

Village of Beverly Hills  
Regular Village Council Meeting  
Tuesday, January 5, 2021

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

Zoom link: <https://us02web.zoom.us/j/81074688782>

Meeting ID: 810 7468 8782

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

### AGENDA

Roll Call/Call to order

Pledge of Allegiance

Amendments to Agenda/Approve Agenda

Community Announcements

Public Comments on items not on the published agenda

Consent Agenda

1. Review and consider approval of [minutes](#) of a regular Council meeting held December 15, 2020.
2. Review and file [bills](#) recapped as of Monday, December 21, 2020.
3. Review and file [bills](#) recapped as of Monday January 4, 2021.
4. Set [public hearing date](#) for Tuesday, February 2, 2021 to receive comments on amendments to the Municipal Code, Chapter 22, Section 22.28.020 Off-Street Parking Requirements.
5. Set [public hearing date](#) for Tuesday, February 2, 2021 to receive comments on amendments to the Municipal Code, Chapter 22, Section 22.26 Single Family Residential Cluster Development (Planned Unit Developments (PUD)).

Business Agenda

1. Set Council strategy session date.
2. Review and consider subcommittee's [recommendation](#) to fill a vacancy on the Birmingham Area Cable Board.
3. Review and consider [Resolution](#) approving addendums to Municipal Employees' Retirement System (MERS) Defined Contribution and Defined Benefits Plans.
4. Review and consider Interlocal [Agreement](#) for Joint Senior Services.
5. Review and consider [Resolution](#) to Amend Rules for Electronic Meetings.

Topics for Council Discussion

1. Sewer and water drainage
2. Sidewalks
3. Traffic Calming
4. Tree Ordinance
5. Public Safety Committee update

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

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

The Village of Beverly Hills will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities attending the meeting upon three working days' notice to the Village. Individuals with disabilities requiring auxiliary aids or services should contact the Village by writing or phone, 18500 W. Thirteen Mile Beverly Hills, MI 48025 (248) 646-6404.

## REGULAR COUNCIL MEETING MINUTES – DECEMBER 15, 2020 – PAGE 1

Present: President George; President Pro-Tem Hrydziuszko; Members: Abboud, Kecskemeti, Mooney, O’Gorman, and Peddie  
All members participated remotely via Zoom from Beverly Hills, Michigan.

Absent: None

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

George called the regular Council meeting to order at 7:30 p.m. virtually via Zoom due to the ongoing COVID-19 pandemic. The Pledge of Allegiance was recited by those in attendance.

### **AMENDMENTS TO AGENDA/APPROVE AGENDA**

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

Roll Call Vote:  
Motion passed (7-0)

### **COMMUNITY ANNOUNCEMENTS**

None.

### **PUBLIC COMMENTS**

None.

### **CONSENT AGENDA**

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

1. Review and consider approval of minutes of a regular Council meeting held December 1, 2020.
2. Review and file bills recapped as of Monday, December 7, 2020.

Roll Call Vote:  
Motion passed (7-0)

### **BUSINESS AGENDA**

#### **ANNOUNCEMENT OF A VACANCY ON THE BIRMINGHAM AREA CABLE BOARD**

There is a vacancy on the Birmingham Area Cable Board for a partial term ending June 30, 2023.

To date, the Village has not received any applications to fill the vacancy, so the deadline has been extended to December 28, 2020 with the intention of making the appointment at the following regular Village Council meeting.

All interested and eligible residents of Beverly Hills are encouraged to apply to become a member of the Cable Board. Applications are available on the Village website or by emailing the Village Clerk at [krutkowski@villagebeverlyhills.com](mailto:krutkowski@villagebeverlyhills.com). Applications may be submitted via email, regular

mail, or using the drop box located outside of the Village office (18500 W. 13 Mile Road, Beverly Hills, MI 48025).

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

**REVIEW AND CONSIDER REQUEST TO PURCHASE RADIO EQUIPMENT FOR THE PUBLIC SAFETY DEPARTMENT**

Wilson provided an overview. The Public Safety Department utilizes Harris radio equipment to communicate between officers and dispatch. Beverly Hills participates in a local agreement with Oakland County to operate on a network, replace and service existing equipment. The Harris radio equipment has reached the end of its life cycle. Harris no longer manufactures or repairs the equipment and new parts are unavailable. In 2019 Oakland County entered into a contract with Motorola to build a new network and replace existing equipment. The project is expected to be completed in 2022.

Oakland County has agreed to cover the cost of replacing 80 percent of our existing radio equipment. Beverly Hills is responsible for the remaining 20 percent. Motorola has offered an additional 10 percent off the purchase price if a municipality agrees to purchase the equipment on or before 12/16/20. Motorola provided the attached quote which reflects the 10% savings (\$4,762.14). Motorola has agreed to extend the 5-year warranty from the date the equipment is placed in service. The quote reflects the State of Michigan contract (190000001544) pricing.

It is recommended the Village Council approve this purchase agreement with Motorola Solutions, Inc. for radio equipment in the amount of \$47,621.35.

Motion by Peddie, second by Abboud, be it resolved, the Beverly Hills Village Council approves the purchase agreement with Motorola Solutions, Inc. 1301 E. Algonquin Rd., Schaumburg, IL 60196 for radio equipment in the amount of \$47,621.35. The funds are available in account 205.345.981.00.

Roll Call Vote:  
Motion passed (7-0)

**REVIEW AND CONSIDER UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT WITH WIDOPENWEST MICHIGAN, LLC DBA WOW INTERNET CABLE PHONE**

Ryan provided an overview of the Local Franchise Agreement with WOW Internet Cable Phone. The attorney for the Birmingham Area Cable Board also reviewed the agreement.

Motion by George, second by Mooney to renew the Uniform Video Service Local Franchise Agreement with WideOpen West Michigan.

WHEREAS, the previous Uniform Video Service Local Franchise Agreement with WideOpen West and the Village of Beverly Hills has expired.

WHEREAS, on November 25, 2020, WideOpen West Michigan, LLC, a Delaware limited liability corporation doing business as WOW Internet Cable Phone, (WOW) filed its Uniform Video Service Local Franchise Agreement (Agreement) with the Village of Beverly Hills (Franchise Entity) to renew the Agreement for a 10 year period; and,

WHEREAS, Notice of Completeness of the Agreement was provided by the Village of Beverly Hills to WOW on December 9, 2020, the 10<sup>th</sup> business day after receiving the above referenced Agreement and Attachment, in compliance with Section 3(2) of the Act; and,

NOW, THEREFORE, BE IT RESOLVED, that subject to the inclusion of a 5% Franchise Fee pursuant to Section V1 A II and a 2% PEG Fee pursuant to Section VIII A. 2 of gross revenues, the Village Council approves the renewal of the Franchise Agreement; and,

BE IT FURTHER RESOLVED, that the Village Manager and Village Clerk shall sign the Agreement on behalf of the Village of Beverly Hills.

Roll Call Vote:  
Motion passed (7-0)

#### **DISCUSS LIAISON ASSIGNMENTS**

George provided an overview of the Council liaison assignments for various Boards, Commissions, and Committees.

#### **TOPICS FOR COUNCIL DISCUSSION**

##### **1. SEWER AND WATER DRAINAGE DISCUSSION**

George provided an overview of the new “Council Discussion” section to be included on the agenda at the first meeting of each month. The intention is to map out the discussion and figure out responsibilities and restraints regarding sewer and water drainage. Other discussion items will be included each month.

#### **PUBLIC COMMENTS**

Ken Flaherty, Beechwood, thanked Council for placing the sewer discussion item on the agenda.

Judy Jones, Beverly Hills, thanked Council for reopening the Beverly Park playground and said the Park is a wonderful facility. She thanked Council for placing the sewer discussion item on the agenda.

Kathleen Tootell, Kirkshire, suggested having citizen participation in the sewer discussion. She also talked about rain gardens and reviving a gardening club.

Mike Donovan, Bedford, commented about rain barrels.

#### **MANAGER’S REPORT**

**Joint Senior Services Agreement** – Wilson provided Council a copy of a draft agreement from the Joint Senior Services Agreement as drafted earlier this year for review. This agreement would formalize an arrangement between the Villages of Beverly Hills, Bingham Farms, Franklin, the City of Birmingham and Birmingham Public Schools for the provision services to the areas Senior

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

Citizens. It would establish a Board of the member municipalities to oversee the provision of Senior Services in our communities. It would not replace the NEXT Board. It would be the intent of the Board to continue to utilize NEXT in its current form to provide services to our senior citizens. Through adopting this agreement, the member communities would formalize our funding and participation in the provision of senior services beyond or current levels or commitment and participation which are subject to the annual budget process of the governing body in each member community. It is my understanding that the Village of Franklin will take up this agreement at their meeting on December 14<sup>th</sup>. If there are not objections, I would like to bring this forward for Council's consideration at the meeting of January 5<sup>th</sup>. I would be happy to address any questions.

**Village Operations During Current COVID Regulations** – As I am sure you are aware, the previous 3 week set of COVID regulations implemented by the Michigan Department of Health has been extended through Sunday, December 20<sup>th</sup>. The Village has already modified its office schedule and is prepared to do so through the end of the month if so required. Village Staff has been able to maintain normal operations throughout this period. I expect the Legislature to make some decision regarding meetings of public bodies beginning January 1, 2021 should the existing regulations be extended beyond the end of this month. I will update Council as soon as these changes are known.

**Office Holiday Schedule** – Village Offices will be completely closed on Thursday and Friday December 24<sup>th</sup> and 25<sup>th</sup> as well as Thursday, December 31<sup>st</sup> and Friday January 1<sup>st</sup>. Trash service will not be interrupted in the Village over the Holidays.

**Yard Waste** – The week of December 14<sup>th</sup> will be the last week of curbside yard waste pickup. Beginning December 21<sup>st</sup>, SOCRRA will allow residents to bring up to ten (10) bags of yard waste to the SOCRRA facility on Coolidge. This will continue through the end of March. No appointments will be necessary, but residents will need to show ID as this will only be available to residents of SOCRRA communities.

Mooney left the meeting at 8:18 p.m.

## **COUNCIL COMMENTS**

O’Gorman is comfortable with the new liaison assignments and looks forward to working with the different group such as the Birmingham Youth Assistance.

Kecskemeti thanked George for bringing the water/sewer issue to the agenda and for having a monthly discussion section. She thanked residents to taking time to attend meetings. She said there are small things residents can do to help mitigate water/sewer issues.

Abboud talked about the Senior Advisory meetings and goals for 2021. He gave updates on MML and SEMCOG. He is looking forward to the new liaison assignments. He appreciates residents who are engaged with the community.

Hrydziuszko stated that the Planning Commission is holding a public hearing on December 16, 2020 to receive comments on off-street parking and residential cluster developments. She thanked the Parks & Recreation Board for their work decorating Village parks and setting up the winter decoration installations. She thanked residents for their community involvement. She talked about rain gardens and rain barrels. She wished everyone Happy Holidays.

George appreciates Council's eagerness and involvement regarding the liaison assignments. He is looking forward to 2021.

**ADJOURNMENT**

Motion by Abboud, second by Hrydziuszko to adjourn the meeting at 8:24 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 12/08/2020 THROUGH 12/21/2020.

ACCOUNT TOTALS:

101	GENERAL FUND	\$77,209.80
202	MAJOR ROAD FUND	\$7,686.43
203	LOCAL STREET FUND	\$22,203.78
205	PUBLIC SAFETY DEPARTMENT FUND	\$143,228.65
592	WATER/SEWER OPERATION FUND	\$368,549.06
701	TRUST AND AGENCY FUND	\$55.00
	TOTAL	<u>\$618,932.72</u>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$618,932.72</u>
	GRAND TOTAL	<u><u>\$618,932.72</u></u>



Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
12/21/2020	COM	83031	58731	ADVANCED SECURITY & FIRE	96.00
12/21/2020	COM	83032	60217	AMAZON CAPITAL SERVICES	20.96
12/21/2020	COM	83033	01100	APOLLO FIRE EQUIPMENT	312.76
12/21/2020	COM	83034	53284	APPLIED IMAGING	267.40
12/21/2020	COM	83035	59125	APPRIVER, LLC	188.23
12/21/2020	COM	83036	59419	AXON ENTERPRISE, INC.	3,975.00
12/21/2020	COM	83037	02400	BEVERLY HILLS WATER DPT	1,296.59
12/21/2020	COM	83038	MISC	BUSDIECKER, MATTHEW	200.00
12/21/2020	COM	83039	59779	CANFIELD EQUIPMENT SERVICE INC	441.55
12/21/2020	COM	83040	03700	CARRIER & GABLE	390.00
12/21/2020	COM	83041	59347	CINTAS CORPORATION #31	42.38
12/21/2020	COM	83042	59323	CLEANNET	858.00
12/21/2020	COM	83043	31925	COALITION OF PUBLIC SAFETY	17,627.74
12/21/2020	COM	83044	51439	COMCAST	111.85
12/21/2020	COM	83045	04500	COMEAU EQUIPMENT CO INC.	22,841.02
12/21/2020	COM	83046	50826	CONSUMERS ENERGY	1,105.53
12/21/2020	COM	83047	58820	CUMMINS BRIDGEWAY LLC	6,838.77
12/21/2020	COM	83048	53334	DEARBORN LITHOGRAPH, INC.	4,134.00
12/21/2020	COM	83049	51052	DELL MARKETING L.P.	928.82
12/21/2020	COM	83050	MISC	DEMOSSE & SONS LLC	200.00
12/21/2020	COM	83051	60380	DOLAN CONSULTING GROUP, LLC	95.00
12/21/2020	COM	83052	51385	DTE ENERGY	5,733.25
12/21/2020	COM	83053	MISC	EDGERLY CONSTRUCTION	200.00
12/21/2020	COM	83054	31830	ENTERPRISE COMPUTER	7,848.00
12/21/2020	COM	83055	60206	GREAT LAKES WATER AUTHORITY	949.78
12/21/2020	COM	83056	60191	HMC, LLC	4,660.43
12/21/2020	COM	83057	53353	IACP	190.00
12/21/2020	COM	83058	MISC	INDEPENDENT BANK	1,000.00
12/21/2020	COM	83059	59839	J.C. EHRlich	49.00
12/21/2020	COM	83060	39070	J.H. HART URBAN FORESTRY	4,080.00
12/21/2020	COM	83061	59324	JCR SUPPLY, INC.	272.16
12/21/2020	COM	83062	MISC	KEARNS BROTHERS	400.00
12/21/2020	COM	83063	51792	LEXISNEXIS RISK SOLUTIONS	150.00
12/21/2020	COM	83064	MISC	MAJESTIC HOME SOULTIONS	500.00
12/21/2020	COM	83065	59116	MARGARET A.S. BEKE	55.00
12/21/2020	COM	83066	MISC	MCGLINCH & SONS	300.00
12/21/2020	COM	83067	58738	MICHIGAN STATE FIREMEN'S	362.11
12/21/2020	COM	83068	51408	MICRO CENTER A/R	129.99
12/21/2020	COM	83069	59330	MIKE SAVOIE CHEVROLET	1,558.85
12/21/2020	COM	83070	59055	MOLLY BORGON	423.89
12/21/2020	COM	83071	59112	NEXT	43,375.00
12/21/2020	COM	83072	51799	NYE UNIFORM EAST	606.50
12/21/2020	COM	83073	51540	O'REILLY AUTO PARTS	143.85
12/21/2020	COM	83074	51751	O.C.W.R.C.	182.50
12/21/2020	COM	83075	13300	OAKLAND COMMUNITY COLLEGE	4,500.00
12/21/2020	COM	83076	50830	OAKLAND COUNTY TREASURER'S	357,989.53
12/21/2020	COM	83077	49769	OFFICE EXPRESS	25.61
12/21/2020	COM	83078	MISC	OLSON ROOFING AND SIDING INC	200.00
12/21/2020	COM	83079	59486	PATRICIA TIMLIN	6,065.54
12/21/2020	COM	83080	MISC	PELLA WINDOWS & DOORS INC	400.00
12/21/2020	COM	83081	50502	PITNEY BOWES CREDIT CORP.	873.60
12/21/2020	COM	83082	60379	PREMIUM ELECTRIC CO. INC.	1,225.00
12/21/2020	COM	83083	15300	PRINTING SYSTEMS	729.54
12/21/2020	COM	83084	59122	RAPID RESPONSE	209.97
12/21/2020	COM	83085	16100	ROAD COMMISSION FOR OAKLAND	1,587.96
12/21/2020	COM	83086	MISC	RODRIGUEZ, PAUL ANTHONY	300.00
12/21/2020	COM	83087	59282	SAFEBUILT INC.	1,152.00
12/21/2020	COM	83088	59959	SANTANDER BANK, N.A.	98,860.38
12/21/2020	COM	83089	MISC	SCHRAGE, RICHARD L	200.00
12/21/2020	COM	83090	MISC	SHELTON, AMANDA J	200.00
12/21/2020	COM	83091	60203	SIX RIVERS LAND CONSERVANCY	62.50
12/21/2020	COM	83092	MISC	SMOLYANOV HOME IMPROVEMENT LLC	600.00
12/21/2020	COM	83093	38145	SOUTHFIELD POSTAL SERVICE	1,624.05
12/21/2020	COM	83094	MISC	STEVAl CONSTRUCTION INC	300.00
12/21/2020	COM	83095	MISC	SUMMIT PROPERTY MANAGEMENT CORP	700.00
12/21/2020	COM	83096	17700	SUNSET MAINTENANCE SERVICE	1,000.00
12/21/2020	COM	83097	MISC	TRESNAK CONSTRUCTION, INC	300.00
12/21/2020	COM	83098	38205	VERIZON WIRELESS MESSAGING	287.61
12/21/2020	COM	83099	MISC	WALLSIDE WINDOWS	900.00
12/21/2020	COM	83100	MISC	WEATHERGUARD	200.00
12/21/2020	COM	83101	MISC	WILLIAM ELLIS COMPANY	300.00
12/21/2020	COM	83102	53572	WOW! BUSINESS	645.52
12/21/2020	COM	83103	20900	ZIP ETC INC	2,352.00

COM TOTALS:

Total of 73 Checks: 618,932.72  
 Less 0 Void Checks: 0.00

12/17/2020 12:19 PM  
User: JAY  
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS  
CHECK DATE FROM 12/21/2020 - 12/21/2020

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Total of 73 Disbursements:					618,932.72



TO PRESIDENT GEORGE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 12/22/2020 THROUGH 01/04/2021.

