



Council Chamber, 18500 W. 13 Mile Road, Beverly Hills, Michigan 48025

VILLAGE COUNCIL MEETING

TUESDAY, DECEMBER 2, 2025 AT 7:00 PM

AGENDA

- A. Call to Order/ Roll Call**
- B. Pledge of Allegiance**
- C. Amendments to the Agenda/Approve Agenda**
- D. Community Announcements**
- E. Public Comments**
- F. Consent Agenda**
 - 1. Approval of November 18, 2025 Council Minutes
 - 2. Review and File Bills recapped as of Monday, December 1, 2025
 - 3. Approve Text My Gov Quote
 - 4. Review and consider request to host Groves Orchestra's Forte 5K on Sunday, May 3, 2026 at Beverly Park.
 - 5. Review and consider request to waive the pavilion rental fee for the annual 5th Grade Run at Beverly Park
- G. Business Agenda**
 - 1. Approve Purchase of 2007 International Plow Truck
 - 2. Award Proposal for Beverly and Southfield Road Traffic Calming Study
 - 3. Consideration of appeal of Luke Wolgast regarding estimated FOIA fee
- H. Public Comments**
- I. Manager's Report**
 - 1. December 2, 2025 Manager Report
 - 2. November 2025 Public Safety Report
- J. Council Comments**

K. Adjournment

All interested persons may attend and participate in person or virtually at:

<https://us02web.zoom.us/j/84846126896>

Meeting ID: 848 4612 6896 • **Dial in:** 1-646-876-9923

Persons with disabilities who need assistance to participate in this meeting should contact the Clerk's office at 248-646-6404 three days in advance to request mobility, visual, hearing, or other assistance.

Access Council Meeting Materials:

<https://beverlyhillsmi.portal.civicclerk.com/>

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DRAFT REGULAR VILLAGE COUNCIL MEETING MINUTES – NOVEMBER 18, 2025 –
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Present: President Pro Tem Drummond, Members: Abboud, Hrydziusko, Kecskemeti,
Mercer and O’Gorman

Absent: President George

Also Present: Village Manager, Rothe
Village Attorney, Ryan
Village Clerk, Brown
Finance Director, Kutey
Public Safety Director, Arnold

ROLL CALL/CALL TO ORDER/ PLEDGE OF ALLEGIANCE

President Pro Tem Drummond called the regular Village Council meeting to order at 7:00 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025. Brown called the roll. The Pledge of Allegiance was recited by those in attendance.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Hrydziusko, second by Kecskemeti, to approve the agenda as published.

Motion passed (6-0)

COMMUNITY ANNOUNCEMENT

None.

PUBLIC COMMENTS

None.

Motion by Mercer, second by Kecskemeti, to excuse President George from tonight’s meeting

Motion passed (6-0)

CONSENT AGENDA

Motion by Hrydziusko, second by Kecskemeti, be it resolved, that the Council for the Village of Beverly Hills approves the consent agenda.

1. Approve November 4, 2025, Council Minutes
2. Approve November 6, 2025, Special Council Minutes
3. Review and File Bills recapped as of Monday November 17, 2025
4. Approve FY 2025 Lead Service Line Replacements
5. Approve DTE Contract for TAP Project
6. Approve Village Hall Holiday Closure Schedule
7. Approve Parks Board Pavilion Lighting Event Proposal

Roll Call:

Motion passed (6-0)

THESE DRAFT MINUTES HAVE NOT BEEN APPROVED BY COUNCIL.

BUSINESS AGENDA

SECOND READING OF ORDINANCE #394

Rothe gave an overview. Ryan conducted the second reading for Ordinance #394. Council and Administration discussed the difference between open burning and ground fire.

Motion by Mercer, second by Kecskemeti, be it resolved, the Beverly Hills Village Council hereby adopts Ordinance #394 as read.

Roll Call:

Motion passed (6-0)

APPROVE FY 2026 BUDGET AMENDMENTS

Rothe gave an overview. Kutey provided a thorough analysis of the proposed FY 2026 budget adjustments.

Hrydziusko thanked Kutey for her thorough presentation.

Motion by Mercer, second by O’Gorman, be it resolved, the Beverly Hills Village Council adopts the proposed Fiscal Year 2026 Budget Amendments as presented and prepared by the Finance Director.

Roll Call:

Motion passed (6-0)

APPROVE ENGAGEMENT LETTER WITH ROSATI, SCHULTZ, JOPPICH AND AMTSBUECHLER FOR VILLAGE ATTORNEY SERVICES

Rothe gave an overview. Council and Rothe discussed expected hours as well as the types of special projects that may be directed to the new Village Attorney. Ryan commented that the Council chose well and can expect high-quality work

Motion by Hrydziusko, second by Abboud, be it resolved, the Village Council of Beverly Hills hereby approves the Engagement Letter for Village Attorney Services with Rosati, Schultz, Joppich, and Amtsbuechler and authorizes the Village Manager to sign the letter.

Roll Call:

Motion passed (6-0)

PUBLIC COMMENTS

None.

MANAGER’S REPORT

Rothe went over the Manager’s report as provided in the regular Village Council meeting packet.

COUNCIL COMMENTS

Mercer thanked Kutey for attending tonight’s meeting and noted appreciation for her effective transition into the role as Finance Director. Mercer also expressed gratitude to Ryan for his many years of service and for his long-standing dedication to the Village.

THESE DRAFT MINUTES HAVE NOT BEEN APPROVED BY COUNCIL.

Kecskemeti thanked Kutey and recognized Arnold for the strong work and charitable efforts occurring at Public Safety.

Hrydziusko reminded everyone of the upcoming Parks & Recreation Board meeting this Thursday. Hrydziusko complimented the recent improvements at Market Square and encouraged the community to visit the businesses there. Hrydziusko praised the Public Works team, thanked Public Safety for their effective social media communication and expressed enthusiasm for the upcoming text-alert system. Hrydziusko recognized the Groves Football team playing in semi-state on Saturday.

Abboud announced that he was elected to the SEMCOG Transportation Coordinating Council, will be attending the Michigan Municipal League Elected Officials Academy Board meeting in January 2026, and the Cable Board meeting tomorrow morning. Abboud reported that NEXT move is targeted for June 2026 and stressed the need for increased support for the NEXT participants. Abboud reported that the Senior Advisory Council is working to fill district vacancies.

Drummond thanked everyone for their patience during the meeting and expressed appreciation for Director Kutey and Mr. Ryan.

ADJOURNMENT

Motion by Abboud, second by Hrydziusko, to adjourn the meeting at 7:50 p.m.

Motion passed.

Andrew Drummond
Village President Pro Tem

Carissa Brown
Village Clerk

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			90,441.94	90,441.94		
	202 - MAJOR ROAD FUND			20,722.41	20,722.41		
	203 - LOCAL STREET FUND			137,203.29	137,203.29		
	205 - PUBLIC SAFETY DEPARTMENT			112,304.59	112,304.59		
	208 - PARK IMPROVEMENT FUND			4,713.94	4,713.94		
	226 - GARBAGE AND RUBBISH COLLECTI			39,989.62	39,989.62		
	401 - CAPITAL PROJECTS FUND			7,072.16	7,072.16		
	592 - WATER/SEWER OPERATION FUND			482,661.27	482,661.27		
	701 - TRUST & AGENCY FUND			150,162.97	150,162.97		
	730 - RETIREE HEALTH CARE TRUST FU			42.00	42.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 - FUND REVENUE			182,609.29	182,609.29		
	171 - VILLAGE MANAGER			3,667.99	3,667.99		
	191 - VILLAGE ACCOUNTING AND FINAN			9,713.45	9,713.45		
	215 - CLERK			907.46	907.46		
	248 - GENERAL ADMINISTRATION			13,356.89	13,356.89		
	265 - BUILDING & GROUNDS MAINTENAN			277.17	277.17		
	345 - PUBLIC SAFETY DEPARTMENT			111,587.57	111,587.57		
	346 - SCHOOL RESOURCE OFFICER			496.23	496.23		
	371 - BUILDING INSPECTION DEPARTME			2,576.26	2,576.26		
	441 - DEPARTMENT OF PUBLIC WORKS (			27,656.84	27,656.84		
	449 - ROAD COMMISSION/STREET DEPT			109,886.27	109,886.27		
	463 - ROAD/STREET MAINTENANCE			48,039.43	48,039.43		
	528 - RUBBISH COLLECTION/DISPOSAL			39,989.62	39,989.62		
	536 - DIRECT CHARGES - WATER/SEWER			236,528.58	236,528.58		
	540 - OFFICE/ADMINISTRATION CHARGE			6,548.00	6,548.00		
	701 - PLANNING			76.26	76.26		
	702 - ZONING			76.26	76.26		
	728 - ECONOMIC DEVELOPMENT			65.36	65.36		
	751 - PARKS AND RECREATION DEPARTM			5,123.94	5,123.94		
	900 - CAPITAL OUTLAY			246,131.32	246,131.32		

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INVOICE REGISTER REPORT FOR VILLAGE OF BEVERLY HILLS
 POST DATES 11/19/2025 - 12/02/2025
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 BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
BP220286 58619	CLARKE, JONATHAN L BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP220286 - PB22-0281	11/26/2025	300.00 300.00	300.00	Open	Y 11/19/2025
BP240027 58620	STEWART & SONS CONCRETE BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240027 - PRW24-0050	11/26/2025	500.00 500.00	500.00	Open	Y 11/19/2025
BP240013 58621	STEWART & SONS CONCRETE BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240013 - PRW24-0025	11/26/2025	1,200.00 1,200.00	1,200.00	Open	Y 11/19/2025
BP240016 58622	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240016 - PRW24-0027	11/26/2025	500.00 500.00	500.00	Open	Y 11/19/2025
04072025 58623	PATRICIA HUNSINGER UB Receipt Refund for Account #: 592-000-202.00	11/19/2025 ADAM 01-WATER	11/26/2025	165.41 165.41	165.41	Open	Y 11/19/2025
11/19/2025 58624	RESIDENT UB refund for account: KINR-016045-592-000-033.00	11/19/2025 ADAM READY TO SERVE	11/26/2025	211.13 211.13	211.13	Open	Y 11/19/2025
00025166 58625	WEATHERGARD WINDOW BD Payment Refund 101-000-476.06	11/19/2025 ADAM REINSPECTION FEE	11/26/2025	65.00 65.00	65.00	Open	Y 11/19/2025
11/19/2025 58626	LITA ZEMMOL - #600 UB refund for account: 13MI-021501-592-000-033.00	11/19/2025 ADAM READY TO SERVE	11/26/2025	49.68 49.68	49.68	Open	Y 11/19/2025
BP250004 58627	FRIESEN, CHET W BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250004 - PRW25-0005	11/26/2025	200.00 200.00	200.00	Open	Y 11/19/2025
BP250002 58628	ROMA CEMENT BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250002 - PRW25-0002	11/26/2025	500.00 500.00	500.00	Open	Y 11/19/2025

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11/19/2025 58629	RONALD KUHHN UB refund for account: SHER-031727- 592-000-033.00	11/19/2025 ADAM READY TO SERVE	11/26/2025	16.54 16.54	16.54	Open	Y 11/19/2025
BP180232 58630	IRVINE, JOHN BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP180232 - PB18-0224	11/26/2025	200.00 200.00	200.00	Open	Y 11/19/2025
BP250006 58631	GUEVARA CONSTRUCTION BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250006 - PRW25-0008	11/26/2025	300.00 300.00	300.00	Open	Y 11/19/2025
BP240007 58632	FOUR SEASONS GARDEN CENTE BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240007 - PRW24-0018	11/26/2025	335.00 335.00	335.00	Open	Y 11/19/2025
11/19/2025 58633	ALAN GRODIN UB refund for account: AUBN-032261- 592-000-033.00	11/19/2025 ADAM READY TO SERVE	11/26/2025	92.64 92.64	92.64	Open	Y 11/19/2025
BP250019 58634	JORGE ARNULFO OROZCO BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250019 - PRW25-0022	11/26/2025	1,000.00 1,000.00	1,000.00	Open	Y 11/19/2025
BP250013 58635	DOMENICO ERCOLANI BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250013 - PRW25-0017	11/26/2025	1,000.00 1,000.00	1,000.00	Open	Y 11/19/2025
11/19/2025 58636	WILLIAM AND CARISSA ORTMAN UB refund for account: MARI-030700- 592-000-033.00	11/19/2025 ADAM 02-SEWER DISPOSAL	11/26/2025	41.06 41.06	41.06	Open	Y 11/19/2025
BP250001 58637	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250001 - PRW25-0001	11/26/2025	2,000.00 2,000.00	2,000.00	Open	Y 11/19/2025
BP250005 58638	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250005 - PRW25-0006	11/26/2025	1,000.00 1,000.00	1,000.00	Open	Y 11/19/2025

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BP250008 58639	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250008 - PRW25-0010	11/26/2025	1,000.00 1,000.00	1,000.00	Open	Y 11/19/2025
BP250012 58640	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250012 - PRW25-0016	11/26/2025	1,500.00 1,500.00	1,500.00	Open	Y 11/19/2025
BP250022 58641	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250022 - PRW25-0027	11/26/2025	3,000.00 3,000.00	3,000.00	Open	Y 11/19/2025
BP250024 58642	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250024 - PRW25-0031	11/26/2025	500.00 500.00	500.00	Open	Y 11/19/2025
BP250028 58643	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250028 - PRW25-0038	11/26/2025	1,500.00 1,500.00	1,500.00	Open	Y 11/19/2025
BP250029 58644	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250029 - PRW25-0039	11/26/2025	1,500.00 1,500.00	1,500.00	Open	Y 11/19/2025
BP250035 58645	OSCAR TAPIA BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250035 - PB25-0370	11/26/2025	500.00 500.00	500.00	Open	Y 11/19/2025
BP250025 58646	THREE C'S LANDSCAPING BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250025 - PRW25-0034	11/26/2025	1,000.00 1,000.00	1,000.00	Open	Y 11/19/2025
BP250027 58647	MUSCAT BROTHERS CONSTRUCTION CO BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250027 - PRW25-0037	11/26/2025	1,000.00 1,000.00	1,000.00	Open	Y 11/19/2025
BP250030 58648	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250030 - PRW25-0046	11/26/2025	1,500.00 1,500.00	1,500.00	Open	Y 11/19/2025

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BP250031 58649	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250031 - PRW25-0047	11/26/2025	1,500.00 1,500.00	1,500.00	Open	Y 11/19/2025
BP250034 58650	MICHIGAN ASPHALT INC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250034 - PRW25-0051	11/26/2025	1,500.00 1,500.00	1,500.00	Open	Y 11/19/2025
BP240030 58651	SAUL ORTIZ RAIMIREZ BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240030 - PRW24-0055	11/26/2025	500.00 500.00	500.00	Open	Y 11/19/2025
BP240008 58652	ROMA CEMENT BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240008 - PRW24-0016	11/26/2025	1,000.00 1,000.00	1,000.00	Open	Y 11/19/2025
BP220295 58653	ROMA CEMENT BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP220295 - PB22-0290	11/26/2025	200.00 200.00	200.00	Open	Y 11/19/2025
BP240024 58654	MARTINO ENTERPRISES INC. BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240024 - PRW24-0039	11/26/2025	950.00 950.00	950.00	Open	Y 11/19/2025
BP240004 58655	DRY BASEMENT PLUS LLC BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP240004 - PRW24-0014	11/26/2025	300.00 300.00	300.00	Open	Y 11/19/2025
BP250033 58656	MUSCAT BROTHERS CONSTRUCTION CO BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250033 - PRW25-0050	11/26/2025	1,500.00 1,500.00	1,500.00	Open	Y 11/19/2025
BP250007 58657	DELLACASA CEMENT BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250007 - PRW25-0009	11/26/2025	200.00 200.00	200.00	Open	Y 11/19/2025
BP250032 58658	BSI PAVING BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250032 - PRW25-0049	11/26/2025	1,750.00 1,750.00	1,750.00	Open	Y 11/19/2025

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BP250003 58659	WHITE WOLF CONCRETE & LANDSCAPING BD Bond Refund 101-000-283.02	11/19/2025 ADAM BP250003 - PRW25-0004	11/26/2025	200.00 200.00	200.00	Open	Y 11/19/2025
110230 58660	J.H. HART URBAN FORESTRY TREE MAINT. 203-463-934.38 202-463-934.38	11/07/2025 ADAM TREE REMOVAL AND MAINTENANCE TREE REMOVAL & MAINTENANCE	12/01/2025	5,869.31 2,934.66 2,934.65	5,869.31	Open	Y 11/19/2025
4249875360 58661	CINTAS CORPORATION #31 CINTAS VH 101-265-934.55	11/14/2025 ADAM BUILDING MAINTENANCE	12/01/2025	61.74 61.74	61.74	Open	Y 11/19/2025
170406-6 58662	CHET'S RENT ALL ASHPHALT ROLLER RENTAL 203-463-940.00	11/19/2025 ADAM EQUIPMENT RENTAL	12/01/2025	602.26 602.26	602.26	Open	Y 11/19/2025
13PT-1PVK-DGNP 58663	AMAZON CAPITAL SERVICES DPW SUPPLIES 101-441-755.00	11/17/2025 ADAM TOOLS/SUPPLIES/UNIFORMS	12/01/2025	321.95 321.95	321.95	Open	Y 11/19/2025
164466 58664	BS&A SOFTWARE BS&A TRAINING 592-540-916.02	11/14/2025 ADAM EDUCATION & TRAINING	12/01/2025	1,335.00 1,335.00	1,335.00	Open	Y 11/20/2025
027000 58665	HUNT SIGN COMPANY SIGNS FOR RIVERSIDE PARK 101-751-934.42	11/12/2025 ADAM R & M - PARK GROUNDS	12/01/2025	310.00 310.00	310.00	Open	Y 11/20/2025
110190 58666	J.H. HART URBAN FORESTRY TREE MAINT. 203-463-934.38 202-463-934.38	10/31/2025 ADAM TREE REMOVAL AND MAINTENANCE TREE REMOVAL & MAINTENANCE	12/01/2025	7,600.75 3,800.38 3,800.37	7,600.75	Open	Y 11/20/2025
7198909 58667	CONTRACTORS CONNECTION BLADE FOR ASPHALT CUTTER - DPW 202-463-755.00	11/12/2025 SUSAN TOOLS & SUPPLIES	12/12/2025	547.90 547.90	547.90	Open	Y 11/20/2025
96924841A 58668	NELSON BROTHERS SEWER & SEWER & DRAIN CLEANING DPW FACILITY 101-441-934.55	11/11/2025 SUSAN BUILDING MAINTENANCE	11/11/2025	230.00 230.00	230.00	Open	Y 11/20/2025

