

**NOTICE**

**VILLAGE OF GRAND BEACH**

**REGULAR COUNCIL MEETING**

**WEDNESDAY, DECEMBER 18, 2019**

**6:30 P.M. (CST) – 7:30 P.M. (EST)**

**GRAND BEACH VILLAGE HALL**

**48200 PERKINS BLVD.**

**GRAND BEACH, MI 49117**

**MARY J. ROBERTSON**

***CLERK – TREASURER***

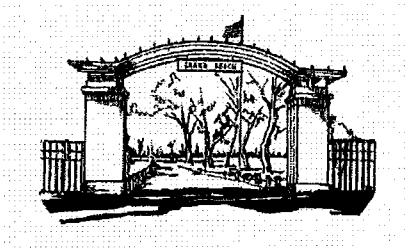
**(269) 469-3141**

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, (MCL 41.72a(2)(3)) and the Americans With Disabilities Act. The Village of Grand Beach Council will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon five days' notice to the Village of Grand Beach Council. Individuals with disabilities requiring auxiliary aids or services should contact the Village of Grand Beach Council by writing or calling the following: Village of Grand Beach Clerk, 48200 Perkins Boulevard, Grand Beach, MI, 49117, 269-469-3141.

**OPEN FORUM POLICY**

Following any motion that has been seconded, complete council discussion, and prior to council vote being taken, any audience member wishing to comment must first be recognized by the president, he/she must stand, state his/her name (for recording purposes) and limit his/her questions/statements to the discretion of the president.

Only comments directly pertinent to the motion on the table will be considered. The Village of Grand Beach Council meeting minutes are available at the Village office located at 48200 Perkins Blvd., Grand Beach, Michigan.



Village of Grand Beach  
48200 Perkins Blvd.  
Grand Beach, MI 49117

**AGENDA FOR REGULAR COUNCIL MEETING  
DECEMBER 18, 2019  
6:30 P.M. CST - 7:30 P.M. EST**

1. Call To Order
2. Adoption of Agenda
3. Consent Agenda
  - a. Approve Village Council Minutes:
    - i. Regular Council Meeting, November 20, 2019
    - ii. Council Public Hearing, Parks & Recreation Master Plan, November 20, 2019
  - b. Hall Rental Requests –
    - i. September 12, 2020
  - c. Pay Bills with Written Additions
4. Presentations/Recognition
  - a. Year-End Report 2019
5. Commission Reports
  - a. Building & Zoning - James Bracewell
  - b. Parks & Beaches - Steve Slater
  - c. Streets & Water - Paul Leonard Jr.
  - d. Police - Deborah Lindley
  - e. Pro Shop & Course - Blake O'Halloran
  
  - f. ServiScape Report - Clay Putnam
6. Personnel Reports
  - a. Superintendent - Bob Dabbs
  - b. Interim Police Chief - Jamie Flick
  - c. Building Inspector - Bill Lambert
7. Unfinished Business
  - a. Village Parties
8. New Business
  - a. Pumphouse and Walnut Beach Access Revetment
  - b. Resolution #2019-09 – Adopt Parks & Recreation 5-Year Master Plan

**AGENDA (CONTINUED)**  
**REGULAR COUNCIL MEETING**  
**DECEMBER 18, 2019**

- c. Clerk - Fireproof Filing Cabinet Purchase
- d. Clerk – Computer Purchase
- e. Budget Amendment – Capital Projects FY 19/20
- f. Part-Time Help
- g. Posts on Royal Avenue
- h. Rules of Procedure
- i. Planning Commission Annual Report

9. Audience Recognition

10. Correspondence

- a. John Deaner – Marketing Council Activities

11. Adjournment

**VILLAGE OF GRAND BEACH  
REGULAR COUNCIL MEETING  
NOVEMBER 20, 2019**

**CALL TO ORDER**

Council President Deborah Lindley called the regular council meeting to order at 7:43 p.m. EST. Present in addition to Lindley were James Bracewell, Paul Leonard Jr., Blake O'Halloran and Steve Slater.