ACCOUNT TOTALS:

101	GENERAL FUND	\$50,655.85
202	MAJOR ROAD FUND	\$29,405.76
203	LOCAL STREET FUND	\$12,971.29
205	PUBLIC SAFETY DEPARTMENT FUND	\$85,878.99
401	CAPITAL PROJECTS FUND	\$48.16
592	WATER/SEWER OPERATION FUND	\$38,969.91
701	TRUST AND AGENCY FUND	\$206.15
	<b>TOTAL</b>	<b><u>\$218,136.11</u></b>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<b><u>\$218,136.11</u></b>
	<b>GRAND TOTAL</b>	<b><u>\$218,136.11</u></b>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
01/04/2021	COM	83104	38831	AMERICAN FLAG & BANNER CO	98.00
01/04/2021	COM	83105	01100	APOLLO FIRE EQUIPMENT	165.00
01/04/2021	COM	83106	53284	APPLIED IMAGING	9.97
01/04/2021	COM	83107	59125	APPRIVER, LLC	234.22
01/04/2021	COM	83108	51802	ARROW OFFICE SUPPLY CO.	154.30
01/04/2021	COM	83109	59419	AXON ENTERPRISE, INC.	16,488.00
01/04/2021	COM	83110	30920	BELLE TIRE	361.48
01/04/2021	COM	83111	51409	BEVERLY HILLS ACE	10.78
01/04/2021	COM	83112	30861	BLUE CARE NETWORK	36,182.08
01/04/2021	COM	83113	52071	BLUE CROSS BLUE SHIELD	37,227.00
01/04/2021	COM	83114	59347	CINTAS CORPORATION #31	42.38
01/04/2021	COM	83115	04500	COMEAU EQUIPMENT CO INC.	19,542.07
01/04/2021	COM	83116	30468	DARRELL COLLINS	78.78
01/04/2021	COM	83117	52025	DETROIT SALT COMPANY	5,197.79
01/04/2021	COM	83118	MISC	EGRESS SOLUTIONS INC	200.00
01/04/2021	COM	83119	MISC	FOUNDATION SYSTEMS OF MICHIGAN	400.00
01/04/2021	COM	83120	53489	GREAT AMERICA FINANCIAL SVCS.	600.00
01/04/2021	COM	83121	53583	GUARDIAN	6,784.30
01/04/2021	COM	83122	58625	HALT FIRE	165.00
01/04/2021	COM	83123	08500	HUBBELL ROTH & CLARK INC	19,467.19
01/04/2021	COM	83124	39070	J.H. HART URBAN FORESTRY	2,510.00
01/04/2021	COM	83125	59998	JOHNSON HEATING AND COOLING LLC	1,588.75
01/04/2021	COM	83126	59541	LAW ENFORCEMENT SEMINARS, LLC.	385.00
01/04/2021	COM	83127	MISC	LL CUSTOM CONTRACTING LLC	700.00
01/04/2021	COM	83128	51350	LOU'S TRANSPORT INC.	1,243.83
01/04/2021	COM	83129	39087	MAMC	60.00
01/04/2021	COM	83130	51799	NYE UNIFORM EAST	700.50
01/04/2021	COM	83131	51751	O.C.W.R.C.	33,807.83
01/04/2021	COM	83132	14100	OBSERVER & ECCENTRIC	499.56
01/04/2021	COM	83133	53279	PACIFIC TELEMANAGEMENT	60.00
01/04/2021	COM	83134	MISC	PELLA WINDOWS & DOORS INC	300.00
01/04/2021	COM	83135	32235	RICHARD REPRODUCTIONS	136.00
01/04/2021	COM	83136	16500	S.O.C.R.R.A.	30,463.00
01/04/2021	COM	83137	38145	SOUTHFIELD POSTAL SERVICE	705.45
01/04/2021	COM	83138	50923	STATE OF MICHIGAN	230.00
01/04/2021	COM	83139	MISC	TRESNAK CONSTRUCTION, INC	300.00
01/04/2021	COM	83140	38205	VERIZON WIRELESS MESSAGING	512.85
01/04/2021	COM	83141	MISC	VISION RESTORATION & BUILDING CO	500.00
01/04/2021	COM	83142	20900	ZIP ETC INC	25.00

COM TOTALS:

Total of 39 Checks:	218,136.11
Less 0 Void Checks:	0.00
Total of 39 Disbursements:	218,136.11



To: Honorable President George; Village Council  
Chris Wilson, Village Manager

From: Erin LaPere, Planning & Zoning Administrator

Date: December 28, 2020

Re: Set public hearing date for proposed amendments to Chapter 22

At the regular Planning Commission meeting held November 18, 2020 administration was directed to schedule a public hearing for the December 2020 meeting to receive public input on draft language adding Planned Unit Development regulations in lieu of the current cluster development option and updated parking regulations to the Zoning Ordinance. These updates were drafted per Council direction in February 2019 and the additional discussion at the joint Council-Planning Commission meeting held February 12, 2020.

At the meeting held December 16, 2020 Planning Commission held a public hearing and made a recommendation for Council to consider amendments to Section 22.28 Off Street Parking Regulations to update the regulations chart consistent with uses approved in 2019, and 22.26 Single Family Residential Cluster Option to replace the existing language with a PUD option.

Procedurally, upon the public hearing and recommendation by Planning Commission, Village Council will also be required to hold a public hearing along with a first and second reading of the proposed amendments before considering approval.

A public hearing and first reading date of February 2, 2021 is recommended.

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

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

**Subject:** Cable Board Appointment

**Date:** December 30, 2020

There is a vacancy on the Birmingham Area Cable Board for a partial term ending June 30, 2023.

The Village has received one application to fill the vacancy from resident Kathleen Tootell.

A subcommittee has been formed to meet with the applicant and offer a recommendation to Council. The subcommittee meeting will be held on Tuesday, January 5, 2021 at 7:00 p.m. via Zoom. The subcommittee consists of Councilmember Mooney (chair), Councilmember Abboud, and President George.

Zoom link: <https://us02web.zoom.us/j/82639777665>

Meeting ID: 826 3977 7665

Dial In: 1-646-876-9923

# Memo

To: Village of Beverly Hills Council, Chris Wilson, Manager

From: Peggy Linkswiler, Benefits Administrator

Date: January 5, 2021

Re: MERS addendums for Defined Contribution and Defined Benefits Plans

MERS is requiring all groups to define their current reporting practices. Included are the addendums that show this information. This does not modify any of our existing plans, but it does require approval by the Governing Body. It is recommended that Council approve the MERS addendums as submitted.

**Suggested Resolution:**

Be it resolved, the Beverly Hills Village Council approves the addendums to the Municipal Employees' Retirement System (MERS) Defined Contribution and Defined Benefits Plans for the Village of Beverly Hills Administration and Public Safety Department as submitted.

Attachments

**Defined Contribution Plan  
Adoption Agreement Addendum**



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Effective Date**

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Beverly Hills, vlg of

**Municipality number** 632101

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 632101110213

**Division name** 110213

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

**III. Plan Eligibility**

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Employee classification contains **public safety employees**:  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).



## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 632101110556

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than ____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than ____ per ____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from ____ to ____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be \_\_\_\_ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, VIg of

DIV:632101110213

### IV. Provisions

#### 1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, VIg of

DIV: 632101110556

### 2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b>	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, vlg of

DIV: 632101110213

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

<input checked="" type="checkbox"/> <b>CUSTOM:</b> If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.	
<b>Types of Compensation</b>	
<b>Regular Wages</b>	
<input type="checkbox"/> Salary or hourly wage X hours	<input type="checkbox"/> On-call pay
<input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	<input type="checkbox"/> Other: _____
<b>Other Wages</b> apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> Shift differentials	<input type="checkbox"/> Severance issued over time (weekly/bi-weekly)
<input type="checkbox"/> Overtime	<input type="checkbox"/> Other: _____
<b>Lump Sum Payments</b> apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> PTO cash-out	<input type="checkbox"/> Educational degrees
<input type="checkbox"/> Longevity	<input type="checkbox"/> Moving expenses
<input type="checkbox"/> Bonuses	<input type="checkbox"/> Sick payouts
<input type="checkbox"/> Merit pay	<input type="checkbox"/> Severance (if issued as lump sum)
<input type="checkbox"/> Job certifications	<input type="checkbox"/> Other: _____
<b>Taxable Payments</b> apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)	<input type="checkbox"/> Car allowance
<input type="checkbox"/> Prizes, gift cards	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Personal use of a company car	
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> Gun, tools, equipment, uniform	<input type="checkbox"/> Mileage reimbursement
<input type="checkbox"/> Phone	<input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement)
<input type="checkbox"/> Fitness	<input type="checkbox"/> Other: _____
<b>Types of Deferrals</b>	
<b>Elective Deferrals of Employee Premiums/Contributions</b> apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> 457 employee and employer contributions	<input type="checkbox"/> IRA contributions
<input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs	<input type="checkbox"/> Other: _____
<b>Types of Benefits</b>	
<b>Nontaxable Fringe Benefits of Employees</b> apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> Health plan, dental, vision benefits	<input type="checkbox"/> Group term or whole life insurance < \$50,000
<input type="checkbox"/> Workers compensation premiums	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Short- or Long-term disability premiums	
<b>Mandatory Contributions</b> apply: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>Taxable Fringe Benefits</b> apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> Clothing reimbursement	<input type="checkbox"/> Group term life insurance > \$50,000
<input type="checkbox"/> Stipends for health insurance opt out payments	<input type="checkbox"/> Other: _____
<b>Other Benefits / Lump Sum Payments</b> apply: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<input type="checkbox"/> Workers compensation settlement payments	<input type="checkbox"/> Other: _____

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 632101110556

### 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by <sup>Village of Beverly Hills</sup>

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: [DataCollectionProject@mersofmich.com](mailto:DataCollectionProject@mersofmich.com)

**Defined Contribution Plan  
Adoption Agreement Addendum**



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Effective Date**

The effective date shall be the first day of **January, 2021**.

**II. Employer name** Beverly Hills, vlg of

**Municipality number** 632101

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

**Division number** 632101110556

**Division name** Cmnd Ofcrs & Plc aft 7/1/13

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

**III. Plan Eligibility**

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 632101110213

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than ____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than ____ per ____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from ____ to ____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be \_\_\_\_ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, vlg of

DIV:632101110556

### IV. Provisions

#### 1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

*Note:* Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).



## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, vlg of

DIV: 632101110213

### 2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b>	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, VIg of

DIV: 632101110556

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

**Regular Wages**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours  | <input type="checkbox"/> On-call pay  |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

**Other Wages** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime            | <input type="checkbox"/> Other: _____                                  |

**Lump Sum Payments** apply: YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> PTO cash-out       | <input type="checkbox"/> Educational degrees               |
| <input type="checkbox"/> Longevity          | <input type="checkbox"/> Moving expenses                   |
| <input type="checkbox"/> Bonuses            | <input type="checkbox"/> Sick payouts                      |
| <input type="checkbox"/> Merit pay          | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____                      |

**Taxable Payments** apply: YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards   | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Personal use of a company car  |  |

**Reimbursement of Nontaxable Expenses** (as defined by the IRS) apply: YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement  |
| <input type="checkbox"/> Phone                          | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness                        | <input type="checkbox"/> Other: _____   |

### Types of Deferrals

**Elective Deferrals of Employee Premiums/Contributions** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs       | <input type="checkbox"/> Other: _____      |

### Types of Benefits

**Nontaxable Fringe Benefits of Employees** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits    | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums           | <input type="checkbox"/> Other: _____                                  |
| <input type="checkbox"/> Short- or Long-term disability premiums |  |

**Mandatory Contributions** apply: YES  NO

**Taxable Fringe Benefits** apply: YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Clothing reimbursement                         | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____                         |

**Other Benefits / Lump Sum Payments** apply: YES  NO

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

## Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, vlg of

DIV: 632101110213

### 3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Village of Beverly Hills

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: [DataCollectionProject@mersofmich.com](mailto:DataCollectionProject@mersofmich.com)

## Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Beverly Hills, vlg of

Municipality number 632101

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 63210110

Division name on file with MERS General Nonunion & AFSCME

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Employee classification contains **public safety employees**:  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 63210110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 63210110

### IV. Provisions

#### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

#### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
<b>Short- and Long-Term Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Workers' Compensation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Unpaid Family Medical Leave Act (FMLA)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Other:</b> _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other 2:</b> _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 63210110

### 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, VIg of

DIV: 63210110

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

**Regular Wages**

- |  |                                       |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours  | <input type="checkbox"/> On-call pay  |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

**Other Wages** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime            | <input type="checkbox"/> Other: _____                                  |

**Lump Sum Payments** apply: YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> PTO cash-out         | <input type="checkbox"/> Educational degrees               |
| <input checked="" type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses                   |
| <input type="checkbox"/> Bonuses              | <input type="checkbox"/> Sick payouts                      |
| <input type="checkbox"/> Merit pay            | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications   | <input type="checkbox"/> Other: _____                      |

**Taxable Payments** apply: YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards   | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Personal use of a company car  |  |

**Reimbursement of Nontaxable Expenses** (as defined by the IRS) apply: YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement  |
| <input type="checkbox"/> Phone                          | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness                        | <input type="checkbox"/> Other: _____   |

### Types of Deferrals

**Elective Deferrals of Employee Premiums/Contributions** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs       | <input type="checkbox"/> Other: _____      |

### Types of Benefits

**Nontaxable Fringe Benefits of Employees** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits    | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums           | <input type="checkbox"/> Other: _____                                  |
| <input type="checkbox"/> Short- or Long-term disability premiums |  |

**Mandatory Contributions** apply: YES  NO

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions                  | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions |                                       |

**Taxable Fringe Benefits** apply: YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Clothing reimbursement                         | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____                         |

**Other Benefits / Lump Sum Payments** apply: YES  NO

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|



## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, vlg of

DIV: 63210110

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Village of Beverly Hills

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: [DataCollectionProject@mersofmich.com](mailto:DataCollectionProject@mersofmich.com)

# Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Beverly Hills, vlg of

Municipality number 632101

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 63210102

Division name on file with MERS Cmmd Off & Pub Sfty & Ret w/1%

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Employee classification contains **public safety employees:**  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, vlg of

DIV: 63210110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 63210102

### IV. Provisions

#### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) 84 hours in a month.

#### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, vlg of

DIV: 63210102

### 3. Definition of Compensation

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Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages Included	All Regular Wages Included	All Regular Wages Included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages Included	All Other Wages Included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments Included	All Lump Sum Payments Included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments Included	All Taxable Payments Included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals Included	Excluded	All Elective Deferrals Included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits Included	Excluded	All Nontaxable Fringe Benefits Included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions Included	Excluded	All Mandatory Contributions Included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits Included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits Included

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, VIg of

DIV: 63210110

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

**Regular Wages**

- |  |                                       |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours  | <input type="checkbox"/> On-call pay  |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

**Other Wages** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime            | <input type="checkbox"/> Other: _____                                  |

**Lump Sum Payments** apply: YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> PTO cash-out         | <input type="checkbox"/> Educational degrees               |
| <input checked="" type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses                   |
| <input type="checkbox"/> Bonuses              | <input type="checkbox"/> Sick payouts                      |
| <input type="checkbox"/> Merit pay            | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications   | <input type="checkbox"/> Other: _____                      |

**Taxable Payments** apply: YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards   | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Personal use of a company car  |  |

**Reimbursement of Nontaxable Expenses** (as defined by the IRS) apply: YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement  |
| <input type="checkbox"/> Phone                          | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness                        | <input type="checkbox"/> Other: _____   |

### Types of Deferrals

**Elective Deferrals of Employee Premiums/Contributions** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs       | <input type="checkbox"/> Other: _____      |

### Types of Benefits

**Nontaxable Fringe Benefits of Employees** apply: YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits    | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums           | <input type="checkbox"/> Other: _____                                  |
| <input type="checkbox"/> Short- or Long-term disability premiums |  |

**Mandatory Contributions** apply: YES  NO

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions                  | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions |                                       |

**Taxable Fringe Benefits** apply: YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Clothing reimbursement                         | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____                         |

**Other Benefits / Lump Sum Payments** apply: YES  NO

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Beverly Hills, Vlg of

DIV: 63210110

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Village of Beverly Hills

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: [DataCollectionProject@mersofmich.com](mailto:DataCollectionProject@mersofmich.com)

**Law Office of Thomas J. Ryan, P.C.**  
**2055 Orchard Lake Road, Sylvan Lake, MI 48320**  
**(248)334-9938**

**To:** Chris Wilson, President John George and Village Council  
**From:** Thomas J. Ryan, Village Attorney  
**Date:** December 29, 2020  
**Re:** Interlocal Agreement – Joint Senior Services

---

Dear Chris, John and Village Council,

Here are my suggested changes to the Interlocal Agreement for Joint Senior Services. I have underlined my changes:

1. Page 1, first sentence – it should be dated 2021
2. Page 2, Article III, Section 1, last sentence: ...powers, functions, limitations, and duties provided...
3. Page 3, D: I believe the last two sentences should be stricken. First sentence should remain indicating 30 days to appoint a replacement for a vacancy.
4. Page 3, F: This has already been determined by section 3A so this section seems redundant.
5. Page 3, G: first sentence: ...new member communities wish to join...  
 Fifth sentence: ...Should the Commission agree to recommend new membership communities...  
 Last sentence: ...New membership communities shall begin...
6. Page 4, Section 7 – Voting: Instead of majority it should say ...A quorum of the Commission... (Quorum is defined above in Section 6)
7. Page 8, Section 3 – Alternate Funding. I don't understand why the last two paragraphs are necessary, as the local municipality has the discretion to decide funding. I believe the last two paragraphs should be stricken.
8. Page 9, paragraph at the top of the page, last sentence: ...established in Article VI after incurred expenses.

This would be a decision for the Village Council to enter into this Interlocal Agreement. I would leave to the sound discretion of the Village Council to determine whether it is in the best interest of the Village to enter into this interlocal agreement.



I would be pleased to answer any questions.

Respectfully submitted,

Thomas J. Ryan  
Village Attorney

INTERLOCAL AGREEMENT  
JOINT SENIOR SERVICES

This Interlocal Agreement is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Village of Beverly Hills, a Michigan municipal corporation located at 18500 W. Thirteen Mile Road; the Village of Bingham Farms, a Michigan municipal corporation located at 24255 Thirteen Mile Road, Suite 190; the City of Birmingham, a Michigan municipal corporation located at 151 Martin Street; and the Village of Franklin, a Michigan municipal corporation located at 32325 Franklin Road.

WHEREAS, this Interlocal Agreement is for the governmental units which are parties hereto to join together to establish a Commission for the purposes set forth herein pursuant to and under the authority of the Urban Cooperation Act, Act 7 of the Public Acts of 1967, amended; Act 39 of the Public Acts of 1976, as amended; Act 35 of the Public Acts of 1951, as amended and Act 150 of the Public Acts of 1923, as amended.

WHEREAS, the current facility located at 2121 Midvale, Birmingham, Michigan that is used as an Active Adult Activity Center is provided in-kind by the Birmingham Public Schools in partnership with the member communities as an element of continuing education. The current arrangement date January 2019 outlining this arrangement is appended as Exhibit A to this Agreement.

IT IS AGREED AS FOLLOWS:

ARTICLE I – PURPOSE

The purpose of this Interlocal Agreement is to establish an Active Adult Commission to provide activities and services for older persons, defined as those individuals fifty (50) years of age or older residing in the governmental units which are parties to this Agreement. The activities and services to be provided shall include, but are not limited to, transportation and actions directed toward the improvement of the social, legal, health, housing, educational, emotional, nutritional, recreational, and mobility status of older persons. This Commission may also include the joint ownership and operation of an Active Adult Activity Center.

The Active Adult Commission shall serve as a policy-making body and engage an Executive Director who shall be charged with managing the day-to-day operations of the organization and reporting directly to the Active Adult Commission.

ARTICLE II – ACTIVE ADULT ACTIVITY CENTER

Should the parties wish to secure a facility to own and/or operate an Active Adult Activity Center, each governmental body shall, by resolution, confirm their commitment to this effort and its respective funding. Upon approval of the required funding necessary to secure and/or construct an Active Adult Activity Center, the Commission may contract, own, operate

and manage a joint Active Adult Activity Center to provide activities and services for older persons in accordance with its Purpose. Upon approval by the governmental bodies, the Commission shall have the authority for the purpose of acquisition of a site and building or the acquisition of a site and construction of a building, as the parties hereto may agree to in the future. The contribution of funds for this purpose shall also serve as the allocation for distribution in the event of dissolution of the Commission.

### ARTICLE III – ACTIVE ADULT COMMISSION

#### SECTION 1. CREATION OF AN ACTIVE ADULT COMMISSION.

Upon the signing of this Agreement by the parties hereto and the filing of it with the Oakland County Clerk and upon or after the effective date of this Agreement, the Active Adult Commission shall be created as a separate public corporation pursuant to the statutory authority cited herein, with the powers, functions, limitations, and duties provided in this Agreement and by law.

#### SECTION 2. NAME.

The initial name of the governing body shall be the Active Adult Commission. The Commission may recommend a new name. Upon approval of a new name, the parties hereto shall enter into a written Amendment of this Agreement and file it with the Oakland County Clerk, which filing shall have the effect of changing the name.

#### SECTION 3. MEMBERSHIP OF COMMISSION.

- A. The Commission shall be composed of a total of Seven (7) members with representation from each respective governmental body. The allocation, as consistent with Section F below, shall be as follows:
  - 1.) Three (3) members-at-large from the City of Birmingham.
  - 2.) Two (2) members-at-large from the Village of Beverly Hills.
  - 3.) One (1) member-at-large from the Village of Bingham Farms.
  - 4.) One (1) member-at-large from the Village of Franklin.
  
- B. The Village Councils and City Commission shall, by Resolution, appoint its members, who shall serve at the pleasure of the respective Village Councils and City Commission and may be removed by Resolution of the respective Village Councils and City Commission at any time, with or without cause. The timing for the appointment of members should be determined by the Village Councils and City Commissions, but not later than sixty (60) days after the effective date of this Agreement.

- C. Commission members shall serve for a term of three (3) years, not exceeding two (2) terms. The terms shall commence as follows:
- 1.) Three (3) members-at-large from the City of Birmingham. Initial appointments shall be for one year, two year and three year terms respectively for establishing an interval of future appointments. Going forward all terms shall be three years.
  - 2.) Two (2) members-at-large from the Village of Beverly Hills. Initial appointments shall be for two year and three year terms respectively for establishing an interval of future appointments. Going forward all terms shall be three years.
  - 3.) One (1) member-at-large from the Village of Bingham Farms.
  - 4.) One (1) member-at-large from the Village of Franklin.
- D. Any vacancy on the Commission arising for any reason shall be filled by appointment within thirty (30) days of the vacancy, for the remainder of the unexpired term.
- E. Members of the Commission shall serve without compensation.
- F. The allocation of Commission members for each party hereto shall be determined according to the following population amounts: governmental bodies with populations over 20,000 shall receive three (3) commission members; governmental bodies with populations between 10,000 and 19,999 shall receive two (2) commission members; and governmental bodies with populations under 10,000 shall receive one (1) commission member.
- G. If potential new member communities wish to join as a party to this Interlocal Agreement following its execution, they shall submit a written request to the Commission at its Registered Office. The Commission shall then consider such request at a future meeting. The Commission shall consider the related demands on services and costs to the organization in relation to the revenues and benefits from such change. Upon conclusion of its review and analysis, the Commission shall advise each governmental unit of its recommendation. Should the Commission agree to recommend new membership communities under this Agreement, it shall provide such recommendation with related analysis to the governmental units to amend this Agreement by a majority vote of the existing governmental units. New membership shall begin either in January or July and would be prorated accordingly based on the time of the fiscal year.

SECTION 4. OFFICERS.

- A. The Commission shall elect at its first meeting of each year, from its membership, a Chairperson, Vice Chairperson and Secretary, who shall hold office for terms of one (1) year, and until a successor is appointed, or until a resignation or removal.
- B. Vacancies in any office shall be filled by the Commission within thirty (30) days of the vacancy, for the remainder of the unexpired term.
- C. The Chairperson shall preside at all meetings of the Commission and shall have all privileges and duties of a Commission member. The Vice Chairperson shall preside at all meetings of the Commission at which the Chairperson is absent. The Secretary shall keep or cause to be made, all non-financial records, reports and minutes required by this Agreement and applicable law and shall be charged with assuring compliance with the Open Meetings Act and the Michigan Freedom of Information Act.

SECTION 5. MEETINGS.

- A. The Commission shall meet at least four times a year and shall at its first meeting of each year establish a regular meeting schedule which shall be posted at the offices of the parties hereto in similar form and within similar times as required by law for governmental meeting schedules.
- B. Special meetings of the Commission may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson.
- C. Each Commission member shall receive five (5) days written notice of all regular meetings and two (2) days written notice of all special meetings. All notices of all meetings shall be posted as required by the Michigan Open Meetings Act.
- D. All meetings of the Commission shall in every respect, conform with the requirements of the Open Meetings Act, Act 267 of 1976, as amended.

SECTION 6. QUORUM.

In order to conduct business, a quorum must be present which shall consist of a majority of the Commission.

SECTION 7. VOTING.

A quorum of the Commission shall be necessary for the Commission to take any official action at a regular or special meeting.

SECTION 8. MINUTES.

Complete written minutes of all Commission meetings shall be kept in compliance with the applicable provisions of the Michigan Open Meetings Act, copies of which shall be sent to all Commission members and the municipal Clerk of each of the parties hereto as soon as reasonably possible following a Commission meeting.

SECTION 9. RULES.

Robert's Rules of Order, when not in conflict with this Agreement or any rules the Commission may adopt, shall govern all meetings.

SECTION 10. REGISTERED OFFICE.

The initial registered office of the Commission shall be the office of \_\_\_\_\_ . The Commission may designate another location as the registered office.

SECTION 11. PRIVILEGES AND IMMUNITY FROM LIABILITY.

All of the privileges and immunities from liability, and exemptions from law, ordinances and rules, which apply to the activity of officers, representatives, members, agents and employees of the parties hereto shall apply to the same degree and extent to the performance of such functions and duties of such officers, representatives, members, agents and employees of the Commission under this Agreement.

ARTICLE IV – POWERS

SECTION 1. GENERAL POWERS.

The Commission shall have the following powers, authority and obligations:

- A. Subject to the approval of the governing bodies of each of the parties hereto, the Commission may purchase, lease, construct, own, receive, exercise right of dominion over and hold in its own name, property, including land, buildings and appurtenances for the express purpose of providing adult services and operating an Active Adult Activity Center.
- B. Subject to the approval of the governing bodies of each of the parties hereto, the Commission may contract with any other governmental units, public agencies, or private persons or organizations, as appropriate, to carry out Commission functions or fulfill Commission obligations. Approval of the governing bodies of the parties hereto shall not be required for a contract with private persons or organizations when the contract involves less than \$\_\_\_\_\_ in expenditures, or is an employment contract or for a purchase authorized in the current approved fiscal year budget, as provided herein.

- C. Hire and employ a director and such other personnel as may be determined necessary, who shall serve at the pleasure of the Commission, subject to applicable law.
- D. Accept funds, grants, voluntary work, or other assistance, to carry out Commission functions and obligations, from any source, public or private, including, but not limited to, local government funding of specific projects, state and federal grants and private donations. Any application for grants or other public funding shall be communicated to the parties hereto prior to submittal.
- E. Operate and establish policy and rules governing the use of providing adult services and operating an Active Adult Activity Center not inconsistent with State or local law.
- F. Conduct in its own name a transportation program for older persons and disabled persons in the governmental units which are parties hereto.
- G. Conduct and carry out any program, activity or function which advances and directly relates to the purposes expressed in Article I.

SECTION 2. LIMITATIONS ON AUTHORITY.

The Commission shall have no power or authority to levy any type of tax within the governmental units which are parties hereto or to issue any type of bond in its name, or in any way indebt any of the parties hereto. The Commission shall not interfere with the day-to-day operations of providing services or operating an Active Adult Activity Center as this authority and responsibility will reside with the director.

SECTION 3. INSURANCE.

The Commission shall obtain policies of insurance, as part of its budget, for comprehensive liability and property damage, workers' compensation, the construction and operation of providing adult services and operating an Active Adult Activity Center, and other appropriate and necessary purposes. The Commission shall have the parties hereto named as "named insureds", on the comprehensive liability and property damage insurance policy.

ARTICLE V – FINANCE

SECTION 1. FISCAL YEAR.

The fiscal year of the Commission shall be from July 1<sup>st</sup> through June 30<sup>th</sup> each year.

SECTION 2. ANNUAL BUDGET.

Each year the Commission shall develop an annual budget in such detail as required by Act 2 of the Public Acts of 1968 of the State of Michigan as amended from time to time, which shall include all sums necessary to carry on the programs and services authorized herein for active adults, including transportation, education, activities and operation of an Active Adult Activity Center, etc.

Annually, by January 31st of each year, a budget request shall be submitted to the City Clerk of each of the parties for consideration of funding allocations in the coming fiscal year which shall outline the programs to be carried on for the ensuing year, together with the costs projected for those programs. Upon the approval of a budget, the Commission shall be bound to carry on only such programs and expend such funds as approved in the budget for the ensuing year by the parties hereto who are participating in this Agreement.

Should a separate funding source be used to fund the activities of the Commission, this section shall be amended accordingly.

**SECTION 3. ADMINISTRATION.**

The Commission may engage an Executive Director and related staff to manage the day-to-day operations to fulfill its purpose consistent with its annual approved budget. The Executive Director shall have the authority to manage the daily operations and shall report regularly to the Commission. The Executive Director and staff are not employees of the governmental units who are parties to this agreement.

**ARTICLE VI – ON – GOING RESPONSIBILITIES & DISSOLUTION**

**SECTION 1. PARTICIPATION.**

The parties hereto agree that they will participate in the activities and programs and provide funds on an on-going basis consistent with existing funding contributions currently made to Birmingham NEXT for these services for fiscal year 2020-2021 unless or until terminated in accordance with this Agreement. The parties may annually adjust these funding contributions during each subsequent fiscal year as approved by the municipal governing bodies. These funds are intended to supplement revenue income from the Commission’s activities.

<b><u>Community</u></b>	<b><u>Population (2018 Est.)*</u></b>	<b><u>2019 SEV**</u></b>	<b><u>Percentage of SEV</u></b>	<b><u>Contribution Amount</u></b>	<b><u>Percentage of Contribution</u></b>
Birmingham	21,322	3,192,674,170	68%	\$107,944	67%
Beverly Hills	10,410	800,972,340	17%	\$38,375	24%
Bingham	1,152	205,360,240	5%	\$4,290	3%



Farms					
Franklin	3,255	443,872,130	10%	\$10,000	6%

\*www.worldpopulationreview.com or U.S. Census, if available.

\*\*2019 Oakland County Equalization Report

SECTION 2. DETERMINATION OF PARTICIPATION.

The parties hereto may terminate its membership only by giving six (6) months written notice to the Commission and the governing bodies of the parties hereto, no later than January 1 of any year in which such termination shall be effective. If notice of termination is given, that party shall remain liable for all obligations incurred by it pursuant to this Agreement, prior to the actual termination and according to the budget obligations approved for that fiscal year.

SECTION 3. ALTERNATE FUNDING

The parties hereto agree that the local municipalities have sole control of the choice of the funding source consistent with the proportions approved by the governing body in each governmental unit. These proportions may change from time to time (depending upon the percentage of the state equalized value and the number of participants) to finance transportation, programs, activities and services for active adults, and to operate equipment and maintain the Adult Activity Center to the extent of the maximum authorized millage rate pursuant to state law on each dollar of state equalized value for taxable property in the Villages and City.

SECTION 4. DISSOLUTION.

