



Council Chamber, 18500 W. 13 Mile Rd, Beverly Hills, MI 48025

VILLAGE COUNCIL MEETING

TUESDAY, DECEMBER 16, 2025, 7:00 PM

AGENDA

- A. **Call to Order/ Roll Call**
- B. **Pledge of Allegiance**
- C. **Amendments to the Agenda/Approve Agenda**
- D. **Swearing in of New Public Safety Officers**
- E. **Community Announcements**
- F. **Public Comments**
- G. **Consent Agenda**
 - 1. Approve December 2nd, 2025 Council Minutes
 - 2. Review and File Bills recapped as of December 15th, 2025
 - 3. Adopt 2026 Building Department Fee Schedule
 - 4. Approve Fire Bay Vehicle Exhaust System Upgrade
- H. **Business Agenda**
 - 1. Approve the purchase of new signage for the Public Safety Building.
 - 2. Approve Polimorphic Software Proposal
 - 3. Schedule 2026 Strategy Session Meeting
 - 4. Proclamation Recognizing Attorney Ryan
- I. **Public Comments**
- J. **Manager's Report**
 - 1. December 16, 2025 Manager Report
- K. **Council Comments**
- L. **Adjournment**

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

<https://us02web.zoom.us/j/84539991425>

Meeting ID: 845 3999 1425 • **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.

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

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Present: President George, President Pro Tem Drummond, Members: Hrydziuszko, Kecskemeti, Mercer and O’Gorman (arrived at 7:16 p.m.)

Absent: Abboud

Also Present: Village Manager, Rothe
Village Attorney, Ryan
Village Attorney, Kolb
Village Clerk, Brown
Planning & Economic Development Director, Stec
Public Service Director, Johnston

ROLL CALL/CALL TO ORDER/ PLEDGE OF ALLEGIANCE

President George 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.

Motion by Hrydziuszko, second by Kecskemeti, to excuse Abboud from tonight’s meeting.

Motion passed (5-0)

AMENDMENTS TO AGENDA/APPROVE AGENDA

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

Motion passed (5-0)

COMMUNITY ANNOUNCEMENT

None.

PUBLIC COMMENTS

Tara Treado, King Richard’s Court, raised safety concerns about unplowed, untreated neighborhood streets. She emphasized the risks for herself, children, the elderly, and others, urging timely plowing and salting to protect the community.

Pete Webster, Balmoral Street, thanked outgoing Village Attorney Mr. Ryan for his service and praised the Council for selecting the new attorney team. He also applauded the Village’s efforts to secure grant funding for traffic calming measures and expressed optimism about those projects.

CONSENT AGENDA

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

THESE DRAFT MINUTES HAVE NOT BEEN APPROVED BY COUNCIL.

5. Review and consider request to waive the pavilion rental fee for the annual 5th Grade Run at Beverly Park

Roll Call:
Motion passed (5-0)

BUSINESS AGENDA

APPROVE PURCHASE OF 2007 INTERNATIONAL PLOW TRUCK

Rothe gave an overview. Johnston requested purchasing a used 2007 International plow truck to replace costly rented trucks that are not meeting operational needs. Johnston stated that the purchase would cost roughly the same as four months of rental fees, would provide significant savings even if resold after one winter, and will help sustain operations until two new plow trucks are delivered next year.

Motion by Mercer, second by Kecskemeti, 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.

Roll Call:
Motion passed (5-0)

O’Gorman arrived at 7:16 p.m.

AWARD PROPOSAL FOR BEVERLY AND SOUTHFIELD ROAD TRAFFIC CALMING STUDY

Rothe gave an overview. Stec stated that the Village received four bids and selected Hubbell, Roth and Clark (HRC) due to their bid amount, existing topographic data, and prior project experience. Council and Stec discussed the corrected bid tabulation. Stec stated that after doing a more in-depth review of the bids, it was determined that HRC was the true low bidder after correcting a rounding error in their submitted total.

Motion by Kecskemeti, second by Drummond, 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.

Roll Call:
Motion passed (6-0)

CONSIDERATION OF APPEAL OF LUKE WOLGAST REGARDING ESTIMATED FOIA FEE

Rothe gave an overview. Council and Administration discussed the FOIA appeal from resident Luke Wolgast, including the timeliness of the Village’s response to his FOIA request and whether the estimated fee should be waived. Rothe clarified that the FOIA request itself will still be fulfilled once the requester pays the required fee.

THESE DRAFT MINUTES HAVE NOT BEEN APPROVED BY COUNCIL.

The following resident spoke on the matter:

Luke Wolgast, 13 Mile Road, argued that Michigan law discourages fees that impede public access and encourages waivers when disclosure serves the public interest. He stated that his request concerns Village operations and government transparency, not a personal issue, and that high fees can create barriers to oversight. Wolgast asked the Council to waive the cost so the records could be released without delay.

Motion by Mercer, second by Hrydziuszko, be it resolved, the Village Council of Beverly Hills move to deny Luke Wolgast's Freedom of Information Act Appeal on the timeliness of the response, and find that the cost estimate was timely submitted to him. Be it further resolved, that the Village Council deny Luke Wolgast's Freedom of Information Act Fee Appeal for reason that the charge for labor was not excessive, and hereby move that that correspondence be sent to Mr. Wolgast setting forth the Council's decision on both of his appeals.

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 reminded the public that it was Giving Tuesday and encouraged anyone able to donate to a favorite charity.

O'Gorman thanked Public Safety for going above and beyond their normal duties and noted that their recent community efforts have been well-received. He also expressed appreciation for Mr. Wolgast's professionalism and commitment to transparency, thanked the Administration, and offered belated Thanksgiving well-wishes.

Hrydziuszko encouraged residents to visit the park to see the holiday lights and thanked Lindsay King for arranging and installing them. She noted that the park lighting ceremony held earlier that evening was well attended and provided a nice community event.

George praised the community turnout at the park lighting event, reminded residents about the Village's toy-donation efforts, and gave updates on public safety hiring, noting the department expects to be nearly fully staffed within 60 days. George also reiterated support for the FOIA fee structure as required by state law and thanked staff for their recent work, including cost-saving efforts on equipment purchases.

Council welcomed the Village's newest attorney, Kristin Kolb, and expressed appreciation for her joining the team and for the support provided by Mr. Ryan during the transition.

THESE DRAFT MINUTES HAVE NOT BEEN APPROVED BY COUNCIL.

ADJOURNMENT

Motion by Kecskemeti, second by Hrydziuszko, to adjourn the meeting at 8:13 p.m.

Motion passed.

John George
Village President

Carissa Brown
Village Clerk



TO PRESIDENT GEORGE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 11/24/2025 THROUGH 11/24/2025.

ACCOUNT TOTALS:

101	GENERAL FUND	\$1,989.76
202	MAJOR ROAD FUND	\$0.00
203	LOCAL STREET FUND	\$0.00
205	PUBLIC SAFETY DEPARTMENT FUND	\$2,828.40
208	PARK IMPROVEMENT FUND	\$0.00
226	RUBBISH COLLECTION	\$0.00
271	LIBRARY FUND	\$0.00
401	CAPITAL PROJECTS FUND	\$0.00
592	WATER/SEWER OPERATION FUND	\$843.54
701	TRUST & AGENCY FUND	\$0.00
730	RETIREE HEATLTH CARE FUND	\$0.00
	TOTAL	<u>\$5,661.70</u>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$5,661.70</u>
	GRAND TOTAL	<u><u>\$5,661.70</u></u>

12/04/2025 01:24 PM
User: ADAM
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
CHECK DATE FROM 11/24/2025 - 11/24/2025

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
11/24/2025	COM	3 (E)	51385	DTE ENERGY	<u>5,661.70</u>
COM TOTALS:					
Total of 1 Checks:					5,661.70
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					5,661.70



TO PRESIDENT GEORGE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 9/24/2025 THROUGH 9/24/2025.