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96799916 58669	NELSON BROTHERS SEWER & PLUMBING REPAIRS - PS BLDG 205-345-934.26	11/03/2025 SUSAN	11/03/2025	149.00 149.00	149.00	Open	Y 11/20/2025
	R & M BUILDING & GROUNDS			149.00			
5302008908 58670	CINTAS CORPORATION #31 SERVICE EYEWASH STATIONS/CHECK MED 101-441-755.00	11/10/2025 SUSAN	12/10/2025	7.53 7.53	7.53	Open	Y 11/20/2025
	TOOLS/SUPPLIES/UNIFORMS			7.53			
20240057 #2 58671*	D'ANGELO BROTHERS PIERCE ST WATER MAIN PROJ PAY APP 2 592-900-972.06 592-000-211.13	11/14/2025 SUSAN	11/30/2025	235,716.23 235,767.16 (50.93)	235,716.23	Open	Y 11/20/2025
	PIERCE ROAD WATER MAIN IMROVEMENTS RETAINAGE-PIERCE RD WATER MAIN						
20240035 58672	PRO-LINE ASPHALT PAVING CORPORATION FY25 ROAD IMPROVEMENT PLAN - PAY APP 203-449-926.00-26LRD BIRW01 203-449-926.02	11/14/2025 SUSAN	11/30/2025	109,886.27 56,558.46 53,327.81	109,886.27	Open	Y 11/20/2025
	ASPHALT RESURFACE/HMA PATCHING RESURFACE ASPHALT - REEDMERE AVE						
11192025 58673	CATHY WHITE MILEAGE REIMBURSEMENT OCT/NOV 2025 701-000-237.00	11/19/2025 SUSAN	11/30/2025	75.60 75.60	75.60	Open	Y 11/20/2025
	DUE TO CABLECASTING BOARD			75.60			
CI067435 58674	OAKLAND COUNTY TREASURER'S EVERGREEN-FARMINGTON SEWAGE OCT 2025 592-536-917.00	10/31/2025 SUSAN	11/30/2025	205,769.75 205,769.75	205,769.75	Open	Y 11/20/2025
	SEWAGE/STORM DISPOSAL CHARGE			205,769.75			
CI067418 58675	OAKLAND COUNTY TREASURER'S SEWARGE DISPOSAL SVCS - GWK - OCT 592-536-917.00	10/31/2025 SUSAN	11/30/2025	30,758.83 30,758.83	30,758.83	Open	Y 11/20/2025
	SEWAGE/STORM DISPOSAL CHARGE			30,758.83			
11132025 58676	ROGER ST. JEAN RX REIMBURSEMENT 730-248-723.05	11/13/2025 SUSAN	11/30/2025	42.00 42.00	42.00	Open	Y 11/20/2025
	RETIREE HEALTH - RX REIMBURSEMENT 730			42.00			
2025-07 58677	CATHY WHITE BOARD MEETING REFRESHMENTS & PAPER 701-000-237.00	11/17/2025 SUSAN	11/30/2025	87.37 87.37	87.37	Open	Y 11/20/2025
	DUE TO CABLECASTING BOARD			87.37			
11182025 58678	BIRMINGHAM AREA CABLE BOARD TRANSFER TO CABLE BOARD 701-000-237.00	11/18/2025 SUSAN	11/30/2025	150,000.00 150,000.00	150,000.00	Open	Y 11/20/2025
	DUE TO CABLECASTING BOARD			150,000.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
110279 58679	J.H. HART URBAN FORESTRY TREE MAINTENANCE 203-463-934.38 202-463-934.38	11/14/2025 SUSAN TREE REMOVAL AND MAINTENANCE TREE REMOVAL & MAINTENANCE	11/30/2025	3,529.01 1,764.50 1,764.51	3,529.01	Open	Y 11/20/2025
7105 58680	ENTERPRISE COMPUTER COMPUTER UPGRADE FOR LYDIAS 101-371-752.00	11/19/2025 COMPUTER ADAM OFFICE SUPPLIES	12/01/2025	119.00 119.00	119.00	Open	Y 11/20/2025
V1006-01C1 58681	D'ANGELO BROTHERS SERVICE LINE VERIFICATION TMF GRANT 592-900-973.03	11/20/2025 ADAM WATER - SERVICE LINE VERIFIFICATIONS	12/01/2025	1,040.00 1,040.00	1,040.00	Open	Y 11/20/2025
4730 58682	CITY OF FARMINGTON TRUCK PARTS FOR SALT TRUCK FROM 101-441-794.00	11/19/2025 ADAM NON-CAPITAL EQUIPMENT	12/01/2025	4,500.00 4,500.00	4,500.00	Open	Y 11/20/2025
4729 58683	CITY OF FARMINGTON SALT/DUMP TRUCK FROM FARMINGTON 101-441-794.00	11/19/2025 ADAM NON-CAPITAL EQUIPMENT	12/01/2025	4,500.00 4,500.00	4,500.00	Open	Y 11/20/2025
110221 58684	J.H. HART URBAN FORESTRY TREE MAINT. 203-463-934.38	11/07/2025 ADAM TREE REMOVAL & MAINTENANCE	12/01/2025	2,822.51 2,822.51	2,822.51	Open	Y 11/20/2025
11.25.BH.MM. 58685	S.O.C.R.R.A NOVEMBER 25' MID-MONTH 226-528-919.01 226-528-919.04	11/17/2025 ADAM RUBBISH COLLECTION RUBBISH DISPOSAL	12/01/2025	36,411.00 27,308.25 9,102.75	36,411.00	Open	Y 11/20/2025
426725 58686	CADILLAC ASPHALT, LLC LOCAL ROAD REPAIR 203-463-934.58	11/18/2025 ADAM ROAD REPAIR/MAINTENANCE	12/01/2025	1,160.52 1,160.52	1,160.52	Open	Y 11/20/2025
96924841 58687	NELSON BROTHERS SEWER & BUILDING MAINT.-DPW 101-441-934.55	11/11/2025 ADAM BUILDING MAINTENANCE	12/01/2025	0.00 230.00	0.00	Void	N 11/20/2025
36014688-001 58688	HERC RENTALS INC. SALT TRUCK RENRAL 203-463-940.00 202-463-940.00	11/18/2025 ADAM EQUIPMENT RENTAL EQUIPMENT RENTAL	12/01/2025	10,636.50 6,381.90 4,254.60	10,636.50	Open	Y 11/20/2025

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96814760 58689	NELSON BROTHERS SEWER & BUILDING MAINT. PS 205-345-934.55	11/06/2025 ADAM BUILDING MAINTENANCE	12/01/2025	1,655.00 1,655.00	1,655.00	Open	Y 11/20/2025
1006-03 58690	D'ANGELO BROTHERS SERVICE LINE VERIFICATION TMF GRANT 592-900-973.03	08/14/2025 ADAM WATER - SERVICE LINE VERIFIFICATIONS	12/01/2025	2,252.00 2,252.00	2,252.00	Open	Y 11/24/2025
7087 58691	ENTERPRISE COMPUTER IT SERVICES 205-345-933.02 101-248-933.02	10/14/2025 ADAM IT CONSULTING SERVICES IT CONSULTING SERVICES	12/01/2025	2,500.00 1,250.00 1,250.00	2,500.00	Open	Y 11/24/2025
71999054 58692	CONTRACTORS CONNECTION CULVERT REPAIR 202-463-755.00	11/18/2025 ADAM TOOLS & SUPPLIES	12/01/2025	719.55 719.55	719.55	Open	Y 11/24/2025
76 58693	SALTY JAKES MAINTENANCE & REPAIR VEHICLE MAINT. 205-345-932.00	11/20/2025 ADAM VEHICLE REPAIRS & MAINTENANCE	12/01/2025	340.00 340.00	340.00	Open	Y 11/24/2025
20971 58694	BEVERLY HILLS ACE KEY - PS 205-345-934.55	11/20/2025 SUSAN BUILDING MAINTENANCE	12/19/2025	3.59 3.59	3.59	Open	Y 11/24/2025
007179 58695	MACQUEEN EMERGENCY REPLACE BUDDY BREATHING POUCH - PS 205-345-760.00	11/03/2025 SUSAN FIRE SUPPLIES	12/02/2025	340.00 340.00	340.00	Open	Y 11/24/2025
048423 58696	MACQUEEN EMERGENCY TURNOUT GEAR BAG W/EQUIPMENT PS 205-345-760.00	11/12/2025 SUSAN FIRE SUPPLIES	12/23/2025	169.62 169.62	169.62	Open	Y 11/24/2025
927985 58697	NYE UNIFORM EAST UNIFORMS PS 205-345-736.00	11/14/2025 SUSAN UNIFORMS	12/13/2025	324.00 324.00	324.00	Open	Y 11/24/2025
049421 58698	MACQUEEN EMERGENCY SERGEANT SHIELDS 205-345-736.00	11/13/2025 SUSAN UNIFORMS	12/12/2025	150.00 150.00	150.00	Open	Y 11/24/2025

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10577299 58699	PLANTE & MORAN, PLLC AUDIT PREP/CAPITAL ASSETS REVIEW 101-191-801.00	11/18/2025 SUSAN PROFESSIONAL SERVICES	12/17/2025	6,045.00 6,045.00	6,045.00	Open	Y 11/25/2025
25116 58700	PERFORMANCE CREATIVE RESOURCES INC WSU SCULPTURE YARD SIGNS 101-751-949.00	11/18/2025 SUSAN ART IN THE PARKS	11/28/2025	100.00 100.00	100.00	Open	Y 11/25/2025
350666 58701	TOWN SQUARE PUBLICATION AD FOR CHAMBER 2026 THRIVE MAG 101-171-902.00	09/12/2025 SUSAN PUBLIC NOTICES, ETC	10/12/2025	540.00 540.00	540.00	Open	Y 11/25/2025
1028407480 58702	PITNEY BOWES BANK PURCHASE POWER INK FOR POSTAGE MACHINE 101-248-940.02	11/03/2025 SUSAN RENTAL OFFICE EQUIPMENT	12/03/2025	265.58 265.58	265.58	Open	Y 11/25/2025
356823 58703	CIVICPLUS LLC ORDBANK ANNUAL SUBSCRIPTION (CODE) 101-215-801.20	11/19/2025 SUSAN RECODIFICATION SERVICES	12/19/2025	367.09 367.09	367.09	Open	Y 11/25/2025
85708671 58704	TERMINIX EHRlich PEST CONTROL - VILLAGE 101-265-934.55	11/19/2025 SUSAN BUILDING MAINTENANCE	12/19/2025	56.18 56.18	56.18	Open	Y 11/25/2025
4250627754 58705	CINTAS CORPORATION #31 MATS/MUD SCRAPER - VILLAGE 101-265-934.55	11/20/2025 SUSAN BUILDING MAINTENANCE	12/19/2025	44.04 44.04	44.04	Open	Y 11/25/2025
#7-133010 58706	CONTRACTORS CLOTHING JACKETS - BUILDING DEPT 101-441-755.00	11/20/2025 SUSAN TOOLS/SUPPLIES/UNIFORMS	12/20/2025	349.72 349.72	349.72	Open	Y 11/25/2025
#7-133011 58707	CONTRACTORS CLOTHING JACKET - CODE ENFORCEMENT 101-441-755.00	11/20/2025 SUSAN TOOLS/SUPPLIES/UNIFORMS	12/20/2025	193.49 193.49	193.49	Open	Y 11/25/2025
5304314201 58708	CINTAS CORPORATION #31 HAND WARMERS - DPW 101-441-755.00	11/21/2025 SUSAN TOOLS/SUPPLIES/UNIFORMS	12/20/2025	46.33 46.33	46.33	Open	Y 11/25/2025

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6128578128 58709	VERIZON WIRELESS MOBILE PHONES OCT 16 - NOV 15 2025 101-371-850.01 205-345-850.01	11/15/2025 SUSAN	12/07/2025	842.49 210.62 631.87	842.49	Open	Y 11/25/2025
0000007 58710	S.A.V.E.S WELCOME PACKET & MEMBERSHIP DUES 205-345-915.00	11/14/2025 SUSAN	12/14/2025	300.00 300.00	300.00	Open	Y 11/25/2025
197620 58711	JCR SUPPLY, INC. JANITORIAL SUPPLIES PS 205-345-754.00	11/18/2025 SUSAN	12/19/2025	606.33 606.33	606.33	Open	Y 11/25/2025
INV-MI-4966 58712	RELIANT FIRE APPARATUS OF MI VEHICLE SUPPLIES PS 205-345-932.00	11/20/2025 SUSAN	12/20/2025	30.31 30.31	30.31	Open	Y 11/25/2025
716249564 58713	CONCENTRA MEDICAL CENTERS OFFICER PHYSICALS 205-345-801.00	11/07/2025 SUSAN	12/06/2025	783.00 783.00	783.00	Open	Y 11/25/2025
005692 58714	MACQUEEN EMERGENCY FIRE SUPPLIES 205-345-760.00	11/10/2025 SUSAN	12/10/2025	2,135.00 2,135.00	2,135.00	Open	Y 11/25/2025
10162025 58715	THE DTE ENERGY COMPANY RELOCATE POLE & GUY WIRE EVERGREEN & 401-900-974.05-23 SW TAP01 LAND IMPROVEMENTS - SIDEWALKS - TAP	10/16/2025 SUSAN	11/16/2025	5,537.64 5,537.64	5,537.64	Open	Y 11/25/2025
11252025 58716	BLUE CROSS BLUE SHIELD BCBS COVERAGE 12/15/2025-01/14/2026 101-248-723.00 205-345-723.00	11/25/2025 SUSAN	11/30/2025	41,375.28 10,643.94 30,731.34	41,375.28	Open	Y 11/25/2025
11252025 58717	COALITION OF PUBLIC SAFETY COPS TRUST DEC 2025 205-345-723.00	11/25/2025 SUSAN	11/30/2025	20,250.70 20,250.70	20,250.70	Open	Y 11/26/2025
494019 58718	BILLINGS LAWN EQUIPMENT DPW EQUIPMENT (SAWS, TRIMMERS, ETC) 101-441-794.00	10/21/2025 SUSAN	11/20/2025	11,585.99 11,585.99	11,585.99	Open	Y 11/26/2025

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11262025 58719	BLUE CARE NETWORK BLUE CARE NETWORK DEC 2025 PREMIUMS SUSAN	11/26/2025	12/01/2025	84,629.74	84,629.74	Open	Y 11/26/2025
	101-248-723.00	RETIREE HEALTH - PAID BY VBH		1,026.52			
	205-345-723.00	RETIREE HEALTH - PAID BY VBH		19,865.27			
	101-171-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		2,631.51			
	101-215-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		446.31			
	101-191-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		3,083.27			
	101-371-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		1,883.73			
	101-441-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		3,032.74			
	202-463-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		6,144.08			
	203-463-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		7,615.21			
	205-345-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		25,893.56			
	205-346-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		420.58			
	208-751-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		4,413.36			
	226-528-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		3,374.92			
	592-540-718.00	HEALTH INSURANCE PREMIUMS - CURRENT EM		4,798.68			
11042025 58720	STATE OF MICHIGAN SAFE ROUTES	11/04/2025	12/04/2025	1,534.52	1,534.52	Open	Y 11/26/2025
	401-900-974.06-23 SW SRTS01	LAND IMPROVEMENTS - SIDEWALKS - SRTS		1,534.52			
11252025 58721	GUARDIAN GUARDIAN PREMIUMS DEC 2025	11/26/2025	11/30/2025	9,501.43	9,501.43	Open	Y 11/26/2025
	101-441-718.02	LIFE & DISABILITY INS		65.44			
	205-345-718.02	LIFE & DISABILITY INS		638.32			
	101-171-718.02	LIFE & DISABILITY INS		114.94			
	101-215-718.02	LIFE & DISABILITY INS		40.91			
	205-346-718.02	LIFE & DISABILITY INS		22.50			
	101-191-718.02	LIFE & DISABILITY INS		116.88			
	101-371-718.02	LIFE & DISABILITY INS		117.12			
	101-701-718.02	LIFE & DISABILITY INS		18.14			
	101-702-718.02	LIFE & DISABILITY INS		18.14			
	101-728-718.02	LIFE & DISABILITY INS		15.54			
	203-463-718.03	DENTAL INSURANCE		235.08			
	202-463-718.03	DENTAL INSURANCE		474.04			
	208-751-718.03	DENTAL INSURANCE		300.58			
	226-528-718.03	DENTAL INSURANCE		203.70			
	592-540-718.02	LIFE & DISABILITY INS		113.23			
	101-191-718.03	DENTAL INSURANCE		468.30			
	101-171-718.03	DENTAL INSURANCE		381.54			
	101-371-718.03	DENTAL INSURANCE		245.79			
	101-441-718.03	DENTAL INSURANCE		241.50			
	101-701-718.03	DENTAL INSURANCE		58.12			
	101-702-718.03	DENTAL INSURANCE		58.12			
	101-728-718.03	DENTAL INSURANCE		49.82			
	205-345-718.03	DENTAL INSURANCE		3,201.68			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	205-346-718.03	DENTAL INSURANCE		53.15			
	101-215-718.03	DENTAL INSURANCE		53.15			
	592-540-718.03	DENTAL INSURANCE		301.09			
	205-000-231.05	LIFE INSURANCE DEDUCTIONS		220.79			
	101-248-723.06	RETIREE DENTAL		53.15			
	205-345-723.06	RETIREE DENTAL		1,620.67			

11192025	HOME DEPOT CREDIT SERVICES	11/19/2025	12/15/2025	3,014.08	3,014.08	Open	Y
58722	MONTHLY STATEMENT OCT-NOV 2025	SUSAN					11/26/2025
	101-441-755.00	TOOLS/SUPPLIES/UNIFORMS		1,898.74			
	205-345-934.55	BUILDING MAINTENANCE		158.31			
	101-441-794.00	NON-CAPITAL EQUIPMENT		485.17			
	101-441-934.55	BUILDING MAINTENANCE		198.24			
	101-265-755.00	TOOLS & SUPPLIES		115.21			
	101-248-827.00	BANK FEES		75.70			
	202-463-755.00	TOOLS & SUPPLIES		82.71			

049421A	MACQUEEN EMERGENCY	11/17/2025	12/16/2025	360.00	360.00	Open	Y
58723	SHIELDS PS	SUSAN					11/26/2025
	205-345-736.00	UNIFORMS		360.00			

# of Invoices:	105	# Due:	104	Totals:	1,045,314.19	1,045,314.19
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:	1,045,314.19	1,045,314.19
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* 1 Net Invoices have Credits Totalling: (50.93)



Agenda Item Summary

To: Village Council
From: Warren Rothe, Village Manager

Re: *Consent Agenda - 3. Approve Text My Gov Quote*
Date: December 2, 2025 - [Click to View Agenda](#)

Summary:

Village Administration desires to implement a software solution that will allow the Village to send text messages to the community. Several companies exist in this space, and the Village conducted several demos with providers, as well as contacted nearby municipalities for their feedback. Based on this review, Text My Gov is being recommended by Village Administration as the vendor of choice.

Text My Gov offers the simplest user interface, guaranteed to hold their pricing consistent for an initial term of three years, and is used by many neighboring communities such as Clawson, Farmington, St. Clair, and Royal Oak. Additionally, Text My Gov has a mapping feature that allows the Village to send localized messages, such as when a water main break occurs. Finally, Text My Gov also integrates with Facebook, allowing for messages to be posted on the Village's page automatically.

