

Village of Beverly Hills
Regular Village Council Meeting
Tuesday, June 16, 2020

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

Virtual Meeting Via Zoom: <https://us02web.zoom.us/j/83057581506>

Meeting ID: 830 5758 1506

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

AGENDA

Roll Call/Call to order

Pledge of Allegiance

Amendments to Agenda/Approve Agenda

Community Announcements

Public Comments on items not on the published agenda

Consent Agenda

1. Review and consider approval of [minutes](#) of a regular Council meeting held June 2, 2020.
2. Review and file [bills](#) recapped as of Monday, June 8, 2020.

Business Agenda

1. Review and consider subcommittees' recommendations for various Board/Commission [appointments](#).
2. Review and consider awarding the 2020 Beverly Park Playground [Woodchip Project](#) to Superior Groundcover, Inc.
3. Review and consider awarding the Public Safety Building [Parking Lot Rehabilitation Project](#) to R&R Asphalt, Inc.
4. Review and consider [site plan](#) approval for an existing building at 16267 W. 14 Mile Road.
5. Review and consider approval of Fiscal Year 2019-2020 [budget amendments](#).

Public comments

Manager's [report](#)

Council comments

Adjournment

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 – JUNE 2, 2020 – PAGE 1

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

Absent: None

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. virtually via Zoom per Executive Order 2020-75. The Pledge of Allegiance was recited by those in attendance.

AMENDMENTS TO AGENDA/APPROVE AGENDA

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

Roll Call Vote:

Motion passed (7-0)

COMMUNITY ANNOUNCEMENTS

Senator Rosemary Bayer provided an update on the Stay Home Order and COVID-19. She reported on the Governor's phased reopening plan, the economic impact the pandemic had, revenue loss, and unemployment. She encouraged residents to contact her office at 517-373-2417 with any concerns.

Peddie and Torongeau gave statements in regarding the unrest in Minneapolis and nationwide in response to the death of George Floyd. They both assured the public that the Public Safety Officers in Beverly Hills are trained professionals who will provide equal protection under the law and who will not discriminate.

PUBLIC COMMENTS

Alaina Hundley, 32882 Red Oak Trails, inquired about disciplinary actions in the Public Safety Department and where council stands on justice.

Peddie read a comment submitted by Laura Lamb, Embassy Street, regarding the PASER road study and sidewalks in the Village.

CONSENT AGENDA

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

1. Review and consider approval of minutes of a regular Council meeting held May 19, 2020.
2. Review and file bills recapped as of Tuesday, May 26, 2020.
3. Review and consider resolution appointing SOCRRA representative and alternate for Fiscal Year 2020/2021.
4. Review and consider resolution appointing SOCWA representative and alternate for Fiscal Year 2020/2021.

Roll Call Vote:
Motion passed (7-0)

BUSINESS AGENDA

SECOND ANNOUNCEMENT OF VARIOUS BOARD/COMMISSION VACANCIES

The following is a list of board members whose terms expire on June 30, 2020. All of the members have been notified of their term expiration and those listed below wish to be considered for reappointment. The names in parenthesis are not seeking reappointment. Council agreed in November of 2008 to make these vacancies open to the public as well as the currently seated member.

Birmingham Area Cable Board

James Delaney

Parks & Recreation Board

Molly Borgon
Matt Goodrich
(Phil Schmitt)

Planning Commission

Vincent Borowski
Charles Copeland
Antonia Grinnan

Zoning Board of Appeals

Jan Gatowski
Charles Raeder
Michele Tillman

All terms are for three years beginning July 1, 2020 and expiring June 30, 2023. All interested and eligible residents of Beverly Hills are encouraged to apply. The deadline for applications is Wednesday, June 10, 2020. Applications are available on the Village's website or by emailing the Village Clerk at krutkowski@villagebeverlyhills.com.

This constitutes the second announcement of the Board/Commission vacancies with appointments scheduled to take place at the June 16, 2020 regular Village Council meeting.

REVIEW AND CONSIDER AWARDING THE 2020 BEVERLY PARK PLAYGROUND WOODCHIP PROJECT TO MICHIGAN WOOD FIBERS

Motion by Mooney, second by Abboud to table the Playground Woodchip item to the June 16, 2020 regular council meeting.

Roll call vote:
Motion passed (7-0)

REVIEW AND CONSIDER FISCAL YEAR 2019-2020 BUDGET AMENDMENTS

Proposed FY 2019-2020 Village of Beverly Hills Budget Amendments were submitted for review.

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

There are General Fund amendments adjusting various revenue and expenditure accounts. The largest revenue amendment is for the reduction in building permits due to the shutdown because of COVID19. There is also a revenue amendment of \$71,438 for the Pat Greening Estate donation. The largest expenditure amendment is for the reduction of fees paid to SafeBuilt. The effect of the amendments is a net revenue over expenditure increase of \$198,723.

In Major Roads and Local Roads there are amendments reducing expenditures to expected actuals in the amount of \$44,000 and \$48,000 respectively.

In the Water fund there is an adjustment for necessary unbudgeted maintenance beneath 13-mile road of \$22,000.

In the Drug Enforcement fund there is an amendment to adjust the equipment account to indicate no purchases will be made in FY20.

In the Public Safety Fund there are various expenditure adjustments to expected actuals, many due to COVID19, as well as a decrease in capital furniture and an increase in capital public safety equipment due to the purchase of a Lucas Machine for medical runs. The effect of the amendments is a net revenue over expenditure increase of \$183,200.

These proposed FY 2019-2020 Budget Amendments have been reviewed by Village Administration and are recommended for approval.

Motion by Mooney, second by Abboud, be it resolved that the Village of Beverly Hills Council authorizes Village Administration to transfer or adjust monies reserved in the General, Major Roads, Local Roads, Public Safety, Drug Enforcement and Water Fund as reflected in the May 29, 2020 memorandum from Finance Director, Sheila McCarthy and the budget amendments will be available to view on the Village website.

Roll call vote:

Motion passed (7-0)

PUBLIC COMMENTS

None.

MANAGER'S REPORT

Village Operations During Stay Home Order – On May 22nd Governor Whitmer issued Executive Order 2020-100, extending many of the terms of the existing Stay Home Order (EO 2020-96) through Friday, June 12th. I reviewed the terms of the revised Order with Village Attorney Ryan and President Peddie and it was determined that per this order the Village Offices would need to remain closed to the public until Monday, June 15th and Village staffing should continue on a limited basis in the Village Hall with employees working from home when they can. I have modified the work schedule through Friday, June 12th, with slightly more staff than before as call volumes and building dept activity have increased. As of June 15th, all staff are planning to report on all business days. The building will also be opened to necessary business only. Visitors will be required to wear a mask to enter the building and maintain social distance while in the building. Village Administration is continuing to finalize our COVID workplace manual as is being required by the State and will have it in place prior to June 15th.

As the building will not be open to the public, we will be waiving late fees for water payments through June 30th. The Village will be able to accept payments for water bills and building permit fees online via credit card or electronic check (\$3 fee) by June 15th. Passport applications are not being accepted until further notice. We have also been getting asked about garage sale permits. We have not been issuing garage sale permits or estate sale permits due to the limitations on gatherings to 10 people or less. Should this gathering limit increase in the future we can consider issuing garage sale permits again, with the onus on the applicant to enforce social distancing on their own property. Pavilion reservations have been canceled through June 12th and renters will receive a 100% refund.

13 Mile Reconstruction – There will be a preconstruction meeting on the 13 Mile Road Project on Tuesday, June 2nd. I will have more information about this project to report on at the meeting later that evening. The project is still scheduled to begin on Monday, June 15th. This will obviously be one of the most impactful road construction projects that we will have had for a long time.

Household Hazardous Waste and Other Items – The SOCRRA facility on Coolidge remains closed to the public. This has created a backlog of some household hazardous waste (HHW), electronics and other items normally dropped off at the MRF. SOCRRA has been able to partner with three regional vendors to arrange drop off services for HHW, electronics and paper shredding/cardboard and paper recycling. I have attached a flyer with the descriptions of the materials that can be dropped off at various locations.

Mueller asked for push back on SOCRRA to encourage them to open the HHW acceptance facility.

COUNCIL COMMENTS

George stated that he appreciates people reaching out about Public Safety, understands that there is worry over bad actors, and wants people to feel like the Public Safety Officers are there for them.

Hrydziusko echoed George's sentiment. She said she is listening to people's concerns and is open to having conversations. She is grateful for the Beverly Hills community and Public Safety Department.

Mooney acknowledged anxieties that a person of color, a young person, or a single female may experience while being pulled over by the police. He emphasized the Public Safety Department's professionalism and commended them on the steps they take to improve the department each year.

Abboud concurred with Mooney's comments. He reported the committee he serves on opposes Senate Bill 892, which deals with autonomous personal delivery devices. Abboud thinks local government should have control over said devices.

Peddie encouraged everyone to continue to wear masks, wash their hands, and stay safe because COVID-19 is still active and claiming lives.

ADJOURNMENT

Motion by Peddie, second by Mooney, to adjourn the meeting at 8:25 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 5/26/2020 THROUGH 6/08/2020.

ACCOUNT TOTALS:

101	GENERAL FUND	\$60,412.93
202	MAJOR ROAD FUND	\$5,245.80
203	LOCAL STREET FUND	\$10,099.49
205	PUBLIC SAFETY DEPARTMENT FUND	\$67,786.06
592	WATER/SEWER OPERATION FUND	\$53,246.12
701	TRUST & AGENCY FUND	\$3,617.04
	TOTAL	<u>\$200,407.44</u>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$1,110.00
	ACCOUNTS PAYABLE	<u>\$200,407.44</u>
	GRAND TOTAL	<u>\$201,517.44</u>

06/05/2020 09:49 AM
 User: KARRIE
 DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS

Page: 1/1

CHECK DATE FROM 06/08/2020 - 06/08/2020

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank COM COMERICA						
06/08/2020	COM	82031	53284	APPLIED IMAGING	APPLIED IMAGING	12.30
06/08/2020	COM	82032	51802	ARROW OFFICE SUPPLY CO.	ARROW OFFICE SUPPLY CO.	53.34
06/08/2020	COM	82033	49630	BEATA LAMPARSKI	BEATA LAMPARSKI	315.00
06/08/2020	COM	82034	32748	BEIER HOWLETT,P.C.	BEIER HOWLETT,P.C.	971.04
06/08/2020	COM	82035	02400	BEVERLY HILLS WATER DPT	BEVERLY HILLS WATER DPT	1,029.52
06/08/2020	COM	82036	52071	BLUE CROSS BLUE SHIELD	BLUE CROSS BLUE SHIELD	34,311.93
06/08/2020	COM	82037	58959	CADILLAC ASPHALT, LLC	CADILLAC ASPHALT, LLC	169.05
06/08/2020	COM	82038	58597	CATHY WHITE	CATHY WHITE	171.85
06/08/2020	COM	82039	60208	CITY OF OAK PARK	CITY OF OAK PARK	307.50
06/08/2020	COM	82040	51439	COMCAST	COMCAST	43.23
06/08/2020	COM	82041	04500	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	26,261.83
06/08/2020	COM	82042	58640	CYNTHIA SOWLE	CYNTHIA SOWLE	305.00
06/08/2020	COM	82043	31830	ENTERPRISE COMPUTER	ENTERPRISE COMPUTER	6,320.00
06/08/2020	COM	82044	53489	GREAT AMERICA FINANCIAL	GREAT AMERICA FINANCIAL	600.00
06/08/2020	COM	82045	53583	GUARDIAN	GUARDIAN	6,843.03
06/08/2020	COM	82046	31202	HOME DEPOT CREDIT SERVIC	HOME DEPOT CREDIT SERVIC	39.57
06/08/2020	COM	82047	58950	HYDROCORP	HYDROCORP	284.00
06/08/2020	COM	82048	33083	JAX KAR WASH	JAX KAR WASH	539.28
06/08/2020	COM	82049	59352	KARRIE MARSH	KARRIE MARSH	39.98
06/08/2020	COM	82050	53316	LANG'S ON-SITE SERVICES	LANG'S ON-SITE SERVICES	342.00
06/08/2020	COM	82051	60233	LAURENCE STEWICK	LAURENCE STEWICK	843.34
06/08/2020	COM	82052	60235	LINDA JOHNSON	LINDA JOHNSON	150.00
06/08/2020	COM	82053	59116	MARGARET A.S. BEKE	MARGARET A.S. BEKE	80.00
06/08/2020	COM	82054	59458	MARGARET BORIO	MARGARET BORIO	150.00
06/08/2020	COM	82055	53426	MATTHEW FINNERTY	MATTHEW FINNERTY	315.00
06/08/2020	COM	82056	58953	MICHIGAN ASSOCIATION OF	MICHIGAN ASSOCIATION OF	675.00
06/08/2020	COM	82057	59330	MIKE SAVOIE CHEVROLET	MIKE SAVOIE CHEVROLET	2,718.57
06/08/2020	COM	82058	51461	MUNICIPAL WEB SERVICES	MUNICIPAL WEB SERVICES	388.00
06/08/2020	COM	82059	59999	NATURAL COMMUNITY SERVIC	NATURAL COMMUNITY SERVIC	2,000.00
06/08/2020	COM	82060	51799	NYE UNIFORM EAST	NYE UNIFORM EAST	199.50
06/08/2020	COM	82061	53279	PACIFIC TELEMAGEMENT	PACIFIC TELEMAGEMENT	60.00
06/08/2020	COM	82062	60236	PAMELA WILLIAMS	PAMELA WILLIAMS	325.00
06/08/2020	COM	82063	50887	PATRICIA OEN	PATRICIA OEN	315.00
06/08/2020	COM	82064	60016	PRAETORIAN DIGITAL	PRAETORIAN DIGITAL	4,160.00
06/08/2020	COM	82065	15300	PRINTING SYSTEMS	PRINTING SYSTEMS	360.16
06/08/2020	COM	82066	59122	RAPID RESPONSE	RAPID RESPONSE	59.99
06/08/2020	COM	82067	59246	ROBERT JORDAN	ROBERT JORDAN	465.00
06/08/2020	COM	82068	16500	S.O.C.R.R.A.	S.O.C.R.R.A.	33,660.00
06/08/2020	COM	82069	16600	S.O.C.W.A.	S.O.C.W.A.	50,043.64
06/08/2020	COM	82070	59805	SHIRLEY WIGMAN	SHIRLEY WIGMAN	155.00
06/08/2020	COM	82071	60234	STRYKER SALES CORP	STRYKER SALES CORP	14,498.88
06/08/2020	COM	82072	31043	THOMAS J RYAN PC.	THOMAS J RYAN PC.	8,312.50
06/08/2020	COM	82073	60238	WILLIAM SHERWOOD	WILLIAM SHERWOOD	305.00
06/08/2020	COM	82074	53572	WOW! BUSINESS	WOW! BUSINESS	1,208.41

COM TOTALS:

Total of 44 Checks:	200,407.44
Less 0 Void Checks:	0.00
Total of 44 Disbursements:	200,407.44

06/05/2020 09:50 AM
User: KARRIE
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
CHECK DATE FROM 06/01/2020 - 06/08/2020

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Amount
Bank IND INDEPENDENT BANK						
06/01/2020	IND	1130	59742	RANGERS FLORAL GARDEN		110.00
06/01/2020	IND	1131	58623	PREMIER PET		1,000.00
						<hr/>
IND TOTALS:						
Total of 2 Checks:						1,110.00
Less 0 Void Checks:						0.00
						<hr/>
Total of 2 Disbursements:						1,110.00



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

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Various Board/Commission Appointments

Date: June 11, 2020

Several board and commission members' terms expire on June 30, 2020. Announcements of these vacancies were made at the May 19th and June 2nd Council meetings as well as published on the Village website. Applications were due Wednesday, June 10, 2020.

Pursuant to Council policy, a subcommittee has been formed for each board/commission to review the new applicants and those members who wish to be considered for reappointment. Each subcommittee will meet on Tuesday night via Zoom prior to the regular Council meeting.

The following summarizes the vacancies and applicants for each board/commission. Next to the current member's name I have indicated their attendance record. As a reminder, the policy for determining eligibility for reappointment is:

- a) A 70% attendance requirement for scheduled meetings over the previous term
- b) Length of service
- c) Special expertise required by this Board, which can either come from outside experience in the field or from years of experience actually working on the Board
- d) Recommendations from other Board members and Council members
- e) Opening up opportunities for new people to serve

Birmingham Area Cable Board

Council Subcommittee Meeting 6:15 – 6:30 p.m. via Zoom

Chair – Mooney

Members – Abboud & Hrydziusko

One (1) vacancy

- James Delaney is seeking reappointment. Delaney was appointed to a partial term in 2019 and his attendance rate is 100% over the last term (13/13 meetings).
- New applicant: Alaina Hundley selected BACB as her third choice on her application.

Planning Commission

Council Subcommittee Meeting 6:30 – 6:45 p.m. via Zoom

Chair – Hrydziusko

Members – Mooney & Mueller

Three (3) vacancies

- Vincent Borowski is seeking reappointment. Borowski has served since 1989 and has an 87.5% attendance rate over last term (28/32 meetings).
- Charles Copeland is seeking reappointment. Copeland has served since 2017 and has a 91% attendance rate over last term (29/32 meetings).
- Antonia Grinnan is seeking reappointment. Grinnan has served since 2013 and has a 91% attendance rate over last term (29/32 meetings).
- New applicant: Michael Bugenski
- New applicant: Andrea Wright
- New applicant: Alaina Hundley selected Planning Commission as her second choice on her application.

Parks & Recreation Board

Council Subcommittee Meeting 6:45 – 7:00 p.m. via Zoom

Chair – Mueller

Members – Nunez & Peddie

Three (3) vacancies

- Molly Borgon is seeking reappointment. Borgon has served since 2014 and has a 92% attendance rate over the last term (24/26 meetings).
- Matt Goodrich is seeking reappointment. Goodrich has served since 2016 and has a 92% attendance rate over the last term (24/26 meetings).
- New applicant: Gregory Ross

Zoning Board of Appeals

Council Subcommittee Meeting 7:00 – 7:15 p.m. via Zoom

Chair – George

Members – Nunez & Peddie

Three (3) vacancies

- Jan Gatowski is seeking reappointment. Gatowski has served since 2016 and has a 92% attendance rate over the last term (24/26 meetings).
- Charles Raeder is seeking reappointment. Raeder has served since 2012 and has an 88.5% attendance rate over the last term (23/26 meetings).
- Michele Tillman is seeking reappointment. Tillman has served since 2006 and has an 88.5% attendance rate over the last term (23/26 meetings).
- New applicant: Andrea Wright selected ZBA as her second choice on her application.
- New applicant: Michael Bugenski selected ZBA as his third choice on his application.

Subcommittee Zoom Meeting link: <https://us02web.zoom.us/j/88939181741>

Meeting ID: 889 3918 1741

Dial in number: 1-646-876-9923 (US) (tolls may apply)

Recommended Resolution:

Be it resolved, the Beverly Hills Village Council appoints [name] to the [board/commission name] for a full term beginning July 1, 2020 and ending June 30, 2023.



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

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: 2020 Beverly Park Playground Woodchip Bid Award

Date: June 11, 2020

At the February 18, 2020 meeting, the Beverly Hills Village Council authorized administration to request bids to replenish the sterilized woodchips at the Beverly Park Playground. The Request for Proposals was published on MITN/BidNet Direct and after having to push the bid opening date back due to the coronavirus pandemic, the bid opening was held on May 22, 2020 via Zoom.

The Village received three (3) proposals. The lowest bid received did not include installation. The next lowest bid was from Superior Groundcover, Inc. in the amount of \$4,050.00 for 150 cubic yards of material, delivery, installation, and cleanup.

A copy of the bid tabulation and bid are attached.

Suggested Resolution

Be it resolved, the Beverly Hills Village Council awards the 2020 Beverly Park Playground Woodchip Project to Superior Groundcover, Inc. in the amount of \$4,050.00 for 150 cubic yards of sterilized woodchips. Funds for this project are available in account 101-751-778.03.

Attachments



Woodchip Bid Tabulation
May 22, 2020 11:00 a.m.

Company Name	Address	Bid Amount	Notes
Superior Groundcover Incorporated	10588 Linden Drive NW, Grand Rapids, MI 49534	\$4,050.00	
Michigan Wood Fibers	9426 Henry Court, Zeeland, MI 49464	\$15.00/yard (\$2,250.00)*	Fuel surcharge if prices exceed \$3.50/gal *Does not include installation
Progressive Irrigation	4584 Clawson Tank Dr, Clarkston, MI 48346	\$9,862.50	

*Blower Truck Applications – Hardwood Bark, Mulch, Playground Mulch, Compost
Slinger/Conveyor Applications - Stone, Sand, Soil, Compost, Mulch*



March 26, 2020

Village of Beverly Hills
Attention: Kristin Rutkowski

2020 Beverly Park Playground Wood Chips

Below is the proposal for the installation of 150 cubic yards of playground mulch delivered and installed to Beverly Park.

Quantity – 150 cubic yards

Blower Truck Installation - \$27.00/cubic yard installed*

Total Cost - \$4,050.00

*Installation price includes material, delivery, installation and cleanup.
There are no additional fuel or delivery surcharges.

Thank you for the opportunity to present you this proposal.

Terry Dykstra
Superior Groundcover Inc.
Cell – 616-293-3156
Email – terry.sgc@gmail.com



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

From: Tom Meszler, Public Services Director

Subject: Public Safety Parking Lot Bid Award

Date: June 11, 2020

The Village of Beverly Hills and the Village of Bingham Farms bid a joint asphalt project to avail both Villages of the advantage of volume of work to achieve better pricing. Beverly Hills work involves milling, base repair, and repaving of the back parking lot at the Public Safety Building. The front drive of the Public Safety Building is being redone in concrete by a different contractor and will tie into the approach work being done by the contractor for 13 Mile Road.

There were three bidders for this project (bid tab attached) ranging from a high bid of \$143,325.00 from ASI, Inc. to a low bid of \$99,288.00 from R&R Asphalt, Inc. for the work in Beverly Hills. R&R Asphalt has not previously done work in the Village, so we checked with references they have done work for and with engineers that have worked with them to assure that they could do the work as proposed. We also had them supply a list of the equipment they have that would be required to do the work.

The funds for this work are in the Public Safety budget 401-905-977 (\$110,000).

I recommend that the Village of Beverly Hills accept the bid of R&R Asphalt, Inc. for \$99,288.00 for the portion of work for the Village of Beverly Hills.

Suggested Resolution

Be it resolved, the Beverly Hills Village Council awards the Public Safety Building Parking Lot Rehabilitation project to R&R Asphalt, Inc. in the amount of \$99,288.00. Funds for this project are available in account 401-905-977.

Attachment

TM/ktr

BID TABULATION

VILLAGE OF BINGHAM FARMS - 2020 HMA STREET REPAIR PROGRAM &
VILLAGE OF BEVERLY HILLS - PUBLIC SAFETY BUILDING PARKING LOT REHABILITATION
OAKLAND COUNTY, MICHIGAN

Bids Due: 08/28/2020

HRC Job No. 20190462, 20190463 & 20200141

R & R Asphalt, Inc.
2800 Childs Lake Road
Milford, MI 48381
P (248) 529-6005
F (248) 529-6256

Hutch Paving, Inc.
3000 East Ten Mile Road
Warren, MI 48091
P (586) 427-7283
F (586) 427-7273

Ashpalt Specialists, Inc.
1780 E. Highwood
Pontiac, MI 48340
P (248) 334-4570
F (248) 334-0134

**DIVISION I - VILLAGE OF BINGHAM FARMS (HRC JOB NO. 20190462 & 20190463)
2020 HMA STREET REPAIR PROJECT**

Item	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1 Mobilization, Max. 5%	1 LS	\$3,962.00	\$3,962.00	\$4,000.00	\$4,000.00	\$7,000.00	\$7,000.00
2 Color Audio-Video Route Survey	1 LS	\$2,500.00	\$2,500.00	\$16,000.00	\$16,000.00	\$12,000.00	\$12,000.00
3 Cold Milling Existing HMA Pavement, 2 inch	2100 syd	\$5.40	\$11,340.00	\$3.00	\$6,300.00	\$5.50	\$11,550.00
4 HMA Surface, Rem	420 syd	\$9.00	\$3,780.00	\$15.00	\$6,300.00	\$30.00	\$12,600.00
5 Subgrade Undercutting, Type II, Special	140 cyd	\$22.00	\$3,080.00	\$55.00	\$7,700.00	\$40.00	\$5,600.00
6 1" x 3" Crushed Concrete, Special	75 ton	\$30.00	\$2,250.00	\$29.00	\$2,175.00	\$20.00	\$1,500.00
7 Large Aperture Geogrid	210 syd	\$3.50	\$735.00	\$6.00	\$1,260.00	\$8.00	\$1,680.00
8 Aggregate Base, 21AA, Special	130 ton	\$30.00	\$3,900.00	\$29.00	\$3,770.00	\$35.00	\$4,550.00
9 HMA, 4E1, Mod	100 ton	\$127.00	\$12,700.00	\$140.00	\$14,000.00	\$200.00	\$20,000.00
10 HMA, 5E1, Mod	250 ton	\$130.00	\$32,500.00	\$130.00	\$32,500.00	\$220.00	\$55,000.00
11 Sanitary Structure, Adjust	3 ea	\$350.00	\$1,050.00	\$750.00	\$2,250.00	\$650.00	\$1,950.00
12 Structure, Adjust	3 ea	\$350.00	\$1,050.00	\$750.00	\$2,250.00	\$650.00	\$1,950.00
13 Observation Crew Days	\$700/Day	2.00	\$1,400.00 *	5.00	\$3,500.00	8.00	\$5,600.00
Sub-Total Amount of Division I			\$80,247.00 *		\$102,005.00		\$140,980.00

**DIVISION II- VILLAGE OF BEVERLY HILLS (HRC JOB NO. 20200141)
PUBLIC SAFETY BUILDING PARKING LOT REHABILITATION**

Item	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1 Mobilization, Max 5%	1 LS	\$4,820.00	\$4,820.00	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00
2 Color Audio-Video Route Survey	1 LS	\$1,500.00	\$1,500.00	\$9,900.00	\$9,900.00	\$3,000.00	\$3,000.00
3 Cold Milling Existing Pavement, 3 inch	1380 syd	\$6.30	\$8,694.00	\$7.50	\$10,350.00	\$8.00	\$11,040.00
4 Cold Milling Existing HMA Pavement, 2 inch	450 syd	\$5.90	\$2,655.00	\$4.50	\$2,025.00	\$6.50	\$2,925.00
5 Pavt Joint and Crack Repr, Det 7	250 ft	\$14.00	\$3,500.00	\$9.00	\$2,250.00	\$16.00	\$4,000.00
6 Pavt Joint and Crack Repr, Det 8	250 ft	\$20.00	\$5,000.00	\$17.00	\$4,250.00	\$20.00	\$5,000.00
7 Pavt Repr, Rem, Special	100 syd	\$25.00	\$2,500.00	\$85.00	\$8,500.00	\$12.00	\$1,200.00
8 Curb and Gutter, Remove and Replace (As-Needed)	50 ft	\$70.00	\$3,500.00	\$50.00	\$2,500.00	\$80.00	\$4,000.00
9 Subgrade Undercutting, Type II, Special	45 cyd	\$22.00	\$990.00	\$55.00	\$2,475.00	\$40.00	\$1,800.00
10 1" x 3" Crushed Concrete, Special	60 ton	\$30.00	\$1,800.00	\$29.00	\$1,740.00	\$20.00	\$1,200.00
11 Large Aperture Geogrid	140 syd	\$3.50	\$490.00	\$5.25	\$735.00	\$10.00	\$1,400.00
12 Aggregate Base, 21AA, Special	30 ton	\$30.00	\$900.00	\$55.00	\$1,650.00	\$35.00	\$1,050.00
13 Hand Patching	40 ton	\$200.00	\$8,000.00	\$250.00	\$10,000.00	\$160.00	\$6,400.00

