

Village of Beverly Hills
Regular Village Council Meeting
Tuesday, December 1, 2020

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

Zoom link: <https://us02web.zoom.us/j/85073044044>

Meeting ID: 850 7304 4044

Dial in Number: 1-646-876-9923 (US)

AGENDA

Roll Call/Call to order

Pledge of Allegiance

Special Order of Business

Select Council President and President Pro-tem

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 November 17, 2020.
2. Review and file **bills** recapped as of Monday, November 23, 2020.

Business Agenda

1. Discussion on **Village operations** during current COVID-19 Health Order.
2. Second **announcement** of a vacancy on the Birmingham Area Cable Board.
3. Review and consider **request** from Parks & Recreation Board to host decoration installation at Village parks.
4. Review and consider **request** from Parks & Recreation Board to promote snowman building at Village parks, as weather permits.
5. Review and consider annual **contract** with Next for senior services.

Public comments

Manager's **report**

Council comments

Adjournment

Due to the COVID-19 pandemic, this meeting will take place remotely via Zoom. If you are unable to attend the meeting and would like to submit a comment, please email krutkowski@villagebeverlyhills.com prior to the meeting.

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.

REGULAR COUNCIL MEETING MINUTES – NOVEMBER 17, 2020 – PAGE 1

Present: President Peddie; President Pro-Tem Abboud; Members: George, Hrydziusko, Mooney, and Nunez
All members participated remotely via Zoom from Beverly Hills, Michigan.

Absent: Mueller

Also Present: Village Manager, Wilson
Village Clerk / Assistant Manager, Rutkowski
Public Safety Director, Torongeau
Village Attorney, Ryan

Peddie called the regular Council meeting to order at 7:30 p.m. at the Village of Beverly Hills municipal building located at 18500 W. Thirteen Mile Road and virtually via Zoom due to the ongoing COVID-19 pandemic. The Pledge of Allegiance was recited by those in attendance.

Peddie announced that the November 3, 2020 election results have not yet been certified, so the newly elected members have not been able to be sworn into office yet.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Mooney, second by Abboud, to amend the agenda to add the following items to the Business Agenda: Item A. Set Organizational Meeting and Item B. Discussion on COVID-19.

Roll Call Vote:
Motion passed (6-0)

Motion by Mooney, second by Abboud, be it resolved, the agenda is approved as amended.

Roll Call Vote:
Motion passed (6-0)

COMMUNITY ANNOUNCEMENTS

None.

PUBLIC COMMENTS

Ken Flaherty, 17166 Beechwood, commented on the sewage backups that occurred in August and insurance claims.

Kathleen Tuttell, Kirkshire, commented on sewage clean up and creating rain gardens. She also expressed concern about the City of Birmingham's population density increase as noted in their Master Plan and the speed limit on 14 Mile Road.

CONSENT AGENDA

Motion by Mooney, second by Hrydziusko, be it resolved, the consent agenda is approved as published.

1. Review and consider approval of minutes of a regular Council meeting held November 3, 2020.
2. Review and file bills recapped as of Monday, November 9, 2020.

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

Roll Call Vote:
Motion passed (6-0)

BUSINESS AGENDA
SET ORGANIZATIONAL MEETING

The Council discussed setting an organization meeting to swear in the newly elected Council members once the election results are certified.

Motion by Mooney, second by Nunez, be it resolved, the Beverly Hills Village Council sets an organizational meeting for Tuesday, November 24, 2020 at 7:30 p.m. for the purpose of swearing in the newly elected Council members and selecting a Council President and President Pro-Tem. Be it further resolved, if the election results are not certified by the 24th, the meeting will be rescheduled to Monday, November 30, 2020 at 7:30 p.m.

Roll Call Vote:
Motion passed (6-0)

DISCUSSION ON COVID-19

Wilson provided an update on Village operations under the new state health order. The Village Office will close to the public beginning Wednesday, November 18, 2020. Limited staff will be reporting to the office in shifts, but most work will be completed remotely. Water bill payments and building department payments can be dropped off in the drop box or paid online. The Village is trying to limit the spread of COVID-19 as much as possible. Public Safety operations will continue with safety protocols in place.

The Council discussed closing equipment at Beverly Park where people tend to gather. They talked about increased signage or potential temperature screens at the park. They also discussed having virtual meetings or having hybrid in-person/virtual meetings. They continued with a discussion about swearing the new council members in virtually and the format of the December 1, 2020 Council meeting.

Motion by Mooney, second by Hrydziusko, be it resolved, the Beverly Hills Village Council rescinds the resolution to schedule an organizational meeting on November 24 or November 30 and instead will have a special order of business at the beginning of the December 1, 2020 meeting for the organizational meeting purpose.

Roll Call Vote:
Motion passed (6-0)

Motion by Mooney, second by Abboud, be it resolved, the Beverly Hills Village Council instructs administration to temporarily close the Beverly Park pavilion, playground, tennis court, adult exercise equipment, and sled hill to limit the spread of COVID-19.

Roll Call Vote:
Motion passed (6-0)

REVIEW AND CONSIDER RESOLUTION TO ADOPT RULES FOR ELECTRONIC MEETINGS

Ryan provided an overview of Public Act 228 and recommended approval of a resolution to adopt rules for electronic meetings in response to the Open Meetings Act Amendment allowing remote participation in meetings.

Motion by Hrydziusko, second by Nunez, to approve the following Resolution to Adopt Rules for Electronic Meetings:

WHEREAS, the Michigan Open Meetings Act, MCL 15.261 et seq. was recently amended by the adoption of Public Act 228 of 2020 to permit the remote attendance by members of a public body using telephonic or video conferencing means; and

WHEREAS, the Village Council desires to continue to meet and conduct the public business of the Village in a manner that permits both the general public and members of the Village Council and other Village boards and commissions subject to the Open Meetings Act to participate by electronic means.

THEREFORE, IT IS RESOLVED by the Beverly Hills Village Council that its Rules and Order of Procedure are hereby amended to add the following provisions:

ELECTRONIC MEETINGS

Rule 1. ELECTRONIC MEETINGS AUTHORIZED

The Village Council may meet and conduct its meetings, in whole or in part, by electronic means using telephone conferencing or video conferencing technology without regard to physical place and physical presence requirements, in accordance with Section 3a of the Open Meetings Act, MCL 15.263a, as amended, through December 31, 2020.

Beginning January 1, 2021 through December 31, 2021, Village Council meetings may be held, in whole or in part, by electronic means using telephone conferencing or video conferencing technology due to circumstances requiring accommodation of any Village Councilmember absent because of military duty, a medical condition, or when a declared statewide or local state of emergency or state of disaster exists and the personal health or safety of members of the public or public body would be at risk if the meeting were held in person. As used in these Rules, the term “medical condition” means an illness, injury, disability, or other health-related condition, including the quarantine or isolation of a Village Councilmember to minimize the spread of a contagious disease.

Beginning January 1, 2022 members of the Village Council may participate by electronic means in Village Council meetings only to accommodate their absence due to military duty.

Rule 2. CONDUCT OF ELECTRONIC MEETINGS

An electronic meeting of the Village Council will be conducted in a manner that permits two-way communication so that members of the Council can hear and be heard by one another, and so that public participants can hear members of the Village Council and be

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heard by both the Council and other public participants. The Village may use technology to facilitate typed public comments submitted by members of the public participating in the electronically-held meeting that shall be read to or shared with members of the Village Council and other participants.

As permitted by the Open Meetings Act, a physical place is not required for an electronically-held meeting. Members of the Village Council and members of the public participating electronically in a meeting that occurs in a physical place are considered present and in attendance at the meeting for all purposes. For a meeting at which Village Councilmembers are physically absent due to military duty or a medical condition and who are being accommodated by remote participation, all other Village Councilmembers must be physically present at the meeting to be able to participate.

In addition to any other notice required by the Open Meetings Act, advance notice of an electronically-held meeting shall be posted on a portion of the Village's website that is fully accessible to the public. The public notice must be included on either the home page or a separate webpage dedicated to public notices for non-regularly scheduled or electronically-held public meetings that is accessible through a prominent and conspicuous link on the Village's website home page that clearly describes its purpose for public notification of non-regularly scheduled or electronically-held public meetings. Any scheduled meeting of the Village Council may be held as an electronic meeting as permitted by the Open Meetings Act if a notice consistent with this Rule is posted at least 18 hours before the meeting begins. Any notice of the meeting of the Village Council held electronically must clearly contain all of the following:

- (a) Why the Village Council is meeting electronically;
- (b) How members of the public may participate in the meeting electronically (if a telephone number, internet address or both are required to participate, that information must be provided in the notice);
- (c) How members of the public may contact members of the Village Council to provide input or ask questions on any business that will come before the Council at the meeting; and
- (d) How persons with disabilities may participate in the meeting.

If an agenda exists for an electronically held meeting of the Village Council, the Village shall, on a portion of its website that is fully accessible to the public make the agenda of the meeting available to the public at least 2 hours before the meeting begins. This publication of the meeting agenda does not prohibit subsequent amendment of the agenda at the meeting.

A member of the general public is not required to register or otherwise provide his or her name or other information or otherwise fulfill a condition precedent to attend an electronically-held meeting, other than mechanisms established and required by the Village necessary to permit the individual to participate in a public comment period of the meeting.

Members of the general public otherwise participating in an electronically-held meeting of the Village Council are excluded from participation in a closed session of the Village Council that is held electronically provided that the closed session is convened and held in compliance with the requirements of the Open Meetings Act applicable to closed sessions.

Rule 3. AGENDA FOR REGULAR BUSINESS MEETINGS; ELECTRONIC MEETINGS

The order of business for all meetings of the Village Council conducted electronically and held during through December 31, 2020, and held beginning January 1, 2021 through December 31, 2021 for Village Council meetings held, in whole or in part, by electronic means using telephone conferencing or video conferencing technology when a declared statewide or local state of emergency or state of disaster exists shall be as follows: Roll Call/Call to Order; Pledge of Allegiance; Approval of Agenda; Community Announcements; Public Comment – Items Not On the Agenda; Consent Agenda; Business Agenda; Public Comment; Village Manager Report; Council Comments; and Adjournment. The order of business outlined in this paragraph is not applicable when electronic means is used to accommodate the absence of individual Village Council members due to military duty or a medical condition.

Rule 4. PUBLIC COMMENTS

During Village Council meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, shall identify themselves for the record and indicate the municipality where they reside.

Rule 5. COUNCILMEMBER ATTENDANCE BY PHONE/VIDEO

A member of the Village Council who anticipates being absent from a meeting due to the circumstances set forth in the Open Meetings Act and these Rules may request accommodation of their absence to permit their remote participation in and voting on Council business by two-way telephonic or video conferencing communication. A Village Councilmember who desires to attend a meeting by telephonic or video conferencing shall inform the Village Manager, or the Village Manager's designee, at least 24 hours before the meeting to permit any necessary technology to be put in place to accommodate participation of the absent member. Village Councilmembers attending a meeting by telephone or video conferencing may fully participate in the meeting, including voting and attendance in any closed session of the Village Council. A Councilmember participating by telephonic or video conferencing is not permitted to chair the meeting unless all Council members are participating by telephone or video conferencing.

Any member of the Village Council attending a meeting remotely must publicly announce at the outset of the meeting (which shall be included in meeting minutes) that the member is attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must identify the member's physical location by stating the city, village, or township and the state from which the member is attending the meeting remotely.

Rule 6. OTHER BOARDS AND COMMISSIONS

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All other Village boards and commissions and the members thereof are governed by and shall conform to the provisions contained in these Rules setting forth the requirements and procedures by which absent members and the public may remotely participate in meetings electronically by telephone or video conferencing. In the event of any conflict between these rules and the bylaws or procedural rules of the other board or commission, this Rule is controlling authority.

Roll Call Vote:
Motion passed (6-0)

FIRST ANNOUNCEMENT OF A VACANCY ON THE BIRMINGHAM AREA CABLE BOARD

James Delaney submitted his resignation from his position on the Birmingham Area Cable Board effective November 30, 2020, which leaves a vacancy for a partial term ending June 30, 2023.

