

Present: President Stearn; President Pro-Tem Pfeifer, Members: Berndt, Koss, Oen, Peddie and Woodrow

Absent: None

Also Present: Village Manager, Spallasso
Assistant Manager/Clerk, Marshall
Finance Director, Wiszowaty
Director of Public Safety, Woodard
Public Works Director, Meszler
Building Official, Byrwa

President Stearn called the special Council meeting to order at 9:10 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road. This will be a study session to review administration's priority items and establish Council priorities for the year.

Motion by Pfeifer, second by Koss, to approve the agenda as published.

Motion passed (7 – 0).

ADMINISTRATION'S PRIORITY ITEMS

Spallasso prepared a memo that includes priority items that he and other members of administration would like to accomplish. Staff expanded on some of the items and addressed questions from Council.

General Administration - Spallasso

1. Settle all union labor contracts.
2. Start working on FY 2007-08 budget with the goal of submitting a balanced budget to Council for approval.

Public Services/Works Department - Meszler

1. Complete the last segment of the Acacia Park Relief Drain (Kinross/Bates).
Administration has received and is reviewing bids and will make a recommendation to Council on the award of a contract with work to begin some time in February.
2. Implement the Water Meter Replacement Program.
This will be an agenda item for the January 16, 2007 Council meeting.
3. Prepare recommendations to address the Evergreen Farmington Sewer Disposal System (EFSDS) Town Outlet Capacity (TOC) issue.
Issues relative to heavy flow and infiltration into the sanitary sewer system continue to be investigated and addressed.
4. Complete improvements to Beverly Park with the balance of the millage funds.
Meszler commented on projects scheduled to be completed this year and addressed questions regarding the remaining park millage money. It was indicated that priority park improvements will be a topic of discussion at the 1-18-07 joint meeting with the Parks and Recreation Board.
5. Continue aggressive Road, Sanitary, and Storm Sewer maintenance.

Public Safety Department - Woodard

1. Settle labor contracts.
2. Make final determination on the 12-hour shift
The Department is nearing the end of a two-year trial period; a decision is needed to determine scheduling for the Department and for officers' planning. The Department believes that there are operational efficiencies; the fiscal aspect varies depending on the viewpoint taken. Woodard expects to present Council with an in-depth update and recommendations at a meeting in February.
3. Fill staff vacancy (one sworn officer).
Woodard updated Council on continuing efforts to fill a PSO position. In the meantime, the third person assigned to the detective bureau has been put back on the road to cover this vacancy.
4. Continue implementation of recommendations from the Department Organizational Study from August, 2004.
Woodard stated that most of the short-term issues have been addressed. Council has been provided with an updated memo on this topic. Items including accountability and performance evaluation are currently being considered on a committee basis.
5. Upgrade police and firefighting equipment utilizing available federal funds.
The Department had been replacing expired air tanks on an annual basis. Last year it joined with surrounding municipalities in applying for a two-pronged federal grant to upgrade its entire SCBA inventory to the new standard. Woodard highlighted other capital equipment needs that will appear in the budget.
6. Develop revenue opportunities through assignment of personnel in a regional enforcement task force.
The Department is contemplating an opportunity that would involve assigning an officer to a multi-jurisdiction drug enforcement task force at the county/state level or federal level. This would generate a revenue source through forfeiture monies that could be used to finance capital needs. The cities of Birmingham, Bloomfield Twp, West Bloomfield, Southfield and Farmington Hills have officers participating in this program, which has resulted in six figure balances in a forfeiture account. Woodard addressed questions regarding the task force position.

Building Department - Byrwa

1. Provide necessary training to the new building department clerk to offer consistent and dependable service to residents.
2. Provide building department computer software to reduce paperwork and enhance efficiency and productivity.
3. Implement new 2006 codes.
4. Implement all necessary changes and ordinance amendments resulting from the Zoning Enabling Act (State of Michigan).
5. Planning Board/Council joint meeting is scheduled for February 14.
Agenda items include the ongoing study of nonconforming lots and dwellings in the northeast section of the Village and draft ordinance amendments relative to accessory buildings, structures and uses in residential zone districts.
6. Evaluate the need to increase building fees to cover costs.

Finance Department – Wiszowaty

1. Improve internal control per auditor's recommendations.
A part-time employee has been hired to assist with separation of duties and internal controls.
2. Prepare for GASB 43 and GASB 45.
The chairperson of the Finance Committee will give a presentation to Council at its next meeting that relates to these Government Accounting Board requirements.
3. Strive to continue improving returns on Village investments.
Wiszowaty reported on changes that have been made to maximize return on investments; he addressed questions from Council.
4. Update hardware and software to keep up with technology.
5. Improve budget preparation and presentation to Council and the public.

Clerk's Department – Marshall

1. Develop a records retention program to microfilm Village documents for preservation and space reduction.
2. Work to create electronic Council packets to be accessible on Village website.
3. Explore web streaming Village Council meetings.
4. Continue (and improve) preparation of Village Newsletter and Calendar.
5. Continue processing passport applications (228 have been processed since July 2006).
6. Consider change in how expired terms of board members are renewed.
There was discussion on whether to automatically advertise a vacancy on a board when a member's term expires and whether to implement an interview process for members whose terms have expired along with new applicants. Marshall will draft for Council consideration a letter to board members whose terms are expiring.
7. Research purchase of digital voice recorder for taping and transcribing meetings.

