

Village of Beverly Hills
Regular Village Council Meeting
Tuesday, December 7, 2021

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

Zoom link: <https://us02web.zoom.us/j/89326802401>

Meeting ID: 893 2680 2401

Dial in: 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 special Council meeting held November 9, 2021.
2. Review and consider approval of **minutes** of a regular Council meeting held November 16, 2021.
3. Review and file **bills** recapped as of Monday, December 6, 2021.
4. Review and consider **resolution** for Charitable Gaming License for The Get To™ Foundation.
5. Review and consider Low Income Household Water Assistance Program **Memorandum of Understanding** with the Michigan Department of Health and Human Services.

Business Agenda

1. Review and consider subcommittee's **recommendation** for an appointment on the Zoning Board of Appeals.
2. Second reading and consideration of **Ordinance #380** to adopt the 2021 International Property Maintenance Code.
3. Review and consider Baldwin Public Library's **request** to host Outdoor Storytime at Beverly Park pavilion.
4. Review and consider Parks & Recreation Board's **recommendation** to request proposals for a gravel path upgrade at Beverly Park.
5. Review and consider Parks & Recreation Board's **recommendation** to include Park #5 in a landscape design request for proposals.
6. Review and consider Parks & Recreation Board's **recommendation** to organize holiday decorating installations at Village parks.

Public comments

Manager's **report**

This will be a hybrid meeting held in person in the Village Council Chambers with a remote participation option available via Zoom due to the COVID-19 pandemic.

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.

Council comments

Adjournment

This will be a hybrid meeting held in person in the Village Council Chambers with a remote participation option available via Zoom due to the COVID-19 pandemic.

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.

SPECIAL COUNCIL MEETING MINUTES – NOVEMBER 9, 2021 – PAGE 1

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

Absent: O’Gorman

Also Present: Village Clerk / Assistant Manager, Rutkowski

President George called the special Village Council meeting to order at 7:30 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025. The Pledge of Allegiance was recited by those in attendance.

AMENDMENTS TO AGENDA/APPROVE AGENDA

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

Motion passed.

PUBLIC COMMENTS

None.

BUSINESS AGENDA**EXECUTIVE SEARCH WORK SESSION WITH MICHIGAN MUNICIPAL LEAGUE****a. Introductions**

Joyce Parker, Executive Recruiter from the Michigan Municipal League (MML) introduced herself to the Council. Parker has over 15 years of experience with the MML. She also served in the Manager role in municipalities in Michigan and Illinois.

b. Process Review

Parker provided an overview of the Village Manager search process and timeline. The process includes developing a profile, advertising the position, reviewing resumes, selecting finalists, performing references checks and interviews, appointing a manager, and starting work. Based on a November 5th start date, the process is expected to be completed by the end of February 2022.

George asked about the upcoming holidays in relation to the timeline. Parker stated that she did take the holidays into account and adjusted the timeline accordingly.

c. Candidate Profile

Parker and the Council discussed developing a profile for the position which included information about the Beverly Hills community and qualifications, experience, and professional characteristics required for the Village Manager position. Some examples included experience in human resources, intergovernmental relations, economic development, union negotiations, arbitration, Public Safety Department, and overseeing privatized services. The Council discussed education requirements to include a Master’s Degree in Public Administration or a related field. The Council is open to interviewing candidates who have experience in Village, Township, City, County, or State government. They are looking for someone who is a problem solver, is well versed in community engagement, and is a data-driven decision maker.

Council members were given a Community Profile worksheet to be completed and returned to the Personnel Committee as soon as possible.

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

d. Advertising Strategy & Language

Parker recommended the employment advertisement be placed with MML, ICMA, and other organizations that provide support in the professional position. Marketing and recruitment will include direct email, social media, and email alerts to appropriate individuals and organizations advising them of the opening. All applications will be sent to the MML for the purpose of confidentiality.

e. Resume Prioritization/Short List

Parker went over the resume review process. In order to identify candidates who mostly meet the criteria, MML will review resumes and they will be evaluated based on the criteria established in the candidate profile. Some candidates will be eliminated from further consideration. At the end of the review, Parker will prepare a written report regarding each candidate and recommend a list of candidates to the Council for further consideration.

f. Interview & Selection Process

The aforementioned list of eligible candidates will be narrowed down to four to six candidates who will be afforded the opportunity to for a formal interview. It was recommended to interview no more than six candidates. Prior to the interviews, Parker and the Council will meet to discuss the interview questions and confidential information. The Executive Recruiter will provide resumes and a report related to reference checks for each candidate that will be interviewed.

g. Reference Check & Background Investigation

After the finalists are selected, reference checks will be conducted. A background check will be provided as part of the services provided by MML for the finalist extended a conditional offer. The Executive Recruiter may request transcripts from finalists to verify degrees.

The Council thanked Parker for attending the meeting and for her work on the executive search.

PUBLIC COMMENTS

None.

COUNCIL COMMENTS

Abboud stated that it is important to find a good leader for now and into the future.

Mooney stated the Council should be open minded to anyone who applies to the position and anticipate that they will only be in the role for an average of 3 to 5 years. He said Council may need to step up in the meantime and be more proactive.

Hrydziusko said she is thankful for working with this group during the executive search process.

George thanked Council for their input. He said he was thankful that the millage renewal passed last year. Ultimately, he wants what is best for the Village.

ADJOURNMENT

Motion by Mooney, second by Hrydziusko, to adjourn the meeting at 9:08 p.m.

Motion passed.

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

John George
Council President

Kristin Rutkowski
Village Clerk

REGULAR COUNCIL MEETING MINUTES – NOVEMBER 16, 2021 – PAGE 1

Present: President George; President Pro-Tem Hrydziusko; Members: Abboud, Mooney, O’Gorman, and Peddie

Absent: Kecskemeti

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

President George called the regular Village Council meeting to order at 7:30 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025. The Pledge of Allegiance was recited by those in attendance.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Mooney, second by Peddie, to approve the agenda as published.

Motion passed.

SPECIAL ORDER OF BUSINESS: UPDATE FROM STATE REPRESENTATIVE KYRA HARRIS BOLDEN

Representative Kyra Harris Bolden attended the meeting via Zoom and provided a legislative update. She stated that her Coffee Hours would resume in February 2022. She talked about HB4856 that dealt with protecting identifications and victims’ rights, probate, and inflation. She mentioned HB5062 which would update the Liquor Control Code. Bolden stated that there will be a Financial Literacy Workshop on January 24, 2022. An Expungement Fair will be coming up as well. She encouraged the Village to contact her office if there are any special project requests. She provided her contact information and asked residents to reach out to her office if they have any questions or concerns: kyrabolden@house.mi.gov or (517) 373-1788.

COMMUNITY ANNOUNCEMENTS

None.

PUBLIC COMMENTS

Dennis Bashur, 30630 Vernon Drive, gave a brief history of Native American land in Southeast Michigan. He stated that the Wendbrook Lane properties that were for sale should be preserved and asked Council to take the necessary steps to acquire the land.

CONSENT AGENDA

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

1. Review and consider approval of minutes of a regular Council meeting held November 2, 2021.
2. Review and file bills recapped as of Monday, November 8, 2021.
3. Review and consider appointing SOCRRA representative and alternate.
4. Review and consider appointing SOCWA representative and alternate.

Roll Call Vote:

Motion passed (6-0)

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

BUSINESS AGENDA

PUBLIC HEARING TO RECEIVE COMMENTS ON THE PROPOSED 2022 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING ALLOCATION

President George opened the Public Hearing at 7:43 p.m.

Wilson provided an overview of the Community Development Block Grant funding allocation request. Beverly Hills has participated in the federally funded Community Development Block Grant (CDBG) program for more than 25 years. We are currently in a three-year subrecipient contract with Oakland County to participate in this program.

The Village's estimated allocation for Program Year 2022 is \$13,347.00. The annual CDBG allocation is based on a formula that uses several objective measures of community needs. The U.S. Department of Housing and Urban Development (HUD) has established three national objectives, at least one of which must be met, to determine eligibility for a community to engage in any specific program. Additionally, the Village must comply with several rules, including a limit on our allocation for public service projects to a maximum of 30% of the total 2022 allocation and a minimum of allocation of \$3,500 for each project.

This year Council is being asked to consider allocating funds for Minor Home Repair services and Public Services - Yard Services for low-income and low-moderate-income level citizens. A description of each service is attached. This year we are recommending allocating \$9,343 for minor home repair and \$4,004 for yard services through the CDBG program. The Village outsources the administration of these programs through a bid process, and Next has been the service provider for many years. Next continues to be a valued partner and ensures the program is administered per the extensive CDBG requirements.

The Village has received a request from HAVEN seeking a contribution for their program that provides services for victims of domestic violence, dating violence, sexual assault, or stalking. Due to CDBG requirements and limitations for project funding, we cannot allocate funds to both the Yard Services program and to HAVEN. Therefore, without Council objection, administration is recommending the Village make a General Fund contribution for the same amount, \$4,004.00, to HAVEN, as it has done in the past to support their program.

The following is a breakdown of the proposed allocation:

Minor Home Repair	\$ 9,343
Public Services – Yard Services	<u>\$ 4,004</u>
TOTAL	\$13,347

No one wished to be heard, so President George closed the Public Hearing at 7:45 p.m.

REVIEW AND CONSIDER RESOLUTION AUTHORIZING THE VILLAGE OF BEVERLY HILLS' COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR PROGRAM YEAR 2022

Motion by Peddie, second by Mooney, the following resolution was offered:

Whereas, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs; and

Whereas, Oakland County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan; and

Whereas, the Village of Beverly Hills has duly advertised and conducted a public hearing as follows:

President George opened the Public Hearing at 7:43 p.m.

No one wished to be heard.

President George closed the Public Hearing at 7:45 p.m. on November 16, 2021 for the purpose of receiving public comments regarding the proposed use of PY 2022 Community Development Block Grant (CDBG) funds in the approximate amount of \$13,347.00; and

Whereas, the Village of Beverly Hills found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

Account	Project Name	Amount
172170-731227	Minor Home Repair	\$9,343
172160-732170	Public Services – Yard Services	\$4,004

Therefore, be it resolved, that the Village of Beverly Hills' Community Development Block Grant application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Council President is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

Roll Call Vote:
Motion passed (6-0)

RECEIVE AND FILE FISCAL YEAR 2020-2021 AUDIT PRESENTATION FROM PLANTE MORAN

Martin Olejnik and Rumzei Abdallah were in attendance via Zoom on behalf of Plante Moran. They presented on the Fiscal Year 2020-2021 audit. A copy of the presentation and financial statement were provided to the Council. The presentation included an overview of the General Fund, Public Safety Fund, and Library Fund expenditures and revenues. They also went over Property Tax Revenue and State Shared Revenue.

Abdallah spoke about the Village's long-term debt obligations and pension and retiree health care funding. He commended the Village for being proactive in paying down its debt obligations and funding its liabilities. Overall, the Village is in good financial standing.

George thanked Plante Moran for their work on the audit.

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

Wilson thanked Finance Director McCarthy and Treasurer Linkswiler for their hard work on the audit.

Motion by Mooney, second by Abboud, the Beverly Hills Village Council receives and files the Fiscal Year 2020-2021 Audit from Plante Moran.

Motion passed.

RECEIVE AND FILE QUARTERLY FINANCIAL STATEMENT DATE ENDING SEPTEMBER 30, 2021

Council received the Cash and Investment Summary which includes all cash accounts and CD's as of September 30, 2021, for all funds.

Also presented is the Revenue and Expenditure Report which includes revenue and expenditures for the General Fund, Major Road Fund, Local Street Fund, Public Safety Department, Park Improvement Fund, Library Fund and Water/Sewer Operation Fund for the 3 months ended September 30, 2021. The Revenue and Expenditure Report does not include prepaid and accrual adjustments that are reflected in the year end audited financial statements. Actual compared to budget financial results are monitored and budget amendments presented for approval, as necessary.

Motion by Mooney, second by Peddie, the Beverly Hills Village Council receives and files the Quarterly Financial Statement date ending September 30, 2021.

Motion passed.

FIRST READING OF ORDINANCE #380 TO ADOPT THE 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE

Chapter 29 of the Village of Beverly Hills Municipal Code includes the International Property Maintenance Code adopted by reference. The Village currently uses the 2006 edition and at this time Administration is recommending the Council adopt the most recent version of the International Property Maintenance Code, 2021 edition.

Attorney Ryan has drafted an ordinance for the first reading, which was provided to the Council. Ryan gave the first reading of Ordinance #380.

ORDINANCE NO. 380

THE INTERNATIONAL PROPERTY MAINTENANCE CODE

AN ORDINANCE OF THE VILLAGE OF BEVERLY HILLS ADOPTING THE 2021 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, REGULATING AND GOVERNING THE CONDITIONS AND MAINTENANCE OF ALL PROPERTY, BUILDINGS AND STRUCTURES; BY PROVIDING THE STANDARDS FOR SUPPLIED UTILITIES AND FACILITIES AND OTHER PHYSICAL THINGS AND CONDITIONS ESSENTIAL TO ENSURE THAT STRUCTURES ARE SAFE, SANITARY AND FIT FOR OCCUPATION AND USE; AND THE CONDEMNATION OF BUILDINGS AND

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

STRUCTURES UNFIT FOR HUMAN OCCUPANCY AND USE, AND THE DEMOLITION OF SUCH EXISTING STRUCTURES IN THE VILLAGE OF BEVERLY HILLS; PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFOR; REPEALING CHAPTER 29 OF THE VILLAGE OF BEVERLY HILLS MUNICIPAL CODE AND ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH.

The Village of Beverly Hills Ordains:

Section 1.01. That a certain document, three (3) copies of which are on file in the office of the Village Clerk of Village of Beverly Hills, being marked and designated as the International Property Maintenance Code, 2021 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the Village of Beverly Hills, in the State of Michigan for regulating and governing the conditions of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the Clerk's office of the Village of Beverly Hills are hereby referred to, adopted and made a part hereof, as if fully set out in this Ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2.01 of this Ordinance.

Section 2.01. The following sections are hereby revised:

Section 101.1. Title. These regulations shall be known as the Property Maintenance Code of the Village of Beverly Hills, hereinafter referred to as "this code".

Section 103.5. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in a schedule adopted by Village Council Resolution.

Section 302.4. Weeds. All premises and exterior property shall be maintained free from weeds or plant growth in excess of eight (8) inches in height. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent

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

responsible for the property.

Section 304.14. Insect screens. During the period from April 1st to October 31st, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

Section 602.3. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 1st to April 30th to maintain a temperature of not less than 68 degrees F (20 degrees C) in all habitable rooms, bathrooms, and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating as its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.
2. In areas where the average monthly temperature is above 30 degrees F (-1 degree C) a minimum temperature of 65 degrees F (18 degrees C) shall be maintained.

