

**Village of Beverly Hills  
Regular Village Council Meeting  
Tuesday, April 2, 2024**

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

**Zoom link: <https://us02web.zoom.us/j/82303104578>**

**Meeting ID: 823 0310 4578**

**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 joint Planning Commission/Council meeting held February 14, 2024.
2. Review and consider approval of **minutes** of a regular Council meeting March 19, 2024.
3. Review and file **bills** recapped as of Monday, March 25, 2024.
4. Review and consider authorizing participation in the 2024 Oakland County West Nile Virus **Program**.
5. Review and consider Parks & Recreation Board's **recommendation** to host 2024 Concerts in the Parks.
6. Review and consider Beverly Hills Lions Club's **request** to host the Memorial Day Fun Run on Village streets on May 27, 2024.
7. Set public hearing date for May 7, 2024 to receive comments on special assessments to be added to the 2024 tax roll.
8. Set public hearing date for May 7, 2024 to receive comments on the Fiscal Year 2024/2025 proposed budget.

Business Agenda

1. Review and consider the **Dissolution** of Funds 403 and 404.
2. Review and consider Beverly Park 2050 Vision Subcommittee's **recommendation** to award the Beverly Park Master Plan bid to SmithGroup.

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.

Public Comments

Manager's report

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.

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JOINT PLANNING COMMISSION/VILLAGE COUNCIL MEETING MINUTES –  
FEBRUARY 14, 2024 – PAGE 1

Present: Planning Commission: Chairperson Westerlund; Vice Chairperson Dillard-Russaw; Members: Copeland, Gutierrez, Harper, Hitz, Jawad, and Tessler

Village Council: Abboud, George, Hrydziuszko, Kecskemeti, and O’Gorman

Absent: Planning Commission: Koreman

Village Council: Drummond and Mooney

Also Present: Planning & Zoning Administrator, Stec  
Village Clerk/Assistant Manager, Rutkowski

Westerlund called the joint Planning Commission/Village Council meeting to order at 7:30 p.m. in the Village Municipal Building located at 18500 W. 13 Mile Road, Beverly Hills, MI 48025.

### **APPROVE AGENDA**

Motion by Hitz, second by Dillard-Russaw, to approve the agenda as published.

Motion passed.

### **PUBLIC COMMENTS**

None.

### **REVIEW AND CONSIDER 2023 PLANNING COMMISSION ANNUAL REPORT**

Westerlund gave an overview of the 2023 Planning Commission Annual Report, which was approved by the Commission at its January meeting. The report includes information about membership and meetings, a summary of actions taken, and an overview of the subcommittees’ work over the last year.

### **REVIEW 2023 ZONING BOARD OF APPEALS ANNUAL REPORT**

Stec provided an overview. The 2023 Zoning Board of Appeals Annual Report was provided for presentation to Village Council and to be used as a resource at the joint meeting if needed. The report includes a summary of cases that the ZBA heard in 2023.

### **DISCUSS SHORT-TERM RENTAL REGULATIONS**

Harper provided an overview of the work that the Short-Term Rental subcommittee has done over the last few months. A suggestion of limiting short term rentals to RM-Multiple Family zoning districts and to nonconforming residential uses in non-residential districts was previously presented to the Planning Commission. It was apparent at that meeting that this recommendation would not garner the support of the Commission. The subcommittee has held its second meeting to reevaluate its proposal and will present a new proposal to the Planning Commission in 2024.

It was noted that O’Gorman is also a member of the subcommittee and will be brought up to speed before the next meeting.

### **DISCUSS FENCE ORDINANCE**

Stec provided an overview. The fence subcommittee presented a suggestion of amending the Zoning Ordinance to allow for fences up to 6-feet tall and up 100% opaque in the rear yards of residential properties to the Planning Commission in 2023. The majority of the Commission responded that it would not be in favor of such an amendment. At this time, it would be helpful for a consensus to be reached on which direction the Village would like to go with the fence regulations. In particular, on whether or not any change to the 200' provision is desired. Upon reaching an agreement, any ordinance amendment(s) addressing the desired direction will be presented in 2024.

There was discussion regarding authority and responsibility of municipalities and Homeowners Associations in regard to permitting certain types of fences.

There was discussion about whether to put out a survey to the residents to gather feedback about fences. The Commission and Council discussed how to appropriately structure the questions.

Abboud asked for data on the number of 6' fences in the community.

The Commission and Council discussed the challenges with the "200-foot rule."

Hrydziusko said she does not have any interest in making it more difficult for people to get fences.

George asked for example fence regulations from similar communities.

The subcommittee will make a recommendation to the Planning Commission who will then make a recommendation to Council.

### **DISCUSS POTENTIAL PRIORITY REDEVELOPMENT SITES**

Stec provided an overview. The Planning and Economic Development Departments began working toward becoming fully Certified Redevelopment Ready Communities through the MEDC Redevelopment Ready Community (RRC) program. In 2023 we have achieved status as an "Engaged" community. One of the primary tenants of the RRC program is that communities identify priority redevelopment sites.

There are two sites formerly occupied by churches that are currently on the market in the village. One at 20055 W. Thirteen Mile (Church of Christ) located at the southwest corner of 13 Mile and Evergreen. The second site is at 20855 W. Thirteen Mile (Victory Harvest Church) located on the south side of 13 Mile halfway between Evergreen and Lahser Roads. In comparison with any other single sites currently on the market in the village, or that may become available, these are both relatively large sites at 2 acres and 3.5 acres respectively and offer the greatest potential for redevelopment.

Either or both sites may be identified as priority redevelopment sites for study on what type of development might be most appropriate. While being only 1/2 mile apart from each other, both sites have their own characteristics based on location, size, and surrounding land uses that would determine what type(s) of development would be both desired by the village and viable from a financial perspective. Both sites are currently zoned R-1 Single Family Residential and designated



as “Estate Residential” in the Master Plan for Future Land Use. If either site is selected as a priority redevelopment site, they could be studied in greater depth for what types of uses and density may be desired and if the current zoning ordinance and Master Plan would allow for it.

These two sites are not the only sites that may be considered if the village desires to engage in studying and possibly designating any priority redevelopment sites. However, since both are on the market, under single ownership, and are of relatively large sizes, they may present the best opportunity for consideration.

There was discussion about exploring rezoning options for the 20055 W. 13 Mile Road property for development. Westerlund noted that it is not identified as a transition zone. The Commissioners and Council gave suggestions about it becoming an office space, restaurant, café, or community gathering place, but noted that they would not be able to dictate the development to that level.

Stec said he would provide more literature to the Commission and Council about the process.

### **DISCUSS POTENTIAL ZONING ORDINANCE AMENDMENTS**

Stec provided an overview. The Village is working through the Best Practices of the Redevelopment Ready Communities (RRC) program aimed at creating a more streamlined project review process. Action Item Z3c of the Master Plan specifically identifies incorporating RRC Best Practices for review procedures as appropriate. The following items are currently identified in the Action Plan of the Master Plan and may be areas that the Village might want to consider acting on in 2024 to streamline our process:

1. Action Item Z3a: Evaluate the site plan review procedures to allow for some reviews to be administrative
2. Action Item Z3b: Consider eliminating the need for Village Council to refer plans to Planning Commission on permitted uses.

Staff would also like to suggest that the regulations on accessory structures/private garages as a possible area for consideration of revision(s) in 2024. There is currently a limitation on the maximum floor area of a private garage to 720 square feet. This limit is contained in the definition of a “Garage, private” in the Definitions section at the front of the zoning ordinance. Having a regulation such as this in the definitions section of an ordinance does not make it as easily identifiable by residents and architects as it could be. It is suggested that this regulation be moved to Section 22.08.100 “Accessory Buildings, Structures, and Uses in Residential Zone Districts”. For further consideration on the regulations of private garages, the village is currently seeing investment in new construction homes. Several of which are looking to provide larger three car garages to accommodate more and larger vehicles that are becoming more common with new construction homes in today’s market. There is also a provision limiting the combined linear total of garage doors facing a street to 24 feet. There have been Zoning Board of Appeals applications submitted requesting variances to both of these items recently. The village may want to study increasing the maximum floor area of private garages to greater than 720 square feet and/or increasing the maximum combined linear feet of garages doors facing a street to 27 feet to allow

JOINT PLANNING COMMISSION/VILLAGE COUNCIL MEETING MINUTES –  
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for three car garages with 9-foot-wide doors, which appears to be more in line with current residential design standards.

The Commission and Council discussed the time and effort benefits that could be gained for developers, staff, and the Commission if some of these items were cleaned up. They talked about the ease of doing business with the Village.

Hrydziuszko and O’Gorman agreed that they appreciate the Planning Commission reviewing site plans and do not think that the Z3a provision should change.

The Commission and Council agreed that the referral process outlined in item Z3b could be eliminated.

The Planning Commission agreed to explore the square footage of accessory structures and garage door widths and report back.

**PUBLIC COMMENTS**

None.

**ADMINISTRATION COMMENTS**

None.

**COMMISSIONER COMMENTS**

None.

**COUNCIL COMMENTS**

The Council thanked the Commission for their hard work.

George said there should be a better feedback mechanism between the two bodies to provide clearer direction to the Planning Commission.

Hrydziuszko said she appreciates what the Planning Commission does and is glad to see the group working through the fence discussion.

Abboud thanked everyone in attendance. He said a volunteer appreciation dinner should be held for the Commission and Boards. He noted that Village home prices continue to increase.

**ADJOURNMENT**

Motion by Harper, second by Dillard-Russaw, to adjourn the meeting at 10:06 p.m.

Motion passed.

JOINT PLANNING COMMISSION/VILLAGE COUNCIL MEETING MINUTES –  
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**John George**  
**Council President**

**Patrick Westerlund**  
**Planning Commission**  
**Chairperson**

**Kristin Rutkowski**  
**Village Clerk**

## REGULAR COUNCIL MEETING MINUTES – MARCH 19, 2024 – PAGE 1

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

Absent: None

Also Present: Village Manager, Campbell  
Village Clerk/Assistant Manager, Rutkowski  
Public Safety Director, Torongeau  
Public Services Director, Johnston

**ROLL CALL/CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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 Abboud, to approve the agenda as published.

Motion passed.

**COMMUNITY ANNOUNCEMENTS**

None.

**PUBLIC COMMENTS**

David Tobaben, Orchard Way Court, asked about the progress of the Beverly Park 2050 Vision subcommittee.

**CONSENT AGENDA**

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

1. Review and consider approval of minutes of a regular Council meeting held March 5, 2024.
2. Review and file bills recapped as of Monday, March 11, 2024.

Roll Call Vote:

Motion passed (7-0)

**BUSINESS AGENDA****REVIEW AND CONSIDER INVESTMENT CONTRACT WITH SCHWARTZ & CO INVESTMENT ADVISORS**

Campbell gave an overview. An investment contract with Schwartz & Co Investment Advisors was provided to Council. Representatives from Schwartz & Co attended the March 5th meeting at the request of the Village Administration. The investment goals are higher yields, diversity, and improved cash management within the constraints of municipal investing. The yield will be greater in the long term with Schwartz & Co and the costs will be less or comparable to Comerica.

Although the Village has a significant amount in a pooled fund with Comerica, it should be emphasized that each fund has dedicated cash that can only be utilized by that specific fund. Operating cash needs vary per fund depending on the timing of revenue received and expenditures paid out. Excess operating cash available to invest currently exists in the General Fund and the

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Public Safety Fund. The Administration recommends engaging the services of Schwartz & Co Investment Advisors to manage an initial investment of \$4 million. Additional investment activity will be managed by the Finance Director and the Village Manager in association with the representatives of Schwartz & Co.

Mooney asked about Schwartz's experience with municipalities and what type of research Administration did before selecting this organization. He noted that Oakland County does this type of work for other municipalities and thinks it would be worth looking into. He said Administration should do its due diligence and get comparisons.

Abboud said he was concerned with the rates as presented.

Kecskemeti agreed with Mooney's comment on due diligence and suggested tabling this item to allow Administration to do more research.

Motion by Mooney, second by Abboud, the Beverly Hills Village Council tables the investment contract item to allow Administration to gather more information from Oakland County and comparable municipalities.

Roll Call Vote:  
Motion passed (7-0)

#### **REVIEW AND CONSIDER RAINCHECK PICKLEBALL, LLC'S APPLICATION AND REQUEST FOR A QUOTA C LIQUOR LICENSE**

Campbell provided an overview. The Village received an application from Raincheck Pickleball, LLC, dba Paddle & Par, requesting a Quota Class C liquor license from the Village of Beverly Hills. The applicant is also requesting a Sunday Sales Permit (AM/PM), Dance/Entertainment Permit, and one Additional Bar Permit. The application is attached for your review along with a memorandum from the Village Attorney addressing the application. In December of 2023, the Council approved a special land use approval for the applicant to establish an indoor commercial recreation facility that includes pickleball.

The applicant is requesting a Class C, retail – on premises license for the facility. In addition to the application, enclosed is a letter of support from another liquor license holder in the Village of Beverly Hills, supporting this application presented to Council.

Ryan noted that the requested regular hours are 7 a.m. – 10 p.m., Sunday through Thursday and 7 a.m. – midnight, Friday and Saturday.

Kecskemeti asked for clarification on the dance permit.

Kelly Allen, attorney, and Neal Check, applicant, were present to answer questions. Allen said that a dance permit is required by the Liquor Control Commission in order to have special events and that the dance floor space is 10x10 feet. She said that an Entertainment permit is required if any interaction occurs between the entertainer, such as a magician, and the public. She noted the Class C License would be for beer, wine, and spirits and that they are also requesting a Sunday sales permit. She said the establishment will have a very limited kitchen and will not be a fine dining

restaurant nor a drinking destination. She said the State Liquor Control requires a consumption and safety management plan.

It was noted that letters of support from neighboring establishments were included in the packet.

O’Gorman asked what sort of authority the Council would have if there are any issues with the business or liquor license. Ryan stated that the liquor license has to be renewed with the state every year, so if the Village had issues with the operation, then Council could make a recommendation to the LCC to not renew or to revoke the license.

Overall, the Council agreed that Paddle & Par is a good concept and they are looking forward to having more recreation opportunities in the Village.

George expressed concern with what is presented vs. what it may become.

O’Gorman said he hopes it remains family oriented.

Motion by Kecskemeti, second by Mooney, be it resolved that the Beverly Hills Village Council approves Raincheck Pickleball’s application and request for a Quota – Class C, retail-on premises liquor license from the Village of Beverly Hills at the address of 31535 Southfield Road, Beverly Hills, MI 48025, and a Sunday Sales Permit, Dance/Entertainment Permit.

Roll Call Vote:

Motion passed (7-0)

### **REVIEW AND CONSIDER PROPOSAL FROM THE WM. ELLIS COMPANY FOR IMPROVEMENTS TO THE PUBLIC SAFETY BUILDING’S KITCHEN, CEILING, AND WINDOWS**

Campbell gave an overview. The kitchen, blinds, ceiling tiles, and light fixtures at the Public Safety Building are in need of replacement. They are outdated and inefficient. Administration received two quotes from reputable contractors, Wm. Ellis Company, and Lee Construction. Both have given us proposals with similar services, products, and warranties for replacing ceiling tiles and light fixtures, tinting windows, and remodeling the kitchen.

Wm. Ellis Co. performed improvement work to the Public Safety Building last year, and the Administration was satisfied with their work. It is the Village of Beverly Hills staff’s recommendation to approve the Wm. Ellis Company agreement as proposed. They are the lowest bid at \$153,499.73. Funds are available in account 205-900-975.05.

Mooney asked if this item was formally bid and Campbell said no. Mooney said that per the charter, this project should be bid out. Ryan noted that it is not a professional service.

Motion by Mooney, second by Abboud, the Beverly Hills Village Council tables the Public Safety Building improvements item and instructs administration to request sealed bids for the project.

Roll Call Vote:

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Motion passed (7-0)

**REVIEW AND CONSIDER PURCHASE OF SUBSCRIPTION TO POWER DMS TO ASSIST THE VILLAGE IN ACHIEVING ACCREDITATION FROM THE MICHIGAN ASSOCIATION OF CHIEFS OF POLICE**

Campbell gave an overview. The Public Safety Department is requesting that the Village purchase and acquire the Power DMS “Power Policy and MACP-Standards” subscriptions to aid us in our accreditation process. The Michigan Association of Chiefs of Police recommend we obtain subscription to complete the 2-year program. Both computer solutions services are provided by Power DMS and are considered essential to achieving accreditation by the Michigan Association of Chiefs of Police. Power DMS is designed to organize, update, and track a department’s policies, standardized practices, and training records. These same Power DMS services are used by: Birmingham PD, Royal Oak PD, Bloomfield Hills DPS, Bloomfield Twp PD, Lathrup Village PD, Berkley DPS and Southfield PD.

Power DMS is based out of 2120 Park Place, Suite 100, El Segundo, Ca. 90245. We have received a prorated quote for two years of service, which would be required for the accreditation process, for a total of \$14,212.50. There is a one-time MMRMA RAP Grant for the initial implementation of Power DMS. The grant would be 50% off the first year of service only, refundable after its successful implementation and may be up to \$3,643.75.

Torongeau answered questions from Council about the accreditation process.

George said that this will be a better platform for the department to use.

Motion by Abboud, second by Mooney, be it resolved that the Beverly Hills Village Council approves the purchase of the Power DMS subscription to assist the Public Safety Department in achieving accreditation from the Michigan Association of Chiefs Police Standards in the amount of \$14,212.50. Funds are available in Account 205-345-933.00.

Roll Call Vote:

Motion passed (7-0)

**REVIEW AND CONSIDER DISSOLUTION OF FUNDS 403 AND 404**

Campbell gave an overview. Fund 403 Stafford SAD and Fund 404 Hummell/Coryell SAD are Special Assessment District Funds. Both SADs are complete and there is no longer activity in the funds. The recommended action is as follows:

Fund 403 – write off the balances in this fund as of July 1, 2023 to the Local Road Fund. Balances are under \$3k.

Fund 404 – transfer the cash balance of roughly \$56k as of July 1, 2023 to the Local Road Fund to be allocated to the sidewalk maintenance expenditure.

Village Administration recommends the dissolution of Fund 403 and Fund 404 effective July 1, 2023 and balances transferred as indicated above.

O’Gorman asked if funds could go back to the residents that paid into the special assessments.

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Ryan said per the ordinance, if it is 5% or less than the project, then the money goes to the local fund.

O’Gorman said that he would like verification on the amounts before making a judgment. Mooney agreed that it is worth looking into, but that the property owners may not be the same today.

Motion by Mooney, second by O’Gorman, the Beverly Hills Village Council tables the dissolution of Funds 403 and 404 to give Administration time to report back on the project amounts and disbursements.

Roll call vote:

Motion passed (7-0)

### **REVIEW AND CONSIDER HOSTING VOLUNTEER APPRECIATION DINNER ON MAY 23, 2024**

Campbell gave an overview. Volunteers are the backbone of this community and in the past the Village Council has hosted a Volunteer Appreciation Dinner for members of the Boards/Commission and their spouses as a way to say thank you for all of their time and work. The appreciation dinner is noted on page 45 of the Village’s Organizational Policies and Procedures Manual. The dinner has not taken place in a few years, but there has been discussion about bringing it back. Based on availability, Administration is recommending hosting the dinner at the Beverly Park Pavilion on Thursday, May 23, 2024 and asking the Council to waive pavilion rental fees. Upon approval, invitations will be sent out to current Board and Commission members and Council with more details.

O’Gorman said it would be reasonable to invite members who served during Covid since the event has not taken place in years.

Mooney suggested holding the event indoors.

Drummond said this is a great opportunity for different boards to get together and is a small token of appreciation.

Motion by Drummond, second by O’Gorman, the Beverly Hills Village Council waives pavilion rental fees for the Village of Beverly Hills’ Volunteer Appreciation Dinner on Thursday, May 23, 2024 from 4:30 to 9:30 p.m. and directs Administration to make arrangements for the dinner. Funds are available in account 101-101-955.00 (Miscellaneous).

Roll call vote:

Motion passed (7-0)

### **SET BUDGET STUDY SESSION DATE**

Every year the Council and Administration have a budget study session to review the preliminary draft budget. Administration recommended the budget session for Fiscal Year 24-25 be held on Monday, April 22, 2024 at 6:00 p.m. Council had no objections, so the Budget Study Session will



be held on April 22, 2024 at 6:00 p.m. in the Village Council Chambers located at 18500 W. 13 Mile Road, Beverly Hills, MI 48025.

## **PUBLIC COMMENTS**

None.

## **MANAGER'S REPORT**

Community Project Federal Funding Awarded to Beverly Hills for a Water Main Replacement Project - Earlier this week, we were informed that the Village's Community Project Funding request through the Department of Environmental Protection, STAG – Drinking Water State Revolving Fund, has been accepted and funded at an amount of \$959,752. We filed this request one year ago, and the bill was signed in the last few days. We requested \$2 million dollars for this project last year through Congresswoman Tlaib's office. As you may recall, the project involves the abandonment of approximately 18,000 feet of rear yard mains, the construction of approximately 18,000 feet of rear yard 4-inch water mains and the construction of approximately 8,200 feet of new 8" main to complete looping on streets and installation of 305 new 1" service lines. This funding will cover the Pierce loop that is scheduled to be done in the next 16 months. The Village has a 20% required match. The award and the Village match will cover the vast majority of the costs of installing the new 8" water main on Pierce. I want to thank Congresswoman Tlaib's office for their assistance and support.

Compost Available - Compost is now available for residents to pick up in the Village/Township parking lot for free! Special thanks to SOCRRA for delivering compost early this year since we've had pretty warm weather.

Park Cleanup - Our annual Park Clean Up is two months away! Join us on Saturday, May 4th from 9:00 am to 12:00 pm at Beverly Park! Please wear closed toe shoes and bring gloves. If you would like to volunteer, please click here to sign up:

[https://www.signupgenius.com/go/9040F44A4AF2FA46-48209782-](https://www.signupgenius.com/go/9040F44A4AF2FA46-48209782-park?fbclid=IwAR1c4ri7eAwtgiY4pMAyVm9wvvcEPhVdsBSQCtUH-8H8eg2UGIW5sezFnhk)

[park?fbclid=IwAR1c4ri7eAwtgiY4pMAyVm9wvvcEPhVdsBSQCtUH-8H8eg2UGIW5sezFnhk](https://www.signupgenius.com/go/9040F44A4AF2FA46-48209782-park?fbclid=IwAR1c4ri7eAwtgiY4pMAyVm9wvvcEPhVdsBSQCtUH-8H8eg2UGIW5sezFnhk)

Staff Update - Please be advised that Planning and Zoning Administrator Mark Stec put his two-week notice in on Monday of this week. We will put up a job posting for the planning position on Monday. Carissa Brown will help out while the job is posted, and Planning Consultant Brian Borden will be assisting us as well.

Cybersecurity Update - The Village Administration will be undergoing cybersecurity education with UHY in the coming weeks, and UHY will be presenting a report to Council regarding our Vulnerability Assessment and recommendations to improve the Village's Cybersecurity. Please be advised that the Village also received a RAP grant of \$10,000 to go towards our Vulnerability Assessment. I would like to thank Jay Blenkhorn for managing much of the assessment process and applying for the grant funding.

Village Office Closed - The Village Office will be closed on March 29, 2024 in observance of Good Friday. The Village office will reopen on April 1, 2024.

Yard Waste Pickup Resumes March 25 - Yard Waste Pickup will resume a week early this year, beginning the week of March 25, 2024. Place compostable items in one of the following containers:

- Garbage can with a Recycle Beverly Hills or SOCRRA yard waste label; or
- Brown paper bag designed for yard waste disposal.