Financial Impact:

The initial setup (\$3,100) and reoccurring annual costs (\$6,200) will be split amongst the various departments that will utilize the services, such as the public safety fund and water/sewer fund.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council approves the quote from Text My Gov as presented.

Attachments:

1. Text My Gov Quote



TextMyGov

TextMyGov

P.O. Box 3784

Logan, Utah 84323

435-787-7222

Partnership Agreement

Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, ***97% of smartphone owners text regularly.***

The technology analysts at Compuware reported ***that 80 to 90% of all downloaded apps are only used once and then eventually deleted*** by users.

TextMyGov Solutions

Communicate, Engage, Boost Website Traffic, Track and Work.



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.

Implementation

Getting Started

- After the execution of the Agreement Confirmation Page, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

Configuration

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

Media Kit

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.

This quote represents a subscription to TextMyGov with an annual recurring charge for an initial period of Three-Years (the “Initial Term”). The agreement is set to automatically renew on the anniversary date of this agreement, after the Initial Term. Support and service fees may increase following the Initial Term but will increase no more than 5% per year. See below for package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at www.TextMyGov.com/terms

Prepared for:
Village of Beverly Hills
18500 W 13 Mile Rd, Beverly Hills, MI 48025-
5267, United States
Warren Rothe wrothe@villagebeverlyhills.com

Prepared by:
Russell Terry
Account Executive
P.O. Box 3784
Logan, UT 84323

Package	Package Price	Billing
TextMyGov- Premium Premium Package includes: • TextMyGov Web-Based Software • Enhanced Media Care Package • Citizen Surveys • Facebook Integration • Local Phone Number • Short Code Number (for outgoing messages) • TextMyGov Provided Database • Unlimited Users • Unlimited Departments • Unlimited Support for Every User • 10 GB Managed online data storage • 75000 Text Messages per year	\$6,200.00	Annual
Implementation/Setup Fee	\$3,100.00	One Time
Total (First Year):	\$9,300.00	First Year
Total (Ongoing):	\$6,200.00	Annual

Notes:

1. *This is a Three-Year Agreement. Either party may terminate this agreement at the end of the Initial Term by providing the other part with written notice of termination at least sixty (60) days prior to the expiration of the Initial Term. If Customer terminates the agreement the remaining balance for the Initial Term, if any, will become immediately due and payable. After the Initial Term, this agreement will automatically renew for successive one (1) year terms ("Renewal Term") unless either party provides written notice of non-renewal at least sixty (60) days before the expiration of the then-current term. Should Customer terminate the agreement within the sixty-day period before the expiration of the Initial Term or any Renewal Term, Customer will be obligated to pay the total balance due for the subsequent Renewal Term.*
2. *Customer will be invoiced on an annual basis. Invoices will be sent by mail and email to the addresses listed on the Agreement Confirmation page of this agreement. Payment is due within 30 days from the date of the invoice.*
3. *Customer is required to put Text My Gov widget on the Agency's Web Home page.*
4. *This agreement must be signed and returned by 12.05.2025*
5. *Customer is authorized to enter into this agreement and by signing the Agreement Confirmation, agrees to all terms herein and all Terms and conditions listed above.*
6. *Customer is required to provide copy of W-9*

Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual* cost, upon request.

Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000) Unlimited texts are available as well. See your Account Executive for details	Price based on amount of text messages	Annual



Agenda Item Summary

To: Village Council
From: Carissa Brown, Village Clerk

Re: ***Consent Agenda - 4. Review and consider request to host Groves Orchestra's Forte 5K on Sunday, May 3, 2026 at Beverly Park.***
Date: December 2, 2025 - [Click to View Agenda](#)

Summary:

Administration received a request from Groves High School requesting to hold their annual Forte 5K Run and Walk at Beverly Park and on Village streets on Sunday, May 3, 2026 from 6:30 a.m. to 11:30 a.m. to benefit the Groves Orchestra. They have also requested to use the pavilion during this time and asked that the pavilion rental fees be waived. There are not any Village sponsored events scheduled at Beverly Park for May 3, 2026. A map of the route is attached. The Board and Council have approved this request for the past several years. At their November 20, 2025 meeting, the Parks & Recreation Board recommended this request be approved by the Village Council.

Recommendation:

Village Council approves the request from Groves High School to hold their annual Forte 5K Run on Sunday, May 3, 2026 from 6:30 a.m. to 11:30 a.m. This event will begin and end at the Beverly Park pavilion, and they will utilize Village streets and sidewalks for the run. Fees for use of the pavilion will be waived for this event provided that a security deposit and Certificate of Liability Insurance naming the Village of Beverly Hills as an additional insured is submitted to the Clerk's Office prior to the event.

Attachments:

1. Groves Orchestra 5k Map
2. Groves Orchestra Beverly Park Pavilion Rental Fee Waiver



GROVES ORCHESTRA 2026 FORTE 5K



COURSE MARSHALS



MUSICIANS



Beverly Park Pavilion Rental Fee
Waiver Request Form

Organization GROVES HS Orchestra Contact Name Jill O'Connor

Address 18365 Bedford

City, State, Zip Beverly Hills, 48025

Phone Number 248-421-0152 Email Address jill.oconnor10@gmail.com

Select one:

☐ Non-Profit ☒ Public School ☐ Other _____

Tax ID Number Birmingham Education Fund 38-3214599 (we are a 501(c)(3) organization)

Date of Event Sunday, May 3, 2026

Time of event 6:30 (a.m./p.m.) to 11:30 (a.m./p.m.)

Reservations are accepted between April 1 and November 30 between the hours of 9:00 a.m. and 9:00 p.m. Please note, reservations cannot be made on major holidays such as Memorial Day, Mother's Day, Father's Day, Independence Day, Labor Day, or during Village sponsored events such as the Halloween Hoot.

Number of attendees 150 (maximum 150)

Tell us about your event and how it benefits the community:

The 13th Annual Groves Orchestra Forte 5K is the major fundraiser for Groves High School's orchestras. The event brings the community together to raise funds for music enrichment, annual orchestra camp, and orchestra activities. All proceeds from the race go directly to the orchestra boosters.

Is your event open to the public? ☒ Yes ☐ No

Please attach any supporting documents, such as a 5K route. Attached



Agenda Item Summary

To: Village Council
From: Carissa Brown, Village Clerk

Re: ***Consent Agenda - 5. Review and consider request to waive the pavilion rental fee for the annual 5th Grade Run at Beverly Park***
Date: December 2, 2025 - [Click to View Agenda](#)

Summary:

Administration received a request from Birmingham Public Schools Athletic Department to host the annual 5th Grade Run at Beverly Park on Saturday, October 3, 2026 from 8:00 a.m. to 10:00 a.m. They have also requested to use the pavilion during this time and asked that the pavilion rental fees be waived.

There are not any Village sponsored events scheduled at Beverly Park on this date. At their November meeting, the Parks & Recreation Board recommended that Council approve this annual request.

Recommendation:

The Beverly Hills Village Council approves the request from Birmingham Public Schools to host the annual 5th Grade Run at Beverly Park on Saturday, October 3, 2026 from 8:00 a.m. to 10:00 a.m. and waives the fees for use of the pavilion for this event, provided that a \$250.00 security deposit and Certificate of Liability Insurance naming the Village of Beverly Hills as an additional insured is submitted to the Clerk's Office prior to the event.

Attachments:

1. BPS 5th Grade Run Waiver Request



Beverly Park Pavilion Rental Fee
Waiver Request Form

Organization BIRMINGHAM PUBLIC SCHOOLS Contact Name DEREK
Address 312500 FAIRFAX DIBIOVANNI
City, State, Zip BEVERLY HILLS, MI 48025
Phone Number 248 203 3210 Email Address ddibiovanni@birmingham.k12.mi.us
Select one:
☐ Non-Profit ☒ Public School ☐ Other _____

Tax ID Number _____

Date of Event 10/3/26

Time of event 8 a.m./p.m. to 10 a.m./p.m.

Reservations are accepted between April 1 and November 30 between the hours of 9:00 a.m. and 9:00 p.m. Please note, reservations cannot be made on major holidays such as Memorial Day, Mother's Day, Father's Day, Independence Day, Labor Day, or during Village sponsored events such as the Halloween Hoot.

Number of attendees 150 (maximum 150)

Tell us about your event and how it benefits the community:

THIS IS OUR ANNUAL 5TH GRADE RUN
FOR ALL THE 5TH GRADERS OF
BPS.

Is your event open to the public? Yes ☒ No

Please attach any supporting documents, such as a 5K route.



Agenda Item Summary

To: Village Council

From: Neil Johnston, Public Services Director

Re: ***Business Agenda - 1. Approve Purchase of 2007 International Plow Truck***

Date: December 2, 2025 - [Click to View Agenda](#)

Summary:

The Public Services Department is requesting to purchase a used 2007 International plow truck to meet operational needs during the extended build times of the new trucks ordered through the Enterprise Fleet leasing program. In the interim period, Enterprise — through a partnership with Herc Rentals — has provided two F-750 trucks. The monthly rent for these trucks is a combined \$11,246.

With the extended lead time of the new plow trucks approaching 16 months, the opportunity for substantial savings exists by purchasing this truck, allowing the Village to forgo the need to continually rent similar equipment. The truck in question was listed on [GovDeals.com](#), and was formerly owned by a municipality. Village staff reviewed the seller's history and reputation and found no issues of concern.

The truck in question is priced at \$48,000 and appears to be in good working condition, with approximately 99,000 miles on its diesel engine. It is fully outfitted for Village needs, including: front plow, underbody scraper, wing plow, 5.5-yard salt spreader, and two roll-off dump boxes.

Financial Impact:

Funds are available in account #101-900-977.41 to complete this purchase.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council approves the purchase of a 2007 International Plow Truck from Rowland Enterprises LLC for \$48,000 subject to final verification by the Public Services Director and Village Attorney. Funds are available in account #101-900-977.41

Attachments:

1. 2007 International Pictures











Agenda Item Summary

To: Village Council
From: Susie Stec, Planning & Economic Development Director
Re: ***Business Agenda - 2. Award Proposal for Beverly and Southfield Road Traffic Calming Study***
Date: December 2, 2025 - [Click to View Agenda](#)

Summary:

The Village awarded funds through Oakland County's Access to Transit Program which aims to improve access, safety and enhance mobility options for all users. In the case of Beverly Hills, funds were awarded to conduct a traffic calming study at the intersection of Beverly and Southfield Roads. A request for proposals was issued on October 31st seeking proposals which take a holistic approach in identifying and evaluating options for the redesign of the intersection. This Project aims to enhance access to transit, improve pedestrian accessibility in the area, address traffic speeds, sight distance, and visibility at pedestrian crosswalks, increase awareness and visibility of pedestrians and non-motorized users, slow vehicular speeds at the intersection, and shorten pedestrian crossing distances.

Bids were due on November 21st and the Village received four (4) proposals from qualified consultant firms (see attached bid tab). Each proposal was high-quality and responsive to the goals identified. The two lowest bids were received from Hubbell, Roth, and Clark and Spalding DeDecker, and both proposals aimed to provide a similar level of service including public engagement, three design concepts, and a preferred alternative design and estimated cost.

Hubbell, Roth, and Clark had a slight edge over Spalding DeDecker on the estimated project cost. Additionally, Hubbell, Roth, and Clark has unmatched institutional knowledge of the community and existing topographic information that will be essential to the development of the preferred alternative design and reliable cost estimates. Conducting a topographic survey was not included in the bid estimate for Spalding DeDecker. For these reasons, administration recommends awarding the contract to the low bidder Hubbell, Roth, and Clark.

Financial Impact:

There is a \$7,500 match required by the Access to Transit grant which was allocated and approved by Village Council at the time of application and is included in the Fiscal Year 2026 budget.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council accepts the proposal for the Southfield and Beverly Roads Traffic Calming Intersection Study as submitted by Hubbell, Roth, and Clark.

Attachments:

1. Southfield Rd and Beverly Rd Intersection Traffic Calming Study Bid Tab
2. HRC_Southfield-Beverly_Roads_Traffic_Calming_Intersection_Study



Bid Tabulation Form
Project: Southfield Road & Beverly Road Intersection Traffic Calming Study
Closing Date: Friday, November 21, 2025 at 2:00 p.m.

Company	Address	Bid Amount
DLZ Michigan, Inc	4494 Elizabeth Road	\$109,600
Fishbeck	31440 Northwestern Highway, Ste. 250	\$58,300
Hubbell, Roth & Clark	555 Hulet Drive	\$37,500 \$35,457.84*
Spalding DeDecker	905 South Blvd., East	\$37,485.80

* Bid amount corrected

REQUEST FOR PROPOSALS
**SOUTHFIELD & BEVERLY
ROADS TRAFFIC CALMING
INTERSECTION STUDY**
VILLAGE OF BEVERLY HILLS, MI

SUBMITTED TO:

Village of Beverly Hills, MI

Village Clerk

18500 W. 13 Mile Road
Beverly Hills, MI 48025

PREPARED BY:

Hubbell, Roth & Clark, Inc.
Bradley Shepler, PE
(248) 454-6356
bshepler@hrcengr.com

555 Hulet Drive
Bloomfield Hills, MI 48302

Due: November 21, 2025
By 2:00 PM



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November 21, 2025

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

Attn: Susie Stec, Planning Director
Re: Southfield & Beverly Roads Traffic Calming Intersection Study

HRC Job No. 20250918

Dear Ms. Stec,

Thank you for the opportunity to submit our proposal for consideration to the Village of Beverly Hills (the Village) for the Traffic Calming Intersection Study at Southfield Road and Beverly Road. Hubbell, Roth & Clark, Inc. (HRC) has experience with similar projects in Oakland County. One notable project includes the Planning and Environmental Linkage Study for Adams Road in Rochester Hills where we have developed and evaluated five design alternatives for the two-mile stretch of road. The alternatives included a variety of options focused on narrowing the road, installing roundabouts, improving non-motorized facilities, and slowing down speeds while maintaining capacity objectives. The project involved extensive engagement with four well attended public workshops and multiple meetings with stakeholders.

HRC sets itself apart from other professional engineering firms with our extensive list of projects with the Village of Beverly Hills. We understand the specific needs of the Village staff and have worked side by side for years to perform to the Village's high standards. As part of the recent Safe Routes to School Sidewalk Project and current water main design project along Southfield Road, HRC has collected topographic survey, gathered utility information, and identified the existing ROW within the area of the Study, all of which will be useful in developing costs for the conceptual alternatives and have helped to make us very familiar with this project area.

History shows we have institutional knowledge of the community, strong responsiveness, resources, technical strengths, internal experts, a client-focused approach, and a commitment to the highest integrity. These qualities and the support of our many long-time clients are the foundation for HRC's longevity and success.

We truly enjoy working with the Village of Beverly Hills and look forward to continuing to serve as team members and provide our engineering services to the Village.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Bradley Shepler, PE
Vice President
(248) 454-6356
bshepler@hrcengr.com



Lia Michaels, PE, PTOE, RSP1
Associate
(248) 454-6812
lmichaels@hrcengr.com

2. FIRM INTRODUCTION



ABOUT HRC

Many facets go into the successful completion of a project, from technical qualifications of team members to the projected schedule and cost estimates. But Hubbell, Roth & Clark, Inc. (HRC) offers something more, and that's what makes us stand out from the crowd. As you read our proposal, check our references, and review our resumes, please consider something equally important — our reputation.

Since 1915, HRC has been trusted by clients who hire us and then become repeat customers, establishing a valuable relationship with our firm. Our company environment is often cited as the reason we have a competitive edge over other engineering firms. The key to our success is professionalism, quality services, and a commitment to exceeding our clients' expectations.

HRC is organized as an S-Corporation headquartered and licensed in the State of Michigan. There are 11 principals of the firm, all licensed professional engineers in the State of Michigan. Additionally, HRC has 23 associates. The table below lists each officer's corporate title, primary activity, and experience.

CORPORATE OFFICERS

Daniel W. Mitchell, PE
PRESIDENT — MUNICIPAL

Nancy M.D. Faught, PE
EXECUTIVE VICE PRESIDENT — MUNICIPAL/TRANSPORTATION

Michael C. MacDonald, PE
VICE PRESIDENT/SECRETARY — MUNICIPAL

Jesse B. VanDeCreek, PE
VICE PRESIDENT — MUNICIPAL

Roland N. Alix, PE
VICE PRESIDENT — MUNICIPAL/INDUSTRIAL

James F. Burton, PE
VICE PRESIDENT/TREASURER — MUNICIPAL/ENVIRONMENTAL

Charles E. Hart, PE
VICE PRESIDENT — MUNICIPAL/TRANSPORTATION

Todd J. Sneathen, PE
VICE PRESIDENT — MUNICIPAL

Thomas G. Maxwell, PE
VICE PRESIDENT — MUNICIPAL/PROCESS

BRADLEY W. SHEPLER, PE*
VICE PRESIDENT — MUNICIPAL/INFRASTRUCTURE

Karyn M. Stickel, PE
VICE PRESIDENT — MUNICIPAL/ASSET MANAGEMENT

*PRINCIPAL IN CHARGE

FOUNDATIONAL SERVICES

CIVIL/MUNICIPAL ENGINEERING

TRANSPORTATION ENGINEERING

WATER TREATMENT

ARCHITECTURE

ENVIRONMENTAL ENGINEERING

CONSTRUCTION ENGINEERING

SURVEYING

ELECTRICAL ENGINEERING

STRUCTURAL ENGINEERING

INDUSTRIAL FACILITIES DESIGN

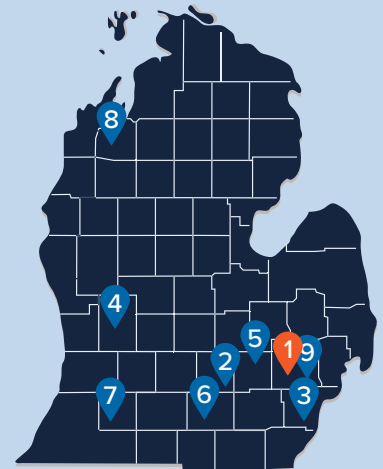
ASSET MANAGEMENT

GEOGRAPHIC INFORMATION SYSTEMS

PRIMARY CONTACT

LIA MICHAELS, PE, PTOE, RSP1
(248) 454-6812
LMICHAELS@HRCENGR.COM

OFFICE LOCATIONS



1. BLOOMFIELD HILLS

555 Hulet Drive
Bloomfield Hills, MI 48302
(248) 454-6300

2. DELHI CHARTER TOWNSHIP

2101 Aurelius Road, Suite 2
Holt, MI 48842
(517) 694-7760

3. DETROIT

535 Griswold Street
Buhl Building, Suite 1650
Detroit, MI 48226
(313) 965-3330

4. GRAND RAPIDS

1925 Breton Road SE, Suite 100
Grand Rapids, MI 49506
(616) 454-4286

5. HOWELL

105 W. Grand River Avenue
Howell, MI 48843
(517) 552-9199

6. JACKSON

401 S. Mechanic Street, Suite B
Jackson, MI 49201
(517) 292-1295

7. KALAMAZOO

834 King Highway, Suite 107
Kalamazoo, MI 49001
(269) 665-2005

8. TRAVERSE CITY

1501 Cass Street
Traverse City, MI 49684
(231) 714-5007

9. TROY

629 E. Elmwood Avenue
Troy, MI 48083
(248) 454-6300

FIRM STAFFING

DEPARTMENT	NUMBER OF EMPLOYEES	NUMBER OF REGISTERED EMPLOYEES (PE, RA, or PS)
Municipal/Civil	77	44
Electrical	5	2
Process	21	9
Architecture	8	2
Structural	10	5
Right of Way/Easement Acquisition	1	1
Environmental Engineering	14	4
Industrial Facilities Design	11	5
Survey	20	4
Construction Monitoring	73	4
Materials Testing	14	1
Transportation	14	5
Information Systems/GIS	5	1
Administration	20	0
Asset Management	11	5
TOTAL	304	91