Section 602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 1st to April 30th to maintain a temperature of not less than 65 degrees F (18 degrees C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

Section 3.01. REPEALER. That Chapter 29 of the Village of Beverly Hills Municipal Code and all other Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

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

Section 4.01. SAVINGS CLAUSE. That nothing in this Ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3.01 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 5.01. SEVERABILITY CLAUSE. That if any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Village of Beverly Hills hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 6.01. PENALTIES. Any persons violating the provisions of this Ordinance shall be responsible for a municipal civil infraction and upon a finding of responsibility thereof shall be fined not exceeding \$500.00.

Section 7.01. EFFECTIVE DATE. The provisions of this Ordinance shall become effective 20 days following its publication in The Eccentric, a newspaper circulated within the Village of Beverly Hills.

REVIEW AND CONSIDER PURCHASE OF A GENERATOR FOR THE VILLAGE OFFICE FROM PM TECHNOLOGIES

Village Administration has investigated the cost and feasibility of a generator for the Village Hall for a while. Given the frequency of power outages this last summer it is the recommendation of Village Administration to move forward with a generator. A generator would prevent the interruptions of Village Hall operations that occurred this past summer, including the interruption of a Village Council meeting. It would also enable the Village to utilize the Village Hall space as a cooling or warming shelter in the event of future prolonged outages.

The Village sought quotes from companies for the provision and installation of a generator at Village Hall. We were able to procure two bids, the lowest of which was from PM Technologies. PM Technologies did an analysis by meter of the peak energy demands of the Village and is also the firm that Southfield Township has selected for the installation of a generator on their property. The total costs will be \$68,000 for the purchase and installation of a generator. I would also recommend the additional \$1,000 for the upgraded sound protection and \$1,200 for the 3 year maintenance plan. The Village should also be eligible for a credit of \$1,500 for the costs of the peak demand analysis. Delivery and installation of the generator is estimated to be 120 days. Half of the cost is due upon signing the agreement with the remainder due upon installation. Village Administration has reviewed the bid and PM Technologies and recommends moving forward at this time.

Abboud stated this purchase is long overdue. He asked what would happen if the power went out at 3:00 a.m. Wilson stated that the generator is powered by natural gas and would kick on in that situation.

O’Gorman commented about the warranty, maintenance plan, and liability.

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

Motion by Hrydziusko, second by Abboud, be it resolved that the Village Council approve and authorize the Village Manager to execute the agreement for purchase and installation of a generator for Village Hall with PM Technologies at a price not to exceed \$72,000. Funds for this purchase are available in Fund #401-905-982.00.

Roll Call Vote:
Motion passed (6-0)

ANNOUNCEMENT OF A VACANCY ON THE ZONING BOARD OF APPEALS

Wilson announced that there is a full-member vacancy on the Zoning Board of Appeals for a partial term ending June 30, 2023.

The ZBA meets the second Monday of the month at 7:30 p.m. as necessary. The ZBA hears appeals of applicants who request exceptions from or official interpretations of the Zoning Ordinance. Members must decide whether or not a physical hardship or practical difficulty exists which justifies the granting of a variance.

All interested and eligible residents of Beverly Hills are encouraged to apply to become a member of the ZBA. Applications are available on the Village website or by emailing the Village Clerk at krutkowski@villagebeverlyhills.com. Applications may be submitted to the Clerk's office via email, regular mail, in person, or using the drop box located outside the Village office (18500 W. 13 Mile Road, Beverly Hills, MI 48025).

Applications are due Wednesday, December 1, 2021.

This constitutes an announcement of a vacancy on the Zoning Board of Appeals.

REVIEW AND CONSIDER INTERIM VILLAGE MANAGER APPOINTMENT

Village Manager Chris Wilson's last day with the Village is November 30, 2021. The Village Council has hired the Michigan Municipal League to assist with a manager search, however the process is not scheduled to be complete until February or March 2022. The Personnel Committee has met and is recommending the appointment of Village Clerk/Assistant Village Manager Kristin Rutkowski to serve as the Interim Village Manager until a new Village Manager is hired. Ms. Rutkowski will retain her position as Village Clerk/Assistant Village Manager during the interim appointment and will return to that role full time once the new Village Manager is hired.

George thanked Rutkowski for stepping up to fill this role.

Motion by Mooney, second by Abboud, be it resolved, the Beverly Hills Village Council appoints Kristin Rutkowski as Interim Village Manager effective December 1, 2021.

Roll Call Vote:
Motion passed (6-0)

PUBLIC COMMENTS

Tim Mercer, Locherbie, spoke about Chris Wilson's service to the Village and wished him well on his future endeavors. He said that Wilson was key to success with Beverly Park improvements, Public Safety Union contracts, and funding retiree plans at a better rate. Wilson also played a large role in remodeling the Village Office and Council Chambers. He thanked Wilson for his help while he was on Council for four years.

MANAGER'S REPORT

Backflow Preventor Incentive Program – At the last Council meeting there was significant discussion on establishing a Residential Backflow Preventor Program for the Village. There were issues arising from that discussion that Village Attorney Tom Ryan is investigating. Additionally, Councilmember Kecskemeti will be out of town for the meeting of November 16. Ms. Kecskemeti has been instrumental in development of this program and should be present for any further discussion. Given the ongoing work of Mr. Ryan and absence of Councilmember Kecskemeti, President George asked that this matter be held and placed back on the Business Agenda for the first meeting in December.

Leaf Pickup – Curbside collection of bagged leaves is ongoing and will continue through the week of December 13. Leaves are falling later than normal this year. In past years, the Village has worked with SOCRRA and our hauler, Car Trucking, to extend leaf collection by a couple of weeks, at the Village's expense. I cannot guarantee that we will be able to do so again this year. Residents should plan to have all leaves for curbside collection bagged and to the curb by no later than December 13. After that date, residents will be able to take bagged leaves to the SOCRRA facility on Coolidge. There is a limit of ten (10) bags for residential drop off.

ARPA Funds – As an update, The Village has received the first ARPA payment (50% of the total) of \$541,764.50. We anticipate receiving the additional payment in the same amount in approximately 180 days. Finance Director McCarthy has spelled out the current guidelines on how these funds may be used and the upcoming reporting requirements in a memo to all administrative staff. Village Administration will need to work with Council in the coming months to plan for allocation of these funds.

Offices Closed – Village Offices will be closed on Thursday, November 25th and Friday, November 26th in observance of the Thanksgiving Holiday. Trash service will not be interrupted.

SOCRRA/SOCWA – The quarterly reports for SOCRRA and SOCWA were provided to Council in the meeting packet for review.

Greenfield/Beverly – Wilson commented on the possible roundabout design at the Greenfield/Beverly Road intersection and stated that the designs looked promising and that there would be no loss of trees in the area.

Beverly Hills United Methodist Church 60th Anniversary – A letter to the Beverly Hills United Methodist Church was included as an informational item in the meeting packet to congratulate them on their 60th Anniversary in the Village.

Thank You – As I wrap of the last two weeks of my time here at the Village, I am working with staff to try and have a smooth transition. I want to thank you for the opportunity to serve in this role for the last 13+ years. I am proud of the positive accomplishments Village Council has been

able to achieve during my tenure and I am confident that the Village's best days are in front of it. Again, thank you.

COUNCIL COMMENTS

O'Gorman expressed safety concerns about people walking and riding bikes at night in dark clothing without reflective gear. He thanked Wilson for his service to the Village and wished him well.

Peddie stated that the November Planning Commission meeting has been cancelled due to lack of items. She thanked Wilson for his service and said she appreciated his mentorship. She said it will be tough to fill his shoes.

Abboud stated that SEMCOG had a survey about internet available to complete on their website. The MML is discussing in-person and virtual meeting options. The Senior Advisory Council has been discussing their goals. He reported that the Next Interlocal Agreement has been signed by all participating communities. He thanked Wilson for his dedicated service. He said Wilson led with integrity and respect. He wished health and happiness to the Wilson family. He wished everyone a Happy Thanksgiving.

Mooney thanked Rutkowski for stepping in as interim manager. He said it has been a distinct honor to serve with Wilson. He said Beverly Hills is better today than it was before Wilson became manager 13 years ago. He emphasized how the Village is now in good standing financially and has had several nearly perfect audits over the past few years. He appreciates Wilson's efforts working with the Public Safety Department, supporting Baldwin Public Library, changing the pension plan, and reducing debt. He also mentioned Wilson's success on infrastructure improvements, concrete roads, park ranger mentorship, and recycling program. Mooney stated that being Village Manager is a tough job that Wilson performed diplomatically and he will be missed.

Hrydziuszko thanked residents and the Parks & Recreation Board for their work at the November 6th community tree planting at Beverly Park. The next Parks & Recreation Board meeting will be held on November 18, 2021. She thanked Wilson for the advice and guidance given to both Council and residents. She wished Wilson the best of luck.

George stated that he spoke with the Six Rivers Land Conservancy regarding the property on Wendbrook Lane and that he would personally prefer a park over a nature preserve in that location. He said they would need the property owner at the table to continue discussions. He reported that there will be a sidewalks meeting coming up. He wished Kecskemeti a Happy Birthday. He said that Wilson is very humble and will be missed. He noted that a lot of the accomplishments the Village has seen over the last several years would not have been possible without Wilson.

ADJOURNMENT

Motion by Mooney, second by Abboud, to adjourn the meeting at 8:53 p.m.

Motion passed.

John George
Council President

Kristin Rutkowski
Village Clerk



TO PRESIDENT GEORGE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF
EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 11/09/2021 THROUGH 12/06/2021.

ACCOUNT TOTALS:

101	GENERAL FUND	\$146,410.86
202	MAJOR ROAD FUND	\$13,152.58
203	LOCAL STREET FUND	\$375,174.25
205	PUBLIC SAFETY DEPARTMENT FUND	\$194,261.62
208	PARK IMPROVEMENT FUND	\$15,862.49
285	RETIREE HEALTH CARE FUND	\$11,547.69
401	CAPITOL PROJECTS FUND	\$35,100.00
592	WATER/SEWER OPERATION FUND	\$318,838.46
701	TRUST & AGENCY FUND	\$12,131.83
	TOTAL	<u>\$1,122,479.78</u>
	MANUAL CHECKS- COMERICA	\$11,812.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$1,134,291.78</u>
	GRAND TOTAL	<u>\$1,134,291.78</u>

12/02/2021 03:22 PM
 User: JAY
 DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
 CHECK DATE FROM 11/09/2021 - 12/06/2021

Page: 1/2

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
11/22/2021	COM	84615	60249	5 ALARM	388.16
11/22/2021	COM	84616	58787	ABEL ELECTRONICS	142.50
11/22/2021	COM	84617	31164	APOLLO FIRE APPARATUS	132.87
11/22/2021	COM	84618	51802	ARROW OFFICE SUPPLY CO.	70.41
11/22/2021	COM	84619	32748	BEIER HOWLETT,P.C.	625.00
11/22/2021	COM	84620	51409	BEVERLY HILLS ACE	11.12
11/22/2021	COM	84621	30861	BLUE CARE NETWORK	40,378.41
11/22/2021	COM	84622	60377	BRYX INC.	750.00
11/22/2021	COM	84623	59779	CANFIELD EQUIPMENT SERVICE INC	13,249.07
11/22/2021	COM	84624	59347	CINTAS CORPORATION #31	71.49
11/22/2021	COM	84625	60594	CIPPARRONE CONTRACTING, INC.	127,430.74
11/22/2021	COM	84626	31925	COALITION OF PUBLIC SAFETY	17,627.74
11/22/2021	COM	84627	04500	COMEAU EQUIPMENT CO INC.	26,003.74
11/22/2021	COM	84628	50826	CONSUMERS ENERGY	664.60
11/22/2021	COM	84629	MISC	DERVARTANIAN, MARK	200.00
11/22/2021	COM	84630	60372	EAGLE LANDSCAPING & SUPPLY	99.00
11/22/2021	COM	84631	31228	EXXONMOBIL	4,520.32
11/22/2021	COM	84632	53583	GUARDIAN	7,349.55
11/22/2021	COM	84633	08500	HUBBELL ROTH & CLARK INC	29,585.27
11/22/2021	COM	84634	08500	HUBBELL ROTH & CLARK INC	797.75
11/22/2021	COM	84635	51101	JANICE HAUSMAN	52.94
11/22/2021	COM	84636	59158	JASON'S OUTDOOR SERVICES LLC	435.00
11/22/2021	COM	84637	50770	JENNIFER RUPRICH	36.47
11/22/2021	COM	84638	59582	JOHNSON THERMOL-TEMP INC.	1,259.00
11/22/2021	COM	84639	09300	KELLER THOMA	612.50
11/22/2021	COM	84640	MISC	KING, REBECCA	200.00
11/22/2021	COM	84641	51792	LEXISNEXIS RISK SOLUTIONS	150.00
11/22/2021	COM	84642	39087	MAMC	60.00
11/22/2021	COM	84643	58953	MICHIGAN ASSOCIATION OF PLANNING	675.00
11/22/2021	COM	84644	52030	MICHIGAN GRAPHICS & AWARDS	270.00
11/22/2021	COM	84645	59614	MICHIGAN MUNICIPAL LEAGUE	400.00
11/22/2021	COM	84646	11000	MICHIGAN MUNICIPAL RISK	90,509.50 V
11/22/2021	COM	84647	59330	MIKE SAVOIE CHEVROLET	555.12
11/22/2021	COM	84648	MISC	MOONEY, PAUL	2,000.00
11/22/2021	COM	84649	58903	MUNIWEB	206.00
11/22/2021	COM	84650	51182	NELSON BROTHERS SEWER &	2,583.00
11/22/2021	COM	84651	51751	O.C.W.R.C.	36,868.33
11/22/2021	COM	84652	30658	OAKLAND COUNTY CLERKS ASSOC.	35.00
11/22/2021	COM	84653	60012	OAKLAND COUNTY PARKS	550.00
11/22/2021	COM	84654	50830	OAKLAND COUNTY TREASURER'S	205,367.10
11/22/2021	COM	84655	60028	PHOENIX SAFETY OUTFITTERS	12,960.00
11/22/2021	COM	84656	MISC	PRO HOME IMPROVEMENT INC	300.00
11/22/2021	COM	84657	59122	RAPID RESPONSE	59.99
11/22/2021	COM	84658	60595	RAY WIEGAND'S NURSERY	12,411.61
11/22/2021	COM	84659	60370	RELEAF MICHIGAN	832.00
11/22/2021	COM	84660	49784	ROMA CEMENT	12,900.00
11/22/2021	COM	84661	16500	S.O.C.R.R.A.	31,624.00
11/22/2021	COM	84662	16600	S.O.C.W.A.	4,033.47
11/22/2021	COM	84663	60203	SIX RIVERS LAND CONSERVANCY	79.50
11/22/2021	COM	84664	38145	SOUTHFIELD POSTAL SERVICE	700.00
11/22/2021	COM	84665	17700	SUNSET MAINTENANCE SERVICE	1,200.00
11/22/2021	COM	84666	MISC	TIMLIN CONSTRUCTION	300.00
11/22/2021	COM	84667	51123	ULINE	103.18
11/22/2021	COM	84668	38205	VERIZON WIRELESS MESSAGING	524.63
11/22/2021	COM	84669	14800	VILLAGE OF BEVERLY HILLS	10,000.00
11/22/2021	COM	84670	60596	ARMSTRONG PAINTING & WOOD FINISHING	11,812.00
12/06/2021	COM	84671	58731	ADVANCED SECURITY & FIRE	96.00
12/06/2021	COM	84672	51160	ALLIANCE MOBILE HEALTH	1,111.06
12/06/2021	COM	84673	60217	AMAZON CAPITAL SERVICES	129.85
12/06/2021	COM	84674	53284	APPLIED IMAGING	16.96
12/06/2021	COM	84675	51802	ARROW OFFICE SUPPLY CO.	159.76
12/06/2021	COM	84676	32748	BEIER HOWLETT,P.C.	1,737.50
12/06/2021	COM	84677	51409	BEVERLY HILLS ACE	90.91
12/06/2021	COM	84678	52071	BLUE CROSS BLUE SHIELD	35,226.17
12/06/2021	COM	84679	53417	BLUELINE IRRIGATION	200.00
12/06/2021	COM	84680	58959	CADILLAC ASPHALT, LLC	557.75
12/06/2021	COM	84681	38913	CHET'S RENT ALL	128.77
12/06/2021	COM	84682	59347	CINTAS CORPORATION #31	47.66
12/06/2021	COM	84683	60594	CIPPARRONE CONTRACTING, INC.	160,969.50
12/06/2021	COM	84684	59323	CLEANNET	858.00
12/06/2021	COM	84685	51439	COMCAST	258.71
12/06/2021	COM	84686	04500	COMEAU EQUIPMENT CO INC.	23,032.13
12/06/2021	COM	84687	MISC	CROOKED TREE FINE WOODWORKING	600.00
12/06/2021	COM	84688	MISC	CZ CONSTRUCTION	200.00
12/06/2021	COM	84689	MISC	DALLOO CONSTRUCTION	900.00
12/06/2021	COM	84690	MISC	EMERGENCY EGRESS LLC	200.00
12/06/2021	COM	84691	53489	GREAT AMERICA FINANCIAL SVCS.	600.00
12/06/2021	COM	84692	60206	GREAT LAKES WATER AUTHORITY	994.74