Upon three (3) of the parties hereto terminating participation in this Agreement, the termination shall cause a dissolution of the Commission. Any such assets shall be distributed to the Villages of Beverly Hills, Bingham Farms, Franklin and the City of Birmingham, according to a percentage determined by their initial contributions for the acquisition of land, property and/or

construction of a building as set forth in Article II. As to any assets which may not be so divided or distributed, the parties hereto shall cause an appraisal to be conducted and the assets sold at a value at or above the appraisal value. Upon the sale, the funds derived shall be distributed to the parties hereto according to their percentage interest as it established in Article VI after incurred expenses.

SECTION 5. REPORTING.

The Commission shall submit an annual report to the respective communities detailing membership amounts, programming participation, activities and services accomplished and funded by the budget, and any other relevant reporting items requested.

ARTICLE VII – MISCELLANEOUS PROVISIONS

SECTION 1. AMENDMENTS.

This Agreement may be amended in whole or in any part by written agreement of all of the parties who are parties to the Agreement at the time of any Amendment.

SECTION 2. APPLICABLE LAWS.

The Commission shall fully comply in all activities with applicable local, state and federal laws, regulations, grant conditions and contract provisions.

SECTION 3. STATE APPROVAL.

As soon as reasonably practicable after the effective date of this Agreement, this Agreement shall be officially submitted to the office of the Governor for approval pursuant to the Urban Cooperation Act of 1967.

SECTION 4. EFFECTIVE DATE.

This Agreement shall be in full force and effect and the Commission shall be considered as established as an operating public corporation on the date this Agreement is signed by all parties and a copy is filed with the Oakland County Clerk.

SECTION 5. DURATION.

This Agreement shall remain in effect and continue on an indefinite basis and shall only be terminated according to the terms hereof.

SECTION 6. EFFECT OF AGREEMENT.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and the residents of each of the governmental units hereof.

VILLAGE OF BEVERLY HILLS

By: \_\_\_\_\_

VILLAGE OF BINGHAM FARMS

By: \_\_\_\_\_

CITY OF BIRMINGHAM

By: \_\_\_\_\_

VILLAGE OF FRANKLIN

By: \_\_\_\_\_

**Law Office of Thomas J. Ryan, P.C.**  
**2055 Orchard Lake Road, Sylan Lake, MI 48320**  
**(248)334-9938**

**To:** Chris Wilson, President John George and Village Council  
**From:** Thomas J. Ryan, Village Attorney  
**Date:** December 29, 2020  
**Re:** Amendment to Public Act 228 by the Michigan legislature and signed by Governor Whitmer to extend the no reason virtual meeting amendment to the Michigan Open Meeting Act to March 31, 2021

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Dear Mr. Wilson,

As initially noticed in my November 12, 2020 memo to you and Village Council, the legislature and Governor Whitmer had amended the Open Meeting Act to allow virtual meetings to occur for no reason by public bodies to December 31, 2020. For the following year there were specific reasons allowed for virtual attendance by a public body member, which expired on December 31, 2021, thereafter allowing virtual attendance by a public member for military service.

With the numbers spiking in Michigan, the Michigan legislature passed legislation signed by Governor Whitmer on December 22, 2020, adopting Public Act 254 of 2020, which basically mirrors Act 228 but extending the virtual attendance by a public body member to March 31, 2021. This was a three month extension continuing all the prior conditions attached to Public Act 228.

Public Act 254 does contain in Section 3(1) language stating “For a meeting of a public body held in person before April 1, 2020, the public body shall do both of the following:

(a) To the extent feasible under the circumstances, ensure adherence to social distancing and mitigation measures recommended by the Center Disease Control and Prevention for purposes of preventing the spread of COVID-19 including the measure that an individual remain at least 6 feet from anyone from outside the individual’s household.

(b) Adopt heightened standards of facility cleaning and disinfection to limit participant exposure to COVID-19, as well as protocols to clean and disinfect in the event of a positive COVID-19 case in the public body’s meeting place.”

Thus, there is a local option for an in-person meeting prior to April 1, 2021 if the aforementioned conditions are met, and if it is the desire of the Village Council to have an in-person meeting.

I have attached an amended Resolution for all council members and for the sake of clarity I have indicated which rules are unchanged and have only shown the amendments, and I have attached a copy of Public Act 254. I would recommend adoption by the Village Council at its first meeting in January.

Respectfully submitted,

Thomas J. Ryan  
Village Attorney

**VILLAGE OF BEVERLY HILLS, MICHIGAN**

**RESOLUTION TO ADOPT RULES FOR ELECTRONIC MEETINGS, AS AMENDED**

At a regular meeting of the Village Council, Beverly Hills, Oakland County, Michigan, held remotely via Zoom due to the COVID-19 pandemic, on Tuesday, January 5, 2021, at 7:30 p.m.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_ to adopt Rules for Electronic Meetings, As Amended.

**WHEREAS**, the Michigan Open Meetings Act, MCL 15.261 et seq. was recently amended again by the adoption of Public Act 254 of 2020 to extend the remote attendance by members of a public body using telephonic or video conferencing means; and

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

**THEREFORE, IT IS RESOLVED** by the Beverly Hills Village Council that its Rules and Order of Procedure are hereby amended to read as follows:

**ELECTRONIC MEETINGS**

**Rule 1. ELECTRONIC MEETINGS AUTHORIZED**

The Village Council may meet and conduct its meetings, in whole or in part, by electronic means using telephone conferencing or video conferencing technology without regard to physical place and physical presence requirements, in accordance with Section 3a of the Open Meetings Act, MCL 15.263a, as amended, before March 31, 2021.

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

Beginning January 1, 2022 members of the Village Council may participate by electronic

means in Village Council meetings only to accommodate their absence due to military duty.

Rule 2.           **CONDUCT OF ELECTRONIC MEETINGS (UNCHANGED)**

An electronic meeting of the Village Council will be conducted in a manner that permits two-way communication so that members of the Council can hear and be heard by one another, and so that public participants can hear members of the Village Council and be heard by both the Council and other public participants. The Village may use technology to facilitate typed public comments submitted by members of the public participating in the electronically-held meeting that shall be read to or shared with members of the Village Council and other participants.

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

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

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

If an agenda exists for an electronically held meeting of the Village Council, the Village shall, on a portion of its website that is fully accessible to the public make the agenda of

the meeting available to the public at least 2 hours before the meeting begins. This publication of the meeting agenda does not prohibit subsequent amendment of the agenda at the meeting.

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

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

Rule 3.           **AGENDA FOR REGULAR BUSINESS MEETINGS; ELECTRONIC MEETINGS**

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

Rule 4.           **PUBLIC COMMENTS (UNCHANGED)**

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

Rule 5.           **COUNCILMEMBER ATTENDANCE BY PHONE/VIDEO (UNCHANGED)**

A member of the Village Council who anticipates being absent from a meeting due to the circumstances set forth in the Open Meetings Act and these Rules may request accommodation of their absence to permit their remote participation in and voting on Council business by two-way telephonic or video conferencing communication. A Village Councilmember who desires to attend a meeting by telephonic or video conferencing shall inform the Village Manager, or the Village Manager's designee, at least 24 hours before the meeting to permit any necessary technology to be put in place to

accommodate participation of the absent member. Village Councilmembers attending a meeting by telephone or video conferencing may fully participate in the meeting, including voting and attendance in any closed session of the Village Council. A Councilmember participating by telephonic or video conferencing is not permitted to chair the meeting unless all Council members are participating by telephone or video conferencing.

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

**Rule 6. OTHER BOARDS AND COMMISSIONS (UNCHANGED)**

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

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

**CERTIFICATION**

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

\_\_\_\_\_  
Kristin Rutkowski, Village Clerk



Act No. 254  
Public Acts of 2020  
Approved by the Governor  
December 22, 2020  
Filed with the Secretary of State  
December 22, 2020  
EFFECTIVE DATE: December 22, 2020

**STATE OF MICHIGAN  
100TH LEGISLATURE  
REGULAR SESSION OF 2020**

Introduced by Senator Theis

**ENROLLED SENATE BILL No. 1246**

AN ACT to amend 1976 PA 267, entitled "An act to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts," by amending sections 3 and 3a (MCL 15.263 and 15.263a), section 3 as amended and section 3a as added by 2020 PA 228.

*The People of the State of Michigan enact:*

Sec. 3. (1) All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting. For a meeting of a public body held in person before April 1, 2021, the public body shall do both of the following:

(a) To the extent feasible under the circumstances, ensure adherence to social distancing and mitigation measures recommended by the Centers for Disease Control and Prevention for purposes of preventing the spread of COVID-19, including the measure that an individual remain at least 6 feet from anyone from outside the individual's household.

(b) Adopt heightened standards of facility cleaning and disinfection to limit participant exposure to COVID-19, as well as protocols to clean and disinfect in the event of a positive COVID-19 case in the public body's meeting place.

(2) All decisions of a public body must be made at a meeting open to the public. For purposes of any meeting subject to this section, except a meeting of any state legislative body at which a formal vote is taken, the public body shall, subject to section 3a, establish the following procedures to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person:

(a) Procedures by which the absent member may participate in, and vote on, business before the public body, including, but not limited to, procedures that provide for both of the following:

(i) Two-way communication.

(ii) For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

(b) Procedures by which the public is provided notice of the absence of the member and information about how to contact that member sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body.

(3) All deliberations of a public body constituting a quorum of its members must take place at a meeting open to the public except as provided in this section and sections 7 and 8.

(4) A person must not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.

(5) A person must be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

(6) A person must not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

(7) This act does not apply to the following public bodies, but only when deliberating the merits of a case:

(a) The Michigan compensation appellate commission operating as described in either of the following:

(i) Section 274 of the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.274.

(ii) Section 34 of the Michigan employment security act, 1936 (Ex Sess) PA 1, 421.34.

(b) The state tenure commission created in section 1 of article VII of 1937 (Ex Sess) PA 4, MCL 38.131, when acting as a board of review from the decision of a controlling board.

(c) The employment relations commission or an arbitrator or arbitration panel created or appointed under 1939 PA 176, MCL 423.1 to 423.30.

(d) The Michigan public service commission created under 1939 PA 3, MCL 460.1 to 460.11.

(8) This act does not apply to an association of insurers created under the insurance code of 1956, 1956 PA 218, MCL 500.100 to 500.8302, or other association or facility formed under that act as a nonprofit organization of insurer members.

(9) This act does not apply to a committee of a public body that adopts a nonpolicymaking resolution of tribute or memorial, if the resolution is not adopted at a meeting.

(10) This act does not apply to a meeting that is a social or chance gathering or conference not designed to avoid this act.

(11) This act does not apply to the Michigan veterans' trust fund board of trustees or a county or district committee created under 1946 (1st Ex Sess) PA 9, MCL 35.602 to 35.610, when the board of trustees or county or district committee is deliberating the merits of an emergent need. A decision of the board of trustees or county or district committee made under this subsection must be reconsidered by the board or committee at its next regular or special meeting consistent with the requirements of this act. "Emergent need" means a situation that the board of trustees, by rules promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, determines requires immediate action.

(12) As used in subsection (2):

(a) "Formal vote" means a vote on a bill, amendment, resolution, motion, proposal, recommendation, or any other measure on which a vote by members of a state legislative body is required and by which the state legislative body effectuates or formulates public policy.

(b) "Medical condition" means an illness, injury, disability, or other health-related condition.

Sec. 3a. (1) A meeting of a public body held, in whole or in part, electronically by telephonic or video conferencing in compliance with this section and, except as otherwise required in this section, all of the provisions of this act applicable to a nonelectronic meeting, is permitted by this act in the following circumstances:

(a) Before March 31, 2021 and retroactive to March 18, 2020, any circumstances, including, but not limited to, any of the circumstances requiring accommodation of absent members described in section 3(2).

(b) On and after March 31, 2021 through December 31, 2021, only those circumstances requiring accommodation of members absent for the reasons described in section 3(2). For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, this subdivision applies only as follows:

(i) To permit the electronic attendance of a member of the public body who resides in the affected area.

(ii) To permit the electronic meeting of a public body that usually holds its meetings in the affected area.

(c) After December 31, 2021, only in the circumstances requiring accommodation of members absent due to military duty as described in section 3(2).

(2) A meeting of a public body held electronically under this section must be conducted in a manner that permits 2-way communication so that members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. A public body may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants to satisfy the requirement under this subsection that members of the public be heard by others during the electronic meeting and the requirement under section 3(5) that members of the public be permitted to address the electronic meeting.

(3) Except as otherwise provided in subsection (8), a physical place is not required for an electronic meeting held under this section, and members of a public body and members of the public participating electronically in a meeting held under this section that occurs in a physical place are to be considered present and in attendance at the meeting for all purposes.

(4) If a public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, in addition to any other notices that may be required under this act, post advance notice of a meeting held electronically under this section on a portion of the public body's website that is fully accessible to the public. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of nonregularly scheduled or electronic public meetings. Subject to the requirements of this section, any scheduled meeting of a public body may be held as an electronic meeting under this section if a notice consistent with this section is posted at least 18 hours before the meeting begins. Notice of a meeting of a public body held electronically must clearly explain all of the following:

(a) Why the public body is meeting electronically.

(b) How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.

(c) How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.

(d) How persons with disabilities may participate in the meeting.

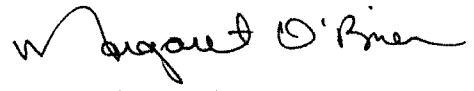
(5) Beginning on the effective date of the amendatory act that added this section, if an agenda exists for an electronic meeting held under this section by a public body that directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, on a portion of the website that is fully accessible to the public, make the agenda available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.

(6) A public body shall not, as a condition of participating in an electronic meeting of the public body held under this section, require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms established and required by the public body necessary to permit the person to participate in a public comment period of the meeting.

(7) Members of the general public otherwise participating in a meeting of a public body held electronically under this section are to be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of this act applicable to a closed session.

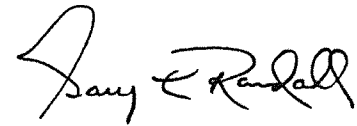
(8) At a meeting held under this section that accommodates members absent due to military duty or a medical condition, only those members absent due to military duty or a medical condition may participate remotely. Any member who is not on military duty or does not have a medical condition must be physically present at the meeting to participate.

This act is ordered to take immediate effect.



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Secretary of the Senate



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Clerk of the House of Representatives

Approved \_\_\_\_\_

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Governor

**VILLAGE MANAGER'S REPORT**  
**CHRIS D. WILSON**  
**DECEMBER 30, 2020**

**Planning and Zoning Administrator Position** – Planning and Zoning Administrator Erin LaPere has been selected as the next City Manager by the City of Charlotte, Michigan. Erin has been employed by the Village for the past 14 years and has consistently advanced in her career at the Village. She has served as an Administrative Assistant to the Village Manager and Public Services Director, as Building Department Clerk and most recently as Planning and Zoning Administrator. In multiple positions and often assigned various tasks, Ms. LaPere has proven herself to be a quality employee. Erin obtained her MPA from the University of Michigan Dearborn earlier this year. I am confident that Erin will perform well in her new position and congratulate Charlotte on making a great hire.

I will begin the search for her replacement immediately. Erin's last day of employment with the Village will be January 15<sup>th</sup>. I will be stepping up to assume a lot of her current duties as Planning and Zoning Administrator. Other duties will also be disseminated to other staff until a replacement is obtained. SAFEbuillt has been made aware of the transition and is prepared to work with us until a new hire is made.

**Parks and Recreation Joint Meeting** – The annual Joint Meeting between the Village Council and the Parks and Recreation Board will be held on Thursday, January 21<sup>st</sup> at 7:30 PM via Zoom.

**Tree Chipping** – Christmas Tree chipping will take place the weeks of January 4<sup>th</sup> and January 11<sup>th</sup>. Real trees free of lights, ornaments or tinsel can be placed at the curb for collection and chipping. Trees should not be bagged.

**Snow Emergency** – As we have reached that time of year again the Village would like to remind all residents to remove vehicles from the roadway during snow events so that the roads can be cleared. In the case of significant snow events the Village may declare a Snow Emergency. In such cases residents will be required to remove vehicles from the street until roads have been cleared. Vehicles that have not been removed may be subject to ticketing. Thank you for your cooperation.

**Offices Closed** – Village Offices will be closed on Monday, January 18<sup>th</sup> in observance of Martin Luther King, Jr. Day.

# **Beverly Hills Public Safety Activity Report**

## **December 10<sup>th</sup> – December 22<sup>nd</sup>, 2020**

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

**The BBB reminds consumers to remember these TEN TIPS, more than likely, you will be able to avoid most scams while protecting yourself and your family.**

**1. Never send money via gift card or wire transfer to someone you have never met face-to-face.** Seriously, just don't ever do it. If they ask you to use wire transfer, a prepaid debit card, or a gift card, those cannot be traced and are as good as cash. Chances are, you won't see your money again. See the [FTC video on how scammers try to convince you to pay](#). If someone is trying to convince you to pay this way, stop, get off the phone or the computer, and [file a complaint with the Federal Trade Commission \(FTC\)](#). Report the activity to [BBB Scam Tracker](#).