The Cable Board meets the third Wednesday of the month at 7:45 a.m. The meetings are currently taking place remotely via Zoom.

All interested and eligible residents of Beverly Hills are encouraged to apply to become a member of the Cable Board. Applications are available on the Village website or by emailing the Village Clerk at krutkowski@villagebeverlyhills.com. Please submit applications by December 7, 2020.

This constitutes the first announcement of the vacancy on the Birmingham Area Cable Board.

Motion by Mooney, second by Abboud, be it resolved, the Beverly Hills Village Council accepts James Delaney's resignation from the Birmingham Area Cable Board.

Roll Call Vote:
Motion passed (6-0)

RECEIVE AND FILE CASH AND INVESTMENT SUMMARY AS OF SEPTEMBER 30, 2020 AND REVENUE AND EXPENDITURE REPORT ENDING SEPTEMBER 30, 2020

Council received the *Cash and Investment Summary* which includes all cash accounts and CD's as of September 30, 2020 for all funds.

Council also received 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 3 months ended September 30, 2020. The *Revenue and Expenditure Report* does not include prepaid and accrual adjustments that are reflected in the year end audited financial statements. Actual compared to budget financial results are monitored and budget amendments presented for approval, as necessary.

Motion by Mooney, second by Nunez, be it resolved, the Cash and Investment Summary as of September 30, 2020 and the Revenue and Expenditure Report ending September 30, 2020 are hereby received and filed.

Roll Call Vote:
Motion passed (6-0)

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PUBLIC COMMENTS

Stephanie Jones, Beverly Road, suggested having a “Deck the Trail” decoration opportunity for residents at Beverly Park. She asked the Council to reconsider closing the sled hill.

Wilson clarified that the sled hill would only be closed for sledding and gathering once it snows, but it will not be closed in general.

MANAGER’S REPORT

Village Millage Renewal – The Village’s millage renewal measure that was on the November ballot has passed. Unofficial results from Oakland County indicate that Village voters approved this measure with just over 69% percent of votes cast in favor of the renewal. Over the last year, Village Administration has developed budget forecasts for FY 21 based on both a renewal of the millage and a sunset of the previous millage. Now that the millage has passed for another 10-year period we can begin implementing the millage renewal numbers in a projected two-year budget including a new Parks fund.

Local COVID Cases – Village Administration continues to monitor COVID cases locally. Per the Oakland County COVID Dashboard, there have been 345 reported cases of Coronavirus in the 48025 zip code since the onset of the pandemic roughly 9 months ago. 131 of those cases, roughly 38% have occurred in the last 30 days, as of November 13th. Village Administration has been preparing contingencies in the event that stay home or work from home orders are issued at the state or county level.

Liaison Assignments – Upon selection of a Village President at the Organizational meeting, Village Administration will provide the President with the blank template that we use to keep track of Council Liaison assignments. With the late date of the Organizational Meeting relative to this meeting it is not anticipated that liaison assignments will be known at this time. As there have been some changes to the Council membership there may need to be temporary adjustments or fill ins until those assignments are finalized.

Planning Commission Meetings – Due to the Thanksgiving Holiday the November Planning Commission meeting will be held on Wednesday, November 18th. In December, the Planning Commission will be held on Wednesday, December 16th due to Christmas holidays.

Yard Waste Collection – Yard waste collection will be continuing through the week of December 14th. All bagged leaves and yard waste will need to be put to the curb by the week of the 14th to ensure curbside collection.

Village Offices Closed – Village Offices will be closed on Thursday and Friday November 26th and 27th in observance of Thanksgiving. Trash collection will not be interrupted this week.

Sewer Claims – Wilson stated claims from the August 28, 2020 rain event are being processed by the Village’s liability insurance carrier, MMRMA. Questions regarding individual claims should be directed to MMRMA.

COUNCIL COMMENTS

Nunez stated he ran for Council because he saw opportunities for improvements, and he thinks some areas of the Village still need attention. He suggested focusing on the long-term vision for the Village.

Mooney congratulated Tracy Kecskemeti and Ryan O’Gorman on winning the election. He expressed appreciation to residents for approving the millage renewal. He is honored and grateful for being reelected. He acknowledged Shane Henry, Jim Delaney, and Phil Mueller and said they are all fine public servants.

Abboud talked about his passion for public service. He congratulated Kecskemeti and O’Gorman on the election. He thanked the residents for approving the millage renewal. He recognized Peddie for her efforts and leadership as the Council President. He thanked all the candidates for running and encouraged them to stay involved. He also encouraged residents to be more involved in public meetings.

ADJOURNMENT

Motion by Peddie, second by Mooney to adjourn the meeting at 9:36 p.m.

Motion passed.

Lee Peddie
Council President

Kristin Rutkowski
Village Clerk



TO PRESIDENT PEDDIE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF
EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 11/09/2020 THROUGH 11/23/2020.

ACCOUNT TOTALS:

101	GENERAL FUND	\$115,652.18
202	MAJOR ROAD FUND	\$9,235.34
203	LOCAL STREET FUND	\$10,459.65
205	PUBLIC SAFETY DEPARTMENT FUND	\$153,894.68
401	CAPITAL PROJECTS FUND	\$0.00
592	WATER/SEWER OPERATION FUND	\$5,894.67
701	TRUST & AGENCY FUND	\$10,112.25
	TOTAL	<u>\$305,248.77</u>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$305,248.77</u>
	GRAND TOTAL	<u>\$305,248.77</u>

11/24/2020 10:36 AM
 User: JAY
 DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
 CHECK DATE FROM 11/10/2020 - 11/23/2020

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
11/19/2020	COM	82976	60217	AMAZON CAPITAL SERVICES	350.45
11/19/2020	COM	82977	MISC	ANTHONY BRANHAM	200.00
11/19/2020	COM	82978	53284	APPLIED IMAGING	20.73
11/19/2020	COM	82979	MISC	ARCADIA HOMES	500.00
11/19/2020	COM	82980	51802	ARROW OFFICE SUPPLY CO.	159.93
11/23/2020	COM	82906	60217	AMAZON CAPITAL SERVICES	350.45 V
11/23/2020	COM	82907	MISC	ANTHONY BRANHAM	200.00 V
11/23/2020	COM	82908	53284	APPLIED IMAGING	20.73 V
11/23/2020	COM	82909	MISC	ARCADIA HOMES	500.00 V
11/23/2020	COM	82910	51802	ARROW OFFICE SUPPLY CO.	159.93 V
11/23/2020	COM	82911	59419	AXON ENTERPRISE, INC.	50,638.70
11/23/2020	COM	82912	32748	BEIER HOWLETT,P.C.	514.08
11/23/2020	COM	82913	30920	BELLE TIRE	2,531.97
11/23/2020	COM	82914	51409	BEVERLY HILLS ACE	40.91
11/23/2020	COM	82915	30898	BIRMINGHAM YOUTH ASSISTANCE	13,000.00
11/23/2020	COM	82916	58959	CADILLAC ASPHALT, LLC	670.45
11/23/2020	COM	82917	MISC	CALCULUS FOUNDATION SYSTEMS	400.00
11/23/2020	COM	82918	58597	CATHY WHITE	148.82
11/23/2020	COM	82919	MISC	CERTIFIED FLOORING INSTALLATION INC	100.00
11/23/2020	COM	82920	59347	CINTAS CORPORATION #31	63.57
11/23/2020	COM	82921	MISC	CITI ROOFING	500.00
11/23/2020	COM	82922	59323	CLEANNET	858.00
11/23/2020	COM	82923	31925	COALITION OF PUBLIC SAFETY	17,627.74
11/23/2020	COM	82924	51439	COMCAST	101.85
11/23/2020	COM	82925	04500	COMEAU EQUIPMENT CO INC.	24,507.94
11/23/2020	COM	82926	50826	CONSUMERS ENERGY	862.22
11/23/2020	COM	82927	59589	CORE & MAIN	316.04
11/23/2020	COM	82928	58648	CTS-COMPANIES	194.00
11/23/2020	COM	82929	51385	DTE ENERGY	3,859.29
11/23/2020	COM	82930	60372	EAGLE LANDSCAPING & SUPPLY	9.75
11/23/2020	COM	82931	59676	EAGLE STAR EQUIPMENT	165.00
11/23/2020	COM	82932	MISC	EVER-DRY WATERPROOFING	300.00
11/23/2020	COM	82933	31228	EXXONMOBIL	2,581.16
11/23/2020	COM	82934	49754	FAMILY HEATING, COOLING &	43.00
11/23/2020	COM	82935	59721	FEDEX OFFICE	28.50
11/23/2020	COM	82936	60375	GERALD & CHRISTINE SEMANSON	107.19
11/23/2020	COM	82937	60206	GREAT LAKES WATER AUTHORITY	949.78
11/23/2020	COM	82938	53583	GUARDIAN	6,827.16
11/23/2020	COM	82939	49646	GUNNERS METERS & PARTS INC.	105.00
11/23/2020	COM	82940	MISC	HOME DEPOT USA, INC	200.00
11/23/2020	COM	82941	60374	HUNTLEY SQUARE APARTMENTS	300.00
11/23/2020	COM	82942	49609	INTERNATIONAL CODE COUNCIL	145.00
11/23/2020	COM	82943	MISC	J CANADA ROOFING LLC	300.00
11/23/2020	COM	82944	39070	J.H. HART URBAN FORESTRY	360.00
11/23/2020	COM	82945	33083	JAX KAR WASH	629.16
11/23/2020	COM	82946	MISC	JB DONALDSON	900.00
11/23/2020	COM	82947	60373	JOSEPH J. ZAMBO	800.00
11/23/2020	COM	82948	MISC	KATHERINE MICHAEL	200.00
11/23/2020	COM	82949	51792	LEXISNEXIS RISK SOLUTIONS	150.00
11/23/2020	COM	82950	49491	MAINS LANDSCAPE SUPPLY	44.18
11/23/2020	COM	82951	59116	MARGARET A.S. BEKE	73.20
11/23/2020	COM	82952	60140	MICHIGAN ASSOC. OF CHIEFS OF POLICE	195.00
11/23/2020	COM	82953	52030	MICHIGAN GRAPHICS & AWARDS	78.00
11/23/2020	COM	82954	11000	MICHIGAN MUNICIPAL RISK	87,400.50
11/23/2020	COM	82955	59330	MIKE SAVOIE CHEVROLET	606.42
11/23/2020	COM	82956	59055	MOLLY BORGON	108.45
11/23/2020	COM	82957	58903	MUNIWEB	170.00
11/23/2020	COM	82958	51799	NYE UNIFORM EAST	31.00
11/23/2020	COM	82959	51540	O'REILLY AUTO PARTS	60.78
11/23/2020	COM	82960	59735	OAKLAND COMMUNITY COLLEGE/CREST	175.00
11/23/2020	COM	82961	50830	OAKLAND COUNTY TREASURER'S	6,864.25
11/23/2020	COM	82962	14100	OBSERVER & ECCENTRIC	434.40
11/23/2020	COM	82963	MISC	PINTICAN BUILDING AND MAINTENANCE L	200.00
11/23/2020	COM	82964	30035	PLANTE & MORAN, PLLC	9,000.00
11/23/2020	COM	82965	MISC	R GRAHAM CONSTRUCTION LLC	300.00
11/23/2020	COM	82966	MISC	ROOF ADVISOR	300.00
11/23/2020	COM	82967	16500	S.O.C.R.R.A.	30,463.00
11/23/2020	COM	82968	59282	SAFEBUILT INC.	31,987.20
11/23/2020	COM	82969	MISC	SARDY, JOSEPH	600.00
11/23/2020	COM	82970	17700	SUNSET MAINTENANCE SERVICE	1,000.00
11/23/2020	COM	82971	60336	SUSAN ARNOULD	500.00
11/23/2020	COM	82972	MISC	TERZINI, NICHOLAS	200.00
11/23/2020	COM	82973	MISC	TRESNAK CONSTRUCTION, INC	300.00
11/23/2020	COM	82974	MISC	WINDOW PRO HOLDINGS LLC	200.00
11/23/2020	COM	82975	20900	ZIP ETC INC	690.00

COM TOTALS:

Total of 75 Checks:

306,479.88

11/24/2020 10:36 AM
User: JAY
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
CHECK DATE FROM 11/10/2020 - 11/23/2020

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Less 5 Void Checks:					1,231.11
Total of 70 Disbursements:					305,248.77

VILLAGE MANAGER MEOMRANDUM

TO: HONORALBE PRESIDENT PEDDIE, VILLAGE COUNCIL

FROM: CHRIS D. WILSON, VILLAGE MANAGER

SUBJECT: VILLAGE OPERATIONS UNDER COVID-19 ORDERS

DATE: NOVEMBER 25, 2020

CC: KRISTIN RUTKOWSKI, VILLAGE CLERK/ASST. MANAGER; RICHARD TORONGEAU, PUBLIC SAFETY DIRECTOR, SHEILA MCCARTHY, FINANCE DIRECTOR; TOM MESZLER, PUBLIC SERVICES DIRECTOR, ERIN LAPERE, PLANNING AND ZONING ADMINISTRATOR, PEGGY LINSKWILER, HUMAN RESOURCE MANAGER

Village Administration has been operating under modified conditions to comply with new orders related to the COVID-19 pandemic that went into effect on Wednesday, November 18th. Due to restrictions on non-residential indoor gatherings the Village Hall has been closed to the public. The Village is accepting all payments and applications via the drop box or online. Staffing levels have also been modified to comply with restrictions on indoor gatherings. Other protocols have remained in place. Due to our experience operating while the Village Hall was closed to the public earlier this year, we have been able to make the transition relatively smoothly. Staff has obtained the equipment necessary to access our permits and finance system remotely to ensure all work is completed on time. With limited staffing in the building at any one time, some staff are finding it necessary to return after hours to complete some tasks in addition to working remotely. We are coordinating the number of people in the building after normal work hours to limit or contain any outbreak of the virus. To date, we have had no positive tests amongst Village staff. We have had staff members who were required to quarantine for various periods due to contact with someone who tested positive. These periods of quarantine have been limited enough to not impact Village operations. The current staffing schedule is designed specifically to limit contact and exposure amongst various staff members in the event of a positive test within the staff.

As was the case in the summer, we will be suspending penalties and waiving late fees for water bills until the Village Hall can return to normal operations and staffing. Building Department functions continue as allowed under the current order. Permits are being accepted and issued and SAFEbuilt is performing inspections as permitted under the terms of the current order. Public Safety and Public Services Operations continue with limited modifications.

At the meeting of November 17th, Village Council directed Administration to close certain areas of the park where groups of people were most likely to gather. These areas included the playground, pavilion, tennis courts and adult exercise equipment. Village Administration did field a number of calls and complaints about these closures, but via

phone and through social media. Village staff have reiterated that all parks remain open and people are encouraged to use them while following regulations on masking and social distancing. We have also informed people that these closures, as with all current modifications to Village Operations are temporary and will be re-evaluated at the expiration of the current order, or any extensions or modifications.

Village Administration has confirmed that under the terms of the current order all Village meetings should be held virtually through December 8th. Current legislation allows for virtual meetings for any reason at the discretion of the public body through the end of the year. If the terms of the current order or recently passed legislation relative to public meeting is modified or extended, Village Administration will notify the Council.

This is a fluid situation and circumstances may well change again before the meeting or before the currently scheduled expiration of the order on December 8th. Village Administration will continue to modify operations as necessary to comply with all orders, maintain safety for Village staff and the public and limit impact on Village operations and residents.

November 25, 2020

VIA EMAIL

Mr. Chris Wilson, Village Manager
Ms. Kristin Rutkowski, Village Clerk

Re: *Village of Beverly Hills/Rules to Govern Virtual Meetings*

Dear Mr. Wilson and Ms. Rutkowski:

Upon further collaboration and review with my municipal colleagues throughout the state, I want to correct a statement I made in response to Mr. Aboud's question at our last meeting on November 17, 2020. Mr. Aboud had asked me if the requirement to state county, city, village and state was to begin at this time or start after January 1, 2021. At the meeting on the November 17, 2020, I had indicated that new requirement began after January 1, 2021. I now believe that since the requirement is going to be clearly required after the first of the year, that starting at our next meeting on December 1, 2020, the better practice is for the participants at the beginning of the meeting, at the roll call, indicate their location, i.e., the Village of Beverly Hills, County of Oakland, State of Michigan. This, in my opinion, is a better practice to start at this current time, and I wanted to clear that matter up with the Village Council.

I would be pleased to answer any questions.

Respectfully submitted,

Thomas J. Ryan, P.C.

Thomas J. Ryan

TJR/knn



To: Honorable President Peddie; Village Council Members

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Second announcement of Cable Board Vacancy

Date: November 23, 2020

James Delaney submitted his resignation from his position on the Birmingham Area Cable Board effective November 30, 2020, which leaves a vacancy for a partial term ending June 30, 2023.

The Cable Board meets the third Wednesday of the month at 7:45 a.m. The Board is currently meeting remotely via Zoom.

All interested and eligible residents of Beverly Hills are encouraged to apply to become a member of the Cable Board. Applications are available on the Village website or by emailing the Village Clerk at krutkowski@villagebeverlyhills.com. Please submit applications by December 7, 2020.

This constitutes the second announcement of the vacancy on the Birmingham Area Cable Board.



To: Honorable President Peddie; Village Council Members

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Deck the Trails Request from Parks & Recreation Board

Date: November 24, 2020

At their November 19, 2020 meeting, the Parks & Recreation Board considered a suggestion from a resident regarding a "Deck the Trails" holiday decoration installation at Beverly Park. Council heard the same suggestion at their November 17, 2020 regular meeting.

The Board seeks approval to purchase evergreen trees to be placed at Village parks and to encourage residents to decorate them for the holiday season. Families can hang ornaments or other decorations at their leisure. The installation would last until the New Year, at which time residents can retrieve their decorations. A resident, Stephanie Jones, volunteered to help with the clean-up if decorations remain. The trees would then be chipped for the trail at Beverly Park in January.

The Board unanimously passed the following motion:

The Parks & Recreation Board recommends Council approves the Board's request to plan a holiday installation at parks throughout the Village for residents to decorate and enjoy. They also request the approval of the purchase of evergreen trees not to exceed \$500.00.

Suggested Resolution:

Be it resolved, the Beverly Hills Village Council approves the Parks & Recreation Board's request to plan and promote a holiday installation of evergreen trees to be decorated by residents at their leisure. Be it further resolved, the Council approves the purchase of evergreen trees in an amount not to exceed \$500.00. Funds are available in Account #101-751-956.00 (Parks & Recreation Miscellaneous Expense).



To: Honorable President Peddie; Village Council Members

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Parks & Recreation Board Request to Promote Building Snowmen

Date: November 24, 2020

At their November 19, 2020 meeting, the Parks & Recreation Board discussed promoting winter activities in lieu of the traditional Winter Family Fun Day, given the ongoing COVID-19 pandemic. They would like to encourage residents to build snowmen at parks throughout the Village as weather permits. This would not be a planned event, rather, residents would build snowmen on their own time with members of their own household. It would be a nice recreational activity for residents to partake in and create a nice installment of snowmen for people traveling by.

The Board unanimously passed the following motion:

The Parks & Recreation Board requests approval from the Beverly Hills Village Council to allow them to promote residents build snowmen, as weather permits, at their leisure, in parks throughout the Village.

Suggested Motion:

The Beverly Hills Village Council approves the Parks & Recreation Board's request to promote snowman building in parks throughout the Village to residents, at their leisure, as weather permits.



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

From: Erin LaPere, Planning & Zoning Administrator

Subject: Annual Contract with Next

Date: November 17, 2020

Next is a non-profit organization that works to identify and meet the needs of older adults by coordinating community resources to provide educational, recreational, and social programs. Next provides supportive outreach services and volunteer opportunities to seniors in the Village of Beverly Hills and the greater Birmingham School District community. The Village of Beverly Hills does not currently provide these opportunities on its own.

Village Council approved funding in the Fiscal Year 2020-21 budget in the amount of \$43,375.00 for contract services for senior services. A contract with Next requesting funding and outlining the services it provides is attached for review.

Suggested Resolution:

Be it resolved, the Village Council of Beverly Hills approves the funding request from Next in the amount of \$43,375.00 and authorizes Administration to sign the annual contract with Next for senior services. Funds for these services are available in account #101-747-891.

eel

attachment

CONTRACT FOR SENIOR SERVICES NEXT

Agreement made and entered into this 1st day of December, 2020 by and between the Village of Beverly Hills, a Michigan village corporation of the County of Oakland, State of Michigan, 18500 W. 13 Mile Road, Beverly Hills, Michigan 48025 (hereinafter “the Village”) and Next, a Michigan nonprofit corporation, 2121 Midvale, Birmingham, Michigan 48009.

WHEREAS, the Village has determined that there is a need for certain services to be provided to identify and meet the needs of older adults and coordinate community resources to provide educational, recreational and social programs; supportive outreach services; and volunteer opportunities for senior members of our community, and

WHEREAS, the Village has determined that it is impractical at this time to directly furnish such services utilizing Village personnel and facilities, and

WHEREAS, Next was established in 1978 to provide such services, and continues to provide such services with the support and cooperation of the Birmingham Public Schools, City of Birmingham, Village of Franklin and Village of Bingham Farms, and

WHEREAS, Next is willing to furnish such services for the Village and the Village is willing to contribute funds for the support of such services,

NOW, THEREFORE, in consideration of the premises and the covenants contained herein, the Village and Next agree as follows:

1. Next agrees to furnish to the residents of the Village of Beverly Hills (as well as residents of other communities within the Birmingham Public School District) services and programs, which, by way of illustration, currently include the following:
 - a. Home delivered meals
 - b. Transportation – Areas covered: Beverly Hills, Bingham Farms, Birmingham and Franklin
 - c. Health screenings and information
 - d. Yard services
 - e. Home repair
 - f. Income tax preparations
 - g. Legal counseling
 - h. Medicare information
 - i. Durable medical equipment loans
 - j. Nutritional supplement program
 - k. Various support groups
 - l. Enrichment classes
 - m. Sports and fitness programs

- n. Social activities
 - o. Travel opportunities
 - p. Recreational and wellness programs
2. For such services and programs, the Village agrees to pay the sum of \$43,375.00 Dollars to Next for the July 1, 2020 to June 30, 2021 Fiscal Year.
 3. Next will furnish the Village, and the members of the Village's Council, with copies of its Annual Report.
 4. This Agreement shall automatically renew each Fiscal Year, with the amount of the annual contract by the Village to be determined each year by the Village of Beverly Hills Council, unless either party notifies the other in writing at least 60 days prior to the anniversary date that it desires to modify or terminate this Agreement.
 5. This Agreement sets forth the entire understanding between the Village and Next, and cannot be changed except by a writing signed by both the Village and Next. This Agreement shall inure to the benefit of and shall be binding upon, the parties hereto and their respective successors and permitted assigns. Next may not assign this Agreement without the Village's prior written consent. This Agreement shall be governed by and construed under the laws of the State of Michigan. If any provision of this Agreement is held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected thereby.

Village of Beverly Hills

By: _____
Chris Wilson

Its: Village Manager

Next

By: _____
Cris Braun

Its: Executive Director

VILLAGE MANAGER'S REPORT
CHRIS D. WILSON
NOVEMBER 25, 2020

Election Certification – Clerk Rutkowski received a notice of certification of the election of November 3rd from Oakland County Clerk Lisa Brown for both the Village Council election and the Millage Renewal. Clerk Rutkowski is contacting newly elected Council members to arrange a swearing in prior to the meeting.

Village December Newsletter – The Village newsletter for December has been completed and will be going out in the mail later this week.

Public Safety Radios – The Public Safety Department has notified me that Oakland County will be obtaining new police radios and moving to a different frequency over the next year. This will require the purchase of additional equipment for the Public Safety Department. There is a program where we may be able to save a lot on this additional purchase by paying now as opposed to later next year. Public Safety Administration is evaluating this option and may be coming forward with a request to secure this purchase now to save money.