User: JAY

CHECK DATE FROM 11/09/2021 - 12/06/2021

DB: Beverly Hills

Check Date	Bank	Check	Vendor	Vendor Name	Amount
12/06/2021	COM	84693	31202	HOME DEPOT CREDIT SERVICES	411.82
12/06/2021	COM	84694	08500	HUBBELL ROTH & CLARK INC	23,255.01
12/06/2021	COM	84695	58950	HYDROCOP	290.00
12/06/2021	COM	84696	59839	J.C. EHRLICH	51.00
12/06/2021	COM	84697	39070	J.H. HART URBAN FORESTRY	7,440.00
12/06/2021	COM	84698	59158	JASON'S OUTDOOR SERVICES LLC	470.00
12/06/2021	COM	84699	MISC	JOSEPH SARDY	900.00
12/06/2021	COM	84700	60077	KRISTIN RUTKOWSKI	24.53
12/06/2021	COM	84701	MISC	LL CUSTOM CONTRACTING LLC	900.00
12/06/2021	COM	84702	49491	MAINS LANDSCAPE SUPPLY	59.48
12/06/2021	COM	84703	59116	MARGARET A.S. BEKE	63.33
12/06/2021	COM	84704	11000	MICHIGAN MUNICIPAL RISK	70,509.50
12/06/2021	COM	84705	11000	MICHIGAN MUNICIPAL RISK	20,000.00
12/06/2021	COM	84706	58738	MICHIGAN STATE FIREMEN'S	75.00
12/06/2021	COM	84707	59330	MIKE SAVOIE CHEVROLET	160.16
12/06/2021	COM	84708	51182	NELSON BROTHERS SEWER &	544.00
12/06/2021	COM	84709	59112	NEXT	207.00
12/06/2021	COM	84710	51799	NYE UNIFORM EAST	2,454.00
12/06/2021	COM	84711	50830	OAKLAND COUNTY TREASURER'S	452.35
12/06/2021	COM	84712	60181	OAKLAND COUNTY TREASURER'S ASSOC.	20.00
12/06/2021	COM	84713	30035	PLANTE & MORAN, PLLC	9,500.00
12/06/2021	COM	84714	60544	PM TECHNOLOGIES	35,100.00
12/06/2021	COM	84715	60379	PREMIUM ELECTRIC CO. INC.	262.50
12/06/2021	COM	84716	MISC	PRIME HOME REMOD	300.00
12/06/2021	COM	84717	60386	PTS COMMUNICATIONS	60.00
12/06/2021	COM	84718	59122	RAPID RESPONSE	139.99
12/06/2021	COM	84719	60595	RAY WIEGAND'S NURSERY	3,450.88
12/06/2021	COM	84720	MISC	RJS LOGISTICS	300.00
12/06/2021	COM	84721	16100	ROAD COMMISSION FOR OAKLAND	807.50
12/06/2021	COM	84722	49784	ROMA CEMENT	600.00
12/06/2021	COM	84723	16500	S.O.C.R.R.A.	35,451.00
12/06/2021	COM	84724	16600	S.O.C.W.A.	51,048.83
12/06/2021	COM	84725	MISC	SCOTT MCKINNON	200.00
12/06/2021	COM	84726	38145	SOUTHFIELD POSTAL SERVICE	1,689.44
12/06/2021	COM	84727	60409	SUBURBAN FORD OF WATERFORD	114.13
12/06/2021	COM	84728	31043	THOMAS J RYAN PC.	9,270.60
12/06/2021	COM	84729	14800	VILLAGE OF BEVERLY HILLS	5,772.93
12/06/2021	COM	84730	MISC	WALLSIDE WINDOWS	200.00
12/06/2021	COM	84731	53572	WOW! BUSINESS	1,237.75
12/06/2021	COM	84732	20900	ZIP ETC INC	130.00

COM TOTALS:

Total of 118 Checks:

1,224,801.28

Less 1 Void Checks:

90,509.50

Total of 117 Disbursements:

1,134,291.78



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Charitable Gaming License for The Get To Foundation

Date: December 2, 2021

The Get To™ Foundation is a non-profit organization that continues Ben Jones' legacy of inspiring others to consider obligations and obstacles as opportunities. By providing resources to communities, teams, and individuals, they encourage others to shift their perspective from "Have To" to "Get To."

The president of the non-profit is requesting that the Village of Beverly Hills recognize the foundation as a non-profit organization operating in the community for the purpose of obtaining a charitable gaming license through the State of Michigan Gaming Control Board. As part of their application process with the State, the group needs the local governing body to pass a resolution recognizing its non-profit status. If The Get To™ Foundation receives a charitable gaming license, then they will be able to hold raffles at upcoming fundraising events. Get To is registered with the Michigan Department of Licensing and Regulatory Affairs as a domestic non-profit organization.

Suggested Resolution:

Be it resolved, by the Beverly Hills Village Council that the request from The Get To™ Foundation of the Village of Beverly Hills, County of Oakland, asking that they be recognized as a nonprofit organization operating in the community, for the purpose of obtaining charitable gaming licenses, be considered for approval.



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Low Income Household Water Assistance Program MOU

Date: December 2, 2021

The Village received information and a Memorandum of Understanding from the Oakland Livingston Human Service Agency (OLHSA) in partnership with the Michigan Department of Health and Human Services regarding participation in their Low Income Household Water Assistance Program (LIHWAP).

“For many low-income households across America, water affordability needs have been significantly exacerbated by the Covid-19 public health crisis, and while water is required to follow the federal guidance from the Centers for Disease Control and Prevention (CDC) advising washing hands frequently in order to reduce the transmission of Covid-19, the pandemic has made it significantly more difficult for individuals and families to pay their home drinking water and wastewater bills. Water consumers have accumulated debts that have serious economic consequences not only for household consumers, but also for public water utilities. To help address critical household needs, Oakland Livingston Human Service Agency would like you to participate in the Low Income Household Water Assistance Program in support to address household needs for low-income families.

To be eligible for payment, providers must complete a LIHWAP Participation Agreement before receiving payments on behalf of eligible customers. The agreement is valid for the duration of the program. A LIHWAP payment shall guarantee service for at least 90 days after receipt of payment. Funding is administered through local MDHHS Offices and Community Action Agencies statewide until September 30, 2023, unless depleted prior to that date.”

The vendor participation agreement is attached and has been reviewed by both the Village Attorney and former Village Manager, who recommended approval. A signed agreement is required prior to a provider being eligible to receive payments through this program.

In addition, a LIHWAP One-Pager that explains the program in its entirety is attached.

Suggested Resolution:

Be it resolved, the Beverly Hills Village Council authorizes Administration to execute the Memorandum of Understanding between the State of Michigan Department of Health and Human Services for participation in the Low Income Household Water Assistance Program through September 30, 2023.

Michigan Department of Health and Human Services

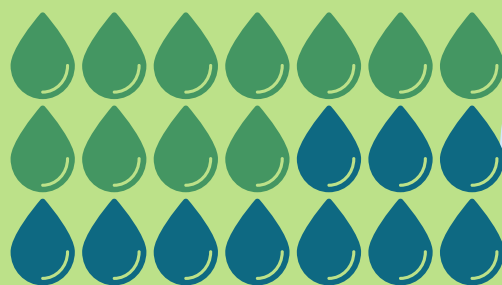
Low Income Household Water Assistance Program

Water/Wastewater Provider Information

Funding is administered through local MDHHS Offices and Community Action Agencies statewide until September 30, 2023, unless depleted prior to that date.

Provider Participation

To be eligible for payment, providers must complete a LIHWAP Participation Agreement before receiving payments on behalf of eligible customers. The agreement is valid for the duration of the program. A LIHWAP payment shall guarantee service for at least 90 days after receipt of payment.



Allowable Services

Direct payment assistance for household accounts in arrears or disconnect status, including reconnection fees when services have been disconnected.

For households that have had their water disconnected or are facing disconnection, LIHWAP funding may pay the full cost that will reconnect or prevent disconnection of service even if it includes costs other than water (e.g. trash, cable, etc.).



Client Eligibility

Qualified account holders must:

- Be a residential account.
- Be in arrears or disconnect status.
- Be under 150% Federal Poverty Limit and/or actively receiving Temporary Assistance for Needy Families (TANF), Food Assistance Program/Supplemental Nutrition Assistance Program (FAP/SNAP), State Emergency Relief (SER), Social Security Supplemental Income (SSI).



Outreach

It is the expectation that Community Action Agencies work with water and wastewater providers as well as other community partners in their service area to provide outreach to increase program awareness.



For more information

Contact your local Community Action Agency or MDHHS-LIHWAP@michigan.gov.

MEMORANDUM OF UNDERSTANDING NUMBER:
Between
THE STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
And

PARTNER / ENTITY NAME	PRIMARY CONTACT	
EMAIL		TELEPHONE - -

And

PARTNER / ENTITY NAME	PRIMARY CONTACT
EMAIL	TELEPHONE - -

MDHHS CONTACT	NAME Ben Gulker	TELEPHONE 517-285-8053	EMAIL MDHHS-LIHWAP@michigan.gov
---------------	--------------------	---------------------------	------------------------------------

MEMORANDUM OF UNDERSTANDING SUMMARY	
BRIEF DESCRIPTION OF PURPOSE	Agreement between the water/wastewater provider, Community Action Agency and MDHHS for participation in the Low Income Household Water Assistance Program.
BEGIN DATE	END DATE September 30, 2023

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.

Michigan Department of Health and Human Services

Signature of Authorized Designee

Signature of Director or Authorized Designee

Print Name / Title

Jeanette Hensler
Director-Grants Division, Bureau of Grants and Purchasing

Print Name / Title

Date

Date

Signature of Authorized Designee

Print Name / Title

Date

Memorandum of Understanding Number:

This Memorandum of Understanding (MOU) establishes the responsibilities and procedures for the Michigan Department of Health and Human Services (MDHHS), (), and () for the purpose described below.

1. Background

Access to safe and affordable drinking water and wastewater services is a fundamental element of health, safety, and well-being for households across America. Yet water affordability is a significant and growing concern in communities across the country, and many communities have faced significant challenges related to water safety, aging water infrastructure, and even water shortages due to drought. Moreover, water affordability concerns and the growing crisis of household indebtedness disproportionately impacting low-income individuals and communities of color can be related to multiple adverse household impacts in terms of service disconnections and lien sales, leading to home foreclosures and evictions.

For many low-income households across America, water affordability needs have been significantly exacerbated by the COVID-19 public health crisis, and while water is required to follow the federal guidance from the Centers for Disease Control and Prevention (CDC) advising washing hands frequently in order to reduce the transmission of Covid-19, the pandemic has made it significantly more difficult for individuals and families to pay their home drinking water and wastewater bills.

While water costs and accessibility vary significantly from state to state, the Low Income Household Water Assistance Program (LIHWAP) provides critical nationwide emergency support on behalf of low-income households so that these households are not forced to choose between paying for water services and other necessities like housing, food, and medicine.

2. Purpose

As recommended in Information Memorandum LIHPWAP-IM-2021-02 issued from the US Department of Health and Human Services, agreements are to be put into place between participating parties of the Low Income Household Water Assistance Program (LIHWAP) to ensure payments made on behalf of low-income households are processed efficiently and in the best interest of the household. Participating parties include MDHHS, the Community Action Agency (CAA) and Water/Wastewater Utility (Utility) referenced on Page 1 of this agreement.

3. Period of Agreement

This MOU becomes effective on the date signed by all parties through September 30, 2023.

4. Work Statement of Each Party

Memorandum of Understanding Number:

- a. The utility, MDHHS and the CAA will:
 - 1) Follow Low-Income Water Assistance Program (LIHWAP) policies and procedures in the Community Services Policy Manual 1405.
 - 2) Agree to not release any private data, to any third party without written authorization from the subject of the data.
 - 3) Collaborate to ensure continuation or reconnection of service to households determined eligible for LIHWAP benefits.
 - 4) Establish a dispute resolution process to resolve issues arising during the term of this agreement.
 - 5) Encourage regular payments from the household.
 - 6) Work together to ensure LIHWAP payments are appropriately applied to accounts and used for LIHWAP services as designated by the CAA.
- b. The MDHHS and CAA will:
 - 1) Determine customer eligibility.
 - 2) Issue payment directly to the utility on behalf of the customer to resolve the arrearage and ensure continuation or reconnection of service.
- c. The utility will:
 - 1) Ensure LIHWAP eligible households are not treated adversely compared to other households.
 - 2) Not disconnect services for 90 days after payment is received on behalf of a customer. If the account is in arrears after 90 days, a new disconnection notice must be issued if applicable.
 - 3) Not charge the eligible household any more than the difference between the normal charge for the service and the payment amount received or expected from the Michigan Department of Health and Human Services (MDHHS) or Community Action Agency (CAA).
 - 4) Supply account number format to the CAA.
 - 5) Timely provide at the request of the customer, the CAA or MDHHS, information on applicant households' home water costs, bill payment history, or arrearage history. This information will be provided in the format requested.
 - 6) Register with the MDHHS in [SIGMA Vendor Self Service](#) to receive LIHWAP SER payments if not a currently registered vendor.
 - 7) Use the warrant or EFT date as the LIHWAP payment date.
 - 8) Apply all LIHWAP payments to the household's account within 5 business days of receipt of payment.
 - 9) Apply the assistance payments to arrears and applicable fees with reconnection services only. Payments resulting in a credit on the customer's account balance are not allowable.
 - 10) Process and refund any refunds requested by the CAA or MDHHS within 60 business days. The refund must include the client's name, service address, and the MDHHS case number, if available.
 - 11) Not charge an eligible household, the MDHHS, or CAA any administrative fees for providing services.
 - 12) Accept all customer payments.
 - 13) Use LIHWAP funds to pay for home water and sewer costs, as designated by the CAA

Memorandum of Understanding Number:

and MDHHS.