BID TABULATION
VILLAGE OF BINGHAM FARMS - 2020 HMA STREET REPAIR PROGRAM &
VILLAGE OF BEVERLY HILLS - PUBLIC SAFETY BUILDING PARKING LOT REHABILITATION
OAKLAND COUNTY, MICHIGAN

Bids Due: 08/28/2020
HRC Job No. 20190462, 20190463 & 20200141

R & R Asphalt, Inc.
2800 Childs Lake Road
Milford, MI 48381
P (248) 529-6005
F (248) 529-6256

Hutch Paving, Inc.
3000 East Ten Mile Road
Warren, MI 48091
P (586) 427-7283
F (586) 427-7273

Ashpalt Specialists, Inc.
1780 E. Highwood
Pontiac, MI 48340
P (248) 334-4570
F (248) 334-0134

DIVISION II- VILLAGE OF BEVERLY HILLS (HRC JOB NO. 20200141)
PUBLIC SAFETY BUILDING PARKING LOT REHABILITATION

Item	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
14 Pavt Repr, Nonreinf Conc, Special	100 syd	\$81.00	\$8,100.00	\$65.00	\$6,500.00	\$130.00	\$13,000.00
15 Butt Joint	20 ft	\$20.00	\$400.00	\$15.00	\$300.00	\$15.00	\$300.00
16 Structure, Adjust	3 ea	\$350.00	\$1,050.00	\$1,000.00	\$3,000.00	\$650.00	\$1,950.00
17 HMA, 5E1, Mod	280 ton	\$130.00	\$36,400.00	\$135.00	\$37,800.00	\$230.00	\$64,400.00
18 HMA Longitudinal Joint	1510 ft	\$2.00	\$3,020.00	\$0.50	\$755.00	\$3.00	\$4,530.00
19 Pavt Mrkg, Waterborne, For Rest Areas, Parks & Lots, 4 inch, Yellow	655 ft	\$0.80	\$524.00	\$0.50	\$327.50	\$2.00	\$1,310.00
20 Pavt Mrkg, Waterborne, For Rest Areas, Parks & Lots, 4 inch, Blue	225 ft	\$0.80	\$180.00	\$0.50	\$112.50	\$2.40	\$540.00
21 Pavt Mrkg, Ovly Cold Plastic, Accessible Symbol	2 ea	\$20.00	\$40.00	\$35.00	\$70.00	\$700.00	\$1,400.00
22 Sign, Type IIIA	2 sft	\$150.00	\$225.00	\$100.00	\$150.00	\$20.00	\$30.00
23 Post, Steel, 3 lb	10 ft	\$70.00	\$700.00	\$150.00	\$1,500.00	\$15.00	\$150.00
24 Soil Erosion and Sedimentation Control	1 LS	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00	\$1,500.00	\$1,500.00
25 Observation Crew Days	\$700/Day	4.00	\$2,800.00 *	5.00	\$3,500.00	6.00	\$4,200.00
Sub-Total Amount of Division II			\$99,288.00 *		\$119,890.00		\$143,325.00
Total Amount of Bid (Division I + Division II)			\$179,535.00 *		\$221,895.00		\$284,305.00

ALTERNATE NO. 1* - Using Fiber Reinforcement in the Hot Mix Asphalt

Item	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
17a HMA, 5E1 with Fiber Reinforcement, Mod	280 ton	162	\$45,360.00	\$175.00	\$49,000.00	\$270.00	\$75,600.00

Corrected by Engineer *

ENGINEER: Bradley Shepler, P.E.
Hubbell, Roth & Clark, Inc.
555 Hulet Drive
P.O. Box 824
Bloomfield Hills, MI 48083-0824



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

From: Planning & Zoning Administrator, LaPere

Date: June 10, 2020

Re: Site plan review and approval for proposed addition at 16267 W 14 Mile Rd

Administration has received a request for site plan approval from Dorchen/Martin Associates, architect for Diag Partners, for proposed renovations and an addition to the two-story office building at 16267 W 14 Mile Road. The proposal details interior renovations, including the addition of ADA accessible features, an expansion to the building entrance on the rear of approximately 100 square feet, and the addition of a deck off the rear of the building. The total building size will increase from 5,684 GSF to 5,854 GSF. The proposal also details a reconfigured parking lot to accommodate the proposed addition, new exterior lighting and dumpster enclosure, and installation of landscaping.

Per Section 22.08.290, this project requires site plan approval for compliance with applicable subsections of the Village Ordinance. Upon referral from Council, the Planning Commission reviewed the plans at their meeting held May 27, 2020. Planning Commission made a recommendation for approval with the conditions that (1) the text on the landscape detail plan is clarified and (2) the trees in the public right-of-way are subject to approval by the Road Commission for Oakland County and if they are denied, a letter be submitted to the Village office indicating such. A copy of the minutes are attached.

Prior to the Planning Commission meeting, the plans were reviewed by the Village planning consultant (see attached review letters) who noted the parking lot configuration may be improved by relocating the barrier-free spaces closer to the entrance and the addition of cross-walk striping to facilitate safer pedestrian access within the lot, and he requested details on the light fixtures. The applicant did revise the plans to modify the parking lot layout and also supplied the necessary light fixture details to the Planning Commission at the meeting. Pursuant to the Planning Commission recommendation, the revised plans submitted for Council's review also correct the landscape plan text details and incorporate the light fixture details onto the site lighting photometric study. The applicant has also provided the cut-sheets for the light fixtures.

A copy of the plans was also provided to the Fire Marshal and Engineer for review and comment. The Village Engineer has reviewed the plans and does not anticipate any engineering concerns. The Fire Marshal comments are attached. A copy of the complete submittal package is attached.

Resolution for Consideration

Motion by Village Council to *(approve/approve with conditions/deny)* the site plan dated May 6, 2020 for addition and improvements to the existing office building located at 16267 W 14 Mile Rd with trees in public right-of-way subject to Road Commission for Oakland County approval.

eel

attachments

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

Absent: None

Also Present: Planning and Zoning Administrator, LaPere
Planning Consultant, Borden
Council Liaison, Hrydziusko
Village Clerk/Assistant Manager, Rutkowski

REVIEW AND CONSIDER RECOMMENDATION ON A REQUEST FOR SITE PLAN APPROVAL FOR AN EXPANSION TO THE EXISTING OFFICE BUILDING AT 16267 W. 14 MILE ROAD

Prior to discussion, Drummond, Ostrowski, and Stempien each asked about separate potential conflicts of interest because of their personal or business relationships with the applicant. There was no personal or financial gain to be had and the Commission came to the consensus that none of the members needed to recuse themselves from participating in this deliberation.

Administration received a request for site plan approval from Dorchen/Martin Associates, architect for Diag Partners, for proposed renovations and an addition to the two-story office building at 16267 W. 14 Mile Road. The proposal details interior renovations, including the addition of ADA accessible features, an expansion to the building entrance on the rear of approximately 100 square feet, and the addition of a deck off the rear of the building. The total building size will increase from 5,684 GSF to 5,854 GSF. The proposal also details a reconfigured parking lot to accommodate the proposed addition, new exterior lighting and dumpster enclosure, and installation of landscaping. A copy of the submittal was included in the meeting packet.

Per Section 22.08.290, this project requires site plan approval for compliance with applicable subsections of the Village Ordinance. Procedurally, the Village Council must refer the plans to the Planning Commission for review and recommendation prior to final approval by Village Council. A copy of the plans has been provided to the Fire Marshal, Engineer, and Planning Consultant for review and comment. The Village Engineer has reviewed the plans and does not anticipate any engineering concerns. The Fire Marshal and Planning Consultant comments are attached.

Borden summarized his letter submitted below for the revised site plan submittal proposing an addition and site improvements for the existing office development at 16267 14 Mile Road (plans dated 5/22/20).

The overall project includes a 106-square foot addition and an elevated (uncovered) deck at the rear of the building, as well as improvements to the parking lot, landscaping, lighting, and a waste receptacle enclosure.

General office uses in buildings of up to 15,000 square feet are principal permitted uses in the O-1 District (Section 22.20.020).

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED.

Accordingly, the proposed building addition and site improvements are subject to the site plan review process of the Village Zoning Ordinance. Procedurally, the Commission is to review the site plan and put forth a recommendation to Village Council, who has the final approval authority.

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

Site plan review. Section 22.08.290 identifies the process and review standards applicable to site plans.

1. Dimensional Requirements. The existing building is nonconforming due to its deficient front yard setback (4' provided; 35' required). However, the proposed addition is along the rear of the building and does not impact the established nonconforming condition.

Furthermore, the proposed addition complies with the applicable dimensional standards (65' rear yard setback and 16.5' height proposed) of the O-1 District.

Based on the above, the Village's nonconforming regulations allow the addition without the need for a variance (Section 22.30.040).

2. Building Design. The existing building is predominantly wood siding with a brick base and accents. The proposed addition will match the existing building in terms of materials and color.

The overall project also includes replacement and/or painting of portions of the existing building (wood siding and brick)

Lastly, 3 new rooftop screen structures are proposed to enclose roof-mounted mechanical equipment. The color and design of the screens will generally match those of the building.

3. Parking. The site currently provides 26 parking spaces, though 2 will be lost as a result of the proposed project.

Current Ordinance standards require 19 spaces, while 24 will be provided. This includes 1 required barrier-free space, which has been moved closer to the building entrance, per our initial comments.

All parking spaces and drive aisles (existing and proposed) meet the dimensional standards of Section 22.28.030.

4. Vehicular and Pedestrian Circulation. The project entails relatively minor changes to the existing vehicular circulation pattern. As noted above, the existing and proposed drive aisles meet current Ordinance standards for two-way travel.

Pedestrian improvements include two new ramps providing access to the main building entrance at the rear of the site. Crosswalk striping has also been added across the main drive aisle (north/south) per our initial review comments.

The new sidewalk between the rear yard parking lot and building provides a sufficient width (7') to accommodate any vehicle overhang without disrupting pedestrian circulation.

5. Lighting. The project includes new decorative entryway and landscape/building lighting. All fixtures are LED and lighting intensities comply with current Ordinance standards. Our only comment is related to the "OC" flood light fixtures and whether they are intended to shine upwards onto the landscaping/building or outwards into the parking lot.

In our opinion, the latter does not fully comply with Ordinance requirements and lighting should not be directed towards the adjacent residential uses to the south.

We request the applicant clarify the installation of these 2 fixtures.

6. Landscaping and Screening. The landscape plan (Sheet LS-1) includes a variety of new plantings around the site in the form of trees (7), shrubs (92), and a mix of perennials and ornamental grasses.

Of note, the plan includes 4 large deciduous trees along the site's frontage, per current Ordinance standards. Our only comment is that their location within the right-of-way will require Road Commission approval.

The existing site also contains a 4' tall masonry screen wall along the rear lot line, which was required given the site's adjacency to residential zoning/uses.

Lastly, the existing site has a waste receptacle occupying a parking space with no enclosure. The project includes the required concrete base pad and a new cedar enclosure, which utilizes the screen wall as its fourth side.

7. Engineering. We defer review of site grading, drainage and utilities to the Director of Public Services and Village Engineer.

Applicant Joe Saad (474 Lerchy, Birmingham, Michigan) and architect Tim Coon, Dorchen/Martin Associates (29895 Greenfield Road, Southfield, Michigan) answered questions from the Commission.

Westerlund applauded the thoroughness of the site plan, especially how the deck and improved landscaping were addressed. He asked about the deck covering. Coon confirmed the entire deck would be covered.

Ostrowski asked what the intended use of the deck was and reminded the applicant to consider the neighbors. Saad explained the deck would essentially be used as a daytime outside space or outdoor patio for employees to eat lunch. Ostrowski asked that the text on the plans be cleaned up.

Motion by Westerlund, second by Ruprich, the Planning Commission recommends site approval for the expansion of the existing office building at 16267 W. 14 Mile Road for the plans as submitted with the conditions that (1) the text on the landscape detail plan is clarified and (2) the trees in the public right of way are subject to approval by the Road Commission of Oakland County and if they are denied, a letter be submitted to the Village administration indicating such.

Roll Call Vote:

Motion passed (9-0)



May 26, 2020

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

Attention:	Erin LaPere, Planning and Zoning Administrator
Subject:	Diag Partners – Site Plan Review #2
Location:	16267 14 Mile Road – south side of 14 Mile, between Pierce and Edgewood
Zoning:	O-1 Office District

Dear Commissioners:

At the Village's request, we have reviewed the revised site plan submittal proposing an addition and site improvements for the existing office development at 16267 14 Mile Road (plans dated 5/22/20).

The overall project includes a 106-square foot addition and an elevated (uncovered) deck at the rear of the building, as well as improvements to the parking lot, landscaping, lighting, and a waste receptacle enclosure.

General office uses in buildings of up to 15,000 square feet are principal permitted uses in the O-1 District (Section 22.20.020).

Accordingly, the proposed building addition and site improvements are subject to the site plan review process of the Village Zoning Ordinance. Procedurally, the Commission is to review the site plan and put forth a recommendation to Village Council, who has the final approval authority.

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

Site plan review. Section 22.08.290 identifies the process and review standards applicable to site plans.

1. Dimensional Requirements. The existing building is nonconforming due to its deficient front yard setback (4' provided; 35' required). However, the proposed addition is along the rear of the building and does not impact the established nonconforming condition.

Furthermore, the proposed addition complies with the applicable dimensional standards (65' rear yard setback and 16.5' height proposed) of the O-1 District.

Based on the above, the Village's nonconforming regulations allow the addition without the need for a variance (Section 22.30.040).

2. Building Design. The existing building is predominantly wood siding with a brick base and accents. The proposed addition will match the existing building in terms of materials and color.

The overall project also includes replacement and/or painting of portions of the existing building (wood siding and brick)

Lastly, 3 new rooftop screen structures are proposed to enclose roof-mounted mechanical equipment. The color and design of the screens will generally match those of the building.



Aerial view of site and surroundings (looking south)

- 3. Parking.** The site currently provides 26 parking spaces, though 2 will be lost as a result of the proposed project.

Current Ordinance standards require 19 spaces, while 24 will be provided. This includes 1 required barrier-free space, which has been moved closer to the building entrance, per our initial comments.

All parking spaces and drive aisles (existing and proposed) meet the dimensional standards of Section 22.28.030.

- 4. Vehicular and Pedestrian Circulation.** The project entails relatively minor changes to the existing vehicular circulation pattern. As noted above, the existing and proposed drive aisles meet current Ordinance standards for two-way travel.

Pedestrian improvements include two new ramps providing access to the main building entrance at the rear of the site. Crosswalk striping has also been added across the main drive aisle (north/south) per our initial review comments.

The new sidewalk between the rear yard parking lot and building provides a sufficient width (7') to accommodate any vehicle overhang without disrupting pedestrian circulation.

- 5. Lighting.** The project includes new decorative entryway and landscape/building lighting. All fixtures are LED and lighting intensities comply with current Ordinance standards.

Our only comment is related to the “OC” flood light fixtures and whether they are intended to shine upwards onto the landscaping/building or outwards into the parking lot.

In our opinion, the latter does not fully comply with Ordinance requirements and lighting should not be directed towards the adjacent residential uses to the south.

We request the applicant clarify the installation of these 2 fixtures.

- 6. Landscaping and Screening.** The landscape plan (Sheet LS-1) includes a variety of new plantings around the site in the form of trees (7), shrubs (92), and a mix of perennials and ornamental grasses.

Of note, the plan includes 4 large deciduous trees along the site’s frontage, per current Ordinance standards. Our only comment is that their location within the right-of-way will require Road Commission approval.

The existing site also contains a 4' tall masonry screen wall along the rear lot line, which was required given the site's adjacency to residential zoning/uses.

Lastly, the existing site has a waste receptacle occupying a parking space with no enclosure. The project includes the required concrete base pad and a new cedar enclosure, which utilizes the screen wall as its fourth side.

7. Engineering. We defer review of site grading, drainage and utilities to the Director of Public Services and Village Engineer.

Should you have any questions concerning this matter, please do not hesitate to contact our office.

Respectfully,
SAFEBUILT STUDIO

A handwritten signature in black ink, appearing to read "B. V. Borden".

Brian V. Borden, AICP
Planning Manager



May 19, 2020

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

Attention:	Erin LaPere, Planning and Zoning Administrator
Subject:	Diag Partners – Site Plan Review #1
Location:	16267 14 Mile Road – south side of 14 Mile, between Pierce and Edgewood
Zoning:	O-1 Office District

Dear Commissioners:

At the Village's request, we have reviewed the site plan submittal proposing an addition and site improvements for the existing office development at 16267 14 Mile Road (plans dated 5/6/20).

The overall project includes a 106-square foot addition and an elevated (uncovered) deck at the rear of the building, as well as improvements to the parking lot, landscaping, lighting, and a waste receptacle enclosure.

General office uses in buildings of up to 15,000 square feet are principal permitted uses in the O-1 District (Section 22.20.020).

Accordingly, the proposed building addition and site improvements are subject to the site plan review process of the Village Zoning Ordinance. Procedurally, the Commission is to review the site plan and put forth a recommendation to Village Council, who has the final approval authority.

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

Site plan review. Section 22.08.290 identifies the process and review standards applicable to site plans.

1. Dimensional Requirements. The existing building is nonconforming due to its deficient front yard setback (4' provided; 35' required). However, the proposed addition is along the rear of the building and does not impact the established nonconforming condition.

Furthermore, the proposed addition complies with the applicable dimensional standards (65' rear yard setback and 16.5' height proposed) of the O-1 District.

Per the Village's nonconforming regulations, the addition is therefore permitted and does not require a variance (Section 22.30.040).

2. Building Design. The existing building is predominantly wood siding with a brick base and accents. The proposed addition will match the existing building in terms of materials and color.

The overall project also includes replacement and/or painting of portions of the existing building (wood siding and brick)

Lastly, 3 new rooftop screen structures are proposed to enclose roof-mounted mechanical equipment. The color and design of the screens will generally match those of the building.



Aerial view of site and surroundings (looking south)

- 3. Parking.** The site currently provides 26 parking spaces, though 2 will be lost as a result of the proposed project.

Current Ordinance standards require 19 spaces, while 24 will be provided. This includes 2 barrier-free spaces, though only 1 is required.

All parking spaces and drive aisles (existing and proposed) meet the dimensional standards of Section 22.28.030.

Our only suggestion is that the applicant may wish to consider relocating the 2 barrier-free spaces, so they are closer to the building entrance/pedestrian ramps.

- 4. Vehicular and Pedestrian Circulation.** The project entails only minor changes to the existing vehicular circulation pattern. As noted above, the existing and proposed drive aisles meet current Ordinance standards for two-way travel.

Pedestrian improvements include two new ramps providing access to the main building entrance at the rear of the site. Crosswalk striping is also included across the east/west drive aisle, between the barrier-free parking spaces and one of the new pedestrian ramps.

The new sidewalk between the rear yard parking lot and building provides a sufficient width (7') to accommodate any vehicle overhang without disrupting pedestrian circulation.

Our only suggestion is that an additional crosswalk be provided across the north/south drive aisle connecting the parking spaces on the west side to the new sidewalk at the rear of the building.

- 5. Lighting.** The project includes new decorative entryway and landscape/building lighting. All fixtures are LED and lighting intensities comply with current Ordinance standards.

Our only comment is related to the “OC” flood light fixtures and whether they are intended to shine upwards onto the landscaping/building or outwards into the parking lot.

In our opinion, the latter does not fully comply with Ordinance requirements and lighting should not be directed towards the adjacent residential uses to the south.

We request the applicant clarify the installation of these 2 fixtures.

- 6. Landscaping and Screening.** The landscape plan (Sheet LS-1) includes a variety of new plantings around the site in the form of trees (7), shrubs (92), and a mix of perennials and ornamental grasses.

Of note, the plan includes 4 large deciduous trees along the site's frontage, per current Ordinance standards. Our only comment is that their location within the right-of-way will require Road Commission approval.

The existing site also contains a 4' tall masonry screen wall along the rear lot line, which was required given the site's adjacency to residential zoning/uses.

Lastly, the existing site has a waste receptacle occupying a parking space with no enclosure. The project includes the required concrete base pad and a new cedar enclosure, which utilizes the screen wall as its fourth side.

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

Should you have any questions concerning this matter, please do not hesitate to contact our office.

Respectfully,
SAFEBUILT STUDIO

A handwritten signature in black ink, appearing to read "B. V. Borden", written over the printed name.

Brian V. Borden, AICP
Planning Manager



BEVERLY HILLS PUBLIC SAFETY DEPARTMENT

18600 West Thirteen Mile Road

Beverly Hills, MI 48025

Phone: 248 540 3400

Fax: 248 540 3437



Incident Details

Alarm Date & Time 05/21/2020 18:20:59	Arrival Date & Time 05/21/2020 18:21:00	Controlled Date & Time	Last Unit Cleared Date & Time 05/21/2020 18:23:07
Response Time 00:00:01		Priority Response? No	
Incident Type 900 - Special type of incident - Other		Fire Dept. Station BVFD	Shift B-BOOSTER
Aid Given or Received N - None			
Action Taken 1 00 - Action taken, other	Action Taken 2	Action Taken 3	
Personnel - Suppression Count	Personnel - EMS Count	Personnel - Other Count 1	
EMS Provided? No	Civilian Casualty? (Count) No	Personnel Casualty? (Count) No	
Property Use 599 - Business office		Mixed Use -	
Property Loss \$0.00	Property Value \$0.00	Contents Loss \$0.00	Contents Value \$0.00

Location

Location Type Address	Address 16267 E FOURTEEN MILE	City, State Zip Code Beverly Hills, MI 48025			
District	Section No 0102	Directions 16267 E FOURTEEN MILE RD	Latitude 42.5316385	Longitude -83.2127590	Map Page

Situation

Initial Dispatch Code 900F - Plan Review - Initial	Final Dispatch Code	Incident Delay			
Incident Reported By	Response Type	Critical Incident? No	Team Mobilized? No		

Resources:

Unit: FM1					
Unit Code FM1	Response Time 00:00:01	Dispatch Date 05/21/2020 18:20:59	Enroute Scene Date 05/21/2020 18:20:59	Arrival Date 05/21/2020 18:21:00	Clear Date
Unit Priority Response? No	Number of People 1	Apparatus Use 0 - Other assignment		Apparatus Type 92 - Adminstrative Vehicle	
Personnel 1 00037 - Ginther, Robert				Position 1 FM - Fire Marshal	

Narrative:



200002000-001 (000) By: GINTHER, ROBERT On 5/21/2020 6:50:52 PM		
Narrative Type	Narrative Description	Written By
OTHER	PLAN REVIEW	BVGINTHERR

REPORT OF:
Plan Review - Initial

DATE/TIME:
05/21/2020 @ 18:30 Hours

LOCATION:
16267 Fourteen Mile Road, Beverly Hills, MI 48025

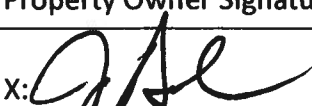
SUMMARY:
A plan review of a Office Building Renovation project that will be done at 16267 Fourteen Mile Road was conducted and the plan was approved.

STATUS:
Approved.

Village of Beverly Hills
 Building & Planning
 18500 W 13 Mile Rd
 Beverly Hills, MI 48025
 Phone: (248) 646-6404 Fax: (248) 646-3703
www.villagebeverlyhills.com

****Staff Use Only****

Date Received: _____
 Review/Mtg Date: _____
 Decision: _____
☐ Approved ☐ Denied ☐ ZBA
 Notes: _____

Application for Site Plan Review and Special Land Use	
Property Address & Parcel I.D. Number(s)	Address: 16267 W. 14 Mile Rd., Beverly Hills, MI 48025
	Parcel ID(s): 24 – 01 – 201 – 051
Project Description (Attach additional pages if necessary)	Renovations to existing office building, including entry vestibule, barrier-free lift and deck additions, as well as interior renovations for new office layout.
	Minor changes to site/parking arrangement (maintaining existing paving & utilities) to provide barrier free parking and building access.
Applicant (must have legal interest in property)	Name: Joe Saad
	Business: Diag Partners
	Address: 1591 Star Batt Dr
	City: Rochester Hills State: MI Zip: 48309
	Phone: 734-476-8014 Email: jsaad@diagpartners.com
	Legal Interest: <input checked="" type="checkbox"/> Own Property <input type="checkbox"/> Lease Property <input type="checkbox"/> Offer to Purchase (please attach)
	<input type="checkbox"/> Other (e.g. attorney, architect, etc.):
Primary Contact <input type="checkbox"/> Same as Applicant	Name: Erin Diggan
	Business: Diag Partners
	Address: 1591 Start Batt Dr
	City: Rochester Hills State: MI Zip: 48309
	Phone: 810-533-0951 Email: ediggan@diagpartners.com
	Relationship to Applicant (e.g. architect, attorney, etc.): employee
Property Owner <input checked="" type="checkbox"/> Same as Applicant	Name:
	Business:
	Address:
	City: State: Zip:
	Phone: Email:
	Property Owner Signature (if other than applicant):
Applicant Signature	X: 

In order to be considered at an upcoming meeting, this application and all required documents and materials must be submitted by the established deadline date for the next regular meeting of the Council, Planning Commission, and/or Zoning Board of Appeals. Submittal by deadline does not guarantee placement on the agenda. Please refer to Sections 22.08.290 and 22.08.300. Incomplete submittals will not be considered.

Note: the applicant or a representative must be present at all meetings.

DIAG PARTNERS

Office Building Renovations

16267 W. 14 Mile Rd.
Beverly Hills, Michigan

Owner:

DIAG PARTNERS

1591 Star-Batt Dr.
Rochester Hills, Michigan 48309

Architect:

Dorchen/Martin Associates, Inc.