COUNCIL PRIORITIES DISCUSSION

Stearn suggested that Council members proceed with a brainstorming session whereby they would offer ideas for items that they would like to accomplish in the next year. He stressed that there are no bad ideas. Every initiative will be noted by category on the sheets displayed on the wall. The next step would be to consider each item briefly and decide by a show of hands whether the item should remain on the list.

The following lists incorporate suggestions proposed by Council members and the disposition of those items as determined by a majority vote of Council. Some of the items were assigned to an individual or administration to oversee. Stearn suggested that another study session would be needed to prioritize the initiatives.

Village v. City

Revisit this discussion 7/7 Pfeifer

Charter

Postponed until resolution of the Village v. City topic

- Amendments
- Staggered terms

Planning

- Revisit Southfield Road redevelopment 6/7 *Planning Board*
- Rezoning east side (*ongoing study*) 7/7 *Planning Board*
- Consider overlay districts 4/7 *Planning Board*
- Info on home improvement loans 5/7 *Administration*
- ~~Planned Residential Development~~
(*ongoing review by Planning Board/consultant as part of new Zoning Enabling Act*)

Park

These items will be raised at the 1/18/07 joint meeting with P&R Board

- Develop five-year plan
- Grants
- Additional Equipment
- Heating pavilion restrooms for year-round use
- Irrigation system
- Soccer field
- Accessibility to nature preserves

Public Safety

- Finalize contracts/*ongoing/Administration*
- Implement portions of Department Organization Study/*ongoing*
- Grants/*ongoing/Woodard*
- Drug Enforcement Task Force 7-7
Director Woodard was asked to provide additional information to Council
- Breakfast Open House 7-7 *Woodard*
- Additional Services 7-7 *Woodard*
Compile ideas for services that could be provided to residents for a fee
- Neighborhood Watch 6-7 *Koss*
- ~~Funding Fire Truck~~/*forward to Finance Committee*

Infrastructure

- Five-Year Infrastructure Plan – update annually *Meszler*
- Road repair & replacement – Major and Local
Review allocation at budget time
- Sidewalks – revisit funding of repairs/fill in gaps on major roads 2-7
*Administration will confirm that Metro Act funds can only be used on existing facilities.
There is money in the budget for a survey of sidewalk conditions.*
- ~~Sewer maintenance~~ (*ongoing*)
- ~~Ditch maintenance~~ (*ongoing*)
- Leaf vacuuming 6-7 *Administration*
Information requested
- ~~Tree trimming program~~ (*ongoing*)
Tree trimming is done in ROW as needed for hazardous situations. Metro Funds can be used for tree removal.
- Cul-de-sac maintenance/ *administration*

Consider removing this from budget. Some cul-de-sacs are maintained by neighborhood volunteers; some associations pay to have it done. Oversight of volunteers was viewed as a problem. Information requested from administration.

Revenue

Items to be addressed during budget review

- New sources
- Grants
- Fees 7-7 *Byrwa*
- ~~Separate rubbish millage~~ 1-7
- Loss of state revenue sharing/*ongoing*
- Consider providing dispatch service for other communities 7-7

Spending

Discuss during budget deliberations

- Cut/Raise
- Shared services

Role of Finance Committee

Finance Committee to look at these items 7-7

- Five-Year Plan/*Wisowaty*
- Alternative Revenue Sources
- Grant Research
- Alternative Financing
- Funding Fire truck

Communication with Residents

- Town Hall meetings 7-7 *Koss*
(with residents and Homeowner Association presidents)
Gather info; details to be determined. It was suggested that meetings should be a forum for offering solutions to neighborhood issues.
- Business Town Hall meetings 7-7 *Koss*
- ~~Village staff brochure~~ 0-7
- ~~Public Safety Officers brochure~~ 0-7
- ~~Council email addresses dedicated to VBH use~~ 1-7
- Web streaming Council meetings 6-7 *Administration*

Other Ideas

- Landlord/tenant statute 7-7 *Peddie*
- Acacia Park Cemetery (in receivership) 6-7
Information requested from Administration
- Volunteer Appreciation Dinner 7-7
Consensus to hold a biennial dinner for volunteers at restaurant in lieu of picnic
- ~~Home/Resale Inspection Ordinance~~ 3-7 *Peddie*
Pros and cons were discussed.
- Business/Community involvement in sponsoring park events 7-7 *Koss*

- Implement Strategic Plan
Council members will review the Strategic Plan before action is taken

Council agreed to schedule another study session to prioritize items to be undertaken in the coming year. The next special Council meeting will be held at 6:00 pm prior to the regular Council meeting on Tuesday, February 6, 2007.

PUBLIC COMMENTS

Stearn read a comment from resident James Delaney, who was no longer present: “The Southfield Township issue needs to see the light of day. The Acacia Park Cemetery issue is tied into the Township issue. This Council should make the offer to the Township to broadcast its budget meeting.”

Kathleen Berwick commented that Acacia Park Cemetery and The Corners shopping center is not in the Village of Beverly Hills.

COUNCIL COMMENTS

Koss related that the Village of Beverly Hills collects personal and commercial taxes from businesses at The Corners shopping center.

Stearn thanked members of administration for attending today’s Council study session.

Motion by Pfeifer, second by Woodrow, to adjourn the meeting at 12:30 p.m.

Motion passed (7 – 0).

Todd Stearn
Council President

Ellen E. Marshall
Village Clerk

Susan Bernard
Recording Secretary