- 14) Continue or reconnect service to households as negotiated by the CAA on behalf of the household.
- 15) When addressing household water emergencies, accept early notification authorization by telephone, fax, or electronic communication.
- 16) Notify the CAA or MDHHS if there is reason to believe LIHWAP funds have been misused.
- 17) Comply with the provisions of Act 453, PA 1976, which prohibits discrimination on the basis of race, color, religion, national origin, age, sex, height, weight, or marital status.

Each party shall furnish all labor, equipment, materials, and supplies necessary for the performance of the MOU activities, and meet operational standards, unless otherwise specified above.

5. Termination & Amendments

A party may terminate this MOU at any time by giving 30 days prior written notice to the other parties. This MOU may be amended upon written approval of all parties at any time.

This MOU contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU will be deemed to exist or to bind any of the parties.

6. Notices

All notices and other communications required or permitted under this MOU must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to MDHHS:	If to :
<i>Ben Gulker</i> <i>MEAP Specialist</i> <i>MDHHS-LIHWAP@michigan.gov</i>	<i>[Name]</i> <i>[Title]</i> <i>[Email]</i> <i>[Phone]</i>
If to :	
<i>[Name]</i> <i>[Title]</i> <i>[Email]</i> <i>[Phone]</i>	

7. Reserved

8. MDHHS Data

All data and information provided to and/or by or on behalf of MDHHS, and all data and information derived therefrom, is the exclusive property of MDHHS ("MDHHS Data"); this definition is to be construed as broadly as possible. Upon request, and/or must provide to MDHHS, or a third party designated by MDHHS, all MDHHS Data within 10 calendar days of the request and in the format requested by MDHHS. and/or will assume all costs incurred in compiling and supplying MDHHS Data. No MDHHS Data may be used for any marketing purposes.

and shall comply with all MDHHS physical and IT security policies and standards which will be made available upon request.

9. Non-Disclosure of Confidential Information

The parties acknowledge that each party may be exposed to or acquire communication or data of the other parties that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this MOU.

a. Meaning of Confidential Information. For the purposes of this MOU, the term "Confidential Information" means all information and documentation of the other parties that:

- 1) Has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party;
- 2) If disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning;
- 3) Should reasonably be recognized as confidential information of the disclosing party;
- 4) Is unpublished or not available to the general public; or
- 5) Is designated by law as confidential.

The term "Confidential Information" does not include any information or documentation that was:

- 1) Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
- 2) Already in the possession of the receiving party without an obligation of confidentiality;
- 3) Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights;
- 4) Obtained from a source other than the disclosing party without an obligation of confidentiality;
- 5) Publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

Memorandum of Understanding Number:

For purposes of this MOU, in all cases and for all matters, MDHHS Data is deemed to be Confidential Information.

- b. Obligation of Confidentiality. The parties agree that they will use Confidential Information solely for the purposes of this MOU. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this MOU or to use such Confidential Information for any purposes whatsoever other than the performance of this MOU. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible when all of the following are met:

- 1) Use of a subcontractor is authorized under this MOU;
- 2) The disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and
- 3) or obligates the subcontractor in a written contract to maintain MDHHS's Confidential Information in confidence.

At MDHHS's request, any employee of and/or or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

- c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other parties in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Each party must notify the other parties within one business day after discovering any unauthorized use or disclosure of Confidential Information. Each party will cooperate with the other parties to regain possession of Confidential Information, to prevent further unauthorized use or disclosure of Confidential information, and to notify any appropriate person of the unauthorized use or disclosure of Confidential Information. In addition, each party must advise the other parties immediately in the event the party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this MOU and each party will cooperate with the other parties in seeking injunctive or other equitable relief against any such person.
- d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other parties, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to

Memorandum of Understanding Number:

include, in the case of MDHHS, at the sole election of MDHHS, the immediate termination, without liability to MDHHS, of this MOU or any Statement of Work corresponding to the breach or threatened breach.

- e. Surrender of Confidential Information upon Termination. Upon termination of this MOU or a Statement of Work, in whole or in part, each party must, within five calendar days from the date of termination, return to the other parties any and all Confidential Information received from the other parties, or created or received by a party on behalf of the other parties, which are in such party's possession, custody, or control; provided, however, that and/or must return MDHHS Data to MDHHS following the timeframe and procedure described further in this MOU. Should , , or MDHHS determine that the return of any non-MDHHS Data Confidential Information is not feasible, such party must destroy the non-MDHHS Data Confidential Information and must certify the same in writing within five calendar days from the date of termination to the other parties.

10. Compliance with Laws

and must comply with all applicable federal, state, and local laws, administrative rules and regulations.

11. Nondiscrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., , , and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or mental or physical disability. Breach of this covenant is a material breach of this MOU.

12. Unfair Labor Practice

Under MCL 423.324, MDHHS may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

13. Governing Law

This MOU is exclusively governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this MOU are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this MOU must be resolved in Michigan Court of Claims. and consent to venue in the Michigan Court of Claims,

and waive any objections, such as lack of personal jurisdiction or forum non conveniens. and must appoint agents in Michigan to receive service of process.

14. Force Majeure

A party will not be in breach of this MOU because of any failure arising from any disaster or acts of God that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. and will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, MDHHS may immediately contract with a third party.

15. Dispute Resolution

The parties will endeavor to resolve any MOU dispute in accordance with this provision. The dispute will be referred to the parties' respective Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' respective senior executive, and either senior executive concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit MDHHS's right to terminate the MOU.

16. Media Releases

News releases (including promotional literature and commercial advertisements) pertaining to the MOU or project to which it relates must not be made without prior written MDHHS approval, and then only in accordance with the explicit written instructions of MDHHS.

17. Website Incorporation

MDHHS is not bound by any content on the other parties' websites unless expressly incorporated directly into this MOU. MDHHS is not bound by any end user license agreement or terms of use unless specifically incorporated into this MOU or any other agreement signed by MDHHS.

18. Severability

Memorandum of Understanding Number:

If any part of this MOU is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this MOU and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining MOU will continue in full force and effect.

19. Waiver

Failure to enforce any provision of this MOU will not constitute a waiver.

20. Survival

The provisions of this MOU that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this MOU.

21. Entire MOU

This MOU is the entire agreement and replaces all previous agreements between the parties for the MOU Activities.



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Zoning Board of Appeals Appointment

Date: December 2, 2021

There is a vacancy on the Zoning Board of Appeals for a partial term ending June 30, 2023. Announcements of the vacancy were made at the November 2nd and November 16th Village Council meetings with an application deadline of December 1, 2021.

The Village received 3 applications for the vacancy. We appreciate everyone who applied to serve on the Board.

A subcommittee has been formed consisting of members O’Gorman (chair), Abboud, and George to review the applications and make a recommendation to Council. The subcommittee will meet with the applicants at 7:00 p.m. on Tuesday, December 7, 2021 at the Village Office located at 18500 W. 13 Mile Road, Beverly Hills, MI 48025 and then offer a recommendation during the regularly scheduled Council meeting.

Suggestion resolution:

Be it resolved, the Beverly Hills Village Council appoints _____ to the Zoning Board of Appeals for a partial term ending June 30, 2023.



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: International Property Maintenance Code Adoption

Date: December 2, 2021

Chapter 29 of the Village of Beverly Hills Municipal Code includes the International Property Maintenance Code adopted by reference. The Village currently uses the 2006 edition and at this time Administration is recommending the Council adopt the most recent version of the International Property Maintenance Code, 2021 edition.

Attorney Ryan has drafted an Ordinance (attached). The first reading was held at the November 16, 2021 Regular Village Council meeting. Procedurally, after the second reading and possible adoption takes place, the notice of adoption is published in the newspaper and then the Ordinance goes into effect 20 days after publication.

Attachment

VILLAGE OF BEVERLY HILLS

ORDINANCE NO. 380

THE INTERNATIONAL PROPERTY MAINTENANCE CODE

AN ORDINANCE OF THE VILLAGE OF BEVERLY HILLS ADOPTING THE 2021 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, REGULATING AND GOVERNING THE CONDITIONS AND MAINTENANCE OF ALL PROPERTY, BUILDINGS AND STRUCTURES; BY PROVIDING THE STANDARDS FOR SUPPLIED UTILITIES AND FACILITIES AND OTHER PHYSICAL THINGS AND CONDITIONS ESSENTIAL TO ENSURE THAT STRUCTURES ARE SAFE, SANITARY AND FIT FOR OCCUPATION AND USE; AND THE CONDEMNATION OF BUILDINGS AND STRUCTURES UNFIT FOR HUMAN OCCUPANCY AND USE, AND THE DEMOLITION OF SUCH EXISTING STRUCTURES IN THE VILLAGE OF BEVERLY HILLS; PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFOR; REPEALING CHAPTER 29 OF THE VILLAGE OF BEVERLY HILLS MUNICIPAL CODE AND ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH.

The Village of Beverly Hills Ordains:

Section 1.01. That a certain document, three (3) copies of which are on file in the office of the Village Clerk of Village of Beverly Hills, being marked and designated as the International Property Maintenance Code, 2021 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the Village of Beverly Hills, in the State of Michigan for regulating and governing the conditions of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the Clerk's office of the Village of Beverly Hills are hereby referred to, adopted and made a part hereof, as if fully set out in this Ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2.01 of this Ordinance.

Section 2.01. The following sections are hereby revised:

Section 101.1. Title. These regulations shall be known as the Property Maintenance Code of the Village of Beverly Hills, hereinafter referred to as "this code".

Section 103.5. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in a schedule adopted by Village Council Resolution.

Section 302.4. Weeds. All premises and exterior property shall be maintained free from weeds or plant growth in excess of eight (8) inches in height. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

Section 304.14. Insect screens. During the period from April 1st to October 31st, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

Section 602.3. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 1st to April 30th to maintain a temperature of not less than 68 degrees F (20 degrees C) in all habitable rooms, bathrooms, and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating as its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.
2. In areas where the average monthly temperature is above 30 degrees F (-1 degree C) a minimum temperature of 65 degrees F (18 degrees C) shall be maintained.

Section 602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 1st to April 30th to maintain a temperature of not less than 65 degrees F (18 degrees C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

Section 3.01. REPEALER. That Chapter 29 of the Village of Beverly Hills Municipal Code and all other Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4.01. SAVINGS CLAUSE. That nothing in this Ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3.01 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 5.01. SEVERABILITY CLAUSE. That if any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Village of Beverly Hills hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 6.01. PENALTIES. Any persons violating the provisions of this Ordinance shall be responsible for a municipal civil infraction and upon a finding of responsibility thereof shall be fined not exceeding \$500.00.

Section 7.01. EFFECTIVE DATE. The provisions of this Ordinance shall become effective 20 days following its publication in The Eccentric, a newspaper circulated within the Village of Beverly Hills.

Made and passed by the Village Council of the Village of Beverly Hills this _____ day of _____, 2021.

JOHN GEORGE, Village President

KRISTIN RUTKOWSKI, Village Clerk

I, Kristin Rutkowski, being the duly appointed and qualified Clerk of the Village of Beverly Hills, Oakland County, Michigan, do hereby certify and declare that the foregoing is a true and correct copy of an Ordinance adopted by the Village Council of the Village of Beverly Hills at a regular meeting thereof held on the _____ day of _____, 2021.

KRISTIN RUTKOWSKI, Village Clerk



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Outdoor Storytime at Beverly Park Pavilion

Date: December 3, 2021

Baldwin Public Library submitted a request to host outdoor family story times once a month at the Beverly Park pavilion this winter. The Library requested exclusive use of the pavilion on the following dates:

- Wednesday, December 22, 2021 at 11:00 am
- Saturday, January 22, 2022 at 11:00 am
- Saturday, February 12, 2022 at 11:00 am

These dates fall outside of the regular pavilion rental season and pose no scheduling conflicts.

At their November 18, 2021 meeting, the Parks & Recreation Board passed a motion and recommended the Village Council approve Baldwin Public Library's request host outdoor family story time events at the Beverly Park pavilion on Wednesday, December 22, 2021, Saturday, January 22, 2022, and Saturday, February 12, 2022 and waive any pavilion rental fees provided that the Library submit a Certificate of Liability Insurance naming the Village as an additional insured to the Clerk's office prior to the event.

The Board also requested that the Village move the pavilion picnic tables so they can be used during the events.

Suggested Resolution:

Be it resolved, the Beverly Hills Village Council approves Baldwin Public Library's request host outdoor family story time events at the Beverly Park pavilion on Wednesday, December 22, 2021, Saturday, January 22, 2022, and Saturday, February 12, 2022 beginning at 11:00 a.m. and waives any pavilion rental fees provided that the Library submit a Certificate of Liability Insurance naming the Village as an additional insured to the Clerk's office prior to the event.



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Gravel Path at Beverly Park

Date: December 3, 2021

The Parks & Recreation Board has been discussing improving the gravel path at Beverly Park for quite some time. The path stretches from the gate near the parking lot and curves back before the sled hill. Portions of the path have standing water and puddles that cause pedestrians and bikers to divert onto the grass to avoid the water. Our engineering firm, Hubbell, Roth, and Clark, Inc. (HRC) performed a geotechnical investigation this summer to test the water and soil levels in the area. The results of this investigation are attached for Council's review.

In summary, the water pooling on the path is surface/rain water; not groundwater. The composition of soil below the path is largely clay. HRC does not recommend removing any of the current gravel pathway, but instead, the Board could reach its desired results by adding 4" of gravel on top of the existing path.

HRC provided two material options to improve the path. Option 1 is HMA (Hot Mix Asphalt) and Option 2 is gravel. (Detailed estimate attached.) The Board reasoned that the Village should move forward with Option 2 now, which is less expensive, with the notion that the aggregate base created now could later be used as the base for Option 1 if the Village wishes to use HMA later. Both options include drainage improvements.