ASSOCIATIONS

Organizations with which HRC has been involved:

CIVIL ENGINEERING

- American Council of Engineering Companies (ACEC)
- American Public Works Association (APWA)
- American Society of Civil Engineers (ASCE)
- Michigan Society of Professional Engineers (MSPE)
- National Society of Professional Engineers (NSPE)
- South Oakland County Municipal Engineers (SOCME)
- Michigan Concrete Association (MCA)
- American Society of Landscape Architects (ASLA)

ENVIRONMENTAL

- American Water Works Association (AWWA)
- U.S. Green Building Council (USGBC)
- Michigan Water Environment Association (MWEA)
- Water Environment Federation (WEF)
- Alliance of Rouge Communities (ARC)
- Michigan Association of County Drain Commissioners (MACDC)

GOVERNMENTAL

- International Right of Way Association (IRWA)
- Michigan Municipal League (MML)
- Michigan Township Association (MTA)
- Southeast Michigan Council of Governments (SEMCOG)

NON-PROFIT ORGANIZATIONS

- Clinton River Watershed Council (CRWC)
- Friends of the Rouge (FOTR)
- Huron River Watershed Council (HRWC)
- Six Rivers Land Conservancy

TRANSPORTATION

- Institute of Transportation Engineers (ITE)
- Women's Transportation Seminar (WTS)



ACHIEVEMENTS



BOARDMAN RIVER SANITARY SEWER, City of Traverse City - APWA, ASCE Branch, State, and National Award Winner



PEDESTRIAN CROSSING ENHANCEMENTS, City of Grand Rapids - ITE and APWA Transportation Award Winner



INNOVATION HILLS, City of Rochester Hills - ACEC, APWA, ASCE Branch and State Award Winner



STATE STREET RENOVATION, City of Howell - APWA, ASCE Branch and State Award Winner

- USA TOP WORKPLACES **SINCE 2021**
- DETROIT FREE PRESS TOP WORKPLACES **SINCE 2019**
- ENGINEERING NEWS-RECORD TOP 500 DESIGN FIRM **SINCE 2007**
- TRENCHLESS TECHNOLOGY TOP 50 DESIGN FIRM **SINCE 2007**

FEDERAL TAX ID NUMBER

38-0668370

CORPORATE ID

800079203

WHERE HRC EXCELS

Extensive work portfolio with an array of diverse engineering projects.

Proven track record of success with the specific type of project being undertaken.

Multidisciplinary team with a deep understanding of the needed technical requirements, broad capabilities, and a vast array of easily accessible resources.

History of meeting and overcoming challenges using innovative problem-solving tactics.

Project managers who champion a job from start to finish, ensuring the project stays on track and proceeds smoothly to completion.

Clear and consistent communication that keeps clients well informed.

Transparency with any challenges that arise or costs that change during the project.

Accountability from every person who works on the project.

Competence that creates high comfort levels and decreases stress for clients.

3. QUALIFICATIONS STATEMENT

ROAD COMMISSION FOR OAKLAND COUNTY

OWNER

Road Commission for Oakland County
31001 Lahser Road
Beverly Hills, MI 48025

Carissa Markel, PE
Transportation Planning Manager
(248) 645-2000
cmarkel@rcoc.org

START DATE

2022

BUDGET

\$2,300,000

ROADS/BRIDGES

PLANNING AND ENVIRONMENTAL LINKAGE (PEL) AND EARLY PRELIMINARY ENGINEERING (EPE)

PROJECT DESCRIPTION

The Road Commission for Oakland County (RCOC), City of Rochester Hills, and Oakland University (OU) contracted with Hubbell, Roth & Clark, Inc. (HRC) to complete the Planning and Environmental Linkage (PEL) study for the Adams Road Corridor from north of Hamlin Road to Walton Boulevard (approximately 2.22 miles). Following the PEL process will aid in incorporating environmental and community values early in the project planning and carry through project development and delivery. Through public and stakeholder engagement, the purpose of the project is to improve safety, improve capacity, promote multi-modal movement, complement the natural beauty of the corridor, respect the historical character and cultural significance, and improve the infrastructure. HRC has been evaluating five design alternatives, including a no build option, a three-lane roadway, a three-lane roadway with roundabouts, a four-lane wide boulevard, and a five-lane roadway, with the goal of determining the preferred alternative.

The early preliminary engineering (EPE) tasks include plan development, thorough levels of permit reviews, sufficient design detail to identify ROW needs, utility (municipal and private) coordination/relocation, and grading impacts.

A key component of this project includes public and stakeholder engagement. Throughout the study, HRC has planned public workshops, provided easy to understand materials, hosted comment forums, and helped maintain a project website. The level of public engagement has exceeded expectations with over 1,000 comments received during just one of four public engagement opportunities. By gathering public and stakeholder feedback, the HRC project team is working to develop a refined alternative for the future of Adams Road.



PROJECT OVERVIEW

WHY STUDY ADAMS ROAD?

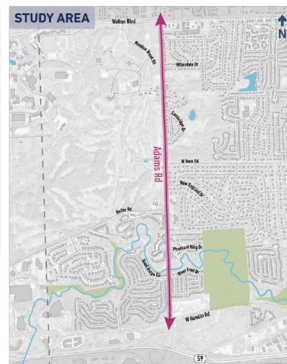
The Road Commission for Oakland County (RCOC), City of Rochester Hills and Oakland University have identified Adams Road as an area with traffic delays during the peak hours, a history of crashes and potential safety concerns.

After careful consideration, it was decided that an extensive effort should be made to study the corridor, potential improvements and their impacts to the area.

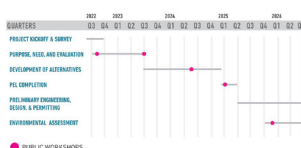


WHAT IS THE PEL PROCESS?

This project involves the preparation of a Planning and Environmental Linkages (PEL) Study and an Environmental Assessment of Adams Road from Hamlin Road to Walton Boulevard (approximately 2.22 miles). The process will take a few years and incorporate environmental and community values early in the planning process. The outcome of the project will be shaped by public input that will be used to craft goals and evaluate alternative improvements to the corridor. Alternatives could include a variety of improvements or could include no changes.



PROJECT SCHEDULE



WORKSHOP SCHEDULE

WORKSHOP	TIMING IN PROCESS	ANTICIPATED AGENDA
#1	SEPTEMBER 20TH, 2022	KICK OFF THE PROJECT WITH AN OVERVIEW OF THE PROJECT AND PROCESS, BRIEF DATA EVALUATION, AND COLLECT PRIORITIES ON ISSUES TO ADDRESS THE GREAT FUTURE AND NEED
#2	MAY 19TH, 2023	REVIEW PURPOSE AND NEED OF PROJECT
#3	JUNE 2024	REVIEW OF THE ALTERNATIVES
#4	EARLY 2025	PRESENTATION OF THE PEL PLAN
#5	LATE 2025	FORMAL PUBLIC HEARING FOR THE ENVIRONMENTAL ASSESSMENT

A UNIQUE PARTNERSHIP

The corridor study involves a unique partnership between the Road Commission for Oakland County, the City of Rochester Hills, and Oakland University with all three parties wanting to study the corridor in depth.



VISIONING ADAMS ROAD | CORRIDOR PEL STUDY

VILLAGE OF BEVERLY HILLS

ROADS/BRIDGES

SAFE ROUTES TO SCHOOL SIDEWALK CONNECTOR PROGRAM

OWNER

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

Neil Johnston
Director of Public Services
(248) 646-6404

MDOT JOB NUMBER

218696

HRC NUMBER

20211142

START DATE

Design: April 2023
Construction: April 2025

COMPLETION DATE

Design: June 2024
Construction: November 2025

COSTS

Design: \$137,480.00
Construction: \$1,692,923.45

CONTRACTOR

Major Contracting Group

PROJECT DESCRIPTION

The Village of Beverly Hills (Village) retained the services of Hubbell, Roth and Clark, Inc (HRC) to coordinate the planning, grant acquisition, design, construction, and grant administration of a sidewalk connector program utilizing the Safe Routes to School Grant Program (SRTS). With five elementary and middle schools located in the area, the Village wanted to eliminate gaps and deficiencies in the existing non-motorized network and encourage children to safely walk or bike to school.

During the study phase of the project, HRC assisted the Village by working with each individual school to locate these deficiencies by performing the following tasks:

- Walking audits
- Student and parent surveys
- Mapping of student's addresses
- Identify any additional needs for the schools
- Review of any easement acquisition requirements

Through the study phase, it was determined that approximately 2.2 miles of sidewalk were needed to fill the gaps in the existing sidewalk and promote safe travels to each school. In general, the project area is located on of the east side of Beverly Hills bordered by Evergreen, 14 Mile Road, 13 Mile Road and Greenfield. After the project area(s) were selected, HRC designed, bid, and administered the construction of the project.

HRC responsibilities included the following tasks:

- Sidewalk design plans, special provisions, and cost estimates
- Utility coordination, including DTE pole relocations
- Permit investigation
- Shop drawing review
- Topographical survey
- ADA compliant sidewalks ramps and crossings
- Public engagement
- Construction observation
- Materials Testing
- Construction layout
- Grant administration



ROAD COMMISSION OF KALAMAZOO COUNTY

OWNER

Road Commission of Kalamazoo County
4400 S. 26th Street
Kalamazoo, MI 49048

Jim Hoekstra, PE
Assistant County Engineer
(269) 381-3170

HRC PROJECT NUMBER

20220709, 20240225, 20240732

START DATE

March 2023

COMPLETION DATE

Ongoing

COST

\$500,000+

TRAFFIC ENGINEERING

SAFE STREETS AND ROADS FOR ALL GRANT

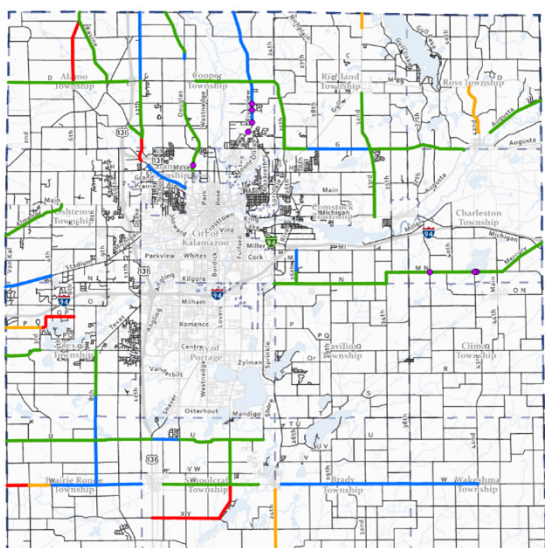
PROJECT DESCRIPTION

HRC is working with RCKC on a three-phase project related to the highly competitive U.S. Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) Implementation Grant.

The first phase was completed in December 2023 and involved the development of the RCKC Transportation Safety Action Plan. The Action Plan is the County's most comprehensive safety undertaking to date to improve safety for all road users. Its goal is to eliminate all fatalities and serious injuries on the RCKC transportation network by 2050. Its innovation was recognized at the 60th Annual ACEC Michigan Engineering and Surveying Excellence Award Gala when HRC was awarded an Engineering Merit Award for its development.

In the second phase, in October 2024, HRC utilized the Action Plan to help the RCKC secure a \$25 million grant through the USDOT SS4A Implementation Grant for the Safe Streets Initiative: Enhancing Road Safety in Kalamazoo County project. The project was identified as a direct result of the Action Plan and involves the installation of proven safety countermeasures on 130 miles of primary roads in the County. The project is the answer to systemically eliminate fatalities and serious injuries on its network by improving safety for its most critical needs: lane departures while accommodating Vulnerable Road Users.

The third phase of the project involves the implementation of the Safe Streets Initiative: Enhancing Road Safety in Kalamazoo County project. The project has a total cost of \$35 million and will be implemented over five years. HRC is assisting in all phases of development including grant administration, National Environmental Policy Act (NEPA) review, design, and construction engineering.



The scope of work includes the following:

- Develop the RCKC Transportation Safety Action Plan
 - Review and evaluate local and regional safety plans
 - Conduct public engagement to inform the Action Plan
 - Conduct geospatial and statistical analysis of crash data
 - Perform equity evaluation and incorporate findings
 - Identify safety goals and methods for monitoring progress
 - Identify safety strategies and projects
 - Develop Action Plan implementation policies and schedule
- Compile and submit grant application to secure federal funding through the USDOT SS4A Implementation Grant.
- Assist in the implementation of the SS4A-funded Safe Streets Initiative: Enhancing Road Safety in Kalamazoo County project
 - Provide grant administration
 - Conduct NEPA evaluation and obtain approval
 - Provide design and construction engineering services

ROAD COMMISSION FOR OAKLAND COUNTY/CITY OF FARMINGTON HILLS

ROADS/BRIDGES

ORCHARD LAKE ROAD RECONSTRUCTION 13 MILE ROAD TO 14 MILE ROAD

OWNER

Road Commission for Oakland County
31001 Lahser Road
Beverly Hills, Michigan 48025

Jeff O'Brien, PE
Design Manager
(248) 645-2000

City of Farmington Hills
31555 West Eleven Mile Road
Farmington Hills, MI 48336

James Cubera, PE
City Engineer
(248) 871-2560

MDOT JOB NUMBER

132522

RCOC JOB NUMBER

50641

HRC NUMBER

20141071

START DATE

Design – January 2019

COMPLETION DATE

Design – February 2022

Construction – November 2022

COSTS

Design Budget – \$573,931

Estimated Construction – \$1,990,650

CONTRACTOR

M.L. Chartier Excavating, Inc.

PROJECT DESCRIPTION

The City of Farmington Hills selected Hubbell, Roth & Clark, Inc. (HRC) to develop alternatives and conduct an environmental assessment (EA) of the options for reconstructing a 1.0 mile stretch of Orchard Lake Road between 13 Mile and 14 Mile Roads.

The EA portion involved the following:

- Project Development Study
- Safety Analysis
- Analysis of Growth Rates Along the Corridor
- Traffic Capacity Analysis using Synchro
- Modeling of Roundabout Corridor using Vissim
- Roundabout Design and Conceptual Alignments
- Meeting with Stakeholders
- Development of Alternatives
- Presentation to City Council

Through the EA work, it was determined that only a categorical exclusion was necessary due to the minimal impacts from the preferred alternative. The preferred alternative was a narrow median connecting the existing roundabout at 14 Mile Road to a proposed roundabout at the commercial development driveways approximately 1,400 feet south.

HRC designed the project in conjunction with the Road Commission for Oakland County acquiring ROW.

HRC responsibilities included the following tasks:

- Road Design plans, special provisions, and cost estimate
- Utility coordination, including DTE pole relocations
- Topographical survey
- New water main design in the vicinity of the roundabout
- Full reconstruction of roadway within the limits of the roundabout including storm sewer
- Rehabilitation of the pavement south of the roundabout to 13 Mile
- ADA compliant sidewalks and crossings
- Maintenance of traffic plans to maintain southbound only traffic throughout construction
- HAWK signal design for crossing at the roundabout
- Upgraded Pavement Markings and Signage
- Crash Analysis
- Preparation of exhibits for and participation in a public meeting to present the design
- Construction observation of water main work only



4. WORK PLAN AND PROJECT APPROACH

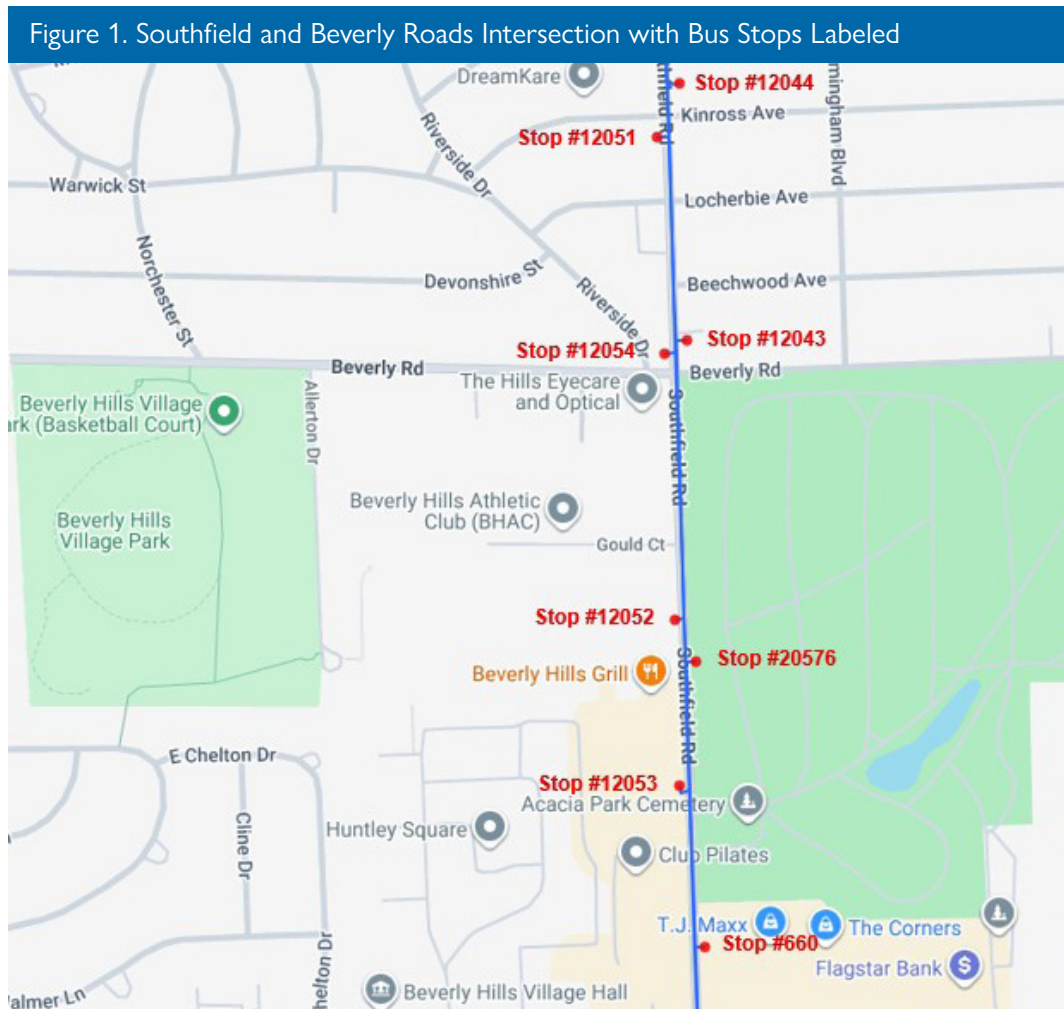
BACKGROUND

This project involves the study of the existing Southfield Road at Beverly Road signalized intersection in the Village of Beverly Hills. Southfield Road is a five-lane north-south roadway owned by the Road Commission for Oakland County. Southfield Road has a posted speed limit of 45 mph. Beverly Road is a residential Village roadway that runs east-west through the Village limits. It is a two-lane roadway that widens out to four lanes at the intersection. Beverly Road has a posted speed limit of 25 mph. Riverside Drive, a two-lane residential Village roadway, tees into Beverly Road approximately 50 feet west of the intersection. Riverside Drive has a posted speed limit of 25 mph.

