. Approval/signatures should be listed on all pages.

### **Approvals/Signatures**

High School Counselor \_\_\_\_\_

High School Principal \_\_\_\_\_

Parent/Guardian \_\_\_\_\_



***Village of Beverly Hills Community Foundation  
Donald and Patricia Greening  
Community Service Scholarship Awards***

The Donald and Patricia Greening Community Service Scholarship Awards were established to support post-secondary education for one male and one female student each year. Applicants must meet the following eligibility requirements:

- Must be a graduating high school senior or incoming freshman college student with an un-weighted GPA of 3.0 or higher on a 4.0 scale, or a minimum ACT score of 22.
- Must be planning to enroll at a college, community college, university, or technical school in the fall of 2019.
- Must be a resident of the Village of Beverly Hills or graduate of Wylie E. Groves High School located in Beverly Hills.

***Awards will be based on:***

- *Completion of the attached application which includes a list of community service and school activities.*
- *A short paper on how community service affected your life and how you think community service affects the community at large.*
- *A personal statement describing your educational goals and the career you would like to pursue.*
- *Leadership and community service benefitting the Village of Beverly Hills or any charitable or religious organization located in the Village of Beverly Hills.*

**Applications must be submitted to the Village of Beverly Hills Offices by 4:00 PM on Friday, March 29<sup>th</sup> 2019.**

Completed applications will be reviewed and selections made by a committee of three members including the Village Manager or his designee, President of the Village Council or his designee.

The scholarship check will be mailed directly to the college/university/technical school indicated on the applicant's confirmed application.

# **Beverly Hills Public Safety Activity Report**

**January 31<sup>st</sup> - February 14<sup>th</sup>, 2019**

- 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.
- Public Safety Department request you check your smoke detectors and CO Alarms.

**PHONY LOAN SCAM: Emails Offer Easy Money.** BBB has been seeing a lot of scam reports about a phony loan approval email that helps con artists steal from unwitting victims. **How the Scam Works:** You receive an unsolicited email from an unfamiliar person or company. The email states that you have been approved or pre-approved for a loan. All the information, including installment amounts and the sum of the total payback, are included in an attached file. If you open the file, you'll see an official looking notice, which includes claims that BBB and several government agencies support this "loan provider." You'll also notice that this loan comes with one big catch. You need to pay a \$150 "insurance fee" upfront. If you do so, your money will disappear, but the loan will never materialize.

**Avoid Falling for Email Phishing Scams.** Never click on links or download attachments from anonymous senders. This is usually an attempt to install malware on your computer and/or steal your personal information. Don't take unsolicited emails at face value. Scammers often send out mass emails that contain little or no personal information. Be especially wary if the email doesn't mention you by name or include any personal information. If you need a loan, this article contains tips that will help you find a legitimate one. If you've fallen victim to this kind of scam, help others avoid the same pitfall by filing a scam report at <https://www.bbb.org/scamtracker/us> If you've been the victim of identity theft go to <https://www.identitytheft.gov/assistant> (Source BBB scam alert 2018).

**PHONY VEHICLE REPORT SCAM: Potential Buyer Request:** If you are selling your car or truck, a potential buyer may ask you to purchase a vehicle history report from a specific company. It sounds like a reasonable request, but it's really the premise of a new scam. **How the Scam Works.** You want to sell your car or truck, so you post an ad on a classified website. You are contacted by someone who claims to be interested in purchasing your vehicle. But first, this potential buyer wants a report on the vehicle's identification number (VIN). He sends you a link to a website and asks you to buy the report through that service. Some of these scam sites may simply be a way to steal \$20 from unsuspecting customers (that's the typical cost of a report). But if the site captures personal information such as an address, driver's license number, and/or credit card information, buying these reports opens victims to the risk of ID theft. In other cases, the website link itself may be the scam, downloading malware to the victim's computer.