At their November 18, 2021 meeting, the Parks & Recreation Board passed a motion recommending the Village Council direct Administration to seek bids for "Option 2 – Gravel Pathway" as outlined on HRC's estimate dated October 23, 2021 to improve the gravel pathway at Beverly Park.

Suggested Resolution:

Be it resolved, the Beverly Hills Village Council directs Administration to seek bids for the Beverly Park gravel pathway improvements as outlined in Option 2 of HRC's estimate dated October 23, 2021. Funds for this expense are available in Account 208-900-985.00 (Capital – Park Site Improvement).

Attachments

INVESTIGATION

On July 19, 2021 HRC investigated six (6) locations along the existing gravel pathway by coring through the existing gravel and hand augering into the soils below. The intent of the investigation was to identify and evaluate the suitability of existing gravel pathway and the soils below the pathway for support of potential improvements to the pathway surface and make recommendations for such improvements.

Observations of the site indicated several areas of ponding water near the pathway, a few areas of ponded water on the pathway itself, an open trench that was draining water into a structure along the east side of the existing path and a pond nearby the pathway. Refer to the Beverly Park Pathway Improvements – Ponding areas sheets for some of these locations.

To evaluate the relationship to and impact that such water may have on potential improvements to the pathway surface, two (2) temporary piezometer tubes were installed adjacent to the pathway to monitor and evaluate the level of water within the soils below the pathway.

On 8-24-2021, after evaluation of the preliminary water level readings from the two piezometers, six (6) additional hand auger holes were made and left open to further evaluate the water levels within the soils below the pathway.

Refer to the Hand Auger and Piezometer Locations sheet for the locations of these.

Refer to the Log of Coring and Hand Augering sheets for findings of these.

Refer to the Existing Gravel under Path sheets for photos of the gravel found.

Refer to the Beverly Park – Pathway Improvements – HRC Job 20210175 – Water Level Data for graphic representation of the water levels found.

Upon evaluation of the findings of the cores/hand auger, the piezometers and the additional hand auger holes, HRC recommend proof rolling of the pathway to evaluate the suitability of the pathway materials to support potential vehicular loads. The proof roll was performed with a load triaxial dump truck provided by the City and observed by HRC on 9-1-2021.

FINDINGS

The findings of the Pavement Core and Hand Auger Investigation are summarized as follows:

- The existing gravel on the pathway varies in composition and is approximately 4” thick at Core/Hand Auger Locations 1 through 5 and approximately 14” thick at Core/Hand Auger Location 6.
- The soils below the existing gravel consist of Clayey Sand, Clay, and Sandy Gravel with Clay from the bottom of the gravel to the depths of the hand augers (about 3 feet). The moisture contents of these soils ranged from 16% to 29%.

The water levels in the piezometers ranged from 0.5” to 17.54 inches below grade in Piezometer 1 and from 4.35” to 31.35” below ground level in Piezometer 2 during the study. The ground level for the piezometers was about 1 foot below the grade of the adjacent gravel pathway.

The open hand auger holes were dry for A-5, A-2, A-4 and A-3 the day after drilling on 8-25-2021 and were filled with water on 9-24-2021 after a few days of rain. Open hand auger holes A-6 and A-1 both had water seeping into them the day after drilling on 8-25-2021. Open hand auger hole A-6 was filled water and open hand auger hole A-1 had water within 8" of the ground after a few days of rain on 9-24-2021.

The existing gravel pathway, when proof rolled, did not indicate noticeable deflection from the weight of the loaded dump truck.

EVALUATION

Although varying in composition, there appears to be at least 4" of gravel on the existing pathway. The clay soils and soils with clay in them below the gravel are of a relatively high moisture content with California Bearing Ratios (CBR) values ranging from 3 to 5 and would be considered to be of low supporting capability for vehicular loads.

The water levels seemed to fluctuate in both the piezometers and the open auger holes with the rain events that occurred during the study, most notable after the 9-24-2021 readings. The surface of the existing pathway is about 1 foot above the ground level where the piezometers and open hand auger holes were made so it appears that the ground water levels, although fluctuating, are least at least a foot below the pathway and thus would not have significant impact on any proposed improvements to the pathway surface.

The proof rolling was performed to see whether the upper 4" or so of gravel was strong enough to bridge over the low supporting clay soils and soils with clay. The results of the proof rolling indicated that the existing gravel was providing significant bridging support over the underlying low supporting soils.

RECOMMENDATIONS

It is our opinion that the surface of the pathway can be improved without the removal of the existing gravel or soils. This can be done by adding gravel to the existing gravel, if it is desired to keep it a gravel surface, or by adding gravel to the existing gravel and then paving with asphalt or concrete.

If the pathway is desired to remain with a gravel surface it is recommended that 4" to 6" of material meeting the gradation indicated in Table 1 be compacted to at least 95% of its maximum density per methods in the MDOT Density Control Handbook appropriate for the material.

Table 1:

<u>Sieve (U.S. Standard)</u>	<u>% Passing</u>
1/2"	100
3/8"	95-100
#4	70-90
#8	45-65
#16	30-50
#30	25-40
#50	20-35
#100	18-30
#200	15-25

Material found to meet this gradation in recent years has been identified as “3/8” Screenings” as supplied by StoneCo of Michigan from their Denniston Quarry.

Proper grading and maintenance of the new gravel surface would be required for this option to prevent ponding of water on the pathway.

If the pathway is desired to be improved with asphalt or concrete, it is recommended that enough material meeting the gradation indicated in Table 1 (2” minimum) be placed to provide an adequately smooth surface for placement of the asphalt or concrete, be compacted to at least 95% of its maximum density per methods in the MDOT Density Control Handbook appropriate for the material and then either 3” of asphalt or 6” of concrete be placed.

Additional drainage improvements, independent of the pathway itself, that can be made to reduce the amount of standing water on areas adjacent to the pathway include enclosing the open ditch with a drain pipe and appropriate drainage fill, adding new underdrains along the pathway and outletting areas of ponding water into them or creating rain garden-like features in the areas of ponding water.

Hubbell, Roth & Clark, Inc.



Marshall Grazioli, P.E.
Associate

Beverly Park Pathway Improvements – Ponding Water Areas
HRC Job 20210175



Photos
Taken
9-24-2021
after a few
days of rain



Beverly Park Pathway Improvements – Ponding Water Areas
HRC Job 20210175



Photos
Taken
9-24-2021
after a few
days of rain



Beverly Park Pathway Improvements – Ponding Water Areas
HRC Job 20210175

Photos
Taken
9-24-2021
after a few
days of rain



Beverly Park Pathway Improvements
Hand Auger and Piezometer Locations
HRC Job 20210175

Original Hand Auger (in Pathway)

Piezometer (in grade outside pathway)

Supplemental Hand Auger (in grade outside pathway)

Low Area (holds water)
(not all areas shown)

Approximate Location of Drain Along Path

HA-1

HA-2

A-1

P-2

HA-3

HA-4

A-3

HA-5

A-6

P-1

A-4

A-5

HA-6

A-2

291 ft

Beverly Park Pathway Improvements
Hand Auger and Piezometer Locations
HRC Job 20210175

P2

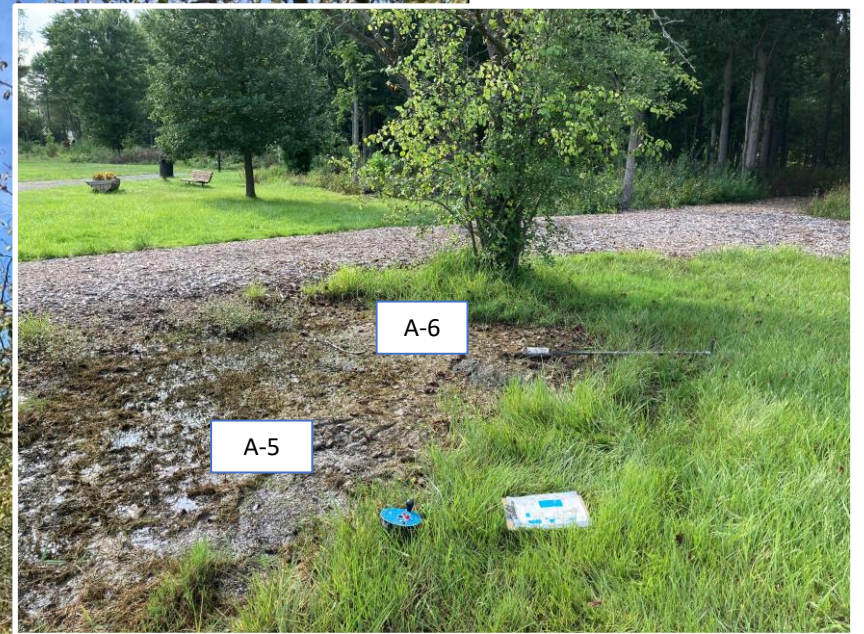
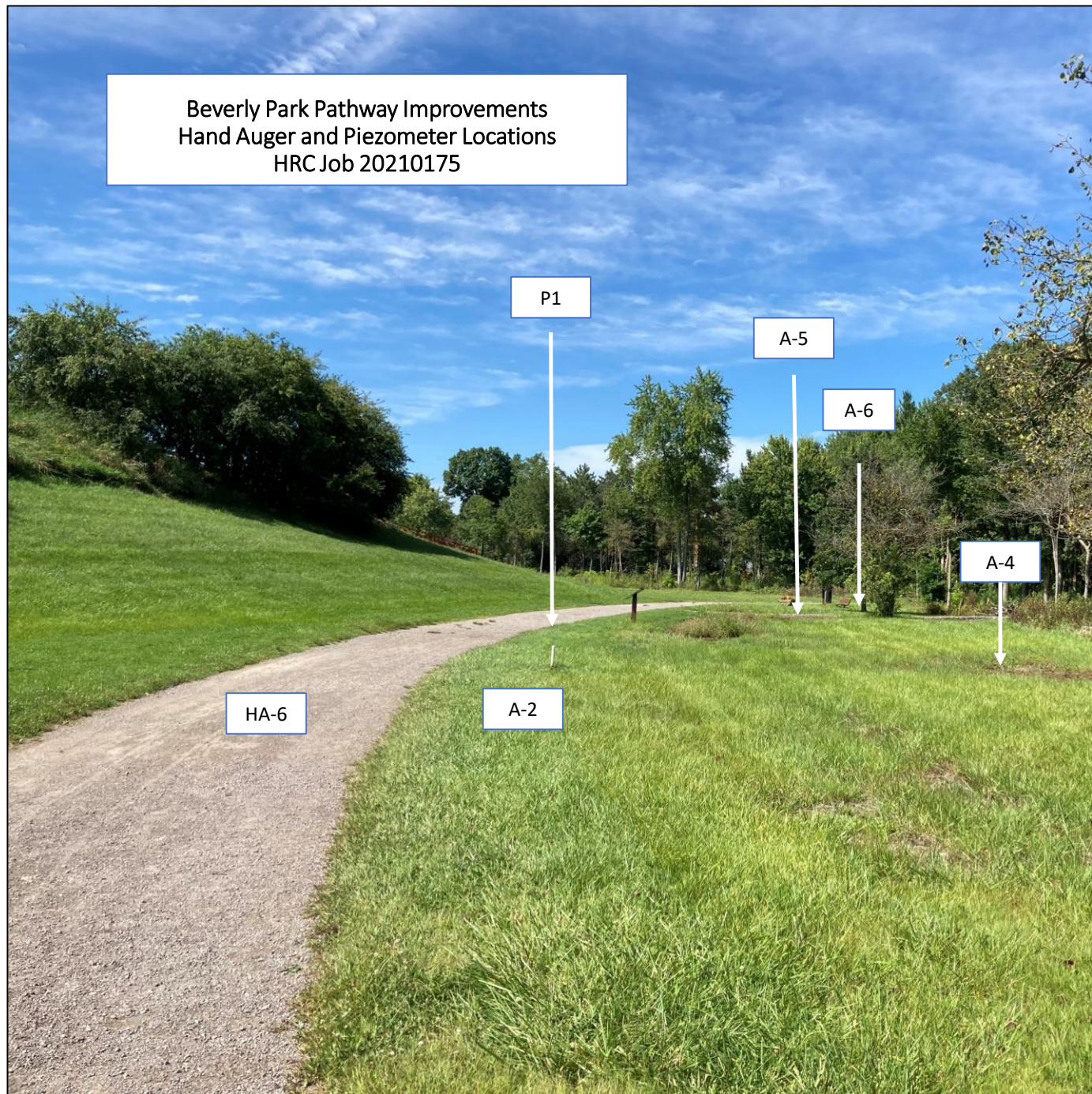
Ditch

