

Present: President Craig; President Pro-Tem Kennedy; Members: Downey, Munguia, Pfeifer and Walsh

Absent: Stearn

Also Present: Village Manager, Hanlin  
Public Services Director, Spallasso  
Assistant to the Manager, Pasieka  
Village Clerk, Marshall  
Village Attorney, Ryan  
Director of Public Safety, Woodard

Craig called the meeting to order at 7:30 p.m. in the Village municipal building at 18500 W. Thirteen Mile Road.

**APPROVE MINUTES OF A REGULAR COUNCIL MEETING HELD ON MONDAY, DECEMBER 18, 2000**

MOTION by Kennedy, supported by Downey, that the minutes of a regular Council meeting held on Monday, December 18, 2000 be approved as submitted.

Motion passes unanimously.

**PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA**

Patricia Greening asked Craig to make a statement on her behalf during public comments. The recent issue of the Villager newsletter mailed to all residents included an article regarding the Halloween Hoot thanking the Woman's Club for its support. Greening would like to make sure that all those who supported the event were recognized. The Beverly Hills Lion's Club sponsored this event, and monetary contributions were received from the Jensens and from Mary Ann McBroom. The Village of Beverly Hills has continued to support the Halloween Hoot.

Craig announced that, since the last Council meeting, Village Manager Tamara Hanlin has accepted an offer of work in Atlanta, Georgia. A special council meeting was held on Thursday, December 21 to accept her resignation. This is Hanlin's last Council meeting, and her last day is Friday, January 12. Craig read a resolution in appreciation of Tami Hanlin as follows:

**RESOLUTION**

**WHEREAS,** Tamara O. Hanlin was the Manager of the Village of Beverly Hills from December 3, 1996 to January 19, 2001; and

**WHEREAS,** during this four year period Tami brought significant personnel changes to the Village by coordinating the hiring of a new Public Safety Director, successfully negotiating union contracts, establishing contracts with a village planning consulting firm and new financial auditing company; and

**WHEREAS,** she was responsible for improving the village technology capabilities by upgrading the municipal personal computers, software, training opportunities and developing a village website, while also establishing a plan for delivering improved cable television coverage through the new cable franchise; and

**WHEREAS,** Ms. Hanlin encouraged the formation and establishment of a Beautification Committee by serving on the committee which selected the first awards to seven village property owners, started the establishment of a village-wide signage upgrade by installing new municipal building signs, and has improved employee work stations with modernized improvements; and

**WHEREAS,** Tami was directly involved with numerous infrastructure improvements including water, sewer, sidewalks, roads and bridges. Plus she effectively collaborated with SOCRRA board members dealing with increasingly complex refuse collection issues.

**NOW, THEREFORE, BE IT RESOLVED** that the Village Council of Beverly Hills, the Village employees and residents extend our sincere appreciation to Tamara O'Brien Hanlin for four dedicated years of service in this community.

RESOLVED by Craig, supported by Walsh, to adopt the above resolution.

Resolution passes unanimously.

Craig presented Hanlin with a gift from the Council and staff.

Hanlin thanked this Council and prior councils who have made it possible for her to have this wonderful professional experience. She said that it is an honor to work with so many civic minded and dedicated individuals. Hanlin refers to Beverly Hills as “the volunteer village”. She has never witnessed so many people who are so dedicated to making this a wonderful community. The many special events are what make this town unique.

Hanlin recognized the staff members of the Village, citing their skills and their dedication. She believes that Beverly Hills is a fine example of what local government should be, and she is very proud to have served here.

#### **FUNDING REQUEST FOR BIRMINGHAM YOUTH ASSISTANCE COMMITTEE**

Council is in receipt of a request from the Birmingham Youth Assistance Committee (BYAC) for a \$5,197.00 contribution from the Village of Beverly Hills for fiscal year 2000/2001. The amount is included in this year's budget.

Kennedy related program statistics for BYAC from the previous year and read the organization's mission statement as follows: “The mission of the Birmingham Youth Assistance is the prevention and reduction of juvenile delinquency, child abuse, and child neglect by providing positive alternatives to children and families through a partnership of the Oakland County Family Division of the Probate Circuit Court, the Birmingham School District, and sponsoring municipalities and volunteers.

RESOLVED by Kennedy, supported by Walsh, that the Village of Beverly Hills approve the expenditure of \$5,197.00 to the Birmingham Youth Assistance Committee for fiscal year 2000/2001.