**2. Avoid clicking on links or opening attachments in unsolicited emails.** Links, if clicked, will download malware onto your computer, smart phone, tablet or whatever electronic device you're using at the time allowing cyber thieves to steal your identity. Be cautious even with email that looks familiar; it could be fake. Instead, delete it if looks unfamiliar and block the sender.

**3. Don't believe everything you see.** Scammers are great at mimicking official seals, fonts, and other details. Just because a website or email looks official does not mean that it is. Caller ID is commonly faked.

**4. Double check your online purchase is secure before checking out.** Look for the "https" in the URL (the extra s is for "secure") and a small lock icon on the address bar. Better yet, before shopping on the website, make certain you are on the site you intended to visit. Check out the company first at [BBB.org](http://BBB.org). Read reviews about the quality of the merchandise, and make sure you are not buying cheap and/or counterfeit goods. Look for a brick and mortar address listing on the website itself and a working phone number. Take an extra step and call the number if it is a business you are not familiar with.

**5. Use extreme caution when dealing with anyone you've met online.** Scammers use dating websites, Craigslist, social media, and many other sites to reach potential targets.

They can quickly feel like a friend or even a romantic partner, but that is part of the con for you to trust them.

**6. Never share personally identifiable information** with someone who has contacted you unsolicited, whether it's over the phone, by email, on social media, even at your front door. This includes banking and credit card information, your birthdate, and Social Security/Social Insurance numbers.

**7. Resist the pressure to act immediately.** Shady actors typically try to make you think something is scarce or a limited time offer. They want to push victims to make a decision right now before even thinking through, asking family members, friends or a financial advisors. Sometimes, they'll advise to avoid contacting anyone and to just trust them. While high-pressure sales tactics are also used by some legitimate businesses, it typically isn't a good idea to make an important decision quickly.

**8. Use secure and traceable transactions.** Do not pay by wire transfer, prepaid money card, gift card, or other non-traditional payment method (see number one above). Say no to cash-only deals, high pressure sales tactics, high upfront payments, overpayments, and handshake deals without a contract. Read all of the small print on the contract and make sure to understand what the terms are.

**9. Whenever possible, work with local businesses.** Ask that they have proper identification, licensing, and insurance, especially contractors who will be coming into your home or anyone dealing with your money or sensitive information. Review Business Profiles at [BBB.org](http://BBB.org) to see what other people have experienced.

**10. Be cautious about what you share on social media.** Consider only connecting with people you already know. Check the privacy settings on all social media and online accounts. Imposters often get information about their targets from their online interactions, and can make themselves sound like a friend or family member because they know so much about you. Then, update and change passwords to passphrases on a regular basis on all online accounts. When in doubt please contact the Beverly Hills Public Safety Department, (248) 540 3400.

### **CALLS FOR SERVICE**

- 122 Calls for Service.
- 18 Tickets issued.
- 14 Property checks.
- 3 Arrests.
- 4 Operation Medicine Cabinet.
- Gun Permit.
- Alarm on 13 Mile Rd.
- Larceny on 13 Mile Rd.
- 2 Medicals on 13 Mile Rd.
- 2 Road Hazards on 13 Mile Rd.
- 2 Citizen Assists on 13 Mile Rd.
- Welfare Check on 13 Mile Rd.

- Fraud on 13 Mile Rd.
- Fire Alarm on 13 Mile Rd.
- Motorist Assist on 13 Mile Rd.
- 2 Medicals on Southfield.
- Welfare Check on Southfield.
- Suspicious Persons complaint on Southfield.
- Alarm on Southfield.
- Traffic Accident on Evergreen.
- Suspicious Vehicle complaint on Lahser
- Traffic Investigation on Lahser.
- Road Hazard on Greenfield.
- Vehicle Lockout on Greenfield.
- Medical on Beverly.
- Suspicious Circumstance complaint on E. Lincolnshire.
- Family Trouble on N. Nottingham.
- Suspicious Persons complaint on Cedar Hollow.
- Animal complaint on E. Rutland.
- Medical on Beechwood.
- Suspicious Circumstance complaint on Elizabeth.
- Suspicious Persons on Kennoway Ct.
- Noise complaint on Arlington.
- Alarm on Kinross.
- Fraud on Lost Hollow.
- Suspicious Persons complaint on Norchester.
- Medical on Elizabeth.
- Alarm on Embassy.
- Officers stopped a vehicle for a traffic violation on Southfield. The driver was operating on a suspended license. The driver was arrested without incident.
- Hang Up 911 on Woodhaven.
- Fraud on Kirkshire.
- Medical on Auburn.
- Lockout on Downing Pl.
- Assault on Embassy.
- Suspicious Persons complaint on Old Stage.
- Suspicious Vehicle complaint on Huntley Sq. N.
- Welfare Check on Embassy.
- Peace Officer on N. Nottingham.
- 2 Peace Officer complaints on Embassy.
- Medical on Dundee Ct.
- Natural Gas Leak on W. Rutland.
- Suspicious Persons on Reedmere.
- Parking complaint on Beverly
- Alarm on Madoline



- Citizen Assist on Kirkshire.
- Welfare Check on Birwood.
- Animal complaint on Riverside.
- Citizen Assist on Nottingham.
- Alarm on Valley Oaks.
- Welfare Check on Birwood.
- Lift Assist on Marguerite.
- Medical on Sheridan.
- Traffic Accident on Churchill.
- Assist Oak Park Public Safety with a structure fire.
- Officers assisted Royal Police arrest an individual on Riverside operating a stolen vehicle. The arrest was completed without incident.
- Open House Party and H.D. violation on Old Stage.
- Medical on Chelsea Pl.
- Suspicious Persons on Bellvine Trail.
- Suspicious Persons on Beverly.
- Medical on Stellamar.
- Assist Franklin-Bingham Police on Telegraph with an Alarm
- Officers stopped a vehicle on 13 Mile for a traffic violation. The driver was operating on a suspended license and had warrants for his arrest. The driver was arrested without incident.
- Fire Alarm on E. Rutland.
- Suspicious Persons complaint on Westlady.
- Peace Officer complaint on Walmer.
- Medical on Sheridan.
- Suspicious Circumstance complaint on Long Bow Ct.

## **FIRE PREVENTION**

- 23 Fire/EMS reports reviewed.
- 1 Structure Fire; Morton, Oak Park – Automatic Aid Response.
- 96 Fire training hours entered into ISO records.
- 12 EMS training hours entered into continuing education records.
- 11 COVID-19 Response Coordination Forms completed.
- Bi-Weekly NFIRS data export uploaded to FEMA.
- Instruct Fire Fighting Strategies and Tactics course – Chapter 11-, One- and Two-family Dwellings; Chapter 12, Multiple Family Dwellings; Chapter 13, Commercial Buildings.
- Attend MI-Prevention CO Awareness briefing via teleconference.
- Attend OCMCA Health Vaccine Update via teleconference.
- Attend Emergency Operations Center-Fire Desk Bi-Weekly Briefing via teleconference.

- Attend Oakland County Association of Arson and Fire Investigators Executive Board Meeting via teleconference.
- Attend monthly MABAS 3201 meeting via teleconference.
- Attend South Oakland Fire Association meeting via teleconference.
- Attend bi-weekly Wednesday Wrap Up update hosted by the State Fire Marshal via teleconference.
- Instruct Fire Fighting Strategies and Tactics course – Chapter 14, Places of Assembly; Chapter 15, High-Rise Structures; Chapter 16, Vehicle Fires.
- Instruct Fire Fighting Strategies and Tactics course – Chapter 17, Wildland Fires; Chapter 18, Special Fires; Chapter 19, After the Incident; Chapter 20, Putting it all Together.
- Registered participants, entered grades, completed course paperwork, and submitted BFS-250 Form to SMOKE system for December 2, 2020 through December 17, 2020 Fire Fighting Strategies and Tactics course hosted by the South Oakland Fire Association.
- Pickup Emergency Operations Center Ticket #6147 from central warehouse.
- Pickup mask filters for PPE grant funded masks from Springfield Township Fire Department.
- Submit course schedule for Elevator Training course being hosted by the South Oakland Fire Association on February 3, 2021.
- Submit course schedule for SOFA Elevator Training course being hosted by the South Oakland Fire Association on February 10, 2021.

## **INVESTIGATIONS**

- CFS Closed and Reviewed 123.
- Reviewed 17 case reports for a disposition.
- Followed up and reviewed cases of which 13 were closed and 4 remained open.
- 4 Case were assigned.
- 3 Reports written on current cases.
- 23 Current active investigations.
- 4 Current pending investigations.
- Follow up on simple assault victim .
- Follow up on Domestic with prosecutor.
- Follow up on possible domestic assault.
- Follow up on house party, ticket was issued.
- Follow up on larceny. Investigation leads are civil.
- Testified before the 46<sup>th</sup> District Court by teleconference for larceny case.
- Conducted background investigation involving two applicants.

# Enforcement List - Inspection Summary

12/29/20

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Enforcement Number	Address	Filed	Status	Closed
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E200150	20605 BREEZEWOOD CT	11/03/20	Notice Sent	11/04/20
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PLEASE REMOVE ANY MUD OR DIRT PILES ALONG ROADWAY AND COURT. ROAD MUST BE KEPT CLEAR OF ANY MUD OR DIRT DEBRIS. PER VILLAGE CODE.

Code	Date Next Action	Next Action
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Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200151	16060 BUCKINGHAM AVE	11/03/20	Notice Sent	
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PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FROM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

11-10-2020

SPOKE WITH OWNER WHO STATED SHE WAS OUT OF TOWN AND DIDN'T GET THE FIRST NOTICE. AS OWNER WAS STANDING IN DOORWAY, I ASKED HER TO CHECK IN HER MAIL, SHE DID AND SHE LOCATED THE NOTICE.

OWNER APOLOGIZED, STATED SHE WOULD GO TO HOME DEPOT AND GET SUPPLIES. I ADVISED HER TO READ THE CODE SECTION FOR SPECIFIC DETAILS ON SIZE AND CONTRAST RULES. I EXTENDED HER COMPLETION DATE ONE WEEK TO 11-17-2020.

11-17-20

NO ADDRESS NUMBERS OBSERVED ON THE HOME AS OF 10:00 AM THIS DATE. VILLAGE PLANNER ERIN LAPERE WAS REQUESTED TO SEND A FINAL NOTICE AND ORDER TO COMPLY BEFORE A CITATION IS ISSUED.

12-08-20

VILLAGE PLANNER SENT OUT LETTER.

Code	Date Next Action	Next Action
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304.3	12/15/2020	SITE INSPECTION
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Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200152	17059 DUNBLAINE AVE	11/03/20	Closed	11/23/20
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# Enforcement List - Inspection Summary

12/29/20

PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FROM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

11-12-2020

FOLLOW UP SITE INSPECTION REVEALED NO NUMBERS WERE PLACED ON THE HOME PER CODE REQUEST. NO MESSAGES AND NO COMMUNICATION RECEIVED FROM HOMEOWNER AS OF THIS DATE.

SECOND NOTICE WAS ISSUED AND PLACED IN THE SEAM OF THE FRONT DOOR. PHOTO TAKEN OF NOTICE IN FRONT DOOR. MAIL WAS NOTED TO BE IN MAIL BOX AS OF 1100 AM. ONE WEEK WAS EXTENDED (11-19-20) TO HOMEOWNER AND WAS ADVISED A CITATION WOULD BE ISSUED IF NO ACTION HAD TAKEN PLACE. THE LAWN APPEARED TO BE CLEAN AND ORDERLY WITH GRASS CUT AND NO LEAVES. HOME APPEARED TO BE OCCUPIED.

11-18-20

I STOPPED BY HOME BECAUSE I OBSERVED THE VEHICLE IN DRIVEWAY, SPOKE WITH OWNER WHO STATED HE WOULD PLACE NUMBERS ON HOME OVER THE WEEKEND. CHECK BACK ON 11-23-20.

(ONLY RECEIVED ONE NOTICE AND THAT NOTICE THE NEIGHBOR BROUGHT TO HIM BECAUSE IT WAS BLOWING ON HIS LAWN.)

11-23-2020

ADDRESS BLOCK OBSERVED

Code	Date Next Action	Next Action
304.3	11/23/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200153	16029 MADOLINE ST	11/04/20	Closed	11/18/20

PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FROM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

MR BROOKS STATED HE WOULD BE OUT OF TOWN FOR TWO WEEKS STARTING THIS DATE AND AGREED TO HAVING THE NUMBERS PLACED ON THE HOUSE BY 11-18-2020.

11-18-2020

ADDRESS NOW ON PROPERTY.

Code	Date Next Action	Next Action
304.3	11/18/2020	SITE INSPECTION

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

12/29/20

Enforcement Number	Address	Filed	Status	Closed
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E200154 16008 MARGUERITE ST 11/04/20 Closed 11/23/20

PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FORM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

11-17-2020

OWNER CALLED FROM IL TO REQUEST EXTENSION BUT NOTED SHE WILL COMPLY BY 11-23-2020.

11-23-2020

ADDRESS BLOCK OBSERVED.

Code	Date Next Action	Next Action
304.3	11/23/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200155 16154 MARGUERITE ST 11/04/20 Closed 11/30/20

PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FORM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

11-18-20

NO ADDRESS BLOCK, NO ONE HOME. WILL CHECK BACK ON 11-23-20

11-23-2020

NO ADRESS BLOCK OBSERVED. SECOND NOTICE WRITTEN AND HAND DELIVERED TO DAUGHTER OF OWNER WHO ANSWERED THE DOOR. SHE DID STATE THIS WOULD BE COMPLETED BY 11-30-2020.

11-30-2020

ADDRESS BLOCK OBSERVED.

Code	Date Next Action	Next Action
304.3	12/07/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200156 17005 MADOLINE ST 11/04/20 Closed 11/17/20

PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FORM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

11-17-2020

NUMBERS PLACED ON HOME CLEARLY VISABLE FROM THE STREET.

# Enforcement List - Inspection Summary

12/29/20

<b>Code</b>	<b>Date Next Action</b>	<b>Next Action</b>
304.3	11/18/2020	SITE INSPECTION

<b>Inspection Type</b>	<b>Status</b>	<b>Result</b>	<b>Scheduled</b>	<b>Completed</b>	<b>Inspector</b>
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Enforcement Number	Address	Filed	Status	Closed
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E200157	18105 BUCKINGHAM AVE	11/04/20	OPEN	
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PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FORM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

11-18-2020

SITE INSPECTION REVEALED NO ADDRESS NUMBERS ON HOME. SPOKE WITH WHO ADVISED THE NUMBERS SHE ORDERED IN THE MAIL WERE THROWN AWAY SO THE NEW ONES SHOULD BE HERE BY THE WEEKEND AND THEY WILL BE PLACED ON THE HOUSE AT THAT TIME. TIME PROVIDED WAS UNTIL 11-25-2020.

I ALSO ADVISED HER THE TRAILER NEEDED TO BE MOVED OUT OF THE DRIVEWAY. SHE STATED THIS WILL BE DONE BY 11-25-2020.

11-24-2020

TRAILER MOVED FROM DRIVEWAY HOWEVER NO NUMBERS FOR ADDRESS. LETTER TO BE SENT OUT TO OWNER BY VILLAGE PLANNER E LAPERE.

12-08-2020

LETTER SENT OUT TO OWNER.

<b>Code</b>	<b>Date Next Action</b>	<b>Next Action</b>
304.3 & 22.21.01	12/15/2020	SITE INSPECTION

<b>Inspection Type</b>	<b>Status</b>	<b>Result</b>	<b>Scheduled</b>	<b>Completed</b>	<b>Inspector</b>
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Enforcement Number	Address	Filed	Status	Closed
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E200158	18910 DEVONSHIRE DR	11/05/20	Closed	11/30/20
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PLEASE PLACE ADDRESS NUMBERS ON YOUR HOME VISABLE FORM THE STREET. PLEASE READ THE COMPLETE CODE SECTION FOR SPECIFIC REQUIREMENTS.

10-19-20

MR WEBB CALLED AND STATED HE ORDERED HIS NUMBERS BUT THEY HAVE NOT ARRIVED YET. MR. WEBB STATED THEY WOULD/ SHOULD BE ON THE HOME BY 11-16-20.

11-30-2020

ADDRESS BLOCK OBSERVED.

<b>Code</b>	<b>Date Next Action</b>	<b>Next Action</b>
304.3	11/26/2020	SITE INSPECTION

# Enforcement List - Inspection Summary

12/29/20

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200159	20724 KENNOWAY CIR	11/09/20	OPEN	
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COMPLAINT OF GARBAGE CANS LEFT OUT AND POSSIBLE AIR BNB RENTAL.