SMART Bus Route 420 is approximately 11 miles long. It starts northbound at Stop #23800 located on Northland Road, east of M-10, and traverses north through Beverly Hills and ends at Meijer Stop #1252 near 14 Mile Road and Coolidge. There are 40 stops along the route, and it takes approximately 24 minutes to complete. There is a northbound and southbound stop at the intersection of Southfield Road and Beverly Road, as detailed here:

- The northbound Stop #12043 is located on the east side of Southfield Road just north of the Beverly Road intersection and is identified with SMART Bus signage. There is no shelter at this stop.
- The southbound Stop #12054 is located on the west side of Southfield Road, just a few yards north of Beverly Road. This stop has signage and a covered shelter.
- The Route 420 bus stops at both locations 14 times a day, approximately every 1 hour and 10 minutes throughout the day.

Figure 1 shows the nearby stops along Southfield Road. Stop #12054 has a shelter; all other stops are indicated only by signage.



WORK PLAN

This study will analyze the feasibility of the different alternative designs for the intersection which may include a modern roundabout, road narrowing, or other geometric changes. The alternatives will focus on traffic calming, non-motorized enhancements pedestrian safety, and transit accessibility. There is an opportunity to improve the existing transit stops along Southfield Road and specifically at the intersection with Beverly Road.

HRC understands the Road Commission for Oakland County (RCOC) has an upcoming construction project scheduled for Summer 2029. It is the intent of the Village of Beverly Hills to have this study completed prior to RCOC starting design to position themselves to have their recommendations incorporated into the future project.

PROJECT MANAGEMENT AND COMMUNICATION

The kickoff meeting will be held at the Village of Beverly Hills to discuss the goals of the project. One important aspect will be how to continue to accommodate Riverside Drive. The input from the kickoff meeting will be used to refine the concepts that will be developed and analyzed.

This task includes management throughout the project length, regular project updates, correspondence via e-mail and calls and all items needed to meet Oakland County Transit Division grant reporting requirements.



Deliverables

- Kickoff meeting minutes
- Progress updates needed for grant reporting

DATA COLLECTION AND ANALYSIS

HRC has existing topographic survey for most of the study area through previous work with the Village and does not plan to collect new survey. HRC collected topographic survey as part of the Safe Routes to School Sidewalk Connector Project and an upcoming water main project for the east side of Southfield Road from Beverly Road to 14 Mile Road that is currently in design. We also have existing aerial imagery and GIS data that will be used as background files to exhibit the conceptual design.

HRC has been working with the Village for the last couple of years to digitize their historical infrastructure construction drawings, and already has reviewed and vetted the available design plans for work in the area, right of way (ROW) files, property information and details on existing utilities. It is important to have existing public and private utility information at the intersection in order to identify potential impacts and relocations needs as it will affect overall project costs and ROW needs.

To provide up to date traffic data, HRC will collect 24-hour turning movement data collection at the intersection using MioVision cameras. This data will include vehicle classifications, pedestrian counts and bicycle activity. Speed data will be collected using radars at two mid-block locations – one on Southfield Road south of the intersection and one on Beverly Road west of the intersection.

HRC will review crash data from the previous five years to determine if there are any crash patterns that can be mitigated by proposed improvements.



Deliverables

- Existing conditions and data summary memorandum

CONCEPTUAL DESIGN AND ALTERNATIVES ANALYSIS

HRC will develop up to three conceptual design alternatives that could include roundabouts, traffic signals, road narrowing, or other geometric reconfigurations. All of these concepts will focus on traffic calming, safety, improvements to non-motorized traffic, including pedestrians and bicyclists and enhancements to transit users.

One concept could include narrowing Beverly Road to a three lane cross-section with a dedicated left-turn lane, shared through/right-turn lane and one receiving lane on each approach. This narrowing would be especially important to provide shorter and safer crossings for pedestrians.

Once the three concepts are developed, a meeting with the stakeholders will be held. The key stakeholders include:

- Road Commission for Oakland County
- SMART
- Southfield Township

Preliminary planning-level project costs will be developed for each alternative. This will include affected utilities and other related items. Conceptual estimated right-of-way needs will also be identified, with major impacts included.

Traffic analysis will be completed using Synchro for signalized intersection options and RODEL for roundabout options. The analysis will be completed for the three alternatives using existing traffic data.



Deliverables

- Conceptual design alternatives (up to three)
- Stakeholder meeting minutes
- Planning level cost estimates for alternatives (up to three)
- Traffic analysis memorandum

PUBLIC ENGAGEMENT

HRC recommends holding one community open house after the three design alternatives have been developed. This will provide the public with information in which to review and provide feedback. HRC will provide the information for the meeting including the presentation, project information boards, sign in sheets, comments card and an interactive way for residents to engage with the project team. Following the meeting, a summary report will be prepared highlighting the key takeaways from the meeting.

This task includes two presentations to the Village Council. HRC recommends the first occur around the same time as the community open house and the second occur at the end of the project once the draft report has been submitted. Any final comments from the Council can then be incorporated into the final report.



Deliverables

- Public engagement summary report

PREFERRED CONCEPT DEVELOPMENT

The feedback from the community open house and first presentation to Village Council will be used to refine the design concepts and ultimately result in a preferred alternative. One conceptual design and opinion of cost will be developed for the preferred alternative.

At this point, a second meeting with the stakeholders (RCOC, SMART, and Southfield Township) will be held to ensure concurrent on the preferred alternative.



Deliverables

- Preferred conceptual design
- Stakeholder meeting minutes
- Planning level cost estimate for preferred conceptual design

DRAFT AND FINAL REPORT

HRC will assemble the tasks detailed herein and develop a report including all the developed alternatives and process completed. The report will specifically highlight the benefits, costs, and impacts of the preferred alternative.



Deliverables

- Draft report
- Final report
- Closeout documents for grant reporting

WORK NOT INCLUDED

The following scope of work is not included in the project:

- Detailed design beyond conceptual horizontal geometrics
- Topographic survey (as HRC has existing survey)

SCHEDULE

HRC has the staff and is prepared to begin work on this project immediately with an anticipated schedule as shown below. The schedule will be confirmed at the kickoff meeting with the Village.

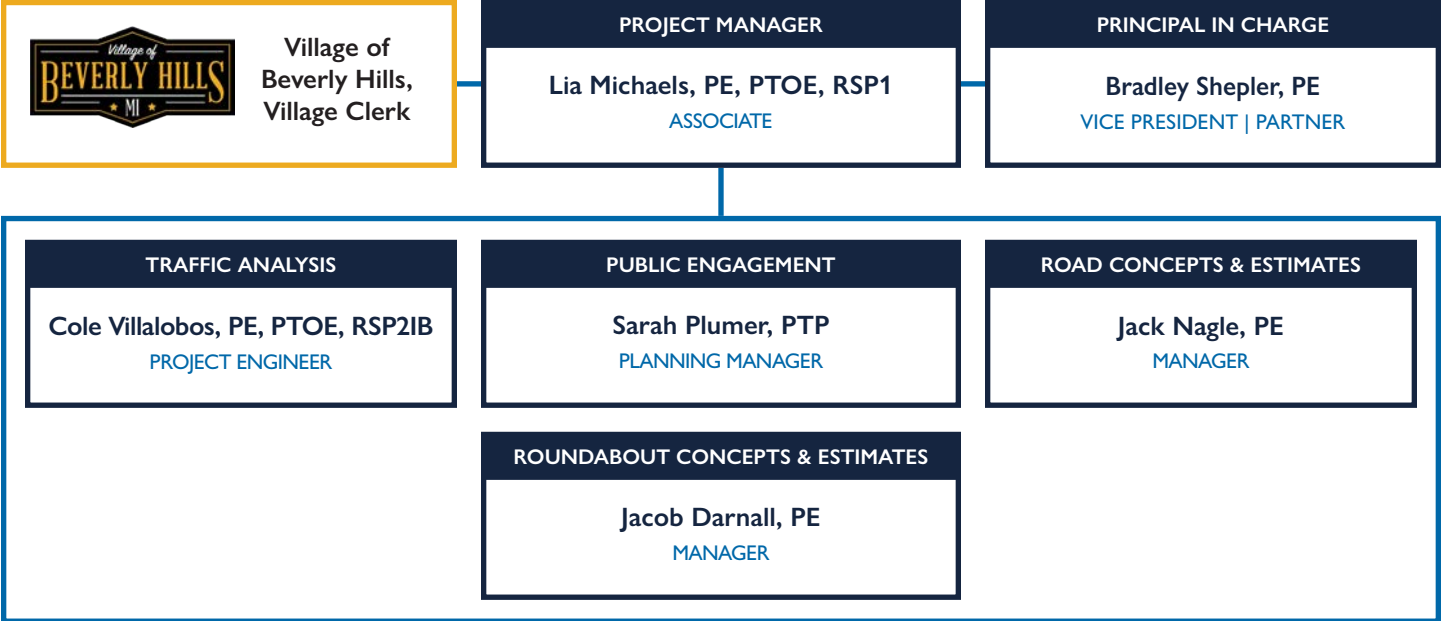
	2026												2027
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
TASKS													
Kickoff Meeting													
Data Collection and Analysis													
Conceptual Design and Alternative Analysis													
Meeting with RCOC and Stakeholders													
Community Open House													
Village Council Presentation													
Preferred Concept Development													
Meeting with RCOC and Stakeholders													
Draft Report													
Village Council Presentation													
Final Report													



5. CONSULTANT PERSONNEL

With a staff of more than 300 professionals, we are structured to deliver the services that the Village requires. Our expertise includes civil engineering design, traffic engineering and analysis, and preparation of plans, specifications, cost estimates, and capital improvement programs. We have extensive experience delivering municipal projects, including utility improvements, roadway and sidewalk reconstruction, structural rehabilitation, and preventive maintenance programs. In addition, we provide public engagement support, technical studies and reports, permit preparation for multiple agencies, and comprehensive construction management and contract administration. HRC's staff is highly responsive and adaptable, ensuring that the Village receives the right level of service whenever and wherever needed.

ORGANIZATIONAL CHART





EDUCATION

MS, Civil Engineering, Wayne State University, 2003
BS, Civil Engineering, University of Detroit Mercy, 2000

EXPERIENCE

With HRC since 2000, 25 years of experience

PROFESSIONAL REGISTRATION/CERTIFICATION

Professional Engineer, Michigan 6201052448, Certificate of Construction Contract Administration (CCCA), LEED Accredited Professional (LEED AP)

AFFILIATIONS

American Society of Civil Engineers (Past President MI Section), American Water Works Association, American Public Works Association, Southeastern Oakland County Municipal Engineers (SOCME), University of Detroit Mercy Civil and Environmental Engineering Advisory Council

BRADLEY SHEPLER, PE

VICE PRESIDENT/PARTNER

OFFICE: BLOOMFIELD HILLS

Bradley Shepler is a vice president with Hubbell, Roth & Clark and has served as project manager on a broad range of infrastructure projects for counties and municipalities throughout Southeast Michigan. He has managed numerous projects related to water distribution, sewer, and stormwater conveyance systems, including hydrologic and hydraulic analyses, utility planning, and coordination and infrastructure management. Brad is HRC's client representative for the Villages of Beverly Hills and Bingham Farms, Cities of Livonia, Troy, Rochester Hills, Keego Harbor and Ferndale, Royal Oak Township, Plymouth Township, the Southeastern Oakland County Water Authority (SOCWA), Oakland County Water Resources Commissioner (OCWRC), and the Office of the Macomb County Public Works Commissioner (MCPWO).

SELECT PROJECT EXPERIENCE

WASTEWATER COLLECTION/TREATMENT

- Sewer Capacity Analysis – [City of Ferndale](#)
- Sanitary Pump Station Improvement Project – [Village of Beverly Hills](#)
- Edgewood Sewer Relief Project – [City of Livonia](#)
- Sanitary Sewer Master Plan Update – [City of Troy](#)
- NGI Phase 5 Sewer Lining Project – [MCPWO](#)
- Macomb Interceptor Drain Drainage District SAW Grant Project Plan – [MCPWO](#)
- Macomb Interceptor Drain Repair Project (Romeo Arm) Project Plan – [MCPWO](#)
- Sanitary Lift Station Pump Replacement Project – [City of Troy](#)
- MCWDD Sewer Metering Facility Rehabilitation/Repair Project – [MCPWO](#)
- SY-S-1 and SY-S-2 Condition Assessment, Investigation, and Improvement Study – [MCPWO](#)
- NG1 Phase 2 Pipe Integrity Evaluation – [MCPWO](#)
- Section 25 Relief Sewer – [City of Troy](#)
- Sewer System Improvement Programs – [City of Birmingham](#), [Village of Beverly Hills](#), [Royal Oak Twp.](#), [City of Keego Harbor](#)

WATER TREATMENT/DISTRIBUTION

- Fairview Water Main Improvement Project (HDD, CIPP) – [OCWRC/City of Pontiac](#)
- Pierce Road Water Main Improvement Project (Pipe Bursting, HDD) – [Village of Beverly Hills](#)
- [2025 Water Main Improvement Project \(HDD, CIPP\) – Royal Oak Township](#)
- Indian Village/Ottawa Hills Water Main Improvement Project (HDD, CIPP) – [OCWRC/City of Pontiac](#)
- Seminole Hills Water Main Improvement Project (HDD) – [OCWRC/City of Pontiac](#)
- Merriman Road Water Main Rehabilitation Project – [City of Livonia](#)
- Marguriete/Hummel Water Main Rehabilitation Project – [Village of Beverly Hills](#)
- Regulator Chamber Cone Valve Replacement Project – [OCWRC/City of Pontiac](#)
- Section 8 and Section 17 Water System Looping Improvements (HDD) – [OCWRC/City of Pontiac](#)
- 14 Mile Road 16-inch Transmission Main Rehabilitation and PRV Vault Relocation Project (Pipe Bursting, Slip Lining) – [Southeastern Oakland County Water Authority](#)
- Northville Rd PRV Rehabilitation Project (Process Piping) – [Plymouth Township](#)
- Walton Boulevard 12-inch HDD Distribution Main Installation Project – [OCWRC/City of Pontiac](#)
- RT-02 Meter Replacement and Water Main Improvement Project (HDD, Process Piping) – [Royal Oak Township](#)
- South Boulevard and Beach Road PRV and Meter Rehabilitation Project (Open Cut, Process Piping) – [City of Troy](#)
- System Optimization/Valve Investigation Program – [OCWRC/City of Pontiac](#)
- Booster Pump Station #2 Replacement Project – [City of Rochester Hills](#)
- Five Mile Road Water Main Replacement Project – [City of Livonia](#)
- Water System Improvement Program – [Royal Oak Township/OCWRC](#)

- Coolidge Hwy 16-Inch Transmission Main Rehabilitation Project (Swagelining) – SOCWA
- Drinking Water Revolving Fund Project Plan Preparation – Village of Beverly Hills, Royal Oak Township, City of Pontiac, and City of Ferndale
- 3.0 Million Gallon Storage Reservoir Exterior Overcoat, Wet Interior Repaint and Miscellaneous Improvements – City of Ferndale
- Water Main Improvement Projects – Village of Beverly Hills
- Hilton Booster Station Rehabilitation and Albany Booster Station – City of Ferndale
- Water System Hydraulic Modeling/Reliability Studies – City of Birmingham, City of Wixom, City of Rochester Hills, City of Pontiac, City of Utica, City of Petoskey, City of Ferndale, City of Troy, Milford Township, Plymouth Township, Highland Township, Village of Beverly Hills, Village of Romeo
- Water Tower and Booster Station Operational Improvements – Plymouth Township

WATER RESOURCES/STORMWATER MANAGEMENT

- Section 5 Regional Stormwater Management Project – City of Livonia
- Erity Dam Feasibility Study – Village of Beverly Hills
- Water Quality Regulations Planning – City of Keego Harbor
- Storm Drainage Master Plan Update – Village of Bingham Farms
- Storm Water Drainage Master Plan Update – City of Troy
- Detention Basin Inventory Update – City of Troy
- Dequindre Road Relief Sewer – City of Troy
- Erity Dam Spillway Replacement Project – Village of Beverly Hills
- West Stadium Boulevard – City of Ann Arbor
- Geddes Avenue Improvements – City of Ann Arbor
- Haggerty Road Reconstruction – Road Commission for Oakland County
- West Stadium Boulevard – City of Ann Arbor
- Northwestern Highway Connector Project – City of Farmington Hills, West Bloomfield Township
- Sylvan Glen Streambank Stabilization Project – City of Troy
- Drainage and Street Improvements – Village of Beverly Hills, Village of Romeo
- Stormwater Investigation – Oakland University

MUNICIPAL CONSULTING

- Infrastructure Improvement Projects (2006–2014) – City of Bloomfield Hills
- Infrastructure Improvement Projects (2012–Present) – Village of Beverly Hills
- Street Improvement Program (2009–Present) – City of Keego Harbor
- Infrastructure Improvement Projects (2018–Present) – Village of Bingham Farms
- Plan Review Services – City of Bloomfield Hills, City of Keego Harbor, City of Rochester Hills, City of Utica, City of Birmingham, Village of Romeo, Village of Beverly Hills, Village of Bingham Farms, Royal Oak Township

ROADS/BRIDGES

- 2025 Street Improvement Program – Village of Beverly Hills
- Village-Wide Road Rehabilitation Project (Phase 1) – Village of Bingham Farms
- Pierce Road (South) Road Rehabilitation Project – Village of Beverly Hills
- Amrhein Road Reconstruction – City of Livonia
- Willow Beach Bridge Reconstruction – City of Keego Harbor
- Bridge Scour Plan of Action – City of Rochester Hills, Village of Beverly Hills, Village of Lake Orion

PARKS AND RECREATION

- Transportation Alternatives Program Sidewalk Connector Project – Village of Beverly Hills
- Safe Routes to School Sidewalk Connector Project – Village of Beverly Hills
- Troy Trails (Phase 1) – City of Troy
- Avon Road Pathway, South Boulevard Pathway – City of Rochester Hills
- M-59 Multi-Use Pathway – Highland Township





EDUCATION

MS, Civil and Environmental Engineering, Transportation, Wayne State University, 2008
BS, Civil and Environmental Engineering, Michigan State University, 2006

EXPERIENCE

With HRC since 2008, 17 years of experience

PROFESSIONAL REGISTRATION/CERTIFICATION

Professional Engineer, Michigan No. 6201058922, Professional Traffic Operations Engineer No. 3347, National Highway Institute Training Program, 2017, Road Safety Audits/Assessments (NHI-380069), Road Safety Professional, No. 300

AFFILIATIONS

American Public Works Association, American Society of Civil Engineers, Institute of Transportation Engineers

LIA MICHAELS, PE, PTOE, RSP1

ASSOCIATE

OFFICE: BLOOMFIELD HILLS

Lia Michaels manages HRC's Traffic Engineering Department. She is responsible for overseeing traffic and civil engineering staff, managing transportation projects, and providing consulting services to several Michigan communities, road commissions, and MDOT. Lia is experienced in traffic engineering, including designing traffic signals, maintenance of traffic plans, pavement markings, and signs, and performing traffic and safety studies. She is proficient in Highway Capacity Software, Synchro/SimTraffic, HCS, RODEL, and VISSIM. She has used these programs to analyze individual signalized, unsignalized, and roundabout locations, as well as corridors with a combination of all three intersection types.