ACCOUNT TOTALS:

101	GENERAL FUND	\$1,111.52
202	MAJOR ROAD FUND	\$0.00
203	LOCAL STREET FUND	\$0.00
205	PUBLIC SAFETY DEPARTMENT FUND	\$4,162.36
208	PARK IMPROVEMENT FUND	\$0.00
226	RUBBISH COLLECTION	\$0.00
271	LIBRARY FUND	\$0.00
401	CAPITAL PROJECTS FUND	\$0.00
592	WATER/SEWER OPERATION FUND	\$844.43
701	TRUST & AGENCY FUND	\$0.00
730	RETIREE HEALTH CARE FUND	\$0.00
	TOTAL	<u>\$6,118.31</u>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$6,118.31</u>
	GRAND TOTAL	<u><u>\$6,118.31</u></u>

12/11/2025 02:59 PM
User: ADAM
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
CHECK DATE FROM 09/24/2025 - 09/24/2025

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
09/24/2025	COM	4 (E)	51385	DTE ENERGY	<u>6,118.31</u>
COM TOTALS:					
Total of 1 Checks:					6,118.31
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					<u>6,118.31</u>

Post Date GL Number	Journal	Summ/Det	Ref # Description	DR Amount	CR Amount
12/15/2025	CD	S	132594	SUMMARY CD 12/15/2025	
101-000-001.01			COMERICA DEPOSITORY		47,014.08
101-000-202.00			ACCOUNTS PAYABLE	47,014.08	
202-000-001.01			COMERICA DEPOSITORY		11,269.38
202-000-202.00			ACCOUNTS PAYABLE	11,269.38	
203-000-001.01			COMERICA DEPOSITORY		221,205.03
203-000-202.00			ACCOUNTS PAYABLE	221,205.03	
205-000-001.01			COMERICA DEPOSITORY		33,607.85
205-000-202.00			ACCOUNTS PAYABLE	33,607.85	
208-000-001.01			COMERICA DEPOSITORY		319.76
208-000-202.00			ACCOUNTS PAYABLE	319.76	
226-000-001.01			COMERICA DEPOSITORY		40,638.00
226-000-202.00			ACCOUNTS PAYABLE	40,638.00	
401-000-001.01			COMERICA DEPOSITORY		11,285.18
401-000-202.00			ACCOUNTS PAYABLE	11,285.18	
592-000-001.01			COMERICA DEPOSITORY		907,474.31
592-000-202.00			ACCOUNTS PAYABLE	907,474.31	
701-000-001.01			COMERICA DEPOSITORY		878.50
701-000-202.00			ACCOUNTS PAYABLE	878.50	
				<u>1,273,692.09</u>	<u>1,273,692.09</u>
				<u><u>1,273,692.09</u></u>	<u><u>1,273,692.09</u></u>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
12/15/2025	COM	91375	58731	ADVANCED SECURITY & FIRE	96.00 V
12/15/2025	COM	91376	61135	AJAX MATERIALS CORPORATION	799.20 V
12/15/2025	COM	91377	60217	AMAZON CAPITAL SERVICES	153.55 V
12/15/2025	COM	91378	59125	APPRIVER, LLC	856.52 V
12/15/2025	COM	91379	59617	ARMADILLO PRINTWEAR	862.50 V
12/15/2025	COM	91380	02000	BADGER METER INC	619.77 V
12/15/2025	COM	91381	30920	BELLE TIRE	1,401.64
12/15/2025	COM	91382	51409	BEVERLY HILLS ACE	243.19
12/15/2025	COM	91383	60239	BILLINGS LAWN EQUIPMENT	729.99
12/15/2025	COM	91384	49980	C&G PUBLISHING	423.60
12/15/2025	COM	91385	59779	CANFIELD EQUIPMENT SERVICE INC	155.00
12/15/2025	COM	91386	38913	CHET'S RENT ALL	1,442.82
12/15/2025	COM	91387	59347	CINTAS CORPORATION #31	1,069.23
12/15/2025	COM	91388	61341	CITY OF GROSSE POINT FARMS	3,052.20
12/15/2025	COM	91389	61343	CLASSIC DRIVING SCHOOL	1,800.00
12/15/2025	COM	91390	61141	COMCAST	198.80
12/15/2025	COM	91391	50826	CONSUMERS ENERGY	2,985.63
12/15/2025	COM	91392	61131	CONTRACTORS CLOTHING	1,375.53
12/15/2025	COM	91393	51238	CONTRACTORS CONNECTION	316.90
12/15/2025	COM	91394	58648	CTS-COMPANIES	488.20
12/15/2025	COM	91395	61184	D.V.M. UTILITIES, INC.	12,205.20
12/15/2025	COM	91396	61160	DEER SOLUTIONS OF OAKLAND COUNTY	100.70
12/15/2025	COM	91397	52025	DETROIT SALT COMPANY	2,989.54
12/15/2025	COM	91398	60372	EAGLE LANDSCAPING & SUPPLY	1,732.00
12/15/2025	COM	91399	61277	ENTERPRISE FM TRUST	72.00
12/15/2025	COM	91400	61249	FIFER INVESTIGATIONS LLC	2,506.25
12/15/2025	COM	91401	61140	GOJCAJ LEGAL GROUP, PLLC	700.00
12/15/2025	COM	91402	61344	GOLDEN WEST INDUSTRIAL SUPPLY	468.77
12/15/2025	COM	91403	53489	GREAT AMERICA FINANCIAL SVCS.	600.00
12/15/2025	COM	91404	60206	GREAT LAKES WATER AUTHORITY	1,093.36
12/15/2025	COM	91405	61342	HEIDI BAMBROUGH	250.00
12/15/2025	COM	91406	08500	HUBBELL ROTH & CLARK INC	37,592.49
12/15/2025	COM	91407	08500	HUBBELL ROTH & CLARK INC	5,648.62
12/15/2025	COM	91408	59010	HUNT SIGN COMPANY	759.00
12/15/2025	COM	91409	60902	HUTCH PAVING	196,614.97
12/15/2025	COM	91410	39070	J.H. HART URBAN FORESTRY	8,907.76
12/15/2025	COM	91411	50770	JENNIFER RUPRICH	38.14
12/15/2025	COM	91412	61006	JOSEPH ORLANDO	3,400.00
12/15/2025	COM	91413	09300	KELLER THOMA	2,537.50
12/15/2025	COM	91414	61345	KING GREEN, LLC	616.50
12/15/2025	COM	91415	51792	LEXISNEXIS RISK SOLUTIONS	200.00
12/15/2025	COM	91416	49491	MAINS LANDSCAPE SUPPLY	214.18
12/15/2025	COM	91417	59703	MATTHEW GOODRICH	572.21
12/15/2025	COM	91418	52030	MICHIGAN GRAPHICS & AWARDS	519.00
12/15/2025	COM	91419	60556	MICHIGAN LABOR LAW POSTER SERVICE	278.50
12/15/2025	COM	91420	61043	MSTS RECEIVABLES LLC	331.44
12/15/2025	COM	91421	58903	MUNIWEB - INGSTRON	178.50
12/15/2025	COM	91422	51799	NYE UNIFORM EAST	2,484.00
12/15/2025	COM	91423	51751	O.C.W.R.C.	78,282.00
12/15/2025	COM	91424	50830	OAKLAND COUNTY TREASURER'S	735,721.97
12/15/2025	COM	91425	60181	OAKLAND COUNTY TREASURER'S ASSOC.	20.00
12/15/2025	COM	91426	16100	ROAD COMMISSION FOR OAKLAND	2,254.99
12/15/2025	COM	91427	16500	S.O.C.R.R.A	40,638.00
12/15/2025	COM	91428	16600	S.O.C.W.A.	53,095.33
12/15/2025	COM	91429	59282	SAFEBUILT INC.	930.00
12/15/2025	COM	91430	61337	SALTY JAKES MAINTENANCE & REPAIR	1,996.25
12/15/2025	COM	91431	61008	SCOTT GLOWINSKI	3,950.00
12/15/2025	COM	91432	39048	SOUTHFIELD TOWNSHIP	8,897.46
12/15/2025	COM	91433	17700	SUNSET MAINTENANCE SERVICE	1,450.00
12/15/2025	COM	91434	61105	SUSIE STEC	1,008.37
12/15/2025	COM	91435	61210	THE SHERWIN WILLIAMS CO.	722.32
12/15/2025	COM	91436	31043	THOMAS J RYAN PC.	10,395.60
12/15/2025	COM	91437	61035	UNIVERSAL AMBULANCE SERVICE	156.00
12/15/2025	COM	91438	14900	VILLAGE OF BEVERLY HILLS	1,204.00
12/15/2025	COM	91439	53564	WEX BANK	7,213.90
12/15/2025	COM	91440	61151	YEO & YEO HR ADVISORY SOLUTIONS	23,000.00
12/15/2025	COM	91441	20900	ZIP ETC INC	75.00
12/15/2025	COM	91442	58731	ADVANCED SECURITY & FIRE	96.00
12/15/2025	COM	91443	61135	AJAX MATERIALS CORPORATION	799.20
12/15/2025	COM	91444	60217	AMAZON CAPITAL SERVICES	153.55
12/15/2025	COM	91445	59125	APPRIVER, LLC	856.52
12/15/2025	COM	91446	59617	ARMADILLO PRINTWEAR	862.50
12/15/2025	COM	91447	02000	BADGER METER INC	619.77