Annual Report - The Birmingham Area Cable Board has provided the Village with its 2023 Annual Report. A copy of the report was included in the meeting packet.

Quarterly Report - Public Services and Water's report for the first quarter of 2024 was included in an updated version of the meeting packet and sent to the Council for review.

Kecskemeti asked if discussions can be had with SOCRRA to move up the yard waste collection date going forward.

### **COUNCIL COMMENTS**

O'Gorman thanked Stec for his work for the Village. He said he was a good communicator and appreciated his expertise. He wished everyone a safe and fun spring break.

Abboud thanked Stec. He acknowledged Congresswoman Tlaib's Office for helping secure federal funding for the Village. He said he was up for reelection for SEMCOG's Executive Committee. He congratulated Blenkhorn on his promotion. He said he was recognized as a Level 3 in the Elected Officials Academy at the MML Convention. He reported that the Senior Advisory Council discussed transportation for senior citizens in Oakland County and regional transit options at their last meeting. He mentioned that Next's fundraiser, Birmingham's Big Night Out, will be on April 4, 2024. He said Next hosts a ton of events and highlighted a wellness event that they are holding. He wished the Muslim community a Happy Ramadan.

Mooney thanked the Public Safety Department for responding and saving Jon Oen's life recently. He wished Oen a speedy recovery. He thanked Abboud for advocating for funding from Congresswoman Tlaib's Office. He said he will attempt to moderate his ways but will say something if he thinks Administration is not reporting things accurately.

Hrydziusko wished everyone a happy spring. She said a Parks & Recreation Board meeting will be held Thursday, March 21<sup>st</sup> and invited all to attend if they would like to get involved in upcoming events, such as the Memorial Day Parade.

George noted that he meant to congratulate the Berkshire Wildcats volleyball team during his comments at the previous meeting. He wished a speedy recovery to Oen. He gave an update on the Beverly Park 2050 Vision Subcommittee and said they would be meeting over the weekend to review the Master Plan bids they received. He thanked Blenkhorn for helping secure a grant to help cover cybersecurity costs. He thanked Campbell for helping secure federal funding for water projects. He talked about abandoning 4" mains. He noted the Park Clean Up event will be held on May 4, 2024. He thanked Stec and wished him well. He wished Johnston a happy birthday. He talked about the way Council goes about asking questions and said that they should give Administration an opportunity to get answers and information since there are so many projects going on simultaneously.

**ADJOURNMENT**

Motion by Mooney, second by Abboud, to adjourn the meeting at 9:06 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 03/12/2023 THROUGH 03/25/2024.

ACCOUNT TOTALS:

101	GENERAL FUND	\$117,823.30
202	MAJOR ROAD FUND	\$6,865.63
203	LOCAL STREET FUND	\$33,685.82
205	PUBLIC SAFETY DEPARTMENT FUND	\$95,783.87
592	WATER/SEWER OPERATION FUND	\$282,573.74
701	TRUST & AGENCY FUND	\$276,704.41
	<b>TOTAL</b>	<b>\$813,436.77</b>
		<hr/>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	\$813,436.77
		<hr/>
	<b>GRAND TOTAL</b>	<b>\$813,436.77</b>
		<hr/>

03/25/2024 12:23 PM  
User: JAY  
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS  
CHECK DATE FROM 03/12/2024 - 03/25/2024

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Check Date	Bank	Check	Vendor Name	Invoice Vendor	Amount
Bank COM COMERICA					
03/25/2024	COM	88385	AIDAN RITO	AIDAN RITO	100.00
03/25/2024	COM	88386	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	189.48
03/25/2024	COM	88387	AMERICAN FLAG & BANNER CO	AMERICAN FLAG & BANNER CO	55.00
03/25/2024	COM	88388	APPLIED INNOVATION	APPLIED INNOVATION	13.98
03/25/2024	COM	88389	ARROW OFFICE SUPPLY CO.	ARROW OFFICE SUPPLY CO.	223.75
03/25/2024	COM	88390	BEIER HOWLETT,P.C.	BEIER HOWLETT,P.C.	1,190.00
03/25/2024	COM	88391	BEST EQUIPMENT COMPANY, INC	BEST EQUIPMENT COMPANY, INC	1,711.66
03/25/2024	COM	88392	BEVERLY HILLS ACE	BEVERLY HILLS ACE	66.43
03/25/2024	COM	88393	BIRMINGHAM AREA CABLE BOARD	BIRMINGHAM AREA CABLE BOARD	275,000.00
03/25/2024	COM	88394	BLUE CARE NETWORK	BLUE CARE NETWORK	48,605.97
03/25/2024	COM	88395	BLUE CROSS BLUE SHIELD	BLUE CROSS BLUE SHIELD	36,862.23
03/25/2024	COM	88396	C&G PUBLISHING	C&G PUBLISHING	388.75
03/25/2024	COM	88397	CAROUSEL ACRES, INC.	CAROUSEL ACRES, INC.	725.00
03/25/2024	COM	88398	CATHY WHITE	CATHY WHITE	344.41
03/25/2024	COM	88399	CENTER MASS INC.	CENTER MASS INC.	499.00
03/25/2024	COM	88400	CINTAS CORPORATION #31	CINTAS CORPORATION #31	82.44
03/25/2024	COM	88401	COALITION OF PUBLIC SAFETY	COALITION OF PUBLIC SAFETY	17,269.05
03/25/2024	COM	88402	COMCAST	COMCAST	194.85
03/25/2024	COM	88403	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	35,208.94
03/25/2024	COM	88404	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	6,185.92
03/25/2024	COM	88405	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	4,686.15
03/25/2024	COM	88406	COMEAU EQUIPMENT CO INC.	COMEAU EQUIPMENT CO INC.	69.68
03/25/2024	COM	88407	CONSUMERS ENERGY	CONSUMERS ENERGY	1,594.86
03/25/2024	COM	88408	EAGLE LANDSCAPING & SUPPLY	EAGLE LANDSCAPING & SUPPLY	2,170.65
03/25/2024	COM	88409	FUTURE REPRODUCTIONS	FUTURE REPRODUCTIONS	344.00
03/25/2024	COM	88410	GREAT LAKES WATER AUTHORITY	GREAT LAKES WATER AUTHORITY	1,022.84
03/25/2024	COM	88411	GUARDIAN	GUARDIAN	7,832.95
03/25/2024	COM	88412	HUNT SIGN COMPANY	HUNT SIGN COMPANY	1,887.00
03/25/2024	COM	88413	HURON VALLEY GUNS	HURON VALLEY GUNS	442.95
03/25/2024	COM	88414	J.H. HART URBAN FORESTRY	J.H. HART URBAN FORESTRY	3,182.13
03/25/2024	COM	88415	JOHNSON THERMOL-TEMP INC.	JOHNSON THERMOL-TEMP INC.	3,035.00
03/25/2024	COM	88416	LANG'S ON-SITE SERVICES	LANG'S ON-SITE SERVICES	326.00
03/25/2024	COM	88417	LEXISNEXIS RISK SOLUTIONS	LEXISNEXIS RISK SOLUTIONS	200.00
03/25/2024	COM	88418	LINUS DROGS	LINUS DROGS	250.00
03/25/2024	COM	88419	MICHIGAN WILDFLOWER FARM	MICHIGAN WILDFLOWER FARM	394.50
03/25/2024	COM	88420	MIKE SAVOIE CHEVROLET	MIKE SAVOIE CHEVROLET	102.20
03/25/2024	COM	88421	MUNIWEB	MUNIWEB	170.00
03/25/2024	COM	88422	NYE UNIFORM EAST	NYE UNIFORM EAST	351.00
03/25/2024	COM	88423	O.C.W.R.C.	O.C.W.R.C.	55,143.83
03/25/2024	COM	88424	OAKLAND COUNTY TREASURER'S	OAKLAND COUNTY TREASURER'S	220,466.33
03/25/2024	COM	88425	PITNEY BOWES CREDIT CORP.	PITNEY BOWES CREDIT CORP.	210.35
03/25/2024	COM	88426	R. ROESE CONTRACTING CO., IR.	ROESE CONTRACTING CO., I	5,000.00
03/25/2024	COM	88427	REGIONAL ALLIANCE FOR FIRE	REGIONAL ALLIANCE FOR FIRE	445.00
03/25/2024	COM	88428	S.O.C.R.R.A.	S.O.C.R.R.A.	34,261.00
03/25/2024	COM	88429	SAFEBUILT INC.	SAFEBUILT INC.	38,947.18
03/25/2024	COM	88430	SOUTHFIELD POSTAL SERVICE	SOUTHFIELD POSTAL SERVICE	834.43
03/25/2024	COM	88431	STRYKER SALES CORP	STRYKER SALES CORP	550.00
03/25/2024	COM	88432	VERIZON WIRELESS MESSAGING	VERIZON WIRELESS MESSAGING	508.00
03/25/2024	COM	88433	WANDA FROST	WANDA FROST	159.90
03/25/2024	COM	88434	WOW! BUSINESS	WOW! BUSINESS	186.98
03/25/2024	COM	88435	ZIP ETC INC	ZIP ETC INC	3,745.00

COM TOTALS:

Total of 51 Checks:	813,436.77
Less 0 Void Checks:	0.00
Total of 51 Disbursements:	813,436.77

**MEMORANDUM**

To: Honorable President George and Village Council

From: Jay Blenkhorn, Deputy Manager

Date: March 19, 2024

Re: 2024 Oakland County West Nile Virus Program

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Oakland County provides annual funding to assist cities, villages, and townships with mosquito control through their West Nile Virus Program. This program is run through the County's Public Health Department, and it aims to reduce the spread of potential mosquito borne viruses such as West Nile and eastern equine encephalitis.

The County has made available \$1,401.55 in funding on a reimbursement basis to the Village of Beverly Hills. Approval by Village Council is required in order for us to be eligible for the funding. If approved, these funds will be utilized to purchase mosquito dunks, mosquito bits, and insect repellent from Beverly Hills Ace. As in the past, these will be made available to residents for free at Village Hall. It is recommended that the Village purchase supplies totaling \$1,403.00. Please see the following page for a breakdown of supplies and costs.

**SUGGESTED RESOLUTION**

BE IT RESOLVED that the Beverly Hills Village Council authorizes the Village Administration to purchase mosquito control supplies and to request reimbursement up to \$1,401.55 as part of Oakland County's 2024 West Nile Virus Program.

<b><u>2024 PROJECTED PRODUCT ORDERS</u></b>			
<b><u>Item</u></b>	<b><u>Quantity to Order</u></b>	<b><u>Cost Per Item</u></b>	<b><u>Likely Cost</u></b>
Mosquito Dunks	40	\$5.00	\$200.00
Mosquito Bits	32	\$8.00	\$256.00
Dry bug spray	91	\$5.00	\$455.00
Backwoods Bugspray	82	\$6.00	\$492.00
		<b>Total:</b>	<b>\$1,403.00</b>



**To:** Honorable President George; Village Council Members

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

**Subject:** 2024 Concerts in the Park

**Date:** March 25, 2024

The Concert in the Park series has proven to be a fun and successful event over the past several years. Local musicians perform at Beverly Park and there is a food truck on site. Additionally, the Village rents a stage from Oakland County Parks for each concert at the rate of \$550.00 per event. A facility use agreement for the stage is attached and has been reviewed by the Village Attorney.

At their March 21, 2024 meeting, the Parks and Recreation Board recommended that the Village Council approve the bands and costs listed below.

June 14 – The Hood, \$500  
July 12 – Bob Mervak, \$1,000  
August 9 – Cliff Erickson, \$850

**Suggested Resolution:**

Be it resolved, the Beverly Hills Village Council approves the Parks & Recreation Board's request to host the 2024 Concert in the Park series at Beverly Park featuring The Hood on June 14, the Bob Mervak Band on July 12, and Cliff Erickson on August 9 in an amount not to exceed \$4,000.00. Further, the Board recommends that Council authorizes the facility/property use agreement with Oakland County Parks for use of the stages in 2024. Funds are available in Account 101-693-894.00 (Special Events).

Attachment





## **FACILITY/PROPERTY USE AGREEMENT**

This Agreement is between the Oakland County Parks and Recreation Commission ("OCPRC") and the entity/person listed below for the use of the facility/property described below. This Agreement includes the General Terms and Conditions, the Insurance Requirements, and the Rules for Specific Facility/Property (collectively the "Agreement").

**Name of Entity/Person using Facility/Property (hereinafter "User"):**

**Address:**

**Contact Person:**

**Telephone Number:**

**E-Mail Address:**

**Facility/Property to be used (hereinafter "Property"):**

**Event/Activity:**

**Date/Start Time and End Time:**

**Fee:**

**Amount of Security Deposit:**

**Insurance Requirements:** (If User answers "Yes" to any of the below questions, then user shall provide and maintain, at its expense, the insurance as set forth herein, beginning on page 6.)

Yes No

Is this reservation/event for a Wedding?

Is there expected to be more than 250 people in attendance at the event/facility?

Is the reservation being booked by an organized entity/group (not an individual)?

Will there be alcohol provided (not sold) at the event?

Will there be alcohol SOLD at the event? (Subject to OCPRC approval)

**Reservation Number:**

By signing, I acknowledge that I have received and read the entire Agreement and I agree to comply with all the terms and conditions of this Agreement. I certify that all information provided to OCPRC, in connection with this Agreement, is true and accurate. If, at any time, before the Event/Activity any information that I provided changes, I will inform OCPRC of the changes. The Property will not be reserved until this Agreement is signed and the Fee and Security Deposit are paid in full.

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**Signature**

**Date**

**Name & Title:**

## **GENERAL TERMS AND CONDITIONS**

### **1. Use of Property.**

- 1.1. **Use:** User may exclusively use the Property according to this Agreement and for the purposes set forth herein and for no other purposes. OCPRC provides the Property for use by the public on a first-come, first-served basis with the primary intent to provide quality recreation experiences, promote healthy lifestyles, and promote the protection of natural resources.
- 1.2. **Payment of Fee and Security Deposit:** The Fee and Security Deposit are due, in full, at the time this Agreement is signed. Payment may be made by cash, check, or credit card (VISA, Mastercard, or Discover). If the reservation is made less than 14 calendar days before the Date/Start Time listed in this Agreement, payment may only be made by cash or credit card.
- 1.3. **Cancellation/Termination by User & Refunds:** User may cancel/terminate this Agreement up to the Date/Start Time listed in this Agreement with the following charges:
  - 1.3.1. **Cancellation/Termination 30 Days or More Before Date/Start Time.** If User cancels/terminates this Agreement 30 calendar days or more prior to the Date/Start Time listed in this Agreement, then the entire Fee and Security Deposit will be refunded to User, except for \$25 or 10% of the Fee, whichever amount is greater. This amount shall be kept by OCPRC to cover administrative costs.
  - 1.3.2. **Cancellation/Termination Less than 30 Days Before Date/Start Time.** If User cancels/terminates this Agreement less than 30 days from the Date/Start Time listed in this Agreement, then only the Security Deposit will be refunded to User. OCPRC will keep the entire Fee as a cancellation/termination charge to cover administrative costs and missed business opportunities.
- 1.4. **Change in Reservation.** If User changes its reservation for use of the Property prior to the Date/Start Time listed in this Agreement, User may be responsible for additional costs or additional fees associated with such change.
- 1.5. **Return of Security Deposit.** The Security Deposit will be returned in full to User within twenty-one (21) business days from the Date/End Time listed in this Agreement, unless one or more of the following events occur: (1) User or its employees, agents, volunteers, subcontractors, invitees, and/or any other persons on or using the Property because of this Agreement violates or does not comply with any term or condition of this Agreement or (2) User does not return the Property in the same condition as User received it, normal wear and tear excepted. If one of the above-listed events occurs, then User forfeits the entire Security Deposit and OCPRC shall keep the Security Deposit to cover its costs. There will be no partial refunds of the Security Deposit.
- 1.6. **Manner of Security Deposit Refund.** If User pays the Security Deposit with a check or cash, the Security Deposit will be refunded (if warranted) by check. If User pays the Security Deposit with a credit card, the Security Deposit will be refunded (if warranted) to the credit card; however, OCPRC reserves the right to refund the Security Deposit via check. If the Security Deposit is refunded by check, the check will be made out to the person(s) or entity(ies) who are party to this Agreement.
- 1.7. **Condition of Property.** User shall keep the Property in good order, in a clean and safe condition, and free of trash. Except for normal wear and tear, User's use of the Property shall not cause damage or waste to the Property and shall not disrupt OCPRC's operations on or around the Property. User is responsible for putting all trash and debris into trash cans and removing and disposing of all decorations used on or around the Property.

- 1.8. **Condition of Property upon end of Agreement.** Except for normal wear and tear, User shall leave or return the Property in the same condition that User found it. The Property must be clean and free of all trash and debris at the end of this Agreement. All trash and debris shall be placed in the appropriate trash receptacle.
- 1.9. **Compliance with Law and Park Rules.** User, including its employees, agents, invitees, volunteers, subcontractors, and any other persons on the Property because of User's use of the Property, must comply with all applicable federal, state, and local laws, regulations, and ordinances, the OCPRC Rules and Regulations, the provisions of this Agreement, and any specific rules for the Property. Failure to comply with this Section may result in the immediate termination of the use of the Property, without advance notice to User and without refund of the Fee or Security Deposit, at OCPRC's sole discretion.
- 1.10. **Signs/Advertisement.** User shall not place any signs or advertisements on the Property without the prior written approval of the OCPRC Park Supervisor. User shall not use the Property in User advertising or informational documents (either electronic or printed copies) without the prior written approval of OCPRC Executive Officer or his/her designee.
- 1.11. **Alterations, Additions, Changes to Property.** User shall not make any alterations, additions, or changes to the Property, unless prior written approval is given by OCPRC Executive Officer or his/her designee.
- 1.12. **Property AS IS.** USER ACCEPTS THE PROPERTY "AS IS." USER ACKNOWLEDGES THAT USER HAD THE OPPORTUNITY TO INSPECT THE PROPERTY AND EITHER INSPECTED THE PROPERTY OR CHOSE NOT TO INSPECT THE PROPERTY.
- 1.13. **Alcohol Use on Property.**
  - 1.13.1. Alcoholic beverages may be consumed, served, and/or sold on the Property, subject to law and the OCPRC Rules and Regulations; except that there are no alcoholic beverages permitted at park beaches, waterparks, or waterpark parking lots.
  - 1.13.2. User shall not sell or allow anyone to sell alcoholic beverages on the Property, unless prior written approval is given by the OCPRC.
  - 1.13.3. BY LAW, NO ONE UNDER 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES ON THE PROPERTY OR OTHER OAKLAND COUNTY PROPERTY. USER AGREES AND WARRANTS THAT THERE SHALL BE NO SERVICE OR SALE TO OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONS UNDER AGE 21.
  - 1.13.4. User shall monitor service and consumption of alcoholic beverages at the Property. User specifically acknowledges that it is solely liable for the service and consumption of any alcoholic beverages at the Property and that such liability shall extend to any aspect regarding the service or consumption of alcoholic beverages.
- 1.14. **User Not Agent of County/OCPRC.** User, including its employees, agents, invitees, volunteers, subcontractors, and any other persons on the Property because of User's use of the Property, shall not, in any manner, hold themselves out to be agents, employees, or volunteers of OCPRC or Oakland County, Michigan ("County").
- 1.15. **Permits/Licenses.** User is responsible for and shall obtain, at its sole expense, all necessary licenses, permits, and other governmental approvals that are necessary for use of the Property, including a liquor license for the sale of alcoholic beverages (if the sale of alcoholic beverages is approved by the OCPRC).

## 2. **Liability/Assurances.**

- 2.1. **Damage to County or OCPRC Property.** User shall be responsible for any damage to the Property or to any County or OCPRC facility/property that is caused by User, its employees, agents, invitees, volunteers, subcontractors, vendors, or any other persons on or at the Property because of User's use of the Property. If there is more than one User, they shall be jointly and severally liable for such damage. If damage occurs, OCPRC shall make the necessary repairs and/or replacements or cause a third party to make the necessary repairs and/or replacements, provided, however, that User shall reimburse OCPRC the cost for repairing

and/or replacing the damaged facilities/property. OCPRC shall invoice User for such costs and User shall pay such costs within thirty (30) days of receiving the bill.

- 2.2. **Damage to User's Property.** User shall be solely and entirely liable and responsible for any loss or damage resulting from fire, theft or other means to its personal property located, kept, or stored on the Property.
- 2.3. **Liability for Claims.** User shall be solely liable and responsible for any Claims, as defined herein, occurring at or on the Property, which arise out of User's or its employees, agents, invitees, volunteers or subcontractors use of the Property.
- 2.4. **Hazardous Material/Waste.** User shall not cause or allow any person or entity to discharge any hazardous material, waste, or debris on or around any OCPRC or County Property.
- 2.5. **Indemnification.** User shall indemnify, hold harmless, and defend the County, its Boards, Commissions, officials, and employees from any and all Claims, as defined herein, that are incurred by or asserted against the County or its Boards, Commissions, officials, and employees by any person or entity, which are alleged to have occurred during the use of Property, or which are alleged to have been caused by or found to arise from the acts or omissions of User or its employees, agents, volunteers, subcontractors, invitees, vendors, or any other persons on the Property because of User's use of the Property.
- 2.6. **Definition of Claim.** "Claim" means any loss; complaint; demand for relief or damages; lawsuit; cause of action; proceeding; judgment; penalty; costs or other liability of any kind which is imposed on, incurred by, or asserted against the County or for which the County may become legally or contractually obligated to pay or defend against, whether commenced or threatened, including, but not limited to, reimbursement for reasonable attorney fees, mediation, facilitation, arbitration fees, witness fees, court costs, investigation expenses, litigation expenses, or amounts paid in settlement.
- 2.7. **Reservation of Rights/Limitation of Liability.** In no event shall the County be liable for any consequential, incidental, indirect, special, and punitive or other damages arising out of this Agreement. This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the County.
- 2.8. **Attorney Fees.** The County shall be entitled to reasonable costs and attorney fees from User to enforce any provision of this Agreement.
- 2.9. **Survival.** Section 2 and the duties and obligations contained herein shall survive the expiration or termination of this Agreement.
3. **Force Majeure.** Notwithstanding any other term or condition of this Agreement, neither Party shall be liable for failure to perform duties or obligations contained herein caused by events beyond their reasonable control, including but not limited to: (a) acts of public enemies; (b) natural disasters; (c) terrorism; (d) war; (e) insurrection or riot; (f) strikes, lockouts, work stoppages, or other labor difficulties; (g) closure of OCPRC Property or County Property; or (h) compliance with law ("Force Majeure Event"). Reasonable notice shall be given to the affected Party of a Force Majeure Event. Notwithstanding any other term or condition of this Agreement, if User is not able to use the Property due to a Force Majeure Event, the entire Fee and Security Deposit shall be refunded to User.
4. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Parties. Notwithstanding the foregoing, User shall not assign or transfer any portion of this Agreement without the prior written approval of the OCPRC Executive Officer.
5. **Waiver.** Waiver of any term or condition under this Agreement must be in writing. No written waiver, in one or more instances, shall be deemed or construed as a continuing waiver of any term or condition of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
6. **Cumulative Remedies.** A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.