Architects/Planners

29895 Greenfield Road, Suite 107
Southfield, Michigan 48076

(248) 557-1062
FAX (248) 557-1231

CODE DATA:

GOVERNING CODES:	2015 MICHIGAN BUILDING CODE (as applicable) 2015 MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS 2015 MICHIGAN MECHANICAL CODE 2015 MICHIGAN PLUMBING CODE 2015 INTERNATIONAL FUEL GAS CODE 2015 INTERNATIONAL FIRE CODE 2017 NATIONAL ELECTRIC CODE (NEC) w/Part 8 State Amendments Accessibility: P.A. 1 of 1966 as amended, Chapter II of the Michigan Building Code, ICC/ANSI A117.1-2009 Standard as referenced from Chapter II Energy: ASHRAE 90.1 2013, Part 10A Michigan Uniform Energy Code
PROJECT DESCRIPTION:	"LEVEL 3 ALTERATIONS" TO EXISTING 2-STORY WOOD-FRAME / BRICK VENEER BUILDING, IN ACCORDANCE WITH 2015 MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS. OVERALL BUILDING AREA = 5,724 SF. TOTAL "WORK AREA" = 5,724 SF. (100%)
EXISTING BUILDING USE GROUP:	GROUP B (BUSINESS)
PROPOSED BUILDING USE GROUP:	GROUP B (BUSINESS) - UNCHANGED
EXISTING CONSTRUCTION TYPE:	TYPE 5B (ASSUMED)
PROPOSED CONSTRUCTION TYPE:	TYPE 5B (UNCHANGED)
EXISTING CODE BUILDING AREAS:	FIRST FLOOR: 2,571 SF. SECOND FLOOR: 2,787 SF.
PROPOSED CODE BUILDING AREA:	FIRST FLOOR: 2,661 SF. SECOND FLOOR: 3,021 SF.
OCCUPANT LOAD FOR EGRESS DESIGN:	
OVERALL FIRST FLOOR:	2,661 SF. / 100 SF. = 27 PERSONS
OVERALL SECOND FLOOR:	3,021 SF. / 100 SF. = 31 PERSONS
TOTAL OCCUPANT LOAD:	27 + 31 = 58 PERSONS
MEANS OF EGRESS:	
FIRST FLOOR:	EXITS REQUIRED: TWO (2) 36" EXIT REQUIRED (MIN) EXITS PROVIDED: TWO (2) 36" EXITS PROVIDED
SECOND FLOOR:	EXITS REQUIRED: TWO (2) 36" EXITS REQUIRED (MIN) EXITS PROVIDED: TWO (2) 36" MIN. EXITS PROVIDED
FIRE ALARM SYSTEM:	NOT REQUIRED OR PROVIDED THROUGHOUT BUILDING.
AUTOMATIC SPRINKLER PROTECTION:	NOT REQUIRED OR PROVIDED THROUGHOUT BUILDING.

SHEET INDEX

NO.	SHEET DESCRIPTION	
	ARCHITECTURAL	
T-1	TITLE SHEET	
1 of 1	ALTA / NSPS LAND TITLE SURVEY	
SP-1	PROPOSED ARCHITECTURAL SITE PLAN	
LS-1	PROPOSED LANDSCAPE PLAN	
1 of 1	PHOTOMETRICS SITE PLAN	
EX-1	EXISTING FLOOR PLAN - LOWER LEVEL	Not Submitted for SPA
EX-11	EXISTING FLOOR PLAN - UPPER LEVEL	Not Submitted for SPA
D-1	DEMOLITION FLOOR PLAN - LOWER LEVEL	Not Submitted for SPA
D-11	DEMOLITION FLOOR PLAN - UPPER LEVEL	Not Submitted for SPA
A-1	PROPOSED FLOOR PLAN - LOWER LEVEL	
A-11	PROPOSED FLOOR PLAN - UPPER LEVEL	
A-2	REFLECTED CEILING PLAN - LOWER LEVEL	Not Submitted for SPA
A-21	REFLECTED CEILING PLAN - UPPER LEVEL	Not Submitted for SPA
A-3	ENLARGED FLOOR PLANS + TOILET ROOM DETAILS/NFC	Not Submitted for SPA
A-4	EXTERIOR ELEVATIONS	
A-41	EXTERIOR ELEVATIONS	
A-5	SHEET NUMBER NOT USED	Not Submitted for SPA
A-6	DOOR SCHEDULE, ROOM FINISH SCHEDULE + DOOR / FR	Not Submitted for SPA
A-7	WALL SECTIONS	Not Submitted for SPA
A-71	WALL SECTIONS	Not Submitted for SPA
	MECHANICAL	
M-000	MECHANICAL LEGEND, SHEET INDEX + GENERAL NOTES	Not Submitted for SPA
M-001	MECHANICAL SPECIFICATIONS	Not Submitted for SPA
M-002	MECHANICAL SPECIFICATIONS	Not Submitted for SPA
M-101	OFFICE FLOOR PLAN - SANITARY / VENT	Not Submitted for SPA
M-201	OFFICE FLOOR PLAN - PLUMBING	Not Submitted for SPA
M-301	OFFICE FLOOR PLAN - HVAC	Not Submitted for SPA
M-401	MECHANICAL SCHEDULES + DETAILS	Not Submitted for SPA
M-402	MECHANICAL DETAILS	Not Submitted for SPA
	ELECTRICAL	
E-001	ELECTRICAL LEGEND, SHEET INDEX + SPECIFICATIONS	Not Submitted for SPA
E-002	ELECTRICAL RISER DIAGRAM + PANEL SCHEDULES	Not Submitted for SPA
E-101	LOWER LEVEL - LIGHTING	Not Submitted for SPA
E-102	UPPER LEVEL - LIGHTING	Not Submitted for SPA
E-201	LOWER LEVEL - POWER	Not Submitted for SPA
E-202	UPPER LEVEL - POWER	Not Submitted for SPA

GENERAL NOTES:

CONSTRUCTION

- ALL CONTRACTORS SHALL REVIEW ALL DRAWINGS, AND ARE RESPONSIBLE FOR A COMPLETE REVIEW AND SITE VISIT. ITEMS AFFECTING ALL TRADES ARE PLACED THROUGHOUT SET AND NO "EXTRAS" FOR MISSED ITEMS IN OTHER SECTIONS WILL BE PERMITTED. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY ARCHITECT AND GENERAL CONTRACTOR OF ANY AMBIGUITY, INCONSISTENCY OR ERRORS WHICH THEY DISCOVER UPON EXAMINATION OF DOCUMENTS, THE SITE OR LOCAL CONDITIONS.
- FIELD VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE ARCHITECT AND GENERAL CONTRACTOR. DO NOT SCALE DRAWINGS - USE FIGURED DIMENSIONS ONLY.
- ANY MATERIAL OR LABOR NEITHER SHOWN ON THE DRAWINGS NOR SPECIFIED, BUT WHICH IS OBVIOUSLY NECESSARY TO COMPLETE THE WORK OF A SIMILAR NATURE SHALL BE FURNISHED WITHOUT COST TO THE BUILDING OWNER.
- ALL MATERIALS FURNISHED AND INSTALLED BY THE GENERAL CONTRACTOR SHALL BE FREE FROM DEFECTS. ALL WORK SHALL BE GUARANTEED FOR A PERIOD OF (1) YEAR FROM DATE OF ACCEPTANCE OF WORK DURING THIS PERIOD. THE GENERAL CONTRACTOR SHALL CORRECT ANY PROBLEMS DUE TO DEFECTIVE MATERIALS OR FAULTY WORKMANSHIP AT NO COST TO THE OWNER. ANY PROBLEMS THAT OCCUR DURING CONSTRUCTION SHALL IMMEDIATELY BE CORRECTED TO THE SATISFACTION OF THE OWNER.
- WORK INDICATED IS TO BE EXECUTED IN ACCORDANCE WITH THE LATEST EDITIONS OF ALL APPLICABLE CODES, AND THE GENERAL CONTRACTOR SHALL CONFORM TO ALL BUILDING OWNER'S CONSTRUCTION REQUIREMENTS.
- DURING, AND AT THE COMPLETION OF THE CONTRACTOR'S DAILY WORK, CONTRACTOR IS RESPONSIBLE FOR THE CLEANING UP AND REMOVAL OF ALL RUBBISH AND DEBRIS BEFORE LEAVING THE PROJECT JOB SITE.
- ALL WORK SHALL BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA). THE FOLLOWING ARE STRICTLY PROHIBITED WORK PRACTICES:

A. IMPOSING ANY NEW STRUCTURAL LOAD, TEMPORARY OR PERMANENT, ON ANY PART OF THE BUILDING OR STRUCTURE UNLESS LOAD IS SPECIFICALLY ADDRESSED ON THE CONSTRUCTION DRAWINGS.

B. CUTTING ANY HOLES IN BUILDING OWNER'S EXISTING FLOOR SLABS, WALLS OR ROOF WITHOUT PROPER APPROVALS FROM THE BUILDING OWNER. BEFORE STARTING ANY UNDERSLAB WORK, CONTRACTORS MUST CHECK WITH THE BUILDING OWNER OR SUPERINTENDENT OF THE BUILDING OWNER'S GENERAL CONTRACTOR TO DETERMINE IF ANY COMMON UTILITY OR OTHER TENANT UTILITY LINES EXIST WITHIN THE SPACE.

8. FIRE EXTINGUISHERS SHALL BE PROVIDED BY G.C. AND INSTALLED PER THE FIRE MARSHALL'S INSTRUCTIONS. FOR PURPOSES OF BIDDING, TWO (2) EXTINGUISHERS, WITH MINIMUM 2A/10B/C RATINGS SHALL BE PROVIDED. FINAL MOUNTING LOCATIONS TO BE DETERMINED IN FIELD AS PROJECT PROGRESSES.
- ALL APPLICABLE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (ADA) SHALL BE COMPLIED WITH.
- NOT USED
- GENERAL CONTRACTOR SHALL APPLY AND SUBMIT FOR BUILDING PERMIT. (VERIFY WITH BUILDING OWNER)
- ALL OPENINGS THROUGH WALLS AND CEILINGS FOR PLUMBING AND ELECTRICAL CONDUIT SHALL BE SEALED TIGHT AND FINISHED PROPERLY BY GENERAL CONTRACTOR.
- THE CONTRACTOR, BY COMMENCING WORK, ACCEPTS THE CONDITIONS OF THE SITE AND THE COMPLETENESS OF THE CONTRACT DOCUMENTS.
- NOT USED
- ALL FIRE CODE GYPSUM BOARD SHALL BE "TYPE X" (UL LABEL).
- GENERAL CONTRACTOR SHALL OBTAIN "ALL RISK" INSURANCE AND ALL CUSTOMARY STATUTORY INSURANCE FOR COMPREHENSIVE GENERAL LIABILITY, ETC. AS REQUIRED BY BUILDING OWNER.
- GENERAL CONTRACTOR SHALL PROVIDE ADEQUATE PROTECTION OF WORK, MATERIALS, FIXTURES, ETC., IN SPACES UNDERGOING RENOVATION FROM LOSS OR DAMAGE FROM FIRE, THEFT OF VANDALISM.
- COST-SAVING, EQUIVALENT, PRODUCT SUBSTITUTION, AND/OR "VALUE ENGINEERING," SUGGESTIONS ARE ENCOURAGED. NO SUBSTITUTIONS OR SUGGESTIONS SHOULD BE CONSIDERED AUTHORIZED, HOWEVER, WITHOUT SPECIFIC OWNER APPROVAL.
- ALL WALL AND CEILING FINISHES SHALL MEET CLASS-C STANDARDS PER TABLE 803.11 OF 2015 MICHIGAN BUILDING CODE.
- ALL METHODS AND MATERIALS SHALL CONFORM TO APPLICABLE LOCAL BUILDING CODES.
- ANY CONTRACTOR OR SUBCONTRACTOR, BY SUBMITTING A BID, WARRANTS THAT THEY HAVE VISITED THE SITE AND IS AWARE OF ANY AND ALL SITE CONDITIONS AFFECTING THEIR BID.
- SUSPENDED CEILINGS SHALL BE SECURED TO BUILDING OWNER'S STRUCTURAL FRAMING ONLY.
- ALL DIMENSIONS ARE TO ROUGH FRAMED SURFACES OF WALL FRAMING UNLESS NOTED OTHERWISE.
- HEIGHT DIMENSIONS INDICATED AS "AFF." ARE ABOVE CONCRETE SLAB UNLESS NOTED OTHERWISE.
- NOT USED

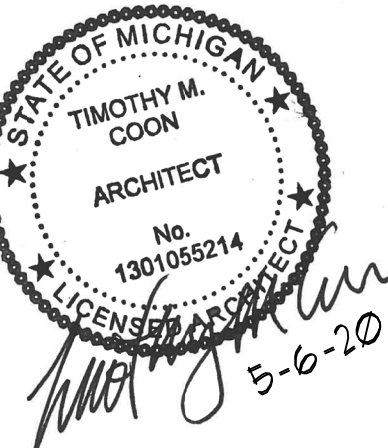
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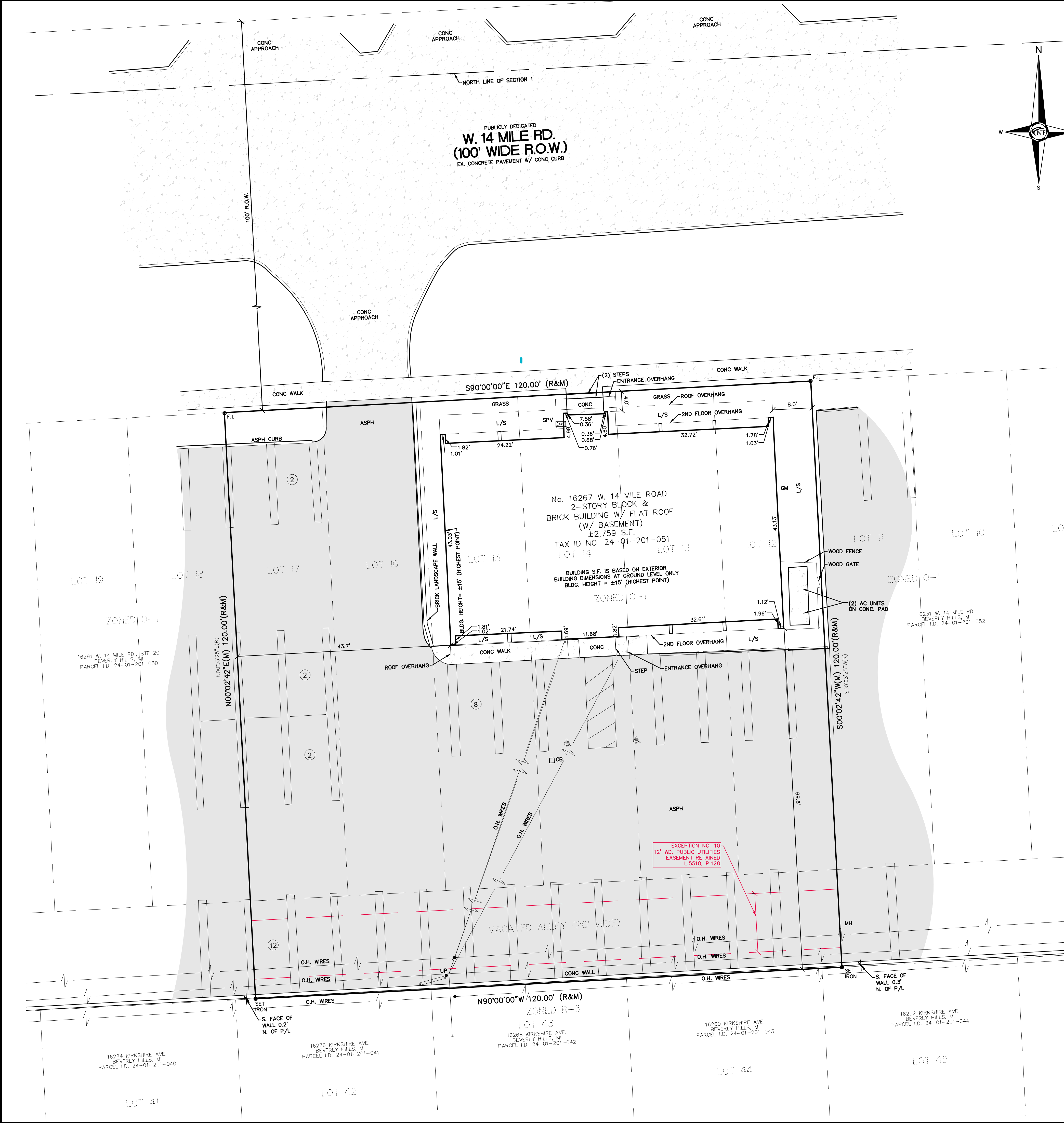
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drawn by checked by

Diag Partners
Office Renovations
16267 W. 14 Mile Rd.
Beverly Hills, Michigan
project
Title Sheet
sheet title

DM
Dorchen/Martin Associates, Inc.
Architects/Planners
29895 Greenfield Rd., Suite 107
Southfield, Michigan 48076
(248) 557-1062
Fax: (248) 557-1231

job no. sheet no.
19069 **T-1**



SITE DATA
GROSS LAND AREA: 14,400.00 SQUARE FEET OR 0.331 ACRES
ZONED: O-1 (OFFICE DISTRICT)
BUILDING SETBACKS:
FRONT: 35'
SIDE: SITE PLAN APPROVAL REQ'D
REAR: 20'
MAX BUILDING HEIGHT: 30' (2 STORIES)
TOTAL DESIGNATED PARKING SPACES ON SITE: 26 SPACES (INCLUDING 2 H.C. SPACES)
THE ABOVE SETBACK & HEIGHT REQUIREMENTS WERE OBTAINED FROM THE VILLAGE OF BEVERLY HILLS WEBSITE. A SURVEYOR CANNOT MAKE A CERTIFICATION ON THE BASIS OF AN INTERPRETATION OR OPINION OF ANOTHER PARTY. A ZONING ENDORSEMENT LETTER SHOULD BE OBTAINED FROM THE CITY TO INSURE CONFORMITY AS WELL AS MAKE A FINAL DETERMINATION OF THE REQUIRED BUILDING SETBACK REQUIREMENTS.

SURVEY NOTES
1. THERE ARE NO KNOWN PROPOSED CHANGES IN STREET RIGHT-OF-WAY LINES AVAILABLE FROM THE CONTROLLING JURISDICTION.
2. THERE WAS OBSERVABLE EVIDENCE OF RECENT SIDEWALK RAMP RECONSTRUCTION REPAIRS NEAR SOUTHEAST CORNER OF HOWARD AND THIRD.
3. THERE WAS NO OBSERVABLE EVIDENCE OF SITE BEING USED AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.

LEGAL DESCRIPTION - PER TITLE COMMITMENT
LAND IN THE VILLAGE OF BEVERLY HILLS, OAKLAND COUNTY, MI, DESCRIBED AS FOLLOWS:
LOTS 12, 13, 14, 15, 16 AND 17 AND ALL OF VACATED ALLEY ADJACENT TO SAME OF HENRY WINEGAR'S ECO CITY SUBD'N, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 33 OF PLATS, PAGE 33 OF OAKLAND COUNTY RECORDS.
TAX ID NO. 24-01-201-051
ADDRESS: 16267 W 14 MILE ROAD STE 200, BEVERLY HILLS, MI 48025

TITLE NOTES
ALL EXCEPTIONS SHOWN OR NOTED ON THIS SURVEY WERE OBTAINED FROM TITLE COMMITMENT NO. 863611, DATED SEPTEMBER 17, 2019, ISSUED BY FIRST AMERICAN TITLE INSURANCE AGENCY.
2. ANY FACTS, RIGHTS, INTERESTS, OR CLAIMS THAT ARE NOT SHOWN BY THE PUBLIC RECORDS BUT THAT COULD BE ASCERTAINED BY MAKING INQUIRY OF PERSONS IN POSSESSION OF THE LAND.
3. EASEMENTS, ENCUMBRANCES, OR CLAIMS THEREOF, NOT SHOWN BY THE PUBLIC RECORDS.
4. THE RIGHTS OF THE LOT OWNERS OF HENRY WINEGAR'S ECO CITY SUBD'N, IN AND TO THE USE OF THE VACATED PORTION OF ALLEY.
10. EASEMENT FOR PUBLIC UTILITIES OVER THAT PORTION OF LAND INCLUDED IN THE VACATED ALLEY AS EVIDENCED BY INSTRUMENT RECORDED IN LIBER 5510, PAGE 128. [SAID EASEMENT IS PLOTTED HEREON.]
11. INTEREST, IF ANY, OF THE UNITED STATES, STATE OF MICHIGAN, OR ANY POLITICAL SUBDIVISION THEREOF, IN THE OIL, GAS AND MINERALS IN AND UNDER AND THAT MAY BE PRODUCED FROM THE CAPTIONED LAND.
12. RIGHTS OF TENANTS, IF ANY, UNDER ANY UNRECORDED LEASES.

FLOOD HAZARD NOTE
THE PROPERTY DESCRIBED ON THIS SURVEY DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. THE PROPERTY LIES WITHIN ZONE X OF THE FLOOD INSURANCE RATE MAP IDENTIFIED AS MAP NO. 26125C0537F BEARING AN EFFECTIVE DATE OF 09-26-06.

UTILITY NOTE
ALL UTILITIES ARE UNDERGROUND UNLESS OTHERWISE NOTED.

THE UTILITIES SHOWN ON THIS SURVEY WERE DETERMINED BY FIELD OBSERVATION AND/OR FROM AVAILABLE RECORDS. ALL LOCATIONS ARE APPROXIMATE. THE LOCATION OF ANY OTHER UNDERGROUND SERVICES WHICH MAY EXIST CAN ONLY BE DEPICTED IF A UTILITY PLAN IS FURNISHED TO THE SURVEYOR.

SURVEYOR'S CERTIFICATION

- TO:
• RACKHAM PARTNERS, LLC, A MICHIGAN LIMITED LIABILITY COMPANY
• COMERICA BANK
• FIRST AMERICAN TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT WAS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6b, 7a, 7b1, 7c, 8, 9, 13, 16, 17, & 19.

THE FIELD WORK WAS COMPLETED ON OCTOBER 17, 2019.

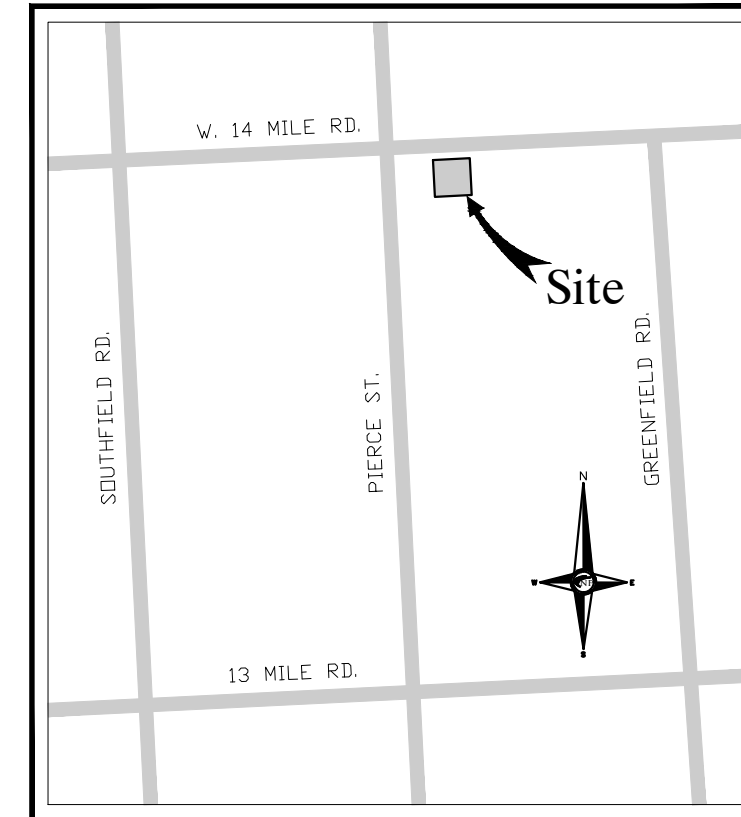
KEVIN NAVAROLI, P.S.
NO. 53503
DATED: OCTOBER 22, 2019
REVISED:



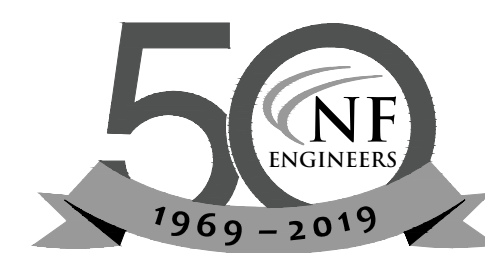
LEGEND

LABEL	SYMBOL	DESCRIPTION
ASPH		= Asphalt
C		= Cable
CATV		= Phone/Fiber Optic/Misc. Riser
CB		= Catch Basin/Beehive Catch Basin
CL		= Chainlink Fence
CO		= Clean Out
CONC		= Concrete
C.S.		= Combined Sewer
DS		= Downspout
E		= Electric
EM		= Electric Meter
EC		= Electric Conduit/Riser
ES		= End Section
F.I.		= Found Iron
F.M.		= Found Monument
C/GM		= Gas Meter/Gas Main
GL		= Ground Light
GP		= Guard Post
GV		= Gate Valve
HH		= Handhole
HYD		= Hydrant
LP		= Light Pole
L/S		= Landscape
MH		= Manhole (Miscellaneous)
MW		= Monitor Well
OH		= Overhead Lines
PH		= Physically Handicapped
PIV		= Post Indicator Valve
P.L.		= Property Line
PM		= Parking Meter
ROW		= Right of Way
SAN		= Sanitary Manhole/Pipe
SB		= Stop Box (Water)
S		= Section Corner
S.I.		= Set Iron
SO		= Shutoff (Water)
SB		= Soil Boring Marker
STM		= Storm Drain Manhole/Pipe
MHT		= Telephone Manhole
TRANS		= Transformer
UP		= Utility Pole
WM		= Water Main
		= Water Meter
(R)		= Record Measurement
(M)		= Surveyed Measurement
(C)		= Calculated
(A.R.)		= Assessed Record

UTILITY NOTE
THE LOCATIONS AND ELEVATIONS OF SOME OF THE EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE SURVEY DRAWING WERE OBTAINED FROM MUNICIPAL AND UTILITY COMPANY RECORDS AND MAPS. THEREFORE, NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.



Location Map
N.T.S.