**Tips to avoid this scam:** If an interested buyer wants a VIN report prior purchasing your vehicle, select the reporting service yourself and check them out at <https://www.bbb.org/> Check <https://www.vehiclehistory.gov/> In the United States, the National Motor Vehicle Title Information System provides a list of approved providers on their website. In Canada, the Insurance Bureau of Canada, the national insurance industry association, offers vehicle history reports. Read more about this vehicle report scam and online purchase scams on [www.BBB.org](http://www.BBB.org). If you've been a victim of a vehicle purchase scam, help others avoid being

# **Beverly Hills Public Safety Activity Report**

**January 31<sup>st</sup> - February 14<sup>th</sup>, 2019**

scammed by filing a report with BBB.org/Scam Tracker. Learn more about other kinds of a scam report at <https://www.bbb.org/scamtracker/us> If you've been the victim of identity theft go to <https://www.identitytheft.gov/assistant> (Source BBB scam alert 2018).

## **CALLS FOR SERVICE**

- 178 Calls for Service.
- 14 Arrests.
- 101 Tickets issued.
- 4 Walk in PBTs.
- 3 Prescription pill drop offs.
- Vacation checks.
- 1 Prisoner transports to and from the Birmingham Police Department.
- Walk in Gun Permits issued.
- Crossing Guard on Beverly.
- Car Seat Safety Inspections.
- Motorist Assist on Southfield.
- 2 Alarms on Lahser.
- 2 Traffic Accidents on Lahser.
- 5 Medicals on 13 Mile Rd.
- 2 Alarms on 13 Mile Rd.
- 3 Traffic Accidents on 13 Mile Rd.
- Traffic complaint on 13 Mile Rd.
- Road Hazard on 13 Mile Rd.
- 4 Motorist Assists on 13 Mile Rd.
- 2 Medicals on Southfield.
- Traffic Accident on Southfield.
- Traffic Accident on 14 Mile Rd.
- Animal complaint on 14 Mile Rd.
- 2 Suspicious Persons complaints on 13 Mile Rd.
- 2 Suspicious Persons complaints on Southfield.
- Reckless Driving complaint on 13 Mile Rd.
- Alarm on Village Drive.
- Citizen Assist on Evergreen.
- Found Property on Bedford.
- Alarm on Tremont.
- Motorist Assist on Metamora.
- Citizen Assist on Metamora.
- Medical on Warwick.
- Parking complaint on Birwood.
- Animal complaint on Hillcrest.

# **Beverly Hills Public Safety Activity Report**

**January 31<sup>st</sup> - February 14<sup>th</sup>, 2019**

- Officers stopped a vehicle on Greenfield for a traffic violation. The driver was operating on a suspended license and had several warrants for his arrest. The driver was arrested without incident.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating on a suspended license and had several warrants for his arrest. The driver was arrested without incident.
- Fraud on Auburn.
- Motorist Assist on Birwood.
- Assist Bloomfield Twp. Police on Lahser.
- Officers stopped a vehicle on 14 Mile for a traffic violation. The driver was operating on a suspended license and had a warrant for his arrest. The driver was arrested without incident.
- Traffic Accident on Hampstead.
- Officers stopped a vehicle on Greenfield for a traffic violation. The driver was operating on a suspended license and warrants for his arrest. The driver was arrested without incident.
- Animal complaint on Lahser.
- Citizen Assist on Embassy.
- Officers stopped a vehicle on 13 Mile for a traffic violation. The driver was operating on a suspended license and warrants for her arrest. The driver was arrested without incident.
- Odor investigation on Old Post.
- Family Trouble on Huntley Sq. W.
- Alarm on Marimoor.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Fire Alarm on Kirkshire.
- Suspicious Persons complaint on Kinross.
- Lift Assist on Sylvan.
- Alarm on Chelton.
- Family Trouble on Eastlady.
- 2 Suspicious Persons complaints on Kinross.
- Medical on Bellvine Trail.
- Medical on Sunnyslope.
- Medical on Kirkshire.
- Solicitor complaint on Norchester.
- Solicitor complaint on Locherbie.
- Solicitor complaint on Beverly.
- Suspicious Circumstance complaint on Beverly.
- Medical on Birwood.
- Alarm on Embassy.
- Natural Gas Leak on Kirkshire.