7. **Amendments.** This Agreement cannot be amended or modified unless reduced to writing and signed by both Parties.
8. **Severability.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect. Notwithstanding the above, if User's promise to indemnify, defend, and hold the County harmless is found illegal or invalid, User shall contribute the maximum it is permitted to pay by law toward the payment and satisfaction of any Claims against the County.
9. **Governing Law.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.
10. **Counterparts.** This Agreement may be executed in one or more counterparts, including electronic copies or facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one instrument.
11. **Entire Agreement.** This Agreement represents the entire agreement and understanding between the Parties regarding the facilities/property. This Agreement supersedes all other prior oral or written understandings, communications, agreements, or contracts between the Parties regarding the facilities/property.

## **INSURANCE REQUIREMENTS**

### **A. Insurance Questions.**

Yes No

1. Is this reservation/event for a Wedding?
2. Is there expected to be more than 250 people in attendance at the event/facility?
3. Is the reservation being booked by an organized entity/group (not an individual)?
4. Will there be alcohol provided (not sold) at the event?
5. Will there be alcohol SOLD at the event? (Subject to OCPRC approval)

**B. Insurance Coverages.** If User answers “yes” to any of the above-listed “insurance questions,” then User shall provide and maintain, at its expense, all insurance as set forth below. The insurance shall be written for not less than any minimum coverage herein specified or required by law, whichever is greater.

1. **Commercial General Liability Insurance:** with the following minimum limits:

\$1,000,000 Bodily Injury & Property Damage Each Occurrence Limit

\$1,000,000 Personal & Advertising Injury Limit

\$1,000,000 Products/Completed operations

\$5,000 Medical Expense (Any One Person)

\$2,000,000 General Aggregate Limit

Commercial General Liability Insurance shall contain the following minimum coverages:

- Occurrence Form
- Premises/Operations
- Personal and Advertising Injury
- Independent Contractors
- Broad Form Property Damage
- (Blanket) Broad Form Contractual (including coverage for obligations assumed in this Agreement)

#### **2. Supplemental Coverages – As Needed**

- ☐ **Host Liquor Liability Insurance with a limit of \$1,000,000 each occurrence shall be required** when alcohol is served to guest with no charge.
  - ☐ **Liquor Legal Liability Insurance** with a limit of \$1,000,000 each occurrence shall be required when a cash bar is present and/or alcohol is served by a Caterer.
  - ☐ **Other:**
3. **Workers’ Compensation Insurance** with limits statutorily required by any applicable Federal or State Law and Employers Liability insurance with limits of no less than \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit. This requirement is waived if there are no User owners or employees.
    - ☐ Fully Insured or State approved self-insurer.
    - ☐ Sole Proprietors must submit a signed Sole Proprietor form.
    - ☐ Exempt entities, Partnerships, LLC, etc., must submit a State of Michigan form WC-337 Certificate of Exemption.

4. **Commercial Automobile Liability Insurance** covering bodily injury or property damage arising out of the use of any owned, hired, or non-owned automobile with a combined single limits of \$1,000,000 each accident. This requirement is waived if there are no company owned, hired or non-owned automobiles utilized in the performance of this Agreement.

C. **General Insurance Provisions.** All certificates of insurance and insurance policies shall contain the following provisions and/or clauses with evidence of same provided to the County of Oakland, 1200 North Telegraph Road, Pontiac, Michigan 48341:

1. All policies of insurance shall be on a primary, non-contributory basis with any other insurance and/or self-insurance carried by the County of Oakland.
2. The insurance company(s) issuing the policy or policies shall have no recourse against the County of Oakland for subrogation, payment of any premiums, deductibles, or assessments under any form of policy.
3. Any and all deductibles in the required insurance policies shall be assumed by and be at the sole risk of the User.
4. All policies must be endorsed to include a written waiver of subrogation in favor of the County of Oakland.
5. All insurance policies must be endorsed to name as Additional Insured: the County of Oakland and its officers, directors, employees, appointees and commissioners.
6. User shall require their contractors or sub-contractors not protected under User's insurance policies, to procure and maintain insurance with coverages, limits, provisions, and/or clauses equal to those required of User in this Agreement.
7. Certificates of insurance must bear evidence of all required endorsements and clauses and must be provided no less than thirty (30) days prior to the event and/or use of the Property; provided however, if the Property is reserved less than thirty (30) days prior to the event and/or use of the Property, the insurance certificate must be provided three (3) business days prior to the event and/or use of the Property.
8. All policies of insurance required in this Agreement shall be issued by companies that are licensed and approved to do business in Michigan and shall have and maintain a minimum A.M. Best rating of A:V or greater.

## **RULES FOR SPECIFIC FACILITY/PROPERTY**

### **Activity Centers/Lodges/Club Houses**

- **Security Deposit:** \$200
- User must place tablecloths on all tables (disposable are acceptable).
- No sound system equipment is provided. User must bring own sound system equipment.
- User shall not use tape, tacks, nails, screws, staples, 3M hooks, poster putty or other adhesive materials on the walls, tables, ceilings, drapes etc.... User shall not use helium balloons, confetti, glitter, streamers, fog-machines or candles (unless enclosed in a hurricane-type holder). The use of any of the above-listed items will result in the forfeit of the security deposit.
- Some locations may have limitations regarding layouts or floor plans. Please check with the staff at the facility.
- Where required, all vehicles entering a park to attend an event/activity must have an OPCRC annual pass or an OPCRC daily vehicle pass ("daily pass").
- Upon request to Park staff, User may choose to pre-pay for the vehicle entry into the Park for the event/activity through a vehicle tally. A vehicle tally allows a User to pay for a specific number of daily passes for its event/activity in advance, so each vehicle attending the event does not have to pay. To use a vehicle tally, User must give Park staff the number of daily passes it wishes to purchase, prior to the event/activity. The number of daily passes should have some connection to the number of persons or vehicles attending the event/activity. User will pre-pay for a certain number of daily passes. Park staff will keep a tally or a record of the number of vehicles entering the Park for User's event/activity. If the prepaid number of daily passes exceeds the number of vehicles actually attending the event/activity, then User shall receive a refund. If User prepaid with a credit card, refunds will be processed the same day. If User prepaid with a check or cash, refunds may take up to 21 days. If the prepaid number of daily passes is less than the number of vehicles actually attending the event/activity, then User shall be charged for the additional daily passes.

### **Bleachers/Stages**

- **Security Deposit:** \$200
- User shall not use tape, tacks, nails, screws, staples, 3M hooks, poster putty or other adhesive materials on any areas of the bleachers or stages.

### **Buses**

- **Security Deposit:** \$50
- No bachelor/bachelorette parties are permitted on the buses.
- Bus hours of operation are 6am-1am.
- User must provide one chaperone per 10 children on any trips, except for school functions.

### **Ellis Barn**

- **Security Deposit:** \$500
- No sound system equipment is provided. User must bring own sound system equipment.
- User must keep coolers, beverage containers, and kegs on a tray or protective container to prevent condensation and spillage.



- User shall not use tape, tacks, nails, screws, staples, 3M hooks, poster putty or other adhesive materials on the walls, tables, ceilings, drapes etc.... User shall not use balloons (of any type), confetti, glitter, streamers, fog-machines, candles, and open flames of any type (including sternos) in the Ellis Barn. User shall not use any items with heating elements in the Ellis Barn, including but not limited to, hair dryers, curling irons, coffee makers, crock pots, slow cookers, popcorn machines, or heaters. The use of any of the above-listed items will result in the forfeit of the security deposit. User may use fans in the Ellis Barn.
- No vehicles are permitted in the Ellis Barn at any time.
- Vehicles may only be on the ramps to the Ellis Barn for drop-off or pick-up of persons or supplies and only for that period of time that is necessary for drop-off and pick-up of person or supplies.
- No smoking within a hundred feet of the Ellis Barn or any of the surrounding buildings.
- No food preparation in the Ellis Barn.
- Music and alcohol service ends at 11 p.m. each night.
- The Ellis Barn and surrounding area must be vacated by midnight each night.
- Only registered campers paid-in-full may relocate to the camping area
- Springfield Oaks is a multi-use park. Other events or programs may be held near the Ellis Barn before or during User's Event. Some events or programs may call for temporary fencing to be installed along the perimeter of the Ellis Barn property.
- Catering and food and beverage set-up shall only be in designated areas.

### **Horse Barns**

- **Security Deposit:** \$0
- No unloading horses by barn; park in horse trailer parking to unload.
- Horses must enter from outside wings of barn only.
- An equine waiver/release must be executed for all persons riding horses.

### **Pavilions (Not applicable to Shelters located in Waterparks)**

- **Security Deposit:** \$0
- A pavilion may or may not be equipped with electric and water service. If electric and water service is provided, there is no guarantee that it will be available on the date and time of use. User is responsible for determining whether the electric service at a pavilion will meet its needs.
- Reservation of a pavilion does not give User exclusive rights to playground equipment and restroom facilities. These areas are open to the public and cannot be reserved. Sports fields, where available, may be reserved in addition to a pavilion for an additional fee.
- No sound system equipment is provided. User must bring own sound system equipment.
- User shall not use glitter or confetti of any kind in a pavilion.
- All vehicles must remain within the designated parking areas for unloading and loading of supplies and persons. No vehicles are to be driven on sidewalks, grass areas, or other non-designated parking areas. OCPRC staff will not provide assistance to transport supplies to the pavilion or provide carts/vehicles to transport supplies to the pavilion. Reasonable accommodations will be made for persons with disabilities. At the discretion of the Park Supervisor, reasonable accommodations may be made for tent and inflatable companies, caterers, or other businesses providing services at an event/activity.
- Where required, all vehicles entering a park to attend an event/activity at a pavilion must have an OCPRC annual pass or an OCPRC daily vehicle pass ("daily pass").

- Upon request to Park staff, User may choose to pre-pay for the vehicle entry into the Park for the event/activity through a vehicle tally. A vehicle tally allows a User to pay for a specific number of daily passes for its event/activity in advance, so each vehicle attending the event does not have to pay. To use a vehicle tally, User must give Park staff the number of daily passes it wishes to purchase, prior to the event/activity. The number of daily passes should have some connection to the number of persons or vehicles attending the event/activity. User will pre-pay for a certain number of daily passes. Park staff will keep a tally or a record of the number of vehicles entering the Park for User's event/activity. If the prepaid number of daily passes exceeds the number of vehicles actually attending the event/activity, then User shall receive a refund. If User prepaid with a credit card, refunds will be processed the same day. If User prepaid with a check or cash, refunds may take up to 21 days. If the prepaid number of daily passes is less than the number of vehicles actually attending the event/activity, then User shall be charged for the additional daily passes.

### **Waterpark Shelters**

- **Security Deposit:** \$0
- All guests must pay regular admission rates to enter the waterpark or utilize the shelter. Admission sales stop one hour before close.
- A shelter reservation does not guarantee waterpark admission. Admission is subject to capacity.
- Waterpark admission is non-refundable and non-transferable.
- Advance tickets for waterpark admission for the date of the reservation can be purchased up to 24 hours in advance.
- The shelter reservation time (start time and end time) is listed on the reservation receipt. A representative of User shall be present at the waterpark and shelter at the start time. Signs will be posted in the shelter to signify that the shelter is reserved.
- If there is not a representative of User present at the waterpark and shelter 2 hours from the start time, the reservation shall be deemed cancelled and the reserved signs shall be taken down. After this time, the general public will have the ability to use the shelter. No refund will be issued to User in this situation.
- No rain checks or refunds are provided if the waterpark closes early due to inclement weather after opening on the day of User's reservation. Please visit "[oaklandcountyparks.com](http://oaklandcountyparks.com)" for complete inclement weather, mechanical failure and low attendance procedures.
- If a waterpark does not open on the day of your reservation, User's shelter payment will be refunded in full.
- No additional equipment can be brought into the waterpark for use in shelter, including but not limited to, catering equipment, additional tables, tents, bouncer houses/inflatables, or other equipment.
- User is not permitted to drive to the shelter to drop off supplies. OCPRC staff will not provide assistance to transport supplies to the shelter or provide carts/vehicles to transport supplies to the shelter.
- Coin operated lockers are available on site both inside and outside the locker rooms. Two locker sizes are available: Regular and Family size. Regular lockers are \$1.00 each time the locker is locked. Family size lockers are \$1.50 each time the locker is locked. There is a \$25 replacement fee for a lost locker key.



**To:** Honorable Council President George; Village Council Members

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

**CC:** Richard Torongeau, Public Safety Director

**Subject:** Request from Beverly Hills Lions Club to Use Village Streets for Memorial Day Fun Run/Walk on Monday, May 27, 2024

**Date:** March 26, 2024

The Beverly Hills Lions Club is requesting use of several Village streets for their annual Fun Run/Walk on Memorial Day, Monday, May 27, 2024 from 9:00 a.m. to 10:00 a.m. Proceeds from the event support programs involved with helping the blind and hearing impaired, as well as Beverly Hills community charities.

A map showing the proposed route is attached. A letter from the event co-chairperson, Courtenay Vining, is also attached. A Certificate of Liability Insurance naming the Village of Beverly Hills as an additional insured has been submitted to the Clerk's office.

#### **Suggested Motion**

Be it resolved, the Beverly Hills Village Council authorizes the Beverly Hills Lions Club to use Village streets as detailed on the attached map on Monday, May 27, 2024 from 9:00 a.m. to 10:00 a.m. for their annual Memorial Day Fun Run/Walk and waives any permit fee provided that a Certificate of Liability Insurance naming the Village of Beverly Hills as an additional insured is filed with the Clerk's office prior to the event.

Attachments

Beverly Hills Lions Club  
Beverly Hills, Michigan 48025

March 25, 2024  
Village of Beverly Hills  
13500 W. 13 Mile Road  
Beverly Hills, Michigan 48025  
Attention: Mr. Chris Wilson, Village Manager  
Ms. Kristin Rutkowski, Assistant Village Manager

Dear Mr. Wilson & Ms. Rutkowski,

The Beverly Hills Lions Club would once again, greatly appreciate being able to use some of the streets as detailed on the attached map to facilitate our 38th Annual Fun Run/Fun Walk on Memorial Day, Monday, May 27<sup>th</sup>, 2024.

The Beverly Hills Lions Club conducts this annual event to raise funds to help support programs involved with the blind and hearing impaired, as well as Beverly Hills Community charities. All proceeds from this event will go to these critical areas of concern. You have been so generous as to waive the fee to our club for this event in the past. We would greatly appreciate the Village's approval for the use of the streets. The race starts at 9:00 AM and we should be done by 10:00 AM at the latest.

I have also enclosed our insurance certificate for the Memorial Day Fun Run, Monday May 27<sup>th</sup>, 2024 with the Village of Beverly Hills as certificate holder. Please contact me at your convenience if you require any additional information. I look forward to hearing back from you on our request for the event.

Sincerely,

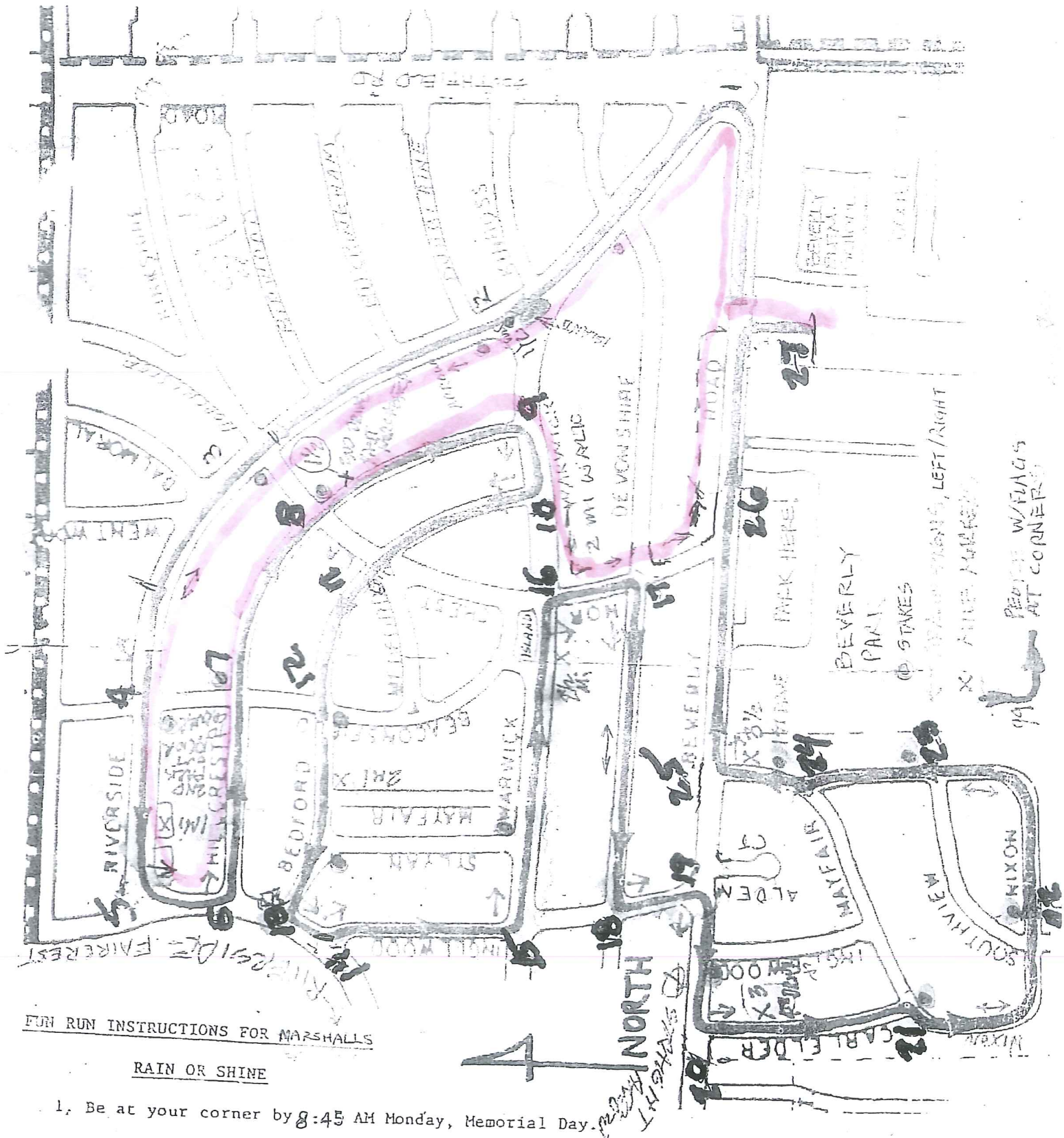


Courtenay Vining  
Event Co-Chairman  
Beverly Hills Lions Club  
Cell: 734-945-0628  
Email: courtenayvining@gmail.com

STRAIGHT ARROWS

LEFT

2 END/WALK SIGNS



# FUN RUN INSTRUCTIONS FOR MARSHALLS

RAIN OR SHINE

1. Be at your corner by 8:45 AM Monday, Memorial Day.
2. Direct runners to the left side of the street, give them the proper route and cheer them on.
3. Use the flags to control cars, so that the runners have the right of way.
4. Return the flags. They will be used next year.

SAVE!



## MEMORANDUM

To: Honorable Council President; Village Council  
From: Jeff Campbell, Village Manager  
Subject: Dissolution of Fund 403 and Fund 404  
Date: March 28, 2024

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At the last Council meeting, Administration proposed the dissolution of Fund 403 Stafford SAD and Fund 404 Hummel/Coryell SAD are Special Assessment District Funds. Both SADs are complete and there is no longer activity in the funds.

However, Council correctly asked that we verify the amount of the SADs for Hummel/Coryell SAD and the Stafford SAD and confirm whether under the Charter requires us to return any funding to residents. Under Section 2.02(v) of the Village Code, the excess by which any special assessment proves larger than the actual cost of the improvement and expenses incidental thereto, may be placed in the General Fund of the Village. If the assessment is larger than necessary by more than 5%, the entire excess shall be refunded on a pro rata basis to the current owners of the property assessed.

Pursuant to Village records, the amount of the SAD and incidentals for the Hummel/Coryell was \$503,156.30. The purpose of the SAD was for drainage and paving purposes on several different roads. The SAD includes seven (7) houses of Hummel court, one (1) house on Sheridan, ten (10) houses on Coryell, nine (9) houses on Elwood, four (4) houses on Buttonwood, eleven (11) houses on Plantation, and thirty (30) houses on Embassy. Thus, 72 properties are a part of this SAD. Currently, there is \$58,054.15 left in Fund 404. That excess assessment amount is larger than 5% of the SAD and incidental costs. Thus, pursuant to the ordinance, the Village will mail \$806.30 to each current owner within the Hummel/Coryell special assessment district from Fund 404.

Fund 403 was a SAD created to perform paving services on Stafford. The amount of the SAD was \$111,200.04. The amount in this fund of \$2,590.21 is less than the 5% noted in Section 2.02(v) of the Village Ordinance. The Administration requests that the \$2,590.21 remaining in Fund 403 be transferred to Fund 101, the general fund.

**SUGGESTED RESOLUTION**

BE IT RESOLVED that the Beverly Hills Village Council approves the transfer of monies in Fund 403, the Stafford Special Assessment District, in the amount of \$2590.21 to the General Fund, and the excess proceeds in Fund 404, the Coryell/Hummel SAD, in the amount of \$58,054.15 be distributed on a pro rata basis to the current owners of the 72 properties that are part of the Coryell/Hummel SAD in the amount of \$806.30.



## MEMO

Date: March 29, 2024  
To: Honorable President George and Village Council  
From: Jeff Campbell, Village Manager  
Subject: Review and Consider Awarding the Beverly Park 2050 Master Plan to Smith Group.

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In December of 2023, the Village Council created a subcommittee to move forward with the creation of the Beverly Park 2050 Master Plan. The subcommittee consists of three (3) members from the Village Council and three (3) members from the Parks and Recreation Board. The subcommittee determined that the visioning project would benefit from the assistance of a professional firm. An RFP was published on MITN on February 23, 2024. The RFP is attached for reference. An addendum was published on March 12, 2024, providing for an option to get a tree survey as part of the RFP. The RFP closed on March 19, 2024. The RFP is attached hereto. The Village received 8 proposals/bids from 8 different firms. A bid tabulation sheet prepared by the Village Clerk is also attached hereto.

The subcommittee met and recommended that the Village not move forward with the tree survey at this time. Further, the subcommittee determined that Smith Group was the most qualified bidder based on their submittal and the criteria contained in the RFP. The Smith Group proposal is attached to the memorandum for Council review.

The subcommittee has recommended that the Village not move forward with the tree survey from Smith. It is the subcommittee's recommendation that the Village Council approve the proposal from Smith Group in an amount not to exceed \$23,500. Upon approval from the Village Council, Smith Group will be forwarding a Consulting Agreement that will be reviewed by the Village Attorney. A budget amendment will be required for these professional services. There are ample funds in the General Fund to pay for these services.



**Suggested Resolution**

Be it resolved that the Village Council approves Smith Group as the most qualified bidder for its Beverly Park 2050 Master Plan proposal and bid in the amount of \$23,500.00 and, further, authorizes the Village Manager to enter into an Agreement with Smith Group, upon the Village Attorney's review and approval of the contract.



**Request for Proposal  
Beverly Park Master Plan  
Beverly Hills, MI**

Posted on MITN/BidNet: February 23, 2024

## **Purpose of Request for Proposal:**

The Village of Beverly Hills has embarked on a “2050 Visioning Project” for Beverly Park, which is the primary Village Park. In December of 2023, a resolution was passed by the Village Council, creating a six-member visioning project committee to lead the effort. At the committee’s first meeting, it was agreed that the visioning project would benefit from the assistance of a professional landscape architecture and design firm. This RFP seeks to identify a firm which can effectively assist the 2050 Visioning Project committee in its effort to develop a Master Plan for Beverly Park.