NOWAK & FRAUS ENGINEERS

CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL. (248) 332-7931
FAX. (248) 332-8257
WWW.NOWAKFRAUS.COM

PROJECT

16267 W. 14 Mile Rd.

CLIENT

Rackham Partners, LLC
c/o Cuthbertson Law, PLC
245 Diversion St., Suite 410
Rochester, MI 48307
Contact: Mr. Jeffery Cuthbertson
Ph. (248) 651-9300
Fax (248) 651-9365
Email: jeff@clawplc.com

PROJECT LOCATION

Part of the N.E. 1/4
of Section 1
T.1N., R.10E.
Village of Beverly Hills,
Oakland County, Michigan

SHEET

ALTA / NSPS
Land Title Survey

REVISIONS

00-00-00

DRAWN BY:

C. Ellison

DESIGNED BY:

APPROVED BY:

K. Navaroli / B. Buchholz

EMAIL:

knavaroli@nfe-engr.com

DATE:

October 22, 2019

SCALE: 1" = 10'

10 5 0 5 10 5

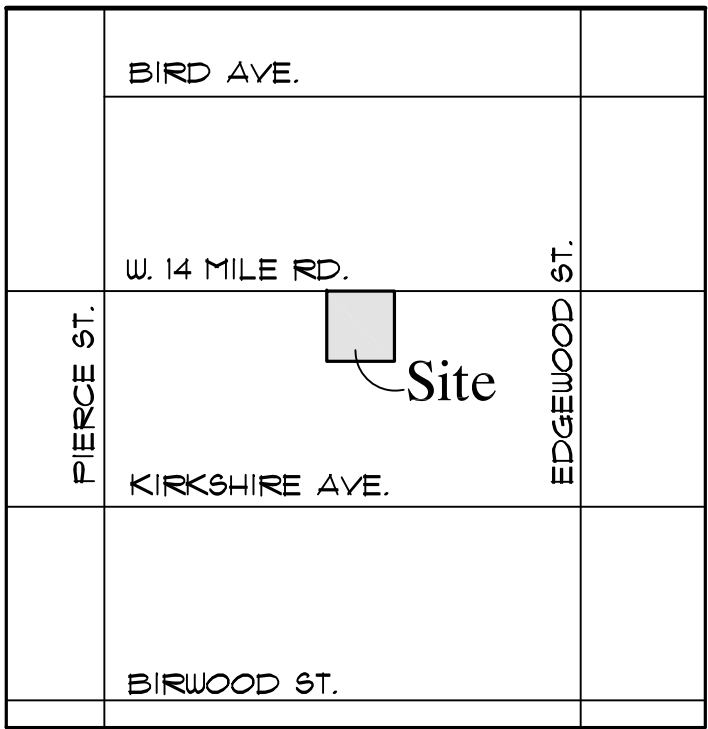
NFE JOB NO.

L253

SHEET NO.

1 of 1

LOCATION MAP



LEGAL DESCRIPTION

LOTS 12, 13, 14, 15, 16 AND 17 AND ALL OF VACATED ALLEY ADJACENT TO SAME OF HENRY WINEGAR'S ECO CITY SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 33 OF PLATS, PAGE 33 OF OAKLAND COUNTY RECORDS.
TAX ID NO. 24-01-201-051

NOTE: LEGAL DESCRIPTION OBTAINED FROM ALTA SURVEY. SEE SURVEY, SHEET "1 OF 1", FOR ADDITIONAL INFORMATION.

SITE DATA

ZONING ORDINANCE	VILLAGE OF BEVERLY HILLS MUNICIPAL CODE - CHAPTER 22		
ADDRESS	16261 WEST FOURTEEN MILE ROAD BEVERLY HILLS, MICHIGAN		
PROJECT DESCRIPTION	<ul style="list-style-type: none">• CONSTRUCT AN ENCLOSED REAR (SOUTH) ENTRANCE WITH A NEW BARRIER-FREE LIFT w/ 2ND FLOOR ACCESS ONLY.• CONSTRUCT 2ND FLOOR DECK ADDITION• MODIFY PARKING AND CONCRETE WALKS TO PROVIDE BARRIER-FREE ACCESS TO MODIFIED REAR (SOUTH) ENTRANCE.• RENOVATE INTERIOR SPACES.		
ZONING CLASSIFICATION	EXISTING: "O-1" (OFFICE DISTRICT) PROPOSED: "O-1" (OFFICE DISTRICT) - UNCHANGED		
LAND USE DESCRIPTION	EXISTING: GENERAL OFFICE PROPOSED: GENERAL OFFICE - UNCHANGED		
GROSS LAND AREA	TOTAL SQUARE FEET: 14,400 SF TOTAL ACREAGE: 0.331 ACRES		
SETBACKS	YARD	ORDINANCE REQ'D	PROVIDED
	FRONT (NORTH)	35 FT	4 FT (+/-) (EXISTING, UNCHANGED)
	RIGHT SIDE (EAST)	5 P.A.	8 FT (+/-) (EXISTING, UNCHANGED)
	LEFT SIDE (WEST)	5 P.A.	43 FT (+/-) (EXISTING, UNCHANGED)
	REAR (SOUTH)	20 FT	60 FT (+/-)
BUILDING HEIGHT		ORDINANCE ALLOWED	PROVIDED
	MAXIMUM HEIGHT (FT.)	30 FT	16 FT (+/-) (EXISTING, UNCHANGED)
	MAXIMUM HEIGHT (STORIES)	2 STORIES	2 STORIES (EXISTING, UNCHANGED)
BUILDING AREA		EXISTING	PROPOSED
	LOWER LEVEL	2,760 GSF	2,850 GSF
	UPPER LEVEL	2,924 GSF	3,004 GSF
	TOTAL GROSS SF.	5,684 GSF	5,854 GSF
PARKING REQUIREMENTS	EXISTING:	(26) SPACES INCLUDING (2) BARRIER-FREE SPACES	
	REQUIRED:	(1) SPACE PER 250 SF. OF USABLE AREA TOTAL USABLE SQUARE FOOTAGE = 4,567 U.S.F. 4,567 / 250 = 18.3 = 18 SPACES REQUIRED	
	PROPOSED:	(24) SPACES INCLUDING (1) BARRIER-FREE SPACE	
LOADING REQUIREMENTS	NO LOADING SPACE IS REQUIRED PER ORDINANCE. NO LOADING SPACE IS PROVIDED.		
LANDSCAPE REQUIREMENTS	EXISTING LANDSCAPING IS TO REMAIN. ADDITIONAL MINIMAL LANDSCAPING, IN KEEPING WITH THE EXISTING, WILL BE PROVIDED IN NEW PLANTING AREAS INDICATED ON SITE PLAN.		

Issue / revision date

3-19-20 Permit Submittal / Bids

5-6-20 Site Plan Review

5-22-20 Site Plan Revisions

drawn by

checked by

Diag Partners
Office Renovations
16267 W. 14 Mile Rd.
Beverly Hills, Michigan
Proposed Architectural Site Plan
project sheet title

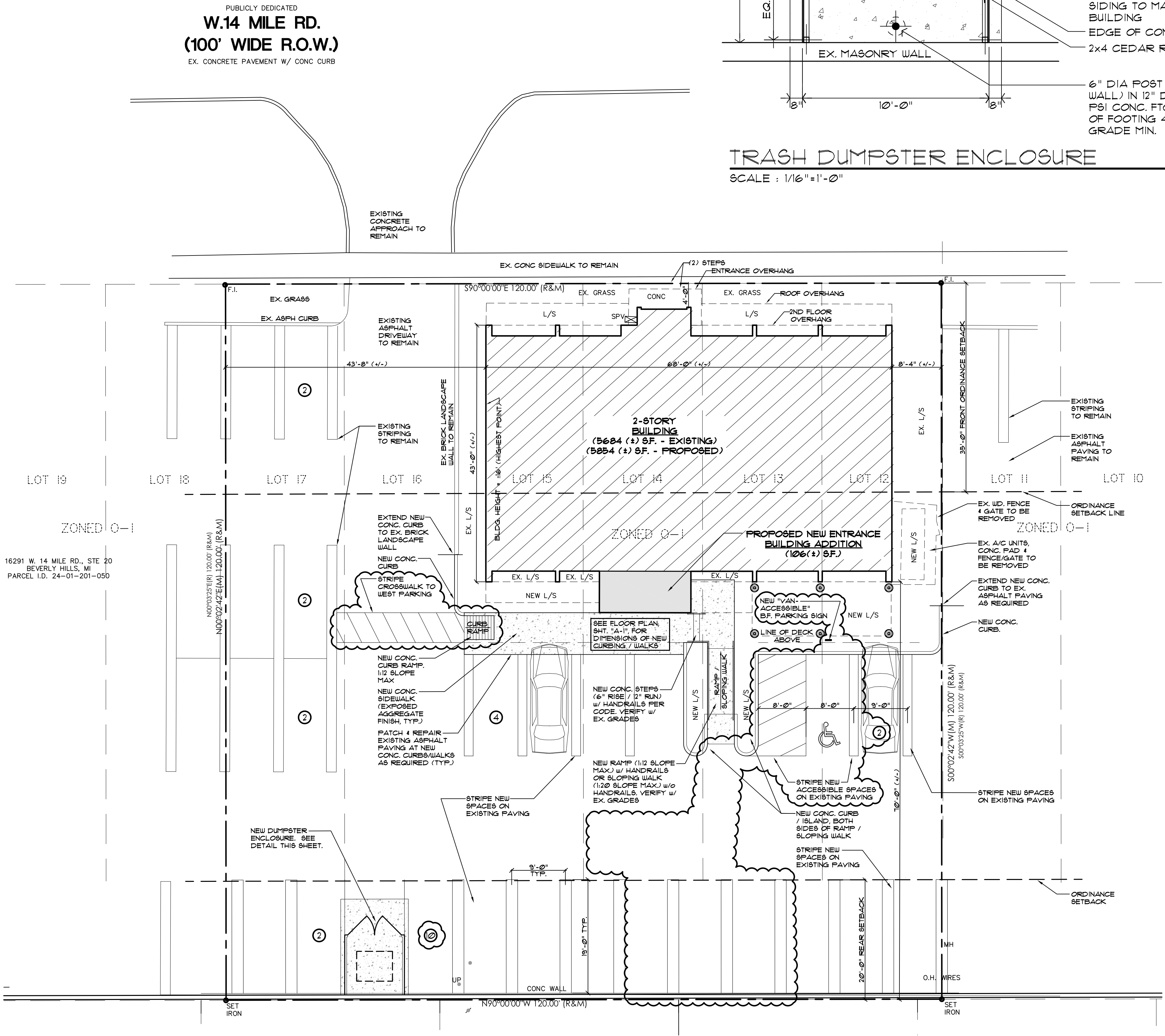
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job no.

19069

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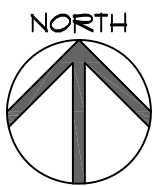
SP-1

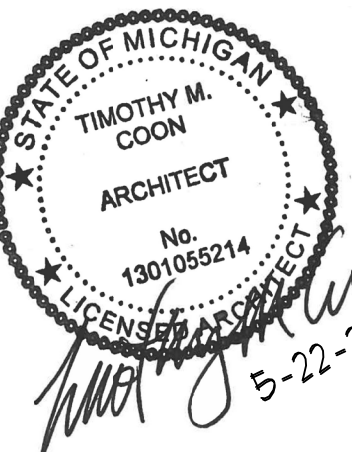


TRASH DUMPSTER ENCLOSURE

SCALE : 1/16" = 1'-0"

1
SP-1
PROPOSED ARCHITECTURAL SITE PLAN
SCALE: 1" = 10'-0"





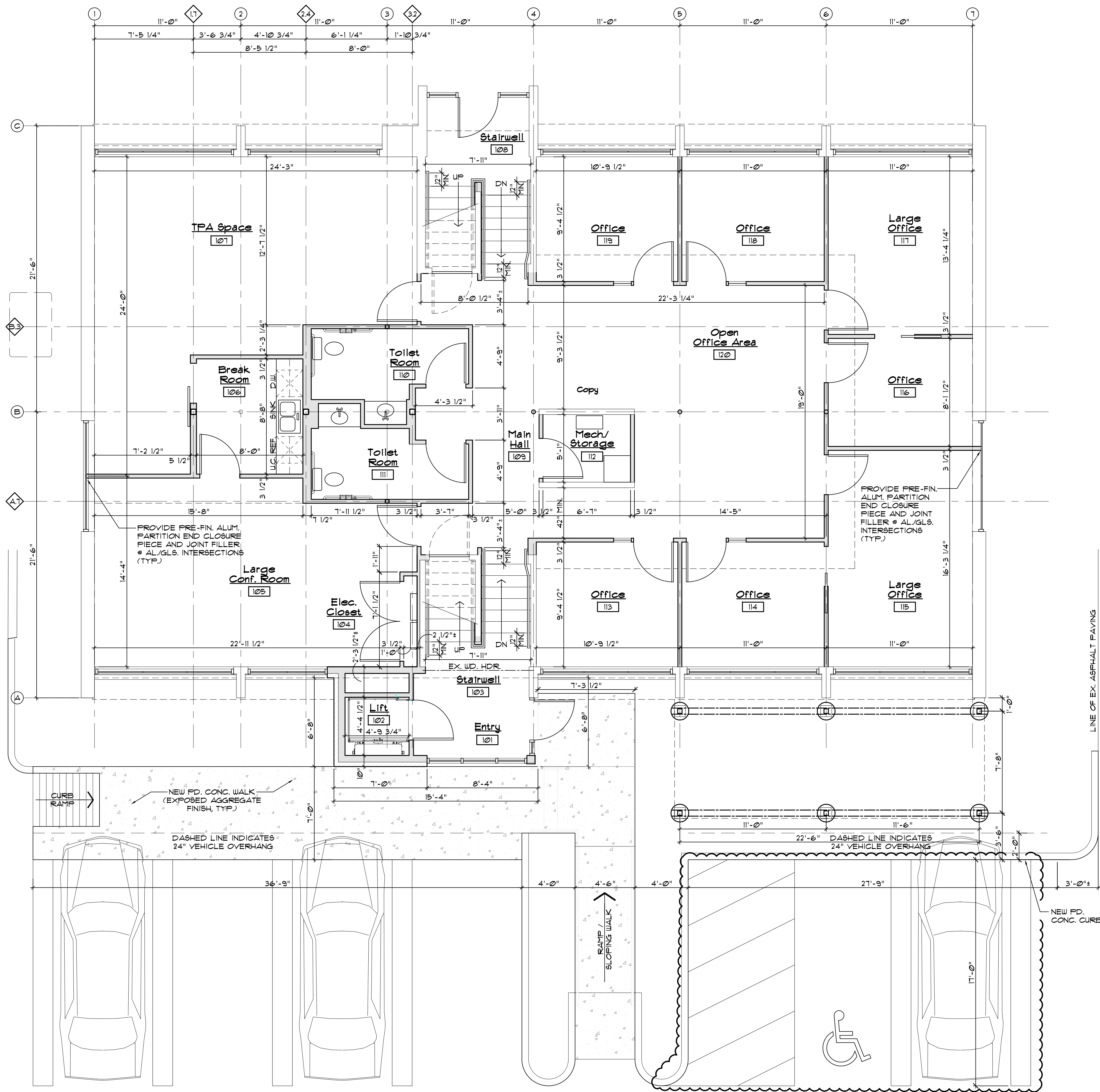
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drawn by	checked by
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Diag Partners Office Renovations 16267 W. 14 Mile Rd. Beverly Hills, Michigan	Proposed Floor Plan
	Lower Level



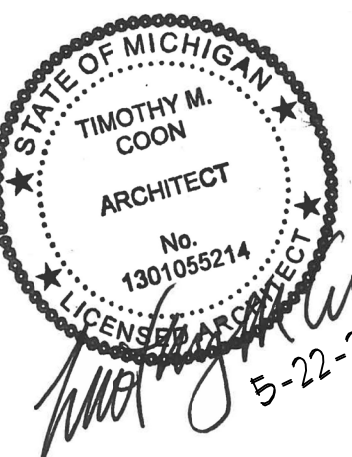
job no.	sheet no.
19069	A-1



1
A-1
PROPOSED FLOOR PLAN - LOWER LEVEL
SCALE: 1/4" = 1'-0"



architect seal



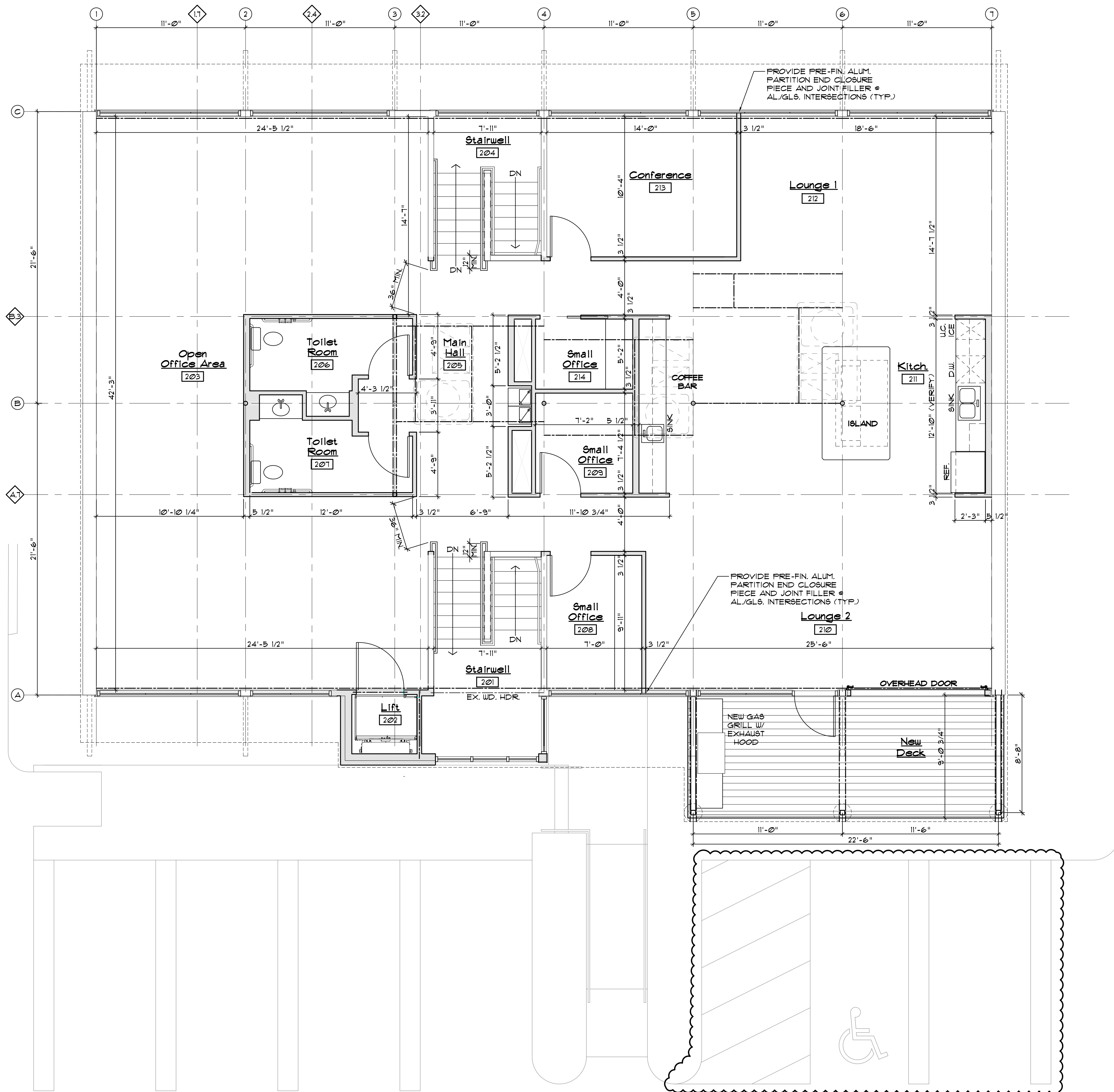
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drawn by checked by

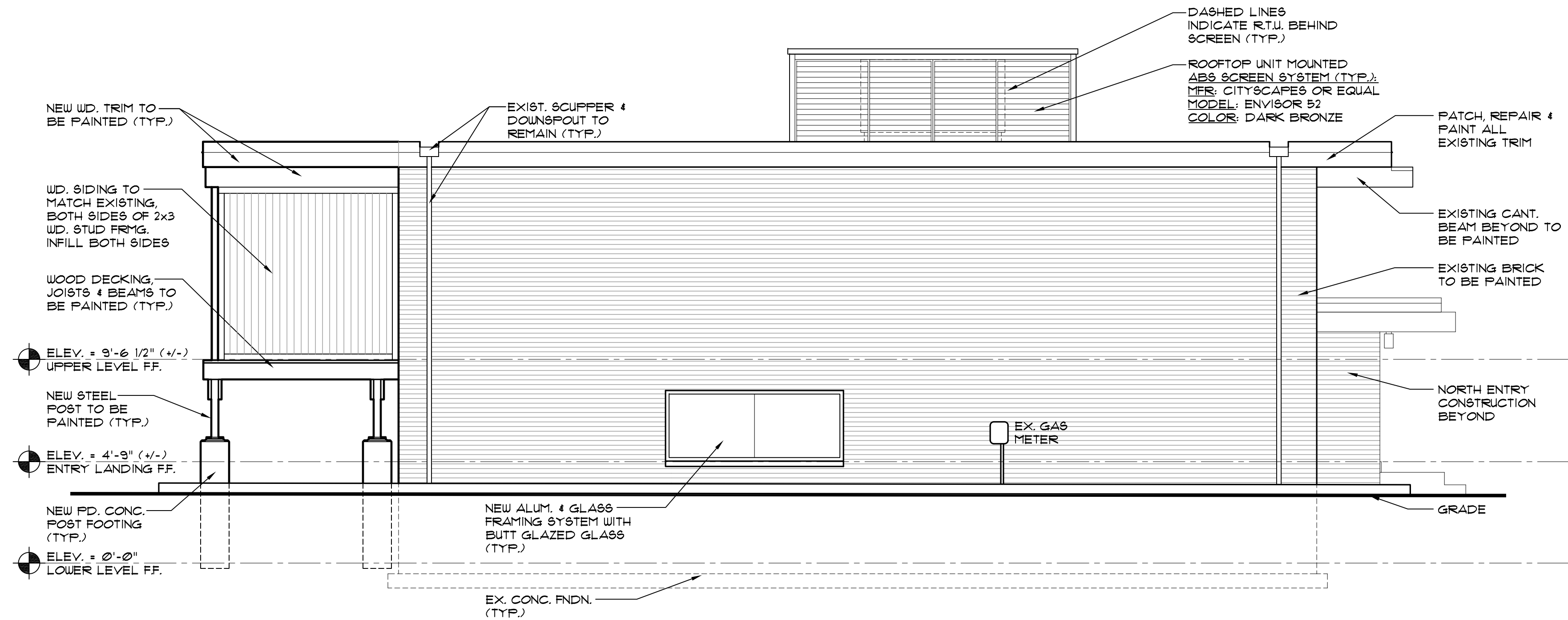
Diag Partners
Office Renovations
16267 W. 14 Mile Rd.
Beverly Hills, Michigan
Proposed Floor Plan
Upper Level

Dorchen/Martin Associates, Inc.
Architects/Planners
29895 Greenfield Rd., Suite 107
Southfield, Michigan 48076
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Fax: (248) 557-1231

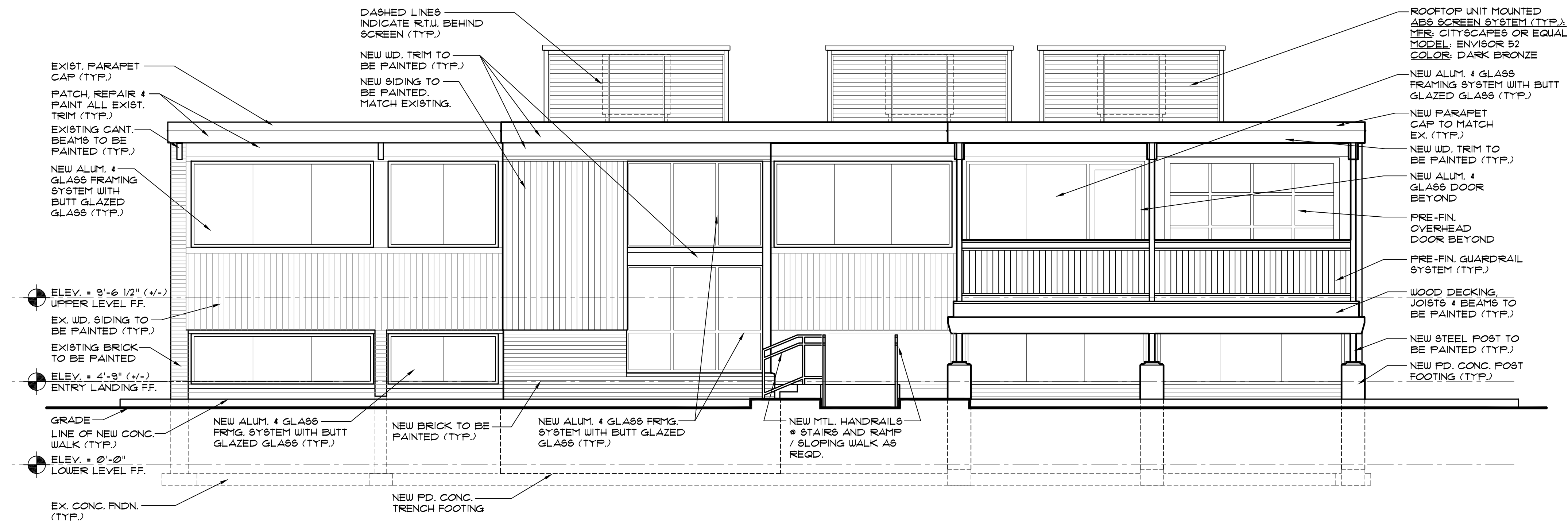
job no. sheet no.
19069 A-1.1



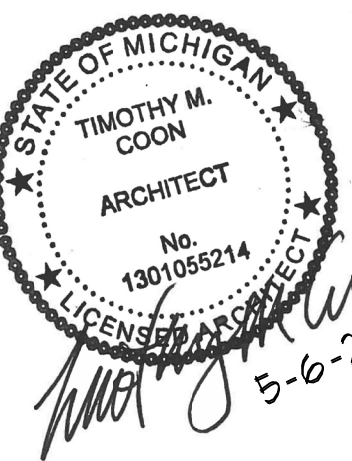
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A-1.1
PROPOSED FLOOR PLAN - UPPER LEVEL
SCALE: 1/4" = 1'-0"
NORTH