SELECT PROJECT EXPERIENCE

TRAFFIC AND SAFETY STUDIES

- Adams Road Planning and Environmental Linkage Study – Road Commission for Oakland County/City of Rochester Hills/Oakland University
- Transportation Master Plan – City of Rochester Hills
- Strategic Highway Safety Plan – Michigan Department of Transportation
- Highway Safety Improvement Program – Michigan Department of Transportation
- Land Use Master Plan Update – City of Novi
- Bike Capital Improvement Plan – City of Grand Rapids
- Safe Streets for All Plan – Road Commission of Kalamazoo County
- Healthy Streets – City of Ann Arbor
- Corridor Traffic Management Study – City of Frankenmuth
- Martin Road Realignment – Road Commission for Oakland County/Commerce Township
- As-Needed Traffic Engineering Support Contract – City of Grand Rapids
- Realize Cedar Street Complete Streets Study – Delhi Charter Township/Ingham County Road Department
- Mound Road Benefit-Cost Analysis for INFRA Grant – Macomb County Department of Roads
- Rochester Road Re-evaluation of Environmental Assessment – City of Troy
- Fulton and Alpine Road Diet Study – City of Grand Rapids
- Ottawa Street Extension and Arena South Development Study – Moore & Bruggink, Inc./City of Grand Rapids
- Burton Street and Forest Hill Intersection Study – City of Kentwood
- Grand River Avenue Road Diet Study – City of Howell/Michigan Department of Transportation
- Van Dyke (M-53) Road Diet Traffic Study – City of Warren DDA/TIFA
- Grand River Avenue and M-5 Corridor Traffic Study – City of Farmington Hills/Michigan Department of Transportation
- Orchard Lake Road Traffic Study – City of Farmington Hills/Road Commission for Oakland County
- Evergreen Road Diet Traffic Study – City of Southfield
- Thirteen Mile Road, Farmington to Orchard Lake Road Diet Study – City of Farmington Hills
- U of M Central Campus Transit Center – U of M Architecture, Engineering, and Construction and City of Ann Arbor
- West Avenue and Fourth Street Traffic Study – City of Jackson
- Supplemental Traffic and Needs Study for Tienken Road Corridor, Sheldon to Dequindre – Road Commission for Oakland County
- West Main Hill Traffic Study – City of Kalamazoo
- Alpine Avenue Road Diet Study – City of Grand Rapids
- Leonard Street Road Diet Study – City of Grand Rapids
- Speed Studies – City of Rochester Hills
- Twenty Statewide Road Safety Audits – Michigan Department of Transportation

ROUNDBOUT ANALYSIS AND DESIGN

- Greenfield and Normandy – Road Commission for Oakland County
- Waldon and Clintonville – Road Commission for Oakland County
- Gunn and Adams Roundabout – Road Commission for Oakland County
- Franklin and Eleven Mile – City of Southfield
- Scio Church Road and Wagner – Washtenaw County Road Commission
- Burton and Forest Hill – City of Kentwood
- Orchard Lake Road – City of Farmington Hills/Road Commission for Oakland County
- Evergreen Road, Two Intersections – City of Southfield
- Pontiac Trail and Seven Mile – Washtenaw County Road Commission
- Ransom and Harrison Intersection – City of Kalamazoo
- Greenly Street and West Shore Drive Intersection – Ottawa County Road Commission

TRAFFIC AND PEDESTRIAN SIGNAL DESIGN

- Nine Mile Road and Halsted Road CMAQ Project – City of Farmington Hills
- Nine Mile/Gill, Nine Mile/Drake, Fourteen Mile/Inkster Signal Modernizations – City of Farmington Hills
- Auburn Road Signal and Non-Motorized Upgrades – City of Pontiac
- Dodge Park Road Reconstruction, Sixteen Mile to Utica – City of Sterling Heights
- Safe Routes to School Grants – City of Southfield and Highland Township
- Lansing and Waverly Signal Upgrades – Ingham County Road Department
- Sashabaw Road Rehabilitation and Signal Modernizations – Independence Township/Road Commission for Oakland County
- GM Road RRFB Crossing – Milford Township
- Hilton and Cambourne Signal Modernization – City of Ferndale
- Cranbrook and Midvale – Road Commission for Oakland County
- Orchard Lake HAWK – Road Commission for Oakland County
- Grand River Signal Modernizations – Road Commission for Oakland County
- Miller Avenue Cycle Track – City of Ann Arbor
- Haggerty Road Reconstruction – Road Commission for Oakland County
- Mosel Signals – Road Commission of Kalamazoo County
- Mack Avenue Traffic Signals Design – Wayne County Department of Public Services

ROADS/BRIDGES

- Waterview Drive – City of Rochester Hills
- Rathmor and West Valley Water Main Replacement and Road Rehabilitation – City of Bloomfield Hills
- Mound Road Reconstruction, I-696 to M-59, Owners Representative on Design-Build – Macomb County Department of Roads
- Orchard Lake Road Reconstruction and Rehabilitation, Thirteen to Fourteen Mile Road – City of Farmington Hills/Road Commission for Oakland County
- Nine Mile and Halsted Intersection Improvements – City of Farmington Hills
- Realize Cedar Reconstruction – Delhi Charter Township/Ingham County Road Department
- Trowbridge Road Reconstruction – City of Bloomfield Hills
- Chesterfield Road and Lakewood Drive Water Main Replacement and Road Reconstruction – City of Bloomfield Hills





EDUCATION

MS, Civil Engineering, Western Michigan University, 2019
BS, Civil Engineering, Western Michigan University Signature: Leadership, 2018



EXPERIENCE

With HRC since 2017, 10 years of experience

PROFESSIONAL REGISTRATION/CERTIFICATION

Professional Engineer, Michigan No. 6201069860, Professional Traffic Operations Engineer No. 4972, Road Safety Professional, Level 2, Infrastructure, No. 151, and Road Safety Professional, Level 2, Behavioral, No. 42

AFFILIATIONS

American Society of Civil Engineers, Institute of Transportation Engineers, Chi Epsilon (XE)
Civil Engineering Honor Society

COLE VILLALOBOS, PE, PTOE, RSP2IB

PROJECT ENGINEER

OFFICE: BLOOMFIELD HILLS

Cole Villalobos is a Project Engineer in the Transportation Department. He works with a team of engineers and technicians designing roadway and transportation projects for statewide municipalities, counties, and the Michigan Department of Transportation. He is experienced in designing traffic signals, intelligent traffic systems, pedestrian & bicycle facilities, as well as traffic signal optimization, traffic operations, and impact studies. In addition, Cole is proficient in the following software programs: Synchro/SimTraffic, PTV Vistro, Highway Capacity Software, Civil 3D, Rodel, MERL, MiSigns, and Open Roads Designer. He has used these programs to analyse and design corridors with roundabouts, signalized and unsignalized intersections, and intelligent traffic systems on roadways across the State of Michigan.

SELECT PROJECT EXPERIENCE

TRAFFIC STUDIES

- Lyon Street and Alten Avenue Neighborhood Bikeway Study – [City of Grand Rapids](#)
- Griggs Street and Elliott Street Neighborhood Bikeway Study – [City of Grand Rapids](#)
- Bike Capital Improvement Plan – [City of Grand Rapids](#)
- One-Way Two-Way Study Ottawa Avenue – [City of Grand Rapids](#)
- One-Way Two-Way Study Ionia Avenue – [City of Grand Rapids](#)
- Mt. Vernon Study – [City of Grand Rapids](#)
- GVSU Traffic Analysis – [City of Grand Rapids](#)
- Bridge/Michigan Street Corridor Road Diet – [City of Grand Rapids](#)
- As-Needed Traffic Engineering Support Contract – [City of Grand Rapids](#)
- School Zone Signing – [Clarkston Community Schools](#)
- Holland West Shore Drive Traffic Impact Study – [Moore & Bruggink, Inc.](#)
- Planet Fitness Development Traffic Impact Study – [Moore & Bruggink, Inc.](#)
- Road Diet Capacity Study – [City of Ypsilanti](#)
- Coolidge Highway Road Diet Traffic Study – [City of Berkley](#)
- JAG Development Standale Traffic Impact Study – [City of Grand Rapids](#)
- Hastings Extension Simulation and Queue – [City of Grand Rapids](#)
- Auburn Road at Barclay Circle Primrose Traffic Study – [City of Rochester Hills](#)
- Cedar Street Speed Study – [Delhi Charter Township](#)
- WATS Freeway Crossing Nonmotorized Retrofit – [Washtenaw Area Transportation Study](#)
- Nine Mile and Jefferson Gap Study – [City of St. Clair Shores](#)
- Fourteen Mile Road Traffic Study – [City of Farmington Hills](#)
- Martin Parkway Realignment – [Road Commission for Oakland County](#)
- Martin Road Realignment – [Road Commission for Oakland County/Commerce Township](#)
- Adams Road, Walton to Hamlin, EA – [Road Commission for Oakland County/City of Rochester Hills/Oakland University](#)
- Adams Road, Walton to Hamlin, PEL – [Road Commission for Oakland County/City of Rochester Hills/Oakland University](#)
- Adams Road, Walton to Hamlin, Alternative Analysis – [RCOC/City of Rochester Hills/Oakland University](#)
- Healthy Streets – [City of Ann Arbor](#)
- Auburn Road – [City of Pontiac](#)
- Golf Drive – [City of Pontiac](#)
- Corridor Traffic Management Study – [City of Frankenmuth](#)
- Blue Star Highway Traffic Analysis – [Allegan County Road Commission](#)
- Ann Street Bike Lanes – [City of Grand Rapids](#)
- Monroe Street Bikeway – [City of Grand Rapids](#)

SAFETY STUDIES

- West Front St Safety Improvement Study – [City of Traverse City](#)
- Sprinkle Road Safety Project – [Road Commission of Kalamazoo County](#)
- US-2 Safety Project – [Michigan Department of Transportation](#)
- Safe Routes to School (SRTS) – [Delhi Charter Township](#)
- RSA I-94 in University Region – [Michigan Department of Transportation](#)
- RSA US-131BR/M-20 and Old US-131 in North Region – [Michigan Department of Transportation](#)
- RSA US-12 in Southeast Michigan, Niles, Michigan – [Michigan Department of Transportation](#)
- Major Safety Path Connection Alternatives – [Bloomfield Township](#)
- Swartz Creek Safety Path Pedestrian Safety Evaluation – [General Motors](#)

TRAFFIC AND PEDESTRIAN SIGNAL DESIGN

- Division Avenue Traffic Signal Moderation and RRFB Installation – [City of Grand Rapids](#)
- ITC Path and three RRFB Design – [City of Sterling Heights](#)
- Portage Street Road Diet and six RRFB Safety Project – [City of Kalamazoo](#)
- Rochester Road Reconstruction – [City of Troy](#)
- 2024 Local Signal and RRFB Design – [City of Grand Rapids](#)
- Clinton River Road Signal Moderations and RRFBs – [City of Sterling Heights](#)
- Fire Station #5 Traffic Signal – [City of Warren](#)
- Thirteen Mile Road Signal Staging and Modernization – [City of Warren](#)
- Michigan Street Safety Improvements – [City of Grand Rapids](#)
- East Paris and Sparks Intersection Improvements – [City of Grand Rapids](#)
- Madison and Alger Signal and Intersection Realignment – [City of Grand Rapids](#)
- Woodward Avenue Pedestrian Crossing 2019 Safety Path – [Bloomfield Township](#)
- University Drive 3R MLK to East City Limits – [City of Pontiac](#)
- Livernois Road Reconstruction – [Road Commission for Oakland County](#)
- Traffic Signal at Cedar and Delhi Commerce Drive – [Delhi Downtown Development Authority](#)
- Halsted Reconstruction – [Road Commission for Oakland County](#)
- Maple Road 3R Inkster Road to Franklin Road – [Road Commission for Oakland County](#)
- Union Lake Road over Hayes Drain Culvert Replacement – [Road Commission for Oakland County](#)
- Wisner Street Traffic Signal Design – [City of Jackson](#)
- Steward Avenue – [City of Jackson](#)
- Wisner at Ganson, North, and Argyle Signal Modernizations – [City of Jackson](#)
- Fourteen Mile Road – Farmington Road to Orchard Lake Road – [City of Farmington Hills](#)
- Mound Road Reconstruction – [City of Sterling Heights](#)
- Cranbrook and Midvale – [Road Commission for Oakland County](#)
- Walton Boulevard Signal Modernizations and Upgrades – [City of Pontiac](#)
- Orchard Lake Five Signal Modernizations – [City of Pontiac](#)
- Baldwin Avenue Signal Modernizations and Upgrades – [City of Pontiac](#)
- M-1 and Long Lake Signal Modifications – [City of Bloomfield Hills](#)
- Albert Avenue and Grand River Avenue Design – [City of East Lansing](#)
- Golden at Riverside Signal Modernization – [City of Battle Creek](#)
- VanBuren at McCamly Signal Modernization – [City of Battle Creek](#)

ROUNDBOUT ANALYSIS AND DESIGN

- Greenfield and Normandy – [Road Commission for Oakland County](#)
- Waldon and Clintonville – [Road Commission for Oakland County](#)
- Martin Parkway Realignment – [Road Commission for Oakland County](#)
- Golf Drive – [City of Pontiac](#)





EDUCATION

MS, Urban Planning, Eastern Michigan University, 2012
BS, Geography, Wayne State University, 2007



EXPERIENCE

With HRC since 2023, 13 years of total experience

PROFESSIONAL REGISTRATION/CERTIFICATION

Professional Transportation Planner, Michigan No. 1090267

AFFILIATIONS

Transportation Asset Management Council
Michigan Transportation Planning Association
Institute of Transportation Engineers

SARAH PLUMER, PTP

PLANNING MANAGER

OFFICE: BLOOMFIELD HILLS

Sarah Plumer, PTP, is a manager at Hubbell, Roth & Clark, Inc. (HRC) and a certified Professional Transportation Planner (PTP) through the Transportation Professional Certification Board. Sarah has been in the Planning field for 13 years and has worked at a park authority, metropolitan planning organization, transit agencies, advocacy groups, and local road agencies. She has experience with grant writing and administration, multiagency coordination, public engagement, asset management planning, and local, state, and federal policy and funding program analysis.

SELECT PROJECT EXPERIENCE

PUBLIC INVOLVEMENT AND ENGAGEMENT

- Clawson Park Improvements – [City of Royal Oak](#)
- BUILD Grant Awarded: Adams Road Planning and Environmental Linkage (PEL) Study – [Road Commission for Oakland County](#)
- Ann Arbor Gravel Road Drainage Study – [City of Ann Arbor](#)
- SS4A Awarded: Comprehensive Safety Action Plan and Traffic Calming Program – [City of Sterling Heights](#)

TRANSPORTATION PLANS

- Non-Motorized Transportation Plan – [City of Cheboygan](#)
- Transportation Safety Action Plan – [Road Commission of Kalamazoo County](#)
- Neighborhood Traffic Calming Program – [City of Southfield](#) and [City of Sterling Heights](#)

GRANTS

- Safe Streets for All (SS4A) Plan Applications and Grant Administration – [City of Wixom](#), [City of Rochester Hills](#), and [Washtenaw County Road Commission](#)
- Safe Streets for All (SS4A) Implementation Application – [Road Commission of Kalamazoo County](#)
- RAISE Grant – [City of Jackson](#)
- Transportation Alternatives Program (TAP) – [City of Keego Harbor](#), [City of Rochester Hills](#), [Bloomfield Township](#), [City of Howell](#)
- Congressional Appropriations, Community Project Funds – [Cities of Wixom](#), [South Lyon](#), and [Howell](#)
- Reconnecting Communities and Neighborhoods – [City of Farmington Hills](#)
- Labor and Economic Office Community Center Grant – [City of Howell](#)
- Grant Administrator Non-Federal Aid Road Gap Funding Program – [Transportation Asset Management Council](#)

ASSET MANAGEMENT

- Transportation Asset Management Plan (TAMP) Development – [City of Jackson](#)
- Michigan Transportation Asset Management Council (TAMC) Coordinator
 - o Michigan Annual Roads and Bridges Report
 - o Unified Work Program for Michigan's Planning Agencies
 - o Three-Year Strategic Plan

PREVIOUS EXPERIENCE

Public Involvement and Engagement

- MPO Public Involvement Plan – [Collier County](#)
- Naples Park Sidewalk Plan – [Collier County](#)
- Public Involvement Plan – [Collier County](#)
- Transit Service and System Improvements – [Lee County](#)
- Orchard Lake Road Corridor Road Diet Study – [Road Commission for Oakland County](#)
- 2040 Regional Transportation Plan – [Road Commission for Oakland County](#)
- Indian Springs Metropark Playground Development – “Vote for Play Day” – [Huron-Clinton Metroparks](#)

GRANTS

- TIGER Grant – Project Awarded: North Holly Road, Holly Township, Michigan – [Road Commission for Oakland County](#)
- BUILD Grant – Project Awarded: Adams Road, Rochester Hills, Michigan – [Road Commission for Oakland County](#)
- RAISE Grant – [Road Commission for Oakland County](#)
- Community Project Funding – [Road Commission for Oakland County](#)
- SEMCOG Planning and Implementation Grants – [Road Commission for Oakland County](#)
- Park and Recreation Grants – DNR Trust Fund, Land and Water Trust Fund, SPARK Grants, Erb Foundation, Ralph C. Wilson Foundation – [Huron-Clinton Metroparks](#)

Funding

- Act 51 Rewrite Proposals, Federal, State, and Local Funding Knowledge – [Road Commission for Oakland County](#)
- Oakland County Federal Aid Committee Administration – [Road Commission for Oakland County](#)

Asset Management

- Transportation Asset Management Plan – [Road Commission for Oakland County](#)
- PASER Ratings – [Road Commission for Oakland County](#)
- Roadsoft Past Project Inventory – [Road Commission for Oakland County](#)





EDUCATION

BS, Civil Engineering, Minor in Municipal Engineering,
Michigan Technological University, 2013



EXPERIENCE

With HRC since 2014, 10 years of experience

PROFESSIONAL REGISTRATION/CERTIFICATION

Professional Engineer, Michigan No. 62010688583

AFFILIATIONS

South Oakland County, Municipal Engineers (SOCME)

JOHN NAGLE, PE MANAGER

OFFICE: BLOOMFIELD HILLS

John Nagle is a manager with Hubbell, Roth & Clark, Inc. His primary work experience is for municipalities, including water distribution design, site plan reviews, sanitary and storm sewer condition assessments, asset management, roadway design, construction administration, construction survey/layout, and construction observation. John's responsibilities include preparing construction plans and specifications, planning construction cost estimation, drainage system calculations, design, and asset management plans.