Joint Senior Services Agreement – The Joint Senior Services Commission has been meeting for many months to address a formal agreement between The City of Birmingham, Villages of Beverly Hills, Franklin and Bingham Farms and Birmingham Public Schools. A draft agreement between the parties has been produced and reviewed by our boards and legal counsel(s). Birmingham City Manager Joe Valentine has been instrumental in leading this process. Joe has announced that he is retiring at the end of December. I believe the Birmingham City Commission will be taking the draft agreement up prior to his departure. I plan to review the draft with the Council President and bring it forward for Council's review and consideration as early as the meeting of December 15. The Council appointed Jim Delaney, Dorothy Pfeifer and Greg Burry to sit on the Joint Commission and all have been active in the development of this draft agreement.

Curbside Yard Waste Collection – Curbside yard waste collection will continue through the week of December 14th. SOCRRA is working on a plan by which residents can bring material to the SOCRRA facility after December 14th. We will make those details known as they are provided to us.

Village Calendar – 2021 Village Calendars will be going out in the mail to all residents soon.

Beverly Hills Public Safety Activity Report

November 12th- November 24th, 2020

- The Public Safety Department is currently looking for applicants for Public Safety Officer. Please visit our website, www.beverlyhillspolice.com to see if you qualify.
- For more information on Coronavirus Disease please visit;
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.ready.gov/>
<https://www.Michigan.gov/coronavirus>
<https://www.oakgov.com/covid/Pages/default.aspx>

OHSP urges caution on roadways as winter season nears

Safe driving awareness campaign includes new website with tips, useful resources
As snow begins to fall in some areas of the state, the Michigan Office of Highway Safety Planning (OHSP) is launching its winter driving safety campaign to remind drivers to slow down and use caution when traveling on slick and snow-covered roads. Of the more than **1.5 million total crashes** reported in Michigan from 2015-2019, 14.2 percent (220,526) were winter-weather related, according to the Michigan State Police Criminal Justice Information Center. Of those crashes on icy, snowy, or slushy road conditions, 361 involved fatalities in which **402** people lost their lives.

“The goal of the ‘Drive Slow on Ice & Snow’ campaign is to save lives and decrease the number of serious injuries on Michigan roadways,” said Michael L. Prince, OHSP director. “By raising awareness about the challenges and dangers inherent in winter driving we hope to encourage everyone to reduce their speed when driving on slick surfaces and leave plenty of space between vehicles.”

This year, the OHSP is expanding its winter driving safety outreach by launching a new website packed with tips and useful resources. When drivers visit www.michigan.gov/WinterDriving, they can find advice addressing a wide range of cold-weather challenges, including: planning a safe route, how to control their vehicle, what to do in an emergency, passenger safety, tire tips and more.

The OHSP also is sending “Drive Slow on Ice & Snow” banners to more than 600 traffic safety partners throughout the state to promote winter driving safety in their communities.

“It’s a sad fact that when winter storms arrive, fatalities and serious injuries on ice and snow-covered roads are soon to follow,” Prince said. “After months of driving on mostly dry surfaces, it’s the time of year to remind everyone that driving in wintry conditions is hazardous, and drivers must take charge of their vehicle to ensure their safety and the safety of others.”

The “Drive Slow on Ice & Snow” campaign is supported by federal traffic safety funds.

CALLS FOR SERVICE

- 135 Calls for Service.
- 15 Tickets issued.
- 25 Property checks.
- 1 Arrest.
- 3 Operation Medicine Cabinet.
- Gun Permit.
- Traffic Enforcement on Beverly.
- Traffic Enforcement on Pierce.
- Traffic Enforcement on Lahser.
- Traffic Enforcement on 14 Mile Rd.
- Traffic Enforcement on Evergreen.
- Suspicious Circumstance complaint on 13 Mile Rd.
- Suspicious Persons complaint on 13 Mile Rd.
- Larceny on 13 Mile Rd.
- E.O. complaint on 13 Mile Rd.
- 3 Found Property complaints on 13 Mile Rd.
- 4 Medicals on 13 Mile Rd.
- Welfare Check on 13 Mile Rd.
- 4 Alarms on 13 Mile Rd.
- Traffic complaint on 13 Mile Rd.
- Road Hazard on 13 Mile Rd.
- Traffic Accidents on 13 Mile Rd.
- Juvenile complaint on 13 Mile Rd.
- Suspicious Persons complaint on 14 Mile Rd.
- Assist State of Michigan on 14 Mile Rd.
- Alarm on Lahser.
- Road Hazard on Lahser.

- Fire Alarm on Lahser.
- Road Hazard on Southfield.
- Animal complaint on Southfield.
- Traffic Accident on Southfield.
- Damage to Property on Beverly.
- Animal complaint on Beverly.
- Assist DPW on Beverly.
- Citizen Assist on Smallwood.
- Parking complaint on Sheridan.
- Suspicious Circumstance on Riverside.
- Animal complaint on Fairfax.
- Down Wire on Stellamar.
- Welfare Check on Kennoway.
- Suspicious Persons complaint on Birwood.
- Animal complaint on Southview.
- Medical on Weston.
- Carbon Monoxide Alarm on Pines Dr.
- Medical on Locherbie.
- Alarm on Kennoway Cir.
- Alarm on Beechwood.
- Animal complaint on Pickwick.
- Animal complaint on Riverside.
- Animal complaint on Beverly.
- Neighbor Trouble on Amherst.
- Assist Oak Park Public Safety with a structure fire.
- Suspicious Persons complaint on Bellvine Trail
- Citizen Assist on Vernon.
- Larceny on Fairfax.
- Animal complaint on Kirkshire.
- Citizen Assist on Vernon.
- Animal complaint on Smallwood.
- Suspicious Circumstance complaint on Elizabeth.
- Animal complaint on Kinross.
- Suspicious Persons on Kirkshire.
- Suspicious Persons on Westlady.
- Alarm on Kirkshire.
- Medical on Embassy.
- Civil Matter on Corsaut.
- Medical on Kirkshire.
- Found Property on Beverly.
- Suspicious Circumstance complaint on Beechwood.
- Suspicious Persons complaint on Mayfair.
- Assist Utility Company on Bates.
- Lost Property on Wellesley.

- Found Property on Pierce.
- Suspicious Circumstance complaint on Tremont.
- Suspicious Persons complaint on Sunset.
- Down Wire on Bellvine Trail.
- Suspicious Persons complaint on Normandale.
- Alarm on Sheridan.
- Officers stopped a vehicle for a traffic violation on Lahser. The driver was operating on a suspended license. The driver was arrested without incident.
- Medical on Sheridan.
- Smoke Investigation on Vernon.

FIRE PREVENTION

- 18 Fire/EMS reports reviewed.
- Structure Fire at 15075 Lincoln, Oak Park – Automatic Aid Response.
- 21 Fire training hours entered into ISO records.
- 14 EMS training hours entered into continuing education records.
- Attend Sutphen Pumper & Maintenance Training program.
- Supervise Road Patrol.
- Emergency Operations Center-Fire Desk Bi-Weekly Briefing.
- Attend & Chair Fire Governance Committee meeting via teleconference.
- Attend disinfection for municipal buildings/vehicles meeting via teleconference.
- Attend Oakland County Association of Arson and Fire Investigators continuing education Training via teleconference
- Attend AXON Video system meeting via teleconference.
- Supervise Road Patrol.
- Attend Mutual Aid Box Alarm System (MABAS) 3201 Membership Meeting via teleconference.
- Attend bi-weekly Wednesday Wrap Up update hosted by the State Fire Marshal via teleconference.
- Prepare and submit course schedule for approval to SMOKE system – Fire Fighting Strategies and Tactics – December 2, 2020 through December 17, 2020 hosted by the South Oakland Fire Association.
- Prepare and submit course schedule for approval to SMOKE system – Educational Methodology – January 4, 2021 through January 11, 2021 hosted by the South Oakland Fire Association.
- Prepare and submit course schedule for approval to SMOKE system – Incident Safety Officer – January 13, 2021 through January 14, 2021 hosted by the South Oakland Fire Association.
- Prepare and submit course schedule for approval to SMOKE system – Incident Command and Resource Management for the Fire Service –

January 18, 2021 through January 15, 2021 hosted by the South Oakland Fire Association.

- Prepare and submit course schedule for approval to SMOKE system – Company Officer I & II – February 1, 2021 through March 22, 2021. hosted by the South Oakland Fire Association.
- Attend the State of Michigan Emergency Medical Service Coordination Committee (EMSCC) meeting via teleconference.
- Supervise Road Patrol.
- Registered participants, entered grades, completed course paperwork, and submitted BFS-250 Form to SMOKE system for November 7, 2020 SOFA Personal Escape and Bailout Techniques Course hosted by the South Oakland Fire Association.
- Registered participants, entered grades, completed course paperwork, and submitted BFS-250 Form to SMOKE system for November 9, 2020 SOFA Personal Escape and Bailout Techniques Course hosted by the South Oakland Fire Association.
- Registered participants, entered grades, completed course paperwork, and submitted BFS-250 Form to SMOKE system for November 11, 2020 SOFA Personal Escape and Bailout Techniques Course hosted by the South Oakland Fire Association.
- Create and distribute evaluation survey for the Sterling FCX Emergency Bailout System.

INVESTIGATIONS

- CFS Closed and Reviewed 103.
- Reviewed 14 case reports for a disposition.
- Followed up and reviewed cases of which 6 were closed and 8 remained open.
- 8 Case were assigned.
- 6 Reports written on current cases.
- 29 Current active investigations.
- 4 Current pending investigations.
- Search Warrants submitted for ID Theft.
- CPS Follow Up.
- Received CCW, DWLS, Open Intox warrant.
- Followed up on Neighbor Trouble, Family Trouble, Larceny, multiple ID thefts.
- Transported prisoner from 46th DC to OCJ.
- Responded to Oak Park Mutual Aid Fire.
- Background investigations for 3 new Public Safety Officer hires.
- Supervised multiple road patrol shifts.

**FOR IMMEDIATE RELEASE**

Contact: Rebekah Craft, Baldwin Public Library

Phone: 248-554-4692

Email: rebekah.craft@baldwinlib.org

Baldwin Public Library Board Selects Rebekah Craft as New Director

(November 24, 2020) The Baldwin Public Library Board of Directors is pleased to announce that it has selected a new Director for the Baldwin Public Library in Birmingham, Michigan. At its October 27 meeting, the Board voted to approve Rebekah Craft as the Library's new Director. Craft will step into the role on January 16 upon the retirement of current Director Doug Koschik. Since July 2015, Craft has worked as the Associate Director at Baldwin and has been involved in the \$2.2 million renovation of the Adult services area, the \$2.7 million expansion and renovation of the Youth Room, and the Grand Hall update.

Upon Koschik's retirement announcement, the Library Board's Personnel Committee worked together with Ben Myers, Birmingham's Human Resources Manager, and Tim Currier, the Library's legal counsel to develop the job posting. The posting was advertised throughout the United States, and the Committee received 10 applications for the position. After two publicly-noticed meetings, the Committee narrowed down the search to two candidates and invited both to be interviewed by the Library Board. One candidate withdrew from consideration and Rebekah Craft was interviewed by the Library Board on October 27.

Library Board President Melissa Mark said, "In talking with Craft's references and Baldwin Library department heads, and reading surveys from Library staff, it was an amazing experience. Across the board, people praised Rebekah's leadership, communication skills, calm manner, professional reputation, collaborative nature, thoughtful listening skills, and empathy. Rebekah is thoughtful, a great leader in a crisis, an excellent problem solver, and a good manager."

Board Member Bob Tera added "I had the opportunity to interview Rebekah five years ago when she applied for the Associate Director position. She was an outstanding candidate at the time. However, when I look at her today and what she has done in that time period, compared to the very competent person she was five years ago, her growth is amazing. I have no doubt that Rebekah will continue to be on top of national library trends and will do a wonderful job of outreach to the community and bringing more patrons into the increasingly welcoming environment of the library."

Ms. Craft earned a bachelor's degree in business communications from Calvin University and a master's degree in Library & Information Science from Wayne State University. She has

previously worked as an Outreach & Bookmobile Services librarian and as the Adult Services Manager at the Rochester Hills Public Library.