2 PROPOSED EAST ELEVATION
A1, A11 SCALE: 1/4" = 1'-0"



1 PROPOSED SOUTH ELEVATION
A1, A11 SCALE: 1/4" = 1'-0"



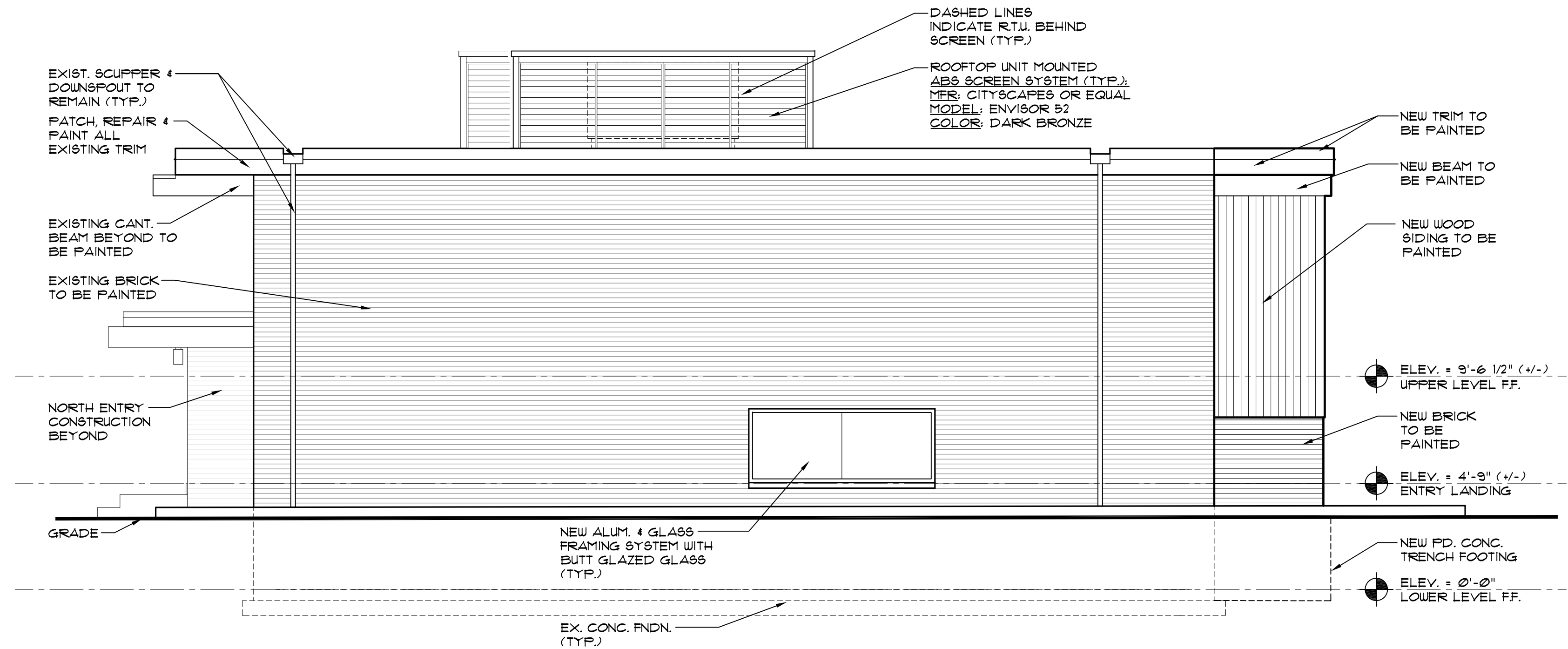
Issue / revision date	
3-19-20	Permit Submittal / Bids
5-6-20	Site Plan Review

drawn by	checked by

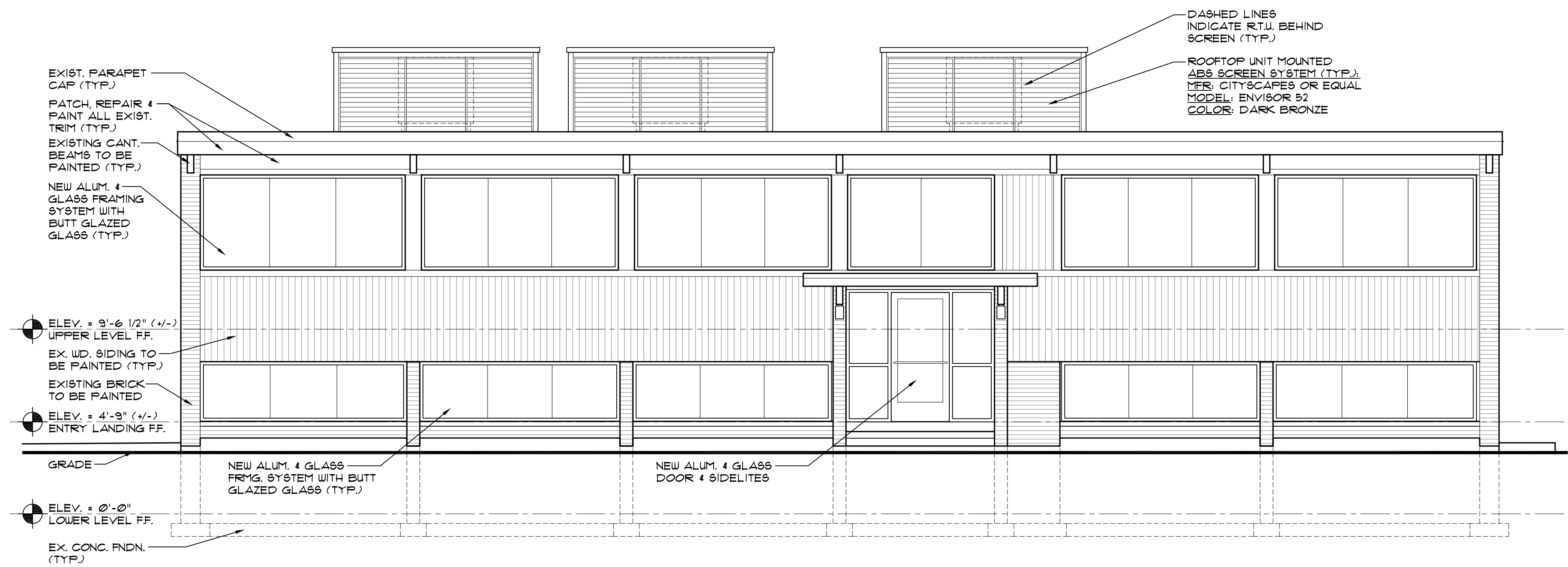
Diag Partners
Office Renovations
16267 W. 14 Mile Rd.
Beverly Hills, Michigan
project
sheet title

Dorchen/Martin Associates, Inc.
Architects/Planners
29895 Greenfield Rd., Suite 107
Southfield, Michigan 48076
(248) 557-1062
Fax: (248) 557-1231

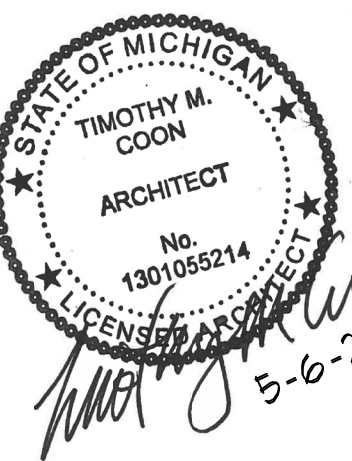
job no.	sheet no.
19069	A-4



2 PROPOSED EAST ELEVATION
A1, A11 SCALE: 1/4" = 1'-0"



1 PROPOSED NORTH ELEVATION
A1, A11 SCALE: 1/4" = 1'-0"



Issue / revision date	
3-19-20	Permit Submittal / Bids
5-6-20	Site Plan Review

drawn by	checked by
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Diag Partners Office Renovations 16267 W. 14 Mile Rd. Beverly Hills, Michigan	Exterior Elevations
project	sheet title



job no.	sheet no.
19069	A-4.1

GEOPAK Series 2

SIZE 2 - TRP2/QSP2/RD12

FEATURES

- Mid sized architectural wallpacks in three stylish shapes
- Capable of replacing up to 400w HID luminaires
- Type I, II, III and IV distributions for a wide variety of applications
- Integral battery backup options
- Control capabilities offer additional energy savings options
- Zero uplight distributions
- Inverted mounting capable for under canopy and facade lighting



RELATED PRODUCTS

- [RD11 GeoPak](#)
[TRP1 GeoPak](#)
[QSP1 GeoPak](#)



CONTROL TECHNOLOGY



SPECIFICATIONS

CONSTRUCTION

- Die-cast aluminum housing and door
- Seven powder coat standard finishes, plus custom color options

OPTICS

- 24 or 32 high power LEDs deliver up to 10,800 lumens
- Up to 146 lumens per watt
- Different lenses offer a variety of distribution patterns - Type I, II, III and IV (Forward throw)
- 3000K - 70 CRI, 4000K - 70 CRI and 5000K - 70 CRI, CCT nominal

INSTALLATION

- Quick-mount adapter with gasket seal provides easy installation to wall or to recessed junction box (4" square junction box). Fixture attaches by two Allen-head hidden fasteners for tamper resistance
- Black box accessory available for surface conduit application

ELECTRICAL

- Optional Dual Drivers & Dual Power Feeds for 50, 70 and 90 watt versions
- 120-277, 347 and 480 voltage, 50/60Hz
- Power factor $\geq 90\%$
- THD (Total Harmonic Distortion) $<20\%$

ELECTRICAL (CONTINUED)

- Ambient operating temperature -40°C to 40°C
- 20kA surge protection (series); Automatically takes fixture off-line when device is consumed
- Integral Battery Backup provides emergency lighting for the required 90 minute path of egress
- Includes a long-life Lithium Iron Phosphate battery with optional battery heater for cold temperature application
- Utilizes 4 LEDs in emergency mode with 657 lumens. Each of the 4 LEDs in emergency are designed to function independently in the unlikely event of a single LED malfunction
- Spectron® self-testing/self-diagnostic electronics are included standard
- Independent dedicated driver and LED array for battery/emergency mode operation

CONTROLS

- Drivers are 0-10V dimming standard
- Universal button photocontrol for dusk to dawn energy savings
- Photocell and occupancy sensor options available for complete on/off and dimming control

CONTROLS (CONTINUED)

- In addition, GeoPak Size 2 can be specified with SiteSync™ wireless control system for reduction in energy and maintenance cost while optimizing light quality 24/7. See ordering information or visit www.hubbellighting.com/sitesync for more details

CERTIFICATIONS

- IP65 rated housing
- DesignLights Consortium® (DLC) qualified. Please refer to the DLC website for specific product qualifications at www.designlights.org
- Zero uplight (U0), dark sky, neighbor friendly
- Drivers IP66 and RoHS compliant

WARRANTY

- 5 year limited warranty
- See [HLI Standard Warranty](#) for additional information

KEY DATA	
Lumen Range	3,200-11,000
Wattage Range	28-87
Efficacy Range (LPW)	112-146
Fixture Projected Life (Hours)	L70>60K
Weights lbs. (kg)	16-18 (7.3-8.2)

GEOPAK Series 2

SIZE 2 - TRP2/QSP2/RD12

ORDERING GUIDE

CATALOG #

Example: TRP2-24L30-3K7-2-UNV-DBT

ORDERING INFORMATION

Series	# LEDs - Wattage	CCT/CRI	Distribution	Voltage	Secondary Mounting
TRP2 Trapezoid	24L-30 24 LEDs, 30 watts	3K7 3000K, 70 CRI	1 TYPE I	UNV 120-277V	BLANK Downlight Only
RD12 Radius	24L-50 24 LEDs, 50 watts	3K8 3000K, 80 CRI	2 TYPE II	120 120V	
QSP2 Qtr-sphere	24L-70 24 LEDs, 70 watts	4K7 4000K, 70 CRI	3 TYPE III	208 208V	
	24L-90 24 LEDs, 90 watts	4K8 4000K, 80 CRI	4 TYPE IV	240 240V	
	32L-70 32 LEDs, 70 watts	5K7 5000K, 70 CRI		277 277V	
	32L-90 32 LEDs, 90 watts			UHV ¹ 347/480V	
				347 ¹ 347V	
				480 ¹ 480V	

Color	Control Options Network	Options
BLT Black Matte Textured	PC Button Photocontrol	SF ² Single fuse & fuse holder
BLS Black Gloss Smooth	SCP ^{3,4} Programmable occupancy sensor, factory default is 10% light output	DF ² Double fuse & fuse holder
DBT Dark Bronze Matte Textured	SCO ³ Sensor Control, On/Off	E ^{2,6} Battery pack (0°C)
DBS Dark Brone Gloss Smooth	Spec SCP/SCO & SWPM Mount Height	EH ^{2,6} Battery pack (-30°C) with heater
GTT Graphite Matte Textured	-8F Up to 8ft mount height	2DR ⁵ Dual Drivers
LGS Light Grey Gloss Smooth	-20F Up to 20ft mount height	2PF ^{5,6} Dual power feeds
PSS Platinum Silver Smooth		CS Comfort shield
WHT White Matte Textured		
WHS White Gloss Smooth		
VGt Verde Green Textured		
Color Option		
CC Custom Color		

Notes:

- 1 70 & 90 watt versions only
- 2 Must specify voltage (120, 277 or 347V only for SWP & SWP, 120 or 277V only for E & EH)
- 3 PCU option not applicable, included in sensor
- 4 Must order minimum of one remote control to program dimming settings, 0-10V fully adjustabl dimming with automatic daylight calibration and different time delay settings
- 5 Not available with 30w version
- 6 Battery option not compatible with 2 power feeds

ACCESSORIES (ORDERED SEPARATELY)

Catalog Number	Description
<input type="checkbox"/> SCP-REMOTE*	Remote control for SCP option. Order at least one per
<input type="checkbox"/> BB-GEO-XX	Black box with 4-1/2" threaded conduit holes, specify finish by replacing "XX" with finish selection, eg. Dark Bronze "DB"
<input type="checkbox"/> SWUSB**	SiteSync loaded on USB flash drive (Windows based only)
<input type="checkbox"/> SWTAB**	SiteSync Windows Tablet
<input type="checkbox"/> SWBRG+	SiteSync Wireless Bridge Node

Notes:

- * Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming with automatic daylight calibration and different time delay settings.
- ** When ordering with SiteSync, one of the following interface options must be chosen an ordered separately. Each option contains the SiteSync License, GUI and Bridge Node.
- + If needed, an additional Bridge Node can be ordered



REGIONAL GROCERY CHAIN

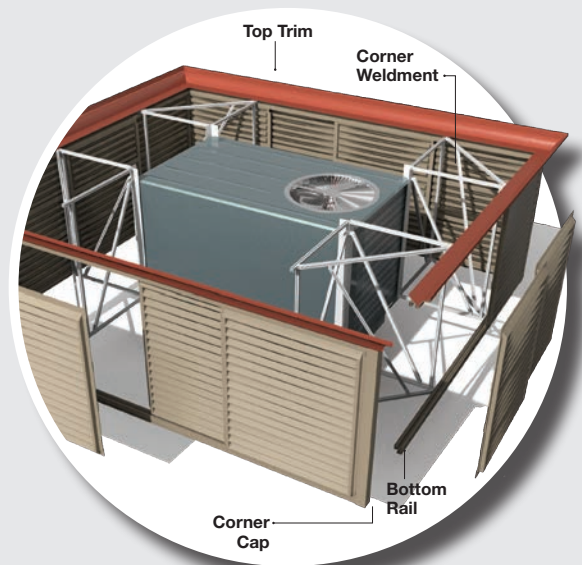
- 52"/35" Stacked Louver & 52" Louver
- Color: Ranchero Red

envisor[®]

Innovative Rooftop Screens

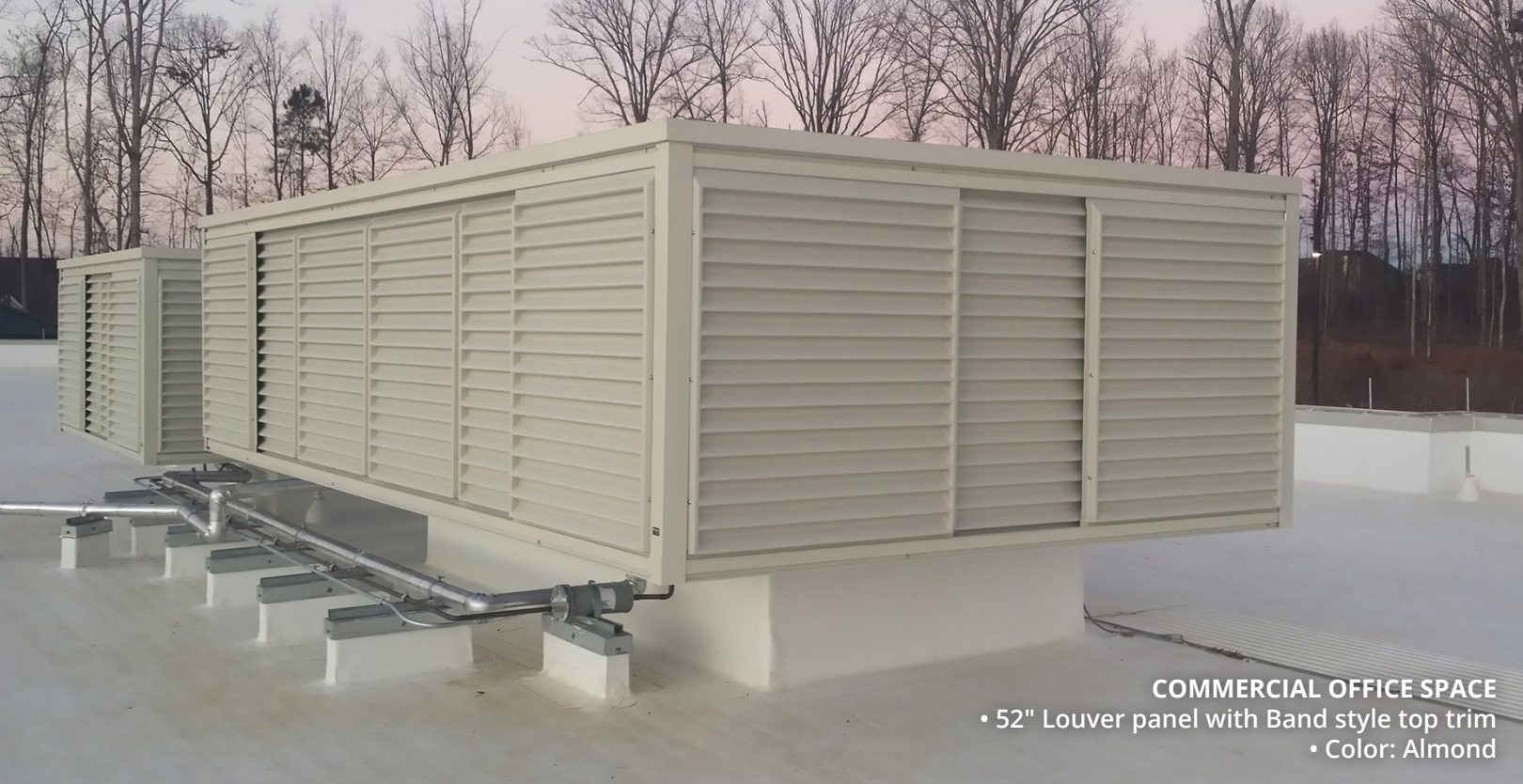
Attractive, code-compliant and long lasting, Envvisor equipment screens offer affordable, elegant, customized screening solutions that blend into the overall design, all with no rooftop penetration. Our patented roof screen system provides practical solutions for municipal screening requirements of HVAC units, chillers, air handlers, power exhausts, roof stacks and communication equipment. You name it, we can screen it!

- **Zero Rooftop Penetration**
- **ABS or Metal**
- **Sliding Panels for Easy Service Access**



U.S. Patent No. 5,664,384
U.S. Patent No. 7,000,362
U.S. Patent No. 7,707,798

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architectural innovations



COMMERCIAL OFFICE SPACE

- 52" Louver panel with Band style top trim
- Color: Almond

**THE LEADING ROOF
SCREEN CHOICE OF
ARCHITECTS, BUILDING
OWNERS AND
CONTRACTORS FOR
MORE THAN 20 YEARS.**



CHURCH OFFICE

- 52" Louver panel with Cove top trim
- Color: Custom color match



NATIONAL RETAILER

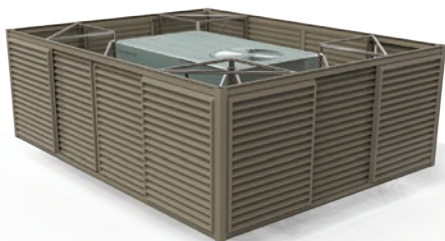
- 70" Louver panel with Step 2 top trim
- Color: Alabaster



DESIGN OPTIONS

Envisor screens are the perfect alternative to parapet walls and they satisfy even the strictest screening code requirements. Both styles feature our patented attachment method, which secures our screens directly to the equipment with no rooftop penetration. Post mounted option is also available. Screen heights are available to shield virtually anything you desire.

VERTICAL



Available in ABS or metal

CANTED



Available in ABS only

POST MOUNT



Available in ABS or metal

PANEL STYLES

Panels are available in ten standard styles, allowing you to match or coordinate with the building design. The panels are constructed of thermoformed, high-impact ABS with a co-extruded UV protective layer on both sides or choose one of our metal series options in a variety of thicknesses and finishes. The panels are held firmly in place using a rust-free, double tracked aluminum rail system. This enables the panels to slide side-to-side for easy access to the unit during servicing and maintenance.

ACRYLICAP®



LOUVER



HORIZONTAL RIB



BRICK



PAN



FOREST



BATTEN

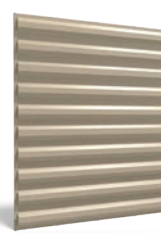


7.2 RIB



VERTICAL RIB

METAL



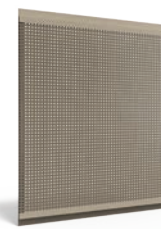
7.2 RIB



PAN



7.2 RIB VERTICAL

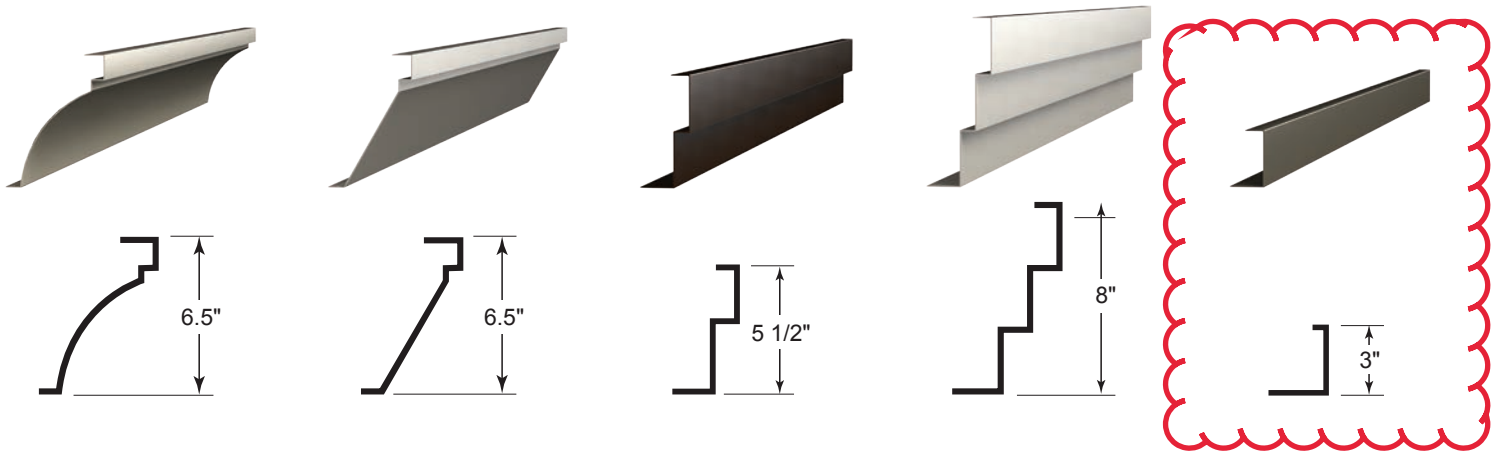


PERFORATED METAL

Don't see a panel that fits your project?
Tell us and we'll make one that you design. (Mold fee may apply)

TOP TRIM STYLES

OPTIONAL — Decorative top trim options offer the flexibility to further customize the elegant appearance of the screens by picking up building design elements and incorporating those details into the screen. Although optional, they offer one more way to make screens part of the design, not part of the problem. *Prices vary by style.*



COLORS

Our designer colors complement most architectural applications, but don't let standard colors limit your creativity. We have the ability to match any cross-referenced color specifications. Send us samples to match. We've even matched a color to a rock! Colors are approximations. Please call for actual samples.

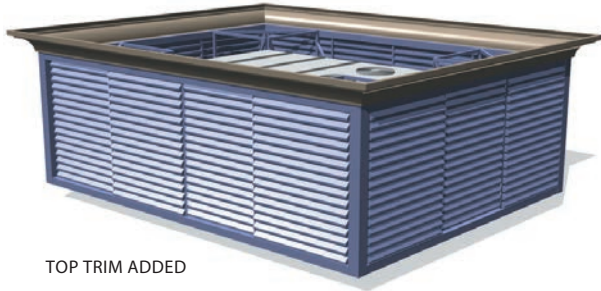


Need a custom color? Provide a Sherwin Williams or PMS code and we can color match.

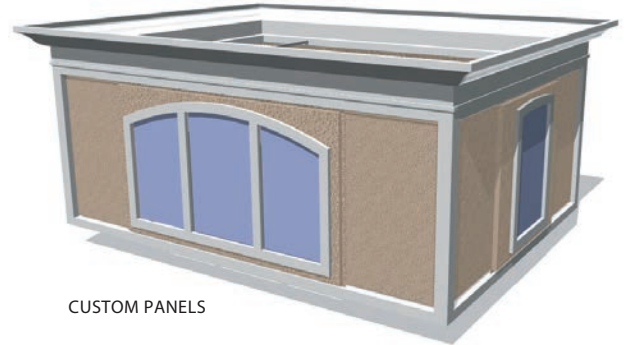
***Speak to a project manager about our Envisor accessories,
including lighting kits and more.***

CUSTOM SOLUTIONS

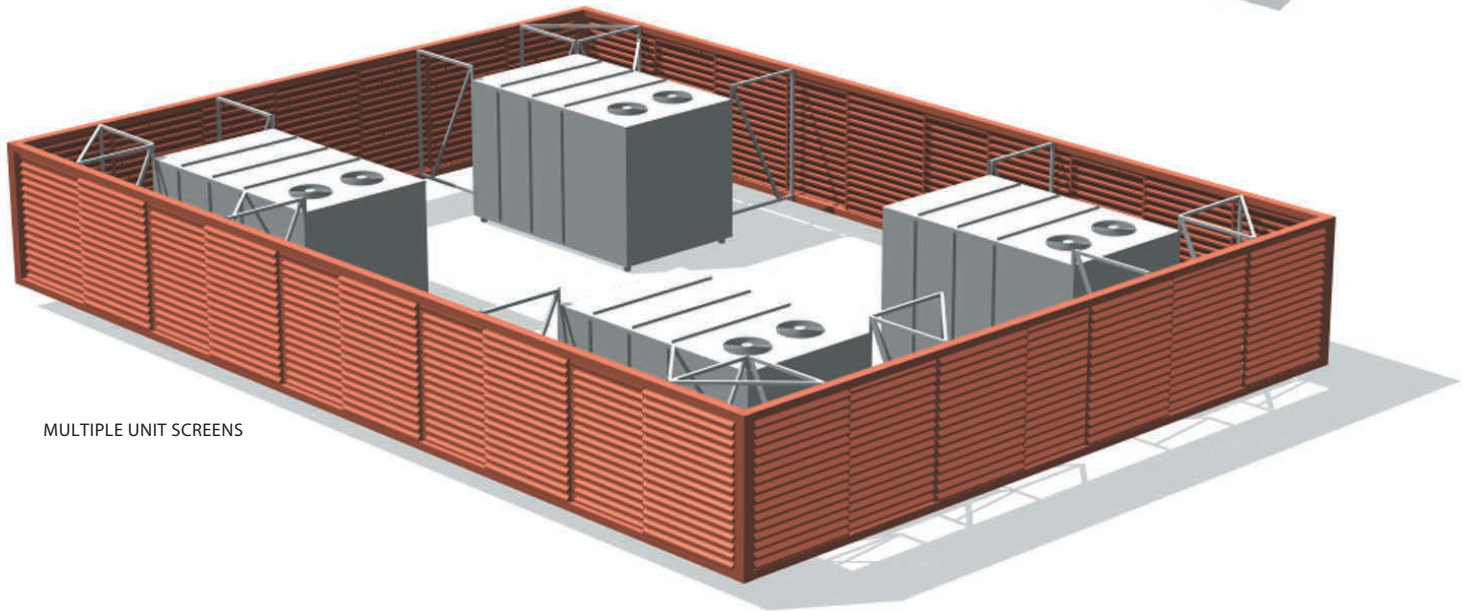
Envisor equipment screens can be manufactured in a limitless combination of shapes and configurations to help reduce cost, add to the aesthetics of a building or both. Let us design one for you! Just tell us the equipment manufacturer, the model numbers and any special requirements you might have. **Additional costs may apply.*



TOP TRIM ADDED



CUSTOM PANELS



MULTIPLE UNIT SCREENS

Call **(877) 727-3367** today or visit our website at **cityscapesinc.com**.