## **Project Background:**

Respondents can refer to the Village [website](#) for background information on the Village, including our parks. The website also includes a link to the Village’s 5-year [Community Recreation Plan](#), which covers the period from 2023 to 2028, and was adopted on December 6, 2022. This project is specific to Beverly Park only and is not intended to address the development of other recreational properties in the Village.

Following is the proposal that was presented to the Village Council, together with the Resolution that was approved. This serves to outline the purpose of the project and a high-level view of the expected deliverables and timelines:

### **Background**

Beverly Park is a 34-acre park located at 18801 Beverly Road, Beverly Hills, MI 48025. Beverly Park serves as the hub of activity in Beverly Hills. More than 91% of respondents to the 2023 *Village of Beverly Hills Community Recreation Plan Survey* indicate that they visit Beverly Park on a monthly basis. The pavilion at Beverly Park has been booked for an average of 160+ events over the past two years. The Beverly Park baseball fields are booked six days a week for the spring and fall months, and multiple, large-scale community events – such as concerts, Java and Jazz, Winter Family Fun Day, and the Halloween Hoot – are held here each year.

The *Village of Beverly Hills Community Recreation Plan* is updated every five years to accomplish the following:

- Inventory and evaluate the parks and recreation assets of the community
- Solicit resident feedback about what enhancements they would like to see added to the community’s parks and recreation assets
- Plan for actions on those issues for the coming five years

The *Community Recreation Plan* considers ALL Village of Beverly Hills park assets, and many of the recommendations are long-term initiatives with no guidance on how to achieve the stated objectives. For Beverly Park, these Recommendations include “Restore Woodland” and “Collaborate with other organizations to plan, fund, and implement potential baseball field enhancements,” however no elaboration is provided.

### **Purpose of the Beverly Park 2050 Visioning Project**

This project is intended to be specific to Beverly Park and hopes to aid the following, subject to the discretion of the working committee and to approval by Council:

- Catalog the desired improvements to Beverly Park
- Aid in prioritizing the list of desired improvements
- Breaking complex projects into manageable pieces to aid in grant applications and completion of larger projects in phases where appropriate.

The Beverly Park 2050 Visioning Project is intended to encourage us to think about what we want Beverly Park to be in 2050 and plan for the steps necessary to achieve that vision. It will allow the community to be thoughtful about how to spend the Parks Millage funds, how to seek grant dollars to maximize the millage assets and will serve as a guide to support the continuation of the Parks Millage when it expires in 2030. The goal for this project is to provide direction to Parks and Receptions Boards, Village Councils and Administration, while not being iron-clad or lacking the ability of future current availability of projects to alter the ordering of priorities.

### **Proposed Format of the Project**

Three members of Village Council and three members of the Village of Beverly Hills Parks & Recreation Board will compose the Beverly Park 2050 Visioning Project Committee. The Committee will work together to lead community input and visioning sessions to help understand resident desires and Council and Parks & Recreation Board planning objectives regarding development, improvements, and maintenance of Beverly Park. Suggested categories of planning might include, subject to Committee discretion:

- Sports and Recreation Amenities / Facilities
- Woodland Management
- Aesthetics
- Other – to be determined by Committee

A suggested timeline might include:

Council approval of Committee formation	December 2023
Joint Parks & Recreation Board   Village Council Meeting	January 2024
Committee Planning for format & content	January – April 2024
Committee-led Community Input & Working Sessions	April – July 2024
Committee works to complete final report	August – September 2024
Council review / modification / approval of Committee report	September – October 2024

It is assumed that costs might be incurred throughout the process for items such as presentation materials or a mailed survey. Expenses over the Manager's spending authority, such as professional consulting or planning engagements, should be brought to Council for approval.

### **Resolution (as approved)**

Be it resolved that the Village of Beverly Hills Council authorize the formation of an ad-hoc committee for the purposes of producing a long-term plan for the betterment of Beverly Park. The Committee will consist of Council members George, Hrydziusko, and Kecskemeti, and three members of the Parks and Recreation Board they choose. The committee will seek community input, work together to develop a plan for the long-term benefit and improvement of Beverly Park, and deliver a final report for council review and approval by September 17, 2024.

### **Project Objectives and Timeline**

Consistent with the direction provided in the Council Resolution, the Committee is seeking to select and appoint a firm to facilitate development of a Master Plan for Beverly Park. The objective of the Master Plan is to expand on the objectives for the park identified in the 5-year plan and to elaborate on how the long-term development of the park might proceed. The Master Plan should include additional details such as:

- An inventory of current assets and features of the park
- Concepts and options for future development of the park
- A plan for buildable phases for implementation
- A cost estimate for implementation of each phase
- Drawings and descriptions of the park as it is envisioned in the Master Plan
- As noted, development should include gathering and consideration of community input
  - The appointed firm will participate in no fewer than two public engagement sessions.
  - Travel reimbursement is excluded and should be considered in the overall project cost.
  - The firm will provide printed boards and materials designed for community engagement.
- The Master Plan should also ensure accessibility for all residents and visitors to the park

Within the overall timeline envisioned in the council resolution, following are additional timing expectations for the execution of this RFP:

Issuance of RFP:	February 23, 2024
Questions or Clarifications Due:	March 8, 2024
Responses Due:	March 15, 2024
Selection Decision Communicated By:	March 21, 2024

### **Submission Guidelines**

Responses should include the following:

- Description of the deliverable
- Work plan and execution timeline
- Plan for obtaining community input
- Resources, plans, or materials that the Village will need to provide
- Qualifications of the respondent

- A narrative describing the roles of each project team member assigned to the project. The expertise and years of experience of each personnel must be clearly presented. Provide an organization chart of the team and resumes for all personnel who will have major project responsibilities.
- Examples of the respondent's past work on similar projects
- References from three (3) municipalities, schools, or similar projects
- Project cost

### **Instructions to Bidders**

- All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
- The contract will be awarded by the Village of Beverly Hills to the most responsive and responsible bidder, and the contract will require the completion of the work pursuant to these documents.
- Each respondent shall include in their proposal the following information: Firm name, address, Village, state, zip code, telephone number, and fax number (if applicable). The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the Village should be directed as part of their proposal.

### **Evaluation Criteria**

The Village will utilize a qualifications-based selection process in choosing a Firm for the completion of this work. The evaluation panel will consist of Village staff, board members, and/or any other person(s) designated by the Village who will evaluate the proposals based on, but not limited to, the following criteria:

Response to Proposal	25%
Experience and Proficiency of Project Team	25%
Creativity and Innovation	25%
Cost	25%

It is the intent of the Village to enter into a contract with the selected firm. The Village of Beverly Hills reserves the right to conduct negotiations in the areas of the scope or work and other relevant aspects of the selected firm's bid. It is not the intent of the Village to negotiate lower pricing or to allow for significant alterations to the firm's bid but rather to ensure that the Village has the needed flexibility to arrive at mutually agreeable contract terms. Any contract awarded pursuant to any bid shall not be binding upon the Village until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another.

### **Terms and Conditions**

- The Village reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The Village reserves the right to award the contract to the next most qualified firm if the successful firm does not provide all required insurances within ten (10) days after the award of the proposal.

- The Village reserves the right to request clarification of information submitted and to request additional information of one or more firms.
- The Village reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The Village may terminate this Agreement at any point in the process upon notice to Village sufficient to indicate the Village's desire to do so. In the case of such a stoppage, the Village agrees to pay the firm for services rendered to the time of notice, subject to the contract maximum amount.
- Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
- The cost of preparing and submitting a proposal is the responsibility of the firm and shall not be chargeable in any manner to the Village.
- Payment will be made within thirty (30) days after invoice. Invoices are to be rendered each month following the date of execution of an Agreement with the Village.
- The firm will not exceed the timelines established for the completion of this project.
- The successful bidder is required to procure and maintain certain types of insurances, including but not limited to Worker's Compensation, Commercial General Liability, Motor Vehicle, and Professional Liability insurance. All coverage amounts and certificates of insurance must be provided at the execution of the written contract. The Village of Beverly Hills and all elected and appointed officials shall be named Additional Insured in the executed contract.
- The firm also agrees to provide all insurance coverages. Upon failure of the firm to obtain or maintain such insurance coverage for the term of the agreement, the Village may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Beverly Hills shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

### **Conflict of Interest**

Indicate whether your firm currently represents or has represented any client where representation may conflict with your ability to serve as the contracted park planner for the Village of Beverly Hills.

Indicate if your firm currently represents any real estate developers doing business with or anticipating doing business with the Village of Beverly Hills.

Indicate whether you currently represent any other local units of government having jurisdiction within, or contiguous to the Village of Beverly Hills.

### **Submission**

Submissions should be contained in a sealed package or envelope. The exterior of the package or envelope should clearly be labeled BEVELRY PARK MASTER PLAN RFP

The entire proposal and other components requested in this document should be received by 4:00 p.m. Friday, March 15, 2024 at the Beverly Hills Village Office. Proposals received after this deadline will be considered late and not opened or considered.

Proposals may be submitted in-person, by mail or by email to:

Hard Copy: Village of Beverly Hills  
ATTN: Jeffrey Campbell, Village Manager  
18500 W. 13 Mile Road,  
Beverly Hills, MI 48025

Electronic: [jcampbell@villagebeverlyhills.com](mailto:jcampbell@villagebeverlyhills.com)

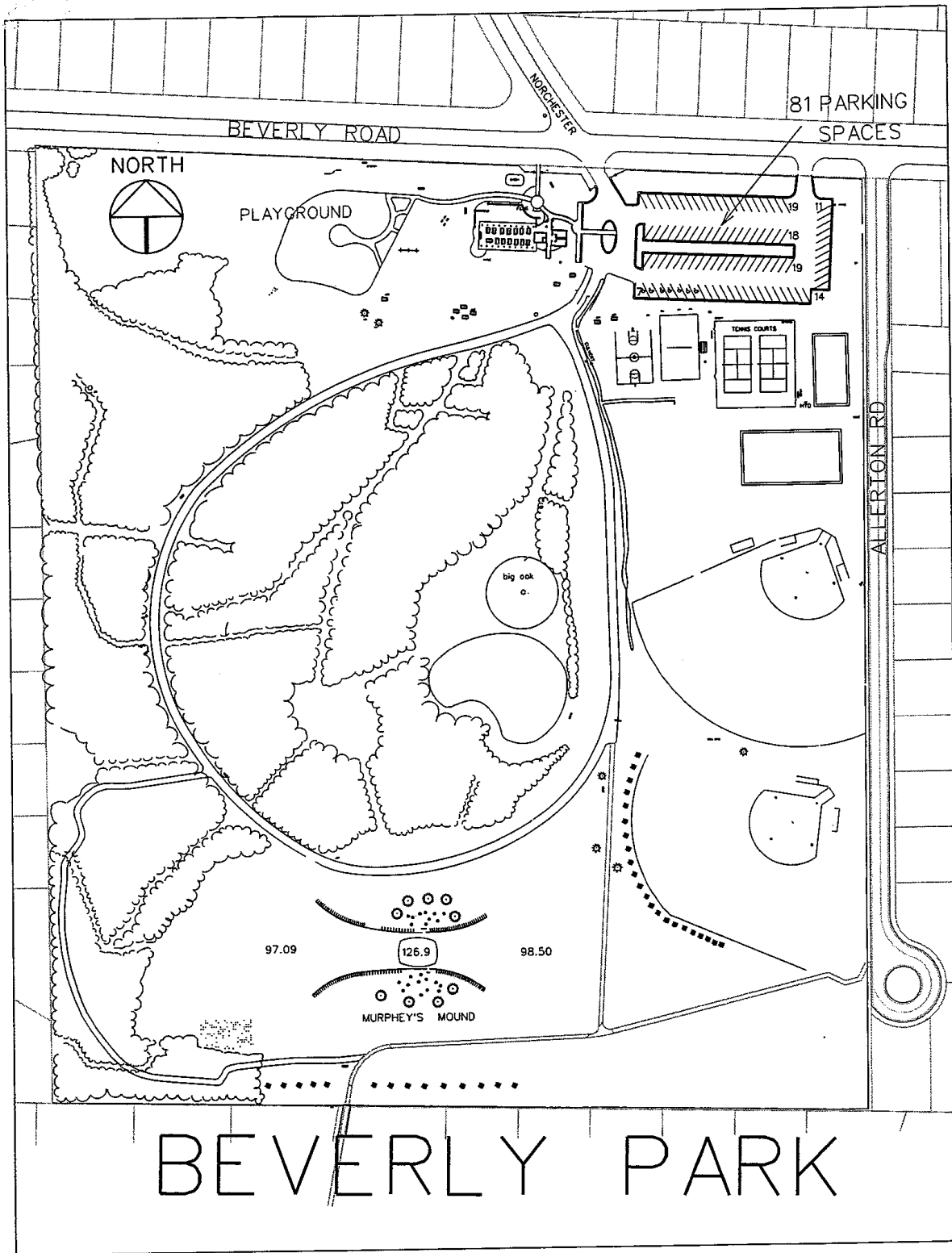
#### **CLARIFICATIONS**

Should any respondent find discrepancies in or omissions from this request for proposals or should any responder be in doubt as to the meaning of any requirement or instruction, questions should be directed to:

Jeffrey Campbell, Village Manager  
Village of Beverly Hills  
18500 W. 13 Mile Road,  
Beverly Hills, MI 48025  
(248) 646-6404  
[jcampbell@villagebeverlyhills.com](mailto:jcampbell@villagebeverlyhills.com)

Clarifications of any questions received will be sent to all interested parties. The Village of Beverly Hills shall not be responsible for any oral instructions. Interested parties must notify the Village of any omissions or errors in this document prior to the submission deadline so a corrective addendum may be issued in a timely manner to all interested parties.







***Addendum #1 to RFP for Beverly Park Master Plan  
March 12, 2024***

The Village of Beverly Hills received several questions from potential applicants. Below are the listed questions along with the Village's responses in red.

- Does the city have an existing topographic survey that reflects the current conditions, or should we include a fee to prepare a topographic and boundary survey? Would this survey encompass the entire park property? Another possibility would be to use a Google Earth Image for the Master Planning and follow-up with a survey of the entire park following approval of master plan and any phases that may be identified? We have done this successfully for many parks master plans.  
*The Village has an existing boundary map. We would not require a topographic survey fee to be included in the RFP for the Beverly Park Plan. A survey would likely follow approval of the Master Plan as noted in the question.*
- Does the city have an existing tree survey that represents existing conditions, or should we include a fee to prepare a tree survey?  
*There is not a comprehensive tree survey for the park. Please include a fee for a survey.*
- Will you be looking for the selected consultant to map the wooded wetland and tie into the survey if required?  
*We would request the consultant to map the wooded wetland and tie it to a topographical survey when appropriate, but it is not required to be included in this RFP. See the response to the question above.*
- Can you explain the city department/commission approval process for the master plan?  
*The approval process would generally be as follows:  
The Village will survey residents and hold public engagement sessions, the Parks & Recreation Board will review a draft plan, notifications are sent out for a public hearing for the public to comment on a proposed plan at a public Parks Board meeting, the Parks Board shall make recommendation to Council regarding the proposed plan, and Council will review and consider the Parks Board's recommendation and the proposed plan.*
- It appears that the existing pond is quite shallow. Is there any information relative to the depth of the pond, etc.?  
*It is shallow. The Village does not have any current data on specific depth.*

- Pertaining to community input
  - Will we need to prepare for any virtual meetings with community?  
**No.**
  - Is your team expecting a presentation of design/project intent or the facilitation of specific design activities to solicit feedback from community members?  
**Not for the initial or main part of the public engagement. The main purpose of the public engagement is to help guide the direction of the plan and designs. There will be a public hearing at a public meeting when the community will respond to designs, goals, and the overall direction of the plan.**
  - We're assuming that your team will procure the space for community meetings, correct?  
**The Village will provide the meeting space.**
- Will your team require the winning firm to work with preselected 3<sup>rd</sup> party consultants?  
**There are no preselected consultants.**
- Timeline
  - Is the expectation for our work to be completed by September?

Council approval of Committee formation	December 2023
Joint Parks & Recreation Board   Village Council Meeting	January 2024
Committee Planning for format & content	January – April 2024
Committee-led Community Input & Working Sessions	April – July 2024
Committee works to complete final report	August – <b>September 2024</b>
Council review / modification / approval of Committee report	September – October 2024

**Yes.**

**To give the applicants additional time to respond to these questions and responses, the Village will extend the RFP deadline. The entire proposal and other components requested in this document should be received by 4:00 p.m., Tuesday, March 19, 2024 at the Beverly Hills Village Office.** Proposals received after this deadline will be considered late and not opened or considered.

Please be advised that submissions should be contained in a sealed package or envelope. The exterior of the package or envelope should clearly be labeled BEVELRY PARK MASTER PLAN RFP.

Proposals may be submitted in-person, by mail or by email to:

Hard Copy: Village of Beverly Hills  
ATTN: Jeffrey Campbell, Village Manager  
18500 W. 13 Mile Road,  
Beverly Hills, MI 48025

Electronic: [jcampbell@villagebeverlyhills.com](mailto:jcampbell@villagebeverlyhills.com)

**In addition, please be advised that the Selection Decision shall be communicated to the applicants by April 3, 2024.**

**Beverly Park Master Plan  
Bid Tabulation  
Tuesday, March 19, 2024**

<b>Organization</b>	<b>Address</b>	<b>Amount</b>	<b>Tree Survey</b>
Fleis & Vandenbrink	27725 Stansbury Boulevard, Suite 195, Farmington Hills, MI 48334	\$21,000	
Giffels Webster	1025 East Maple, Suite 100, Birmingham, MI 48009	\$19,170	
McKenna	235 East Main Street, Suite 105, Northville, MI 48167	\$55,000	\$3,500
MCSA Group, Inc.	529 Greenwood Avenue S.E., East Grand Rapids, MI 49506	\$18,980	\$17,400
OHM Advisors	1145 Griswold Street, Suite 200, Detroit, MI 48226	\$38,500	
Progressive AE	2937 E Grand Blvd., Suite 505, Detroit, MI 48202	\$56,100	
SmithGroup	201 Depot Street, Second Floor, Ann Arbor, MI 48104	\$23,500	\$9,000
WTA Architects	100 South Jefferson Ave., Suite 601, Saginaw, MI 48607	\$32,520	\$2,500



VILLAGE OF BEVERLY HILLS, MICHIGAN

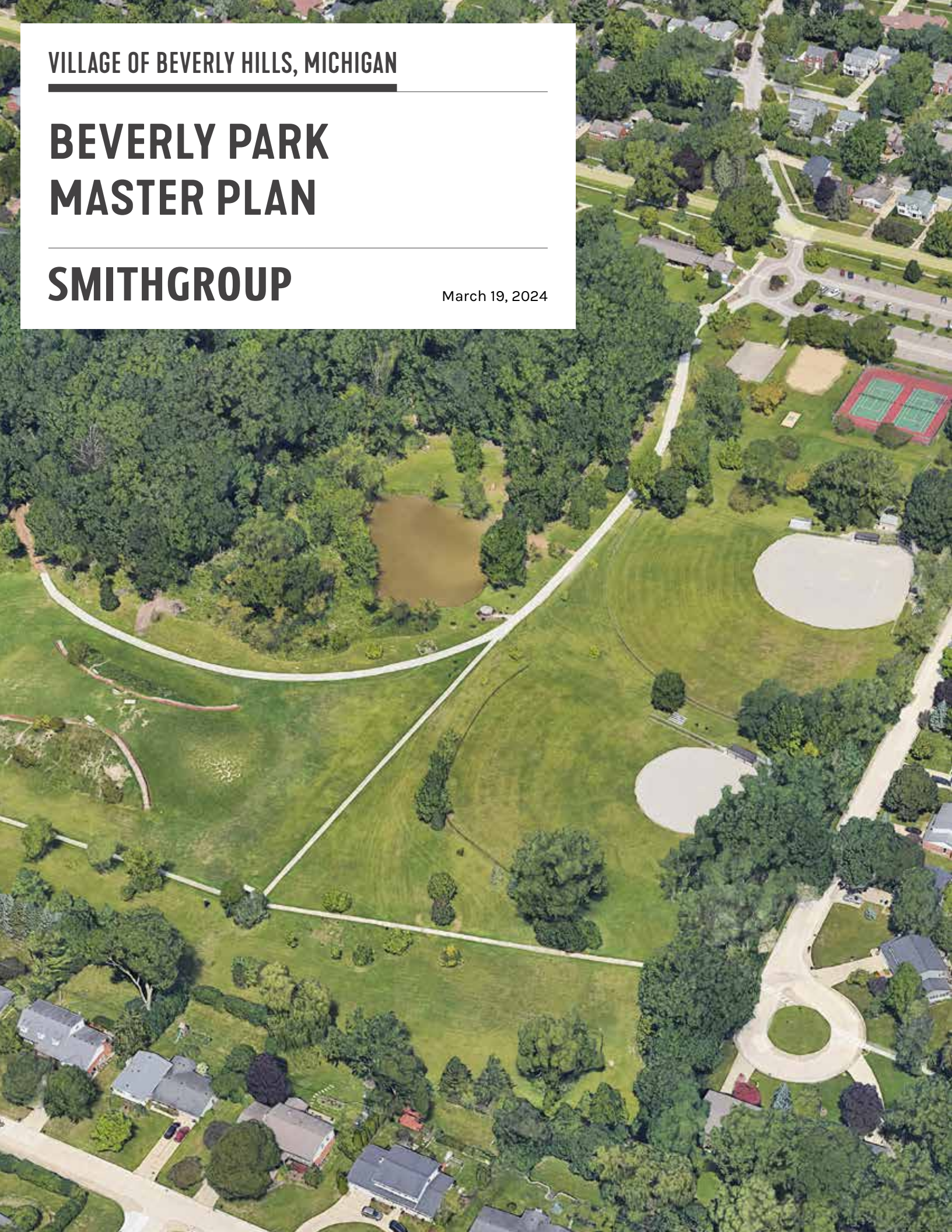
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# BEVERLY PARK MASTER PLAN

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SMITHGROUP

March 19, 2024





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RE: Request for Proposal—Beverly Park Master Plan

March 19, 2024

Mr. Jeffrey Campbell  
Village Manager  
Village of Beverly Hills  
18500 West 13 Mile Road  
Beverly Hills, Michigan 48025

Dear Mr. Campbell and Members of the Selection Committee:

**Beverly Park has the character, size, history, unique amenities, and destination appeal that define itself as a ‘park heirloom.’** Our goal is to respect the history of the park, revive cherished amenities that provide the greatest community value, and initiate planning improvements that fit the greater functionality to carry the Village of Beverly Hills’ vision past 2050.

Thank you for the opportunity to submit our proposal. Our team is excited to partner with the Commission and provide a Vision Plan that continues Beverly Park’s long, illustrative history.

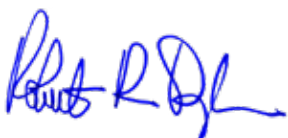
Our team has become familiar with the park by visiting and monitoring activities, reviewing the 5-Year Community Recreation Plan, studying survey information, learning about the park’s history, and studying historical aerial photography to track changes over time. We have gained an understanding of how this space has positively impacted generations of residents, families, and visitors. Our proposal begins with a “Preface” that includes some initial observations and thoughts that we offer as a conversation starter in your process for improving the park.