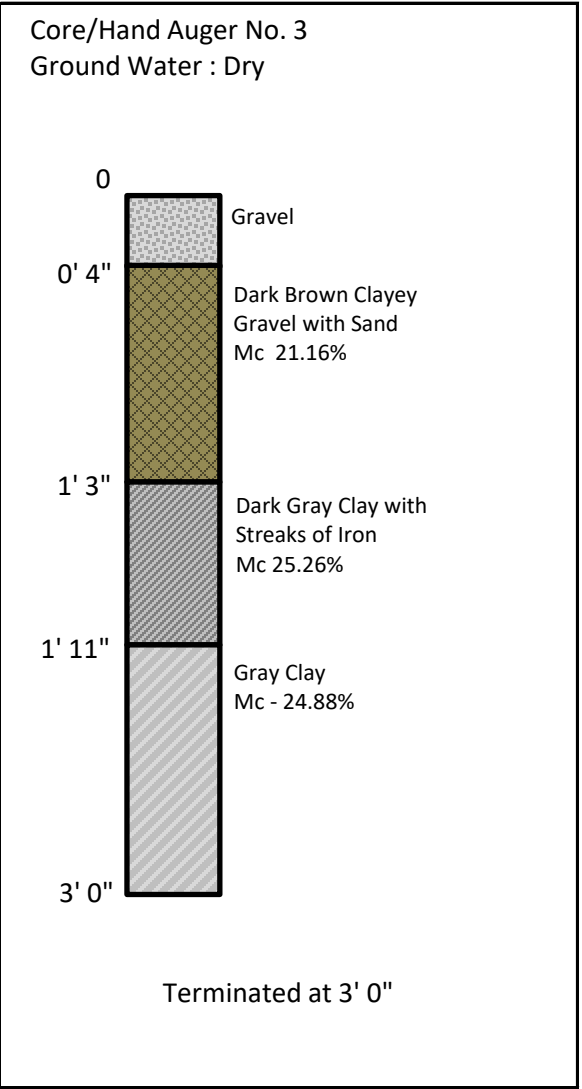
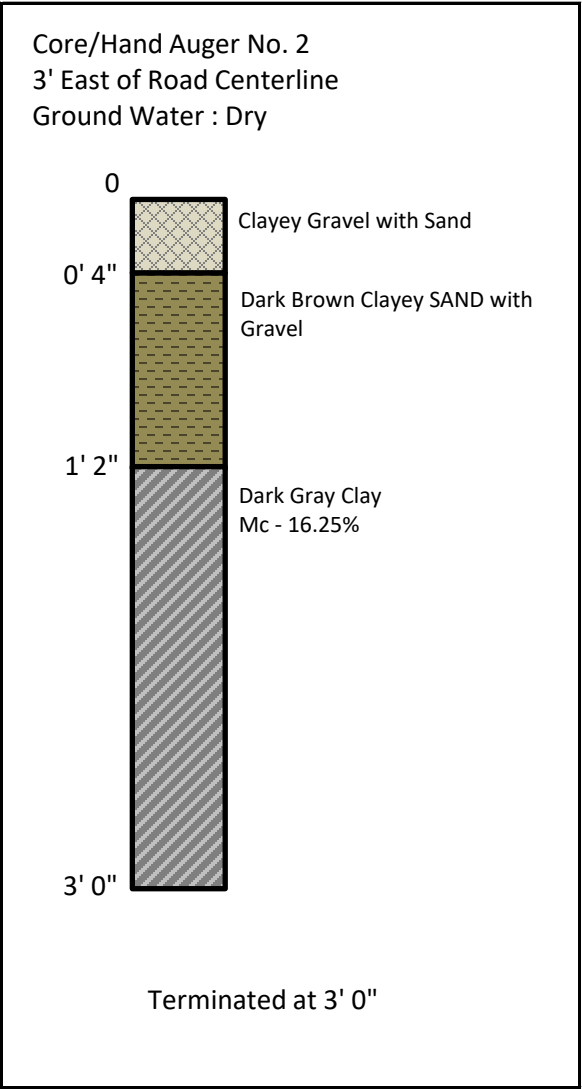
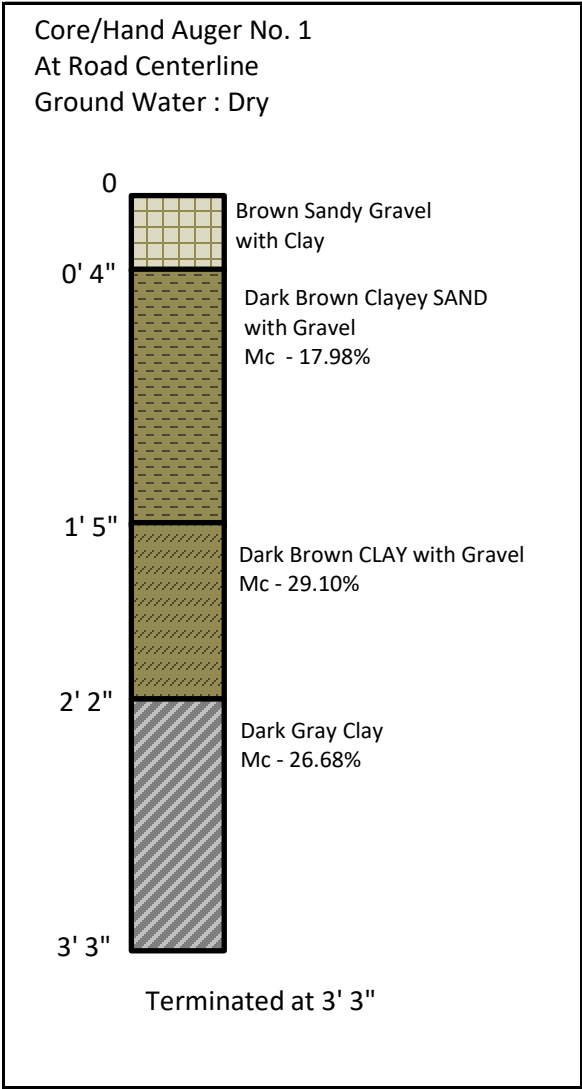
A-1

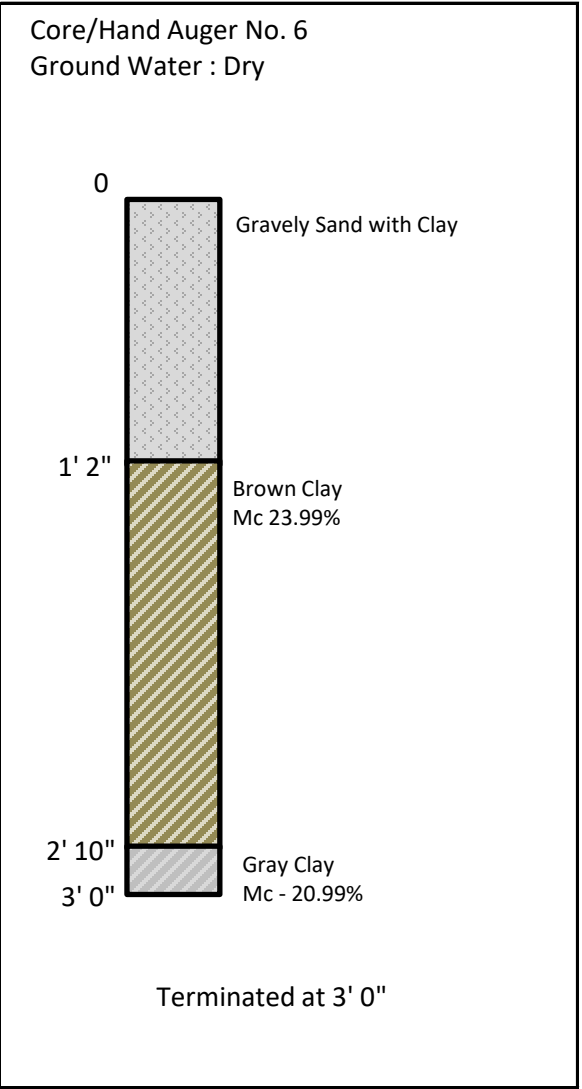
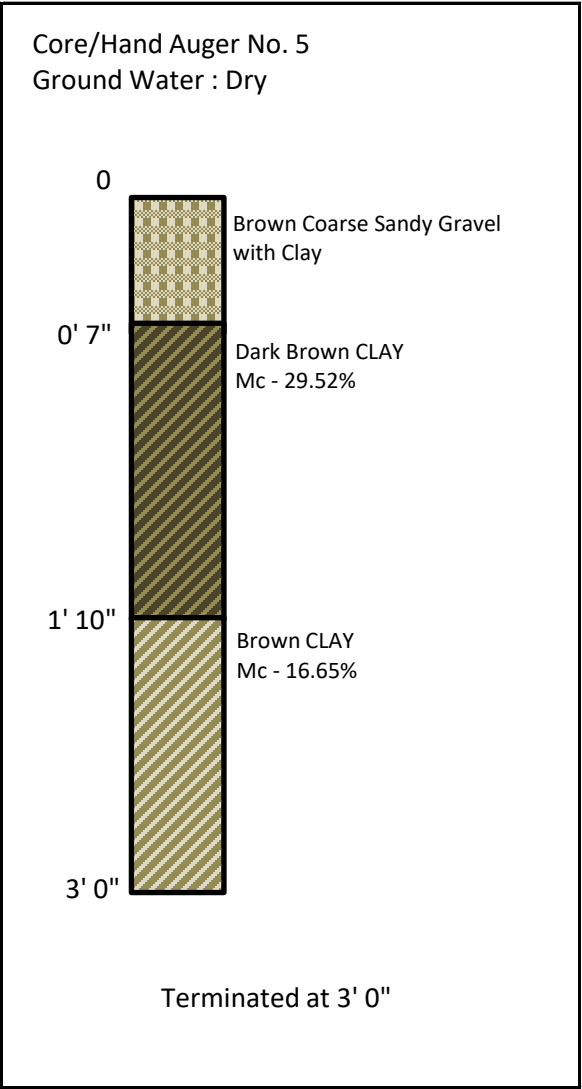
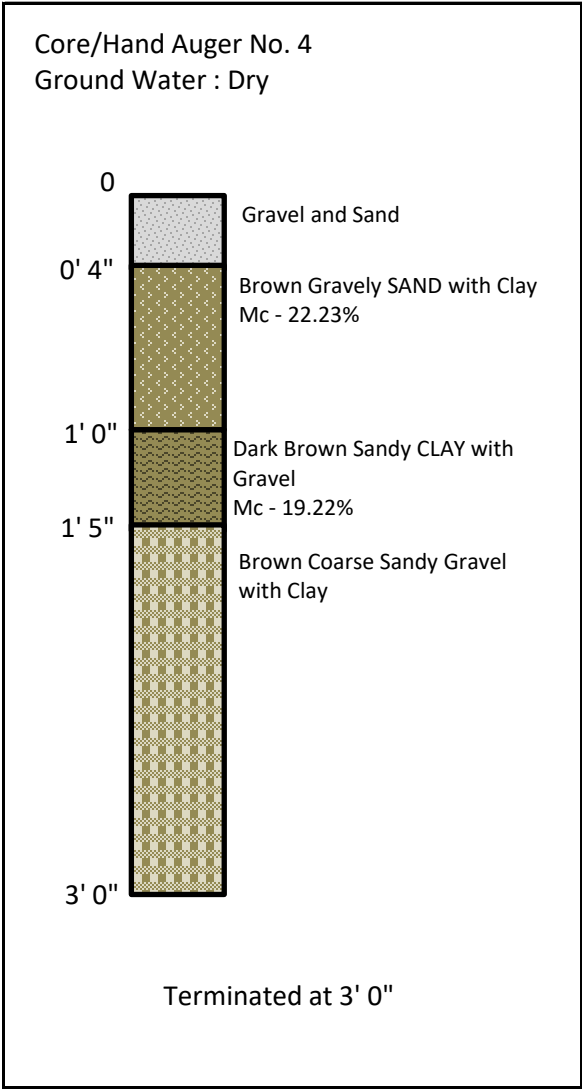
HA-3



Beverly Park Pathway Improvements
Hand Auger and Piezometer Locations
HRC Job 20210175

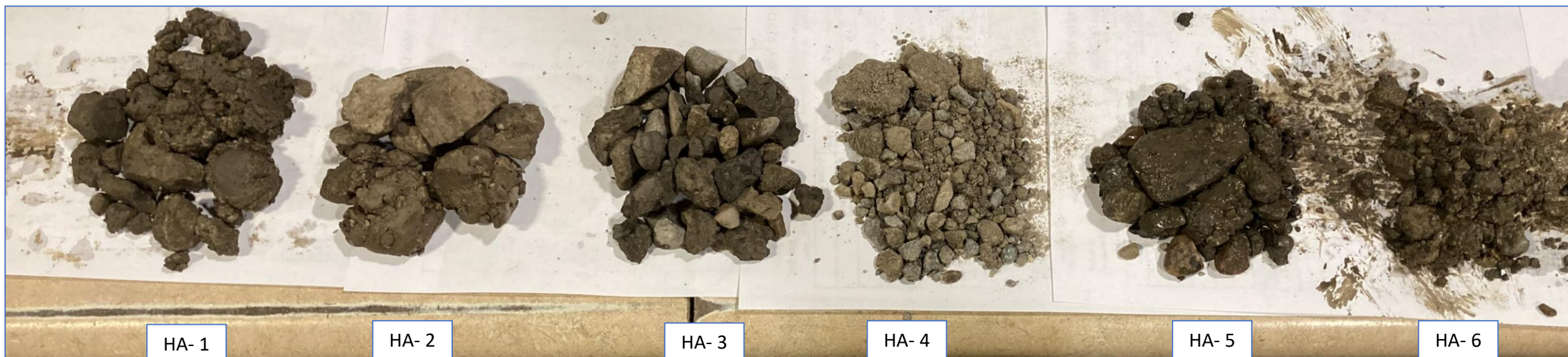




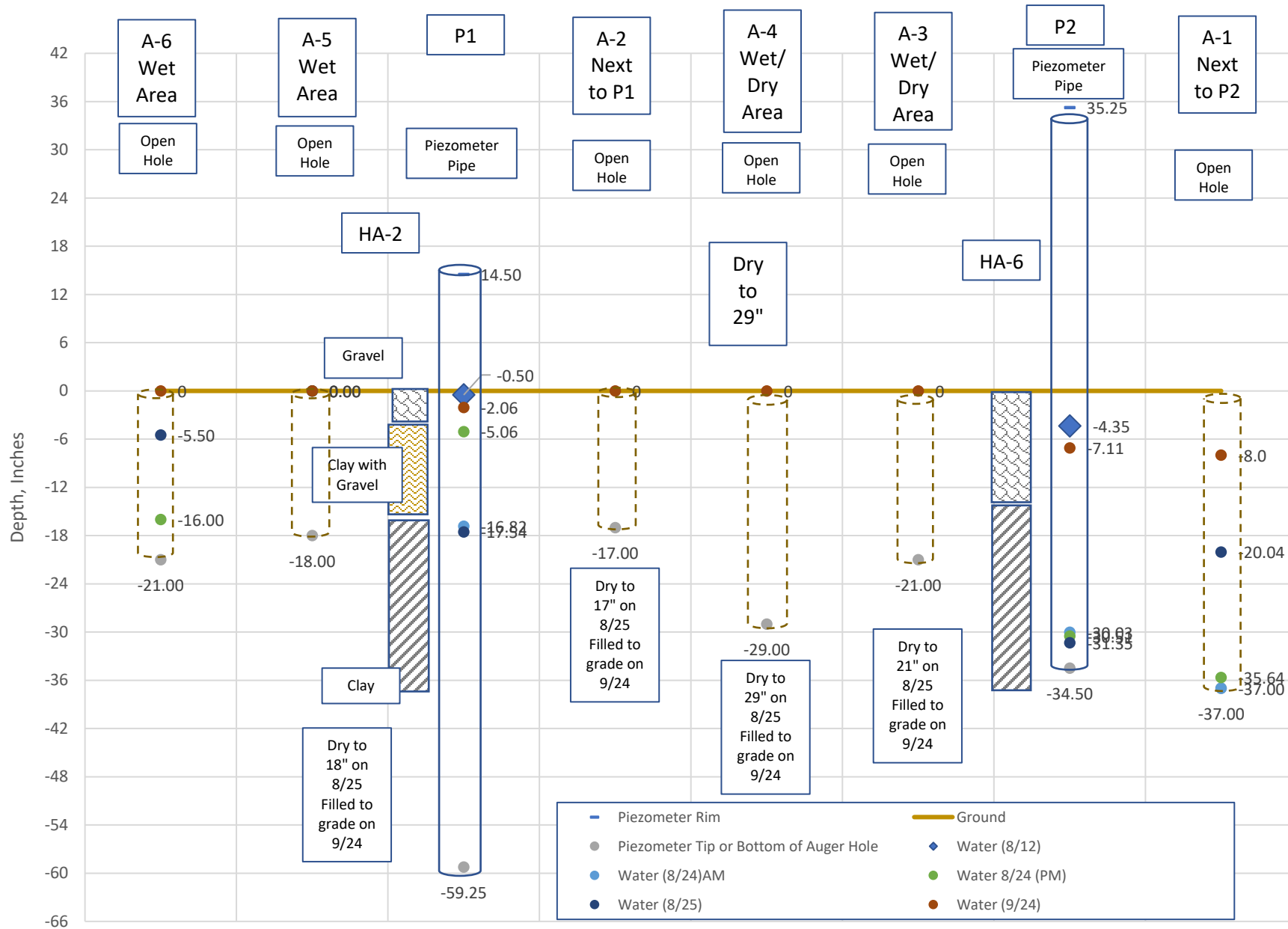


Beverly Park Pathway Improvements
HRC Job 20210175

Existing Gravel under Pathway



Beverly Park - Pathway Improvements - HRC Job 20210175 -Water Level Data



555 Hulet Drive
Bloomfield Hills, MI 48302
P: (248) 454-6300 - F: (248) 454-6312

OPINION OF PROBABLE CONSTRUCTION COST

PROJECT: Beverly Park Pathway Improvements Project
LOCATION: Beverly Park, Beverly Hills, MI
WORK: 1200 feet of new 12' wide side walk and drainage improvements located in Beverly Park