**Popular Applications: RTUs • HVACs • Air Chillers • Air Handlers • Cooling Towers
Condensers • Exhaust Fans • Cellular • Equipment • Refrigeration Units**

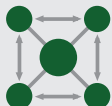


MEDICAL BUILDING ROOFTOP SEATING AREA

- 52" Forest Style Panel with Cove Top Trim
- Color: Forest Green



DESIGN



MANAGE



MANUFACTURE



INSTALL

THE COMPLETE SOLUTION

We get it. You're busy. We want you to be able to focus on the parts of your project that matter most to you. That's why we provide each customer with a project manager — a single point of contact. Tell us what you need and we'll coordinate everything from design and engineering to manufacturing and installation so you can spend your time on more important things.

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Memorandum

To: Honorable President Peddie; Village Council
CC: Chris D. Wilson, Village Manager; Tom Ryan, Village Attorney; Peggy Linkswiler, Treasurer
From: Sheila McCarthy, Finance Director
Date: June 12, 2020
Re: FY 2019-2020 Budget Amendments

Attached are proposed FY 2019-2020 Village of Beverly Hills Budget Amendments.

There are General Fund amendments adjusting various revenue and expenditure accounts. Constitutional state shared revenue has been adjusted downward in accordance with recent state projections because of COVID19. An amendment is included for Local Community Stabilization revenue received from the State that was unbudgeted. The effect of the amendments is a net of revenue and expenditure increase of \$41,051.

In Major Roads and Local Roads there are amendments reducing Act 51 revenue received from the State due to the economic downturn relating to COVID19. There are amendments relating to the Federal project on 13 Mile Road per information from Tom Meszler. Various expenditure accounts are amended to adjust to expected actuals. The effect of the amendments is a net of revenue and expenditure decrease of \$56,096 in Major Roads and a net of revenue and expenditure increase of \$17,500 in Local Roads.

In the Public Safety Fund there are various revenue and expenditure adjustments to expected actuals. Overtime has been adjusted downward due to a lower level of activity because of COVID19. Salaries and benefits have been reduced to expected fiscal year actuals. The effect of the amendments is a net of revenue and expenditure increase of \$210,500.

These proposed FY 2019-2020 Budget Amendments have been reviewed by Village Administration and are recommended for approval.

Recommended Resolution

Be it resolved that the Village of Beverly Hills Council authorizes Village Administration to transfer or adjust monies reserved in the General, Major Roads, Local Roads and Public Safety Fund, as reflected in the June 12, 2020 memorandum from Finance Director, Sheila McCarthy.

Village of Beverly Hills						
Budget Amendments Recommended for Approval at the June 16, 2020 Council Meeting						
FY 2020						
a/c	Fund	Account Description	Budget before Amendments	Amendment	Revised Budget	
		General Fund Revenue Amendments				
101-000-490.00	General	Passport Fees	15,000	(2,190)	12,810	Adjust to final actuals for FY20, passports suspended
101-000-529.00	General	CDBG Revenue Received	-	10,000	10,000	Adjust to estimated actuals
101-000-576.00	General	State Sales Tax - Constitutional	917,597	(15,000)	902,597	Adjust for lower June payment
101-000-635.00	General	Yard Maintenance	3,300	(3,300)	-	No revenue received in FY20
101-000-671.00	General	Other Revenue	5,000	(5,000)	-	Not received in FY20
101-000-671.01	General	Local Community Stabilization Share	-	38,971		Unbudgeted revenue received from the State of Michigan
101-000-674.00	General	Cable TV Franchise Fee	150,000	(15,000)	135,000	Adjust to estimated actuals
101-000-675.03	General	Halloween Hoot Revenue	4,000	(1,380)	2,620	Adjust to final actuals for FY20
101-000-675.10	General	Donations - Memorial Day	7,300	(4,050)	3,250	Adjust to final actuals for FY20
		Net Revenue Amendment Increase/(Decrease)		3,051		
		General Fund Expenditure Amendments				
101-101-801.00	General	Legal Fees	8,000	(8,000)	-	Will not be incurred in FY20
101-171-702.00	General	Salaries & Wages	170,491	(4,000)	166,491	Adjust to estimated actuals
101-171-718.00	General	Defined Contribution	10,911	(6,000)	4,911	Adjust to estimated actuals
101-171-864.00	General	Travel, Meals & Conferences	6,500	(5,000)	1,500	Adjust to estimated actuals
101-248-831.00	General	Professional Services	58,000	(10,000)	48,000	Adjust to estimated actuals
101-371-810.00	General	Planning & Engineering Consultant	25,000	(5,000)	20,000	Adjust to estimated actuals
					-	
		Net Expenditure Amendment Increase/(Decrease)		(38,000)		
		Net of Revenues & Expenditures		41,051		
		Major Road Fund Revenue Amendments				
202-000-546.00	Major Roads	State Gas & Weight Tax	737,647	(40,000)	697,647	Adjust downward due to COVID 19
202-000-671.50	Major Roads	Southfield Payments - Federal Project	110,000	(36,781)	73,219	Adjust to anticipated Southfield revenue reimbursement
202-000-671.XX	Major Roads	Road Commission of Oakland County	-	4,685	4,685	Adjust to anticipated RCOC revenue reimbursement
		Net Revenue Amendment Increase (Decrease)		(72,096)		
					-	
					-	
		Major Road Fund Expenditure Amendments				
202-474-934.02	Major Roads	R & M Traffic Lights	28,000	(16,000)	12,000	Adjust per T. Meszler to anticipated FY20 actuals
		Net Expenditure Amendment Increase (Decrease)		(16,000)		
		Net of Revenues & Expenditures		(56,096)		
		Local Road Fund Revenue Amendments				
203-000-546.00	Local Roads	State Gas & Weight Tax	355,649	(20,000)	335,649	Adjust downward due to COVID 19
		Net Revenue Amendment Increase (Decrease)		(20,000)		
		Local Road Fund Expenditure Amendments				
203-463-831.01	Local Roads	Grading	5,000	(5,000)	-	Will not be incurred in FY20
203-463-933.01	Local Roads	Clean Drains Catch Basins	45,000	(14,000)	31,000	Adjust to expected actuals
203-463-933.04	Local Roads	R & M Ditches	10,000	(5,000)	5,000	Adjust to expected actuals
203-463-933.04	Local Roads	Sidewalk Maintenance Program	3,500	(3,500)	-	Will not be incurred in FY20
203-463-941.00	Local Roads	Equipment Rental	85,000	(5,000)	80,000	Adjust to expected actuals
203-474-931.01	Local Roads	R & M Traffic Signs & Posts	8,500	(5,000)	3,500	Adjust to expected actuals
		Net Expenditure Amendment Decrease		(37,500)		

Village of Beverly Hills						
Budget Amendments Recommended for Approval at the June 16, 2020 Council Meeting						
FY 2020						
a/c	Fund	Account Description	Budget before Amendments	Amendment	Revised Budget	
		Net of Revenues & Expenditures		17,500		
		Public Safety Fund Revenue Amendments				
205-000-403.00	Public Safety	Current Property Taxes	5,444,213	(5,000)	5,439,213	Adjust to actuals, no further payments expected
205-000-673.00	Public Safety	Sale of assets	-	5,000	5,000	Truck proceeds
205-000-687.00	Public Safety	Refunds & Rebates	15,000	(10,000)	5,000	Adjust to expected actuals
		Net Revenue Amendment Increase		(10,000)		
		Public Safety Fund Expenditure Amendments				
205-345-702.00	Public Safety	Salaries & Wages	2,028,290	(85,000)	1,943,290	All budgeted positions not filled for 12 months
205-345-710.02	Public Safety	Overtime - Joint Training	25,000	(5,000)	20,000	Overtime reduced due to lower activity as a result of COVID
205-345-710.10	Public Safety	Overtime - Officer	50,000	(10,000)	40,000	Overtime reduced due to lower activity as a result of COVID
205-345-710.12	Public Safety	Overtime - Supervisor	80,000	(35,000)	45,000	Overtime reduced due to lower activity as a result of COVID
205-345-710.14	Public Safety	Overtime - Standby	15,000	(10,000)	5,000	Overtime reduced due to lower activity as a result of COVID
205-345-713.00	Public Safety	Longevity	19,000	5,000	24,000	Adjust to expected actuals
205-345-714.00	Public Safety	Holiday Pay	98,985	8,000	106,985	Adjust to expected actuals
205-345-716.00	Public Safety	Health Insurance - Active Employees	324,142	(30,000)	294,142	Adjust to expected actuals
205-345-719.00	Public Safety	Dental Insurance	51,244	(9,000)	42,244	Adjust to expected actuals
205-345-721.00	Public Safety	Workers Compensation	40,316	(5,000)	35,316	Adjust to expected actuals
205-345-722.02	Public Safety	Employer Contrib - DC Health	33,824	(8,500)	25,324	Adjust to expected actuals
205-345-742.00	Public Safety	Uniforms	34,000	(21,000)	13,000	Adjust to expected actuals
205-345-831.00	Public Safety	Miscellaneous Professional Services	7,610	(5,000)	2,610	Adjust to expected actuals
205-345-920.00	Public Safety	Utilities	45,000	(5,000)	40,000	Adjust to expected actuals
205-345-932.00	Public Safety	R & M Computer	13,500	(5,000)	8,500	Adjust to expected actuals
		Net Expenditure Amendment Decrease		(220,500)		
		Net of Revenues & Expenditures		210,500		

VILLAGE MANAGER'S REPORT
CHRIS D. WILSON
JUNE 12, 2020

COVID-19 Response Plan – Attached please find a copy of the Village's COVID-19 Response Plan. The State of Michigan is requiring such a plan for all places of business upon re-opening. The plans are required no later than two weeks after re-opening to the public, however we desired to go ahead and have our completed prior to reopening. All Village Staff worked diligently to get this document completed, in addition to implementing the procedures outlined in the document. A copy of this plan has been placed on the Village's web page and has been provided to all employees and necessary contractors. The procedures and protocols contained with this report are continually being re-evaluated and will be subject to revisions, especially as we progress through the phases of the MI Safe Start Plan.

Village Hall Re-opening – As stated in the COVID-19 Response Plan, the Village Hall will be reopening to the public on a limited basis beginning Monday, June 15th. All Village staff will be present as of Monday, June 15th. There are significant modifications to procedures for being inside the building. This is for the safety of the general public as well as office staff. Again, the Village continues to encourage all residents to conduct business remotely if possible. We strongly encourage the use of the drop box for payments or utilization of on-line payments which will be available in very short order. Late fees for water bills are continuing to be waved through June 30th. Wearing of masks and social distancing will be required for all who enter the Village Hall until further notice. Thank you for your cooperation.

13 Mile Reconstruction Project – Monday, June 15th will also be the first day of implementation of detours for the 13 Mile reconstruction project. The Village has been able to conduct planning and preconstruction meetings through the Stay Home Order to keep this project on schedule. We have engaged in a notification process to all impacted residents, business and operations directly along this route. Obviously, this section of road gets a lot of pass-through traffic and there will be some growing pains with the implementation of the detours the first few days. We fully anticipate this and will be prepared to respond. The Public Safety Department is prepared to address traffic issues relative to this. Just as a reminder, westbound traffic will be maintained while east bound traffic prohibited throughout the duration of the project.

Review of Policies, Procedures and Practices for BHPD – President Peddie has reached out to Village Administration about a coordinated response by the Village and Public Safety Dept. to the events that have taken place, and become a primary focus of public discourse, as it relates to community policing practices. President Peddie proposed, I and agree with, a thorough review of all existing procedures and practices of the BHPD and public presentation on our practices, policies, procedures and overall community policing philosophy in the Village of Beverly Hills. While we have complete confidence in the personnel and practices of BHPD it is clear that the confidence of our fellow citizens has been shaken by events they have either experienced

personally in other communities or been witness to in the media. To the greatest extent possible, we seek to hear those concerns and reassure our residents that those images that may have shaken their confidence in law enforcement are not representative of BHPSD. The information gathering process has already begun in this regard and we would be hopeful to have a public presentation ready by the first regular meeting in July.

Emergency Operations – As Council will recall, on March 17th you approved the creation of the Office of Emergency Services to oversee most of Village Operations through the pandemic. Further, I implemented the Emergency Operations Plan per Chapter 9 of the Village Municipal Code. Both of these remain in effect. With the Village moving toward a partial reopening of the Village Hall and a return of all Village Staff on June 15th I am looking the cessation of both of these operations ASAP and a return to normal operations. At this point, Village Administration is reviewing the terms of all relevant Executive Orders and other regulations and protocols, including available disaster relief funding programs, to determine the earliest appropriate date to end emergency operations. I will keep Council informed as to when this can occur.

Office Closed – The Village office will be closed on Friday, July 3rd in observance of the July 4th holiday. Trash collection will not be delayed or impacted by the July 4th holiday this year.

VILLAGE OF BEVERLY HILLS
COVID-19 RESPONSE PLAN



JUNE 15, 2020

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1. INTRODUCTION

In March of 2020 the State of Michigan began to first feel the impact of the COVID-19 global pandemic. This pandemic has proven to be the most consequential public health emergencies for the United States in a century. Accordingly, the State of Michigan declared a State of Emergency on March 10, 2020. At noon on Tuesday, March 17th, Village Manager Chris Wilson activated the Emergency Operation Plan per Chapter 9 of the Beverly Hills Municipal Code and established the Office of Emergency Services to address the COVID 19 outbreak within the Village. Later that same evening the Village Council authorized the creation of the Office of Emergency Services Forces for the Village of Beverly Hills and appointed the Village Manager to the position of Director of Emergency Services Forces. Other appointments to the Offices of Emergency Forces were made as follows:

- Coordinator – Kristin Rutkowski, Assistant Village Manager/Village Clerk
- Assistant Coordinator for Public Safety – Richard Torongeau, Public Safety Director
- Assistant Coordinator for Finance – Sheila McCarthy, Finance Director
- Assistant Coordinator for Clerk – Peggy Linkswiler, Treasurer/Human Resources
- Assistant Coordinator for Public Services – Karrie Marsh, Assistant to the Village Manager
- Assistant Coordinator for Building Services – Erin LaPere, Planning and Zoning Administrator

Establishment of the Office of Emergency Services Forces was intended to allow the Village to respond rapidly and appropriately to the dynamic forces of the COVID 19 outbreak. This would soon prove to be necessary. On Wednesday, March 18th, Governor Whitmer would issue Executive Order 2020-15 which modified the Open Meetings Act to allow participation via teleconference in public meetings. As of Thursday, March 19th the Village Hall would be closed to the public. Village Operations reduced or modified to adjust to more limited staffing levels. On Tuesday, Governor Whitmer issued Executive Order 2020-21, a state-wide Stay at Home Order. Village operations were limited to those things deemed “essential” per the order. Various safety and cleaning protocols were implemented for various Village facilities and operations. Village staffing levels were further reduced daily with employees working from home as much as possible.

The Stay Home Order was extended and modified multiple times. On Monday, June 1st Governor Whitmer rescinded the Stay Home Order replacing it with Executive Order 2020-110. This order removed the previous prohibition on in-person governmental services while still encouraging office employees to work from home as much as possible. Since the issuance of Executive Order 2020-10 the Village has been preparing to gradually return operations to pre-pandemic levels. Additionally, the State of Michigan developed the MI Safe Plan with provided a six-step process for the reopening and reestablishment of various services in eight (8) different regions of the state (Appendix pages 16 and 17).

As of Monday, June 15th, 2020 the Village Hall will be re-opening to the public on a limited basis, all able staff will be reporting to the Village Hall daily. As Village Hall and other Village facilities resume full operations it will require additional plans and protocols to ensure the safety of staff and residents. To follow will be a listing of the current and future COVID-19 related steps, procedures and protocols necessary to resume operations in the Village of Beverly Hills

2. FACILITIES

Village Hall – The Beverly Hills Village Hall has been closed to the public since noon on Thursday, March 19th. Prior to this closing to the public, Village staff introduced cleaning and disinfecting protocols for all public areas and hard surfaces. As Village services have continued since March 19th with limited Village staff in the building each day the staff have become accustomed to conducting Village operations safely in a COVID-19 environment. Nevertheless, as we prepare to open the building to the public on a limited basis and return all Village staff, the following measures will need to be taken until further notice:

- All persons entering the building will need to wear a mask. Visitors performing business at the Village Hall will be required to wear a mask at all times when in the lobby and in other common areas. Signage detailing mask requirements will be posted in prominent areas (Appendix page 16). Employees who are in their own office or at their desk do not need to wear a mask unless they move to another section of the building. Should anyone refuse to wear a mask they are to be refused service and ask to leave. Should the individual refuse to leave Village staff shall contact the Department of Public Safety.
- Social distancing will be practiced by all employees and visitors to the Village Hall until further notice. All persons inside of the Village Hall will remain at least six feet away from all other individuals at all times. Signage detailing social distancing requirements will be placed in prominent areas (Appendix page 19).

- Village Employees are to remain in their offices or at their desks as much as is possible. Inter office communication should be done via telephone or e-mail as much as possible. Employees are to avoid using or coming into contact with the work equipment of other employees such as office phones and keyboards. Should an employee be required to use a common office work device, or one other than their own, they should properly disinfect this device immediately after using it.
- To the extent possible, no more than one person at a time should be in common areas such as the copy room, front desk or kitchen.
- Employees are to enter the building daily through the mechanical room located on the west side of the building. All employees will be provided a key to this room. Upon entering this room there will be a medical sign in sheet. Employees are to take their own temperature with the device provided and record it on the sign in sheet (Appendix page 20). In addition, there are health questions that each employee is to answer daily. If an employee's temperature registers 99.5 or above, or if they give a disqualifying response to any of the questions on the sign in sheet, they are not to enter the building; they should exit through the exterior door to the mechanical room and contact their immediate supervisor.
- Members of the public who are sick, displaying any symptoms of illness, coughing or having a fever are not to enter the building. If they need assistance, they can contact the Village office by phone or electronically. Signage to this effect shall be placed on the exterior doors to the building in a prominent place.
- Visitors to the Village Hall are to enter through the double doors on the north side of the building adjacent to the parking lot. No more than two (2) persons shall be allowed in the common lobby area at any time, including one at the desk. A third person may wait in the designated marked spot in between the double doors. Any other persons waiting to enter the building should remain outside the double doors.
- Employees are to clean and disinfect their offices and/or workspaces no less than daily. Public common areas and all hard surfaces and fixtures shall be cleaned and disinfected as needed and no less than daily.
- The conference room and Council chambers are not to be used for meetings of staff or between staff and the public until further notice. Rental or use of these spaces by outside groups or organizations is likewise prohibited until further notice.

Public Safety Building – The Beverly Hills Department of Public Safety Building has remained open and operational with limited public access throughout the pandemic and Stay Home Order. As staffing levels remained largely intact it was necessary to establish social distancing, entry

screening and sanitizing procedures early on. Additionally, the building has had to undergo necessary repairs and maintenance during this time with various contractors or vendors being on site. Cleaning and sanitizing of the building, vehicle and fire apparatus have been modified to combat COVID-19. Until further notice, the following protocols and procedures will remain in effect for the Beverly Hills Department of Public Safety Building:

- Employees are required to check their temperature before entering the building and at the end of their shift. Employees are required to log their temperature at this check point. Employees who are sick, displaying any symptoms of illness, coughing or having a fever shall not enter the building. They shall notify the on-duty supervisor immediately.
- Hand sanitizer stations have been set up throughout the building and employees have access to cleaning products.
- All the interior doors have been propped open to limit the contact with door handles.
- Vehicles are to clean and properly sanitized at the end of each shift in which they were used. Fire apparatus are to be properly cleaned and sanitized at the conclusion of each use.
- Employees are required to clean their work spaces at the beginning and end of their shift.
- Social distancing shall be practiced by all employees until further notice. All persons inside of the Public Safety Building will remain at least six feet away from all other individuals at all times. Employees are encouraged to wear a mask while in the building common areas and are required to wear a mask on all calls for service.
- Two visitors are permitted in the lobby at one time. Markers on the floor of the lobby will be placed so that visitors will know where to stand and maintain proper social distance.
- Signage on masking requirements, social distancing, cleaning, sanitizing and hand washing will be placed upon the exterior and within the interior of the building as deemed necessary by BHPSD Administration.
- Contract workers are required to wear a mask when inside the building. They are screened before entering and their temperature is taken.

Village Parks – All Village parks have remained open with limitations during the pandemic and while the Stay Home Order was in effect. Upon the declaration of a State of Emergency, the Village put in place a cleaning protocol for the playgrounds, adult exercise equipment and other common areas throughout the park. On Saturday, March 21st Oakland County ordered all playgrounds in Oakland County closed. Accordingly, the playground and adult exercise equipment were secured with caution and signs were placed that they were not to be used. Further, the nets on the tennis courts and sand volleyball court were removed and the hoops on

the basketball court were taken down. Upon the lifting of the Stay Home Order, Oakland County rescinded the order that all playgrounds be closed. On Friday, June 5th the caution tape around the playground and adult exercise equipment were removed and tennis nets were put in place. Basketball and Volleyball infrastructure will be returned upon Oakland County moving to Phase 5 of the MI Safe Plan.

Douglas Evans Nature Preserve, Riverside Park and other parks or public spaces have remained open to the public and will continue to do so. Social distancing protocols will remain in place in all Village outdoor public spaces until further notice. The Village will be placing signs to remind all visitors on proper social distancing practices as needed. A copy of such signage can be found on page 21 of the attached appendix. Additional information regarding Village Parks and public spaces are as follows:

- Outdoor crowds of up to 100 are now allowed provided proper social distancing is maintained. This applies to all Village parks and outdoor spaces, including the Pavilion in Beverly Park.
- Park hours will remain the same: 8:00 AM to 10:00 PM. Bathroom facilities will be closed nightly. No persons are to be in the parks past 10:00 PM nor prior to 8:00 AM.
- Park Rangers will be on staff beginning Friday, June 12th. Rangers will clean and sanitize all playground equipment, hard surfaces and common areas not less than once daily until further notice.
- Signage will be placed in restroom facilities to encourage hand washing and to remind or proper cleaning and sanitizing procedures (Appendix page 22).
- Bathroom facilities are equipped with automatic flushers and no-touch hand dryers.
- The disc golf course will be open and available for use with proper social distancing.
- The Buckthorn eradication project will commence again on June 15th. All contractors on site to perform this work will be masked and maintain proper social distancing.
- All parks and park grounds will be maintained on a regular and continual basis by Village staff and contractors. All individuals performing maintenance at the park will be masked and maintain proper social distancing.
- All other rules regulations and protocols regarding Village Parks and public spaces remain in effect:

Public Services Building – The Public Services Building has remained open throughout the pandemic and Stay Home Order as municipal public service and public works were considered essential under the terms of the original stay home order. The Public Services Building is not normally open to the public. Anyone with issues regarding the Beverly Hills Public Services Department should contact the Village Hall. Contract employees through Comeau Equipment have been advised in proper cleaning and sanitizing of equipment and are responsible for maintenance of all vehicles and equipment.

Village Compost Site – The Village compost site will remain open and accessible to Village residents to pick up free compost to use on their own property. Residents should bring their own tools and equipment to load the compost. Social distancing standards are to be maintained by residents picking up compost.

3. OPERATIONS

Public Meetings – There have been no meetings open to the Public held at the Village Hall or in any other location since the regular Village Council meeting of March 17th, 2020. On March 18th, Governor Whitmer issued Executive Order 2020-15 allowing the use of teleconference technology per the Michigan Open Meetings Act. This order was in effect through April 10th. It has since been extended through June 30th.

Since March 18th, all Village Council meetings have been held via teleconference through the Zoom app. The Village has coordinated with Bloomfield Community Television (BCTV) so that all Village Council meetings can be live web streamed, recorded and rebroadcast as normal. Other meetings of the Village were initially cancelled, with some returning via teleconference as the need has arisen. The Birmingham Area Cable Board have also been holding their meetings via Zoom.

While the Village Hall will be re-opening to the public on June 15th, the physical size limitations of the Village Hall and existing social distancing guidelines will require the continued use of teleconference capabilities for the immediate future. Until further notice, the following protocols and guidelines will remain in place for all Village of Beverly Hills public meetings.

- All public meetings and public hearings will be noticed and published per all applicable Michigan laws and regulations with all required notices being sent as required in a timely manner.

- The Village Hall will remain open to the public during any public meeting to allow any resident or citizen who wishes to participate in the meeting to do so.
- Any member of the public who attends a public meeting shall wear a mask when not making a comment or presentation to the Board and shall maintain social distance while inside the Village Hall.
- Any Board member entering the building to participate in a public meeting shall also wear a mask until they have taken their position at the dais or table. Masks will not be required of board members during the duration of the meeting. Masks should be worn upon the conclusion of the meeting and while exiting the building. Social distancing guidelines will apply to Board members during public meetings.
- The Village will provide a laptop placed upon the podium and connected via zoom or applicable application for any member of the public to use when making comments or a presentation so that all comments may be heard and understood by all who are participating. Such comments should be addressed to Chair or other Board member present in Chambers at the time.
- To the extent possible, when holding a public meeting via teleconference, the Chair or his or her designee shall be present in the Village Chambers to accept any public comments or presentations on behalf of the board.
- A representative of Village Administration will be present during all such public meetings to help ensure that proper social distancing is maintained during these proceedings.
- Size limitations on indoor gatherings in effect, either by federal, state, county or local order, will also apply to all public meetings held in the Village of Beverly Hills
- Village Staff will be responsible for the cleaning, sanitizing and disinfecting of Council chambers, common areas, all hard surfaces and fixtures and any other areas as required at the conclusion of each public meeting.
- Minutes of all meetings shall be taken, recorded, approved and maintained as required by all applicable state law for any noticed public meeting held via teleconference.