COM TOTALS:

Total of 73 Checks:
 Less 6 Void Checks:

1,277,079.63
 3,387.54

12/12/2025 01:41 PM
User: ADAM
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
CHECK DATE FROM 12/15/2025 - 12/15/2025

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Total of 67 Disbursements:					1,273,692.09



Agenda Item Summary

To: Village Council
From: Jacob Townsend, Building Official

Re: *Consent Agenda - 3. Adopt 2026 Building Department Fee Schedule*
Date: December 16, 2025 - [Click to View Agenda](#)

Summary:

The Village Council last substantially amended the Building Department Fee Schedule in May 2020, with a minor modification to two fees made in January 2024. Since then, the Village has transitioned to an in-house building department, while continuing to utilize contractors for plumbing, mechanical, and electrical inspection services. A summary of major changes is as follows:

- The re-inspection fee was increased from \$65 to \$75 to better reflect staff time and administrative costs associated with repeat inspections.
- Concrete and culvert permit fees were each increased by \$25 to align with the actual review and inspection effort required for these improvements.
- Sign permit fees were increased from \$65 to \$100 to better account for review, compliance verification, and inspection activities.
- Demolition and building-moving permit fees were increased by \$75 due to the additional coordination, inspection, and safety considerations associated with these activities.
- The minimum permit fee for electrical, mechanical, and plumbing permits was increased from \$75 to \$150. This minimum applies only to single-item permits; most permits in these categories already exceed the \$150 minimum.
- A new permit fee of \$150 was added for electric vehicle (EV) charger installations to address the review and inspection requirements associated with this growing permit type.

- All mechanical, plumbing, and electrical permit fee line items were increased by \$5 to account for incremental increases in inspection and administrative costs.
- Site plan, special land use, and lot combination/split review fees were adjusted to amounts comparable to those charged by neighboring communities.
- Fence permit fees were increased from \$75 to \$100 to better reflect review and inspection time.
- Zoning Board of Appeals variance request fees were increased from \$200 to \$500. For context, the required newspaper publication for public notice typically exceeds \$200 alone.
- The rental inspection fee was increased from \$150 to \$200. This is a biennial fee and reflects the staff time required to conduct inspections and administer the rental program.
- Finally in 2024 the Village Council established a maximum permit fee for non-structural residential projects to address situations where valuation-based permit fees resulted in charges that were disproportionately high for work requiring limited plan review and typically only one inspection, such as window, roof, door, or siding replacement. Since implementation, staff has observed instances where multiple non-structural scopes of work are combined under a single permit, resulting in a permit fee that no longer reflects the level of review and inspection effort originally contemplated by Council when establishing the cap. The proposed clarification maintains the intent of the 2024 fee amendment by preserving the \$400 maximum for each individual non-structural improvement, while ensuring that permits involving multiple non-structural improvements are assessed in a manner that more accurately reflects staff time and inspection activity.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council hereby adopts the 2026 Building Department Fee Schedule as presented to be effective January 1, 2026.

Attachments:

1. Proposed 2026 Fee Schedule

VILLAGE OF BEVERLY HILLS
SCHEDULE OF FEES
Effective Jan 1st, 2026

The fee schedule hereinafter established is for the purpose of ensuring adequate inspections, plan examination and compliance with respect to the various codes and ordinances of the Village of Beverly Hills as administered by the Building Department. All fees shall be paid to the Village of Beverly Hills.

FEES FOR REGISTRATION AND EXPIRATION. The following fees shall be charged for the registration of the trades indicated. Fees shall be paid at the time of registration.

1. **BUILDING**

Building Contractors Registration.....**\$25.00**

Expiration: All registrations for building licenses shall expire on the 31st day of December of the year for which issued and shall be renewed before any permits will be issued.

Building Administrative Fee (residential and commercial).....**\$90.00**

2. **Plumbing**

Plumbing Contractors Registration.....**\$15.00**

Expiration: All plumbing licenses and registrations shall expire on the expiration date listed on the contractor's license and shall be renewed before any permits will be issued.

3. **Heating & Refrigeration**

Heating Contractors Registration (Class A & B Reciprocal).....**\$15.00**

Refrigeration Contractors Registration (Reciprocal).....**\$15.00**

Expiration: All Heating and refrigeration licenses and registrations shall expire on the expiration date listed on the contractor's license and shall be renewed before any permits will be issued.

4. **Electrical**

Electrical Contractors Registration.....**\$15.00**

Expiration: All electrical licenses and registrations shall expire on the 31st day of December of the

year for which issued and shall be renewed before any permits will be issued.

REINSPECTION FEES. Any work not ready or available for inspection at the time inspection is requested will necessitate an additional reinspection and payment of the fee prescribed.

All Building and Trades**\$75.00**

OVERTIME INSPECTION FEES. Anyone seeking inspection service during other than the normal working hours scheduled for the Building Department shall pay an overtime fee as prescribed. Minimum fee of two hours billed for any overtime inspection.

First hour or part thereof**\$100.00**

Each additional hour or part thereof**\$100.00**

SPECIAL INVESTIGATION:

When work requiring a permit is started before a permit is secured, or other special investigations are necessary, a special investigation fee may be required of \$100.00 per hour subject to the discretion of the Building Official

REQUEST FOR MEETINGS: A fee of \$100.00 per inspector, per hour, may be charged depending on the size and scope of the meeting.

CANCELLATION AND REFUNDS

1. Upon written request, prior to commencement of any work, trade permits may be canceled by the holder and 70% of the permit fee will be refunded, except that not less than \$90.00 shall be retained by the Village of Beverly Hills to cover administrative expenses.
2. Upon written request, prior to commencement of any work, building permits may be canceled by the holder and 70% of the permit fee will be refunded except that not less than \$150.00 shall be retained by the Village of Beverly Hills to cover administrative expenses. Plan review fees paid are nonrefundable.
3. In those cases where work has commenced and a request for cancellation is received in favor of a permit to others, a fee of \$75.00 shall be charged for each inspection made and the amount of the refund shall be based on 70% of the remainder of the permit fee, except as otherwise provided above.

The new contractor completing the job must obtain a new permit in accordance with the fee schedule.