Code	Date Next Action	Next Action
22.04	12/07/2020	LETTER TO OWNER

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200160	17831 BIRWOOD AVE	11/10/20	OPEN	
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NO FENCING OR SCREENING IS ALLOWED IN SIDE YARD. ALL FENCES MUST STOP AT THE REAR EDGE OF HOUSE-REAR YARD ONLY, UNLESS ENCLOSING A SIDE DOOR OF THE HOME.

Code	Date Next Action	Next Action
22.08.150	12/28/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200162	31265 SHERIDAN DR	11/16/20	Closed	11/19/20
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11-16-20

SNOW PLOW IS LEFT OUT IN SIDE YARD.

11-17-20

SNOW PLOW REMOVED FROM THE YARD

Code	Date Next Action	Next Action
302.1	11/23/2020	

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200163	31312 PICKWICK LN	11/04/20	Notice Sent	
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1. THE PIPE TO CATCH BASIN STILL NEEDS TO BE COVERED WITH DIRT.

2. PLEASE CALL TOM MESZLER AT VILLAGE OFFICE ABOUT PUMPING WATER WITH A PORTABLE PUMP

# Enforcement List - Inspection Summary

12/29/20

**Code**                                      **Date Next Action**                                      **Next Action**

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

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Enforcement Number	Address	Filed	Status	Closed
E200165	15991 REEDMERE AVE	11/17/20	Closed	11/17/20

15 LEAF BAGS IN ROADWAY ALONG WITH LARGE BRANCHES BLOCKING NORTHBOUND TRAFFIC LANE.

AS OF 11:00 AM DEBRIS REMOVED FROM THE STREET.

**Code**                                      **Date Next Action**                                      **Next Action**

5.04

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

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Enforcement Number	Address	Filed	Status	Closed
E200166	32375 LAHSER RD	11/17/20	OPEN	

CHECK ON FENCE BUILT WITHOUT PERMIT.

11-16-20

OBSERVED (3) PARTITIONS / DIVIDERS, BUILT 8 FT HIGH AND 8 FT LONG IN DIFFERENT PARTS OF THE BACK YARD.

SPOKE WITH OWNER WHO STATED HE DID NOT GET AN APPROVED PERMIT BUT STATED HE SPOKE WITH TWO PEOPLE IN THE OFFICE ABOUT HIS PLANS.

OWNER WAS PROVIDED A FENCE PERMIT AND ADVISED TO OBTAIN A PERMIT FOR WHAT WAS ALREADY CONSTRUCTED ON SITE. HE WAS ADVISED JUST ON WHAT WAS OBSERVED A MODIFICATION WAS GOING TO HAVE TO BE MADE.

VILLAGE PLANNER ADVISED.

**Code**                                      **Date Next Action**                                      **Next Action**

22.08.150

12/15/2020

SITE  
INSPECTION

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

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Enforcement Number	Address	Filed	Status	Closed
E200167	15960 MARGUERITE ST	11/17/20	Closed	12/08/20



# Enforcement List - Inspection Summary

12/29/20

EXTERIOR PROPERTY AND SIDE YARD TO BE CLEANED OF DEBRIS.

11-17-20

SPOKE WITH OWNER AND ADVISED HIM THE (2) LAWN TRACTORS, (1) OVER TURNED TRUCK BED, MULTIPLE SPARE TIRE AND WHEELS, (2) TRUCK AXELS WITH LEAF SPRINGS ATTACHED, WOOD CHIPPER AND VARIOUS OTHER CAR PARTS AND DEBRIS NEEDS TO BE CLEANED OUT.

OWNER STATED HE UNDERSTOOD AND WOULD CLEAN UP THE PROPERTY BY THE DATE 12-01-2020.

12-08-2020

OFFICER INSPECTED THE SITE AND FOUND IT TO BE SATISFACTORILY CLEANED.

Code	Date Next Action	Next Action
302.1	12/01/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200168	21657 CORSAUT LN	11/19/20	Closed	12/01/20

# Enforcement List - Inspection Summary

12/29/20

11-18-20

OWNER OF THIS PROPERTY LEFT A MESSAGE BUT DID NOT LEAVE HIS NAME OR CALL BACK NUMBER. HE STATED A NEIGHBORS TREE (WEST SIDE) HAD FALLEN ACROSS HIS DRIVEWAY, SO HE CUT IT UP. HE WANTED THE NEIGHBORS TO KNOW THAT HE CUT THE TREE AND TO LEAVE A NOTE TO "DO SOMETHING WITH IT" HE STATED HE HASN'T MET THE NEIGHBORS AND DOESN'T KNOW THEM.

11-19-20

OFFICER DROVE BY 21699 CORSAUT LN AND OBSERVED A PINE TREE ON THE LOT LINE PITCHED EASTWARD AND CUT UP. OFFICER SPOKE WITH THE HOME OWNER OF THIS ADDRESS WHO CAME OUTSIDE TO INSPECT THE LOT LINE AND DISCUSS OPTIONS. SHE WAS UNSURE OF THE TRUE LOT LINE AND THIS OFFICER SUGGESTED TO CALL THE COUNTY AND OR A SURVEY COMPANY TO REESTABLISH THE TRUE LOT LINES. OWNER INDICATED SHE HAS NO PROBLEM DISPOSING OF THE TREE IF INDEED IT IS HER TREE.

11-23-2020

OFFICER RECEIVED A MESSAGE FROM OWNER OF 21699 CORSAUT WHO STATED SHE IS CONTESTING WHO'S PROPERTY THE TREE IS ON.

11-23-2020

THIS OFFICER STOPPED BY BOTH RESIDENCES. I OBSERVED THE TREE DEBRIS HAD BEEN CLEANED UP AND WAS PLACED FOR REMOVAL BY THE OWNERS OF 21699. I SPOKE WITH THE OWNER OF 21699 WHO STATED SHE HAD CONTACTED THE POLICE DEPARTMENT BECAUSE SHE WANTED TO OBTAIN CLARIFICATION ON WHO'S PROPERTY IT ACTUALLY WAS. BY THE END OF THE POLICE CONTACT, THE OWNER OF 21699 DECIDED TO CLEAN UP THE DEBRIS AND CONCEADE THE TREE WAS ON HER PROPERTY. SHE INDICTAED IN THEIR DEFENSE, THERE HAVE NEVER BEEN CLEAR LINES DRAWN ON THE PROPERTY AND THE NEIGHBORS LAWN SERVICE HAS ALWAYS CUT THE GRASS ON AND AROUND THE GROUPING OF TREES WHICH LED THEM TO BELIEVE IT WAS THE NEIGHBORS PROPERTY. 21699 STATED SHE WOULD RETAIN A TREE REMOVAL SERVICE AND HAVE THE REST OF THE TREE REMOVED.

OWNER OF 21657 WAS CONTACTED AS HE DROVE UP TO RESIDENCE. PROPERTY LINE MARKED WITH SURVEYOR SPIKE ONLY. SMALL FENCE LINE IN THE REAR OF THE PROPERTY COULD BE MADE HOWEVER DUE TO TREES AND BUSHES IN THE PATH OF LINE IT WAS UNDETERMINED AT THE TIME. OFFICER REQUESTED TO PROVIDE THE NEIGHBOR WIHT ENOUGH TIME SEEK AND DISPOSE OF 7 FT EXSISTING TREE AND STUMP. AN UNDERSTANDING WAS REACHED.

12-01-2020

SITE INSPECTION TODAY REVEALED THE TREE AND STUMP WERE CLEANED OFF THE PROPERTY.

Code	Date Next Action	Next Action
302.1	11/30/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200169	20095 CARRIAGE LN	11/19/20	Closed	12/28/20

# Enforcement List - Inspection Summary

12/29/20

PLEASE PLACE ADDRESS NUMBER ON HOME

11-30-2020

NO ADDRESS BLOCK AS OF THIS DATE. OWNER DROVE UP AND I SPOKE WITH HIM REGARDING THE VILLAGE CODE. INDICTAED IT WAS A SECOND NOTICE BUT DID NOT HAND OUT NOTICE. OWNWER STATED HE WOULD MAKE SURE THE NUMBERS GOT ON THE HOUSE AND HE WAS ADVISED TO LOOK UP THE REQUIREMENT AND ADVISED IN PERSON ABOUT THE 4 IN AND CONTRAST REQUIREMENT.

12-08-2020

SPOKE WITH OWNER WHO I GREETED IN THE DRIVEWAY. NUMBERS WERE NOT ON THE HOME BUT WERE BOUGHT AND SITTING ON THE FRONT PORCH. SHE STATED THEY JUST HAVE TO GET THEIR CARPENTER TO INSTALL THEM.

12-28-2020

ADDRESS BLOCK OBSERVED.

Code	Date Next Action	Next Action
304.3	12/14/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200170	20711 KENNOWAY CIR	11/24/20	Closed	12/01/20

CLEAN LEAF PILES FROM STREET AND EDGE OF LAWN.

SPOKE WITH OWNER ABOUT CLEANING UP THE YARD. HE ADVISED MASTERS LAWN CARE WILL BE SUCKING UP THE LEAFS THIS DATE OR ON 11-25-2020.

CORRECTION NOTICE HANDED TO OWNER.

12-01-20

CLEANED.

Code	Date Next Action	Next Action
302.1	12/01/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200171	31065 HUNTLEY CT	11/24/20	Closed	12/08/20

# Enforcement List - Inspection Summary

12/29/20

A 5 PAGE LETTER DATED 11-18-2020 WAS RECEIVED BY THE VILLAGE WHICH POINTED OUT PAST AND PRESENT ISSUES WITH THE PROPERTY BUILDING WHICH CONTAINED 18226 HUNTLEY CIRCLE. LIGHTING ISSUES, PAST OR PRESENT ISSUES AND SPECIFICALLY A HOLE IN THE EXTERIOR WHICH HAS BEEN EXPOSED DUE TO MISSING STRUCTURAL MATERIAL AT A GABLE. THIS HOLE IS ALLOWING THE LOCAL VERMIN TO ENTER THE ATTIC SPACE AND INFEST THE BUILDING.

11-23-2020

THIS OFFICER RECEIVED THE LETTER AND RESPONDED TO THE ADDRESS AND FOUND THE LISTED HOLE AND INFESTATION TO BE FACTUAL. THIS OFFICER PHOTOGRAPHED THE SITE.

CITY PLANNER ERIN LAMPERE WAS ADVISED AND DUE TO AN ON-GOING STRUGGLE WITH COMPLIANCE PROMPTNESS OF THE PROPERTY MANAGERS IN THE PAST, SHE WILL SEND A LETTER DETAILING THE PROBLEM AREAS TO BE REMEDIED.

12-08-2020

SITE INSPECTION, OFFICER OBSERVED REPAIR TO THE VOID IN ROOF LINE.

Code	Date Next Action	Next Action
302.1, 302.5	12/07/2020	CORRECTIVE ACTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200172	15606 BUCKINGHAM AVE	11/24/20	Closed	11/25/20

LEAF PILES LEFT IN THE STREET. THE PILES SPENT TWO WEEKS ON THE EASEMENT WAITING TO BE PICKED UP BY "A LAWN COMPANY" AND NOW THEY HAVE BEEN RAKED INTO THE STREET.

11-30-20

LEAF PILES PICKED UP OFF OF STREET.

Code	Date Next Action	Next Action
13.06	11/30/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200173	32405 BELL VINE TRL	12/01/20	Closed	12/07/20

NO LOCK ON FENCED IN CONSTRUCTION SITE, TWISTED WIRE KEEPING GATE CLOSED. OFFICER CONTACTED HB CONTRACTORS LLC AND LEFT A MESSAGE WITH VOICEMAIL ALEX AT 248-296-2645 TO ATTACH A LOCK THIS DATE AND TO NOTIFY THIS OFFICER.

12-07-20

LOCK NOW ON FENCE.

Code	Date Next Action	Next Action
ADMINISTRATI	12/02/2020	

# Enforcement List - Inspection Summary

12/29/20

Inspection Type	Status	Result	Scheduled	INSPECTION	
				Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
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E200174 15619 KIRKSHIRE AVE 12/01/20 Closed 12/01/20

11-30-2020

COMPLAINT FROM NEIGHBOR REGARDING AN ODOR COMING FROM THE BASEMENT.

12-01-20

OFFICER ARRIVED AND SPENT 10 MINUTES OUTSIDE NEAR HOME AND COULD NOT DETECT ANY ODOR EMMITTING FROM THE HOME.

SPOKE WITH OWNER OF HOME CARMEN BENAVIDES, "JOE" WHO STATED SHE IS WORKING ON GETTING A RIDE TO HOME DEPOT TO BUY TRAPS FOR RODENTS WHICH MAY BE GETTING INTO THE HOME THROUGH A DRYER VENT. SHE STATED THERE WAS NO ODOR IN THE HOME AND NO ODOR COULD BE DETECTED AGAIN UPON THE OWNER OPENING THE FRONT DOOR EITHER.

CALLED COMPLAINTANT AND HAD TO LEAVE A MESSAGE.

Code	Date Next Action	Next Action			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
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E200175 32785 EASTLADY DR 12/01/20 Closed 12/01/20

NEIGHBOR COMPLAINT (32820 BASSETT CT) OF ICE RINK GOING IN WITH A POSSIBLE REFRIDGERATOR INSTALLATION.

12-01-20

SITE WAS INSPECTED AND PREVIOUSLY APPROVED FOR AN ALL SPORTS RINK. HOCKEY WALLS (3) FT HIGH WERE INSTALLED AND CEMENT PAD ADDED BEHIND RINK. NO VIOLATIONS AT THIS TIME.

Code	Date Next Action	Next Action			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
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E200176 20705 SMALLWOOD CT 12/03/20 Closed 12/21/20

# Enforcement List - Inspection Summary

12/29/20

12-02-20

20705 SMALLWOOD OWNER CALLED TO STATE THAT THE NEIGHBOR HAS DEAD TREES ON HIS LOT THAT HAVE CAUSED DAMAGE TO HIS HOME DURING A RECENT STORM.

12-03-2020

CALLED AND LEFT MR STURLEY A MESSAGE TO CALL (NEED MORE INFO) AS OFFICER WAS UPDATING THE FILE, MR. STURLEY WALKED OUT OF THE HOUSE AND WE PROCEEDED TO HAVE A DISCUSSION ABOUT (4) DEAD TREES HE WAS CONCERNED ABOUT ON THE NEIGHBORS PROPERTY LINE.

THE TREES DID APPEAR TO BE DEAD AND THEY WERE VERY LARGE TREES. HIS CONCERN WAS THEY MIGHT FALL OVER PUTTING HIS HOME AND SAFETY AT RISK. THE TREES WERE LARGE ENOUGH TO REACH HIS HOME AND IF THEY DID COME DOWN, THEY WOULD TAKE POWER LINES DOWN WITH THEM AND DAMAGE THE HOME.

AS WE DISCUSSED THE SITUATION, THE NEIGHBOR TO THE WEST (32650 EASTLADY DR. PROPERTY IN QUESTION) CAME OUT TO DISCUSS THE SITUATION. SHE STATED AND ADVISED THAT SHE HAS ALREADY CALLED SEVERAL COMPANIES TO OBTAIN QUOTES AND THEY ARE WORKING ON GETTING THE QUESTIONABLE TREES CUT DOWN.

THIS OFFICER REQUESTED MR. STURLEY GIVE THE NEIGHBORS SOME TIME WITH THE QUOTE PROCESS AND THE TREE COMPANY SCHEDULING.

12-21-2020

OFFICER RECEIVED A CALL FROM MR STURLEY WHO STATED THE NEIGHBORS ARE HAVING THE TREES CUT DOWN THIS DATE. THE COMPANY CUT DOWN TWO TREES OUT OF THE FOUR. STURLEY WAS DISAPPOINTED THAT ALL FOUR WERE NOT BEING CUT DOWN. OFFICER ADVISED ME STURLEY TO APPRECIATE THE PROGRESS THUS FAR, THE FINANCIAL ASPECT AS WELL AS THE TIME OF YEAR.

Code	Date Next Action	Next Action
17.08 (C)	01/11/2021	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200177	16221 KIRKSHIRE AVE	12/07/20	OPEN	

# Enforcement List - Inspection Summary

12/29/20

I RECEIVED A COMPLAINT REGARDING THE BROKEN UP SIDEWALK AND MUD BUILT UP ON THE REST OF THE SIDEWALK. I DROVE BY THERE AND IT IS PRETTY BAD, BUT THE BIGGER ISSUE WOULD BE THERE IS NO BARRIER TAPE UP AND AROUND THE BROKEN AND DEPRESSED AREA WHERE THE SIDE WALK USED TO BE.

EMAIL SENT TO TOM MESZLER PUBLIC SERVICES DIRECTOR.

12-08-2020

OFFICER LEFT CORRECTION NOTICE REGARDING THE HAZARDOUS CONDITION AND THIS OFFICER WOULD HAVE TO BE NOTIFIED WITHIN ONE WEEK OF ARRANGEMENTS TO REPAIR SCHEDULE DATE AND IN THE MEAN TIME HAVE A TEMP BARRIER PLACED AROUND BROKEN SIDEWALK.