SmithGroup is a nationally recognized park design and recreation planning expert. Our approach is based upon the fundamental principles of understanding opportunities and constraints, developing a creative, responsive program, and integrating hands-on client involvement. We bring an integrated approach through a collaborative process between design disciplines and your community. The results have been cohesive solutions that create recreational and civic places that honor and sustain the natural environment. In essence, we believe that:

- Excellence is best achieved through collaboration of diverse perspectives
- Passionate creativity improves the quality of life
- We are obligated to contribute to our communities
- We are responsible to future generations for the environments we create now
- The only way to serve our clients—and one another is with integrity

Beverly Park plays an important role in public health, environmental stewardship, and economic development, bringing vitality to the quality of life in Beverly Hills and surrounding communities. Our team can help you keep pace with emerging trends in recreation design and we are excited about the opportunity to work with you on a new vision for Beverly Park.

Sincerely,



**Bob Doyle, PLA, ASLA**  
Principal-in-Charge  
734.669.2695  
Bob.Doyle@smithgroup.com



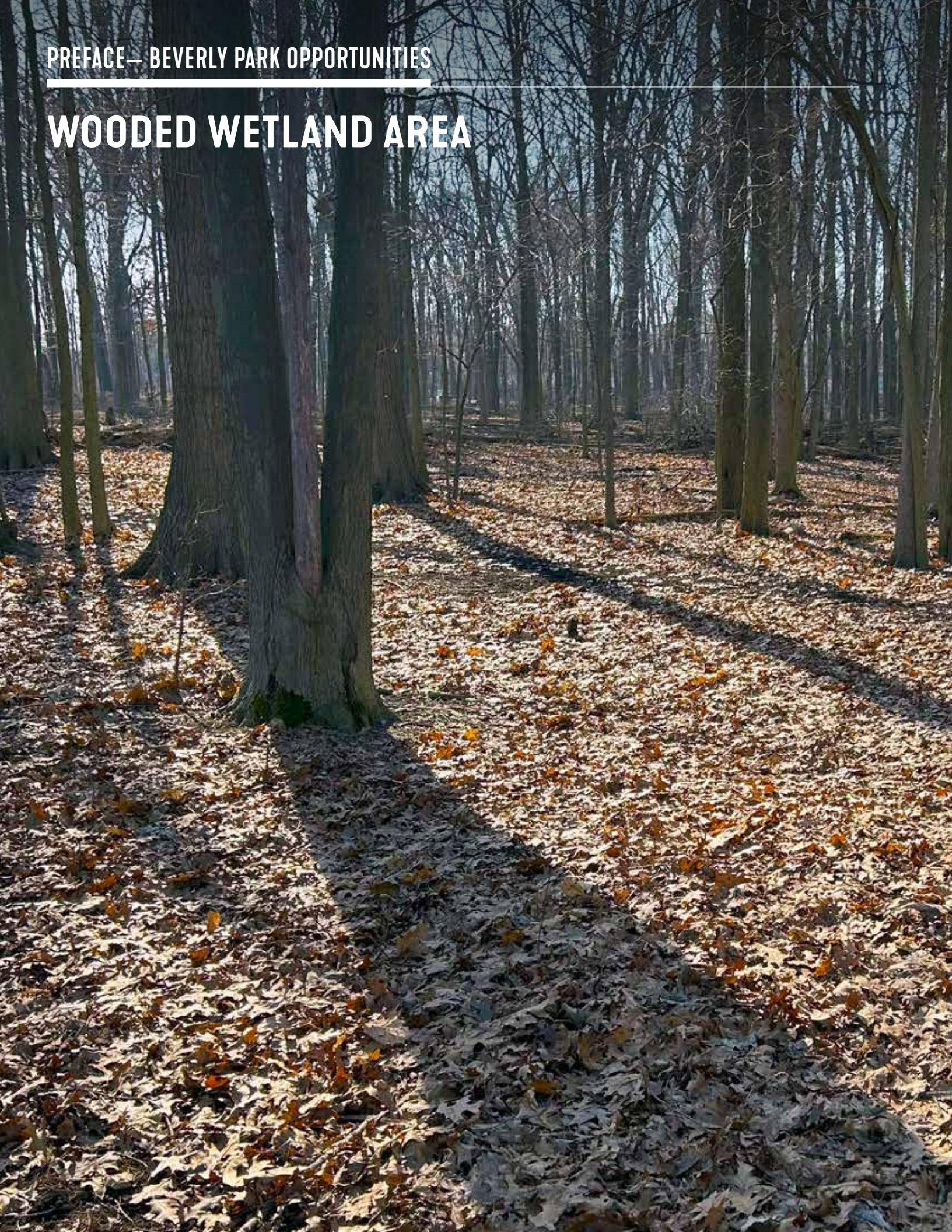
**Mark Woodhurst, PLA, ASLA**  
Project Manager  
734.669.2724  
Mark.Woodhurst@smithgroup.com



PREFACE— BEVERLY PARK OPPORTUNITIES

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## WOODED WETLAND AREA







## EXISTING CONDITIONS

From two different 1996 studies:

1. The Park's wooded wetland serves as a valuable ecological function. A portion contains trees that have adapted to wet conditions.
2. Construction of swales or any stormwater system within the flooded wooded area will result in tree removal and could cause damage. (source: Hubbell, Roth & Clark study)

## OPPORTUNITIES

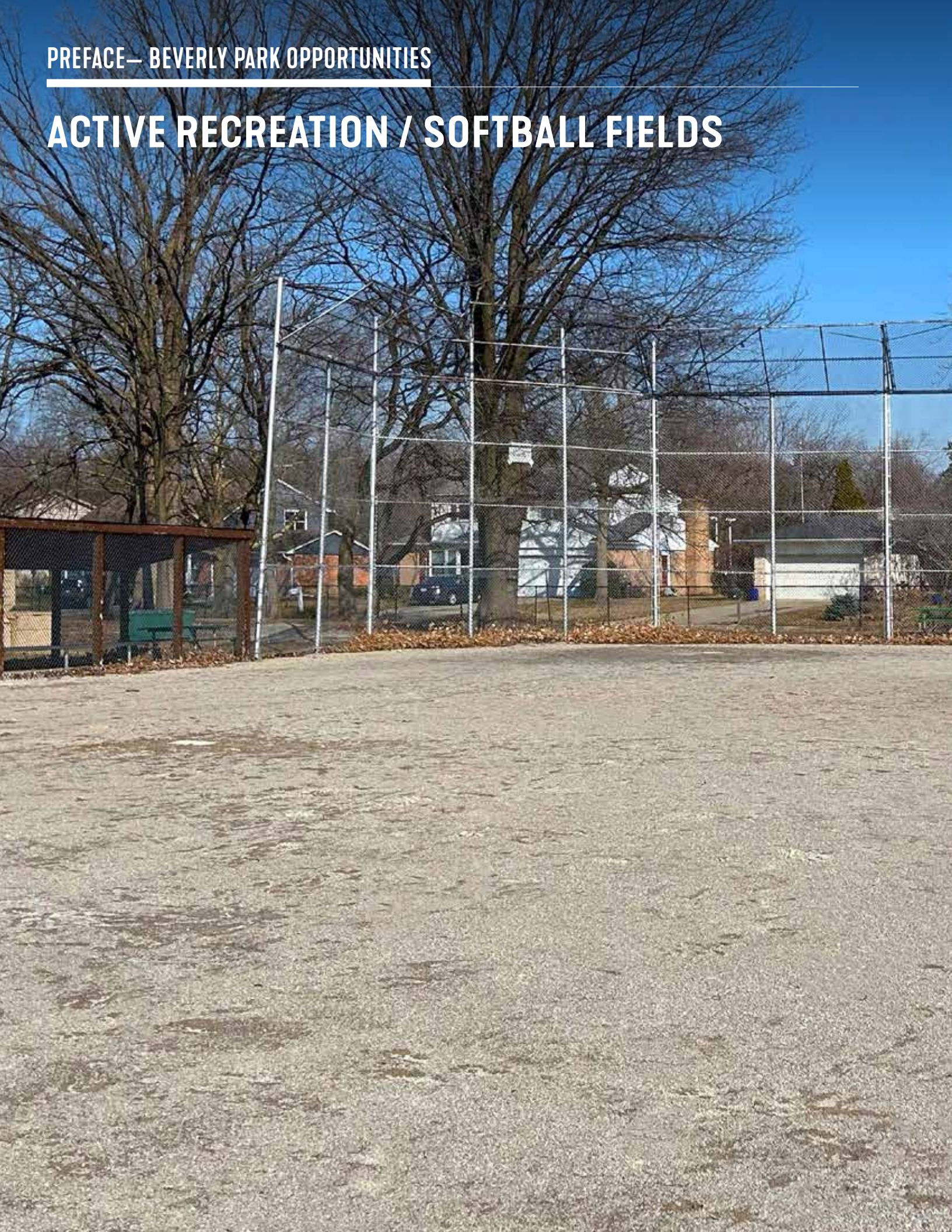
- Delineate the limits of the wooded wetland to continue to be a unique ecological feature.
- Identify trees outside of the wooded wetland that have died, cleared, or are in poor condition (since 1996 studies). With the aid of geotechnical engineering reports and soil borings, determine if any stormwater management practices can be used to decrease flooding to alleviate stress on specific trees.
- Install a helical pier post boardwalk system to traverse over the flooded wooded zone so the walking trail loop can be used year-round.
- Educate the public about the unique features of a wooded wetland using interpretive signage.
- Promote stewardship through citizen science events, natural history walks, and spaces for passive recreation and relaxation.



**PREFACE— BEVERLY PARK OPPORTUNITIES**

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# **ACTIVE RECREATION / SOFTBALL FIELDS**







## EXISTING CONDITIONS

1. Effort and resources are needed to maintain the existing fields.
2. Heavy usage.

## OPPORTUNITIES

- **Potential Option 1:** Create an underdrain system in lawn outfields and connect to the existing stormwater system.
- **Potential Option 2:** Depending upon community feedback, a possible solution could include renovating the infields to synthetic turf. The outfield could remain lawn. This would provide increased playability with less overall maintenance. Weigh the cost versus the longevity of synthetic turf.
- **Potential Option 3:** Provide a large synthetic, multi-purpose field that includes two softball fields and one soccer field.



PREFACE— BEVERLY PARK OPPORTUNITIES

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# STORMWATER SYSTEM / BASINS & POND







## EXISTING CONDITIONS

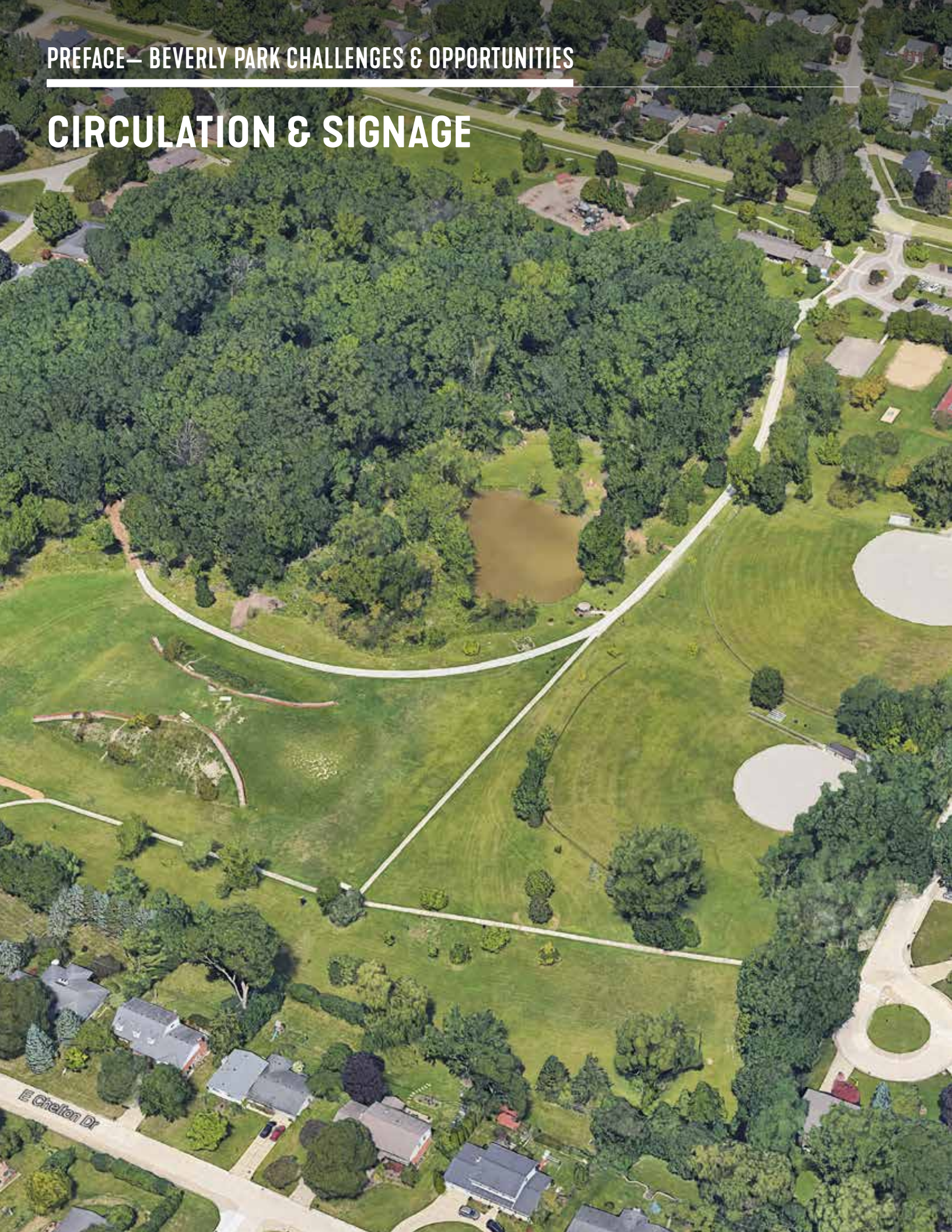
The existing stormwater basins hold temporary runoff. This area is also used for community ice skating during the winter.

## OPPORTUNITIES

- Create a more natural basin with native species that can help clean and filter the water before connection to a stormwater system.
- Augment the shapes of the existing basins and possibly connect them to the existing pond for a larger natural-looking feature.
- Extension of the proposed trail/boardwalk system to include this naturalized area.



# CIRCULATION & SIGNAGE







## EXISTING CONDITIONS

- Some park amenities are not ADA accessible.
- There are no identifiable ways to traverse specific park amenities.

## OPPORTUNITIES

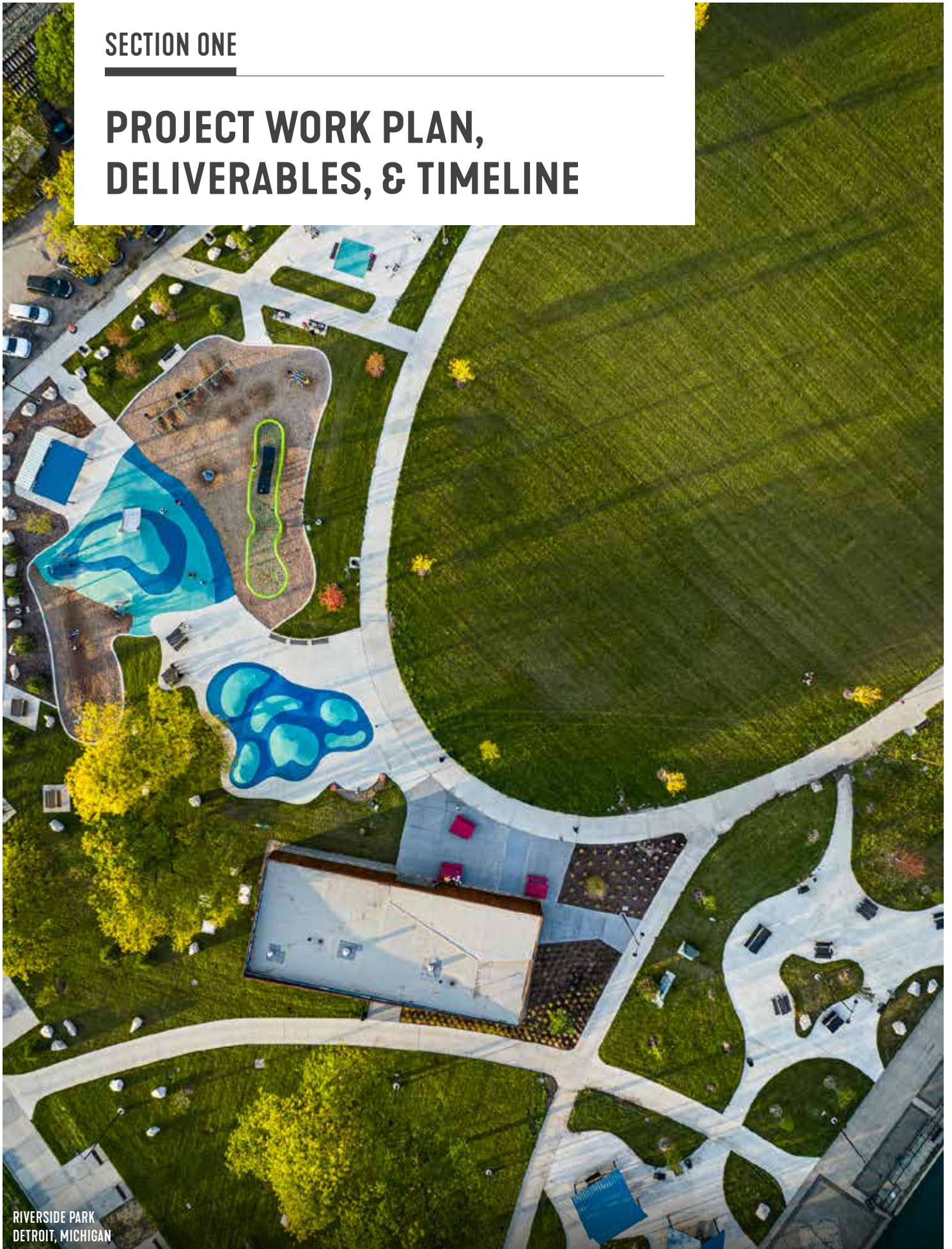
- Develop ADA-compliant connections to all park amenities.
- Provide entry signage updates and create a signage and wayfinding hierarchy of signs to help orient visitors around the park.
- Create a cohesive walking path that connects the park amenities, and provides for accessible exercise.





## SECTION ONE

# PROJECT WORK PLAN, DELIVERABLES, & TIMELINE





# APPROACH TO THE PROJECT

SmithGroup's project approach addresses the following questions from the RFP.

- Description of the deliverable
- Work plan and execution timeline
- Plan for obtaining community input
- Resources, plans, or materials for the Village to provide

## TASK 1: INFORMATION GATHERING & ANALYSIS

### SITE ASSESSMENT

- Collect mapping information specific to the project site and its longevity as the area/Village's Community Park for over 100 years. Any documentation of past (or ongoing) public engagement for the project (in addition to the 5-Year Community Recreation Plan), and the Community Recreation Plan (on-website), as available from the Village.
- Visit the project site to review the conditions of the site, ADA compliance walkways and connections to amenities, stormwater management, woodland habitat (health of the existing trees), existing passive and active facilities, and photo document the site.
- Prepare a site base map that will be used as the basis for the plan alternatives. The site base map will be a scaled aerial photograph with items that include current existing recreation facilities and amenities, approximate site parcel lines, general soils demarcation, adjacent land use and development patterns, parking, pedestrian access, site utility information, topography (if available), and other available related information.

### STAFF & COMMITTEE ENGAGEMENT

- SmithGroup will conduct a face-to-face kick-off meeting with the Beverly Park 2050 Visioning Project Committee ("Project Committee") to review project requirements, site conditions, schedule, and work scope to develop the project goals and objectives which will be used for exploring options and developing the preferred plan. (This meeting may also be in conjunction with the Site Assessment project site visit.) The goal would be to discuss the recreational goals, needs, and specific desired programmatic activities and priorities for the site.

**Task 1 Deliverable Products:** A listing of the data collected, a base map/site assessment suitable for use in the next phase of work, and a memorandum outlining major findings from the data gathering and site visit, kick-off meeting, and next steps are expected. We will provide these products (via email) as a PDF electronic file.)

## TASK 2: CONCEPT PLAN ALTERNATIVES

### ALTERNATIVE CONCEPT PLANS

SmithGroup will prepare up to three alternative concept plans that locate desired recreation activities and amenities. We will explore options for placemaking and recreation enhancement, and how the elements of the park link to each other, the neighborhood, and the local and street/path network. These alternate concept plans will be based on responses from the 5-Year Community Recreation Plan and ideas and comments from the kick-off meeting with the Project Committee.

These alternative concept plans will be illustrated in the plan view and will be graphically "loose" in nature. We will supplement the plans with photo images and sketch boards that help the community understand the proposed ideas.

## **PUBLIC OPEN HOUSE (1ST PUBLIC MEETING ENGAGEMENT)**

A Public Design Workshop (First Public Meeting) will be conducted (in the evening) with stakeholders and the general public in which the alternative concept design ideas are presented and discussed. The workshop will be structured as an interactive meeting that allows participants to openly comment on the plans presented, offer input as to preferences, and help in the development of new ideas for the plan. The goal will be to gain an understanding of the relative merits of design ideas and reach a consensus on a direction for the final Vision Plan. SmithGroup will attend the public open house to aid the Committee in conversations with the public.

We recommend that the workshop be conducted face-to-face and online simultaneously to reach as many community members as possible.

## **ILLUSTRATING THE COMMUNITY VISION (DRAFT VISION PLAN)**

Based on the results of the Public Open House, SmithGroup will prepare a draft Vision Plan in a “loose” style. The intent is to confirm with the Project Committee the direction for the development of the Vision Plan. This draft will work as an interim step between alternative concepts and the final Vision Plan. It is an effective way of confirming the project’s direction before detailed planning and design are started.

The draft Vision Plan will be electronically submitted to the Project Committee for review and input. We will conduct a virtual web-based meeting for discussion and input from the Project Committee.

**Phase Two Deliverable Products:** The Alternative Concept Plans, draft Vision Plan, project construction costs, and a brief written summary of the planning process to document the results of this study and the first Public Open House are expected. We will provide a single hard copy version of these products and a PDF electronic file.

## **TASK 3: PREPARING THE VISION PLAN**

### **PHASING PLAN AND IMPLEMENTATION STRATEGY**

SmithGroup will work with the Project Committee to develop a phasing plan and implementation strategy based on the draft Vision Plan. Critical infrastructure improvements, sequencing of improvements and additions, and funding needs and opportunities will be addressed in this task.

### **GRANTS / FUNDING SOURCES**

A list of potential funding sources will be provided that best fits each type of improvement proposed. The funding source list will outline the typical grant size, match requirements, eligible activities, and timing of each potential funding source. Our grant writing specialist is available to assist in writing or managing determined grants.

We will also develop an “order of magnitude” opinion of costs for implementing the plan. The cost opinion will form the basis of funding opportunities, phasing, and implementation. It will be provided in a form that allows phasing to be adjusted as needed. The project construction costs will reflect 2024 pricing based on similar parks and recreation projects in the Metro-Detroit Area.

The products of this task will be issued in draft form for review by the Steering Committee in preparation for the Project Open House.

## **PUBLIC OPEN HOUSE (SECOND PUBLIC MEETING ENGAGEMENT)**

We will conduct a Public Open House to present the draft Vision Plan and encourage community members to ask questions and offer comments in less formal one-on-one conversations with staff and consultants. We have found that the open house format allows people to gather information, provide feedback on the proposed design, and become advocates for the project. Presentation graphics will be prepared to communicate to the public, and a handout will be provided for participants to use as a reference.