ANY UNLISTED SERVICES – A reasonable fee based on actual costs will be established by the Department Head in each instance.

FAILURE TO SECURE PERMIT FOR WORK BEING DONE

In addition to permit fees due, a penalty up to 100% of permit fee may be charged based upon investigate work required by inspectors for work performed without a permit.

VILLAGE OF BEVERLY HILLS
SCHEDULE OF BUILDING PERMIT FEES

A building permit fee shall be paid for all building permits for new buildings, alterations, repairs, additions and accessory structures as per the following schedule.

<u>TOTAL VALUATION</u>	<u>FEE</u>
1. <u>Residential</u> (all zone districts)	
Up to \$1,000* (minimum fee).....	\$125.00
Each additional \$1,000 or fraction thereof** (round up)	\$18.00

*Cost computed from current square foot construction costs of the International Code Council (ICC).

**For residential projects that do not include structural alteration (as determined by the Building Official or designee), including but not limited to window and door replacements, siding replacement, and roof replacement, the permit fee shall be calculated based on the valuation of each non-structural improvement and shall not exceed a maximum of \$400.00 per non-structural improvement. When multiple non-structural improvements are included under a single permit, the maximum fee shall apply separately to each improvement type.

<u>Commercial</u> (all commercial use districts)	
Up to \$1,000* (minimum fee including administrative fee).....	\$250.00
Each additional \$1,000 or fraction thereof less than \$10mil (round up)	\$18.00
Each additional \$1,000 or fraction thereof more than \$10mil (round up).....	\$15.00

*Cost computed from current square foot construction costs of International Code Council (ICC)

2. PLAN REVIEW FEE

Residential - A plan review fee shall be paid in the amount of \$.0025 times the valuation of the work being done (computed from current Square Foot Construction Costs of International Code Council).

Commercial - A plan review fee shall be paid in the amount of \$.0025 times the valuation of the work being done (computed from current Square Foot Construction Costs of International Code Council).

Minimum Plan Review Fee.....**\$150.00**

Revised and Addendum Plans

In the event substitute or revised plans or an addendum to the original plan are submitted for a building or site on which a permit has been requested, a charge of not less than **\$35.00** nor more than 30% of the permit fee may be added for each set of plans examined. Any additional fees related to outside services will also be charged to the applicant. Minor addendum plans that do not alter space or change structural requirements may be exempted from this provision.

3. Commercial buildings having a fire alarm system and/or fire suppression system will be charged a fee of **\$65.00** per floor for plan examination and inspection service. This fee will

entitle the permit holder to one inspection and one reinspection of the system by the inspection team (building, electrical, mechanical and fire). Additional inspections will be by appointment and a fee of **\$35.00** per floor.

Zoning review fee for sheds under 200 S.F**\$55.00**

ROAD PRESERVATION BOND

The Village has established a requirement of a road preservation bond for all new residential and commercial construction and demolition projects for locations that will be accessed by roads maintained by the Village. A **refundable bond in the amount of \$5,000**, adopted by a resolution of the Village Council at its January 16, 2024, meeting, shall be deposited and held until project completion to assure that no damage occurs to village roads during the construction and/or demolition process. The bond will be returned in full upon verification that no damage has occurred to the road(s) upon final completion of projects. In cases where damage has occurred, the Village shall use the bond to conduct immediate repair or retain the bond for repair in the future. Any portion of the bond not required to cover repairs will be refunded.

EXEMPT ROADS:

Projects directly and exclusively accessed from the following roads and/or portions of roads that are not maintained by the Village of Beverly Hills are exempt from the Road Preservation Bond:

RCOC Roads

- Lahser Road
- Southfield Road
- Southfield Road
- 14 Mile Road between Southfield Greenfield
- Greenfield Road

Private Roads

- Crimson Crossing
- Blossom Court
- Charrington Court
- Gould Court
- Village Drive
- Quail Ridge
- Riverbank Drive

Private Roads Cont.

- Thistle Lane
- Brady Lane
- Hillview Lane
- Hilltop Court
- Orchard Way
- Spruce Court
- Village Pines
- Pine Drive
- Turberry Court
- Dover Court

Applications subject to the bond shall be accompanied by photographs of the road directly in front of the site and one hundred (100) feet in all directions from the site for which the permit is issued. Photographs must be taken at ten (10) foot intervals and may be provided in either hard copy or electronically. In lieu of photographs, a video of the same length of the road may be provided.

Concrete Permits

Curb Cut	\$100.00
Drive Approach	\$100.00
Sidewalk (First 25 linear feet)	\$100.00
Plus \$8.00 for each additional 10 linear feet or fraction thereof.	

<u>Culvert Permit Fee (New Construction)</u>	\$150.00
Extension/alteration on existing culverts.....	\$100.00

Signs

In addition to the following fees, all commercial signs must be approved by the Planning Commission before issuance

FEE.....	\$100.00
----------	-----------------

Moving and Wrecking Permits

Permits for the moving or wrecking of buildings shall be based on the cubic content of the building or structure to be moved or demolished in accordance with the following schedule. Contractor must submit documentation that all utilities have been disconnected, and required fencing is installed prior to demolition. Inspection required.

Residential/Commercial:

Up to 30,000 cubic feet without basement	\$300.00
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Up to 30,000 cubic feet with basement	\$350.00
---	-----------------

30,001 to 60,000 cubic feet	\$300.00 + \$8.00/1,000 cu ft or fraction thereof over 30,000
-----------------------------------	--

VILLAGE OF BEVERLY HILLS
SCHEDULE OF PLUMBING AND SEWER FEES

Plumbing permit fees shall be paid for all plumbing apparatus and equipment installed in new buildings, alterations, additions, repairs, field inspection service and for the change of fixtures according to the following schedule except that in no case will less than **\$150.00** be charged for any one permit.

MINIMUM PERMIT FEE

The minimum permit fee for the installation of any single
Item or any single replacement item.....**\$150.00**

Each additional item shall require an additional amount in accordance with the list of fees indicated.

Backflow Preventer ¹	\$35.00	Sink (Other Than Bathroom/Bar)	\$23.00
Backwater Check Valve	\$29.00	Sink, Bar	\$35.00
Bathtub	\$23.00	Soda Fountain	\$35.00
Dental Chair	\$23.00	Stacks, Conductor, Vents, AAV	\$29.00
Dishwasher	\$23.00	Sump	\$35.00
Drinking Fountain	\$23.00	Urinal	\$23.00
Disconnect Lawn Sprinkling Backflow Preventer	\$35.00	Washer, Automatic, Standpipe	\$23.00
Floor Drain	\$23.00	Water Closet (toilet)	\$23.00
Garbage Disposal	\$23.00	Water Heater	\$23.00
Grease Trap	\$29.00	Water Distribution ½ inch	\$29.00
Humidifier	\$23.00	Water Distribution 1 inch	\$35.00
Ice Maker	\$23.00	Water Distribution 1 ½ inch	\$48.00
Laundry Tray	\$23.00	Water Distribution 2 inch	\$48.00
Lavatory (sink in bathroom)	\$23.00	Water Distribution 2 ½ inch	\$54.00
Lawn Sprinkling Backflow Preventer ¹	\$35.00	Water Distribution 3 inch	\$67.00
Medical Gas (Each System)	\$35.00	Water Distribution 4 inch	\$67.00
Medical Gas - Vacuum Pump	\$48.00	Water Distribution over 4 inch	\$86.00
Medical Gas – Air Compressor	\$48.00	Water Treatment Device	\$42.00
Pump & Water Lift	\$35.00	Weeping Tile Trap & Inside Drain	\$42.00
Roof Sump	\$23.00	Unlisted Fixtures	\$35.00
Safe Waste	\$23.00	Other unlisted item	\$35.00
Shower Trap	\$23.00		
Sill Cock/Hose Bib each	\$23.00		

Notes:

1. Device Requires Testing Prior to Approval

WATER SERVICE FROM CURB BOX

New or Replacement.....**\$150.00 (MUST BE MINIMUM 1" COPPER PIPE)**

BETWEEN SEWER AND BUILDING FIRST 200 FEET OF:

Sewer Cleanout	\$39.00		
4 inch sewer	\$64.00	12 inch sewer	\$83.00
6 inch sewer	\$64.00	15 inch sewer	\$89.00
8 inch sewer	\$71.00	16 inch sewer	\$96.00
10 inch sewer	\$77.00	18 inch sewer	\$114.00
Each additional 100 ft or fraction thereof: 1/2 of fee above			

SEWER OR MANHOLE TAP**\$150.00**
 SEPTIC TANK BYPASS.....**\$150.00**

Additional Fees for Sewer Work in the Right-of-Way

It is necessary for the contractor to apply for a permit to do sewer work in the right-of-way. All sand backfill is required. The roadway shall be kept in good repair at all times, and the contractor shall furnish necessary barricades.