Ms. Craft says: “I have spent the last five years working to learn the ins and outs of the Baldwin Public Library. In that time, I have developed relationships with BPL staff, Board members, Friends of the Library, City of Birmingham employees, community members, and leaders of local organizations. I am confident that I can seamlessly step into the role of Library Director and I want nothing more than to continue providing Baldwin’s stakeholders the quality of service and level of excellence they have come to expect under Doug Koschik’s leadership.”

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill Street. The Library is currently closed to the public due to COVID-19. Curbside pickup is available on 9:30 a.m. to 8:45 p.m. Monday through Thursday; 9:30 a.m. to 5:30 p.m. Friday and Saturday; and 12:00 p.m. to 4:45 p.m. on Sunday. The Library’s website www.baldwinlib.org has information on how to access all of the Library’s services.

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Berkley • Beverly Hills • Birmingham • Clawson • Ferndale • Hazel Park • Huntington Woods • Lathrup Village • Oak Park • Pleasant Ridge • Royal Oak • Troy

QUARTERLY REPORT October 2020

BOARD OF TRUSTEES	
Representative	Municipality
D. Schueller	City of Berkley
C. Wilson	Village of Beverly Hills
J. Valentine	City of Birmingham
M. Hodges	City of Clawson
C. Kennedy	City of Ferndale
A. LeCureaux	City of Hazel Park
R. Fortura	City of Huntington Woods
S. Mitchell	City of Lathrup Village
K. Yee	City of Oak Park
J. Breuckman	City of Pleasant Ridge
A. Filipski	City of Royal Oak
K. Bovensiep	City of Troy

OFFICERS	
Chairman:	C. Wilson
Vice Chair:	J. Valentine
Secretary:	D. Schueller
Advisory Committee:	D. Schueller C. Wilson J. Valentine K. Bovensiep

J. A. McKeen	General Manager
R. Jackovich	Operations Manager

Board of Trustees
SOCRRRA

Subject: Quarterly Report - October 2020

Board Members:

Attached is a copy of SOCRRRA's Quarterly Report covering the first three months operation of the fiscal year 2020/21. The report contains a financial statement of the Authority's operation and an outline of projects in progress or completed during the quarter. The report also contains statistical information and other information of general interest to the members of this Authority.

BOARD OF TRUSTEES

The governing body of the Authority is a Board of Trustees, consisting of one representative from each constituent municipality. The Board held its Organization Meeting on July 8, 2020, and members were elected to serve as Officers for the fiscal year beginning July 2020.

Following is a list of the current officers:

Chair:	Chris Wilson
Vice Chair:	Joe Valentine
Secretary:	Derrick Schueller

Representatives on the Board are entitled to one vote for each 3,000 tons, or fraction thereof, of material delivered to the Authority during the preceding fiscal year. The number of votes of each constituent member for the fiscal year, beginning July 2020, is as follows:

Municipality	Votes
Berkley	4
Beverly Hills	3
Birmingham	6
Clawson	3
Ferndale	5
Hazel Park	3
Huntington Woods	2
Lathrup Village	1
Oak Park	5
Pleasant Ridge	1
Royal Oak	14
Troy	<u>15</u>
Total:	62

The Board meets in regular session once each month for the purpose of conducting all business coming before the Board.

The Authority is responsible for collecting recyclables, refuse and yard waste from the member communities and then recycling, disposing, or composting these materials. The Authority has entered into contracts with the individual members for a period extending to July 1, 2027. These contracts obligate the Authority to handle this material, charging rates sufficient to pay the operating costs and capital improvements.

FINANCIAL STATEMENT

The total net income for the first 3 months of 2020/21 was \$502,181, before depreciation. This was \$195,175 lower than planned and is an increase from the net income of \$346,913 for the same period of 2019/20.

	<u>Actual</u>	<u>Compared to Budget</u>
Revenue	\$6,175,861	- \$ 197,643
Expenses	\$5,673,680	- \$ 2,468
Net Income	\$ 502,181	- \$ 195,175

The decrease in revenue was due primarily to lower than planned non-member refuse from Advanced Disposal, Car Trucking, GFL, Tringali Sanitation and our other cash customers (-\$123,000), lower proceeds from the sale of recycled material (-\$120,000), lower non-member yard waste revenue (\$-14,000), lower interest on investments (\$-10,000) and lower compost sales (-\$7,000), which were partially offset by higher member services revenue (+\$72,000), and higher miscellaneous revenue (+\$6,000).

Expenses were lower than budget due to reduced costs for labor (-\$195,000), non-labor Administrative and General expenses (-\$60,000), maintenance (-\$33,000) and supplies (-\$32,000) and utilities (-\$10,000), which were partially offset by increases in contract expenses (+\$327,000). Additional financial detail is attached.

MATERIAL HANDLED

SOCRRA processed 57,250 tons of refuse, yard waste and recyclables during the first three months of the current fiscal year. This represents an increase of 12.9% or 6,552 total tons compared to the same period last year. The amount of refuse from the member communities increased by 2,819 tons (10.3%) and the amount of recycling from the member communities increased by 187 tons (3.1%). Non-member refuse increased by 2,123 tons (27.4%) from the prior year. Non-member recycling increased by 48% as we continue to process additional recycling from other communities. Our recent history of tonnage handled is displayed in the table below:

	2016/17	2017/18	2018/19	2019/20	2020/21
Member Refuse	29,066	27,911	26,381	27,465	30,284
Non-Member Refuse	13,880	12,027	7,555	7,736	9,859
Member Recycling	4,848	5,838	5,904	5,996	6,183
Non-Member Recycling	134	384	135	1,590	2,352
Yard Waste	7,083	6,831	8,096	7,911	8,572
TOTAL	55,011	52,607	48,071	50,698	57,250

CAPITAL EXPENDITURES

Capital expenditures totaled \$2,485 for the first quarter and were for improvements to the Madison Heights Transfer Station.

MAJOR PROJECTS

PANDEMIC RESPONSE

SOCRRA's operations have been fairly normal throughout the first quarter. Our collection contractors were on schedule with a couple of minor exceptions. The amount of trash that we are receiving from the member communities has consistently been about 10% higher than in 2019. We believe that this significant increase is the result of the pandemic. A very heavy rainstorm in late August resulted in a large amount of debris due to basement flooding along the 14 Mile corridor in Beverly Hills, Birmingham, Royal Oak and Clawson. Our collection contractors did a very good job in cleaning up the flood debris.

We also observed increases in the amount of recycling (3%) and yard waste (8%) in the first quarter of 2020 compared with 2019. We believe that these increases are also due to the pandemic and are likely to continue for the foreseeable future.

Advanced Disposal, the contractor that provides transportation and disposal of the refuse from our Troy Transfer Station, had significant operational problems throughout the quarter. There were several reasons for Advanced's poor performance, but the primary reason was the pending acquisition of the local assets of Advanced Disposal by GFL. That transaction is scheduled to close in late October 2020. We have met several times with GFL to discuss the service level required under our contract. SOCRRA hired a second contractor to supplement Advanced Disposal. The costs for the supplemental contractor are being paid by Advanced.

The SOCRRA recycling drop-off center was reopened in late July by appointment only for residents of the SOCRRA communities only. Drop-off appointments are available through the SOCRRA website at <https://hhw.socrra.org/>. We instituted appointments to reduce the number of residents at our site at any one time. This has reduced traffic congestion issues at our site so that the truck operations to get material into and out of the Transfer Station and MRF are not affected by resident drop-off traffic. The reduced number of residents on site has also allowed us to provide some social distancing for those residents. To make our drop-off service more accessible, we are providing alternative locations for residents to drop off household hazardous waste, recycle electronics, cardboard, scrap metal and to have paper shredding performed. The details about these alternatives are attached to this report and are available on the SOCRRA website at <https://www.socrra.org/recycling-drop-off>. We have also conducted special events for SOCRRA residents for HHW disposal and the recycling of electronics, Styrofoam and cardboard in Royal Oak in June and October, in Troy in July, in Birmingham and Oak Park in August. These events have been very well attended by our residents, with over 1,200 cars participating in the Royal Oak event in October.

SOCRRA staff, especially Bob Jackovich, Colette Farris, Anne Farris, Todd Rickerd and Lucas Dean, have done a great job in handling the many issues that have arisen over the past several months. While operations have been normal, it continues to be a lot of work to keep them that way! Their continued contributions are greatly appreciated.

RECYCLING OPERATIONS

Overall, the new MRF continues to operate very well. The commodity markets continue to be very unstable due to the lack of export markets and due to supply chain disruptions caused by the pandemic. Prices stabilized toward the end of the quarter at levels that are, on balance, higher than what we budgeted for 2020/21. We continue to be able to find buyers for all of our recycled commodities except for glass, which we are paying to have recycled.

Leadpoint, our supplier of sorter labor at the MRF has had a continuing problem providing a sufficient number of sorters. They have changed their on-site supervisor and we increased the wages we pay the sorters in July. These changes have resulted in some additional sorters, but we are still consistently below our requested staffing level. This has resulted in several operations problems. We are working with Leadpoint to increase staffing levels and we are also evaluating whether additional automation of the MRF would be cost effective.

All of our recycled paper and cardboard is being purchased by GFL (which recently purchased Royal Oak Recycling) under a three-year agreement that ends in November of 2021. This contract pays us a premium over market-based prices for all of our paper products. Having the GFL facility located so close to our MRF also enables us to promptly remove our completed materials when required, which is a significant advantage. Pratt Industries opened a new papermill in western Ohio that is using large quantities of recycled cardboard and mixed paper. While our paper products are under contract to GFL, having a large, new outlet for recycled paper in western Ohio has improved market pricing in the Midwest.

The prices we receive for our recycled plastic materials have been highly variable in recent months. The price for natural PE (milk jugs) has increased by 60% since July to the highest price we have seen in the last 10 years. However, the price for PET (water bottles) decreased by 20% over that same time period to the lowest price that we have seen in the last 10 years. Having such large price swings in opposite directions is very unusual.

Our glass is being recycled by Strategic Materials, which is located near Chicago. We negotiated a new agreement with Strategic that results on SOCRRA receiving a small payment for our glass, however, we are required to pay to have the glass shipped to the Chicago area. The net result is that we are continuing to have to pay to have our glass recycled.

The curbside recycling tonnage has increased, which we believe is due to the pandemic. For the first three months of the fiscal year, the amount of recycling from the member communities increased by 3% compared to the same period last year.

We are continuing to increase the amount of recyclables we are receiving from other communities. We are charging a tip fee for this service and we sell the recycled products that result from this material. For the first quarter of 2020/21, the amount of non-SOCRRA recycling was 48% higher than it was for the same period of the previous year and was 28% of the material processed at the MRF. The tip fee and the sale of additional tonnage of recycled materials is a significant new revenue source for SOCRRA.

PFAS IN LANDFILL LEACHATE AND GROUNDWATER

The leachate from our closed landfill in Rochester Hills is processed through the GLWA sewer system. As part of the recent PFAS issues identified in other areas of the state, GLWA has required us to perform quarterly testing for PFAS chemicals in the landfill leachate. PFAS chemicals were widely used as water repellent, non-stick and stain resistant coatings in a wide variety of consumer products. These chemicals are significantly resistant to environmental

degradation and have been found in drinking water in northern and western areas of Michigan. These chemicals are not present in the drinking water supplied by GLWA. A consistent, low level (parts per trillion) of PFAS chemicals are found in our landfill leachate. This was expected as low levels of PFAS chemicals have been found in every landfill leachate stream in Michigan that has been tested. GLWA has not required any additional action other than quarterly testing.

EGLE, the State of Michigan Department of Environment, Great Lakes and Energy (formerly the MDEQ) requested that we perform PFAS testing on the groundwater in the vicinity of the landfill. The testing resulted in one PFAS chemical at one location that exceeded EGLE's newly adopted surface water standards. EGLE has requested that we submit a response plan, due in late November, which will probably result in additional PFAS monitoring.

TEAMSTERS LABOR CONTRACT

SOCRRA successfully negotiated a three-year labor contract with the Teamsters that took effect on July 1, 2020. Included in the new contract is a Blue Cross employee health insurance plan administered by the Teamsters that provides significantly better coverage than our previous Blue Cross plan but at a much higher level of employee contribution.