POP-UP WORKSHOP EXAMPLE  
OUR TEAM WILL CARRY VISIONING AND DESIGN TOOLS INTO THE BEVERLY HILLS COMMUNITY TO GATHER INFORMAL, IMMEDIATE, AND ORGANIC FEEDBACK ABOUT THE PROJECT, ITS USE, AND THE DESIRED PROGRAM ELEMENTS AND DESIGN IDEAS.

SmithGroup will attend the public open house to aid the Committee in conversations with the public.

#### PREPARATION OF THE FINAL BEVERLY PARK 2050 VISION PLAN

Following the Public Open House, our team will meet with the Project Committee (virtually) to review the input received from the public and establish a final direction for fine-tuning the plan.

We will prepare the final Beverly Park 2050 Vision Plan deliverables illustrating the desired future of the park. The Vision Plan documents will consist of rendered plan graphics with supplementary diagrams and sketches, a brief written narrative describing the Phasing Plan and Implementation Strategy, and a summary of the planning and community engagement process.

**Task 3 Deliverable Products:** The Beverly Park 2050 Vision Plan, as described above, in a PDF electronic file format.

#### OTHER SERVICES

**Pop-Up Workshops:** To reach community members who do not attend the public meetings, we use an outreach tool referred to as a “Pop-Up Workshop”, where we take the workshop to the site. For a Pop-Up Workshop, our team will carry our visioning and design tools into the community to gather informal, immediate, and organic feedback about the project, its use, and the desired program elements and design ideas. Using drawings, easels, and smiling faces as bait, the design team will interact with park visitors and community members by asking a set of brief questions and mapping exercises. We have had the most success setting up pop-up workshops within a project area, or during community events.

**On-Line Engagement:** Our team is experienced in creating a social media/website presence utilizing Facebook, X (formerly Twitter), and other social media outlets. We will assist you in using social media, web-based sites, and the city website to announce events and project milestones, present design documents throughout the process, and provide meeting summaries to communicate the project direction.

We can also set up a project web page using an ArcGIS platform such as StoryMaps to provide the public access to maps and design content for review and input. A public survey can be formulated to provide online input about the project or express preferences for the alternative plans offered. At all project milestones, a set of design documents will be provided to the Village in an electronic format suitable for posting on the website and social media sites.

**Geotechnical Engineering:** Due to the sensitivity of the wooded wetland and adjacent flooded areas, we recommend that a geotechnical engineer conduct infiltration testing and soil borings in these areas. This information would aid in the design process of how to plan for the wooded area long-term. Our team has provided an alternate price for the geotechnical services.

#### CLIENT RESPONSIBILITIES

1. Identify a single point of contact and provide the Project Committee names and contact information.
2. Provide facilities, meeting logistics, and refreshments for all meetings, workshops, and design sessions.
3. Post announcements and email invitations to public meetings.
4. Provide any available past studies, surveys, geotechnical and soils information, environmental studies, and utility information including storm drains, water, sanitary, and franchise utility data.
5. Respond to draft products in a timely and concise manner.

# PROJECT TIMELINE / SCHEDULE

	2024									
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project award (March 21, 2024)										
Kick-off meeting with Beverly Hills (week of April 1, 2024)										
Data gathering, inspiring images, creation of boards for Public Meetings) hand sketch concepts										
Community input / survey, public meetings, idea generation										
Public Meeting #1 (May 15, 2024)										
Refined concepts based on Public Meeting #1 feedback - Phasing plan, estimate										
Public Meeting #2 (June 15, 2024)										
Final vision plan development, phasing plan, estimate - delivery to committee										
Final Review - Public Meeting										
Beverly Hills Adoption of Master Plan										



## SECTION TWO

# RESPONDENT QUALIFICATIONS



TOLEDO EAST RIVERFRONT GLASS CITY METROPARK  
TOLEDO, OHIO



## QUICK FACTS ABOUT SMITHGROUP

**YEARS IN SERVICE:** 171 years

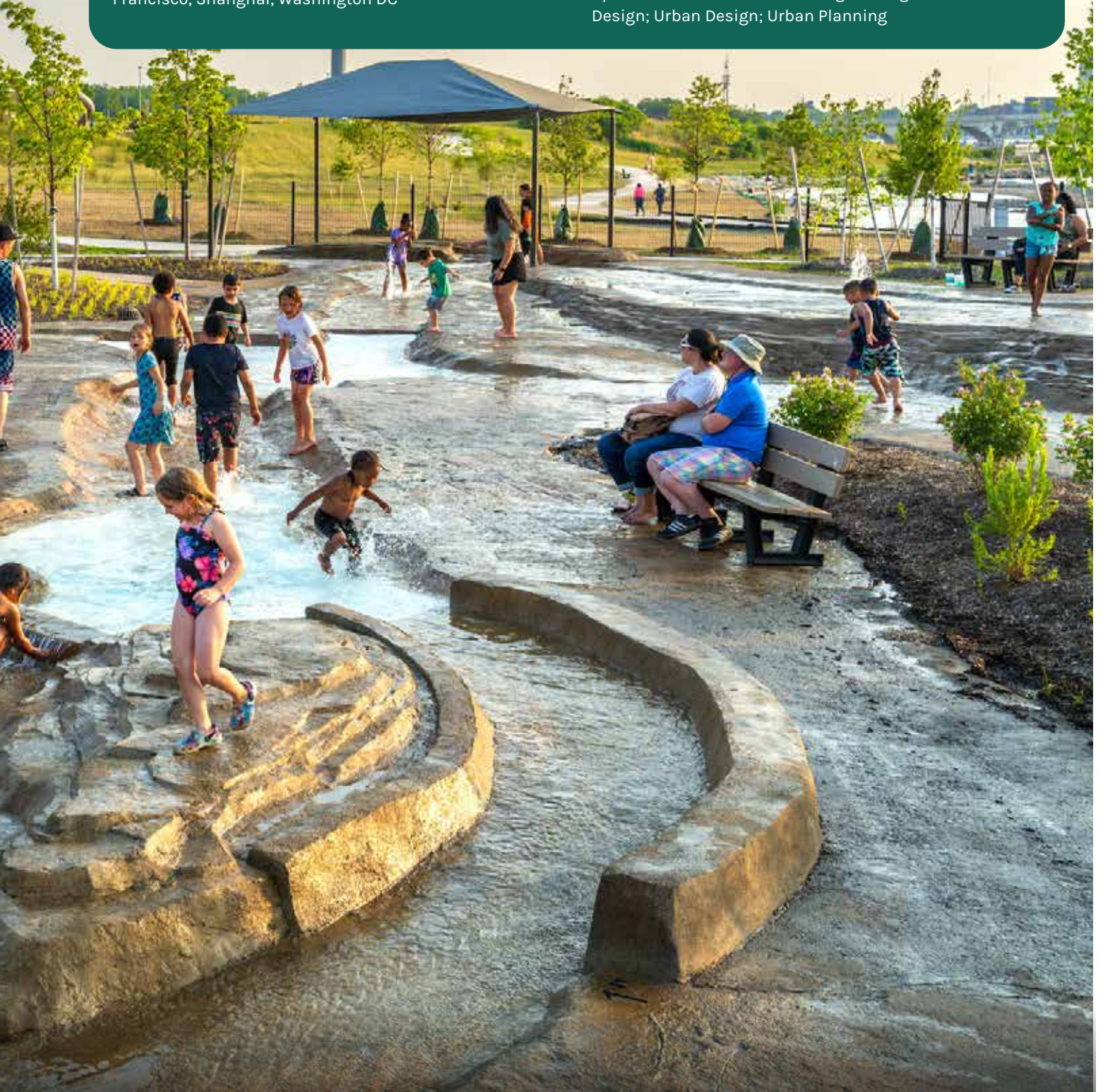
**STAFF SIZE:** 1,400 employees

**OFFICE LOCATIONS:**

Ann Arbor, Atlanta, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Madison, Milwaukee, Phoenix, Pittsburgh, Portland, Sacramento, San Diego, San Francisco, Shanghai, Washington DC

**SERVICES:**

Architecture; Building Enclosure Consulting; Campus Planning; Civil Engineering; Coastal Engineering; Energy & Environmental Modeling; Facility Condition Assessment; Fire Protection & Life Safety Engineering; Historic Preservation; Interiors; Landscape Architecture; Lighting Design; MEP Engineering; Programming; Strategy; Space Utilization; Structural Engineering; Sustainable Design; Urban Design; Urban Planning







## FIRM BACKGROUND

Founded by architect Sheldon Smith in 1853, our “born on” date might suggest that we’re a traditional design and engineering firm, but we left old-fashioned mindsets at the curb decades ago. SmithGroup is an award-winning firm that employs research, data, advanced technologies, and creative design to help clients solve their greatest challenges.

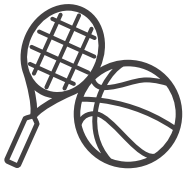
Our teams embrace opportunities to work alongside visionary clients, partners, and colleagues who dare to push boundaries and pursue bold “what if” dreams. For landscape architecture, we aim to deliver creative landscapes that communicate stories, form distinct community linkages, and build strong, socially connective experiences. This effort comes alive through diverse, integrated teams of experts who balance imagination, innovation, and technical excellence to deliver park master plan design solutions that meet the needs of tomorrow and beyond. This guiding mindset has propelled us for 171 years with a diverse range of innovative projects found across the globe.

Urban Design and Planning represents a key market focus within SmithGroup. Across our network of 20 offices – including Detroit and Ann Arbor, we unite experts in urban planning, engineering, architecture, and landscape architecture, creating a custom, multi-disciplinary team that is perfectly suited to today’s multi-faceted urban environments.

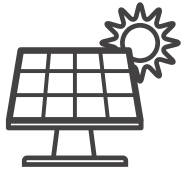
Master planning is a partnership: Planning for people and planning that is accessible to all. That’s why our planning process is intentionally inclusive, working with our clients to gain a deep understanding of their communities and unique needs.



COMMUNITY & REGIONAL PARKS



ATHLETICS & RECREATION



GREEN INFRASTRUCTURE



GREENWAYS & TRAILS



NATURAL SYSTEMS & HABITATS



PARK BUILDINGS & STRUCTURES



PLAY AREAS



Our holistic approach allows us to discover connections and performance improvements that translate ideas into innovative, actionable policies and projects that often surpass our clients' wildest expectations. No matter what the project scale, we bring bold urban thinking, unafraid of driving change, and shifting community conversations from "what has been" to "what can be."

Community involvement is the foundation of successful master planning. It begins with our clients, of course, listening and engaging with them to understand their objectives and goals. However, community stakeholders are vital, active participants, too, in a transparent, community-led process. We then augment those insights with hard data—harnessing research and spatial analysis to develop solutions that fit each community's context, capacity, and long-term vision.

Integrating process and product, SmithGroup's interdisciplinary planning develops comprehensive frameworks for implementation that address phasing, policy changes, and partnerships. Our team brings substantial experience to each new project, the ability to think at multiple scales, foresee and overcome potential obstacles, develop alternate scenarios, and design concepts, and facilitate consensus-building.







RIVERSIDE PARK  
DETROIT, MICHIGAN

## PARKS & RECREATIONAL OPEN SPACES

Public space is foundational to our shared community life and connection to place. From city parks, downtown plazas, and streetscapes to community gardens, markets, and event spaces, from lively neighborhood playfields and playgrounds to serene nature trails and scenic overlooks – many of our strongest personal memories and socially connective experiences are grounded in these communal spaces.

As passionate advocates for the role of parks and open space in our communities, SmithGroup’s dedicated specialists fully embrace the challenges and responsibility of contemporary public space design and development. We know our clients are facing shrinking budgets, growing environmental challenges from climate change, and major shifts in community needs and priorities.

SmithGroup considers each park and public space as part of a larger, interconnected system. By thinking and advocating beyond the individual site, we identify opportunities to better balance community-wide programming and uses and to forge connections and success at the neighborhood, community, regional, and watershed scales. We are particularly skilled at forging deeper connections for ecosystem restoration and enhancement.



LOWER ROUGE RIVER RECREATION TRAIL AND FOOTBRIDGE  
CANTON TOWNSHIP, MICHIGAN



OAK CREEK LAKE VISTA REDEVELOPMENT PLAN  
OAK CREEK, WISCONSIN

Recreational open space planning is a core expertise. Experience has taken our team across the nation and our clients have included national, state, regional, and cultural organizations. Our park and recreation planning approach is based upon the fundamental principles of understanding the opportunities and constraints presented by the site, developing a creative, responsive program, and inviting hands-on client involvement in finding the optimal “fit” between the program and the site.

Relevant projects include:

- Riverside Park Master Plan, Detroit, Michigan
- Keeley Park Vision Plan, Jackson, Michigan
- Sparks Park Vision Plan, Jackson, Michigan
- Cahoon Park Public Access Study, Bay Village, Ohio
- Parks Master Plan Update & Asset Management Plan, Carmel, Indiana
- Heritage Park Master Plan, Champaign, Illinois
- Victory Over Violence Park Master Plan, Milwaukee, Wisconsin
- Crystal Lake Park Master Plan Update, Urbana, Illinois
- Sunnyview Master Plan, Oshkosh, Wisconsin
- Lower Rouge River Trail Extension, Canton Township, Michigan
- Lower Rouge & ITC Trail Wayfinding Updates, Canton Township, Michigan
- River Raisin Park, Manchester, Michigan
- District-Wide Playgrounds, Chicago, Illinois
- Gallup Park Rotary Playground, Ann Arbor, Michigan
- Adado Riverfront Park, Lansing, Michigan
- Mill Creek Park, Dexter, Michigan
- Prospect Park Playground Expansion, Park Ridge, Illinois
- Seitz Park, South Bend, Indiana
- St. Clair County Coastal Wetland Park, Port Huron, Michigan



## GRANT FUNDING ASSISTANCE

Most communities have limitations on funding and would benefit from leveraging additional funding sources to help a vision become a reality. SmithGroup has a strong track record of success in matching diverse funding sources to help municipalities bring their projects to light. We understand how to leverage different funding sources and position projects for maximum funding. We also understand parks and open spaces - especially those with strong environmental, social, and mobility values, have the potential to attract public and private grants, and we would be happy to work with the Village of Beverly Hills to identify additional funding source opportunities and prepare applications. We also understand grant funding comes with various requirements and are experienced in managing those contracts successfully.

Recent examples include:

- Ann Arbor Housing Commission, Affordable Housing Developments, Ann Arbor, Michigan
- Canton Township, Lower Rouge River Recreation Trail, Canton, Michigan
- City of Adrian, Riverfront IDIQ, Adrian, Michigan
- City of Dexter, Mill Creek Park, Dexter, Michigan
- City of La Crosse, River Marsh, La Crosse, Wisconsin
- City of Sylvania, Sylvania Bike Network Plan and River Trail, Sylvania, Ohio
- City of Two Rivers, Two Rivers East River Gateway Design, Two Rivers, Wisconsin
- Metroparks Toledo, Middlegrounds Metropark, Toledo, Ohio



## SECTION THREE

# PROPOSED PROJECT TEAM







# A PROVEN, TRUSTED TEAM



Great projects are the result of an interactive, interdisciplinary process and team structure, and our team for this project will foster an environment for collaboration, creative problem-solving, and efficient project management. We have structured our team with both technical and design leadership that brings

a history of successful work together and experiences important to the Village of Beverly Hills. Based on the specific project opportunity, we can leverage the team members with just the right skill sets to build a cohesive team.



## PRINCIPAL-IN-CHARGE

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# BOB DOYLE

## PLA, ASLA



PARK PLANNING &  
DESIGN EXPERT



GREENWAYS & TRAILS  
EXPERT



PARK BUILDINGS &  
STRUCTURES EXPERT

# 35

YEARS OF  
EXPERIENCE

Bob Doyle specializes in site planning and design of parks and open space, waterfronts and shorelines, and community engagement. His responsibilities include the full range of involvement from problem analysis through contract documents and construction administration. As project leader, he will work closely with the Village of Beverly Hills and stakeholders to develop creative and appropriate park master plan design solutions.

### CITY OF OAK PARK, PARKS AND RECREATION MASTER PLAN UPDATE

Oak Park, Michigan

### STATE OF MICHIGAN, WILLIAM G. MILLIKEN STATE PARK AND HARBOR

Detroit, Michigan

### CITY OF PORT HURON, SOUTH WATERFRONT MASTER PLAN

Port Huron, Michigan

### ST. CLAIR COUNTY, PARKS & RECREATION COASTAL WETLAND PARK

Port Huron, Michigan

### CITY OF BELDING, CENTRAL RIVERSIDE PARK ELECTROLUX SITE MASTER PLAN

Belding, Michigan

### CITY OF MIDLAND, RIVERFRONT PARK MASTER PLAN

Midland, Michigan

### COUNCIL OF MICHIGAN FOUNDATIONS, SPARK GRANT PROJECT

Highland Park, River Rouge, Lincoln Township, and Hayes Township  
Michigan

### CITY OF BAY CITY, UPTOWN WATERFRONT MASTER PLAN

Bay City, Michigan

### BELLE ISLE CONSERVANCY, HISTORIC CARILLON TOWER AND SITE RESTORATION

Detroit, Michigan

### CITY OF ECORSE, WATERFRONT PLANNING & IMPLEMENTATION SERVICES MASTER CONTRACT

Ecorse, Michigan

### POTTER PARK ZOO, HISTORIC PAVILION RESTORATION

Lansing, Michigan

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#### EDUCATION

Bachelor of Landscape Architecture,  
Michigan State University

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#### REGISTRATIONS

Landscape Architect:  
Michigan

Residential Builder:  
Michigan

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#### PROFESSIONAL AFFILIATIONS

American Society of Landscape  
Architects

PROJECT MANAGER

MARK WOODHURST  
PLA, ASLA



19  
YEARS OF  
EXPERIENCE

Mark Woodhurst enjoys designing parks and open spaces as it allows him to make a difference by promoting healthy and active lifestyles. As project manager, he will serve as the main point of contact for the Village with responsibility for implementing the project schedule and work plan, coordinating the team’s efforts, and leading regular project meetings. In addition to project management, Mark is SmithGroup’s expert in active recreation facilities—courts, fields, and beyond.

CITY OF FERNDALE, MASTER PLAN, PARKS & REC PLAN UPDATE & CLIMATE ACTION PLAN  
Ferndale, Michigan

CITY OF OAK PARK, PARKS & RECREATION MASTER PLAN UPDATE  
Oak Park, Michigan

CITY OF DEARBORN, CULTURAL TRAIL  
Dearborn, Michigan

JACKSON COUNTY PARKS, FAIRGROUNDS & KEELEY PARK  
Jackson, Michigan

WAUKEGAN PARK DISTRICT, WAUKEGAN SPORTSPARK  
Waukegan, Illinois

CHICAGO PARK DISTRICT, TAKE THE FIELD—ALTGELD PARK  
Chicago, Illinois

CHICAGO PARK DISTRICT, ALBANY WHIPPLE PLAYGROUND  
Chicago, Illinois

CITY OF GREEN BAY, BOTANICAL GARDEN CHILDREN’S GARDEN  
Green Bay, Wisconsin

CITY OF PORTAGE, LAKEFRONT PARK  
Portage, Indiana

CITY OF ELGIN, SPORTS COMPLEX MASTER PLAN  
Elgin, Illinois

WAUBONSEE COMMUNITY COLLEGE, BASEBALL AND SOFTBALL FIELDS  
Sugar Grove, Illinois

EDUCATION

Bachelor of Landscape Architecture,  
Honors, Michigan State University  
  
Study Abroad United Kingdom  
& Scandinavia

REGISTRATIONS

Landscape Architect:  
Michigan

PROFESSIONAL AFFILIATIONS

American Society of Landscape  
Architects



# LANDSCAPE ARCHITECT & ECOLOGIST

## CAITLIN BLUE

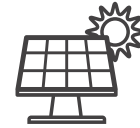
PLA, ASLA



PARK PLANNING &  
DESIGN EXPERT



NATURAL SYSTEMS &  
HABITATS EXPERT



GREEN INFRASTRUCTURE  
EXPERT

# 18

YEARS OF  
EXPERIENCE

Caitlin Blue is a landscape architect and ecologist who specializes in the design of parks, streetscapes, waterfronts, pedestrian infrastructure, campus planning, and ecological restorations. Her work prioritizes client-centered and context-sensitive ecological design that enhances the health and quality of the site and its inhabitants while creating inviting public spaces that evoke a strong sense of place.

### NATURE AT THE CONFLUENCE, MASTER PLAN\*

South Beloit, Illinois

### CITY OF NEENAH, ARROWHEAD PARK MASTER PLAN\*

Neenah, Wisconsin

### CITY OF MILWAUKEE, BAY VIEW WETLAND MASTER PLAN\*

Milwaukee, Wisconsin

### CITY OF OCONOMOWOC, JOHN & LAVINIA ROCKWELL PARK\*

Oconomowoc, Wisconsin

### TOWN OF LOWELL, LIBERTY PARK\*

Lowell, Indiana

### LAKE SUPERIOR BIG TOP CHAUTAUQUA, CONCERT VENUE IN NATURAL SETTING MASTER PLAN\*

Bayfield, Wisconsin

### VILLAGE OF MAZOMANIE, RECREATION AREA\*

Mazomanie, Wisconsin

### VILLAGE OF PRAIRIE SPRINGS, ECOLOGICAL RESTORATION & MANAGEMENT PLAN\*

Pleasant Prairie, Wisconsin

### CITY OF DUBUQUE, EAGLE POINT PARK ECOLOGICAL RESTORATION & MANAGEMENT PLAN\*

Dubuque, Iowa

### LINCOLN PARK CONSERVANCY, SUNSHINE PLAYScape\*

Chicago, Illinois

### UW MADISON, LAKESHORE PATH TRAIL IMPLEMENTATION\*

Madison, Wisconsin

#### EDUCATION

Master of Landscape Architecture  
University of Minnesota

Bachelor of Science  
Zoology & Biological Aspects of  
Conversation, University of Wisconsin,  
Madison

#### REGISTRATIONS

Landscape Architect: Wisconsin

Wetland Delineator: Wisconsin

#### PROFESSIONAL AFFILIATIONS

American Society of Landscape  
Architects

Society for Ecological Restoration

PADI Open Water Scuba Diver

\* Experience Prior to SmithGroup

KELLI DUFF  
PE, ENV SP



PARK PLANNING &  
ENGINEERING EXPERT



GREEN INFRASTRUCTURE  
EXPERT



GREENWAYS & TRAILS  
EXPERT

7  
YEARS OF  
EXPERIENCE

Kelli Duff is an experienced civil engineer who integrates design seamlessly with technical requirements. Her expertise gives a unique perspective on how grading and infrastructure can contribute to great places. Kelli’s experience also includes the effective management of existing natural systems. She is also involved in SmithGroup’s Grant and Funding Committee which helps clients research and track funding opportunities.