Inspection Fee (work in roadway)**\$100.00**
 Inspection Fee (unimproved area only).....**\$100.00**
 Performance Bond or Certified Check Required**\$5,000**
 (To Be Held For Not Less Than Six (6) Months By The Village of Beverly Hills)

Hood and duct fire suppression systems (Commercial)

Each establishment system – minimum.....**\$150.00**
 Each additional system at the same location**\$45.00**

LAWN SPRINKLING SYSTEM

No increase in service size.....**\$60.00**
 New system or increase in service size.....**\$75.00**
 Plus cost per sprinkler head**\$2.00**

In-ground Swimming Pool**\$150.00**
 Above ground pool (over 2' deep).....Building permit required

**VILLAGE OF BEVERLY HILLS
SCHEDULE OF ELECTRICAL FEES**

Electrical permit fees shall be paid for all electrical permits, including but not limited to, apparatus installed in new buildings, alterations, field inspection service, and repairs according to the following schedule, except that in no case shall less than **\$150.00** be charged for any one permit.

MINIMUM PERMIT FEE\$150.00

Description	Fee	Description	Fee
Air Conditioning Comm. up to 5 Ton	62.00	Motors - Fractional up to 10 HP, KVA, KW	42.00
Air Conditioning Comm. over 5 Ton	86.00	Motors - 11 to 30 HP, KVA, KW	61.00
Air Conditioning Residential	61.00	Motors - 31 to 50 HP, KVA, KW	73.00
Alarms - Alarm System	48.00	Motors - 50 + HP, KVA, KW	86.00
Alarms - each Additional	17.00	Motors each additional	29.00
Alarms - First Drill	23.00	Parking Lot Lighting	86.00
Alarms - Master Panel	29.00	Power Plugs	36.00
Alarms - 1st Fire Alarm Device	23.00	Repairs - Minimum Fee	79.00
Alarms -Each Additional FA Device	17.00	Services / Relocate Repair	54.00
Appliances 15V/ie, disposals-dishwashers etc.	23.00	Service, Sub-Panels 30-200 Amps	54.00
Appliances 230V/ie,ovens-ranges-dryers-wtr htr	36.00	Service, Sub-Panels 201-400 Amps	73.00
Circuits, First (8 Plugs) (Smoke Detectors)	29.00	Service, Sub-Panels 401+ Amps	136.00
Circuits, each additional	17.00	Service, Temp Construction up to 200	73.00
Data/Telecom Outlets (up to 10Dev)	71.00	Service, Temp Construction 200+ Amp	104.00
Data/Telecom Outlets (11 to 20 Dev)	133.00	Service, 400+ Amps Primary Service	136.00
Data/Telecom Outlets (Each Additional 20 Dev)	14.00	Signs - Connect/Reconnect 1st Sign*	36.00
Emergency Lighting	73.00	Signs - Connect/Reconnect ea. add	29.00
Feeders Bus Duct 1st 100 feet	42.00	Signs - Connect/Reconnect Additional	29.00
Feeders etc., ea. additional 100 feet	29.00	Signs - Wiring First*	48.00
Fixtures first 25	36.00	Signs - Wiring each Additional*	36.00
Fixtures each additional 25	29.00	Swimming Pools, Jacuzzi's etc.	62.00
Furnace - new or reinstall	42.00	Additional , Re-Inspection, Lockout	75.00
Garages Residential Single Circuit	48.00	EV Charger	\$150.00
Garages Each Additional Circuit	17.00	MINIMUM ELECTRICAL PERMIT FEE \$150.00	
Garages Subpanel & Feeders	86.00	Includes Rough & Final	

* If a window sign is provided with an approved indoor type transformer, supplied with a flexible rubber cord approved for this use, not over 6 feet in length, and is connected to a properly installed and rated outlet within 6 feet of the sign, and the sign complies with the provisions of the National Electrical Code, no permit is required.

COMMERCIAL FIRE ALARMS

Fire Alarm Panel**\$45.00**
 Each Alarm Device.....**\$18.00**

ROUGH INSPECTION (Concealed wiring – Each permit)

One Rough.....	\$75.00
Each additional Rough	\$75.00

PLAN EXAMINATION

Minimum Fee (Not on single family residential).....	\$100.00
---	-----------------

Revision of approved electrical

First page	\$35.00
Each additional page.....	\$20.00

VILLAGE OF BEVERLY HILLS
SCHEDULE OF LANDLORD LICENSE FEES
Effective Jan 1, 2025

Bi-Annual Landlord License Application Fee Includes Initial & Re-inspection If Required.....	\$200
Each Additional Unit.....	\$75
Residential Reinspection Fee	\$100

VILLAGE OF BEVERLY HILLS
 SCHEDULE OF PLANNING, ZONING AND
 LEGAL FEES (Effective Jan 1st, 2026)

Escrow Deposit Any request that will require use of consultant for planning, engineering, or other professional services shall be required to submit escrow deposit. Escrow deposits are determined by the Village.		\$1,500 minimum
Site Plan Review	Multi-Family (R-M) Cluster	\$1,500
	Office (O), Business (B), or Parking (P)	\$1,500
Special Land Use	\$1,350 + Site Plan Review Fee	
Planned Unit Development	\$2,000 + Site Plan Review Fee	
Land Division or Combination	\$800	
Rezoning or Language Amendment	\$1,000 + Escrow	
Subdivision	Preliminary Plat	Tentative Approval \$750+\$50/lot
		Final Approval \$600
Zoning Board of Appeals	Dimensional Variance or Interpretation	Residential \$500
	Use Variance + Escrow	Office/Business \$700
Commercial Sign Review	Planning Commission \$200 (additional permit fee upon approval)	
Zoning Permit	Animal – \$120 initial / \$100 renewal	
	Fence – \$100	
	Mechanical Site Plan – \$50	
	Temporary Displays/Outdoor Sales – Commercial \$100	
	Temporary Storage POD/Dumpster – Residential \$50	

New plans, substantially revised plans or complex issues relating to regulatory, environmental, engineering or community implications that need to be addressed by Village consultants will incur additional fees to recover additional costs.

If it is determined that a Concept Review is necessary, a fee of \$50.00 plus any additional costs associated with consultation with Village consultants will be charged. Upon approval of the concept proposal normal additional schedule fees will apply.



Agenda Item Summary

To: Village Council

From: Edward Arnold, Public Safety Director

Re: *Consent Agenda - 4. Approve Fire Bay Vehicle Exhaust System Upgrade*

Date: December 16, 2025 - [Click to View Agenda](#)

Summary:

I am requesting approval to proceed with upgrading the fire bay vehicle exhaust system in the Public Safety garage. A memo and supporting documentation from Lieutenant Moore is attached supporting this request.