Jim Van Dyke, current treasurer of BYAC and past chairperson, stated that Birmingham Youth Assistance is a unique partnership of communities including Beverly Hills and the Birmingham

Public School system, volunteers, and the Oakland County Family Division of the Probate Circuit Court. It is a court-based delinquency prevention program that provides an exceptional combination of free counseling and prevention activities. Its mission, as indicated, is to prevent and reduce child abuse, child neglect and juvenile delinquency. This is done in large part through the case worker whose role is to counsel children referred from the community and diverted from the court system to him. He gives them brief counseling and, if necessary, refers them for further treatment and allows them the opportunity to do community service as an alternative to participating in the court system. A primary goal of BYA is to provide an alternative to official court involvement for first offenders. Youngsters who make bad choices or take risks that lead to police intervention can be referred to BYA caseworkers by police, school officials, or family members.

Van Dyke outlined core programs and events sponsored by Youth Assistance. He quoted statistics relative to young people who have been served by BYA in Beverly Hills. The 18 youngsters from Beverly Hills referred to the BYAC case worker by a variety of sources represented about 28.5 percent of all the children the case worker assists. The primary reasons for referral include alcohol and drug related matters and malicious destruction of property. The primary age group of the children is 15-16 years old.

Roll Call Vote:

Resolution passes unanimously.

**APPROVE EXPENDITURE FOR WINTER FAMILY FUN DAY**

Winter Family Fun Day was initiated by the Parks and Recreation Board in 1997 to bring the community together and utilize Beverly Park in January. The event was recognized in 1999 by the Michigan Municipal League by winning a blue ribbon award in a competition for achievement in the area of improving life for youths and families.

This year's Winter Family Fun Day will be held on Sunday, January 21, 2001 in Beverly Park from 1:00 to 4:00 in the afternoon. Jim O'Reilly is once again serving as chairperson of the event. Activities will include sledding, skating, ice sculpting, games and other events. Refreshments will be available at the pavilion. Council budgeted \$1,000 for this event in account #101-747-894.

RESOLVED by Kennedy, supported by Downey, to authorize the expenditure of \$1,000 for the 2001 Winter Family Fun Day.

Roll Call Vote:

Resolution passes unanimously.

**CONSIDER COMMITTEE RECOMMENDATION FOR APPOINTMENT TO THE PLANNING BOARD WITH A TERM EXPIRING ON 6-30-02**

Walsh stated that a committee of Council met before tonight's meeting to review applications from the two candidates who applied for a position on the Village Planning Board. The committee recommends Carolyn Hayes as the number one candidate and Sherwin Zamler as the number two candidate to fill the vacancy on the Village Planning Board.

MOTION by Walsh, supported by Downey, to appoint Carolyn Hayes to the Village Planning Board for a term to expire on June 30, 2002.

Downey mentioned that the committee reviewed the applications of two highly qualified candidates for this position. The committee recommends the appointment of Ms. Hayes and looks forward to an opportunity to have more representation from the east side of the Village.

Motion passes unanimously.

**APPROVE PURCHASE OF SECURITY MONITOR FOR PUBLIC SAFETY BUILDING**

The capital budget for fiscal year 2000/01 has funds set aside for the purchase of one new security camera for the rear of the public safety building. Currently, there is one camera capturing the north pedestrian door entry point, but the remainder of the lot dedicated to parking of fleet marked units and employee vehicles is not monitored. An additional camera along with repositioning of the current camera will improve the visibility of the area at the rear of the station.

The project entails: 1) purchase and installation of one new camera; 2) relocation of the current rear lot camera; 3) combining the signals of the various security monitors into one multi-lead display unit in the department dispatch area.

Quotes were received from three vendors. The low bid from M.G. Roth and Associates, Inc. in the amount of \$3,200 complies with specifications and is within the budgeted amount. The other bids are above the budgeted amount of \$3,500. Public Safety Director Woodard is recommending that Council approve the quote from ADT Security Systems, the company that has provided the installation and maintenance on the department's current inventory of interior and exterior monitoring cameras. Their quote is \$464 over the budgeted amount and \$764 over the low bid.

RESOLVED by Downey, supported by Pfeifer, that the Village Council approve the purchase of one new video security camera and monitor for the public safety building from ADT Security Systems of Madison Heights in the amount of \$3,964. Funds are available for this purchase in Account #101-900-980, Capital Purchases: PS Equipment.