SPOKE WITH THE OWNER WHO STATED THE CONTRACTOR HAS BEEN LESS THAN RESPONSIVE BUT SHE WOULD PUT UP THE TEMP BARRIER HERSELF.

Code	Date Next Action	Next Action
501. (E) 2 & 3	12/15/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200178 12-02-2020	20655 GLENHILL CT	12/08/20	Closed	12/07/20
RESIDENT ON VILLAGE PINES CALLED TO SAY BUILDER (PRM) ON 20655 GLENHILL CT WAS DUMPING YARD WASTE AND TREE LOGS IN DOUGLAS EVANS PARK PROPERTY.				

12-07-2020

OFFICER RESPONDED TO PARK AND WALKED THE PERIMETER OF THE PARK AND FOUND NO EVIDENCE OF RECENT DUMPING OF DEBRIS.

OFFICER THEN RESPONDED TO ADDRESS ON GLENHILL AND WALKED THE PERIMETER OF THE PROPERTY AND COULD FIND NO EVIDENCE OF RECENT DUMPING OF DEBRIS ON PARK PROPERTY.

CLOSED

Code	Date Next Action	Next Action			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200180	17150 BEVERLY RD	12/03/20	Closed	12/16/20

# Enforcement List - Inspection Summary

12/29/20

NEIGHBOR COMPLAINED OF MUDDY SIDEWALK.

12-07-2020

OFFICER RESPONDED TO ADDRESS AND OBSERVED NO MUD ON SIDEWALK, HOWEVER THERE WAS A SECTION OF SIDEWALK WHICH HAD BEEN TAKEN OUT AND NOT REPLACED AND HAD NO BARRIER AROUND IT. CURRENT PERMIT IN PLACE FOR SEWER LINE INSTALL UNTIL 03-21.

CONCERNED PLUMBING (CONTRACTOR) NOTIFIED VIA 248-508-6915. VOICE MAIL BOX WAS FULL BUT SMS RETURN NUMBER WAS PROVIDED BY THIS OFFICE.

OFFICER STOPPED BY THE ADDRESS AND ISSUED (BY HAND) THE OWNER A NOTICE TO CORRECT. OWNER (WIFE) STATED THEY HAVE BEEN HAVING TROUBLE WITH THE CONTRACTOR.

12-09-2020

MESSAGE RECEIVED BY OWNER (HUSBAND) WHO WOULD LIKE TO SPEAK WITH ME ON THIS DATE ABOUT THIS SITUATION.

12-15-2020

SPOKE WITH HOME OWNER WHO STATED HE HAS HAD CONTRACTOR PROBLEMS AND REACHED OUT TO DISCUSS REPAIRING THE SIDEWALK WITH THE VILLAGE. AN EMAIL WAS SENT TO TOM MEZLER AND OWNER CC'D IN IN ORDER TO DISCUSS OPTIONS MOVING FORWARD.

12-16-2020

SHARED E-MAILS BETWEEN HOMEOWNER, CITY PLANNER AND DIRECTOR OF PUBLIC SERVICES RESULTED IN THE WINTER PATCH BEING INSTALLED TO TEMPORARILY MAKE THE SIDEWALK USABLE AND SAFE. LETTER TO PLUMBING CONTRACTOR TO BE MAILED BY CITY PLANNER REGARDING THE COST REIMBURSEMENT AND FINAL REPAIR.

Code	Date Next Action	Next Action
501 (E) 2 & 3	12/28/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200181	32650 EASTLADY DR	12/08/20	Closed	12/17/20



# Enforcement List - Inspection Summary

12/29/20

12-02-20

20705 SMALLWOOD OWNER CALLED TO STATE THAT THE NEIGHBOR HAS DEAD TREES ON HIS LOT THAT HAVE CAUSED DAMAGE TO HIS HOME DURING A RECENT STORM.

12-03-2020

CALLED AND LEFT MR STURLEY A MESSAGE TO CALL (NEED MORE INFO) AS OFFICER WAS UPDATING THE FILE, MR. STURLEY WALKED OUT OF THE HOUSE AND WE PROCEEDED TO HAVE A DISCUSSION ABOUT (4) DEAD TREES HE WAS CONCERNED ABOUT ON THE NEIGHBORS PROPERTY LINE.

THE TREES DID APPEAR TO BE DEAD AND THEY WERE VERY LARGE TREES. HIS CONCERN WAS THEY MIGHT FALL OVER PUTTING HIS HOME AND SAFETY AT RISK. THE TREES WERE LARGE ENOUGH TO REACH HIS HOME AND IF THEY DID COME DOWN, THEY WOULD TAKE POWER LINES DOWN WITH THEM AND DAMAGE THE HOME.

AS WE DISCUSSED THE SITUATION, THE NEIGHBOR TO THE WEST (32650 EASTLADY DR. PROPERTY IN QUESTION) CAME OUT TO DISCUSS THE SITUATION. SHE STATED AND ADVISED THAT SHE HAS ALREADY CALLED SEVERAL COMPANIES TO OBTAIN QUOTES AND THEY ARE WORKING ON GETTING THE QUESTIONABLE TREES CUT DOWN.

THIS OFFICER REQUESTED MR. STURLEY GIVE THE NEIGHBORS SOME TIME WITH THE QUOTE PROCESS AND THE TREE COMPANY SCHEDULING.

12-17-2020

RECEIVED A MESSAGE FROM MR. STURLEY REQUESTING AN UPDATE ON ANY PROGRESS WITH THE TREE REMOVAL.

0950 AM LEFT A MESSAGE TO CALL.

0952 AM

MR STURLEY CALLED BACK AND STATED A TREE COMPANY WAS ON PREMISES AND REMOVING THE DEAD TREES.

OFFICER RESPONDED TO THE PROPERTY AND OBSERVED AMEZOLA TREE SERVICE ON SITE AND ACTIVELY REMOVING THE QUESTIONABLE DEAD TREES.

RESOLVED.

Code	Date Next Action	Next Action
17.08 (C)	01/11/2021	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200182	18234 BUCKINGHAM AVE	12/09/20	Closed	12/16/20

NO ADDRESS NUMBES ON HOME. HOME OWNER STATED HER HUSBAND JUST TOOK THE NUMBERS OFF THE HOUSE IN ORDER FOR THE FRONT DOOR AREA TO BE RE-STAINED, (PANTERS TAPE OBSERVED ON THE WINDOWS) OWNER STATED THEY WILL BE PLACED BACK ON THE BUILDING

12-16-2020

ADDRESS BLOCK OBSERVED.

Code	Date Next Action	Next Action
304.3	12/16/2020	SITE INSPECTION

# Enforcement List - Inspection Summary

12/29/20

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200183	17340 W 13 MILE RD	12/09/20	OPEN	
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PLEASE CLEAN YARD OF FALLEN LEAVES AND CARDBOARD BOXES. PLEASE REMOVE UNREGISTERED OR INOPERATIVE VEHICLES GREEN F250 (DT 2520 EXP 01/19) AND RED YAMAHA MOPED (WOOIE EXP 2018) FROM FRONT OF YARD / PROPERTY.

SPOKE WITH DAUGHTER OF OWNERS WHO STATED HER PARENTS WERE ON VACATION UNTIL THE WEEKEND. NOTICE HANDED TO HER AND BUSINESS CARD PROVIDED FOR PARENTS TO CALL ONCE THEY RETURN HOME.

12-21-2020

UPON SITE INSPECTION, SCOOTER / MOPED MOVED AND THE CARDBOARD BOX WAS PICKED UP FROM SIDE YARD.

GREEN F250 STILL INOPERATIVE IN FRONT OF HOUSE WITH EXPIRED PLATE. TWO DOOR HONDA ALSO BACKED IN DRIVEWAY WITH EXPIRED NORTH DAKOTA PLATES. OFFICER ATTEMPTED CONTACT AT THE DOOR WITH NEGATIVE RESULTS. SECOND FIELD NOTICE LEFT IN FRONT DOOR.

Code	Date Next Action	Next Action
302.1 & 302.8	01/11/2021	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200184	31505 KENNOWAY CT	12/10/20	Closed	12/21/20
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DPW BROUGHT THE ISSUE OF THE RESIDENT RAKING LEAVES INTO THE STREET PREVENTING DPW FROM GRADING THAT SIDE OF THE GRAVEL ROADWAY.

I RESPONDED TO THE HOME AND VERIFIED THE LEAVES WERE INDEED IN THE STREET. I SPOKE WITH THE OWNER WHO STATED HIS LAWN CREW HAD BASICALLY ABANDON THE JOB SITE A FEW DAYAS AGO WITH THE PROMISE OF COMING BACK. THE OWNER ACKNOWLEDGED THE TROUBLING SITUATION WHEN HE NOTICED THE GRADING CREW ATTEMPTING TO DO THEIR JOBS.

THE OWNER WAS VERY APOLOGETIC STATED HE WOULD HAVE THEM TAKEN OF THE STREET IN THE NEXT TWO DAYS. OFFICER WOULD NOTE, THIS IS A VERY LARGE LOT.

12-21-2020

LEAF PILES ARE GONE.

Code	Date Next Action	Next Action
13.06	12/17/2020	SITE INSPECTION

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

12/29/20

Enforcement Number	Address	Filed	Status	Closed
E200185	31945 INGLEWOOD DR	12/15/20	Closed	12/16/20

ANONYMOUS LETTER RECEIVED BY THE VILLAGE ON DEC 07 2020.

12-15-2020

OFFICER FOUND LETTER IN MAILBOX. LETTER INDICATED A POLITICAL SIGN WAS STILL IN THE YARD OF 31945 INGLEWOOD AVE.

OFFICER SPOKE WITH THE OWNER OF THE HOME WHO STATED THE RESULTS OF THE ELECTION WERE NOT COMPLETED. OFFICER INDICATED THE CODE STATES POLITICAL SIGNS SHALL BE REMOVED WITHIN 10 DAYS OF ANY ELECTION TO WHICH THEY RELATE.

OWNER INDICATED HE UNDERSTOOD AND WOULD TAKE IT DOWN.

12-16-2020

OFFICER OBSERVED SIGN TAKEN DOWN FROM FRONT OF LAWN.

Code	Date Next Action	Next Action
22.32	12/17/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200186	15743 BIRWOOD AVE	12/17/20	Closed	12/28/20

12-16-2020

MESSAGE LEFT REGARDING GARBAGE LEFT IN FRONT YARD. NEIGHBOR STATED RODENTS GOT INTO THE GARBAGE ON MONDAY AND THEY SPREAD THE GARBAGE ALL OVER THE FRONT YARD. SHE PICKED UP A BAG FULL ALREADY FROM HER AND HIS YARD BUT THERE IS STILL SOME REMAINING.

OFFICER ATTEMPTED NOTIFICATION IN PERSON AT THE DOOR TO NO AVAIL. NOTICE LEFT IN DOOR SLOT.

12-21-2020

SITE INSPECTION REVEALED SOME GARBAGE STILL LAYING ABOUT ON THE LAWN. OFFICER ATTEMPTED TO RAISE CONTACT AT THE DOOR WITH NEGATIVE RESULTS. 2ND NOTICE PROVIDED TO THE HOME OWNER AND LEFT IN THE DOOR SLOT OF THE FRONT DOOR.

12-28-2020

TRASH PICKED UP ON FRONT YARD.

Code	Date Next Action	Next Action
302.1 / 302.5	12/28/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200187	16221 KIRKSHIRE AVE	12/08/20	Closed	12/21/20

# Enforcement List - Inspection Summary

12/29/20

ON THIS DATE, OFFICER OBSERVED SIDEWALK BROKEN UP IN FRONT OF THE HOUSE DUE TO A POOL INSTALLATION IN THE REAR OF THE PROPERTY. NO BARRIER PUT UP ON THE SIDEWALK AND POSSIBLE SAFETY WALKING HAZARD.

SPOKE WITH THE OWNER WHO STATED SHE HAS HAD SOME CONTRACTOR ISSUES WITH THEM COMING BACK. SHE INDICATED SHE WOULD PUT UP A BARRIER HERSELF THIS DATE IN THE INTRIM. CORRECTION NOTICE GIVEN.

12-17-2020

SPOKE WITH HOMEOWNER WHO WAS SHOVELING HIS DRIVEWAY AND SIDEWALK. HE STATED HIS CONTRACTOR WAS PREPARED TO REPAIR THE SIDEWALK YESTERDAY UNTIL THE SNOW FELL. HE HOPES TO HAVE IT COMPLETED BY NEXT WEEK AS IT IS SUPPOSED TO BE 43 DEGREES WHICH IS A THRESHOLD FOR POURING CONCRETE FOR HIS CONTRACTOR. HE IS AWARE OF THE SAFETY HAZARD AND IS ACTIVELY PURSUING SOLUTIONS.

OFFICER MADE OWNER AWARE OF POSSIBLE ASPHALT PATCH WORK WHICH MAY HAVE TO BE POURED / LAYED IF HIS SOLUTION WAS NOT COMPLETED IN A TIMELY MANNER. TIME EXTENDED TO NEXT WEEK.

12-21-2020

INSPECTION OF SIDEWALK REVEALED A NEW PATCH OF CEMENT SIDEWALK WAS REPLACED AND IT WAS PROPERLY BARRICADED OFF UNTIL FULLY CURED.

CLOSED.

Code	Date Next Action	Next Action
5.05 / 501 ( E ) 2 d	12/23/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200188	21648 N RIVERVIEW CT	12/22/20	OPEN	

THIS OFFICER RECEIVED A CALL FROM A RESIDENT IN THE WEST WOOD COMMONS NEIGHBORHOOD WITH A CONCERN ABOUT A CAR ON A TRAILER PARKED ON PRIVATE PROPERTY. THE VEHICLE AND TRAILER COULD BE SEEN FROM THE WALKING TRAIL WHICH IS BEHIND THE COMMONS AREA. (BLIGHT) COMPLAINTANT STATED IT WAS TOO CLOSE TO THE RIVERS EDGE AND WAS A BLIGHT ISSUE.

THIS OFFICER LOCATED THE HOME, (LISTED) AND SPOKE WITH THE OWNER WHO STATED HE HAD A NEW DRIVE WAY POURED AND HAD TO MOVE THE (TWO) CARS WHICH MADE THEM VISABLE IN THE REAR OF HIS PROPERTY. HE STATED NOW THAT THE DRIVEWAY IS COMPLETED, HE WILL MOVE THEM BACK AND OUT OF THE VIEW. HE ALSO STATED HE WAS GOING TO SELL THE CARS AS HE HAS OTHER INTERESTS HE IS PURSUING SO THERE SHOULD BE NO FUTUTRE PROBLEMS.

OFFICER CONTACTED THE COMPLAINTANT AND WAS ADVISED OF THE OWNERS PLANS. COMPLAINTANT WAS HAPPY WITH THE RESULTS.

Code	Date Next Action	Next Action
302.8	01/05/2021	SITE INSPECTION

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

12/29/20

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Enforcement Number	Address	Filed	Status	Closed
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E200189 32405 BELL VINE TRL 12/28/20 OPEN

12-24-2020

COMPLAINT OF DIRT AND MUD DEBRIS LEFT IN ROADWAY FROM CONSTRUCTION SITE TO SMALLWOOD.

12-28-2020

OFFICER CONTACTED ALEX FROM THE HB CONTRACTORS AND LEFT A MESSAGE TO CLEAN THE STREET OF MUD AND DEBRIS.

Code	Date Next Action	Next Action
13.12 (8)	12/30/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200190 30386 EMBASSY ST 12/22/20 Closed 12/22/20

COMPLAINANT STATED THERE IS GARBAGE AND DEBRIS BLOWING AROUND THE YARD FROM THE CONSTRUCTION AND REMODELING PROJECT.

12-22-2020

OFFICER RESPONDED TO THE SITE AND OBSERVED THE DEBRIS BLOWING ABOUT THE PROPERTY. OFFICER GAINED THE ATTENTION OF A WORKER INSIDE AND GAINED THE PHONE NUMBER AND NAME OF THE CONTRACTOR PERFORMING THE WORK. THE WORKER WAS PERFORMING DRYWALL INSTALL AND REPAIR. WHILE ON SITE INSIDE THE HOME, MAJOR RENOVATIONS HAD BEEN TAKING PLACE. HVAC, ELECTRICAL AND PLUMBING WORK.

RESPONSIBLE NAME: NICK

COMPANY : BOJAJ MANAGEMENT LLC 51162 SHADOW RIDGE DR. MACOMB MI 48042-6043

PHONE : 586-770-1610

LISTED INFORMATION WAS RELAYED TO AND PROVIDED TO VILLAGE BUILDING INSPECTOR JOHN GIRARD.

INSP. GIRARD PROPMTLY CALLED RESPONSIBLE AND PUT AN ALL STOP WORK ORDER ON ADDRESS UNTIL ALL PROPER PERMITS WERE OBTAINED. NO PERMITS OBTAINED PRIOR TO THIS CONTACT.