Financial Impact:

Sufficient funds are available in the FY 2026 budget for this project.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council approves the proposal from Hastings Air Energy Control as presented. Funds are available in account #205-900-975.05.

Attachments:

1. Exhaust System Agenda Docs

MEMO



To: Deputy Chief Davis
Cc: Director Arnold
From: Lieutenant Moore
Date: 10/23/2025
Subject: Fire Bay Vehicle Exhaust System - Plymovent Upgrade

I am requesting approval to upgrade the Plymovent system located in the fire bay of the Public Safety Building.

Background

NFPA 1500 "Standard on Fire Department Occupational Safety and Health Program" and MIOSHA "Part 74, Firefighting" requires a system to effectively control and remove exhaust emissions from fire apparatus.

To comply with these standards, in May of 2025, the Plymovent vehicle exhaust system for the fire bay was repaired after being inoperable for many years. These repairs were completed by the company that originally installed the system, Hastings Air Energy Control. As the system is over 20 years, upgrades to the system were recommended.

The department currently utilizes a hose-based direct source capture system to remove diesel fumes from the exhaust of all three apparatus. The exhaust is removed from the building entirely via hoses directly connected to the apparatus, a network of ductwork, and an exhaust fan. The hoses are currently attached to the fire apparatus via an older system that utilizes a pneumatic bladder that sometimes has trouble disengaging from the apparatus as it exits the bay. This failure to disengage can result in significant damage to the system. Additionally, the old pneumatic system has recently needed constant maintenance to prevent and repair air leaks.

Recommendation

Hastings Air Energy Control has recommended upgrading the hose connectors for the exhaust pipes from pneumatic bladders to magnetic connectors and anchor plates. Additionally, the new magnetic connectors are heavier than the pneumatic bladders and require upgrading the hose trolleys from steel to aluminum to ensure the nozzle stays attached.

This upgrade was budgeted and approved by Council for the current fiscal year. The total cost of the project is \$13,784.95 and would be completed by Hasting Air Energy Control.



HASTINGS
 air energy control, inc.
creating a cleaner workplace

Prepared For: Lt. Jeff Moore
 Prepared by: Dean Havnen
 Date: 9/11/2025

Proposal for Beverly Hills Public Safety - Plymovent Magnetic Nozzle Conversion

Hastings Core Focus:

Providing innovative solutions that create healthier lives for workers and energy savings for employers.



<p>Engineered Solutions Down & Backdraft Tables Vehicle Exhaust Systems Replacement Filters & Parts</p>	<p>Dust / Wet Collectors Air Filtration Products Ventilation Equipment Industrial Vacuum Systems</p>	<p>Automation & Energy Controls Remote Monitoring Access Installation & Service Industrial Flex Hose</p>
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Experience + Service = Results

www.hastingsair.com
 262.364.0500



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Bill To:

Beverly Hills Public Safety
 18600 W 13 Mile

Beverly Hills, MI 48025

Ship To:

Beverly Hills Public Safety
 18600 W 13 Mile

Beverly Hills, MI 48025

Date: 9/11/2025
 Salesperson: Dean Havnen
 Quote: QUO-40057-H8V2D6
 Expires: 12/31/2025

Quote Per Request

Quote for (3) Plymovent pneumatic grabber to magnetic grabber nozzles conversion to include: 5" conical tailpipe adapter, magnetic grabber nozzle assembly and release cable.

Note the new trolleys are 8lbs lighter then the existing trolleys. The existing trolleys may work with the magnetic nozzles however due to the extra weight, they may need to be replaced to ensure the nozzle stays attached to apparatus.

Installation of the magnetic conversion kits performed by Hastings service technician.

NOTE: Mounting of the tailpipe conical adapter on the apparatus by owner.

Part #	Qty	Description	Unit Price	Ext Price
GRAB-036SS	3.0	Grabber MG SS 5" for 4" Hose Conn STR	\$1,792.65	\$5,377.95
ADAP-110TG	3.0	Topgrade stainless steel tailpipe adapter (TPA) 5" for Magnetic Grabber (MG) 5"	\$628.00	\$1,884.00
CAB-029	3.0	BALANCER LOCKING CABLE	\$32.50	\$97.50
LB-MGH	3.0	Magnetic Changeout/per Drops	\$437.50	\$1,312.50
FRT	1.0	Freight	\$375.00	\$375.00
		TOTAL Per Apparatus/ Drop:	\$3,265.65	
		TOTAL (3) Apparatus Drops:		\$9,146.95
		Optional New Trolleys		
CRAB-PV-6	3.0	INTERNAL CRAB/TROLLEY FOR USE WITH STR/MRP RAILS INCLUDES 6" HOSE CONNECTION AND RUBBER BUMPERS.	\$1,546.00	\$4,638.00



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Bill To:

Beverly Hills Public Safety
18600 W 13 Mile

Beverly Hills, MI 48025

Ship To:

Beverly Hills Public Safety
18600 W 13 Mile

Beverly Hills, MI 48025

Date: 9/11/2025
Salesperson: Dean Havnen
Quote: QUO-40057-H8V2D6
Expires: 12/31/2025

NOTE: Shipping and Tax are NOT INCLUDED.

I have read the terms page, a single, separate page from the pricing,
and I accept the terms and conditions of this quotation.

Signed: _____
Name: _____ Title: _____

Terms:
_____ Prepay - 3% Discount:
_____ Net 30 Days from Shipment
_____ Visa/Mastercard/Discover

Purchase Order # _____

Thank you for considering Hastings.

Please remit to:
Hastings Air-Energy Control, Inc.
5555 S. Westridge Drive
New Berlin, WI 53151-7900

TERMS:

Freight for equipment is FOB destination. Hastings will deliver with our truck. Future parts or filter orders will ship prepaid and add.

Normal delivery is 10 to 12 weeks after receipt of confirming purchase order or prepayment check.

Warranty is per manufacturer specifications. Contact representative for more details.

Payment terms are 3% discount for 100% prepayment with the order, or 40% with order net 30 from date of start up. Payment terms discount (3%) does not apply if the payment is made with a credit card. A 1½% per month finance charge will be assessed on all invoice balances outstanding past 30 days.

For credit card payments over 5,000.00 dollars, a 3% service charge will be added. If multiple payments are made to an order, the 3% service charge will not be avoided when the total credit card payments to the order exceed 5,000.00 dollars.

Price does not include sales tax and any applicable tariffs, duties, taxes, or other fees imposed by customs or other authorities in connection with the importation of the goods are the sole responsibility of the customer. This quote does not include payment or reimbursement for such tariffs, duties, or taxes. Failure to pay such fees in a timely manner may result in delays, additional charges, and other penalties, for which Hastings will not be held liable. Please provide municipality's tax exemption certificate.



Agenda Item Summary

To: Village Council
From: Edward Arnold, Public Safety Director

Re: ***Business Agenda - 1. Approve the purchase of new signage for the Public Safety Building.***

Date: December 16, 2025 - [Click to View Agenda](#)

Summary:

The Public Safety Department seeks approval to install a new monument sign in front of the Public Safety Building and to replace the existing gray “Beverly Hills Public Safety” lettering on the building façade. This project is included in the Fiscal Year 2026 budget.

A Beverly Hills resident who owns a local sign company provided design concepts and quotes for both components of the project. After reviewing the proposals, the Department recommends proceeding with the purchase and installation.

Financial Impact:

The Fiscal Year 2026 budget allocated \$30,000 for new building signage. The total cost of the monument sign and updated building lettering is \$36,787, which exceeds the original budget allocation by approximately \$6,787.

However, the recently completed carport project was approximately \$52,000 under budget, leaving more than sufficient surplus funds within the department’s capital projects to cover the additional cost. As a result, no budget amendment is required to proceed with this purchase.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council hereby accepts the proposal from Metro Signs and Lighting in the amount of \$36,787.00. Funds are available in account #205-900-980.05.