SELECT PROJECT EXPERIENCE

MUNICIPAL CONSULTING

- Infrastructure Improvement Projects (2015 to Present) – [Village of Beverly Hills](#)
- Plan Review Services – [City of Keego Harbor](#); [Village of Beverly Hills](#)

ROADS/BRIDGES

- Street Improvement Program (2015 to Present) – [City of Keego Harbor](#)
- 2025 Road Improvement Program – [Village of Beverly Hills](#)
- Pierce Road (South) Road Rehabilitation Project – [Village of Beverly Hills](#)
- 2021 Street Improvement Program – [Village of Beverly Hills](#)
- Concrete Patching Programs (2019 to present) – [Village of Beverly Hills](#)
- 2018 Street Improvement Program – [Village of Beverly Hills](#)

PARKS AND RECREATION

- Transportation Alternatives Program Sidewalk Connector Project – [Village of Beverly Hills](#)
- Safe Routes to School Sidewalk Connector Project – [Village of Beverly Hills](#)
- Beverly Park Pathway Improvements Project – [Village of Beverly Hills](#)
- Newburgh Road Sidewalk Extension Project – [City of Livonia](#)

PARKING, PAVEMENT, AND STREET LIGHTING

- Public Safety Parking Lot Rehabilitation Project – [Village of Beverly Hills](#)

WASTEWATER COLLECTION/TREATMENT

- Edgewood Sewer Relief Project – [City of Livonia](#)
- SAW Grant Project Engineering and Administration – [Village of Beverly Hills](#)
- Willow Run East Side Water and Sewer Relocation Project – [Wayne County Airport Authority](#)

WATER TREATMENT/DISTRIBUTION

- Fairview Water Main Rehabilitation Project – [OCWRC/City of Pontiac](#)
- Ottawa Hills/Indian Village Water Main Rehabilitation Project – [OCWRC/City of Pontiac](#)
- Seminole Hills Water Main Rehabilitation Project – [OCWRC/City of Pontiac](#)
- Bagley Street Water Main Rehabilitation Project – [OCWRC/City of Pontiac](#)
- Turk Street Water Main Rehabilitation Project – [OCWRC/City of Pontiac](#)
- Pierce Road Water Main Replacement Project – [Village of Beverly Hills](#)
- Marguriete/Hummel Water Main Rehabilitation Project – [Village of Beverly Hills](#)
- Merriman Road Water Main Rehabilitation Project – [City of Livonia](#)
- Five Mile Road Water Main Replacement Project – [City of Livonia](#)
- Water System Improvement Program – [Royal Oak Township/Oakland County Water Resources Commissioner](#)

- Water System Improvement Program (Phase I-IV) – [Township of Bloomfield](#)
- System Optimization/Valve Investigation Program – [OCWRC/City of Pontiac](#)
- Booster Pump Station #2 Replacement Project – [City of Rochester Hills](#)
- Walton Boulevard 12-inch HDD Distribution Main Installation Project – [OCWRC/City of Pontiac](#)
- Section 8 and Section 17 Water System Looping Improvements – [OCWRC/City of Pontiac](#)

WATER RESOURCES/WATERSHED MANAGEMENT

- Eritry Dam Spillway Replacement Project – [Village of Beverly Hills](#)
- Section 5 Regional Stormwater Management Project – [City of Livonia](#)





EDUCATION

BS, Civil Engineering, Michigan State University, 2012

EXPERIENCE

With HRC since 2017, 13 years of experience

PROFESSIONAL REGISTRATION/CERTIFICATION

Professional Engineer, Michigan No. 6201067347

Michigan Stormwater Management Operator Certification C-17306

Soil Erosion and Sedimentation Control Certification SE/C 01472

AFFILIATIONS

American Public Works Association

Michigan Stormwater and Floodplain Association



JACOB DARNALL, PE

MANAGER

OFFICE: BLOOMFIELD HILLS

Jacob Darnall is a manager in HRC's road design group where the majority of his work is focused on roadways. He and his team have designed over \$100M of roads and culverts in just the last three years. Most of his work is federally funded so he clearly understands the requirements with regard to design, permitting, and scheduling that utilizing these funds entail. His experience also includes management of municipal utilities, traffic, bridge, wetland, construction, and numerous other infrastructure projects. His primary focus is to fully understand the expectations of his clients, providing high quality deliverables, communicating promptly and professionally, and providing timely information needed to make informed decisions.

SELECT PROJECT EXPERIENCE

ROADS AND BRIDGES

- Dunning Road Paving SAD – [City of Rochester Hills](#)
- Childress Avenue Paving SAD – [City of Rochester Hills](#)
- Heatherwood Drive over Sherwood Lake Tributary Culvert Replacement – [Road Commission for Oakland County](#)
- Biddestone Woods Culvert Replacement – [City of Farmington Hills](#)
- 10 Mile Road over Rouge River Culvert Replacement – [Road Commission for Oakland County](#)
- Leach Road Paving – Auburn to Waterview – [City of Rochester Hills](#)
- Industrial Drive Reconstruction – [City of Rochester Hills](#)
- Walton Road Rehabilitation, Adams Road to Livernois – [Road Commission for Oakland County](#)
- Ryan Road Resurfacing, Metropolitan Parkway to Nineteen Mile Road – [City of Sterling Heights](#)
- N. Territorial Road Rehabilitation – [Washtenaw County Road Commission](#)
- S. Commerce over Huron River Culvert Replacement – [Road Commission for Oakland County](#)
- Sashabaw Road over Clinton River Bridge Replacement – [Road Commission for Oakland County](#)
- Pontiac Trail over Norton Creek Culvert Replacement – [Road Commission for Oakland County](#)
- Auburn Road Rehabilitation, Rochester to Culbertson – [City of Rochester Hills](#)
- Cass Lake Road Over Cass Lake/Otter Canal Culvert Replacement – [Road Commission for Oakland County](#)
- Twelve Mile Road Reconstruction, Harper to Jefferson – [City of St. Clair Shores](#)
- Cranbrook Road Rehabilitation, Fourteen Mile to Maple – [Road Commission for Oakland County](#)
- Union Lake Road over Hayes Drain Culvert Replacement – [Road Commission for Oakland County](#)
- Maple Road Rehabilitation, Inkster to Franklin – [Road Commission for Oakland County](#)
- North Holly Road Rehabilitation – [Road Commission for Oakland County](#)
- Englehardt Street Reconstruction and Water Main – [City of St. Clair Shores](#)
- Square Lake Over Dan Devine Drain Culvert Replacement – [Road Commission for Oakland County](#)
- Dixboro Road Paving, Eight Mile to Nine Mile – [Road Commission for Oakland County](#)
- Martin Road Reconstruction, Rockwood to City Limit – [City of St. Clair Shores](#)
- Fuller Road Sidewalk – [City of Ann Arbor](#)
- Dhu Varren Sidewalk Gaps – [City of Ann Arbor](#)
- Thirteen Mile Road Rehabilitation, Haggerty to Halsted LAP Project – [City of Farmington Hills](#)
- Eleven Mile Road Rehabilitation, Orchard Lake Road to Middlebelt LAP Project – [City of Farmington Hills](#)
- Colfax Street and Gill Road Rehabilitation, CDBG Road and Sidewalk Project – [City of Farmington Hills](#)
- Orchard West Subdivision Road Rehabilitation Project – [City of Farmington Hills](#)
- Briar Hill Subdivision Road Rehabilitation Project – [City of Farmington Hills](#)

- Country Club Drive Road Rehabilitation Project – [City of Farmington Hills](#)
- Independence Commons Subdivision Road Rehabilitation Project – [City of Farmington Hills](#)
- Orchard Lake Road Rehabilitation, Voorheis to Woodward – [City of Pontiac](#)
- Rio Vista Street Reconstruction – [City of St. Clair Shores](#)
- Martin Road Reconstruction, I94 to Rockwood Street LAP Project – [City of St. Clair Shores](#)

ROUNDAABOUTS

- Orion/Stoney/Conklin Roundabout – [Road Commission for Oakland County](#)
- Waldon Road Paving, Roundabout, and Culverts – Clintonville to Baldwin – [Road Commission for Oakland County](#)
- Gunn and Adams Roundabout – [Road Commission for Oakland County](#)
- Flint Street and Miller Street Roundabout – [Road Commission for Oakland County](#)

OTHER

- Adams Road, Walton to Hamlin, PEL and Alternate Analysis – [RCOC/City of Rochester Hills/Oakland University](#)
- Avon Industrial Park Water Main Replacement – [City of Rochester Hills](#)
- Nine Mile and Halsted and Eleven Mile and Farmington PRV Vaults Project – [City of Farmington Hills](#)
- Green Lot Rehabilitation Project – [Wayne County Airport Authority](#)
- City Wide Development Plan Reviews – [City of Pontiac](#)
- City Wide Development Plan Reviews – [City of Farmington Hills](#)
- City Wide Development Plan Reviews – [Shelby Township](#)
- Stormwater, Asset Management, and Wastewater (SAW) Program – [Village of New Haven](#)
- Stormwater, Asset Management, and Wastewater (SAW) Program – [Shelby Township](#)
- Transportation Improvement Program – [City of Farmington Hills](#)



6. ESTIMATED COSTS

TASK DESCRIPTION	PRINCIPAL QA & QC	ASSOCIATE ENGINEER	MANAGER	PROJECT ENGINEER	MANAGER	GRADUATE ENGINEER	PLANNING MANAGER	PROJECT ANALYST	TOTAL BY TASK
PROJECT MANAGEMENT	2	20	4	4					30
DATA COLLECTION & ANALYSIS		2	8		8	16			34
CONCEPTUAL DESIGN & ALTERNATIVES ANALYSIS		4	2	36	16	60			118
PUBLIC ENGAGEMENT	2	4	4	4			8	20	42
PREFERRED CONCEPT DEVELOPMENT		4	4	16	8	20			52
DRAFT REPORT		2	2	8	2	16			30
FINAL REPORT		2	2	4		4			12
TOTAL HOURS BY CLASSIFICATION	4	38	26	72	34	116	8	20	318

	HOURS	BILLABLE RATE	TOTAL COST
PRINCIPAL, BRADLEY SHEPLER	4	\$176.40	\$705.60
ASSOCIATE, LIA MICHAELS	38	\$145.60	\$5,532.80
MANAGER, JOHN NAGLE	26	\$132.44	\$3,443.44
PROJECT ENGINEER, COLE VILLALOBOS	72	\$122.36	\$8,809.92
MANAGER, JACOB DARNALL	34	\$132.72	\$4,512.48
GRADUATE ENGINEER	116	\$96.60	\$11,205.60
PLANNING MANAGER, SARAH PLUMER	8	\$141.40	\$1,131.20
PROJECT ANALYST	20	\$105.84	\$2,116.80
TOTAL HRC COSTS			\$37,500.00



7. SUPPLEMENTAL INFORMATION



TRANSPORTATION ENGINEERING

HRC's Transportation Team provides planning, design, and engineering services for construction projects ranging from freeway ramps and approaches to urban and rural road rehabilitation for municipal, industrial, and private clients. As an MDOT-prequalified consultant, HRC has considerable experience meeting surveying and construction needs. Our engineers and technicians routinely manage complex road construction issues, including traffic maintenance, coordination with utilities and contractors, and public engagement strategies that address business/resident concerns.

SPECIFIC EXPERTISE

Surveying

Construction Management

Public Engagement Strategies



PERFORM ROAD
SAFETY AUDITS

RECONSTRUCT
INTERSECTIONS AND
ROUNDBOUTS

GENERATE CRASH
ANALYSIS REPORTS

CITY OF GRAND RAPIDS Pedestrian and Bike Crossing Improvements

Working with City department Mobile GR, HRC provided professional engineering services for the design and implementation of pedestrian and bike improvements in the East Hills neighborhood. This award-winning project included the design of bike lanes, signage, and pedestrian median islands, plus the placement of shared lane markings, additional yield signs, and flashing beacons at pedestrian crossings. The resulting changes improved quality of life as people now have expanded mobility choices and can safely use active transportation.



ADDITIONAL PROFESSIONAL SERVICES

- Construction Administration
- Drainage and Stormwater Management
- Geotechnical and Testing Services
- Electrical Engineering and Lighting
- Landscape Architecture
- Parking Lot Design and Construction
- Right-of-Way/Easement Acquisition
- Surveying and 3D Laser Scanning
- Utility Design and Coordination
- MDOT Prequalified



TRANSPORTATION GRANT FUNDING

SAFE STREETS AND ROADS FOR ALL GRANTS

CITY OF STERLING HEIGHTS
DEMONSTRATION GRANT
AND IMPLEMENTATION GRANT
Awarded \$27,580,000 in 2025



CITY OF WIXOM
PLANNING GRANT
Awarded \$160,000 in 2024



CITY OF ROCHESTER HILLS
PLANNING GRANT
Awarded \$220,000 in 2024



ROAD COMMISSION OF KALAMAZOO COUNTY
IMPLEMENTATION GRANT
Awarded \$25,000,000 in 2024

RAISE DISCRETIONARY GRANTS

CITY OF JACKSON
CONSTRUCTION GRANT
Awarded \$3,995,275 in 2024



CITY OF PONTIAC
CONSTRUCTION GRANT
Awarded \$16,328,000 in 2023

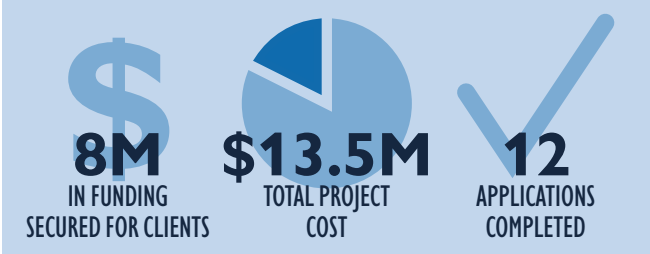


CITY OF JACKSON
CONSTRUCTION GRANT
Awarded \$6,785,245 in 2023



TOTAL APPLIED FOR: \$80,268,520
TOTAL AWARDED: \$52,688,520
UNANNOUNCED: \$27,580,000

TRANSPORTATION ALTERNATIVES PROGRAM



LOCAL SAFETY PROGRAM GRANTS



OTHER TRANSPORTATION GRANT FUNDING APPLICATIONS COMPLETED

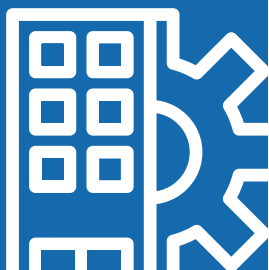
- Better Utilizing Investments to Leverage Development (BUILD)
- Carbon Reduction Program (CRP)
- Congestion Mitigation & Air Quality (CMAQ)
- Infrastructure for Rebuilding America (INFRA)
- Land and Water Conservation Fund (LWCF)
- Local Bridge Program
- Ralph C. Wilson, Jr. Legacy Funds
- Reconnecting Communities and Neighborhoods
- Safe Routes to Schools (SRTS)
- SEMCOG Planning Assistance Program
- Surface Transportation Block Grant (STBG)
- Surface Transportation Program (STP) Rural and Urban
- Transportation Economic Development Fund (TEDF) Category A,B,C,D,E,F
- Transportation Investment Generating Economic Recovery
- Wilson Trails Maintenance Initiative

HRC has assisted the Village in obtaining a \$1,320,000 Safe Routes to School Grant, a \$1,643,000 TAP Grant for sidewalks, and a \$605,700 FY 27 Safety Program Grant

HRC's experienced team of multidisciplinary professional engineers provides broad expertise for civil or site development projects, including key elements such as site assessment, infrastructure design, computerized hydraulic and hydrologic modeling, CAD design, and representation at public and regulatory meetings. HRC offers comprehensive experience in several civil engineering subdisciplines including geotechnical, materials, environmental, water resources, structural, and transportation engineering.

SPECIFIC EXPERTISE

Municipal Consulting
Infrastructure Evaluation
Traffic Studies
Safety Improvement Programs



**STREAMBANK AND
HABITAT RESTORATIONS
CREATE SUSTAINABLE
ENVIRONMENTS**

**PROPERTY ACQUISITION
REDUCES PROJECT
REAL ESTATE COSTS**

**MUNICIPAL
PARTNERSHIPS ELEVATE
MICHIGAN'S QUALITY
OF LIFE**

CITY OF HOWELL State Street Renovation

HRC provided design services for a complete reconstruction of State Street and adjoining alleys. The City secured a grant to renew the streetscape, revise the layout, resolve drainage issues, provide easy access to local small businesses, and create a barrier-free hub for year-round events, parades, and farmers markets. Features include new landscaping, decorative concrete, and two EV charging stations. The finished site is now a popular, award-winning gathering spot in the heart of downtown.



ADDITIONAL PROFESSIONAL SERVICES

- Master Plan Development
- Utility Design and Coordination
- Stormwater Drainage and Detention
- Parks and Recreation Facility Design
- Surveying and Mapping
- Road Design
- Infrastructure Evaluation
- Landscape Architecture

HRC's Planning Department administers planning grants and provides public engagement services for projects ranging from transportation studies to park capital improvements for municipal clients. HRC has extensive experience in developing plans, grants, and studies, and executing comprehensive public engagement strategies for every phase of a project. We offer a productive approach to effectively gather input from key stakeholders to guide future plans and designs, increase transparency, and facilitate open communication.

SPECIFIC EXPERTISE

Public Engagement Strategies

Grant Application Management

Planning Services

**CREATE CUSTOM
COMMUNITY ENGAGEMENT
TOOLKITS**

**HOST PUBLIC
STAKEHOLDER MEETINGS
AND PRESENTATIONS**

**BUILD CROSS
DISCIPLINARY
PARTNERSHIPS**

CITY OF ROCHESTER HILLS Adams Road Corridor PEL

HRC provided comprehensive corridor planning public engagement strategies for every phase of the Planning and Environmental Linkages (PEL) study for the City of Rochester Hills. The Planning Department established a series of engagement opportunities throughout the duration of the project, such as community meetings and project status workshops, discussion and evaluation stations, public surveys, various stakeholder meetings, a project information hub website, and a comment wall.