JACKSON COUNTY PARKS, FAIRGROUNDS & KEELEY PARK  
Jackson, Michigan

JACKSON COUNTY PARKS, VANDERCOOK LAKE GEOTECHNICAL  
Jackson, Michigan

DETROIT RIVERFRONT CONSERVANCY, RIVERSIDE PARK PHASE 1-3  
Detroit, Michigan

METROPARKS TOLEDO, TOLEDO EAST RIVERFRONT GLASS CITY METROPARK  
Toledo, Ohio

CITY OF ANN ARBOR, IDIQ GALLUP PARK UNIVERSAL ACCESS PLAYGROUND AND SITE IMPROVEMENTS  
Ann Arbor, Michigan

STATE OF MICHIGAN, BELLE ISLE LAKE OKONOKA FINAL DESIGN  
Detroit, Michigan

U.S. ARMY CORP OF ENGINEERINGS, NORTHWEST OHIO PILOT WETLANDS  
Defiance, Ohio

WAYNE STATE UNIVERSITY, RECREATION FIELD  
Detroit, Michigan

TRAVERSE CITY, BOARDMAN RIVER WALL STABILIZATION  
Traverse City, Michigan

GREAT RIVERS GREENWAY, BRICKLINE GREENWAY  
St. Louis, Missouri

DELTA COLLEGE, WEST CAMPUS MASTER PLAN UPDATE  
University Center, Michigan

EDUCATION

Bachelor of Science in Civil Engineering,  
Michigan State University

REGISTRATIONS

Professional Engineer:  
Michigan

Envision Sustainability Professional

PROFESSIONAL AFFILIATIONS

Order of the Engineer

American Society of Civil Engineers  
(ASCE)

## GRANT DEVELOPMENT SPECIALIST

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# MELISA QUINN

## MPA



COMMUNITY GRANT  
EXPERT

# 20

YEARS OF  
EXPERIENCE

Melisa Quinn has 20 years of experience in the philanthropic sector with a proven track record for winning and administering complex grant contracts (full life cycle). Her highlighted background includes writing 100+ grant proposals and technical compliance reports; generating more than \$48 million in grant revenue for nonprofit organizations; and managing large portfolios of complex public and private grant contracts.

### DOWNTOWN DETROIT PARTNERSHIP, GRANT RESEARCH

Detroit, Michigan

### TOWN OF BEVERLY SHORES, SHORELINE PROTECTION

Beverly Shores, Indiana

### CUYAHOGA COUNTY, GOLD COAST LAKEFRONT ACCESS PLAN

Cleveland, Ohio

### ANN ARBOR HOUSING COMMISSION, AFFORDABLE HOUSING DEVELOPMENTS

Ann Arbor, Michigan

### CARNEGIE MELLON UNIVERSITY, RESEARCH GRANT SUPPORT

Pittsburgh, Pennsylvania

### CITY OF EVANSTON, EVANSTON SHORELINE REPAIRS PHASE I

Evanston, Illinois

### CITY OF MENTOR, SHORELINE MASTER PLAN

Mentor, Ohio

### LAKE SUPERIOR WATERSHED PARTNERSHIP

Marquette, Michigan

### CITY OF WILLOUGHBY, GRANT RESEARCH

Willoughby, Ohio

### BUFFALO CENTRAL TERMINAL, EPA COMMUNITY CHANGE GRANT SUPPORT

Buffalo, New York

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#### EDUCATION

Master of Arts in Public Administration,  
University of South California

Bachelor of Arts in American Culture,  
University of Michigan

# SUBCONSULTANT OVERVIEW (ALTERNATE PRICING)



## G2 CONSULTING GROUP

G2 Consulting Group is a leading geotechnical engineering, construction engineering, and environmental consulting firm with a reputation for providing smart results fast. With more than 1,500 projects completed annually and almost 30 years in business, their experience extends over many markets, including commercial development, education, energy, healthcare, industrial, infrastructure, and telecommunications.

From start to finish, G2 offers expertise on all things below ground. Their team of environmental consultants can assist you in assessing potential environmental liabilities associated with real estate property and ownership. Their team of geotechnical engineers can provide you with a soils evaluation to determine subsurface conditions and customized design solutions to even your most complex problems.

G2 also offers materials testing and observation services, utilizing their AASHTO materials reference laboratory for evaluation of construction materials.

### Services Offered:

- Soil investigations, including soil borings & test pits
- Design recommendations for foundations, pavements, underground construction & earthwork
- Design of dewatering systems
- Soil dynamic studies, vibrations monitoring & evaluation
- Pile load tests, static & dynamic pile analyses
- Investigation of soil related failures
- Soil & foundation instrumentation
- Laboratory testing of soils

# JASON STOOPS

## PE



**22**  
YEARS OF  
EXPERIENCE



Jason Stoops is a geotechnical expert. Over his 22-year career, he has provided geotechnical engineering services for many projects throughout Southeast Michigan. His background includes experience in public space, athletic fields, school grounds, municipal recreation centers, office buildings, residential developments, and building additions.

### VAN BUREN RECREATION CENTER

**Van Buren Township, Michigan.** Geotechnical investigation and materials testing for a renovation and 21,763 square foot addition.

### DEXTER COMMUNITY SCHOOLS BOND PROGRAM

**Dexter, Michigan.** \$71.7 million school improvements, including new elementary school, athletic campus, and building additions.

### OAKLAND UNIVERSITY UPPER FIELDS ATHLETIC COMPLEX AND STUDENT HOUSING #9

**Rochester, Michigan.** Geotechnical engineering for construction of a 1,240-space parking structure, a new recreation and athletic complex, a nearly \$30 million student housing complex.

### BERSTON COMMUNITY FIELD HOUSE ADDITIONS AND RENOVATIONS

**Flint, Michigan.** Geotechnical engineering for a 57,000-square-foot addition including a state-of-the-art gymnasium, complete with basketball courts and an elevated track. The facility will also feature dedicated spaces for a boxing gym, art and music rooms, dance studios, a bike room, locker rooms, and a community room.

### PAVEMENT PROGRAMS

**Various Cities, Michigan.** Pavement investigation, condition evaluations, and design of repair programs for city streets in Commerce Township, Ferndale, Eastpointe, Grosse Pointe, Grosse Pointe Woods, Roseville, Clawson, Saline, Dexter, Ypsilanti, Milan, Romulus, Brighton Twp., Novi, Farmington, and Harper Woods.

### ITC HEADQUARTERS

**Novi, Michigan.** Project manager overseeing construction observation and testing for a six-story, 188,000 square foot new headquarters.

### WATERFORD MOTT HIGH SCHOOL

**Waterford, Michigan.** Field Engineer providing QA / QC testing during construction of new additions.

#### EDUCATION

Master of Science in Civil Engineering,  
University of Michigan

Bachelor of Science in Civil and  
Environmental Engineering, University  
of Michigan

#### REGISTRATIONS

Professional Engineer:  
Michigan

#### PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers  
(ASCE), Past President SE Branch

Geo-Institute Legislative Committee  
Chair

Geoprofessional Business Association  
(GBA), Business Practice Committee  
Chair

Urban Land Institute (ULI) of Michigan

Engineering Society of Detroit

American Council of Engineering  
Companies Michigan



## SECTION FOUR

# EXAMPLES OF PAST WORK



TOLEDO EAST RIVERFRONT GLASS CITY METROPARK  
TOLEDO, OHIO





# FERNDALE MASTER PLAN & PARKS & RECREATION PLAN

## SIMILARITIES TO BEVERLY PARK

- Active community engagement process
- Series of improvements identified & prioritized
- Charts a cost effective course forward

LOCATION	SIZE	DESIGN COMPLETION	CONSTRUCTION COST	SERVICES
Ferndale, Michigan	89 acres	2022	\$480,000	Park Master Planning, Community Planning, Urban Planning, Urban Design

**AWARD-WINNING DESIGN**  
APA Michigan, Resilience & Sustainability Award, 2023







In its latest master plan update, the City of Ferndale incorporates its planning goals into one cohesive framework. With straightforward language and informative graphics, the plan demystifies the planning process and builds a stronger relationship between the City and its residents.

The Ferndale Parks and Recreation Plan is an extension of the City of Ferndale Master Plan. This Parks and Recreation Plan carries the overarching open space strategy forward to guide the specifics of planning, developing, programming, and sustaining the city's recreation land and facilities. While Ferndale has maintained parkland within the City's neighborhoods over its history, community trends and input have prompted the City to think about parks and recreation in a more creative, responsive, inclusive, and sustainable way. The plan update process began as part of the overarching Plan Ferndale initiative (including the master plan and climate action plan) in the summer of 2021, and over the next few months residents and other stakeholders shared their thoughts on how Ferndale should move forward in the next five to ten years.

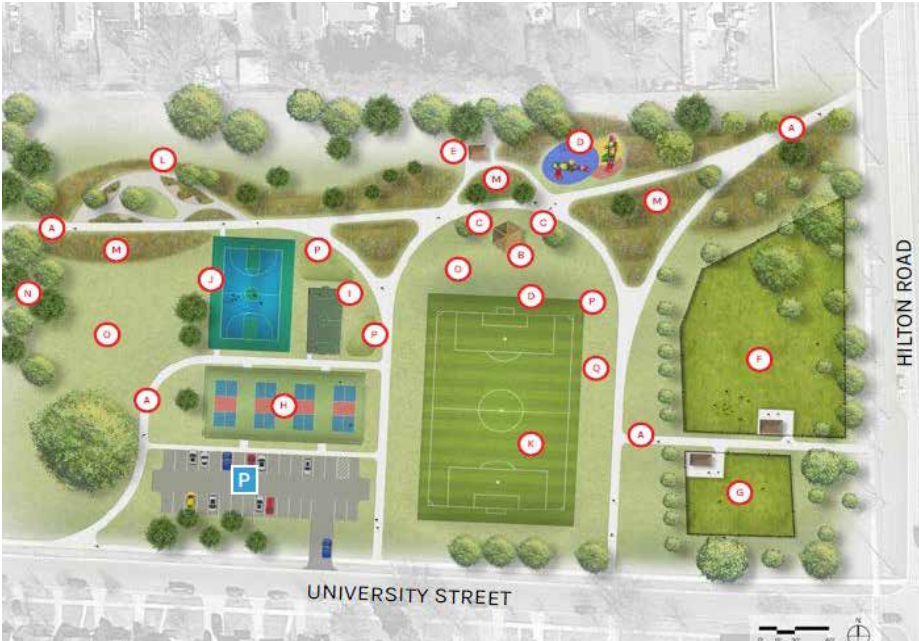


The plan presents an inventory of existing facilities and programs within the City as well as, an evaluation of current opportunities and needs and the anticipated demand for additional or improved facilities and programs. **Strongly rooted in findings from a community-wide survey and Community Summit, the plan identifies trends in the City and the Parks and Recreation Department's goals for future improvements.** The trends specifically address social, demographic, and cultural changes; the changing economy of the region; new uses for technology; the City's desire for environmental stewardship; and continuing the City's commitment to fiscal sustainability.

# WILSON PARK IMPROVEMENTS

## SIMILARITIES TO BEVERLY PARK

- Active community engagement process
- Cost effective park improvements planned & designed
- Successful Michigan grant recipient



**LOCATION**  
Ferndale, Michigan

**SIZE**  
7.3 acres

**CONSTRUCTION COST**  
Estimated at \$400,000

**DESIGN COMPLETION**  
2023

**SERVICES**  
Park Site Facility Design, Civil Engineering, Landscape Architecture, Urban Design

Along with a Parks and Recreation Master Plan, SmithGroup also developed a conceptual plan for Wilson Park in collaboration with student landscape architects from Michigan State University. From this collaboration arose two preferred plans that were discussed virtually (due to the height of the COVID-19 pandemic) via a community engagement process that netted over 90 participants. From this session, comments were compiled, and one preferred plan featuring a new playground, ADA-compliant walkways, picnic pavilion, parking lot expansion, and native planting areas, was developed further into construction documents and included as part of the master plan.

Wilson Park was also a candidate for grant consideration since it lacks pedestrian connections between program elements. Ferndale Parks and Recreation was able to obtain a Michigan Department of Natural Resources Land and Water Conservation Grant to help with these identified improvements.

These improvements will also help attract additional users and families to the area.



# PARKS & RECREATION MASTER PLAN UPDATE

## SIMILARITIES TO BEVERLY PARK

- 10-year vision plan enacted
- Active community engagement process
- Enhancements to park inventory for community benefit



### LOCATION

Oak Park, Michigan

### SIZE

100 acres

### CONSTRUCTION COST

n/a

### DESIGN COMPLETION

2022

### SERVICES

Park Master Planning, Landscape Architecture, Urban Design

The City of Oak Park chose SmithGroup to prepare a comprehensive update to its Parks and Recreation Master Plan. The goal is to improve quality-of-life amenities in Oak Park by enhancing existing recreational opportunities and creating new ones. The plan includes a thorough assessment of the city's future recreational programs, services, and facility needs, with recommendations to guide this transformation. This plan will have a 10-year vision for parks, recreation, open space and trails, and on-street/off-street non-motorized bikeways.

Plan preparation also included extensive public engagement to gain community input and support through informal neighborhood meetings, online surveys, and hybrid community workshops. SmithGroup developed concept improvement plans for each of the city's parks based on community input. A new vision has also been created for the flagship space, Shepherd Park which includes a proposed community recreation center, events plaza, nature center, and farmer's market.

A community-wide active mobility plan to connect neighborhoods, parks, commercial destinations, and bikeways in adjacent communities is also included. To sustain and improve the park system, a series of park programming, funding, and management strategies have also been recommended.

## METROPOLITAN PARK DISTRICT OF THE TOLEDO AREA

# TOLEDO EAST RIVERFRONT GLASS CITY METROPARK

### SIMILARITIES TO BEVERLY PARK

- Active community engagement process
- Modernization of an underutilized land asset for public benefit
- Community recreational area



#### LOCATION

Toledo, Ohio

#### SIZE

70 acres

#### CONSTRUCTION COST

Glass City Phase I: \$10.9M  
Glass City Phase II: \$25.7M

#### DESIGN COMPLETION

2020

#### SERVICES

Master Planning, Park Site Facility Design, Landscape Architecture, Architecture, Civil Engineering, Interior Design, Structural Engineering, Mechanical & Electrical Engineering, Lighting Design

Partnered with Metroparks Toledo and local community groups, SmithGroup developed a comprehensive master plan for a new waterfront park on a 70-acre stretch of land along the east bank of the Maumee River, opposite downtown Toledo. Once the site of a former power plant that produced electricity for Toledo residents, the transformative Glass City Metropark brings a new kind of energy to the banks of the Maumee River.

Activated by Toledo's residents and visitors, this recreated natural riverfront park, with its welcoming gathering spaces, connected trails and fun recreation opportunities improves community quality of life, encourages healthy lifestyles, connects youth with nature, and supports Toledo's economic vitality. Visitors experience five new habitat types, flowing together as a dynamic riverine landscape. Emerging from within the natural environment, new infrastructure such as overlooks, plazas, trails, structures, discovery play, passive and active recreation, and a series of gathering and event spaces provide varied opportunities for activity, engagement, and adventure.



# MULTIPLE PROJECTS

### SIMILARITIES TO BEVERLY PARK

- Planning & design for a historical 100-year old property
- ADA pathway updates
- Modern recreational amenities added



SPARKS PARK PICKLEBALL COMPLEX

#### LOCATION

Jackson, Michigan

#### SIZE

Fairgrounds Master Plan: 18 acres  
Vandercook Lake Kayak Launch: 1 acre  
Sparks Park Pickleball Complex: 1 acre

#### CONSTRUCTION COST

Fairgrounds Master Plan / Keeley Park:  
\$2.9M (funded with MDNR  
Trust Fund Grant)  
Vandercook Lake Kayak Launch:  
\$150,000 (funded with MDNR  
Trust Fund Grant)  
Sparks Park Pickleball Complex:  
\$685,000 (funded with MDNR  
Trust Fund Grant)

#### DESIGN COMPLETION

Fairgrounds Master Plan: 2016  
Vandercook Lake Kayak Launch: 2020  
Sparks Park Pickleball Complex: 2023

#### SERVICES

Master Planning, Landscape  
Architecture, Civil Engineering, Urban  
Planning



JACKSON COUNTY FAIRGROUNDS MASTER PLAN

#### JACKSON COUNTY FAIRGROUNDS / KEELEY PARK

In 2015, SmithGroup was hired to develop a master plan for the Jackson County Fairgrounds. Our team studied how to transform the parking, horse track, and existing buildings along with the planning of a new Event Center. Pricing was also developed for the upgrade of utilities to this 100-year-old fairground. In 2016, SmithGroup continued services with the development of a master plan to support future fairground planning and development.

#### VANDERCOOK LAKE KAYAK LAUNCH

Jackson County Parks tasked SmithGroup with the development of graphics and a budget to add a walking path and universally accessible kayak launch to Vandercook Lake Park. After board approval, the project was submitted to the MDNR. The project was funded by a Trust Fund Grant. SmithGroup followed the appropriate steps and reviews for the Trust Fund Grant and the project was constructed in the Summer/Fall of 2020.

#### SPARKS PARK PICKLEBALL COMPLEX

SmithGroup developed graphics and a budget to add eight pickleball courts and an ADA-compliant walking path to the west side of Sparks Park. The facility will have a perimeter fence with accessibility for all community members to participate. An ADA path will be built to connect to exiting pedestrian walks at Kibby and Brown Streets. ADA parking spaces will be designed with walk connections to the pickleball complex.

# WILLIAM G. MILLIKEN STATE PARK & HARBOR

SIMILARITIES TO BEVERLY PARK

- Wetland restoration & enhancements
- Ecological habitat preservation
- Trailways & natural landscape enhancements



LOCATION

Detroit, Michigan

SIZE

30-acres

CONSTRUCTION COST

Marina Upgrade: \$5.5M

Lowland Park: \$4.5M

Berm Overlook & Paths: \$2.25M

DESIGN COMPLETION

Ongoing

SERVICES

Master Planning, Site Planning,  
Landscape Architecture, Civil  
Engineering, Survey

William G. Milliken State Park and Harbor, Michigan’s first urban state park, is a 30-acre green oasis located along the Detroit River. Designed by SmithGroup, the park provides access to natural resource-based recreational opportunities. SmithGroup worked with the MDNR and Michigan Economic Development Corporation on the park for over 10 years.

The park’s harbor and multi-use open space opened in 2004. In 2009, SmithGroup completed the design and construction of the lowland area, which captures and cleans stormwater before entering the Detroit River, while also creating a wetland habitat.

In 2012, SmithGroup designed a multi-use path that connects the Lowland Unit to the new Outdoor Adventure Center and marina. SmithGroup updated the Master Plan in 2020 with extensive community engagement. A key centerpiece of the master plan is the berm reconfiguration at the center of the park. Though often viewed as an eyesore and health hazard, the berm has become a popular element of the park offering panoramic views of the Detroit River and downtown. In 2021, the berm was reshaped, and a universally accessible path was built to the peak along the river. Improvements at the park continue in 2024, with additional trails and native landscaping that will offer spectacular views for all.



# SPARK GRANT PROJECT

## SIMILARITIES TO BEVERLY PARK

- Technical assistance for public grants
- Active community engagement process
- Park planning & budget estimation services

- ① PAVILION
- ② PLAYGROUND
- ③ RESTROOM UPDATES
- ④ RESURFACE FOR TENNIS (2) AND PICKLEBALL COURTS (4)
- ⑤ ASPHALT PATH THROUGH WOODED AREA
- ⑥ BLEACHERS
- ⑦ SOCCER FIELD STRIPING  
- (WHITE) HIGH SCHOOL  
- (YELLOW) AYSO US
- ⑧ CONCRETE SIDEWALKS
- ⑨ CHAIN LINK FENCE
- ⑩ TREES
- A EXISTING OVERLOOK
- B EXISTING BASKETBALL COURTS



### LOCATION

City of Highland Park, Michigan; City of River Rouge, Michigan; Lincoln Township, Michigan; Hayes Township, Michigan

### SIZE

Varies

### CONSTRUCTION COST

Typically \$750,000 (each site)

### DESIGN COMPLETION

Ongoing

### SERVICES

Park Master Planning, Landscape Architecture, Budget Estimating

The Council of Michigan Foundations (CMF) assists economically disadvantaged cities throughout the State of Michigan in the application of SPARK Grants from the Michigan Department of Natural Resources.

CMF retained the services of several firms, including SmithGroup, to provide technical assistance to communities seeking grants. SmithGroup provided park planning and budget estimation for four communities, ranging from urban cities in southeast Michigan to rural townships in the middle of the lower peninsula.

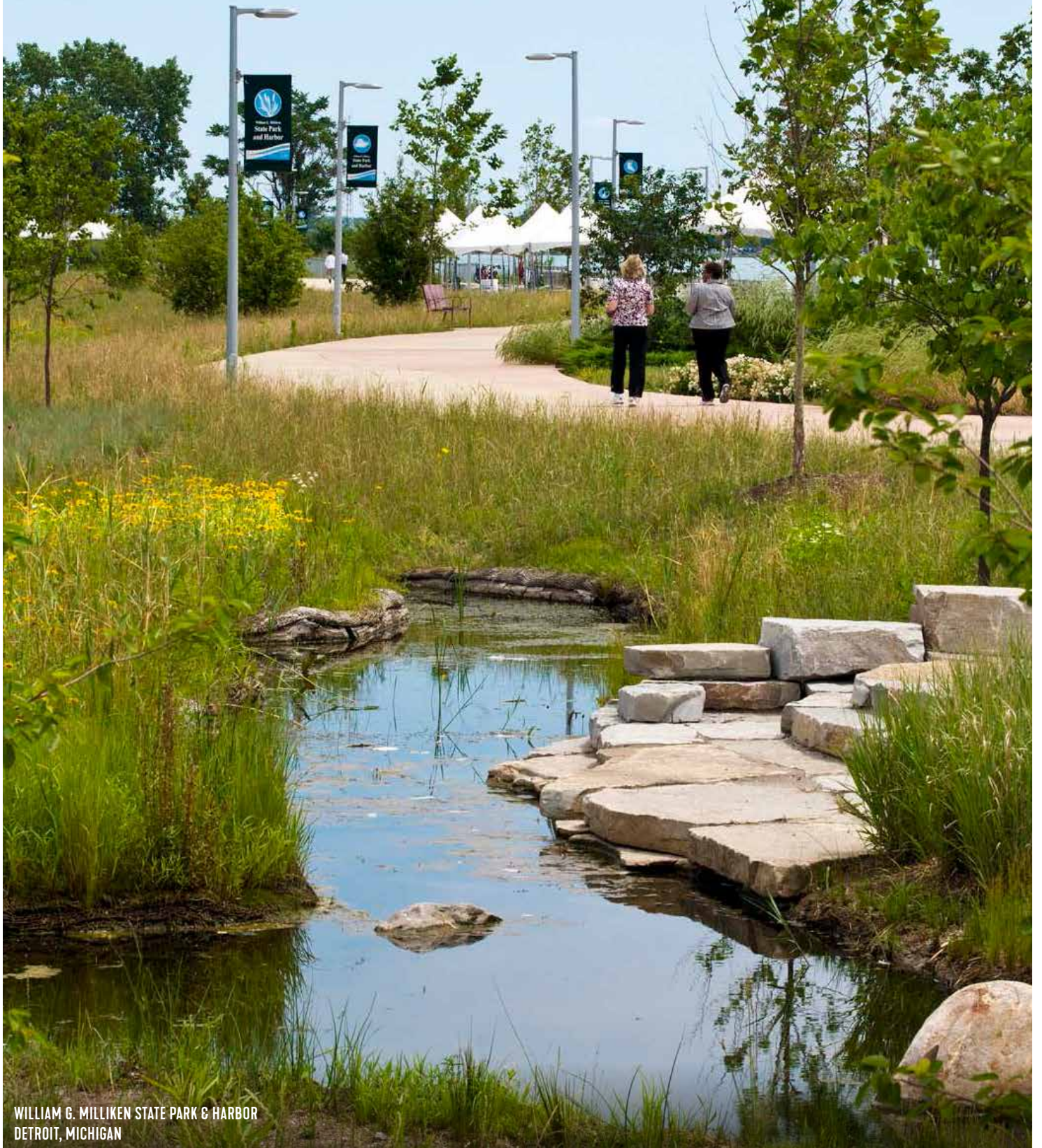
Over three weeks, SmithGroup engaged community leaders in each community to understand the existing conditions of the selected park, assess the need for investment, prepare a rendered design plan for each park, and estimate the construction, design, and management costs. Through an accelerated process, our team iteratively worked with the communities, leading each through a sound priority-setting and decision-making process.