PENSION FUNDING

MERS completed their annual actuarial analysis of SOCRRA's pension plans. The combined union pension plans were 63% funded as of December 31, 2019. This was a decrease from the 67% funding level as of December 31, 2018. The funding levels were 91% for the employees hired after July 1, 2010, 70% for non-supervisory employees hired before July 1, 2010 and 42% for supervisory employees. SOCWA's pension plan for their administrative employees, which is an obligation shared by SOCRRA and SOCWA, was 96% funded as of December 31, 2019. MERS modified their actuarial assumptions for investment returns and for future wage increases, which served to reduce our funding levels. Additional assumption changes will also be reflected in the 2020 actuarial study. We are budgeted to make incremental pension contributions before the end of December 2020 in order to increase our pension funding level.

ANNUAL AUDIT

Representatives of Plante & Moran will be performing our annual audit remotely due to the pandemic. We supplied extensive records to Plante & Moran during September and had regular remote meetings with the auditors. The final audit will be reviewed with the SOCRRA Audit Committee during October 2020 and will be reviewed by the SOCRRA Board at their November meeting.

New audit standards required SOCRRA to conduct an actuarial valuation of our liability for Other Post Employment Benefits (OPEB). We performed this analysis using a tool provided by Milliman, our new actuarial firm. As of June 30, 2020, the OPEB plan for Union employees was 75.9% funded which is an increase from the 73.7% funding level as of June 30, 2019. The OPEB plan for the SOCWA administrative employees, which is a shared obligation between SOCRRA and SOCWA, was 143.6 % funded as of June 30, 2020. Additional contributions to the OPEB trust for union employees are budgeted before the end of December 2020 to continue to increase our OPEB funding level.

Respectfully submitted,

Jeffrey A. McKeen, P.E.
General Manager



Berkley • Beverly Hills • Birmingham • Clawson • Ferndale • Hazel Park • Huntington Woods • Lathrup Village • Oak Park • Pleasant Ridge • Royal Oak • Troy

ALTERNATIVES AVAILABLE JUNE 1ST TO SOCRRA RESIDENTS **FREE OF CHARGE – SOCRRA is still CLOSED for these services!**

ERG Environmental Services Phone: 734-437-9650

Electronics Recycling and Household Hazardous Waste Disposal (computers, TVs, cell phones, VCRs, video equipment, paint, household cleaners, medications, sharps, auto fluids, pesticides, etc. – visit www.socrra.org for a complete list)

- Location: 13040 Merriman Road, Livonia (Use visitor entrance, enter off Industrial Road)
- Hours: M, W, F 9AM – 5PM and T, TH 9AM – 7PM
- Must have ID showing residency from a SOCRRA community, Bingham Farms, the City of Bloomfield Hills or Franklin Village or **printed** paper voucher for Rochester and Rochester Hills residents -- purchase from city
- Ring doorbell and RETURN TO YOUR CAR. Attendant with PPE will unload your items

eCycle Opportunities (JVS facility) Phone: 248-233-4477

Electronics Recycling ONLY (computers, TVs, cell phones, VCRs, video equipment, etc. – visit www.socrra.org for a complete list)

- Location: 29699 Southfield Road, Southfield – part of the JVS building
- Hours: M – F 8AM – 4PM
- Must be resident of a SOCRRA community, Bingham Farms, the City of Bloomfield Hills or Franklin Village or bring **printed** paper voucher for Rochester and Rochester Hills residents -- purchase from city
- Go to warehouse door on south side of building (next to Arby's), place electronics in bin or on ground if they are large. Ring doorbell for assistance with heavy items

GFL Recycling Phone: 248-541-4020

Drop-off **Paper Shredding and Cardboard/Paper and Scrap Metal Recycling**

- Location: 414 E. Hudson, Royal Oak
- Hours: M – F 7AM – 4PM
- Procedure: **MASKS ARE REQUIRED**
 - Shredding – main building entrance; NOT self-service – leave papers with attendant
 - Cardboard/Paper and Scrap Metal recycling -- drive into truck entrance; open top dumpsters to self-unload

SOCRRA's main function is to provide and manage the CURBSIDE collection of trash, recycling and yard waste in our 12 SOCRRA communities and we remain open and fully functional for these ESSENTIAL services.

We are assessing if/when we will reopen for the other SUPPLEMENTAL services we have provided in the past. Please be patient while we determine the safest solutions for our staff and the people who use our services.

SOCRRA**INCOME STATEMENT**

07/01/20..09/30/20

	Actual-Period	Budget-Period	Variance
REVENUES			
MUNICIPAL REFUSE			
MEMBER MSW	5,100,843.62	5,028,401.52	72,442.10
MONTHLY SURCHARGE	282,003.00	282,003.00	0.00
NON-MEMBER MSW	372,208.50	495,000.00	-122,791.50
NON-MEMBER YARD WASTE	1,380.00	15,000.00	-13,620.00
	5,756,435.12	5,820,404.52	-63,969.40
SALE OF RECYCLED MATERIAL			
MIXED PAPER	30,012.40	16,000.00	14,012.40
NEWSPAPER	0.00	40,000.00	-40,000.00
CARDBOARD	50,106.26	70,000.00	-19,893.74
SORTED OFFICE PAPER	0.00	4,000.00	-4,000.00
PLASTICS	45,332.65	112,000.00	-66,667.35
SCRAP METAL	3,905.15	20,000.00	-16,094.85
ALUMINUM CANS	34,675.40	6,000.00	28,675.40
TIN CANS	10,724.81	12,000.00	-1,275.19
MIXED RECYCLING - OTHERS	172,830.12	187,500.00	-14,669.88
GLASS	0.00	0.00	0.00
BATTERIES	0.00	500.00	-500.00
ELECTRONICS	0.00	0.00	0.00
	347,586.79	468,000.00	-120,413.21
OTHER INCOME			
COMPOST	27,586.00	35,000.00	-7,414.00
RENTAL INCOME	29,695.00	31,500.00	-1,805.00
INTEREST ON INVESTMENTS	2,389.05	12,600.00	-10,210.95
GRANT REVENUE	0.00	0.00	0.00
COVID CARES CREDIT	0.00	0.00	0.00
MISC INCOME	12,169.85	6,000.00	6,169.85
	71,839.90	85,100.00	-13,260.10
TOTAL REVENUES	6,175,861.81	6,373,504.52	-197,642.71
EXPENSES			
MADISON HEIGHTS TRANSFER STATION	8,713.97	66,700.00	-57,986.03
TROY TRANSFER STATION	200,140.05	436,806.00	-236,665.95
MATERIAL RECOVERY FACILITY	299,495.03	569,850.00	-270,354.97
HOUSEHOLD HAZARDOUS WASTE	28,375.16	134,700.00	-106,324.84
COMPOST FACILITY	119,011.75	164,550.00	-45,538.25
ADMINISTRATIVE AND GENERAL	327,227.31	386,859.00	-59,631.69
COLLECTION CONTRACT EXPENSES	1,180,269.17	1,678,083.00	-497,813.83
IN TRANSIT	3,510,448.04	2,430,738.00	1,079,710.04
TOTAL EXPENSE	5,673,680.48	5,868,286.00	-194,605.52
NET INCOME BEFORE DEPRECIATION	502,181.33	505,218.52	-3,037.19
DEPRECIATION	249,068.75		
NET INCOME	253,112.58		

SOCRRA
INCOME STATEMENT & TONS
07/01/20..09/30/20

<u>REVENUES</u>	TOTAL TONS	AMOUNT
MEMBER SERVICES	30,284.00	5,382,846.62
NON-MEMBER MSW	9,859.00	372,208.50
<u>YARD WASTE</u>		
MEMBER	8,572.00	0.00
NON MEMBER	0.00	1,380.00
<u>RECYCLABLES</u>		
MEMBERS	6,183.00	0.00
NON MEMBER	2,352.00	0.00
	57,250.00	5,756,435.12
<u>RECYCLING</u>		
MIXED PAPER		30,012.40
NEWSPAPER		0.00
CARDBOARD		50,106.26
SORTED OFFICE PAPER		0.00
PLASTICS		45,332.65
SCRAP METAL		3,905.15
ALUMINUM CANS		34,675.40
TIN CANS		10,724.81
MIXED RECYCLING - OTHERS		172,830.12
GLASS		0.00
BATTERIES		0.00
ELECTRONICS		0.00
		347,586.79
<u>OTHER</u>		
COMPOST		27,586.00
RENTAL INCOME		29,695.00
INTEREST ON INVESTMENTS		2,389.05
GRANT REVENUE		0.00
MISC INCOME		12,169.85
		71,839.90
TOTAL REVENUES		6,175,861.81
<u>EXPENSES</u>		
MADISON HEIGHTS TRANSFER STATION		8,713.97
TROY TRANSFER STATION		200,140.05
MATERIAL RECOVERY FACILITY		299,495.03
HOUSEHOLD HAZARDOUS WASTE		28,375.16
COMPOST FACILITY		119,011.75
ADMINISTRATIVE AND GENERAL		327,227.31
COLLECTION CONTRACT EXPENSES		1,180,269.17
IN TRANSIT		3,510,448.04
TOTAL EXPENSE		5,673,680.48
NET INCOME BEFORE DEPRECIATION		502,181.33
DEPRECIATION		249,068.75
NET INCOME		253,112.58

SOCRRA
COMPARATIVE STATEMENT
07/01/20..09/30/20

	2020/2021	2019/2020	Variance
REVENUES			
MUNICIPAL REFUSE			
MEMBER MSW	5,100,843.62	4,933,738.76	167,104.86
MONTHLY SURCHARGE	282,003.00	282,003.00	0.00
NON-MEMBER MSW	372,208.50	362,778.59	9,429.91
NON-MEMBER YARD WASTE	1,380.00	27,181.01	-25,801.01
	5,756,435.12	5,605,701.36	150,733.76
SALE OF RECYCLED MATERIAL			
MIXED PAPER	30,012.40	17,489.49	12,522.91
NEWSPAPER	0.00	29,383.32	-29,383.32
CARDBOARD	50,106.26	57,063.37	-6,957.11
SORTED OFFICE PAPER	0.00	5,171.07	-5,171.07
PLASTICS	45,332.65	88,010.59	-42,677.94
SCRAP METAL	3,905.15	15,034.03	-11,128.88
ALUMINUM CANS	34,675.40	11,792.80	22,882.60
TIN CANS	10,724.81	10,260.54	464.27
MIXED RECYCLING - OTHERS	172,830.12	94,339.94	78,490.18
GLASS	0.00	0.00	0.00
BATTERIES	0.00	1,142.00	-1,142.00
ELECTRONICS	0.00	0.00	0.00
	347,586.79	329,687.15	17,899.64
OTHER INCOME			
COMPOST	27,586.00	31,440.00	-3,854.00
RENTAL INCOME	29,695.00	33,237.00	-3,542.00
INTEREST ON INVESTMENTS	2,389.05	11,758.06	-9,369.01
GRANT REVENUE	0.00	0.00	0.00
COVID CARES CREDIT	0.00	0.00	0.00
MISC INCOME	12,169.85	11,237.28	932.57
	71,839.90	87,672.34	-15,832.44
TOTAL REVENUES	6,175,861.81	6,023,060.85	152,800.96
EXPENSES			
MADISON HEIGHTS TRANSFER STATION	8,713.97	66,700.00	-57,986.03
TROY TRANSFER STATION	200,140.05	436,806.00	-236,665.95
MATERIAL RECOVERY FACILITY	299,495.03	569,850.00	-270,354.97
HOUSEHOLD HAZARDOUS WASTE	28,375.16	134,700.00	-106,324.84
COMPOST FACILITY	119,011.75	164,550.00	-45,538.25
ADMINISTRATIVE AND GENERAL	327,227.31	386,859.00	-59,631.69
COLLECTION CONTRACT EXPENSES	1,180,269.17	1,678,083.00	-497,813.83
IN TRANSIT	3,510,448.04	2,430,738.00	1,079,710.04
TOTAL EXPENSES	5,673,680.48	5,868,286.00	-194,605.52
REVENUE OVER EXPENSES	502,181.33	154,774.85	-41,804.56