DATE: October 23, 2021
PROJECT #: 20210175.02
ESTIMATOR: JTN
CHECKED BY: JTN
CURRENT ENR: 12464.94

Estimated Costs

Item	Qty	Unit	Unit Price	Total
Option 1 - HMA Pathway				
Mobilization	1	LSUM	\$ 3,500.00	\$ 3,500.00
SESC	1	LSUM	\$ 3,000.00	\$ 3,000.00
Station Grading	12	sta	\$ 1,000.00	\$ 12,000.00
Aggregate Base, 3/8" Screenings, 2 inch	170	ton	\$ 35.00	\$ 5,950.00
HMA, 36A, 3 inch (2 lifts), 12' wide	265	ton	\$ 140.00	\$ 37,100.00
Drainage Improvements	1	LSUM	\$ 15,000.00	\$ 15,000.00
			Subt Total	\$ 76,550.00
			25% Contingency	\$ 19,200.00
			Total	\$ 95,750.00
Option 2 - Gravel Pathway				
Mobilization	1	LSUM	\$ 2,000.00	\$ 2,000.00
SESC	1	LSUM	\$ 3,000.00	\$ 3,000.00
Station Grading	12	sta	\$ 1,000.00	\$ 12,000.00
Aggregate Base, 3/8" Screenings, 4 inch	340	ton	\$ 35.00	\$ 11,900.00
Drainage Improvements	1	LSUM	\$ 15,000.00	\$ 15,000.00
			Sub Total	\$ 43,900.00
			25% Contingency	\$ 11,000.00
			Total	\$ 54,900.00



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Landscape Design for Park #5

Date: December 2, 2021

The Parks & Recreation Board has been discussing how to move forward with the development of Park #5 located at Beverly Road and Greenfield Road. Some of the top priorities are updating the landscaping, naming the park, and providing seating on the property.

It is the Board's understanding that there have been similar discussions about updating the landscaping along the Southfield Road Corridor and other public areas in the Village. In the event that the Village seeks bids for landscape designs in the Village, the Parks & Recreation Board would like Park #5 included. At their meeting held on November 18, 2021, the Board passed a motion recommending that the Village Council direct Administration to include Park #5 in a landscaping design Request for Proposals, should it go out to bid in the near future.

Suggested motion:

The Village Council directs Administration to include Park #5 in the next Request for Proposals for Village landscaping design, per the Parks & Recreation Board's recommendation.



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Winter Decoration Installations

Date: December 2, 2021

Last year the Parks & Recreation Board considered a suggestion from a resident regarding a holiday decoration installation at the parks. The Board received approval from Council to purchase evergreen trees in an amount not to exceed \$500.00 to be placed at Village parks and decorated by residents at their leisure. The installations were enjoyed by residents.

Similar to last winter, the Board is seeking approval from the Council for the purchase of trees to be decorated by residents. Families would be able to hang ornaments or other decorations on the trees at their leisure. Trees would be placed at Beverly Park, Riverside Park, Park #5, and the Auburn/Beverly green space. The installations would last until the New Year, at which time residents can retrieve their decorations. The trees would then be chipped for the trail at Beverly Park in January.

At their November 18, 2021 meeting, the Parks & Recreation Board passed a motion recommending the Village Council approve the request to plan and promote a holiday installation of evergreen trees to be decorated by residents at their leisure and approves the purchase of evergreen trees in an amount not to exceed \$500.00.

Suggested Resolution:

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



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Interim Village Manager/Village Clerk/Assistant Village Manager

Subject: Manager's Report

Date: December 3, 2021

Yard Waste

Yard waste collection will end the week of December 13, 2021. Please place yard waste in acceptable containers at the curb by 7:00 a.m. on collection day. There are free "Yard Waste" stickers available for residents at the Village Office.

14 Mile Road Request/Invest in America Act

We received an update from Congressman Levin's office regarding our 14 Mile Road Rehabilitation project request. Unfortunately, despite their team's best efforts, the Infrastructure Investment and Jobs Act ultimately did not include any Member Designated Projects (i.e. the Surface Transportation earmarks), which our request fell under. Levin's office stated that they would look into other infrastructure funding opportunities and keep Beverly Hills informed on how we could benefit from the Act.

Newsletter

The December 2021 Villager Newsletter should be arriving in mailboxes soon. The newsletter is also posted on the homepage of the Village website under "Quick Links." www.villagebeverlyhills.com

Calendars

The 2022 Village Calendar is in production and will be mailed out to each residence by mid-December. We will make an announcement when we have extra calendars available at the Village Office.

Holiday Office Closures

The Village Office will be closed for the holidays on the following dates:

Thursday, December 23
Friday, December 24
Thursday, December 30
Friday, December 31

Beverly Hills Public Safety **Activity Report**

Nov. 11-Dec. 2, 2021

- 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.
- We would like to recognize and thank the Village Women's Club of Beverly Hills for their generous donation used to purchase one Knox Box door safe that will be used to help the Public Safety Department in assisting residents in emergency situations.

○ **CALLS FOR SERVICE**

- 315 Calls for Service.
- 118 Tickets issued.
- 13 Arrests.
- Beverly School morning pick up.
- Greenfield School morning pick up.
- Suspicious Person on Spruce Lane.
- Suspicious Person on King Richard Court.
- Suspicious Circumstance on Hill Crest Street.
- Alarm on Eastlady Drive.
- Wild Turkey Complaint on 13 Mile and Greenfield.
- Beverly School pick up.
- Greenfield School pick up.
- Suspicious Person in Huntley Square Apartments.
- Traffic Accident at 13 Mile and Huntley Square East.
- Extra Patrol in the area of 13 Mile and Greenfield.
- Injury Accident on Riverside Drive.
- Beverly School morning drop off.
- Greenfield School morning drop off.
- Driving While License Suspended Arrest taken into custody without incident on Fairfax and 13 Mile Road.
- Carbon Monoxide Alarm on Ronsdale.
- Vehicle Lockout at the Corners Shopping Center.
- Traffic Accident on Evergreen and 14 Mile.

- Private Property Accident at the Corners Shopping Center.
- Beverly School pick up.
- Greenfield School pick up.
- Medical at Mission Point.
- Medical on Hampton Street.
- Assist DTE with Traffic at 13 Mile and Tremont.
- Extra Patrol at Beverly Park after hours.
- Open Garage found early morning on Pickwick.
- Lift Assist on Beechwood.
- Open Garage found early morning on Beechwood.
- Beverly School drop off.
- Warrant Arrest Prisoner pick up taken into custody without incident at the police station.
- Animal Complaint on Birwood.
- Carbon Monoxide Alarm on Riverside.
- Assist Oakland County Sheriff's Department with stolen vehicle on Riverbank Drive.
- Vehicle Lockout on Southfield Road.
- Operation Medicine Cabinet.
- Beverly School pick up.
- Fire Alarm on East Bellvine Trail.
- Lift Assist on Gates.
- Alarm on Inglewood.
- Suspicious Person on 13 Mile and Southfield.
- Traffic Accident on 13 Mile/Rutland.
- Traffic Accident on Evergreen/ 13 Mile.
- Driving While License Suspended arrest taken into custody without incident on Southfield and Gould Court.
- Suspicious Person on Sunset.
- Reckless Driving Complaint on Southfield and Beverly.
- Traffic Enforcement on 13 Mile and Greenfield.
- Extra Patrol on 14 Mile and Greenfield.
- Extra Patrol at Beverly Park.
- Driving While License Suspended arrest taken into custody without incident on 13 Mile and Lahser Road.
- Extra Patrol in the area of Sheridan and Lauderdale.
- Extra Patrol Sheridan and Amherst sub.
- Extra Patrol in the area of Mayfair and Southview.
- Extra Patrol though Acacia Cemetery.
- Extra Patrol on Kirkshire and Edgewood by request of resident.

- Medical on Huntley Square North.
- Suspicious Occupied Vehicle on Birwood.
- Fire Truck Checks at the station.
- Suspicious Person on Kirkshire and Edgewood.
- Alarm on Woodhaven.
- Warrant Arrest taken into custody without incident on Kirkshire and Edgewood.
- Found Bicycle on Sunset.
- Alarm on Kennoway Court.
- Suspicious Person at Mission Point.
- Suspicious Vehicle at 14 Mile and Pierce.
- Warrant arrest taken into custody without incident at the police station.
- Extra Patrol in the area of 14 Mile and Greenfield.
- Medical on Verona Court.
- Extra Patrol at Acacia Cemetery.
- Suspicious Person on Kirkshire Drive.
- Beverly School drop off.
- Greenfield School drop off.
- Road Hazard on Saxon Drive.
- Fraud Report on Nixon.
- Crossing Guard Detail at Beverly School.
- Greenfield School pick up.
- Medical at Mission Point.
- Lift Assist on Beechwood.
- Driving While License Suspended Arrest taken into custody without incident on Lahser and Hillview Lane.
- Harassing Communications on Old Stage.
- Medical on Beechwood.
- Hospice Death on Lauderdale.
- Medical on Elizabeth.
- Extra Patrol in the area of Fairfax and 13 Mile.
- Extra Patrol in Huntley Square Apartments.
- Extra Patrol in Saxon and Southfield area.
- Traffic Accident on 13 Mile and Churchill.
- Beverly School morning drop off.
- Operation Medicine Cabinet.
- Greenfield School morning drop off.
- Driving While License Suspended arrest taken into custody without incident on Southfield Road.
- Vehicle Lockout on Southfield Road.
- Hit and Run Traffic Accident on Rutland.
- Beverly School pick up.
- Customer Trouble at the Mobile Gas Station.

- Alarm on Southfield Road.
- Follow up investigation on Cedarbrook Street.
- Extra Patrol in Sunset and Waltham area.
- Improper Plate Confiscated on 13 Mile and Southfield Road.
- Suspicious Vehicle on 14 Mile and Birmingham Area.
- Vehicle Impound/Assist Motorist on Southfield and 13 Mile Road.
- Radar Detail on 14 Mile and Southfield.
- Assist Citizen on Birwood.
- Police Training from U.S. Secret Service.
- Assist Citizen on Nixon Street.
- Extra Patrol at Market Fresh Center.
- Alarm on Buckingham.
- Alarm at the Road Commission Building.
- No Valid Driver License arrest taken into custody without incident on Southfield and 13 Mile Road.
- Extra Patrol at Detroit Country Day School.
- Traffic Enforcement at 14 Mile and Southfield.
- Assist Southfield PD at 13 Mile and Southfield.
- Radar Detail at Southfield and Gould Court.
- Extra Patrol on 13 Mile and Evergreen.
- Extra Patrol in the area of Chelton and Walmer.
- Extra Patrol at Berkshire School after hours.
- Extra Patrol in the area of Norchester and Bedford.
- Traffic Enforcement at 13 Mile and Rutland.
- Radar Detail on 14 Mile and Bellvine Trail.
- Traffic Accident at 13 Mile and Lahser.
- Beverly School drop off.
- Greenfield School drop off.
- Radar Detail at 14 Mile and Lahser.
- Loose dog on Bellvine Trail.
- Citizen Assist at the police station.
- Crossing Guard at Beverly School.
- Extra Patrol at Market Fresh shopping Center.
- Gun Permit Issued.
- Vehicle Lockout at Market Fresh.
- Radar Detail on Evergreen and Waltham.
- Traffic Accident on 13 Mile and Lincolnshire.
- Suspicious Person on Walmer.
- Traffic Accident on Greenfield and Charrington.
- Assist Motorist on Southfield and Beverly.
- Suspicious Circumstance on Kirkshire.
- Medical on Bedford Street.

- Alarm on 14 Mile Road.
- Medical on Buckingham.
- Extra Patrol at the Apostolic Church.
- Traffic Enforcement at Birmingham and Birwood.
- Extra Patrol in the area of Sunset and Wilshire.
- Suspicious Circumstances on Evans Court.
- Extra Patrol in the area of Metamora and Lahser.
- Beverly School drop off.
- Greenfield School drop off.
- Medical on Southfield.
- Alarm on Beechwood.
- Beverly School pick up.
- Greenfield School pick up.
- Traffic Accident on Lahser and 13 Mile.
- Medical on Bellvine Trail.
- No License Acquired arrest taken into custody without incident on Evergreen and 13 Mile.
- Medical on Archers Lane.
- Alarm on Madoline.
- Carbon Monoxide Alarm on King Richard Court.
- Extra Patrol request on Chelton Drive.
- 2nd Extra Patrol request on Chelton.
- Assist Citizen at the police station.
- Suspicious Circumstance on Birwood.
- Solicitor Complaint on Foxrun.
- Assist Motorist on Southfield and Beverly.
- Road Hazard on 14 Mile and Bates.
- Assist Birmingham PD on Woodward and Lincoln with Suspicious Person.
- Assist Birmingham on Maple Road with Verbal Dispute.
- 911 hang up near Amherst and Sheridan.
- Park Check at Beverly Park.
- Suspicious Vehicle at Beverly Park.
- Open garage found early morning on Beverly.
- Open garage found early morning on Devonshire.
- Area Check in the area of Lincolnshire and 13.
- Fire Truck Checks at the station.
- Reckless Driver on 13 Mile and Evergreen.
- Alarm on Birwood Street.
- Operation Medicine Cabinet.
- Medical on Kirkshire.
- Medical on Locherbie.
- Medical on Elizabeth.