ADDITIONAL PROFESSIONAL SERVICES

- Charrettes
- Safety Studies
- In-Person Education
- Grant Scoping, Writing, and Administration
- Asset Management
- Non-Motorized Plans
- Traffic Calming
- Parks and Recreation Plans
- Corridor Studies
- Policy and Funding Analysis

8. EXHIBITS

EXHIBIT B – PROPOSAL SUBMISSION

The undersigned having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal, which will become a binding contract if accepted by the Village of Beverly Hills. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the Village of Beverly Hills that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: November 21, 2025

FIRM NAME: (if any) Hubbell, Roth & Clark, Inc. (HRC)

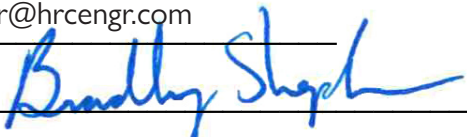
ADDRESS: 555 Hulet Drive, Bloomfield Hills, MI 48302

(Street Address) (City) (State) (Zip)

PHONE #: (248) 454-6300

FAX #: (248) 454-6312

EMAIL: bshepler@hrcengr.com

SIGNATURE: 

PRINTED NAME: Bradley W. Shepler, PE

TITLE: Vice President/Partner

**ENGINEERING.
ENVIRONMENT.
EXCELLENCE.**





Agenda Item Summary

To: Village Council
From: Carissa Brown, Village Clerk
Re: ***Business Agenda - 3. Consideration of appeal of Luke Wolgast regarding estimated FOIA fee***
Date: December 2, 2025 - [Click to View Agenda](#)

Summary:

Luke Wolgast submitted a Freedom of Information Act (FOIA) request on November 13, 2025 and it was received on November 14, 2025 in accordance with the FOIA Act. The request was acknowledged, and an estimated fee was calculated. Upon receipt of the fee, Mr. Wolgast submitted an appeal concerning the estimated fee. Under the Village's current FOIA policy, the Village Council is the body that hears the appeal and makes a determination.

Recommendation:

Review the appeal request submitted by Luke Wolgast.

Attachments:

1. FOIA request email chain L Wolgast

From: [Luke Farlow](#)
To: [Carissa Brown](#)
Subject: FOIA Request – Records Related to Trailer Citation and Enforcement Actions
Date: Thursday, November 13, 2025 12:06:41 AM

CAUTION: This email originated from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Brown,

Under the Michigan Freedom of Information Act (MCL 15.231 et seq.), I am requesting access to and copies of all public records related to the **citation issued to me regarding the trailers located on my property**. Please provide all responsive materials, including but not limited to:

1. Enforcement Records

- The original citation and any supporting documentation.
- Notes, photographs, inspection logs, field notes, or reports created by code enforcement or any Village personnel in connection with this citation.
- Any notices, warnings, door tags, or prior communications related to this matter.

2. Complaints

- Any complaints, service requests, or reports made by residents, Village employees, or third parties regarding my trailers or my property within the last **24 months**.
- For each complaint, please include the **date, nature of the complaint**, and whether the complainant is a **resident, Village employee, contractor**, or **anonymous** (acknowledging that personal identifying information may be redacted as permitted by law).

3. Internal Communications

- All internal emails, text messages, voicemail logs, handwritten notes, or other communications among Village staff, code enforcement, the police department, or administrative personnel referencing:
 - My property
 - My trailers

- The enforcement action
- The decision to issue this citation
- Any discussion of alleged ordinance violations

4. Ordinance Interpretation & Enforcement Guidelines

- Any internal guidance documents, training documents, enforcement policies, or interpretation notes used by the Village to apply or define **Ordinance 22.21.010** or any portion of the recreational vehicle or trailer standards.
- Any prior interpretations or precedent decisions establishing how the ordinance is applied to:
 - Utility trailers
 - Enclosed box trailers
 - Dump trailers
 - Non-motorized cargo trailers

5. Historical Enforcement Records (Narrow Scope)

- A list or summary of enforcement actions within the last **36 months** involving alleged violations of the same ordinance section (22.21.010), limited to:
 - Date of violation
 - Type of vehicle/trailer involved
 - Nature of violation
 - Enforcement outcome

Personal identifying information of other residents may be redacted as appropriate.

I request that all documents be provided **electronically (PDF preferred)**. If the estimated cost of fulfilling this request will exceed **\$50**, please notify me before proceeding.

If any portion of this request is denied, please provide the specific **statutory exemption** under which the information is withheld, as required by MCL 15.243, and release all reasonably segregable non-exempt portions of any partially exempt documents.

Thank you for your attention to this matter. I look forward to your response within the statutory timeframe.

Sincerely,

Luke Wolgast

16170 w. 13mile Rd. Beverly hills mi 48025

[REDACTED]

From: [Carissa Brown](#)
To: [Luke Farlow](#)
Subject: FOIA Request
Date: Thursday, November 20, 2025 6:51:00 PM
Attachments: [FOIA Fee Itemization Form L Wolgast 112025.pdf](#)

Luke Wolgast
16170 W 13 Mile
Beverly Hills, MI 48025



RE: Fee Required to Provide Documents for Your FOIA Request of 11/13/25

Dear Mr. Wolgast:

Recently, on the 13th day of November, 2025, you submitted a FOIA request for the following public records:

Access to and copies of all public records related to the **citation issued to me regarding the trailers located on my property**. Please provide all responsive materials, including but not limited to:

1. Enforcement Records

- The original citation and any supporting documentation.
- Notes, photographs, inspection logs, field notes, or reports created by code enforcement or any Village personnel in connection with this citation.
- Any notices, warnings, door tags, or prior communications related to this matter.

2. Complaints

- Any complaints, service requests, or reports made by residents, Village employees, or third parties regarding my trailers or my property within the last **24 months**.
- For each complaint, please include the **date, nature of the complaint**, and whether the complainant is a **resident, Village employee, contractor, or anonymous** (acknowledging that personal identifying information may be redacted as permitted by law).

3. Internal Communications

- All internal emails, text messages, voicemail logs, handwritten notes, or other communications among Village staff, code enforcement, the police department, or administrative personnel referencing:
 - My property
 - My trailers
 - The enforcement action
 - The decision to issue this citation
 - Any discussion of alleged ordinance violations

4. Ordinance Interpretation & Enforcement Guidelines

- Any internal guidance documents, training documents, enforcement policies, or interpretation notes used by the Village to apply or define **Ordinance 22.21.010** or any

portion of the recreational vehicle or trailer standards.

- Any prior interpretations or precedent decisions establishing how the ordinance is applied to:
 - Utility trailers
 - Enclosed box trailers
 - Dump trailers
 - Non-motorized cargo trailers

5. Historical Enforcement Records (Narrow Scope)

- A list or summary of enforcement actions within the last **36 months** involving alleged violations of the same ordinance section (22.21.010), limited to:
 - Date of violation
 - Type of vehicle/trailer involved
 - Nature of violation
 - Enforcement outcome

Personal identifying information of other residents may be redacted as appropriate.

I have attached the FOIA Itemization Form for the expected costs incurred of this FOIA request. Please remit \$69.28 (dollars), before this request is processed. Please make a check payable to Village of Beverly Hills. If you have any questions or concerns, please feel free to contact me.

Carissa Brown

Village Clerk

Village of Beverly Hills

www.villagebeverlyhills.com

248-646-6404 ext. 223



FOIA Fee Itemization Form

(Effective July 1, 2015)

Component	Cost Calculations	Total
1. Labor Costs – Search, Location, and Examination of Records*	Enter the hourly wage of lowest paid employee capable of performing the search, location and examination \$ <u>34.66</u> per hour Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____ % Multiply the hourly wage times the fringe benefit multiplier \$ x = \$ _____ If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$ _____ + _____ = \$ _____ Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment \$ <u>34.66</u> / 4 = \$ <u>8.66</u>	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate <u>8</u> x \$ <u>8.66</u> = \$ <u>69.28</u>	<u>\$ 69.28</u>
2. Employee Labor Costs – Redaction*	If performed by the public body's employee: Enter the hourly wage of lowest paid employee capable of performing the redaction \$ _____ per hour Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____ % Multiply the hourly wage times the fringe benefit multiplier	

	$\text{\$} \underline{\hspace{1cm}} \times 1. \underline{\hspace{1cm}} = \text{\$} \underline{\hspace{1cm}}$ If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $\text{\$} \underline{\hspace{1cm}} + \underline{\hspace{1cm}} = \text{\$} \underline{\hspace{1cm}}$ Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $\text{\$} \underline{\hspace{1cm}} / 4 = \text{\$} \underline{\hspace{1cm}}$	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\underline{\hspace{1cm}} \times \text{\$} \underline{\hspace{1cm}} = \text{\$} \underline{\hspace{1cm}}$	$\text{\$} \underline{\hspace{1cm}}$
2. Contracted Labor Costs – Redaction*	If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator): Name of person or firm contracted: _____ Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $\text{\\$}8.15 \times 6 = \text{\\$}48.90$) $\text{\\$} \underline{\hspace{1cm}}$ per hour Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment $\text{\$} \underline{\hspace{1cm}} / 4 = \text{\$} \underline{\hspace{1cm}}$	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\underline{\hspace{1cm}} \times \text{\$} \underline{\hspace{1cm}} = \text{\$} \underline{\hspace{1cm}}$	$\text{\$} \underline{\hspace{1cm}}$
3. Non-Paper Physical Media	Actual and most reasonably economical cost of: Flash Drives $\text{\\$} \underline{\hspace{1cm}} \times \text{number used } \underline{\hspace{1cm}} = \text{\\$} \underline{\hspace{1cm}}$ Computer Discs $\text{\\$} \underline{\hspace{1cm}} \times \text{number used } \underline{\hspace{1cm}} = \text{\\$} \underline{\hspace{1cm}}$ Other Media $\text{\\$} \underline{\hspace{1cm}} \times \text{number used } \underline{\hspace{1cm}} = \text{\\$} \underline{\hspace{1cm}}$	$\text{\$} \underline{\hspace{1cm}}$
4. Paper Copies	Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>: Letter paper (8 ½" x 11") number of sheets $\underline{\hspace{1cm}}$ x $\text{\\$}0. \underline{\hspace{1cm}} = \text{\\$} \underline{\hspace{1cm}}$	

	Legal paper (8 ½" x 14") number of sheets ____ x \$0.____ = \$____ Actual cost of other types of paper: Type of Paper: _____ number of sheets ____ x \$____ = \$____ Type of Paper: _____ number of sheets ____ x \$____ = \$____ (NOTE: Must print double-sided if available and costs less.)	\$_____
5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media	Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$_____ per hour Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____% Multiply the hourly wage times the fringe benefit multiplier \$_____ x 1.____ = \$_____ If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$_____ + _____ = \$_____ Divide the resulting hourly wage by _____ to determine the charge per _____ (____) minute increment \$_____ / 4 = \$_____ (NOTE: May use any time increment for this category)	
	Number of ____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate x \$_____ = \$_____	\$_____
6. Mailing	Actual cost of mailing records in a reasonable and economical manner: Cost of mailing: \$_____ Cost of least expensive form of postal delivery confirmation: \$_____ Cost of expedited shipping or insurance only if specifically stipulated by the requestor:	

	\$ _____	\$ _____
	Subtotal	\$69.28
Waivers and Reductions	Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines. Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____ The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)	-\$ _____
Deposit	Subtract any good-faith deposit received: \$ _____	-\$ _____
	Total Due	\$ 69.28

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.

From: [Luke Farlow](#)
To: [Carissa Brown](#); [Warren Rothe](#)
Subject: FOIA Appeal – Improper Fees, Late Response, and Procedural Violations
Date: Friday, November 21, 2025 10:22:58 AM

CAUTION: This email originated from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Brown and Mr. Roth,

This is a formal FOIA Appeal under **MCL 15.240(1)(a)** regarding the Village’s response to my FOIA request submitted on **November 13, 2025**, for which **no timely response was received by the statutory deadline of November 20, 2025**.

The FOIA response did not appear in my inbox until the morning of **November 21**, despite showing an email timestamp of **6:52 PM on November 20**. I was at my computer at that time, and no such email arrived. This raises concerns regarding the actual send time.

Further, the metadata of the FOIA Fee Itemization PDF shows a modification timestamp of **D:20251120184514-05’00’**, confirming that the FOIA response was created at **6:45 PM on November 20**, after the legal deadline.

Despite the late response, the Village applied **no mandatory late fee reductions**, as required by **MCL 15.234(9)**.

Additionally, the fee calculation is improper for the following reasons:

1. The Village used a labor rate of **\$34.66/hour**, which is not the “lowest-paid public body employee capable of performing the task,” as required by **MCL 15.234(1)(b)**.
2. The Village failed to provide any justification for “unreasonably high costs,” leaving the required explanation section blank.
3. No actual itemization was provided as required by **MCL 15.234(4)** no page count, no departmental identification, no description of the search conducted, and no explanation of the labor time.
4. The timing of the email’s appearance—arriving only after I sent a FOIA violation notice at 9:36 PM—raises concerns about delayed or reactive sending.

For these reasons, I hereby **appeal the fee, the timeliness, and the adequacy** of the response and request the following:

1. A **full waiver or substantial reduction** of the fee.
2. A **corrected, lawful, and properly itemized FOIA response**.
3. Application of all **mandatory late-response fee reductions**.
4. A written explanation of the Village's actual timeline of creation and transmission of the FOIA response.

Under **MCL 15.240(2)**, you must respond to this appeal within **10 business days**.

Thank you,

Luke Wolgast

16170 w 13 mile Rd Beverly Hills MI 48025





Manager Report

To: President George and Village Council

From: Warren Rothe, Village Manager

Re: December 2, 2025, Manager Report

General Updates

- Construction continues on the **Public Safety carport project**.
- Recently adopted ordinances are now visible on the **Municode** [homepage](#) for the Village.
- The **2026 Village Calendar** will be available the week of December 15th.
- The Village is preparing the winter edition of the **Villager newsletter**.
- **Recruitment** of members to serve on the **Downtown Development Authority Board** is underway. A majority of the members must have an interest in property within the DDA boundaries.
- The Village met with **Revize**, our website provider to begin discussing the potential of a redesign and other feature enhancements.
- The **City of Southfield** will be bidding for the **13 Mile Road resurfacing project** (Greenfield to Southfield) in February of 2026. The Village has been reviewing design drawings.
- **Yeo & Yeo**, the Village **auditors completed their field work in a single day** on November 12th and the audit will be completed before the State of Michigan deadline.
- The Village continues to work with **Senator Moss's Office** to receive approval to award the bid for the **Spark Grant**. A meeting with the DNR is being coordinated.
- The Village will be meeting with its **new DTE area representative** on December 8th.
- A preconstruction meeting for the **TAP Project** was held on November 24th, a schedule is expected to be received in the next few days. Certain areas of the project boundaries were reviewed, with the expectation that work will begin to allow for certain areas of

landscaping to be installed prior to the June 1st MDOT deadline. A public community kick-off meeting is tentatively scheduled for January 2026.

- The **Planning Commission** met on November 18th and approved two sign applications.
- The **Zoning Board of Appeals** will meet on December 8th to consider a variance request.
- The final concrete pour for the **Safe Routes to School** project is scheduled for the week of December 1st.
- **Sewer cleaning** on the additional identified areas has been completed; **lining will occur in the coming weeks.**
- **RFPs are being developed** for FY 2026 planned improvements to Beverly Green and Riverside parks.
- Beverly Hills residents **seeking assistance with utility bills** can contact United Way of Southeast Michigan regarding various **assistance programs**. The best way to connect is by calling 2-1-1.





Public Safety

Highlights & Statistics

November 2025

369 Calls for Service.
60 Tickets issued.
5 Arrests.

1. Officers stopped a driver for a traffic violation at Lahser and Hillview. The driver was arrested for Driving While License Suspended and taken into custody without incident.
2. Officers stopped a speeding driver on Evergreen and 13 Mile. The driver was arrested for Driving While License Suspended and taken into custody without incident.
3. Officers stopped a driver for a traffic violation at Lahser and 14 Mile Road. The driver was arrested for Driving While License Suspended and Warrants. The arrest was without incident.
4. Officers stopped a driver for a traffic violation at 14 Mile and Southfield. The driver was arrested for Driving While License Suspended and taken into custody without incident.
5. Officers were dispatched to the Flagstar Bank for a suspicious occupied vehicle in the lot after hours. The driver was found asleep behind the wheel with the car still in drive. The driver was arrested for Operating While Impaired and taken into custody.
6. A high school aged student from Birmingham Public Schools posted a picture of several hunting rifles on a social media platform associated with the school district. District administrators contacted the PSD and the incident was investigated and determined the post was not threatening and no additional actions were required.
7. The PSD, along with assistance from our mutual aid partners, extinguished a garage fire on Bellvine Trail. There were no residents or first responders injured from the incident. SOFIT has deemed the garage to be a complete loss with substantial smoke and water damage sustained to the interior of the residence. Fire appears to have been electrical in nature.
8. Officers provided traffic safety and support for a 5k run at Beverly Park on the morning of November 16th.
9. Officers were requested to be on emergency standby for the Oakland County Narcotics Team when they executed a search warrant in Huntley Sq apartments with successful results.

Beverly Hills Department of Public Safety 2025 Monthly Performance Report

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Total Calls For Service	485	418	425	478	438	510	470	594	632	592	369		5,411
Arrests & Traffic Citations													
Arrests Total	7	6	8	15	7	13	9	5	8	18	5		101
OWI Arrests (Drunk Driving)	0	1	2	2	0	2	0	1	2	3	1		14
Drug Arrests	0	0	0	0	0	0	0	0	1	0	0		1
Traffic Violations	70	70	84	84	50	82	67	114	135	64	60		880
Accidents													
Personal Injury Accidents	1	1	0	1	3	1	2	3	3	1	1		17
Property Damage	9	13	19	12	14	21	25	21	25	26	15		200
Fire Division													
Fire Response (structure & car fires)	1	0	1	0	1	0	0	0	1	0	1		5
Smoke & Downed Wire Responses	0	2	2	1	0	4	4	0	1	0	1		15
Medical & Ambulance Responses	55	34	42	39	45	40	40	40	36	43	25		439
Odor, Carbon Monoxide & Fire Alarms	3	4	0	4	2	8	5	5	7	12	4		54
Fire Inspections & Plan Reviews	1	2	1	1	0	0	1	2	0	0	2		10
Mutual Aid Provided to S.O.F.A.	0	2	0	1	0	0	1	1	0	2	0		7
Mutual Aid Received from S.O.F.A.	0	0	1	0	0	0	0	0	0	0	1		2
Detective Bureau & School Resource													
Cases Investigated	19	14	16	20	21	13	18	20	32	20			193
Gun Related Cases	0	1	0	0	1	0	0	1	0	0			3
Guns Seized	0	1	0	0	1	0	0	1	0	0			3
Warrants Submitted	4	0	2	4	0	2	1	6	4	7			30
Warrants Obtained	4	0	2	4	0	2	1	5	3	1			22