# **Beverly Hills Public Safety Activity Report**

**January 31<sup>st</sup> - February 14<sup>th</sup>, 2019**

- Suspicious Persons on Churchill.
- Suspicious Persons on Bellvine Trail.
- Peace Officer complaint on 13 Mile Rd.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating on a suspended license and a warrant for his arrest. The driver was arrested without incident.
- Animal complaint on Kinross.
- Medical on Embassy.
- 2 Medicals on Kennoway Circle.
- Lift Assist on Chelton.
- Fraud complaint on 13 Mile Rd.
- 2 Medicals on Birwood.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Alarm on Smallwood
- Officers stopped a vehicle on 13 Mile for a traffic violation. The driver was operating on a suspended license and had warrants for his arrest. The driver was arrested without incident.
- Citizen Assist on Beverly.
- Found Property on 13 Mile Rd.
- Abandon Auto on Kinross.
- Larceny complaint on Sheridan.
- Vehicle Lockout on Pierce.
- Officers stopped a vehicle on 13 Mile for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Road Hazard on Greenfield.
- Medical on Devonshire.
- Animal complaint on Elizabeth.
- Alarm on Wetherby.
- Alarm on W. Valley woods.
- Fire Alarm on Fairfax.
- Civil Matter on Southfield.
- Officers stopped a vehicle on Evergreen for a traffic violation. The driver was operating on a suspended license and warrants for his arrest. The driver was arrested without incident.
- Medical on Devonshire.
- Assist DPW with a water main break on Beverly.
- Assist Redford Police on.
- Animal complaint on Locherbie.
- Suspicious Circumstance complaint on Bellvine Trail.
- Odor Investigation on E. Lincolnshire.

# **Beverly Hills Public Safety Activity Report**

**January 31<sup>st</sup> - February 14<sup>th</sup>, 2019**

- Officers stopped a vehicle on Pierce for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Suspicious Vehicle on Beverly.
- Fire Alarm on E. Rutland.
- Suspicious Persons complaint on Hill view.
- Medical on Bellvine.
- Traffic complaint on Pierce.
- Animal complaint on Southfield.
- Medical on Birwood.
- Animal complaint on Lahser.
- Animal complaint on 13 Mile Rd.
- 2 Medicals on Dunblaine.
- Officers stopped a vehicle for a traffic violation. The driver was operating on a suspended license and had warrants for her arrest. The driver was arrested without incident.
- Welfare Check on Buckingham.
- Medical on Buckingham.
- Motorist Assist on Beverly.
- Traffic Accident on Bellvine Trail.
- Welfare Check on Buckingham.
- Vehicle Lockout on Arlington.
- Assist the Road Commission on Evergreen.
- Officers responded to Marimoor on the report of a domestic dispute. Subsequent investigation revealed an assault had taken place. One individual was arrested without incident.
- Lift Assist on McKenzie Ct.
- Suspicious Vehicle on 13 Mile Rd.

## **FIRE AND EMS**

- Host Fire Company Officer Training.
- Fire Staff and Command Training.
- Medical Control Meeting.
- Set up RIT Training.
- Apparatus serviced.
- Fire Instructor II training.
- Fire presentation.

## **INVESTIGATIONS**

- CFS Closed and Reviewed - 155.
- Reviewed 28 case reports for a disposition.
- Followed up and reviewed cases, of which 7 were closed.
- 11 Cases were assigned.
- 8 Reports written on current cases.

# **Beverly Hills Public Safety Activity Report**

**January 31<sup>st</sup> - February 14<sup>th</sup>, 2019**

- 26 Current active investigations.
- 05 Current pending investigations.
- 2 tickets issued for OWI.
- Arraignment on OWI III and Retail Fraud.
- Dropped off evidence/prints to OCSD Crime Lab.
- 46th District Traffic Conference.
- Groves High School Dance.
- Fire Officer III class.
- Police One training Fire Streams/Patient Assessment.
- Covered Shift Boss for road patrol.
- Present warrant request for in-custody domestic assault.