The result was the successful submission of grant applications by each community. The two cities and two townships are excited by the potential for reinvestment, thus acknowledging the importance that parks have to the quality of life of their communities.



## SECTION FIVE

# REFERENCES



WILLIAM G. MILLIKEN STATE PARK & HARBOR  
DETROIT, MICHIGAN



# CALL OUR CLIENTS

We encourage you to please contact the following clients to obtain an independent understanding of the expertise and services provided by SmithGroup for similar park projects.

## JACKSON COUNTY PARKS

Mr. Kyle Lewis  
Director  
269.598.1213  
klewis@mijackson.org

## CITY OF FERNDALE PARKS & RECREATION

Ms. LaReina Wheeler  
Director  
248.544.6767 extension 501  
lwheeler@ferndalemi.gov

## STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES

Ms. Vicki McGhee  
Planning & Infrastructure Section Chief  
517.335.7890  
mcgheev1@michigan.gov

## CITY OF PORT HURON PARKS

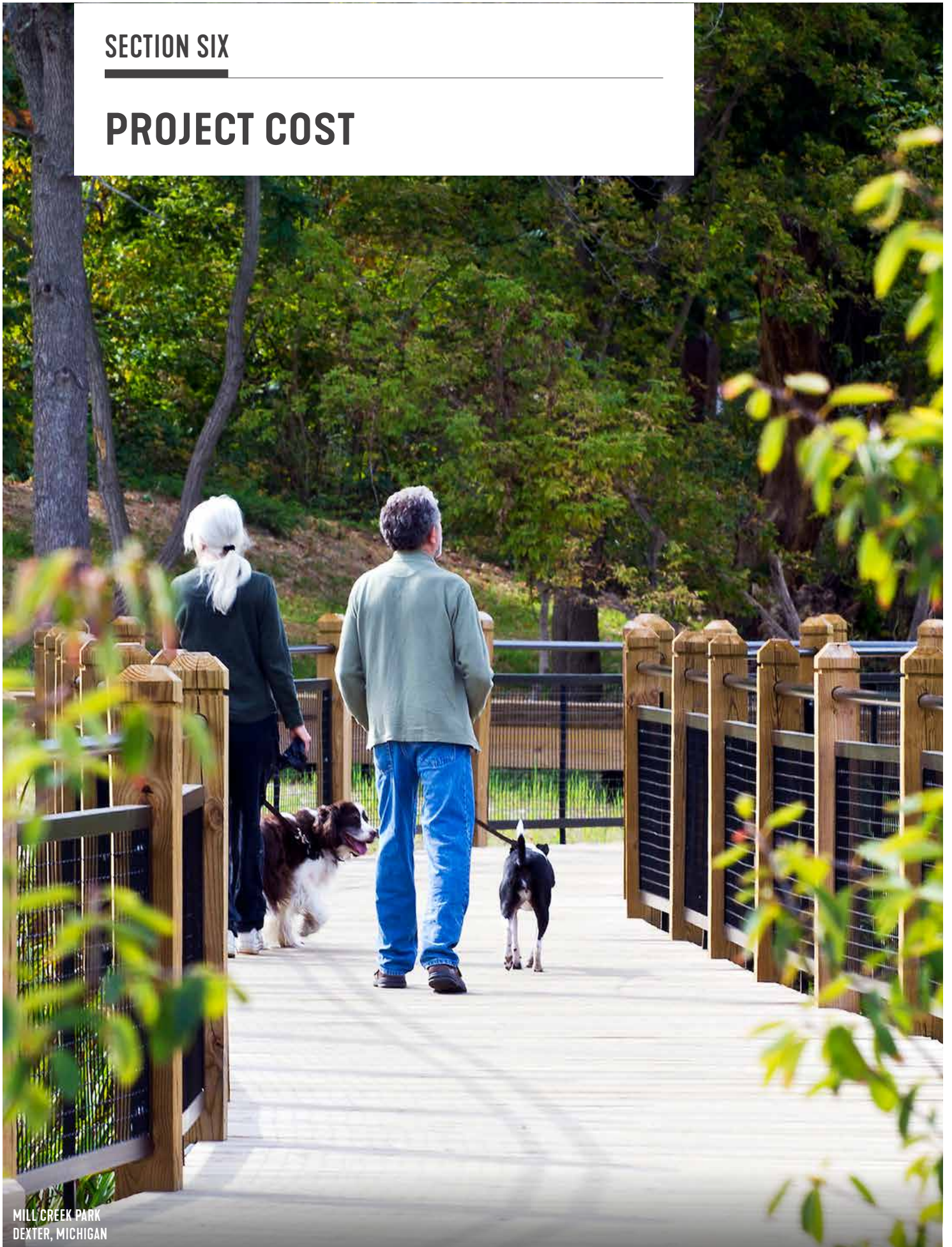
Ms. Nancy Winzer  
Director and Deputy City Manager  
810.650.9517  
nancywinzer1@gmail.com





## SECTION SIX

# PROJECT COST





# PROJECT COST

## LANDSCAPE ARCHITECTURAL / PARK PLANNING SERVICES

SmithGroup proposes a lump sum fee of **\$23,500 (twenty-three thousand five-hundred dollars)**. Reimbursable expenses are included within this lump sum fee.

## TREE SURVEYING SERVICES

An additional fee of \$9,000 (nine thousand dollars) is proposed for a tree survey as requested in Addendum #1 (dated March 12, 2024). The scope of this service includes the inventory of all trees six inches DBH and greater within the area outlined in "Diagram A". Inventory to meet Beverly Hills Township requirements for site plan approval. Trees will be located per the client's request and provided with a final tree list and .csv or .txt file for importing the tree locations.

Excluded: Health and condition reports for Landmark trees. This task can be completed on a T&M basis if requested.

### DIAGRAM A



## ADDITIONAL SERVICES—GEOTECHNICAL ENGINEERING

Environmental and engineering report summaries from 2016 have been identified in the 5-year community recreation plan. We believe that our team could develop a more complete master plan if we obtain additional information regarding the wooded wetland area. We recommend that, in addition to our Landscape Architecture / Park Planning Services fee, the Committee consider including the following additional services from G2 Engineering:

A geotechnical infiltration investigation, including two test pits and infiltration tests, can be budgeted as follows:

- 1 Backhoe and Operator, per day (\$2,000) task total = \$2,000
- 2 Double-Ring Infiltrometer Test, each (\$300) task total = \$600
- 1 Infiltration Report, lump sum (\$1,900) task total = \$1,900

The total additional services would equate to a \$4,500 (four-thousand five-hundred dollars) lump sum fee. Reimbursable expenses are included within the lump sum fee.



MIDDLEGROUNDS METROPARK  
TOLEDO, OHIO



WILLIAM G. MILLIKEN STATE PARK & HARBOR  
DETROIT, MICHIGAN



TOLEDO EAST RIVERFRONT GLASS CITY METROPARK  
TOLEDO, OHIO

# Design a Better Future

**SMITHGROUP**

smithgroup.com  
734.662.4457

201 Depot Street  
Second Floor  
Ann Arbor, Michigan 48104





**To:** Honorable President George; Village Council Members

**From:** Jeff Campbell, Village Manager

**Subject:** Manager's Report

**Date:** March 29, 2024

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#### **Village Office Closed**

The Village Office will be closed on March 29, 2024. The Village office will reopen on April 1, 2024.

#### **Yard Waste Pickup and Curbside Chipping**

Yard Waste Pickup has resumed. Place compostable items in one of the following containers:

- Garbage can with a Recycle Beverly Hills or SOCRRA yard waste label; or
- Brown paper bag designed for yard waste disposal.

Curbside Chipping will begin on April 22, 2024. Residents can place stacked branches between 2 and 6 inches in diameter at the curbside for collection and chipping. We ask that branches be stacked and not bundled and that the cut ends all face the direction of traffic flow. Collection will be 1-2 days after your regular trash and recycling collection.

#### **Birmingham's Big Night Out**

Birmingham's Big Night Out is Thursday, April 4, 2024 at 7 p.m. The night will be reminiscent of the nightclub scene that was popular through the 1930s and 40s. All proceeds benefit NEXT. NEXT is Tickets can be purchased online. NEXT is a non-profit organization enriching the lives of the 50+ population of Birmingham, Bingham Farms, Beverly Hills, Franklin and surrounding areas since 1978.

#### **Memorial Day Parade**

Beverly Hills' 41st annual Memorial Day Parade, Carnival, and Ceremony will take place on Monday, May 27, 2024. We are looking for volunteers to help with one of the community's favorite events! Would you be interested in coordinating the Bike Brigade for youngsters to ride in the parade? Maybe you'd like to

help with parade logistics? We have plenty of opportunities for volunteers. Please email [bhmemorialparade@gmail.com](mailto:bhmemorialparade@gmail.com) if you would like to join the fun!

### **Budget Meeting**

The Budget Study Session is scheduled for Monday, April 22, 2024 at 6:00 p.m. in the Village Council Chambers.

### **Beverly Hills is a Part of a New State House District**

In 2018, Michigan voters passed a ballot initiative creating the Michigan Independent Citizens Redistricting Commission. The Commission is an independent body created to draw new State House, State Senate, and Congressional Districts for the State of Michigan based on 2020 Census Data. These maps were to be used for the next ten years. For State House Districts, the Commission separated the Village of Beverly Hills into two districts. The east side of the Village from Greenfield to Southfield between 13 Mile and 14 Mile was part of State House District 5. District 5 also included portions of Birmingham, Berkley, Southfield, Oak Park and Detroit and is currently represented by Representative Natalie Price. The rest of Beverly Hills is part of State House District 19, which includes Franklin, Bingham Farms, and portions of Bloomfield Township, Southfield and Farmington Hills. District 19 is represented by the Representative Samantha Steckloff. The State House map was challenged in Federal Court by a group of voters. The Court held that the Commission's House District Map violated the Constitution, and the Court required that the Commission issue a remedial map. Under the Commission's remedial map, which has been approved by the Court, the east side of Beverly Hills will now, starting in 2024, be a part of a new, redrawn, District 6. District 6 will also include Berkley and portions of Birmingham, Royal Oak, Southfield, and Oak Park. There will be no change to District 19.

### **Tree City USA Designation**

The Village of Beverly Hills has been officially recognized as part of the Tree City USA program by the Arbor Day Foundation! The Tree City USA program provides communities with a framework to maintain and grow their tree cover. It also gives them an avenue to celebrate their work, showing residents, visitors, and the entire country that they're committed to the mission of environmental change. The benefits trees bring to urban environments include cooler temperatures, cleaner air, higher property values, and healthier residents. We are happy to be part of this program and thank Public Services Director Johnston for his work on this.

# **Beverly Hills Public Safety** **Activity Report**

**March 14<sup>th</sup> - 27<sup>th</sup>, 2024**

The Public Safety Department has changed vendors for crime mapping, CrimeDar went out of business. If you are interested in crime mapping the Village, go to **CLEMIS Public Crime Search (arcgis.com)**.

The Beverly Hills Public Safety Department is hiring Public Safety Officers again, please go to our webpage at **BeverlyHillsPolice.com** and see if you qualify

## **CALLS FOR SERVICE**

- **237 Calls for Service.**
- **36 Tickets issued.**
- **5 Arrests.**
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Extra Patrol in Beverly Park.
- Suspicious Persons on Southfield.
- Motorist Assist at 14 Mile and Birmingham.
- Extra Patrol at Riverside and Warwick.
- Extra Patrol requested on Riverview.
- Crime Prevention at Beverly Hills Academy.
- Crime Prevention at Beverly School.
- Welfare Check in Huntley Square Apartments.
- Medical on Sunset.
- Medical on Marimoor.
- Retail Fraud at the Corners Shopping Mall.
- Medical in Huntley Square Apartments.
- Neighbor Trouble on Beverly.
- Beverly Park closed for the night.
- Suspicious Circumstances on Churchill.
- Medical at Mission Point.
- Crime Prevention at Berkshire School.
- Suspicious Person at the Corners Shopping Mall.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.



- Medical on West Valley Woods.
- Suspicious Circumstances on 14 Mile.
- Crime Prevention at Berkshire School.
- Crime Prevention at Beverly School.
- Crime Prevention at Greenfield School.
- Radar Detail at 14 Mile and Bellvine Trail.
- Traffic Enforcement at Pierce and Bedford.
- Beverly Park closed for the night.
- Odor Investigation on Birwood.
- Extra Patrol around Sheridan and Reedmere.
- Extra Patrol in Huntley Square Apartments.
- Officers stopped a driver for a minor traffic violation at 13 Mile and Greenfield. The driver was arrested for driving without a license and taken into custody without incident.
- Juvenile Complaint at Groves High School.
- Traffic Enforcement at 14 Mile and Pierce.
- Traffic Accident at 13 Mile and Churchill.
- Juvenile Complaint at Goddard School.
- Extra Patrol at the Corners Shopping Mall.
- Citizen Assist on Birwood.
- Suspicious Circumstances on Beverly.
- Traffic Enforcement at 13 Mile and Greenfield.
- Beverly Park closed for the night.
- Extra Patrol requested on Southfield.
- Suspicious Persons at Douglas Evans Park.
- Traffic Enforcement at 14 Mile and Southfield.
- Medical at Mission Point.
- Officers stopped a driver for speeding at Lahser and Metamora. The driver and passenger were both arrested for warrants, narcotics and carrying a concealed handgun. The subjects were taken into custody without incident.
- Beverly Park opened for the day.
- Officers stopped a driver for a minor traffic violation at Greenfield and 13 Mile. The driver was arrested for Driving While License Suspended. The arrest was without incident.
- Welfare Check on Vernon Drive.
- Medical in Huntley Square Apartments.
- Fire Truck Checks.
- Fire Training at the station.
- Assisted Birmingham PD with a large crowd at the Zara bar on Old Woodward.

- Carbon Monoxide Alarm on Red Oaks Trail.
- Beverly Park closed for the night.
- Radar Detail at 13 Mile and Chelton.
- Suspicious Vehicle at Beverly and Bates.
- Extra Patrol around Sheridan and Wetherby.
- Suspicious Circumstances on Embassy.
- Crime Prevention at Beverly School.
- Crime Prevention at Greenfield School.
- Civil Matter on Gould Court.
- Lift assist on Churchill.
- Radar Detail on Southfield.
- Traffic Enforcement at Beverly and Pierce.
- Extra Patrol at the Medical Village.
- Crime Prevention at Groves High School.
- Crime Prevention at Detroit Country Day School.
- Crime Prevention at Berkshire School.
- Crime Prevention at Beverly Hills Academy.
- Crime Prevention at Groves High School.
- Crime Prevention at Berkshire School.
- Extra Patrol around Market Fresh.
- Hospice Death on Kennoway Circle.
- Traffic Enforcement at 13 Mile and Southfield.
- Crime Prevention at Beverly School.
- Traffic Enforcement at Beverly and Norchester.
- Welfare Check at Evergreen and 13 Mile.
- Traffic Accident at 14 Mile and Southfield.
- Traffic Accident at 13 Mile and Southfield.
- Assisted DPW with water main break on Saxon.
- Odor Investigation on Arlington.
- Beverly Park closed for the night.
- Extra Patrol requested on Southfield.
- Traffic report made at 13 Mile and Greenfield.
- Radar Detail at Southfield and 13 Mile.
- Reckless Driving reported on Southfield and 14 Mile.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Smoke Investigation on Buckingham.
- Crime Prevention at Berkshire School.
- Crime Prevention at Groves High School.
- Crime Prevention at Beverly School.
- Extra Patrol in Beverly Park.
- Welfare Check on Evergreen.
- Extra Patrol at Market Fresh.
- Extra Patrol at Medical Village.

- Extra Patrol at the Beverly Hills Club.
- Traffic Enforcement at Evergreen and Waltham.
- Alarm on Churchill.
- Medical on Sheridan.
- Alarm on Birwood.
- Wires Down on Fairfax.
- Citizen Assist on Hill Crest.
- Traffic Report made at Southfield and 13 Mile.
- Beverly Park closed for the night.
- Medical on Balmar Court.
- Crime Prevention at Berkshire School.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Radar Detail at Evergreen and Coryell.
- Citizen Assist on Pierce.
- Animal Complaint on Allerton.
- Crime Prevention at Berkshire School.
- Traffic Enforcement at 13 Mile and Southfield.
- Prisoner Transport for Birmingham PD.
- Lift Assist on Hampton.
- Lift Assist on Churchill.
- Traffic Enforcement at 14 Mile and Pierce.
- Beverly Park closed for the night.
- Traffic Enforcement at Greenfield and 13 Mile.
- Officers were dispatched to Greenfield School for a suspicious Vehicle. The driver of the vehicle was arrested for Operating While Impaired and taken into custody without incident.
- Mental Health Call on Birwood.
- Vehicle Lockout at Groves High School.
- Crime Prevention at Berkshire School.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Traffic Enforcement at Greenfield and 13 Mile.
- Crime Prevention at Beverly School.
- Traffic Accident at Groves High School.
- Fire Alarm on Lost Hollow.
- Crime Prevention at Berkshire School.
- Medical at Huntley Square Apartments.
- Suspicious Persons on 13 Mile.
- Animal Complaint on Reedmere.
- Officers were dispatched to Oak Park PD to pick up a subject on a warrant. The arrest was without incident.
- Lift assist on Eastlady.



- Suspicious Persons in Huntley Square Apartments.
- Vehicle Lockout in Huntley Square Apartments.
- Animal Complaint on Reedmere.
- Beverly Park closed for the night.
- Welfare Check on Metamora.
- Home Invasion on Riverside.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Assisted Birmingham PD with a traffic accident at Greenfield and 14 Mile.
- Extra Patrol requested at Hill Crest.
- Extra Patrol at Market Fresh.
- Extra Patrol at Woodside Athletic Club.
- Radar Detail at Pierce and Dunblaine.
- Traffic Enforcement at Hampton and Lahser.
- Crime Prevention at Beverly Hills Academy.
- Crime Prevention at Greenfield School.
- Crime Prevention at Beverly School.
- Mental Health Call on Smallwood Court.
- Traffic Accident on Southfield.
- Beverly Park closed for the night.
- Traffic Enforcement at 13 Mile and Southfield.
- Beverly Park opened for the day.
- Medical in Huntley square Apartments.
- Welfare Check on Village Drive.
- Informational report at the station.
- Found property at Medical Village.
- Suspicious Persons on Old Stage.
- Assisted Southfield PD with an injury accident at Southfield and 13 Mile.
- Suspicious Persons at 13 Mile and Southfield.
- Beverly Park closed for the night.
- Extra Patrol around 14 Mile and Birmingham.
- Extra Patrol requested on Hill Crest.
- Crime Prevention at Berkshire School.
- Crime Prevention at Groves High School.
- Extra Patrol around Bellvine trail and Smallwood.
- Carbon Monoxide Alarm on Hill Crest.
- Beverly Park opened for the day.
- Welfare Check on Birwood.
- Suspicious Circumstances on Marguerite.
- Alarm on 13 Mile.
- Medical on Marguerite.
- Fire Truck Checks at the station.

- 911 Hang Up at Mission Point.
- Reckless Driving reported at 13 Mile and Southfield.
- Extra Patrol requested on Southfield.
- Beverly Park closed for the night.
- Extra Patrol around Hill Crest and Norchester.
- Traffic Enforcement at Evergreen and Wilshire.
- Suspicious Circumstances at Mission Point.
- Medical on Elizabeth.
- Assisted DPW at 14 Mile and Southfield with a watermain break.
- Suspicious Persons on Village Pines.
- Assisted Birmingham PD with a traffic accident at 14 Mile and Grant.
- Alarm on Southfield.
- Alarm on Walmer.
- Medical on Beverly.
- Medical on Buckingham.
- Traffic Accident on Shagbark.
- Vehicle Lockout on Southfield.
- Animal Complaint on Marguerite.
- Alarm on 13 Mile.
- Assist Royal Oak PD on Whitcomb.
- Assist Oakland County SWAT on Whitcomb.
- Radar Detail on Riverside and Evergreen.
- Extra Patrol around Kirkshire and Pierce.
- Traffic Enforcement at 14 Mile and Pierce.
- Suspicious Person on Nottingham.
- Beverly Park closed for the night.
- Medical at Mission Point.
- Mental Health Call at Mission Point.
- Extra Patrol around Norchester and Beverly.
- Motorist Assist at 13 Mile and Evergreen.
- Extra Patrol requested on Southfield.
- Suspicious Circumstances on Warwick.
- Crime Prevention at Greenfield School.
- Extra Patrol requested on Crimson Crossing.
- Extra Patrol around Churchill and Walmer.
- Juvenile Complaint on Riverview.
- Alarm on Southfield.
- Citizen Assist on Beverly.
- Operation Medicine Cabinet.
- Citizen Assist on Southfield.
- Medical on Kennoway.
- Motorist Assist on 13 Mile.

- Extra Patrol request on Rutland.
- Traffic Enforcement at 14 Mile and Pierce.
- Family trouble in Huntley Square Apartments.
- Beverly Park closed for the night.
- Traffic Enforcement at Beverly and Southfield.
- Extra Patrol at the Corners Shopping Mall.
- Traffic Enforcement at Southfield and 13 Mile.

### **Fire & Emergency Medical Services**

- 17 EMS Calls.
- 1 Wires Down.
- 3 Lift Assist.
- 1 Fire Alarms.
- 2 Carbon Monoxide Alarms.
- 1 Odor Investigation.
- 1 Smoke Investigations.
- 2 Weekly Apparatus Checks.
- Fire Officer II training was hosted at the station.

### **Detective Bureau and School Resource**

- School visit.
- Meeting with New Security director @ BPS.
- OWI 3rd Arraignment.
- Assault Denial at Mission Point.
- Swat training.
- Swat Call out.
- Officer 1 exam / study for and take.
- Officer 1 workbook.
- CSAM turned over to Bloomfield Twp PD.
- Goddard School child biting case closed.
- OWI 2 arraignment.
- OWI Citation.
- Subpoena to Fraud Investigation.
- Follow up w/ juvenile harassment complaint.
- Begin Juvenile CSC investigation.
- Evidence to OCPO.
- Follow up on neighbor trouble.
- In custody arraignment possession of hallucinogens and CCW.
- Court innovations.
- Evidence to OC crime lab.
- In custody OWI 3.



- No contact order entered in LEIN.
- Subpoena obtained for UPS records.
- Court innovations.
- Swear to Flee and elude.
- Investigated multiple fraud reports.
- Care House training Children with Problematic Sexual Behaviors.
- Investigated ID theft complaint.
- Requested and served subpoena on check fraud.
- Submitted U&P case to OCPO.



**Park**

**Clean**

**Up!**



**SCAN ME**

**SATURDAY, MAY 4, 2024**  
**9:00 A.M. BEVERLY PARK**





# Franklin Garden Walk

June 19, 2024

10am to 4pm & 6pm to 9pm

Visit five extraordinary local gardens with an artisan market next to the Gazebo in Franklin Community Park and open from 9am to 5pm.

Ticket purchase:

- \$12 in advance at Franklin Village Boutique, 32716 Franklin Road, or Franklin Public Library (cash or check only) beginning May 1st; online by credit card at

<https://2024franklingardenwalk.eventbrite.com>

- \$15 on the day of the tour at the Franklin Gazebo (cash or check only).

For more information,  
email [franklingardenclub@gmail.com](mailto:franklingardenclub@gmail.com)  
or call Shelley (248) 761-2062.



SCAN TO BUY TICKETS  
STARTING MAY 1st