Director Woodard explained his reasoning for recommending the second lowest bid. He believes it to be in the best interest of the department for the added monitor and cabling to be provided by the vendor currently overseeing the video system. ADT Security Systems has experience with the existing technology. He suggests that difficulties often arise when attempting to service an end product that involves mixing of technology. Woodard noted that funds in the budgeted line item are currently \$1,068 under spent due to the defibrillator and refrigerator purchases coming in lower than budgeted. He addressed questions from Council.

Roll Call Vote:  
Resolution passes unanimously.

**DISCUSS MAILING BALLOT APPLICATIONS TO RESIDENTS FOR MARCH 2001 ELECTION**

Pfeifer stated that the offer was made by Southfield Township Clerk Sharon Tischler to assist Village Clerk Ellen Marshall if Council decides to mail absentee ballot applications for the March 12, 2001 election to all registered voters who are 60 years of age or older. The application is filled out by the voter and returned to the Village Clerk who verifies the signature and mails an absentee ballot to the voter at the proper time.

The absent voter ballot application lists reasons for being able to request an absentee ballot. One of the qualifications for receiving an absentee ballot is that the voter has attained the age of 60. The Michigan State Election Board has offered this opportunity to accommodate elderly voters. Pfeifer stated that it is a hardship in some instances for older voters to come to the polls, particularly due to the fact that the Village Election is held in the winter.

The Township computer system is able to produce a mailing list of registered voters in Beverly Hills who are 60 years of age or older. The Township has offered to print these addresses on postcards for \$50.00.

Kennedy concurs with mailing absentee ballot applications to seniors, particularly due to the severe winter weather that we are experiencing.

Walsh questioned the costs involved with mailing absentee ballots. Pfeifer responded that expense can only be estimated based on previous elections because the number of people who return the applications is variable.

Downey commented that absentee ballots are a privilege extended to all residents who qualify to receive an absent voter ballot. There are residents who cannot get to the polls on election day. Mailing absent voter applications to seniors only does not provide equal rights to all citizens. Downey would be more likely to support a measure that would offer wider access of absentee ballots to all qualifying registered voters.

Munguia stated that any registered voter who will be out of the jurisdiction on the day of the election is qualified to apply for an absentee ballot.

Craig commented that there are six reasons that qualify a voter for an absentee ballot. He does not support sending absent voter applications to people who qualify for one of those grounds on the basis that it is discriminatory. Craig is not comfortable with spurring voters from one isolated group and not the other five groups.

Craig asserted that he is very much in favor of making the application more available to citizens. He suggested including an absent voter ballot application in the Village informational calendar, in the Villager newsletter, and on the Beverly Hills web site. Residents should be made aware that all they have to do to obtain an application for an absentee ballot is call the Village office and ask the Village Clerk to mail them an application.

In answer to an inquiry, Village Attorney Ryan stated that mailing of absentee ballot applications to registered voters is allowed under the law and is a policy decision of Council.

Township Clerk Tischler commented that the cost of mailing absentee ballots is determined by the number of applications received by the Village. She mentioned that some people return the applications and pick up their absent voter ballot in person.

Tischler stated that a reason for mailing applications to seniors is to be able to take advantage of a low-cost mailing rate to send out the biggest onslaught of applications. The bottom line is to encourage people to vote in the elections. She indicated that quite a few jurisdictions use this as a method of increasing participation in elections. Tischler commented on the high percentage of people in the Village who are 60 years of age or older.

Downey stated that he is in favor of encouraging participation in Village elections. He questioned whether it would be possible to include a legal document such as an absent voter ballot application in the Village calendar. Tischler responded that the application could be incorporated in a calendar, newsletter, or web site as long as all of the information that needs to be included is in the document.

Craig reiterated that residents could call the Village office at 646-6404 and ask the Village Clerk to mail an absentee ballot to their home. The last date to receive an absentee ballot is March 10.

Pfeifer stated that almost 30 percent of the registered voters in the Village are 60 years of age or older. She thinks that mailing these applications is a means to encourage participation in local elections.

MOTION by Pfeifer, supported by Kennedy, to authorize the Village Clerk to mail applications for absentee ballots for the March 12, 2001 election to all registered voters who are 60 years of age or older. The cost of \$275.00 for printing postcard applications and addresses will come from account #101-171-745, Election Expenses. The cost of postage not to exceed \$575.00 will come from Account #101-248-730, General Administration Postage.

Roll Call Vote:

Munguia	- yes
Pfeifer	- yes
Walsh	- no
Craig	- no
Downey	- no
Kennedy	- yes

Motion fails (3 – 3).

**APPOINT INTERIM VILLAGE MANAGER**

Hanlin will be leaving the employment of the Village in eight business days. Craig proposed that an interim manager be appointed as has been done in the past. Public Services Director Renzo Spallasso was appointed interim manager during the last transition period.