SOCRRA**INCOME STATEMENT COMPARED TO TOTAL BUDGET**

07/01/20..06/30/21

	ACTUAL 3 MONTHS	TOTAL BUDGET 20/21	BALANCE	% RECEIVED OR EXPENDED
REVENUES				
MUNICIPAL REFUSE				
MEMBER MSW	5,100,843.62	20,113,606.00	15,012,762.38	25%
MONTHLY SURCHARGE	282,003.00	1,128,012.00	846,009.00	25%
NON-MEMBER MSW	372,208.50	1,800,000.00	1,427,791.50	21%
NON-MEMBER YARD WASTE	1,380.00	70,000.00	68,620.00	2%
	5,756,435.12	23,111,618.00	17,355,182.88	25%
SALE OF RECYCLED MATERIAL				
MIXED PAPER	30,012.40	92,000.00	61,987.60	33%
NEWSPAPER	0.00	245,000.00	245,000.00	0%
CARDBOARD	50,106.26	425,000.00	374,893.74	12%
SORTED OFFICE PAPER	0.00	27,000.00	27,000.00	0%
PLASTICS	45,332.65	537,000.00	488,767.83	8%
SCRAP METAL	3,905.15	123,000.00	119,094.85	3%
ALUMINUM CANS	34,675.40	37,000.00	2,324.60	94%
TIN CANS	10,724.81	75,000.00	64,275.19	14%
MIXED RECYCLING - OTHERS	172,830.12	750,000.00	577,169.88	23%
GLASS	0.00	0.00	0.00	0%
BATTERIES	0.00	4,000.00	4,000.00	0%
ELECTRONICS	0.00	0.00	0.00	0%
	347,586.79	2,315,000.00	1,964,513.69	15%
OTHER INCOME				
COMPOST	27,586.00	150,000.00	119,874.00	18%
RENTAL INCOME	29,695.00	125,000.00	95,305.00	24%
INTEREST ON INVESTMENTS	2,389.05	50,000.00	47,403.92	5%
GRANT REVENUE	0.00	0.00	0.00	0%
COVID CARES CREDIT	0.00	0.00	0.00	0%
MISC INCOME	12,169.85	25,000.00	12,830.15	49%
	71,839.90	350,000.00	275,413.07	21%
TOTAL REVENUES	6,175,861.81	25,776,618.00	19,595,109.64	24%
EXPENSES				
MADISON HEIGHTS TRANSFER STATION	8,713.97	311,300.00	302,030.57	3%
TROY TRANSFER STATION	200,140.05	3,866,800.00	3,632,619.84	5%
MATERIAL RECOVERY FACILITY	299,495.03	2,315,400.00	1,990,085.30	13%
HOUSEHOLD HAZARDOUS WASTE	28,375.16	538,800.00	505,757.33	5%
COMPOST FACILITY	119,011.75	613,200.00	479,195.89	19%
ADMINISTRATIVE AND GENERAL	327,227.31	1,349,800.00	980,590.74	24%
COLLECTION CONTRACT EXPENSES	1,180,269.17	14,137,000.00	12,188,820.74	8%
IN TRANSIT	3,510,448.04	2,430,738.00	1,271,848.04	144%
TOTAL EXPENSE	5,673,680.48	25,563,038.00	21,350,948.45	22%
REVENUE OVER EXPENSES	502,181.33	213,580.00	-1,755,838.81	235%

SOCRRA**TOTAL SERVICE CHARGES**

07/01/20..09/30/20

MUNICIPALITY

	TONS	SERVICE CHARGES
BERKLEY	2,471	\$284,256.51
BEVERLY HILLS	1,950	\$195,659.00
BIRMINGHAM	3,832	\$437,925.00
CLAWSON	2,153	\$245,166.48
FERNDAL	3,940	\$537,566.35
HAZEL PARK	2,934	\$335,996.80
HUNTINGTON WOODS	1,043	\$104,313.89
LATHRUP VILLAGE	688	\$87,821.92
OAK PARK	3,858	\$499,599.07
PLEASANT RIDGE	502	\$55,526.36
ROYAL OAK	10,197	\$1,295,538.01
TROY	11,473	\$1,303,477.73
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SUB TOTAL	45,041	\$5,382,847.12
OTHER CUSTOMERS	12,114	\$373,588.00
DROP OFF CENTER	96	
<hr/>		
	12,210	\$373,588.00
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TOTAL	57,251	\$5,756,435.12

SOUTHEASTERN OAKLAND COUNTY RESOURCE RECOVERY

Construction in Progress

Period 7/1/20-09/30/20

FIXED ASSET EXPENDITURES

MRF IMPROVEMENTS	\$0.00
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CONSTRUCTION COMPOST	\$0.00
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MADISON HEIGHTS RENOVATION	\$2,484.74
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	\$2,484.74
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* Berkley * Beverly Hills * Bingham Farms * Birmingham
 * Clawson * Huntington Woods * Lathrup Village * Pleasant Ridge
 * Royal Oak * Southfield * Southfield Township

QUARTERLY REPORT OCTOBER 2020

BOARD OF TRUSTEES	
Representative	Municipality
D. Schueller	City of Berkley
C. Wilson	Village of Beverly Hills
K. Jones	Village of Bingham Farms
A. Fletcher	City of Birmingham
M. Hodges	City of Clawson
R. Fortura	City of Huntington Woods
S. Mitchell	City of Lathrup Village
J. Breuckman	City of Pleasant Ridge
A. Filipski	City of Royal Oak
L. Sirs	City of Southfield
C. Wilson	Township of Southfield

OFFICERS	
Chairman:	D. Schueller
Vice Chairman:	C. Wilson
Secretary:	K. Jones
Advisory Committee:	D. Schueller, R. Fortura, K. Jones, C. Wilson

J. A. McKeen	General Manager
R. Jackovich	Operations Manager

Board of Trustees
Southeastern Oakland County Water Authority

Subject: Quarterly Report - October 2020

Board Members:

Attached is a copy of the Southeastern Oakland County Water Authority's Quarterly Report covering the first three month's operation of the fiscal year 2020/21. The report contains a financial statement of the Authority's operation and an outline of projects in progress or completed during the quarter. The report also contains statistical information and other information of general interest to the members of this Authority.

BOARD OF TRUSTEES

The governing body of the Authority is a Board of Trustees, consisting of one representative from each constituent municipality. The Board held its Organization Meeting on July 8, 2020, and members were elected to serve as Officers for the fiscal year beginning July 2020. The current Officers are:

Chairman:	D. Schueller
Vice Chairman:	C. Wilson
Secretary:	K. Jones

Representatives on the Board are entitled to one vote for each 250 million gallons, or major fraction thereof, of water purchased during the preceding fiscal year. The number of votes of each constituent member for the fiscal year, beginning July 2020 is as follows:

Municipality	Votes
Berkley	2
Beverly Hills	1
Bingham Farms	1
Birmingham	4
Clawson	1
Huntington Woods	1
Lathrup Village	1
Pleasant Ridge	1
Royal Oak	9
Southfield	15
Southfield Township	<u>1</u>
Total:	37

The Board meets in regular session on the second Wednesday of each month for the purpose of conducting all business coming before the Board.

The Authority has entered contracts with the individual members for an indefinite period of time, but at least to July 1, 2038. These contracts obligate the Authority to supply and sell water to the member municipalities, charging for this service a rate sufficient to pay the operating costs and capital improvements.

FINANCIAL STATEMENT

The total net income before depreciation for the first 3 months of 2020/21 was \$2,330,321. This was \$703,821 higher than budgeted and is substantially higher than the net income of \$1,668,637 for the first 3 months of 2019/20.

	Actual	Compared to Budget
Revenue	\$9,736,282	+ \$ 576,046
Expenses	\$7,405,961	- \$ 127,775
Net Income (before depreciation)	\$2,330,321	+ \$ 703,821

Net income at this time of year is planned to be high in order to accommodate the fixed/variable rates we are charged by GLWA. GLWA is collecting 60% of their revenue through a fixed monthly charge. This results in a high fixed monthly charge but a low cost per thousand cubic feet purchased. In the first quarter of the year, our GLWA water bills were significantly less than our water sales revenue. Our GLWA water bills will be higher than our water sales revenue in the colder months. We will be using some of the net income for the first quarter to pay these higher water bills later in the fiscal year.

The increase in revenue was primarily due to higher than planned water sales (+\$632,000). Expenses were lower than planned due to lower expenses for contractor costs (-\$73,000), maintenance (-\$38,000), supplies (-\$13,000), non-labor Administrative & General (-\$20,000) and utilities (-\$13,000) which were partially offset by increased water purchases (+\$33,000).

Water sales for the first 3 months of the fiscal year were 5.7% higher than budgeted and were 10.5% higher than the previous year. Water sales for the first 3 months are summarized in the table below.

Additional financial detail is attached.

WATER SALES – DAILY AVERAGE (MGD)

Month	2016	2017	2018	2019	2020	Over or Under 2019
July	45.77	40.71	43.59	36.06	44.53	+ 8.47
August	41.54	38.40	38.31	38.35	39.57	+ 1.22
September	32.96	33.87	31.95	30.00	31.16	+ 1.16
Million Gals./Day	40.17	37.70	38.02	34.85	38.50	+ 3.65
Variance	-6.2%	+0.8%	-8.3%	+10.5%		

We incurred capital expenditures of \$14,058 in the first quarter of the year for the final expenses for the replacement of the 16" water main in 14 Mile from Greenfield to just east of Coolidge (\$9,000), for the replacement of a water meter (\$3,000) and the final payment for the installation of plexiglass barriers in our main office (\$3,000).

The table below is the precipitation record, as recorded at the Webster Station. Total rainfall for the period was much lower than last year which increased the amount of water consumed for lawn watering. However, we did have 7 days with rainfall greater than 0.5 inches during the quarter, which is very unusual.

PRECIPITATION - INCHES

Month	2016	2017	2018	2019	2020
July	2.85	1.10	1.08	7.15	2.46
August	2.80	2.30	1.36	3.04	7.31
September	4.49	0.70	3.06	4.84	2.72
Total:	10.14	4.10	5.50	15.03	12.49

MAJOR PROJECTS

GLWA RATE INCREASE

GLWA postponed their rate increase to SOCWA, which had been scheduled for July 1, 2020, to January 1, 2021. This was done to provide the GLWA customer communities some rate relief to help with their response to the pandemic. SOCWA has also postponed our rate increase to the member communities until January 1, 2021.

SUMMER 2020 OPERATIONS

The summer of 2020 was a very good period for water sales. Sales volumes were significantly higher than in recent summers. SOCWA staff was able to successfully operate our water storage system with lower volumes from GLWA throughout the summer. Our maximum day occurred on July 7 when we purchased 52.63 million gallons from GLWA. This was 21% higher than the maximum day for 2019 but was still 13% below our GLWA contract limit. We had 40 days with water sales over 40 million gallons during the summer of 2020 compared with only 15 days during the summer of 2019.

PANDEMIC RESPONSE

SOCWA operations have continued in a normal fashion during the coronavirus outbreak. Water supply operations have been normal with GLWA continuing normal supply from all 5 water treatment plants. We have not been able to obtain access to a few of our typical water sampling locations that are used for our weekly water testing, but we have obtained some new sampling locations. We continue to take more than the required number of weekly water samples.

The SOCWA office remains open with the office staff working a staggered home/office schedule to minimize the number of people in the office while we continue to operate normally. All office employees can work remotely from home. We are continuing to staff the SOCWA Control Room 24 hours per day. We have instituted enhanced cleaning and sanitizing procedures. We have also implemented Oakland County's daily screening protocol for all our employees as they are all providing essential services. We are also consulting regularly with the Oakland County Health Department regarding employee illnesses.

SOCWA staff, especially Bob Jackovich, Colette Farris, Anne Farris and Todd Rickerd, have done a great job in handling the many issues that have arisen during the first quarter. While operations have been normal, it has been a lot of work to keep them that way! All their contributions are greatly appreciated.

The SOCWA Board continues to hold their monthly meetings using the Zoom remote meeting tool.