CLOSED AS FAR AS THIS CODE ENFORCEMENT IS INVOLVED. FOR FURTHER SEE INSP. GIRARDS NOTATIONS.

Code	Date Next Action	Next Action
13.12		

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E200191 18951 DEVONSHIRE DR 12/29/20 OPEN

# Enforcement List - Inspection Summary

12/29/20

PLEASE REMOVE COMMERCIAL EQUIPMENT FROM DRIVEWAY.  
MULTIPLE WARNINGS IN THE PAST.

<b>Code</b>	<b>Date Next Action</b>	<b>Next Action</b>
22.08.330	01/05/2021	SITE INSPECTION

<b>Inspection Type</b>	<b>Status</b>	<b>Result</b>	<b>Scheduled</b>	<b>Completed</b>	<b>Inspector</b>
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Population: All Records

Enforcement.DateFiled Between 11/1/2020 12:00:00 AM AND 12/29/2020 11:59:59 PM



November 17, 2020

Ms. Kristin Rutkowski, Clerk  
Village of Beverly Hills  
18500 W. 13 Mile Road  
Beverly Hills, MI 48025

RE: Important Information—Price Changes

Dear Ms. Rutkowski,

At Comcast, we are always committed to delivering the entertainment and services that matter most to our customers in Beverly Hills, as well as exciting experiences they won't find anywhere else. We are also focused on making our network stronger in order to meet our customers' current needs and future demands. As we continue to invest in our network, products, and services, the cost of doing business rises. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting January 1, 2021, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notice for more information.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 734-359-2308.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle V. Mazurek".

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

Enclosure

# Important Information Regarding Xfinity Services and Pricing

Effective January 1, 2021

<b>Xfinity TV</b>	Current	New
<b>Choice TV</b>	\$25.00	\$30.00
<b>Choice TV with TV Box (Flex upgrade)</b>	\$30.00	\$37.50
<b>Broadcast TV Fee</b>	\$11.30	\$14.85
<b>Regional Sports Fee</b>	\$8.25	\$9.10
<b>Service to Additional TV</b>	\$9.95	\$7.50

<b>On Demand Subscription Services</b>	Current	New
<b>AMC + On Demand</b>	\$4.99	\$6.99
<b>Docurama On Demand</b>	\$2.99	\$4.99
<b>Gaia On Demand</b>	\$9.99	\$11.99
<b>Gaiam TV Fit &amp; Yoga On Demand</b>	\$6.99	\$7.99
<b>UP Faith and Family On Demand</b>	\$4.99	\$5.99
<b>WE tv + On Demand</b>	\$4.99	\$5.99

<b>Xfinity Internet</b>	Current	New
<b>Performance Starter</b>	\$53.00	\$56.00
<b>Performance</b>	\$73.00	\$76.00
<b>Blast!</b>	\$83.00	\$86.00
<b>Extreme</b>	\$93.00	\$96.00
<b>Extreme Pro</b>	\$103.00	\$106.00
<b>Gigabit Speed</b>	\$113.00	\$116.00
<b>xFi Advantage</b>	\$20.00	\$25.00

<b>Xfinity Home</b>	Current	New
<b>Xfinity Home Security</b>	\$40.00	\$50.00
<b>Xfinity Home Security Plus</b>	\$50.00	\$60.00

<b>Xfinity Equipment</b>	Current	New
<b>TV Box</b>	\$5.00	\$7.50
<b>Customer-Owned Video Equipment Credit</b>	\$5.00	\$7.50

<b>Installation</b>	Current	New
<b>Professional Install</b>	\$70.00	\$100.00
<b>In-Home Service Visit</b>	\$70.00	\$100.00

Beverly Hills, Bingham Farms, Birmingham, Bloomfield, Bloomfield Hills, Franklin, Redford



# CHAIRMAN'S REPORT



A publication of the Road Commission for Oakland County

[www.rcocweb.org](http://www.rcocweb.org)

## Welcome to the Chairman's End of the Year Report



Happy holidays from the Road Commission for Oakland County (RCOC).

This end-of-the-year *Chairman's Report* is intended to help keep you up to date on what is happening at your Road Commission, what we've accomplished in the last year and what we anticipate in the year ahead.

In addition to providing the best road system for the residents and businesses of Oakland County, another of our goals is to do everything we can to ensure that Oakland County is open for business by ensuring that our roads stay open and safe.

With Michigan's largest and most essential county road system, we are a leader in the state in road safety, road building and road maintenance. That's who we are and what we do.

Roads under our jurisdiction provide

access to the many businesses based in Oakland County and connect them to the state roads that link them to customers in other counties, regions, states and even internationally (via the Blue Water bridge in Port Huron, for example). While these travel routes extend far beyond Oakland County's borders, without the critical county roads that link our businesses and residents to the larger transportation system, the economic might of Oakland County would be greatly diminished.

Because of this, I and my colleagues on the Road Commission Board, as well as the agency administration and staff, are committed to doing everything we can to ensure that access and to make certain those roads are in the best condition they can be with the resources available to us.

From the most advanced "smart" traf-

fic-signal system to the latest road-construction techniques and designs, RCOC is widely respected for its leadership. For example, RCOC was the first county road agency in the state to recognize the safety and traffic-flow benefits of roundabouts. Today, we have 31 in operation -- the highest concentration in Michigan.

Nor has the coronavirus slowed us. In fact, RCOC staff are among the many essential workers who have remained on the job throughout the pandemic. Our staff is working so everyone else can get where they need to go.

- Greg Jamian, Chairman

### Board of Road Commissioners:

- Gregory C. Jamian, Chairman*
- Ronald J. Fowkes, Vice Chairman*
- Andrea LaLonde, Commissioner*

- Dennis G. Kolar, PE, Managing Director*
- Gary Piotrowicz, PE, PTOE, Dep. Managing Dir./ County Highway Engineer*

## RCOC is managing through pandemic; essential road workers remain on the job

As the nation has staggered through the uncharted wilderness of a pandemic, the Road Commission for Oakland County (RCOC) has faced the same challenges. But like other agencies on the front lines, it has adapted and is finding its way through.

"There was no play book for how to maintain the roads in the face of a situation the likes of which we have never before seen," observed RCOC Chairman Greg Jamian. "We had to rapidly change the way we operate and do things in new ways. I am proud of both our administration and our entire work force for their willingness to do what it takes to keep the roads safe."

Jamian added people may not think of road workers as first responders, but in a lot of ways, they are. "Not only do we have



*RCOC employee Kevin Rowan doing his part by wearing a mask.*

to be out there every day maintaining the roads, but we regularly respond to emergency situations – snow storms, power outages that knock out traffic signals, flooding, downed trees, road failures, you name it."

CONT'D ON PAGE 2 — SEE COVID

## What's Inside

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# RCOC prepared for winter: Part-time drivers have been hired, drivers have reviewed best practices

With a few snowfalls already under its belt this year, the Road Commission for Oakland County (RCOC) is in winter operations mode.

As it does each fall, the agency reviewed winter operations practices and procedures with snowplow drivers in October and has hired part-time, temporary snowplow/salt-truck drivers to augment its full-time staff.

“Due to the seasonality of the essential services we provide, these part-time workers are a great way to ensure we provide the service that Oakland County residents deserve,” explained RCOC Chairman Greg Jamian. “With the part-time workers, we have approximately 180 snowplow drivers available this winter.”

RCOC is also continuing to update its fleet of snowplows/salt trucks. “We are gradually replacing our aging fleet,” said RCOC Vice Chairman Ron Fowkes. “Over this past year, we added 24 new snowplow/dump trucks to our fleet,” he added. “As an additional safety feature, the new trucks are equipped with green lights that can be seen from a greater distance.”

Road Commissioner Andrea LaLonde noted the agency is prepared for whatever Mother Nature brings during the winter. “Winter maintenance is one of our most critical functions,” she said. “While we are ready for a worse-than-normal winter, we would welcome a mild season.”

The RCOC team is also constantly looking for best practices when it comes

to maintaining roads during the winter months, such as the “wing plows” ordered with new trucks in recent years, the chairman pointed out. “The wing plows extend from the right side of the truck and are retracted when not in use,” Jamian said.

“They can expand the width of roadway a single truck can plow, enabling trucks to plow a roadway lane and the shoulder at the same time, for example. Equipping many of our trucks with wing plows improves their efficiency,” he noted.

In recent years, RCOC has also implemented a rapid-response plan that includes light-duty trucks to quickly get to isolated icing occurrences and other urgent situations as well as to more quickly get into subdivisions and clear crossovers/turnarounds on boulevards. Additionally, during or following heavy snow events, RCOC uses non-road-maintenance staff to augment its pool of drivers and hires contractors to help on back roads and in subdivisions.

Despite the addition of the part-time, temporary employees and the rapid-response plan, Jamian cautioned that motorists must still be vigilant when driv-



*An RCOC plow truck equipped with a wing plow.*

ing during or immediately after snow events. “Drive for the conditions. That will make a safer environment for everyone on the road,” he explained. He also reminded motorists not to crowd the plow and give the plows “room to groom.”

## Winter Maintenance Facts

*Here are a few facts about the Road Commission's winter operations:*

- ▶ RCOC maintains more than 2,700 miles of county roads and 230 miles of Michigan Department of Transportation (MDOT) highways.
- ▶ Average annual salt use: 64,000 tons.
- ▶ Gallons of diesel fuel used in 2019: 563,000.
- ▶ Gallons of liquid brine used annually: just under 7 million (brine is naturally occurring salt water that RCOC pumps from its brine wells).

## COVID — CONT'D FROM FRONT

In fact, Jamian pointed out, were it not for road crews' constant oversight of the road system, the other first-responders – doctors, nurses, police and fire – as well as those who staff grocery stores, pharmacies, schools, etc., wouldn't be able to safely get to and from their jobs. “There was never a question of whether or not we would be working through the pandemic. The question, rather, was how do we do that in the safest way for our employees?”

The answer to that question took a variety of shapes. Of course, the agency mandated all the familiar safety protocols: wearing masks where appropriate, social distancing and frequently washing hands.

But the agency promptly implemented some other steps that would allow work

to continue uninterrupted, but that would provide for greater separation of employees. This included splitting road maintenance crews at each garage into two shifts, each working 10-hour days, so that no more than half the garage staff was ever present at one time.

It also included allowing some employees who work predominantly in the field, such as construction inspectors, to travel directly from their homes to their job sites in the morning rather than stopping first at the office. It also included allowing some office staff to work remotely where appropriate and where it would not interrupt critical tasks.

Other changes included limiting the number of employees allowed to travel together in agency vehicles, shifting many

staff meetings to virtual format, asking the public to refrain from approaching road workers on job sites and switching Board of Road Commissioners meetings from in-person to virtual.

“While the important work we do must continue uninterrupted, we have taken every reasonable step we can to protect the safety of our hard-working employees,” RCOC Managing Director Dennis Kolar noted. He added that the agency continues to look for ways to keep employees safe.

“I am proud we have taken many precautions to protect our people,” Kolar said. “But I'm equally proud that our staff has stepped up, and we have continued to provide the high level of service the public deserves, despite the environment in which we are all living.”

## Extensive Baldwin Road widening project open for traffic in Orion Township



In early November, the contractor for the Road Commission for Oakland County (RCOC) opened all lanes of traffic in the newly widened section of Baldwin Road between Morgan and Waldon roads in Orion Township.

The \$50-plus million project – a partnership between RCOC and the township – including completely reconstructing the two-mile stretch of Baldwin and the construction of five roundabouts at key intersections within the segment. Parts of the section were constructed as four-lane divided boulevards, while other sections were built as a five-lane road with a continuous center left-turn lane.

“This project is transformative for that section of Orion Township and for

northeast Oakland County,” RCOC Chairman Greg Jamian said. “Instead of a heavily congested and aging two-lane road, there is now a state-of-the-art corridor with significantly enhanced safety, beautiful landscaping and greatly improved traffic flow. Already, the corridor is one of the hottest new addresses in Oakland County.”

Jamian praised Township Supervisor Chris Barnett and the area’s residents and businesses for their patience during the work. “This was a substantial project, and it took three years to complete,” he said. “But the outcome was a substantially improved community.

The project was completed by a local Michigan contractor. Some landscaping work will be completed in the spring.

## RCOC nabs coveted BUILD grant for Adams Road

The Road Commission for Oakland County and its partner, the City of Rochester Hills, have been awarded a coveted federal Better Utilizing Investment to Leverage Development (BUILD) grant for \$2 million to study the future widening of Adams Road between Walton Blvd. and Avon Road in the city.

The competitive grant will allow the partners to study potential alternatives for improving the congested road segment. “This grant will help to pay for an extensive study of this road,” noted RCOC Chairman Greg Jamian. “Our perseverance in pursuing grants has paid off again for the residents and businesses of Oakland County.”

Jamian added that RCOC is looking forward to working with the city as well as area residents, businesses, Oakland University and other stakeholders to move forward with the study.

A schedule for the study has not yet been established, but it is expected to take at least a year and a half to complete once it begins. The actual road construction would start at some point after that, once construction dollars have been identified.

## RCOC Strategic Planning process with communities to start in early 2021

The Road Commission for Oakland County (RCOC) Board and top administrators will begin a new round of Strategic Planning meeting with the leaders of virtually all Oakland County communities in early 2021.

The Road Commission leadership has met with community leaders every other year since 1985. “These meetings are a great way to share information about the Road Commission, to get input on what is going on in the communities and to learn what the community leaders would like to see,” explained RCOC Managing Director Dennis Kolar.

The meetings may be in person, with all COVID-19 protocols followed, or they may be virtual. The meetings typically take place in the communities’ offices.



## RCOC leaders join federal, state, local officials to open repaved North Holly Road

*The Road Commission for Oakland County (RCOC) Board joined a group of other dignitaries Oct. 15 to mark the official opening of North Holly Road, from Grange Hall Road north to the County line in Holly Twp. The \$4.3 million project included repaving and drainage and safety improvements. Pictured above are (L-R): Project Engineer Wayne Dabrowski, project Inspector Mike Neering, Managing Director Dennis Kolar, Mike McCready of the County Executive’s Office, RCOC Chairman Greg Jamian, Vice Chairman Ron Fowkes, County Commissioner Bob Hoffman, Holly Police Chief Jerry Narsh, Holly Twp. Supervisor George Kullis, Congresswoman Elissa Slotkin and RCOC Commissioner Andrea LaLonde.*

## Road Commission nabs ITE Transportation Achievement Award for cellular communications network linking traffic signals

The Road Commission for Oakland County (RCOC) has been recognized for its leadership in the field of transportation technology, winning a 2020 Institute of Transportation Engineers (ITE) Michigan Section Transportation Achievement Award for the cellular-based wireless communications system created to connect the agency's "smart" traffic signals with the RCOC Traffic Operations Center (TOC).

RCOC Signal Systems Engineer Ahmad Jawad, who oversees the TOC and RCOC traffic-signal systems, led the agency's effort to create and implement the system. Recognizing that RCOC did not have the internal expertise to create the wireless system on its own, Jawad partnered with AT&T to create an RCOC-specific cellular network to link the signals and the TOC.

As a result, RCOC has linked 850 intersections equipped with RCOC-operated traffic signals to each other and to



*RCOC Signal Systems Engineer Ahmad Jawad with the ITE award.*

the TOC via the AT&T-operated cellular network. Doing so has allowed the agency to save \$500,000 per year.

That's because the signals were previously linked with actual phone lines that

are more expensive. Additionally, the network has significantly reduced the amount of time that TOC engineers spend working on signal communications problems.

"We saved approximately 40 hours per week in engineer staff time every week," Jawad said. "That's time those engineers can now spend enhancing the operation of the system."

RCOC was one of the first road agencies in the nation to deploy such a wireless system.

### RCOC studying Avon/Dequindre corridor

The Road Commission for Oakland County (RCOC), in partnership with the Macomb County Department of Roads, the cities of Rochester and Rochester Hills and Shelby Township, is working on a plan to improve the Avon Road/Dequindre Road corridor between the Avon/Dequindre intersection and the 23 Mile Road/Dequindre intersection on the Oakland County/Macomb County border.

The project is expected to include:

- Roundabouts at the Avon/Dequindre and

Avon/Dequindre/23 Mile intersections,

- Replacement of the Clinton River bridge,
- Widening the road between the two intersections to three lanes.

The project is intended to address traffic congestion, safety concerns and pedestrian accessibility in the area while minimizing impact on historic and natural features. The Avon/Dequindre roundabout is expected to be constructed in late 2021 and 2022. A schedule for the remaining items in the project has not yet been established.

### Contacting RCOC

If your constituents need information about a road project or want to report a pothole, traffic signal problem or other road issue, they should call RCOC's

**Department of Customer Services** toll free at:

**(877) 858-4804**

**OR**

Send us an e-mail via the RCOC Web site:

**[www.rcocweb.org](http://www.rcocweb.org)**  
(click on "Contact us")