Craig commented that there is more than one department head who is qualified to serve as interim manager, and he would support the appointment of any one of them. He noted that the assignment is challenging, but it will be a team effort as it has been in the past regardless of who is selected as interim manager.

Council members discussed this appointment and their reasons for selecting either Renzo Spallasso, Assistant to the Manager Stan Pasieka, or Director of Public Safety Karl Woodard for this position.

RESOLVED by Pfeifer, supported by Kennedy, to appoint Renzo Spallasso as interim manager.

Roll Call Vote:

Resolution passes unanimously.

Craig stated that, at a special meeting held on December 21, Council discussed the process of recruiting a new manager and agreed to engage the Michigan Municipal League (MML) to act on the Village's behalf throughout the process of recruiting and selecting a Village manager. Bill Baldrige from the MML will act as the facilitator who will write an advertisement, publicize the position, screen applications, and present the Village with about ten applicants. Council will review those applications and determine which individuals it will interview.

Council has received a proposed agenda from Mr. Baldrige and a draft of the advertisement he proposes. The ad will appear in the MML newsletter, quarterly magazine, and web site.

**APPROVE HANLIN PURCHASING 1996 PONTIAC GRAND PRIX FROM THE VILLAGE**

Craig stated that the vehicle Hanlin drives was purchased for her when she was hired by the Village in 1996. It is scheduled for replacement in the next fiscal year starting on July 1, 2001. The car is not needed by any other department in the Village and will be idle for the four month process of replacing the manager. Hanlin has expressed an interest in purchasing the car.

Village Attorney Ryan was asked to comment on how the Village disposes of assets. Ryan understands that the Village has a policy regarding vehicles that are no longer needed in its inventory. This policy should be used if Council agrees to sell the vehicle to Ms. Hanlin.

The written policy involves obtaining the Blue Book value of the vehicle, posting a notice of the sale, and notifying wholesalers. Offers are considered after a cut-off date. The Village could allow Hanlin the first right to match any offer that exceeds the posted sale price.

Council discussed the fleet inventory and the rotation of vehicles. It was questioned whether the 1996 vehicle in question with 45,000 miles should be kept to replace a 1994 Grand Prix with higher mileage. Both vehicles are due for rotation in the next fiscal year. There was also discussion as to whether the Village's current vehicle replacement policy should be reconsidered.

A resolution made by Craig to approve the sale of the 1996 vehicle to Hanlin for an amount to be determined through the current policy failed for lack of support.

**APPROVAL OF BILLS RECAPPED AS OF TUESDAY, JANUARY 2, 2001**

MOTION by Pfeifer, supported by Kennedy, that the bills from a period of 12/18/00 through 01/02/01 be approved for payment in the following amounts:

\$162,689.88	General Fund
22,944.77	Major Road Fund
20,421.80	Local Road Fund
494.65	Capital Projects Fund
2,239.58	Dedicated Millage
69,534.87	Water/Sewer Operation Fund
8,022.06	Water/Sewer Improvement Fund
<u>88.48</u>	Trust & Agency Fund
<u>\$286,436.09</u>	Total

Questions on the bills from Sharon Tischler of 21415 Virmar Court were answered by administration.

Motion passes unanimously.

**LIAISON'S REPORT**

Pfeifer reported that the Finance Committee will meet on Tuesday, January 9. The Cablecasting Board will meet on Wednesday, January 17 at 7:45 a.m. A meeting will be taking place at the Village office on Friday, January 5 at 12:00 p.m. to hear a proposal from a vendor for the wiring of the council chamber for cable.

**MANAGER'S REPORT**

Hanlin wished everyone a happy new year. Hanlin said that she will miss the Village and the staff. She thanked everyone for a wonderful four years at Beverly Hills.

**COUNCIL COMMENTS**

Council members welcomed Carolyn Hayes to the Planning Board. An invitation was made to Village residents to make application to serve on Beverly Hills boards and committees.

Council wished Hanlin well in her new position and in her new home in Atlanta.

Interested residents were reminded that January 8 is the first day to file petitions to run for the office of Council in the March 12 election. Petitions must be submitted with 25 valid signatures by January 29.

Craig wished everyone a happy new year.

MOTION by Kennedy, supported by Downey, to adjourn the meeting at 9:04 p.m.

Motion passes unanimously.

**Andrew Craig**  
**Council President**

**Ellen E. Marshall**  
**Village Clerk**