GREAT LAKES WATER AUTHORITY (GLWA) ISSUES

GLWA became operational on January 1, 2016. The GLWA website, www.glwater.org, is a great source of information regarding GLWA. The agendas and minutes for all Board and Board Committee meetings are posted along with procurement information about all projects being performed by GLWA.

GLWA Board

Wayne County named John Zech as their GLWA Board member. Mr. Zech has served as City Manager in several Wayne County communities. The GLWA Board now has a full complement of 6 members.

2021/22 Water Rates

The process that will result in the rates from GLWA for 2021/22 has begun. A series of meetings are being held this fall to communicate rate information. Our proposed 2021/22 rates will be delivered by GLWA in late January 2021. GLWA is continuing to provide a high level of communication with their customers by posting data on their website prior to each meeting and then reviewing the data at each meeting. SOCWA staff will be attending each of these meetings and we will report the results at the following Board meeting. We plan to have a rate projection for the SOCWA communities for review at the February 2021 Board meeting.

GLWA Customer Outreach Program

GLWA has adopted the same Customer Outreach Program that DWSD has used for many years. SOCWA staff is continuing to participate in the GLWA Customer Outreach Process. I have been serving as one of nine elected customer co-chairs of the One Water Partnership that guides this process. Significant progress has been made in improving the level of communication and understanding between GLWA and its customers through this process, which will be a continuing effort. SOCWA continues to be a strong proponent of GLWA's customer partnering process. Bridgeport Consulting, the third-party facilitator that guides the Customer Outreach program has just been awarded a contract extension. Bridgeport has done an excellent job in modifying the many Customer Outreach activities so that they can still be effective without in person meetings. The Customer Outreach Program continues to be very important in continuing the excellent relationship between GLWA and its customers.

WATER SERVICE REPLACEMENT CONTRACT

SOCWA used the services of HRC to conduct a request for proposals process that resulted in contracts that can be used by the member communities for the replacement of lead water services and for verifying the material type for service lines of unknown material type. The member communities with lead water services will need to be replacing 5% to 7% of those services each year under the new State of Michigan lead and copper rules. Having a contractor available for all the member communities could help to reduce the cost of performing this required work. Several communities have begun to use the services of the lead service line replacement contractor. The State of Michigan has still not issued their requirements for verifying the material type of unknown services, so no communities are currently performing any service line verifications.

PENSION FUNDING

MERS completed their annual actuarial analysis of SOCWA's pension plans. The combined union and salaried pension plans were 97% funded as of December 31, 2019. This is the highest funding level that

we have obtained since 1991, which is as far back as I have been able to find records. The funding levels were 98% for the union defined benefit (DB) plan, 96% for the salaried DB plan, 83% for the salaried hybrid plan and 234% for the union hybrid plan. The union hybrid plan only has three employees and had some assets from prior employees. SOCWA has been contributing substantially above the actuarially required amounts to both the salaried DB and union DB plan for several years and the unfunded liabilities for the plans have almost been eliminated. MERS has modified their demographic assumptions which will be reflected in the 2020 actuarial study.

ANNUAL AUDIT

Representatives of Plante & Moran will be conducting the annual audit of SOCWA remotely this year. Plante & Moran completed the majority of their work in early September and we are awaiting their audit report. The final audit will be reviewed with the SOCWA Audit Committee during October 2020 and will be reviewed by the SOCWA Board at their November 11, 2020 meeting.

New audit standards require SOCWA to conduct an annual actuarial valuation of our liability for Other Post Employment Benefits (OPEB). We performed this year's valuation using a tool provided by Milliman, which was significantly less expensive and much quicker than having the analysis performed by our prior actuarial firm. The valuation as of June 30, 2020 showed that the OPEB plan for salaried employees was 143.6% funded and the OPEB plan for Union employees was 120.7% funded. We have begun to use the OPEB trust funds to pay for a portion of our retiree health care expenses.

Respectfully submitted,

Jeffrey A. McKeen, P.E.
General Manager

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
INCOME STATEMENT
07/01/20..09/30/20

	Period Actual	Period Budget	Variance
REVENUES			
SALE OF WATER MEMBERS	5,459,695.98	5,383,482.00	76,213.98
SALE OF WATER OTHERS	4,246,870.40	3,691,255.00	555,615.40
	9,706,566.38	9,074,737.00	631,829.38
RENTALS	18,835.58	17,499.00	1,336.58
WATER ANALYSIS & MISC	490.00	3,000.00	-2,510.00
GRANT REVENUE	0.00	0.00	0.00
INTEREST ON INVESTMENTS	10,390.44	15,000.00	-4,609.56
LEAD SERVICE REPLACEMENT	0.00	50,000.00	-50,000.00
	29,716.02	85,499.00	-55,782.98
TOTAL REVENUES	9,736,282.40	9,160,236.00	576,046.40
EXPENSES			
PURCHASE OF WATER FOR RESALE	0.00	0.00	0.00
POWER, PUMPING & GROUNDS WEBSTER	114,243.79	144,309.19	-30,065.40
POWER, PUMPING & GROUNDS	31,011.25	66,387.34	-35,376.09
COMPUTER OPERATIONS	29,800.93	21,238.62	8,562.31
PURIFICATION	30,886.21	52,194.20	-21,307.99
METERS & MAINS	26,985.94	56,276.60	-29,290.66
ADMINISTRATION & GENERAL	265,462.32	268,330.00	-2,867.68
LEAD SERVICE LINE REPLACEMENT	0.00	50,000.00	-50,000.00
WATER IN TRANSIT	6,907,570.71	6,875,000.00	32,570.71
TOTAL EXPENSES	7,405,961.15	7,533,735.95	-127,774.80
NET INCOME BEFORE DEPRECIATION	2,330,321.25	1,626,500.05	703,821.20

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENDITURES COMPARED WITH TOTAL BUDGET
07/01/20..09/30/20

	TOTAL ACTUAL	TOTAL BUDGET 2020-2021	BALANCE TO BUDGET	% Received or expended
REVENUES				
SALE OF WATER MEMBERS	5,459,695.98	17,315,000.00	-11,855,304.02	32%
SALE OF WATER OTHERS	4,246,870.40	9,058,698.00	-4,811,827.60	47%
	9,706,566.38	26,373,698.00	-16,667,131.62	37%
RENTALS	18,835.58	122,002.00	-103,166.42	15%
WATER ANALYSIS & MISC	490.00	10,000.00	-9,510.00	5%
GRANT REVENUE	0.00	0.00	0.00	0%
INTEREST ON INVESTMENTS	10,390.44	50,000.00	-39,609.56	21%
LEAD SERVICE REPLACEMENT	0.00	500,000.00	-500,000.00	0%
TOTAL REVENUES	9,736,282.40	27,055,700.00	-17,319,417.60	36%
EXPENSES				
PURCHASE OF WATER FOR RESALE	0.00	23,795,000.00	-23,795,000.00	0%
POWER, PUMPING & GROUNDS WEBSTER	114,243.79	575,275.00	-461,031.21	20%
POWER, PUMPING & GROUNDS	31,011.25	276,270.00	-245,258.75	11%
COMPUTER OPERATIONS	29,800.93	89,000.00	-59,199.07	33%
PURIFICATION	30,886.21	146,100.00	-115,213.79	21%
METERS & MAINS	26,985.94	232,605.00	-205,619.06	12%
ADMINISTRATION & GENERAL	265,462.32	796,700.00	-531,237.68	33%
LEAD SERVICE LINE REPLACEMENT	0.00	500,000.00	-500,000.00	0%
WATER IN TRANSIT	6,907,570.71	0.00	6,907,570.71	0%
TOTAL EXPENSES	7,405,961.15	26,410,950.00	-19,004,988.85	28%
NET INCOME BEFORE DEPRECIATION	2,330,321.25	644,750.00	1,685,571.25	361%
DEPRECIATION	160,156.75			
NET INCOME	2,170,164.50			

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
COMPARATIVE STATEMENT
07/01/20..09/30/20

	2020/2021	2019/2020	OVER OR (UNDER)
SALE OF WATER	5,459,695.98	5,164,046.64	295,649.34
SALE OF WATER OTHERS	4,246,870.40	3,549,694.56	697,175.84
	9,706,566.38	8,713,741.20	992,825.18
RENTALS	18,835.58	20,532.64	-1,697.06
WATER ANALYSIS-LAB & MISC	490.00	470.00	20.00
INTEREST ON INVESTMENTS	10,390.44	18,973.92	-8,583.48
	29,716.02	39,976.56	-10,260.54
TOTAL REVENUES	9,736,282.40	8,753,717.76	982,564.64
WATER PURCHASED FOR RESALE	0.00	2,245,309.79	-2,245,309.79
WATER PURCHASE IN TRANSIT	6,907,570.71	4,345,676.21	2,561,894.50
OPERATING EXPENSES	498,390.44	494,094.95	4,295.49
FIXED CHARGES	0.00		0.00
TOTAL EXPENSES	7,405,961.15	7,085,080.95	320,880.20
NET INCOME BEFORE DEPRECIATION	2,330,321.25	1,668,636.81	
DEPRECIATION	160,156.75	147,322.07	
NET INCOME	2,170,164.50	1,521,314.74	

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
YTD Income Statement with Ave. Cubic Feet
07/01/20..09/30/20

	ACTUAL REVENUES	2020/2021 Average Per 1,000 cubic feet	2019/2020 Average Per 1,000 cubic feet
SALE OF WATER	5,459,695.98	16.7633	16.8473
SALE OF WATER OTHERS	4,246,870.40	28.7317	29.0620
	9,706,566.38	20.4994	20.3277
RENTALS	18,835.58	0.0398	0.0479
WATER ANALYSIS-LAB & MISC	490.00	0.0010	0.0011
INTEREST ON INVESTMENTS	10,390.44	0.0219	0.0443
	29,716.02	0.0628	0.0933
TOTAL REVENUES	\$9,736,282.40	20.5622	20.4210
WATER PURCHASED FOR RESALE	0.00	0.0000	5.2379
POWER, PUMPING & GROUNDS WEBSTER	114,243.79	0.2413	0.3347
POWER , PUMPING & GROUNDS	31,011.25	0.0655	0.0607
COMPUTER OPERATIONS	29,800.93	0.0629	0.0520
PURIFICATION	30,886.21	0.0652	0.0724
METERS & MAINS	26,985.94	0.0570	0.0487
ADMINISTRATIVE & GENERAL	265,462.32	0.5606	0.5841
WATER IN TRANSIT	6,907,570.71	14.5882	10.1378
TOTAL EXPENSES	7,405,961.15	15.6407	16.5283
NET INCOME BEFORE DEPRECIATION	\$2,330,321.25	4.9214	3.8927
DEPRECIATION	160,156.75		
NET INCOME	\$2,170,164.50		

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
TOTAL CHARGES
07/01/20..09/30/20

MUNICIPALITY	WATER CONSUMPTION CUBIC FEET	TOTAL WATER CHARGES
BERKLEY	14,071.78	\$239,726.91
BEVERLY HILLS	16,175.90	\$266,991.38
BINGHAM FARMS	4,862.20	\$79,859.12
BIRMINGHAM	45,935.18	\$760,781.41
CLAWSON	9,197.37	\$158,911.52
HUNTINGTON WOODS	8,569.83	\$142,640.75
LATHRUP VILLAGE	6,643.86	\$112,297.38
PLEASANT RIDGE	4,521.80	\$74,820.16
ROYAL OAK	75,341.63	\$1,267,030.38
SOUTHFIELD	134,044.30	\$2,252,522.11
DETROIT ZOO & RACKHAM	6,329.64	\$104,113.04
MEMBERS	325,693.49	\$5,459,694.16
NON MEMBERS		
BLOOMFIELD HILLS	28,634.35	\$823,432.03
BLOOMFIELD TOWNSHIP	119,177.11	\$3,423,440.19
	147,811.46	\$4,246,872.22
TOTAL	473,504.95	\$9,706,566.38

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
CONSTRUCTION IN PROGRESS
7/1/20..9/30/20

FIXED ASSET EXPENDITURES

NORMANDY AND CROOKS	2,795.10
14 MILE MAIN REPLACEMENT	8,500.00
ADMIN. OFFICES	2,763.00
	<hr/>
	14,058.10