Public Safety – The Beverly Hills Public Safety Department (BHPSD) has remained fully staffed and operational throughout the pandemic and Stay Home Order. As this department is responsible for all emergency first response for police, fire and medical emergencies in the Village, it was not possible to limit staffing for uniform employees or have employees work from home. There were some modifications in operations, however. Civilian staff were placed on a

limited work schedule. As our local district courts closed, traffic citations and non-felony arrests declined due to an inability to process citations. Medical runs increased, while police runs declined. Patrol efforts were shifted to help achieve compliance with the Stay Home Order. Most Notable, the Village entered into a Memorandum of Understanding (MOU) with the City of Birmingham Fire Department (BFD) by which personnel from BHPSD were sent daily to serve in one of the BFD Stations. These additional personnel allowed BFD to operate three (3) ambulances on a daily basis as opposed to two (2). In return, BFD served as primary backup to BHPSD for fire calls. This arrangement proved to be beneficial to both agencies during the period of highest Medical First Response (MFR) calls in both communities. As MFR calls declined and operations returned to a more normal status, this MOU has been rescinded. A copy of this MOU is included in the appendix on pages 23-25.

As operations and staffing were not reduced in BHPSD, cleaning, sanitizing, disinfecting and health screening protocols were established during the early stages of the pandemic and remain in place. The following protocols and procedures will remain in effect until further notice:

- Employees are required to check their temperature before entering the building and at the end of their shift. Employees are required to log their temperature at this check point.
- Employees who are sick, displaying any symptoms of illness, coughing or having a fever shall not enter the building. They shall notify the on-duty supervisor immediately.
- A quarantine protocol has been established for those employees who test positive or are suspected of having COVID-19.
- Employees are provided with the necessary personal protective equipment (masks, gloves, gowns, face shields, and suites).
- Employees are required to clean their work spaces at the beginning and end of their shift.
- Employees are encouraged to wash their uniforms at the department and shower before leaving.
- To the extent possible, no more than one person at a time should be in common areas such as the kitchen.
- Employees are to remain in their offices or at their desks as much as possible. Interoffice communication should be utilized via telephone or email as much as possible. Employees are encouraged to close their office doors.
- Employees required to use a common office work device, or one other than their own should properly disinfect this device immediately before and after using it.

- Social distancing shall be practiced by all employees until further notice. All persons inside of the Public Safety Building will remain at least six feet away from all other individuals at all times.
- Employees are encouraged to wear a mask while in the building common areas and are required to wear a mask on all calls for service.
- Employees continue to receive periodic emotional wellness training.
- Prisoners are to be held and detained only to the minimum extent. Any prisoner who cannot be released and must be detained should be remanded to the Oakland County Sheriff's Office as soon as reasonably safe and possible.

Public Services – Many of the services provided by Beverly Hills Department of Public Services were deemed “essential” and have continued throughout the pandemic. Streets maintenance, trash collection and water and sewer infrastructure have continued as normal or with minimal modifications. Staffing levels for Comeau were reduced for a period to prevent potential contamination of the entire staff but have since returned to normal levels. Grounds maintenance was stopped while commercial landscaping services were halted by the Stay Home Order but have also since resumed.

Scheduled road construction projects have largely been maintained with some being curtailed in terms of scope. A concrete replacement program that was initiated in some residential neighborhoods on the west side of the Village has been resumed, including some previously planned sections along Chelton in the Huntly subdivision. Plans to add additional sections of concrete replacement in the spring of 2002 were stopped. Scheduled repairs to the driveway and parking lots at the Public Safety Building have gone forward.

Most significantly, plans for a complete reconstruction of 13 Mile Rd. from Southfield Rd. To Evergreen Rd. are continuing. This was a large federally funded project with Beverly Hills acting as the lead agency in cooperation with the City of Southfield and the Road Commission for Oakland County (RCOC). Planning and bidding for this project went ahead largely as previously scheduled and construction is scheduled to begin on Monday, June 15th.

The following procedures and protocols will remain in effect for the Department of Public Services until further notice:

- Trash, recycling and yard waste collection shall continue as normal and on the regular schedule. SOCRRA has closed the MRF facility for residential drop off service until further notice. Alternative drop off arrangements have been secured for residents (appendix page 26).
- Parks and Grounds maintenance will continue as needed and will be preformed by Comeau equipment. Contractors and other park staff such as Park Rangers will perform some grounds maintenance as necessary.

- Contract services for street sweeping and pavement marking will continue as scheduled.
- Water meter reading, final reads, meter checks and requests for second meters will continue as scheduled and should be scheduled and coordinated with Village staff.
- Water system maintenance and water supply testing will be conducted as scheduled or as required by the Michigan Department of Environment, Great Lakes and Energy (EGLE).
- Residential water samples will be collected by the homeowner or resident and submitted to the Village for testing.

Building and Planning – Beverly Hills Village Hall has been closed to the public since noon on Thursday, March 19th and this closure necessitated changes to building and planning operations for remote administrative tasks, including permit issuance and inspection scheduling. On March 24th, the Governor issued Executive Order 2020-21 which suspended all in-person work that was not essential to life and safety. Subsequently the Village suspended permitting and inspection services, including the rental licensing program, except in circumstances deemed essential for residential properties consistent with the clarifying guidelines provided by the state.

Executive Order 2020-70 lifted restrictions for in-person construction activity effective May 7th provided detailed safety protocols were in effect for workers. Consistent with those orders, the Village resumed remote building and planning services, including the issuance of permits and site plan review, via e-mail, mail, and exterior drop-box. Additionally, the Village resumed in-person inspection services at that time while following the applicable state and local orders in effect, including, but not limited to, use of personal protective equipment and daily health screening of inspectors. All permits issued prior to March 24th which may have expired due to the state ordered restrictions on construction activity will be reinstated through July 31st without penalty.

Since 2016, the Village has contracted with safeBUILT to provide building official and inspection services. As contractors of the Village, the inspectors have been fully compliant with all the protocols in effect for Village staff. Additionally, the Village inspection services conducted in-person at residential and commercial work sites will continue to follow the work place protection orders in effect through applicable state executive orders and local health orders.

While the Village Hall will be re-opening to the public on June 15th, the physical size limitations of the Village Hall and existing social distancing guidelines will require the continued use of remote issuance of permits, scheduling of inspections, and other administrative tasks to the greatest extent possible. Until further notice, the following protocols and guidelines will remain in place for all Village of Beverly Hills building and planning services.

- All activities will be conducted remotely to the fullest extent possible and nonessential visitors are discouraged.
- Permit forms and other application materials, guidelines, fee schedules, etc. are available on the Village website, or can be mailed or faxed upon request.
- Any person applying for a permit should utilize e-mail, mail, or exterior drop-box to submit all application materials and applicable fees whenever possible.
- Any person who requires an inspection should utilize e-mail or phone to request an inspection date, inquire about inspection status, or to reschedule an inspection previously scheduled. Any re-inspection fees due should be submitted via mail or drop-box whenever possible.
- Any person entering the premises to conduct business with the building and planning department shall wear a mask upon entering the building, for the duration of the in-person interaction, and upon exiting the building. Social distancing guidelines will apply to all persons in Village Hall.
- Any meetings that may be needed with Village staff and/or consultants for pre-submittal review or similar will be held via teleconference whenever possible.
- In-person inspections at residential and commercial sites will follow applicable requirements of the state and local orders in effect at time of inspection. Inspectors are subject to daily health screening questionnaires when reporting to work. Prior to entering a site, the inspector will confirm that persons on site are not displaying symptoms of COVID-19. While on the site, the inspectors will utilize PPE for interior and exterior inspections and maintain social distancing to the greatest extent possible.
- Rental registration and licensing program has resumed effective June 15, 2020. Licenses which expired during the state ordered stay at home orders shall renew by July 31, 2020 without penalty. To minimize in-person interactions, landlords and property managers should submit application materials and applicable fees via e-mail, mail, and exterior drop-box whenever possible.
- Interior inspections for rental licensing shall occur upon request. Inspectors are subject to daily health screening questionnaires when reporting to work. Prior to entering a site, the inspector will confirm that persons on site are not displaying symptoms of COVID-19. While on the site, the inspectors will utilize PPE and maintain social distancing to the greatest extent possible.

- Exterior inspections shall be required prior to rental license issuance. Inspectors are subject to daily health screening questionnaires when reporting to work. While on site, the inspectors will utilize PPE and maintain social distancing to the greatest extent possible.

Finance – Village financial operations have continued to be performed with only minor alterations or adjustments. Payroll has continued to be processed on the regular schedule. Accounts Payable has been processed as in office staffing has allowed, but all invoices have been processed on time. The timing of the pandemic and Stay Home Order made the completion of the FY 2020-21 budget a bit more difficult. Nevertheless, the budget document was developed and reviewed with Council at the annual budget workshop held via teleconference. The budget was approved by Council at their second regular meeting in May per the requirements of the Village Charter. Village Staff have been developing and processing budget amendments for Council's review and consideration. Village revenues and expenses have both been impacted by the economic fallout from the pandemic and Stay Home order, necessitating more budget amendments than normal. Until further notice the following procedures and protocols will remain in effect:

- Water Payments can be placed in the drop box in the back of the building to the right of the double doors to drop off your payment or submit payment via mail.
- Late fees on water payments will be waived until June 30th, 2020.
- All other Payments including Building Permit Payments can be placed in the drop box in the back of the building to the right of the double doors to drop off your permit payment or submitted via mail.
- The drop box is checked multiple times a day.
- Invoices may be submitted electronically to AP@villagebeverlyhills.com or mailed to the Village address below, attention AP:

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

- Anyone with a question or needing assistance with a payment or invoice is encouraged to communicate electronically or via telephone in lieu of coming into the building.

- Payments for utility bills, building and trade permits and other permits and fees may be submitted electronically via the Village website. Information as to what types of payments may be submitted will be placed on the Village website.
- Audit services will be provided by our audit services contractor on a normal schedule as possible. Any in-house audit work will be coordinated with the contractor and cleared by Village Administration. Wearing of masks and social distancing protocols will apply to any audit staff on site.
- Assessing and tax collection for both winter and summer taxes will continue to be performed by Southfield Township.
- Financial reporting to the State of Michigan and Village Council will continue as regularly scheduled.

Clerk – During the COVID-19 pandemic, many of the Clerk Department responsibilities were able to be completed remotely while others that require in-person interaction were temporarily suspended. The website, social media page, and weekly email notifications have continued to be used to share important information throughout the pandemic.

- Garage Sale Permits will resume June 15. Participants should practice social distancing while hosting or attending garage sales.
- In person notary services will resume June 15.
- Passport applications will not be accepted until further notice.
- Solicitor licenses will not be issued until further notice.
- Agendas, packets and minutes from all public meetings will continue to be published and available on the Village website.
- Voter registration and elections will continue to be handled by the Southfield Township Clerk.
- Freedom of Information Act (FOIA) requests will be processed as normal beginning June 15.

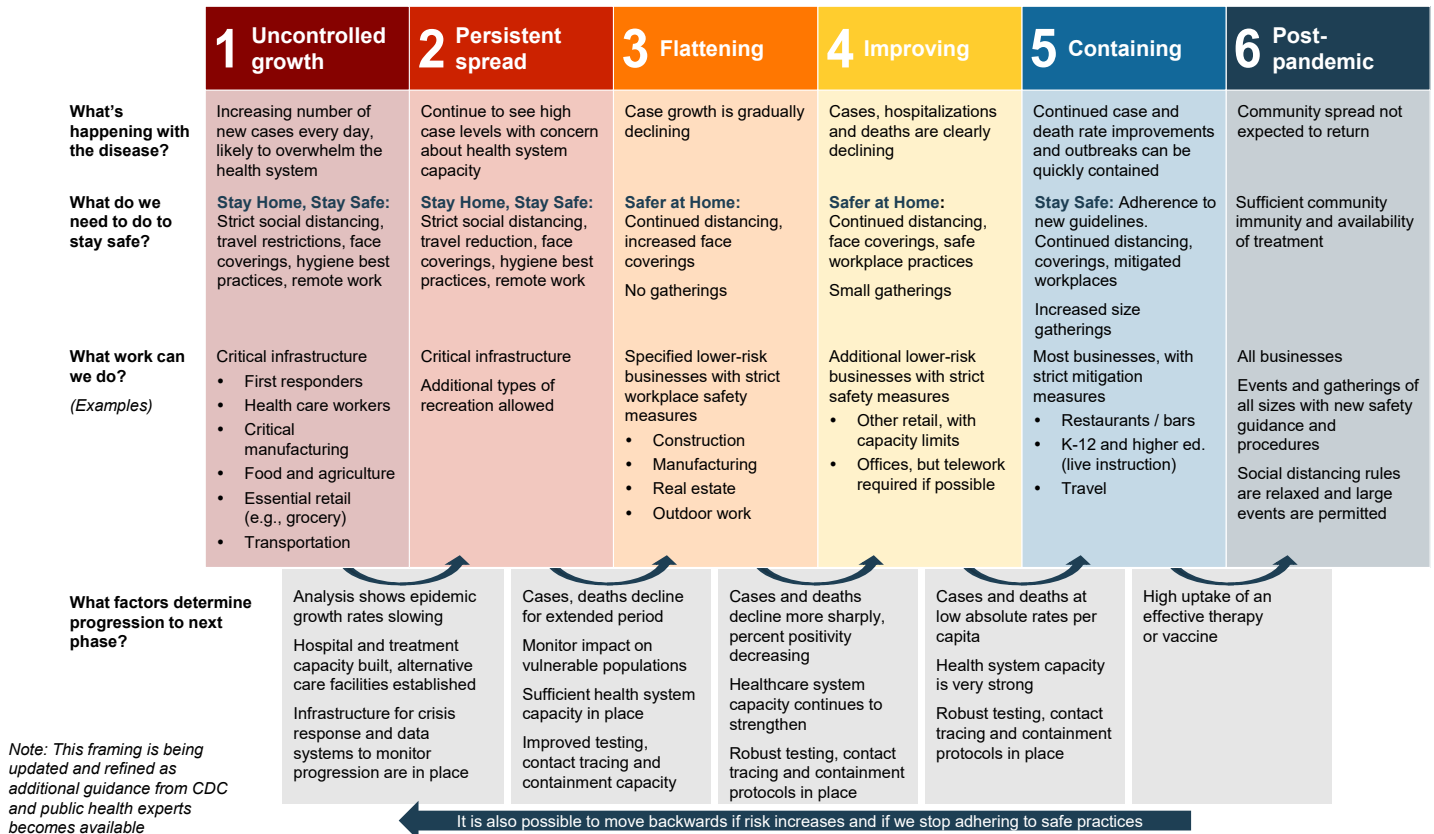
Parks and Recreation – Village Parks have remained open through the pandemic and Stay Home Order, but many services and activities have been curtailed. One of the Village's largest annual events, the Memorial Day Parade and Carnival had to be postponed for 2020. Summer baseball for the Beverly Hills Little League was cancelled. BHLL will attempt to hold a Fall 2020 league if conditions allow. All spring pavilion rentals had to be cancelled. The status of other events and operations are as follows:

- New pavilion reservations for groups of less than 100 will resume in person on June 15.
- Social distancing guidelines must be followed when making the reservation in person and at the pavilion.
- The Parks & Recreation Board meeting will be held at Beverly Park pavilion on June 18.
- Beverly Park playground, disc golf, tennis courts, adult fitness, and ping pong table are open.
- Beverly Park basketball court and volleyball court remain closed until further notice.
- Drinking fountains remain closed until further notice.
- Pavilion bathrooms will reopen on June 12 (two port-a-potties have been on site as well).
 - Hand washing signs will be posted in the bathrooms (attached).
 - Tape will be placed on the bathroom floor marking 6 feet of distance for those using the sinks.
- The June 5th and July 17th Concerts in the Park were cancelled in the interest of public health and safety.
- The June 27 Goat Yoga Event has been postponed.
- Baseball field reservations will resume on June 12.
- Park Rangers resuming work June 12/13. Their priority will be to sanitize the pavilion, bathrooms, picnic tables, and frequently touched surfaces around the parks.
- The Park Opener is resuming work on June 13 and has been instructed to practice social distancing when interacting with guests.
- Signs are posted around the park with health and safety instructions (attached).
- Social distancing guidelines must be followed at the parks.

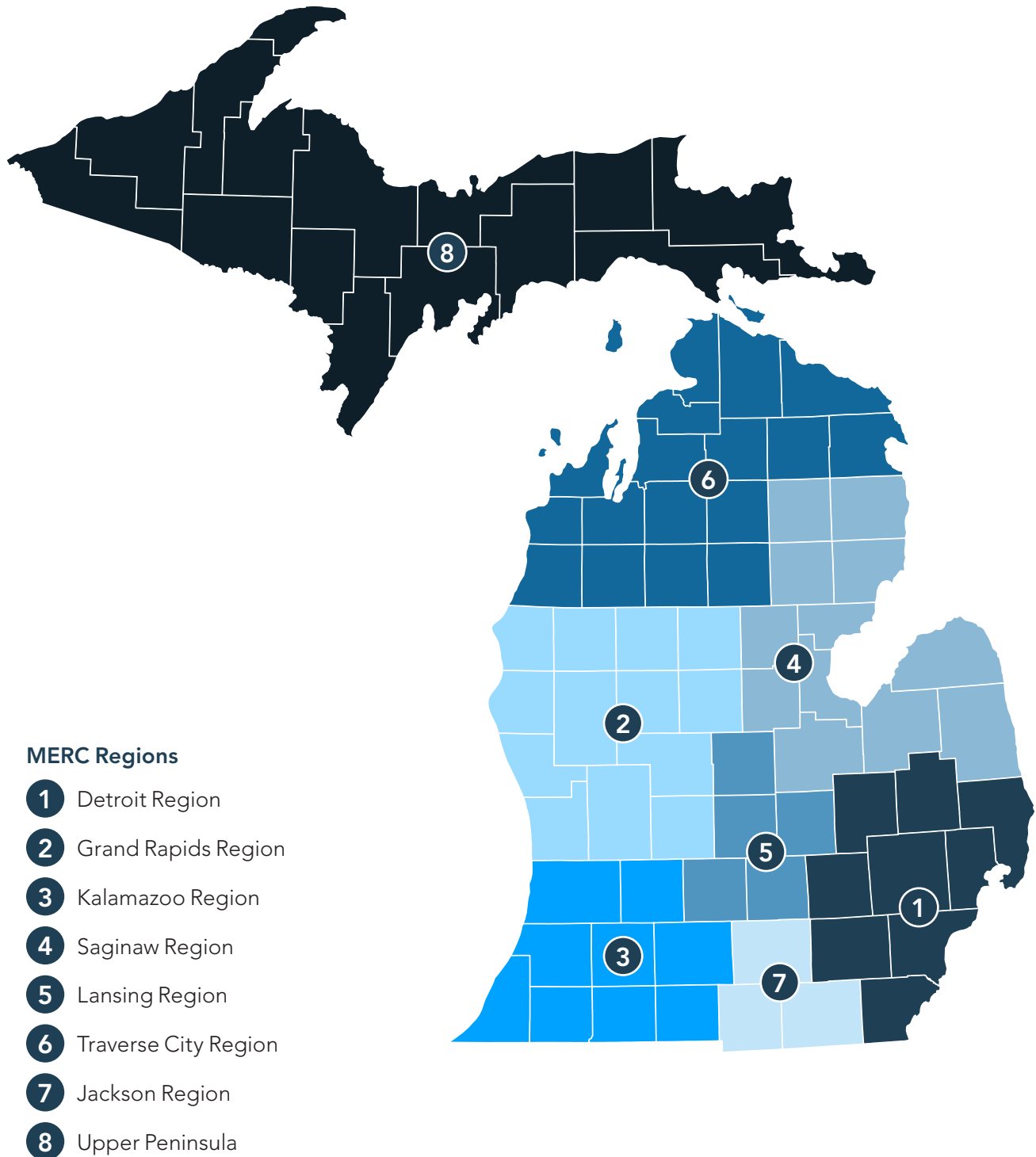
Miscellaneous – The following information is also being included in this guide. As this is a dynamic situation, all the information contained herein could be change. Constant reevaluation of all facilities and operations will occur. If you have any questions regarding any of the information contained in this document or relative to any Village operations during the COVID-19 pandemic, please contact the Village Office.

- The library in the lobby is closed until further notice. Books have been removed from the shelves and put away.
- Council chamber/conference room reservations are closed until further notice.
- Bus routes and schedules for SMART have been adjusted. Residents needing these services are encouraged to visit the SMART website for updates to routes and schedules.
- Residents can pick up yard waste stickers in person beginning June 15 or request that one be mailed to their residence.
- Residents can drop off batteries and used markers in person beginning June 15.
- West Nile Virus prevention items can be picked up in person beginning June 15.
- Two members of the public may enter the lobby at one time. Stickers have been placed on the lobby floor 6 feet apart.
- Signs are posted around Village Hall with health and safety instructions.
- All business that can be conducted via email or over the phone is encouraged.
- All regulations, procedures and protocols relative to the COVID-19 Pandemic, Stay Home Order, all relevant orders from Federal, State or County agencies are subject to reevaluation and change. The Village will do its best to keep the public informed of all relevant changes.

MI SAFE START PLAN



MICHIGAN ECONOMIC RECOVERY COUNCIL REPORTING REGIONS





DO NOT ENTER
THE BUILDING

If you have any of these symptoms:

*Fever *Cough *Difficulty Breathing

In Accordance with Oakland County Health Order,

PLEASE WEAR FACE COVERING & MAINTAIN SOCIAL
DISTANCING OF AT LEAST 6 FEET

MAXIMUM CAPACITY

2 people



DO NOT ENTER
THE BUILDING

If you have any of these symptoms:

*Fever *Cough *Difficulty Breathing

*In Accordance with Oakland County
Health Order,*

**PLEASE WEAR FACE COVERING
& MAINTAIN SOCIAL DISTANCING
OF AT LEAST 6 FEET**

*****MAXIMUM CAPACITY*****

2 people

Village of Beverly Hills

COVID-19 Screening Checklist

Date: Tuesday, June 30, 2020

		Experiencing Any Symptoms?				Current Temperature
Name	Time	Fever	Cough	Reduced Smell & Taste	Shortness of Breath	
CHRIS WILSON		Y / N	Y / N	Y / N	Y / N	
KRISTIN RUTKOWSKI		Y / N	Y / N	Y / N	Y / N	
CARISSA BROWN		Y / N	Y / N	Y / N	Y / N	
CHANDA' SIMMONS		Y / N	Y / N	Y / N	Y / N	
DAN GOSSELIN		Y / N	Y / N	Y / N	Y / N	
ERIN LAPERE		Y / N	Y / N	Y / N	Y / N	
JOHN GIRARD		Y / N	Y / N	Y / N	Y / N	
KARRIE MARSH		Y / N	Y / N	Y / N	Y / N	
PEGGY LINKSWILER		Y / N	Y / N	Y / N	Y / N	
SHEILA MCCARTHY		Y / N	Y / N	Y / N	Y / N	
TOM MESZLER		Y / N	Y / N	Y / N	Y / N	



SOCIAL DISTANCING

What You Need to Know

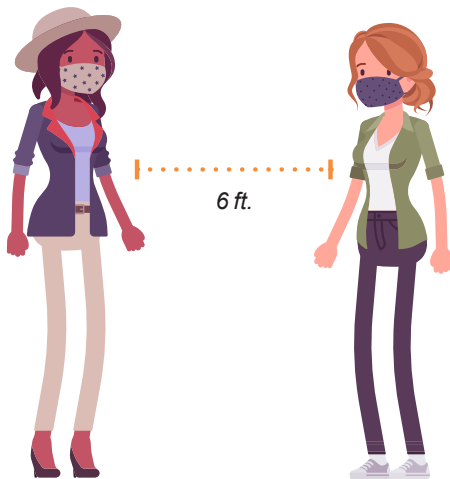


Social distancing means keeping a physical separation from other people. This includes avoiding groups of people and keeping space between yourself and others. It can include larger measures like closing public spaces and canceling group events. It helps protect people from illness, especially those who are more vulnerable. Social distancing limits the spread of disease by lowering the chance of contact with someone with COVID-19.

PRACTICE SOCIAL DISTANCING

EVERYONE SHOULD

- Stay home when sick.
- Cover your mouth and nose with a [cloth face cover](#) when you have to go out in public. Maintain 6 feet between yourself and others. A cloth face cover is not a substitute for social distancing. Wash regularly in the washing machine.
- Keep six (6) feet between yourself and others. Avoid getting together in social groups and gatherings.
- Avoid hugging, high-fives, shaking hands, and sharing cups or eating utensils.
- Use Skype and FaceTime to visit family and friends.
- Use online, curbside, or drive-through services such as banking, groceries, pharmacy and carryout.
- Avoid public places at their busiest times.
- Use good personal hygiene practices whenever you are out in public:
 - Washing your hands often with soap and warm water for 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Covering your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
 - Avoiding touching your eyes, nose, and mouth with unwashed hands.
 - Cleaning and disinfecting frequently touched surfaces, such as toys and doorknobs.



BUSINESSES CAN

- Have employees tele-work when possible.
- Modify operations to provide online options.
- Restrict areas where people may gather.
- Limit in-person meetings and use electronic communication methods.
- Assess store layout and modify high traffic areas (i.e. checkout lines, pharmacy counter etc.) to create six (6) feet of space between people:
 - Special store hours for seniors, healthcare workers and first responders to shop.
 - Signage asking people to remain at least 6 feet apart from others.
 - Mark floors of checkout lines with tape for 6 foot spacing between customers.
 - Promote curbside pick-up, delivery and online services.

Learn more about slowing the spread of COVID-19 at <https://bit.ly/3dj7jO4>
For questions call Nurse On Call at 1.800.848.5533 or visit www.oakgov.com/covid



HAND WASHING

What You Need to Know

HAND WASHING STEPS



1. Rub your hands together for at least 20 seconds using warm running water and soap.



2. Wash under fingernails, between fingers, back of hands and wrists.



3. Rinse your hands well under warm running water.



4. Dry your hands completely. In the home, change hand washing towels often.

IN PUBLIC BATHROOMS

- Dry your hands with a single-use paper towel (or with hot air blow dryer).
- If towel dispenser has a handle, be sure to roll the paper down before you wash your hands. This helps to ensure that you will not pick up new germs from the handle.
- For hand-held faucets, turn off water using a paper towel instead of bare hands so you will not pick up new germs on your clean hands.
- Open the bathroom door with the same paper towel.