Attachments:

1. 250433-01 Beverly Hills Police A1 Monument Sign REV-00 Pg 1 & 2
2. 250433-01 Beverly Hills Police B1 Wall Sign REV-00 Pg 5
3. Sign Quote

DETROIT • GRAND RAPIDS

11444 Kaltz Ave., Warren MI 48089
6490 East Fulton, Ada MI 49301
586-759-2700 • www.metroal.com

PROJECT # 250433	Total Sq. Ft. 44.16
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Date: 10/16/2025	Sales: MaryAnn Deters	Designer: Connie F.
---------------------	--------------------------	------------------------

File Name: 250433 Beverly Hills Police.cdr

250433-01 Beverly Hills Police A1
Monument Sign REV-00 Pg 1

Revised By: XXXXX	Date: XXXXX	Number: XXXXX
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TOTAL QUANTITY: 1

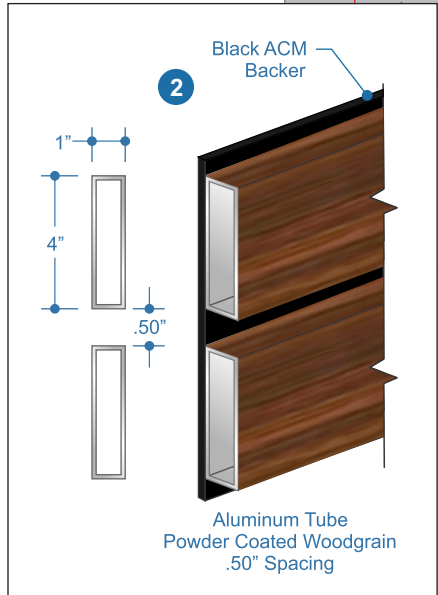
PROJECT DETAILS

Double Sided, Illuminated Monument Sign with Push Thru Letters

- 1 3/8" Push Thru White Acrylic 3", 8.50"
- 2 Powder Coated Woodgrain Aluminum Tube
- 3 Aluminum Construction Cabinet, Caps and Base
- 4 11.75"x11"x.125" Non-Illuminated, Aluminum Plaque
Need Vector Artwork

COLOR PALETTE

PMS#
655c



Additional Notes: **Badge is not suitable for production. - Need vector art.**

Customer Signature:

Date:

Installation Address:

18600 13 MILE RD | BEVERLY HILLS, MI 48025

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6490 East Fulton, Ada MI 49301
586-759-2700 • www.metroal.com

PROJECT # 250433	Total Sq. Ft. 44.16
-----------------------------------	--------------------------------------

Date: 10/16/2025	Sales: MaryAnn Deters	Designer: Connie F.
---------------------	--------------------------	------------------------

File Name: 250433 Beverly Hills Police.cdr

250433-01 Beverly Hills Police A1
Monument Sign Presentation REV-00 Pg 2

Revised By: XXXXX	Date: XXXXX	Number: XXXXX
----------------------	----------------	------------------

TOTAL QUANTITY: 1
PROJECT DETAILS

Double Sided, Illuminated Monument Sign with Push Thru Letters

Additional Notes:

Customer Signature: _____ Date: _____

Installation Address:
18600 13 MILE RD | BEVERLY HILLS, MI 48025

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DETROIT • GRAND RAPIDS
 11444 KALTZ AVE., WARREN MI 48089
 6490 EAST FULTON, ADA MI 49301
 586-759-2700 • www.metroal.com

PROJECT # 250433	Total Sq. Ft. 62.86
-----------------------------------	--------------------------------------

Date: 10/16/2025	Sales: MaryAnn Deters	Designer: Connie F.
---------------------	--------------------------	------------------------

File Name: 250433 Beverly Hills Police.cdr
 250433-01 Beverly Hills Police B1
 Wall Sign REV-00 Pg 5

Revised By: XXXXX	Date: XXXXX	Number: XXXXX
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TOTAL QUANTITY: 1
PROJECT DETAILS

Stud Mounted, Non-Illuminated,
 Fabricated Aluminum Letters and Numbers

- 1 2" Deep, Fabricated Aluminum
 White Faces and Returns
 5.75", 16", 10.50"

COLOR PALETTE



Additional Notes:

Customer Signature: _____ Date: _____

Installation Address:
 18600 13 MILE RD | BEVERLY HILLS, MI 48025

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PROPOSAL

250433-01

Date: 10/22/2025

Expires: 11/21/2025

Drawing Numbers:

Project: BEVERLY HILLS POLICE DEPARTMENT **Client:** VILLAGE OF BEVERLY HILLS
 18600 13 MILE RD 18500 W 13 MILE RD
 BEVERLY HILLS, MI 48025 BEVERLY HILLS, MI 48025

Contact: ADAM LANDIS 2486466404 alandis@villagebeverlyhills.com

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
PERMIT DESIGN FABRICATE AND INSTALL	\$26,392.00
 (1) DOUBLE SIDED ROAD SIDE FOR POLICE/FIRE STATION "BEVERLY HILLS PUBLIC SAFETY" POLICE & FIRE, INTERNALLY LIT TO INCLUDE FOOTING, CONNECT TO POWER	
PERMIT DESIGN FABRICATE AND INSTALL	\$10,395.00
 (1) WALL SIGN LETTERS FABRICATE WHITE, "BEVERLY HILLS PUBLIC SAFETY" "18600" , REMOVE EXISTING LETTERS	
Deposit Rate: 50%	Subtotal: \$36,787.00
Deposit: \$18,393.50	Total: \$36,787.00

PROPOSAL ASSUMPTIONS/QUALIFICATIONS UNLESS SPECIFIED OTHERWISE

Pricing subject to technical survey
 Balance Net 30.
 Permit fees additional at cost.
 Variance fees and/or engineer sealed drawings additional if required.
 Work to be performed during regular business hours.
 Connection to existing electrical service on a dedicated circuit within 6' of proposed wall signs or at the base of proposed ground signs.
 Metro to provide a disconnect switch, breaker lock and label the sign circuit(s) on the electrical panel as required by code.
 Illuminated signs to include UL tag and manufacturer's label.
 Reinspection fees and mobilization charges may be additional for violations that were not caused by Metro Signs & Lighting.
 Metro to contact Miss Dig to have public utilities staked. Not responsible for damage caused to unmarked site electrical or irrigation lines while excavating.
 Normal ground conditions for excavating. Frost breakout, forms/shoring, water removal, construction fill/rock removal additional if encountered.
 Not responsible for damage to sodded or landscaped areas.
 Normal access for equipment setup and for wiring. Customer may need to move items/obstacles for installation.
 All signage will be accessible with Metro Signs standard equipment. Rentals (scissor lifts, reach trucks, scaffolding, etc) additional if required.
 Adequate wall surface and/or blocking in place to support proposed signs.
 Penetrations to rubber roof membranes to be approved by client. Roofer to seal penetrations. Not responsible for water damage or warranty voids.
 Not responsible for exact paint match when touching up areas following sign removal.
 A trip charge may be added if additional mobilizations are required due to site readiness issues.

Salesperson: Mary Ann Deters

Buyer _____ Seller _____



PROPOSAL

250433-01

Date: 10/22/2025

Expires: 11/21/2025

Drawing Numbers:

Project: BEVERLY HILLS POLICE DEPARTMENT
18600 13 MILE RD
BEVERLY HILLS, MI 48025

Client: VILLAGE OF BEVERLY HILLS
18500 W 13 MILE RD
BEVERLY HILLS, MI 48025

Contact: ADAM LANDIS 2486466404 alandis@villagebeverlyhills.com

Salesperson: Mary Ann Deters

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____



Agenda Item Summary

To: Village Council
From: Warren Rothe, Village Manager
Re: ***Business Agenda - 2. Approve Polimorphic Software Proposal***
Date: December 16, 2025 - [Click to View Agenda](#)

Summary:

Administration recommends that Village Council approve a subscription to Polimorphic, a municipal-focused software platform that includes both an AI-powered website chatbot and a Customer Relationship Management (CRM) system. Together, these tools would modernize resident interactions, improve service delivery, and reduce administrative workload across all Village departments.