- Animal Complaint on Beechwood.
- Extra Patrol in the area of 14 Mile and Robinhood.
- Alarm on Pierce Road.
- Alarm on Southfield Road.
- Beverly School drop off.
- Carbon Monoxide Alarm on Beverly.
- Monthly LEIN Audit.
- Traffic Accident on Evergreen and 13 Mile.
- Alarm at MK Salon.
- Welfare Check at Mission Point.
- Assist Southfield PD at Southfield and Briarbank.
- 911 Hang Up response on 13 Mile.
- Welfare Check at Huntley Square East.
- Suspicious Vehicle at 13 Mile and Lahser.
- Driving while License Suspended arrest taken into custody without incident at Southfield and 13 Mile Road.
- Extra Patrol after hours at the Corners Shopping Center.
- Extra Patrol after hours at the Apostolic Church.
- Extra Patrol at Rutland and 13 Mile.
- Traffic Enforcement on Pierce and Locherbie.
- Extra Patrol in the area of Nixon and Mayfair.
- Medical on Kirkshire Drive.
- Alarm on Wetherby.
- Beverly School drop off.
- Medical on Birwood.
- Medical on Riverside.
- Traffic Accident on 13 Mile and Old Stage.
- Found Property keys found at Beverly Park.
- Suspicious Vehicle on Robinhood.
- Juvenile Disturbing the Peace on Kirkshire.
- Traffic Enforcement at 13 Mile and Southfield.
- Driving While License Suspended arrest taken into custody without incident on Lahser and 12 Mile Road.
- Extra Patrol at Acacia Cemetery after hours.
- Beverly School drop off.
- Assist citizen on Birwood.
- Parking Complaint on Beverly Road.
- Alarm on Fox Run.
- Suspicious Circumstances on Arlington.
- Radar Detail on 14 Mile Road.

- Operating While Intoxicated arrest taken into custody without incident on 14 Mile Road and Southfield Road.
- Reckless Driving on 14 Mile and Southfield.
- Welfare Check on Kirkshire.
- Medical on Bellvine Court.
- Medical on Vernon Drive.
- 911 hang up/Medical at Mission Point.
- Parking Complaint on Beverly Road.
- Holiday extra patrol at the Corners.
- Suspicious Persons on Birwood Street.
- Extra Patrol at Berkshire School after hours.
- Extra Patrol at Beverly Park after hours.
- Extra Patrol in the area of Wilshire and Sunset.
- Extra Patrol at Acacia Cemetery after hours.
- Traffic Enforcement at Birwood and Bates.
- Radar Detail at Southfield and Beverly.
- Area Check at Riverside and Chelsea Place.
- Commercial Alarm on Southfield Road.
- Medical on Breezewood Court.
- Operation Medicine Cabinet.
- Injury Accident on Southfield and Beverly.
- Medical on Locherbie Street.
- Traffic Accident on Greenfield and Arlington.
- Alarm on Buckingham Road.
- Motorist Assist on Southfield and Beverly.
- Traffic Accident on Evergreen Road.
- Missing Dog found on Birwood.
- Lift Assist on McKenzie Court.
- Extra Patrol at Beverly School after hours.
- Extra patrol at Beverly Park after hours.
- Suspicious Vehicle at Apostolic Church.
- Radar Detail on 14 Mile and Southfield.
- Radar Detail on Pierce and Lauderdale.
- Extra Patrol at Bed Bath and Beyond after hours.
- Radar Detail on Southfield and Gould.
- Welfare Check on Kirkshire.
- Medical on Medford Drive.
- Suspicious Circumstance on Coryell and Evergreen.
- Natural gas Leak on Locherbie.
- Lift Assist on McKenzie Court.
- Radar Detail on 13 Mile and Tremont Lane.
- Suspicious Persons at Beverly Park after hours.
- Extra Patrol at Beverly School after hours.

- Traffic Enforcement at Birmingham and Kirkshire.
- Fire Truck Checks at the station.
- Medical on Mayfair Lane.
- Area Check on Eastlady and Fourteen Mile.
- Extra Patrol at the Corners Shopping center after hours.
- Beverly School drop off.
- Greenfield School drop off.
- Welfare Check on Long Bow Court.
- Motorist Assist on 14 Mile and Stanley.
- Citizen Assist on West Rutland.
- Greenfield School pick up.
- Confiscated Improper License Plate at Locherbie and Southfield.
- Animal Complaint on Rosevear Street.
- Prisoner Transport to Oakland County Jail.
- Lift Assist on West Rutland.
- Traffic Stop and Vehicle Search on Lahser and Village Pines.
- Radar Detail on 14 Mile and Southfield.
- Suspicious Vehicles in the Corners Shopping Center.
- Extra Patrol in the area of McKenzie and Lahser.
- Medical on Charrington Court.
- Beverly School drop off.
- Greenfield School drop off.
- Alarm on Stafford.
- Medical on 14 Mile Road.
- Parking Complaint on Fairfax and Amherst.
- Medical on Hillview Lane.
- Extra Patrol at Detroit Country Day after hours.
- Extra Patrol at Berkshire School after hours.
- Extra Patrol at Beverly Hills Academy after hours.
- Beverly School drop off.
- Greenfield School drop off.
- Welfare Check on 13 Mile Road.
- Traffic Accident on 13 Mile and Southfield.
- Suspicious Circumstances at Mission Point.
- Radar Detail on Lahser and Hillview.
- Sudden Death on Birwood Street.
- Medical on 13 Mile Road.
- Assisted Oakland County SWAT.
- Greenfield School drop off.
- Beverly School drop off.
- Alarm on 13 Mile Road.

- Extra Patrol at Groves High School.
- Another Extra Patrol at Groves.
- Extra Patrol at Berkshire School.
- Greenfield School pick up.
- Assist Motorist Lahser and 13 Mile.
- Traffic Enforcement on Southfield.
- Threat Complaint on 13 Mile.
- Fraud Report on Devonshire.
- Extra Patrol at Market Fresh.
- Extra Patrol at TJMAXX.
- Neighbor Trouble on Beverly Road.
- Suspicious Person on Cedar Hollow.
- Suspicious Person at Beverly Park.
- Extra Patrol at Groves High School.
- Suspicious Circumstance on Kinross.

DETECTIVE BUREAU/SCHOOL LIAISON

- CFS Closed and Reviewed-197.
- Walk in arraignment-OWI and Possession of Narcotics.
- Served Subpoena for 46th District Court.
- Walk in arraignment-OWI and CCW.
- In custody arraignment-OWI (drunk driving) high BAC-VOP (violation of probation).
- Assist patrol on alarm run.
- Swear to for Felony UDAA (Stolen car) arrest.
- In custody arraignment-Larceny in a building.
- Picked up evidence at Oakland County Computer Crimes.
- Subpoena requested and obtained for fraud case
- MSP sex offender registry training.
- Traffic Conference at the 46th District Court.
- Detroit Country Day Suspicious Circumstances investigation.
- Conducted a Photo Lineup for Id Theft case.
- Sent OUID case to Oakland County Prosecutor.

Take Out Order Scams Placing One? Check the URL First

- The COVID-19 pandemic has made ordering takeout more popular than ever. Some restaurants have even set up their own websites to avoid the fees and challenges that come with food delivery apps, like DoorDash or GrubHub. As always, scammers are quick to pick up on a trend. Watch out for fake food ordering websites that scam consumers out of their money and personal information.

How the Scam Works

- You search for your favorite restaurant's website to see if they offer delivery and a way to order online. Near the top of the search results, you find a website that looks like it belongs to the restaurant. Or you may find a third-party website that looks very professional and similar to popular services like DoorDash or GrubHub.
- You click on the link, select your food, and enter your credit card information to pay. Charges appear on your account, but the food never arrives. When you call the restaurant to see what's happened, they are unaware of your order. The website was a fake, and now the scammers have your credit card information, address, and other personal details.
- Some consumers reported to BBB Scam Tracker accidentally ordering from fake websites called "Order Hero" or "Order Ventures." But look out for other variations. Scammers often change their name and continue their tricks under a different fake identity. Avoid scam when ordering takeout:
- Only order from websites you know and trust. Even if you think you are on a website you know, double check the URL before you place your order. When in doubt, confirm with the restaurant. The first time you order directly from a restaurant's website, call the restaurant to confirm that they have online ordering and you are on the correct URL Use your credit card. When you pay with your credit card,

you can dispute any unauthorized charges. The same may not be true if you use your debit card or if you give a company your banking information, such as your account number and your bank's routing number.

- Take action if you think you've ordered on a fake site. If you suspect you entered your credit card information to a fraudulent website, cancel your card right away and request a new one. Scammers might wait a few weeks or months before they start using the card numbers you gave them access to.

For More Information

- To learn more ways to protect yourself from online scams, read the BBB's tip for shopping online at <https://t.e2ma.net/click/bjp65d/3cbhhbb/b7nthl>. If you've spotted a scam (whether or not you've lost money), report it to BBB.org/ScamTracker. Your report can help others avoid falling victim to scams. Find more information about scams and how to avoid them at BBB.org/AvoidScams.
- [Source: BBB Scam Alerts | August 20, 2021]

Employment Scams Update1: Don't Fall for This Pet Sitting Job Offer

- Scammers have been using employment scams to trick people out of their personal information and money for years. These scams often target students or others looking for part time jobs. Recently, BBB Scam Tracker has seen multiple reports of a tempting scam that appears to be a friendly family looking for a pet sitter.

How the Scam Works

- A very polite-seeming person contacts you through social media, a legitimate job website, or your student email with what sounds like an excellent job offer. First, the person tries to earn your trust by sharing a lot of personal information, such as their name, age, pets' names, and job. Then, they give

you a long story about how they are moving to your area and will need a pet sitter immediately. They offer you a generous hourly rate or ask you to name your price. Because you are such a good fit, they don't even need to interview you in person. Once you accept the job, the scammers get down to business. They may ask you for sensitive personal information, such as your full name, address, phone number, social security number, and banking information, claiming they need it to set up direct deposit or pay you in advance. In some cases, they may send you a check for a large amount of money and ask you to deduct your wages and use the rest to purchase supplies. If you follow their instructions, you'll lose your own money paying for supplies when it comes to light that the check was a fake.

- **How to protect yourself from job scams:**
- Never give your personal information to strangers. Don't share sensitive details like your home address, social security number, or bank account information with someone you've never met. You should only give this information to a person or business you know and trust.
- Do thorough research. If a person contacts you with a pet sitting job and a long story about their life, you should be able to verify the details. Ask to connect on social media and look up the home address they provide. If the person is hesitant to tell you specifics or changes the subject when you ask for more information, don't accept the job.
- Stay alert to red flags. Correspondence with grammatical errors, offers to hire you without an interview, and pay that seems too good to be true are all classic elements of a scam. If you notice any of these red flags, steer clear.

- Understand how checks work. If someone sends you a check and asks you to deposit it, know that your bank will credit the funds to your account before they are actually transferred to your account. It can take a few weeks to discover a check is false. If you spend the money before then, the bank will hold you accountable for the funds.
- For More Information
- To protect yourself from job scams, read the BBB Tip: Employment Scams. Read more about job scams offering positions as a secret shopper or driving around with a car wrap. If you've spotted a scam (whether or not you've lost money), report it to [BBB.org/ScamTracker](https://www.bbb.org/ScamTracker). Your report can help others avoid falling victim to scams. Find more information about scams and how to avoid them at [BBB.org/AvoidScams](https://www.bbb.org/AvoidScams).
- [Source: BBB Scam Alerts | August 13, 2021]

Friend in Distress Scams: It's the Latest Venmo Con

- When a friend or family member is stuck in a bad situation and urgently needs money, you should help them out, right? Not if they are a scammer pulling this new con. Watch out for a Venmo scam that impersonates real users of the app.

How the Scam Works

- You get an out-of-the-blue Venmo request from a friend who needs money. Perhaps your friend has lost their wallet and needs to buy groceries. Could you send a couple hundred dollars to tide them over? It sounds like a reasonable request. And it looks legitimate too. The message comes from an account using – what seems to be – your friend's username and profile photo. But if you look closer, you notice that the name is a character or two off from their real Venmo account. Scammers are taking advantage of generous friends by changing their username and profile pictures to impersonate

real app users. Using the information visible in Venmo's public feed, they figure out from whom this person had previously sent or received money. Then, scammers contact these users with requests for money. This scam is just one of many cons using digital wallets apps, such as PayPal, Venmo, Zelle, and Apple Pay. Be aware that unlike credit cards, many digital wallet vendors will not shoulder the cost of fraud. This if you pay scammers using a digital wallet, you may not be successful in getting the company to reimburse you. Avoid scams when using a digital wallet:

- Always double check with your friend before sending cash. If you get an unusual request, call or text your friend to confirm their story. If you can't reach them, you can also tap on their Venmo profile to view their public transaction history and information. Keep your transactions private. Scammers use the information visible in Venmo's public feed to find targets. By keeping your transactions private, you reduce your risk of being targeted by scammers. Here's privacy setting information from Venmo. Use money transfer with friends. Protect yourself from scams by only using money transfer apps for their intended purpose -- sending money to people you personally know.
- Enable additional security settings. Check your account settings to see if you can turn on additional security measures, such as multi-factor authentication, requiring a PIN, or using fingerprint recognition like Touch ID.
- Link your money transfer app to a credit card. As with many other purchases, using a credit card will help protect you if you don't get the goods or services you paid for. Linking to a debit card or directly to your bank account does not give you that added protection.

For More Information

- Learn more about staying safe when using a peer-to-peer payment system like Zelle, Venmo or Apple

Pay. Read about another Venmo scam that seems to send you money by accident. If you've spotted a scam (whether or not you've lost money), report it to [BBB.org/ScamTracker](https://www.bbb.org/scamtracker). Your report can help others avoid falling victim to scams. Find more information about scams and how to avoid them at [BBB.org/AvoidScams](https://www.bbb.org/avoidscams).

- [Source: BBB Scam Alerts | August 20, 2021]



City of Royal Oak
203 South Troy Street
Royal Oak, MI 48067
248.246.3000

November 10, 2021

Kristin Rutkowski
Clerk
18500 W 13 Mile Rd
Beverly Hills MI 48025

Re: Notice of Intent for a New Master Plan

Dear colleague & Planning Commission members,

The City of Royal Oak initiated the process of developing a new Master Plan. In accordance with the provisions of the Michigan Planning Enabling Act, P.A. 33 of 2008, as amended, the city is notifying adjacent municipalities, public utilities, and reviewing agencies of our intent to do so.

As of the date of this letter, the city has distributed a Request-For-Qualifications to retain a highly qualified consulting firm to assist in its development.

A draft copy will be available for your review and comment later in the process.

In the future, comments may be addressed to:
Chairperson, Royal Oak Planning Commission
c/o Joseph M. Murphy, Director of Planning (joem@romi.gov)
Planning Division, Community Development Department
203 S. Troy St.
Royal Oak MI 48067

If you have questions, feel free to contact me at (248) 246-3285 or by e-mail at: joem@romi.gov

Respectfully,
CITY OF ROYAL OAK

A handwritten signature in blue ink, appearing to read 'Joseph M. Murphy', is written over the printed name and title.

Joseph M. Murphy
Director of Planning
Community Development Department

Kristin Rutkowski

From: Comcast Heartland <Comcast_Heartland@comcast.com>
Sent: Tuesday, November 30, 2021 4:05 PM
Cc: Mazurek, Kyle
Subject: Comcast Programing Advisory

Good afternoon,

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that in the coming weeks, the ACC Network will be added to the Digital Preferred level of service.

Please feel free to contact me at 734-359-2038 if you have any questions.

Sincerely,

Kyle V. Mazurek
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170