ALWAYS PRACTICE HEALTHY HABITS

- Cover your mouth and nose with a tissue when sneezing or coughing, or cough/sneeze into your upper sleeve. Immediately throw away used tissues, then wash hands.
- Teach and show children how to wash hands correctly.

WHEN TO WASH HANDS

Wash hands after:

- Coughing, sneezing, or touching objects and surfaces. You can also use hand sanitizer with at least 60% alcohol
- Using the bathroom or helping a child use the bathroom
- Changing a diaper; wash the child's hands too
- Handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes
- Arriving home from day care, friend's home, outing, or school
- Cleaning up messes
- Handling a sick child
- Touching an animal or pet

Wash hands before:

- Preparing or serving food
- Eating or drinking

THE MOST IMPORTANT THING YOU CAN DO TO PREVENT THE SPREAD OF ILLNESS IS WASH YOUR HANDS OFTEN

Washing hands is more effective than hand sanitizer.



**TEMPORARY MUTUAL AGREEMENT
FOR FIRE AND POLICE DEPARTMENT SERVICES
BETWEEN**

THE CITY OF BIRMINGHAM AND THE VILLAGE OF BEYERLY HILLS

THIS AGREEMENT, made and entered into this 30 of March, 2020, by and between the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation located at 151 Martin Street, Birmingham, Michigan, hereinafter referred to as the **CITY**, and the **VILLAGE OF BEYERLY HILLS**, located at 18600 W. 13 Mile Road, Beverly Hills, MI 48025, hereinafter referred to as the **VILLAGE**.

WITNESSETH:

The Intergovernmental Contract Act, MCLA §123.1 et seq. and Emergency Management Act 390 of 1976, MCLA §30.401 et seq., provide that a municipal corporation shall have power to join with any other municipal corporation, by contract, or otherwise as may be permitted by law, for the operation or performance of any service which each would have the power to provide; and,

WHEREAS, the VILLAGE would like to utilize the Birmingham Fire and Police Departments' services throughout all geographic portions of the Village; and,

WHEREAS, the VILLAGE will assign a PSO Officer to that CITY who will be assigned each day to a fire apparatus allowing a Birmingham Paramedic/Firefighter to staff an additional Advanced Life Support Rescue.

WHEREAS, the CITY is willing to provide the VILLAGE the CITY's aforementioned services in accordance with the terms and conditions hereinafter set forth, for the considerations hereinafter expressed.

NOW, THEREFORE, for and in consideration of the mutual undertakings of the parties hereto, all as hereinafter set forth, it is agreed by and between the parties as follows:

1. The CITY shall provide the VILLAGE with police, fire and ambulance services, wrecker dispatch services shown in attached Exhibit A.
2. The term of this Agreement shall commence upon execution and continue for the duration of Executive Order 2020-21 and any extensions thereto.
3. This Agreement shall be governed by, performed, interpreted and enforced in accordance with the laws of the State of Michigan. The VILLAGE agrees to use the City's personnel as provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

4. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

5. Each party shall make available without cost to the other party such personnel as set forth in Exhibit A who will actively participate in incidents if assistance is requested. Personnel shall remain at all times employees of the party providing them and shall continue to be solely in that party's benefit system including wages, pension, seniority, sick leave, vacation, health and welfare, longevity, and other benefits, if applicable.

6. Each party shall make available without cost to the other party such equipment and personnel as set forth in Exhibit A.

7. Each party shall be responsible for the acts and/or omissions of its own employees, officers and/or agents, the costs associated with those acts and/or omissions, and for their own defense of those acts/omissions.

8. The CITY and VILLAGE will add each other as an additional party insured on their liability insurance.

9. This Agreement and its incorporated Exhibit "A" constitute the entire Agreement for Services between the CITY and the VILLAGE.

10. If any breach is caused by either CITY or VILLAGE, written notice shall be given by the party believing a breach has occurred by regular mail and a representative of the CITY and VILLAGE Public Safety Department will meet within seven (7) days after receipt of notice to cure the alleged breach in question.

11. The CITY and VILLAGE have a long shared history of cooperation and each party pledges its best efforts to provide the same level of service to the VILLAGE.

12. This Agreement may be modified only by the written agreement of both the CITY and the VILLAGE.

13. The CITY and VILLAGE have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The person signing this agreement on behalf of each municipality have legal authority to sign this Agreement and bind the parties to the terms and conditions contained herein.

14. Notices shall be given to:

- a. City of Birmingham Fire Department
572 S Adams Rd
Birmingham, MI 48009
Attention: Paul Wells, Fire Chief

- b. City of Birmingham Police Department
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
Attention: Mark H. Clemence, Police Chief

With copies to:

Timothy J. Currier, City Attorney
Beier Howlett, P.C.
3001 W. Big Beaver Rd., Ste. 200
Birmingham, MI 48084

- c. Village of Beverly Hills
18600 W. 13 Mile Road
Beverly Hills, MI 48025

Attention: Chris D. Wilson, Village Manager

With copies to:

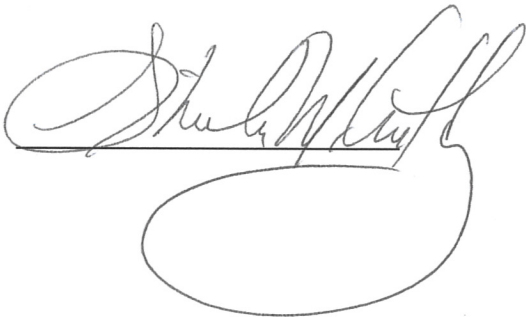
Thomas J. Ryan, Village Attorney
Thomas J. Ryan, P.C.
2055 Orchard Lake Road
Sylvan Lake, MI 48329

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

WITNESS:

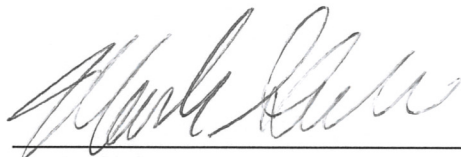
CITY OF BIRMINGHAM, A Michigan Municipal Corporation

By: Paul Wells
Paul Wells, Emergency Coordinator

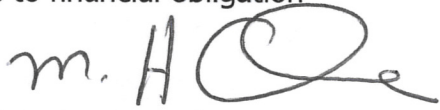


VILLAGE OF BEVERLY HILLS

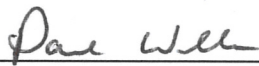
By: Chris D. Wilson
Chris D. Wilson, Village Manager and
Director of Emergency Services Forces



Mark Gerber, Finance Director
as to financial obligation



Chief Mark H. Clemence
as to substance

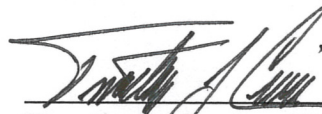


Paul Wells, Fire Chief and
Emergency Coordinator
as to substance

APPROVALS:



Joseph A. Valentine, City Manager
as to substance



Timothy J. Currier, City Attorney
as to form

EXHIBIT "A"
SCOPE OF SERVICES

- Each day a Beverly Hills PSO Officer will be assigned to the Birmingham Fire Department. They will report to the Fire Department and shall not carry firearms.
- The Beverly Hills PSO Officer will be assigned to a fire apparatus allowing a Birmingham Paramedic/Firefighter to staff an additional Advanced Life Support Rescue.
- The Birmingham Fire Department will, in return, provide an Automatic Fire Response Aid to Beverly Hills with a minimum of one Fire Apparatus (Engine or Ladder) with three (3) personnel.
- The Birmingham Fire Department will provide Advanced Life Support transporting services to the Village of Beverly Hills, second to Alliance. Alliance will be notified first for all medical calls before Birmingham Fire. If Alliance is delayed to respond, or unavailable to respond to a medical call, the Birmingham Fire Department will respond with an Advanced Life Support Unit.
- The Birmingham Police Department will continue to fill-in any law enforcement shortfalls by responding from the City of Birmingham to the Village of Beverly Hills.



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.

Beverly Hills Public Safety Activity Report

May 28th - June 11th, 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>

Tips for Spotting a Small Business Loan Scam:

- **Look for a website that ends in .gov or .ca:** Legitimate government entities will have websites and emails that end with .gov such as SBA.gov.
- **Do a quick internet search for similar offers:** Many government agencies helping small businesses are offering loans and other programs. Be sure to confirm that the offer is real before sharing personal or business information. Find the agency website through an online search (never click on a link in an email) and be sure the program is on their website
- **Government agencies do not typically text or communicate through social media avenues** such as Facebook. Be wary of unsolicited messages.
- **There is no such thing as a "free" government grant.** If you have to pay money to claim a "free" government grant, it is not really free. A real government agency will not ask you to pay an advanced processing fee.
- **Businesses typically don't receive government grants.** In general, the federal government only offers grants to nonprofits, educational institutions, and state and local governments. [Learn more at SBA.gov](http://SBA.gov). **For More Information.** Check out the SBA's website (SBA.gov) for business resources and loans. For consumer tips on COVID-19, go to BBB.org/Coronavirus.

CALLS FOR SERVICE

- 227 Calls for Service.
- 7 Tickets issued.
- 73 Property checks.
- 15 Community Relation Events.
- 1 Operation Medicine Cabinet.
- 2 Alarms on 13 Mile Rd.
- 3 Medicals on 13 Mile Rd.
- 3 Traffic Accidents on 13 Mile Rd.
- Reckless Driving on 13 Mile Rd.

- 2 Road Hazard complaints on 13 Mile Rd.
- Citizen Assist on 13 Mile Rd.
- Welfare Check on 13 Mile Rd.
- 3 Suspicious Persons complaints on 13 Mile Rd.
- Larceny on 13 Mile Rd.
- Found Property on 13 Mile Rd.
- 2 Suspicious Circumstance complaints on 13 Mile Rd.
- Fire Alarm on 13 Mile Rd.
- Suspicious Circumstance on 14 Mile Rd.
- Damage to Property on 14 Mile Rd.
- Assist Birmingham Police with traffic control on 14 Mile Rd.
- Suspicious Circumstance complaint on Southfield.
- Traffic Accident on Southfield.
- Traffic Accident on Greenfield.
- Traffic Accident on Lahser.
- Traffic complaint on Evergreen.
- Alarm on Evergreen.
- Parking complaint on Evergreen.
- Welfare Check on Evergreen.
- Fraud on Evergreen.
- Suspicious Circumstance complaint on Evergreen.
- 2 Suspicious Persons complaints on Beverly.
- Suspicious Circumstance complaint on Beverly.
- Motorist Assist on Beverly.
- Medical on Beverly.
- 2 Traffic complaints on Birmingham.
- Fraud on Churchill.
- Recovered Stolen Vehicle on Huntley Sq. E.
- Suspicious Persons complaint on Pierce
- Animal complaint on Huntley Ct.
- Fraud on Riverbank.
- Medical on E. Lincolnshire.
- Neighbor Trouble on Birwood.
- Fire Alarm on Birwood.
- Medical on Madison.
- Fire Alarm on Locherbie.
- Animal complaint on Nixon.
- Medical on Birwood
- Suspicious Persons on Vernon.
- Fraud on White Oaks.
- Lift Assist on Inglewood.
- Lift Assist on E. Rutland.
- Fraud on Allenadale Ct.
- Alarm on Spruce Ln.

- Medical on Spruce Ln.
- Fire Alarm on Devonshire.
- Medical on Locherbie.
- Suspicious Persons complaint on Pickwick.
- Traffic complaint on Riverside.
- Traffic Accident on Riverside.
- Welfare Check on Hampton.
- Damage to Property on Auburn.
- Lift Assist on Hampton.
- Animal complaint on Birwood.
- Citizen Assist on Old Coach.
- Medical on E. Rutland.
- Medical on Birwood
- Suspicious Persons on Saxon.
- Medical on Riverview.
- Carbon Monoxide Alarm on Nottingham.
- Citizen Assist on E. Valley Woods.
- 2 Citizen Assists on Kirkshire.
- Fraud on Madoline.
- Medical on Huntley Sq. N.
- Alarm on Crossbow
- Suspicious Persons complaint on Birwood
- 2 Medicals on Huntley Sq. E.
- Noise complaint on Foxboro Way.
- Medical on Buckingham.
- Medical on Huntley Sq. N.
- Fraud on Kirkshire.
- Alarm on Riverview.
- Fire Alarm on Verona.
- Traffic Accident on Devonshire.
- Medical on Amherst.
- Carbon Monoxide Alarm on Birwood.
- Reckless Driving complaint on Highbank.
- Assist Royal Oak Police with an accident on Woodward.
- Medical on Mayfair.
- Odor Investigation on Sleepy Hollow.
- Assist Franklin-Bingham Police with an Alarm
- Suspicious Persons complaint on E. Bellvine Trail
- Welfare Check on Walmer
- Medical on E. Lincolnshire
- Suspicious Circumstance complaint on Locherbie.
- Motorist Assist on Pierce.
- Medical on Inglewood.
- Welfare Check on Kirkshire.

- Welfare Check on Buckingham.
- Lift Assist on Locherbie.
- Animal complaint on Eastlady.
- Medical on Vernon.
- Lift Assist on Kirkshire.
- Suspicious Circumstance on Elizabeth.
- Fire Alarm on Norchester.
- Down Wire on Buckingham.
- Down Wire on Crossbow.
- Alarm on Waltham.
- Animal complaint on Auburn.
- Alarm on White Oaks.
- Alarm on Spruce.
- Animal complaint on Birwood.
- Medical on Amherst
- Medical (Death) on Cline.
- Medical on Madoline.
- Medical on Village Pines.
- Down Wire on Embassy.
- Road Hazard on Kirkshire.
- Suspicious Circumstance complaint on Huntley Sq. E.

FIRE PREVENTION

- 46 Fire/EMS reports reviewed.
- 2 EMS Continuing Education Sponsorship courses conducted.
- Upload Bi-Weekly NFIRS data export to FEMA.
- Daily submission of staffing on ICS-209 Forms to EMS Division 4.
- Coordinate with South Oakland Fire Association Training Officers regarding rescheduling training postponed due to COVID-19.
- Supervise Road Patrol.
- Attend Weekly Division Leaders meeting via teleconference.
- Prepare and submit to the Michigan Bureau of Fire Services a request for funding of two previously approved Q Courses to be applied rescheduled courses.
- Knox Box Installation.
- Attend Michigan Fire Fighters Training Council Work Session via teleconference.
- Attend OAKWAY draft Fire Rules discussion via teleconference.
- Attend Weekly Division Leaders meeting via teleconference.
- Complete Annual Use of Force Policy tests.
- Update Fire Response Box Cards.

- Attend Michigan Fire Fighters Training Council Work Session via teleconference.
- Attend Michigan Fire Fighters Training Council Regular Meeting via teleconference.
- New Q Course Lesson Plan for approved by Michigan Fire Fighters Training Council.
- Update FEMA ICS-214 Forms.

INVESTIGATIONS

- CFS Closed and Reviewed 234.
- Reviewed 25 case reports for a disposition.
- Followed up and reviewed cases of which 17 were closed and 7 remained open.
- 7 Case were assigned.
- 5 Reports written on current cases.
- 26 Current active investigations.
- 12 Current pending investigations.
- Follow up on five fraud complaints.
- Follow up on Larceny complaint.
- Follow up on LFA and Burglary. Sent in warrant request.
- Follow up on damage to property complaint.
- Follow up on neighbor trouble.
- Follow up on animal complaint.
- Follow up on hit and run accident.
- Follow up on parked unoccupied stolen vehicle in Huntly Apts.
- Conducted LEIN online annual training.
- Follow with 46th District Court on upcoming Zoom court proceedings.

Enforcement List - Inspection Summary

06/11/20

Enforcement Number	Address	Filed	Status	Closed	
E200031	16308 KIRKSHIRE AVE	04/02/20	Notice Sent		
REMOVE STORED ITEMS/DEBRIS FROM PROPERTY					
Code	Date Next Action		Next Action		
29.302.1	04/16/2020		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed	
E200032	17831 BIRWOOD AVE	04/07/20	Notice Sent		
NO FENCE OR SCREEN IS ALLOWED IN SIDE YARD. ALL FENCES MUST STOP AT REAR EDGE OF HOUSE- REAR YARD ONLY. UNLESS ENCLOSING SIDE DOOR. PLEASE REMOVE SCREEN					
Code	Date Next Action		Next Action		
22.08.150	04/13/2020		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address			Filed	Status		Closed
E200033	19845 BEVERLY RD			04/02/20	Notice Sent		
TRIM ROAD EDGE							
Code	Date Next Action			Next Action			
29.302.4							
Inspection Type	Status	Result	Scheduled	Completed	Inspector		

Enforcement Number	Address	Filed	Status	Closed
E200034	20799 KENNOWAY CIR	04/13/20	Notice Sent	
PLEASE REPLACE DRIVEWAY CULVERT, IT IS BLOCKED AND WASHING OUT UNDERGROUND AND WILL COLLAPSE DRIVEWAY				

Enforcement List - Inspection Summary

06/11/20

Code
29.302

Date Next Action

Next Action

Inspection Type **Status** **Result** **Scheduled** **Completed** **Inspector**

Enforcement Number Address Filed Status Closed

E200035 16961 BIRWOOD AVE 04/16/20 Notice Sent

REC'D COMPLAINTS ON RAT HARBORAGE. SIGHTINGS AROUND GARAGE.
PLEASE CLEAR OUT DEBRIS/STORED ITEMS AND FILL IN ANY HOLES ALONG FOUNDATION.

Code
29.302.5

Date Next Action

Next Action

Inspection Type **Status** **Result** **Scheduled** **Completed** **Inspector**

Enforcement Number Address Filed Status Closed

E200036 16136 WETHERBY ST 04/16/20 Notice Sent

REC'D COMPLAINTS ON RAT SIGHTINGS.
PLEASE CLEAR STORED ITEMS ON SIDE AND REAR OF GARAGE, WOOD TREE LIMBS AND LEAF BAGS.

Code
29.302.5

Date Next Action

Next Action

Inspection Type **Status** **Result** **Scheduled** **Completed** **Inspector**

Enforcement Number Address Filed Status Closed

E200037 17340 W 13 MILE RD 05/06/20 Notice Sent

PLEASE CLEAR AWAY ALL OUTSIDE STORED ITEMS, CUT AND TRIM GRASS FRONT AND REAR

Code

Date Next Action

Next Action

Inspection Type **Status** **Result** **Scheduled** **Completed** **Inspector**

Enforcement List - Inspection Summary

06/11/20

Enforcement Number	Address	Filed	Status	Closed
E200038	31324 FOXBORO WAY	05/06/20	Notice Sent	
PLEASE REMOVE ALL ITEMS FROM DRIVEWAY, TRASH CONTAINERS MUST BE STORED IN REAR OF HOME OR INSIDE GARAGE.				
CUT AND TRIM TALL GRASS				

Code	Date Next Action	Next Action
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Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed						
E200039	18772 WALMER LN	05/15/20	Notice Sent							
PLEASE CUT GRASS AND WEEDS FRONT AND REAR, PER VILLAGE CODE.										
<table><tr><th>Code</th><th>Date Next Action</th><th>Next Action</th></tr><tr><td>302.4</td><td>05/18/2020</td><td>SITE INSPECTION</td></tr></table>					Code	Date Next Action	Next Action	302.4	05/18/2020	SITE INSPECTION
Code	Date Next Action	Next Action								
302.4	05/18/2020	SITE INSPECTION								
<table><tr><th>Inspection Type</th><th>Status</th><th>Result</th><th>Scheduled</th><th>Completed</th><th>Inspector</th></tr></table>					Inspection Type	Status	Result	Scheduled	Completed	Inspector
Inspection Type	Status	Result	Scheduled	Completed	Inspector					

Enforcement Number	Address	Filed	Status	Closed	
E200040	19117 WALMER LN	05/18/20	Notice Sent		
PLEASE CUT TALL GRASS AND WEEDS ON PROPERTY					
Code		Date Next Action		Next Action	
302.4		05/21/2020		SITE INSPECTION	
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200041	16154 MARGUERITE ST	05/14/20	Notice Sent	
STORED BOAT - STANDING WATER				

Enforcement List - Inspection Summary

06/11/20

Code	Date Next Action	Next Action			
	05/21/2020	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200042	18721 WALMER LN	05/19/20	Notice Sent	
CUT GRASS AND WEEDS				

Code	Date Next Action	Next Action			
302.4	05/22/2020	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200043	19315 RIVERSIDE DR	05/18/20	Notice Sent	
1 - CUT GRASS AROUND TREE IN YARD				
2 - REMOVE TREE TRUNK BY DRIVEWAY				

Code	Date Next Action	Next Action			
302.4	05/26/2020	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200044	15655 AMHERST AVE	05/18/20	Notice Sent	
CUT GRASS AND WEEDS IN FRONT AND REAR YARD				

Code	Date Next Action	Next Action			
302.4	05/21/2020	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement List - Inspection Summary

06/11/20

Enforcement Number	Address	Filed	Status	Closed
E200045	32275 ARLINGTON DR	05/21/20	Notice Sent	
PLEASE CUT GRASS - FRONT AND REAR YARD				
Code	Date	Next Action	Next Action	
302.4	05/27/2020		SITE INSPECTION	
Inspection Type	Status	Result	Scheduled	Completed Inspector

Enforcement Number	Address	Filed	Status	Closed	
E200046	15711 W 14 MILE RD	05/27/20	Notice Sent		
CUT GRASS ON PROPERTY					
Code	Date Next Action		Next Action		
302.4	05/29/2020		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number		Address		Filed	Status	Closed
E200047		15708 KIRKSHIRE AVE		05/26/20		
CUT GRASS/WEEDS ON PROPERTY						
Code		Date Next Action		Next Action		
302.4		05/29/2020		SITE INSPECTION		
Inspection Type		Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200048	20799 KENNOWAY CIR	05/26/20	Notice Sent	
REPLACE CULVERT - COLLAPSED AND FLOODING ROADWAY				

Enforcement List - Inspection Summary

06/11/20

Code	Date Next Action	Next Action
5.02	05/27/2020	CORRECTIVE ACTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200049	16942 MARGUERITE ST	05/26/20		
CUT ALL TALL GRASS AND WEEDS, 8" LIMIT PER VILLAGE CODE.				

Code	Date Next Action	Next Action
302.4	05/29/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200050	32405 BELL VINE TRL	05/27/20	Notice Sent	
CUT ALL TALL GRASS AND WEEDS, 8" LIMIT PER VILLAGE CODE.				

Code	Date Next Action	Next Action
302.4	05/29/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200051	17341 KINROSS AVE	05/27/20	Notice Sent	
CUT ALL TALL GRASS AND WEEDS, 8" LIMIT PER VILLAGE CODE.				

Code	Date Next Action	Next Action
302.4	05/29/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement List - Inspection Summary

06/11/20

Enforcement Number	Address	Filed	Status	Closed
E200052	16975 KINROSS AVE	06/05/20	Notice Sent	
1. REMOVE ALL PEELING PAINT ON GARAGE AND REPAINT ALL SCRAPPED AREAS ALL WOOD SURFACES MUST BE COATED WITH PAINT NO RAW SURFACES.				
2. REMOVE ALL TALL WEEDS IN REAR AND FRONT YARDS.				

TICKET COULD BE ISSUED

Code		Date Next Action		Next Action	
29.302.4 AND 29		06/25/2020		SITE INSPECTION/ FOR GARAGE	
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200053	16269 KIRKSHIRE AVE	06/05/20	Notice Sent	
PLEASE HAVE ALL TALL WEEDS AND GRASS CUT DOW IN REAR. IF YOU CANNOT HIRE SOMEONE TO COMPLETE THE WORK, THE VILLAGE WILL CUT AND HAUL AWAY AND BILL OWNER. PER VILLAGE CODE.				

Code		Date Next Action		Next Action	
29.302.4		06/19/2020		SITE INSPECTION	
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200054	16308 KIRKSHIRE AVE	06/05/20	Notice Sent	
CUT ALL GRASS ON PROPERTY, REMOVE ALL ITEMS FROM PORCH BEING STORED AND OTHER ITEMS IN REAR YARD. IF NOT COMPLETED THE VILLAGE WILL CUT AND TRIM AND BILL THE OWNER.				

Code	Date Next Action			Next Action	
29.302.4	06/12/2020			SITE INSPECTION	
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement List - Inspection Summary

06/11/20

Enforcement Number	Address	Filed	Status	Closed	
E200055	31174 PICKWICK LN	05/29/20	Notice Sent		
CUT ALL TALL GRASS ON PROPERTY OR VILLAGE WILL BUT AND BILL OWNER. PER VILLAGE CODE.					
Code	Date Next Action		Next Action		
29.302.4	06/12/2020		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed	
E200056	19501 S WALTHAM RD	05/28/20	Notice Sent		
CUT ALL TALL GRASS ON PROPERTY OR VILLAGE WILL BUT AND BILL OWNER. PER VILLAGE CODE.					
Code	Date Next Action		Next Action		
29.302.4	06/10/2020		SITE INSPECTIONS		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed	
E200057	17380 KINROSS AVE	06/03/20	Notice Sent		
CUT ALL TALL GRASS ON PROPERTY OR VILLAGE WILL BUT AND BILL OWNER. PER VILLAGE CODE.					
Code	Date Next Action		Next Action		
29.302.4	06/12/2020		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement List - Inspection Summary

06/11/20

Enforcement Number	Address	Filed	Status	Closed	
E200058	31312 PICKWICK LN	05/29/20	Notice Sent		
CUT ALL TALL GRASS ON PROPERTY OR VILLAGE WILL BUT AND BILL OWNER. PER VILLAGE CODE.					
Code	Date Next Action		Next Action		
29.302.4	06/12/2020		SITE INSPECTIN		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed	
E200059	18990 BEVERLY RD	06/10/20	Notice Sent		
PLEASE BE ADVISED WE HAVE REC'D COMPLAINTS OF LOUD MUSIC AT POOLSIDE ON SEVERAL OCCASSIONS. PLEASE MONITOR VOLUME					
Code	Date Next Action		Next Action		
42.20					
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed	
E200060	32635 OLD POST RD	06/10/20	Notice Sent		
PLEASE HAVE DEAD HAZARDOUS TREE REMOVED FROM PROPERTY. PER VILLAGE CODE.					
Code	Date Next Action		Next Action		
17.08 (C)	06/25/2020		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200061	110 TURNBERRY CT	05/29/20	Notice Sent	

Enforcement List - Inspection Summary

06/11/20

FOR TURNBERRY COMMON WOODS

PLEASE BE ADVISED THAT IN THE WOODS AT THE COMMON AREA, THERE IS A LARGE DEAD TREE LEANING ON ANOTHER TREE. THIS IS A HAZARD AND MUST BE MADE SAFE BY OWNERS OF PROPERTY. PLEASE TURN THIS NOTICE OVER TO THE ASSOC. MANAGER OR TO WHO OWNS THIS PART OF THE PROPERTY. BILLAGE CODE REQS TREE TO BE MADE SAFE

Code	Date	Next Action
17.08C	06/29/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Population: All Records

Enforcement.DateFiled Between 4/1/2020 12:00:00 AM AND 6/11/2020 11:59:59 PM