Background and Purpose

Residents increasingly expect local governments to provide accessible, transparent, and digital-first services. Polimorphic offers an integrated solution that addresses two longstanding needs: (1) improving how residents obtain information from the Village, and (2) streamlining how residents submit requests, applications, and payments. The platform is designed specifically for municipalities and aligns with the Village's broader goals of improving customer service, operational efficiency, and transparency.

AI Chatbot Component

The Polimorphic AI chatbot would be embedded directly into the Village website and available to residents 24 hours a day, seven days a week. The chatbot continuously rereads the Village website daily, ensuring that responses remain current as content is updated. In addition, the system can be programmed with Village-provided documents and information beyond website content, allowing staff to ensure accuracy and completeness of responses.

The chatbot supports more than 75 languages, significantly improving accessibility for residents and visitors. Importantly, the chatbot only provides answers sourced from Village-approved materials and clearly displays the sources used for each response, ensuring transparency and reliability.

The platform integrates with the Village’s GIS database, enabling address-specific responses such as trash pickup schedules, service districts, or other location-based information. All resident interactions are stored, allowing the Village to review commonly asked questions, evaluate the accuracy of responses, and continuously improve the system over time. This feature also provides valuable insight into resident information needs that may not currently be well addressed on the website.

Customer Relationship Management (CRM) Component

The CRM component allows the Village to design and deploy online forms to modernize a wide range of processes currently handled in person, by email, or through static website forms. This system has the potential to impact nearly every Village department, including but not limited to final water bill requests, FOIA submissions, garage sale permits, and general service requests.

Residents would access the system by registering an email address, enabling them to submit requests, upload documents, access permit or license records, and track progress without visiting Village Hall or contacting staff for updates. The system includes a “Domino’s-style” status tracker, allowing residents to see where their request is in the process, which improves transparency and reduces follow-up inquiries.

The platform also supports online payment collection, creating opportunities to streamline fee-based services. Notably, the CRM would allow the Village to move the pavilion rental process fully online, a current goal identified by the Parks and Recreation Board.

The CRM platform is not tied to the Village’s website provider and offers a more robust and flexible form design and editing system than what is currently available through the Village website. This provides long-term flexibility and avoids vendor lock-in.

Financial Impact:

The cost for this service is \$16,000 a year, with \$6,000 for the chatbot and \$10,000 for the CRM product. Funds are available in the FY 2026 budget for this purchase.

Recommendation:

BE IT RESOLVED, the Beverly Hills Village Council hereby approves the proposal from Polimorphic as quoted. Funds are available in the professional services accounts in the General Funds: General Administration, Building, and Parks Departments; Public Safety Fund; and Water/Sewer Fund accounts.

Attachments:

1. Polymorphic Quote



122 W 26th Street, Suite 1104 New York, NY 10001
accounting@polimorphic.com
(919) 812-1803

CREATED BY	John Doyle	ORDER NUMBER	Q-10274
CONTACT PHONE		ORDER DATE	Dec 12, 2025
CONTACT EMAIL	jdoyle@polimorphic.com	VALID IF SIGNED BY	

CUSTOMER INFORMATION

CUSTOMER NAME	Warren Rothe
BILLING CONTACT	Beverly Hills, MI
BILLING EMAIL	
BILL TO ADDRESS	United States
SHIP TO ADDRESS	United States

SERVICES

SUBSCRIPTION	Start Date	End Date	ANNUAL COST
AI Search & Chatbot	Jan 1, 2026	Dec 31, 2026	\$6,000
CRM	Jan 1, 2026	Dec 31, 2026	\$10,000
Total List Price			\$16,000
TOTAL ANNUAL SUBSCRIPTION COST			\$16,000

TERMS

Billing Terms and Conditions	
Valid Until	Pricing set forth herein is valid only if Polimorphic Service Order is executed on or before this date.
Payment	Net 30

General Terms & Conditions	
Customer Satisfaction	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice to accounting@polimorphic.com .

Guarantee	In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Taxes	The Service Fees and Billing amounts set forth above in this Polimorphic Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, Polimorphic shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to Polimorphic demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the Polimorphic Terms of Service, this Polimorphic Service Order commences on the Order Date stated above and shall continue until the completion of the Service Period(s) for the Service(s) described above. Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Appropriations	Polimorphic acknowledges that this Service Order is subject to ongoing appropriations by Customer's applicable appropriating body and/or board of directors.
Agreement	The signature below affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this Polimorphic Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the Polimorphic Terms of Service found at https://www.polimorphic.ai/terms-of-service , which are hereby incorporated into this Service Order.

Beverly Hills, MI	
Signature	
Name	
Title	



Agenda Item Summary

To: Village Council

From: Warren Rothe, Village Manager

Re: ***Business Agenda - 3. Schedule 2026 Strategy Session Meeting***

Date: December 16, 2025 - [Click to View Agenda](#)

Summary:

The Village Council traditionally holds a strategy session meeting on a Saturday in January/February of each calendar year. The 2026 meeting needs to be scheduled. When scheduling the meeting, the Council should be aware of the following meeting dates, all beginning at 7pm.

- January 6, 2026 - Regular Council
- January 15, 2026 - Joint Council and Parks and Recreation Board
- January 21, 2026 - Regular Council
- January 28 - Joint Council and Planning Commission
- February 3, 2026 - Regular Council

Recommendation:

Select a date for the 2026 strategy session.

Attachments:

None



Manager Report

To: President George and Village Council

From: Warren Rothe, Village Manager

Re: December 16, 2025, Manager Report

General Updates

- Construction is completed on the **Public Safety carport project**.
- Village staff have begun meeting to prepare for the upcoming **2026 Village Council strategy session**.
- **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.
- On December 11th, the Village **took delivery of the salt truck** approved by the Village Council. It will be ready to plow in short order. A special thanks to our DPW team on their snow cleaning efforts on the 10th.
- A kick-off meeting was held with **TextMyGov** and all phone numbers stored in the Villages utility billing system were successfully imported into the texting database.
- **Yeo & Yeo**, the Village **auditors** will be presenting the audit at the January 6, 2026 Village Council meeting.
- Representatives from the Village and **Senator Moss's Office** met with the DNR to discuss the **Spark Grant**. The DNR is reviewing internally and another meeting is anticipated in the very near future.
- The Village met with its **new DTE area representative** on December 8th and discussed several DTE procedures and policies, as well as provided an overview of the TAP project.
- The **Zoning Board of Appeals** met on December 8th to consider a variance request, which was ultimately denied. The ZBA also began reviewing updated bylaws.
- **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.
- Village Hall will be closed **Wednesday December 23rd through Friday December 26th** as well as **Wednesday December 31st through January 2nd, 2026**.
- The **final vacancy** in the Department of Public Safety **has been filled** with the recent acceptance of a conditional offer of employment.
- The **Toys for Tots** drive was a massive success, and the toys will be picked up by the time of the Council meeting.

Major FY 2026 Projects Expenditures to Date

Project	FY 2026 Budget	FY 26 YTD Spending
Safe Routes to School	\$ 652,475.00	\$ 446,924.68
TAP Grant Sidewalks	\$ 1,496,000.00	\$ 44,496.23
Sidewalk Cutting - Precision Concrete	\$ 358,800.00	\$ 359,023.21
Sidewalk Slab Program	\$ 100,000.00	\$ 44,250.10
DPW & Building Official Vehicles	\$ 115,000.00	\$ 114,436.98
Code Enforcement Vehicle	\$ 57,500.00	\$ 47,768.31