**ADOPT AGENDA**

Lindley moved, seconded by O'Halloran to adopt the November 20, 2019 agenda as presented. Motion carried unanimously 5-0.

**ADOPT CONSENT AGENDA**

- a. Approve Village Council Minutes:
  - i. Regular Council Meeting, October 16, 2019
- b. Hall Rental Request
  - i. Steve & Amy Slater, October 25, 2019
  - ii. Colleen & Brendan Duffner, October 31, 2019
  - iii. Grand Beach Social Club, November 30, 2019
- c. Pay Bills with Written Additions

Slater moved, seconded by O'Halloran to remove the Council Minutes of October 16, 2019 from the consent agenda. Motion carried unanimously 5-0.

Slater moved, seconded by O'Halloran to amend the October 16, 2019 minutes in the second paragraph under Building and Zoning Commission report to read "Slater stated there is not a great sense of urgency". Motion carried unanimously 5-0.

Lindley moved, seconded by Slater to adopt the consent agenda. Motion carried unanimously 5-0.

**PRESENTATIONS/RECOGNITION**

None

**COMMISSION REPORTS**

**BUILDING & ZONING:** Bill Lambert said the jobs are going great. He said that he's been told that Service One is coming to remove Hunter's container soon and Hunter has been cleaning up the site. Stiteler on Oak has put the house that is under construction up for sale. Bracewell had nothing to add to the commission report.

**PARKS & BEACHES:** Slater reported that the Parks and Recreation 5-year Master Plan public hearing was held and the Council received a few comments.

**STREETS & WATER:** Leonard reported that the weather has been unusual the last several weeks and has made it very difficult to pick up leaves, but the Village will do the best they can. Bracewell commended Leonard and the Council for getting the drainage taken care of at the Dolly Trainor Park and said that we have to put in plans to run drainage along Grand Beach Road.

**POLICE:** Lindley had nothing to report.

**PRO SHOP & COURSE:** O'Halloran said the golf course had a record year and didn't have to borrow from the General Fund. He said the Village was able to make some improvements and took down trees on the golf course on #2 and #9

## Regular Council Meeting – November 20, 2019

which was disappointing, but necessary for safety reasons. He said Clay Putnam and ServiScape have done an excellent job on the golf course and the maintenance crew has helped take down any trees that didn't require a professional tree removal service.

### **SERVISCAPE REPORT**

Clay Putnam reported that leaf cleanup continues and all tee and green supplies have been taken off the course. The irrigation system was blown out this week and tree removal to holes #2 and #9 has been done. He said the maintenance department trimmed the lower hanging pine branches on the course.

### **PERSONNEL REPORTS**

**SUPERINTENDENT:** In addition to his written report, Superintendent Bob Dabbs reported that he got a bill for the final payment for the sidewalk along Royal and the contractor added a charge of \$400 because the cost of concrete goes up on November 1 each year. After discussion, the Council said that a contract is a contract, so they chose not to pay the additional fee. Dabbs said he is going to have an arborist look at a few trees in the Village that might need to come down. There was discussion about the need for posts in the area along Royal where the new sidewalk was installed. Slater asked that the subject be added to the December agenda.

**INTERIM POLICE CHIEF:** Interim Police Chief Jamie Flick reported there were 36 calls between Michiana and Grand Beach and they wrote four citations for the month.

**BUILDING INSPECTOR:** Building Inspector Bill Lambert had nothing more to add to his report.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **Agreement for Extraterritorial Police Shared Services**

Lindley explained to the Council that the Extraterritorial Police Shared Services Agreement was drawn up by Village Attorney Sara Senica who serves as the attorney for both Grand Beach and Michiana. Lindley said she received an email from a Council member and will address the email to the whole Council. She said the Council makes all final decisions. The Council tasked her and Bracewell in the spring with continuing discussions with Michiana to come to an agreement for police services. She said they are not making these decisions in a vacuum and the meetings and decisions have been made with the sole purpose of the welfare of the Village residents and budgetary concerns. She said Michiana already approved the agreement and understood that Grand Beach would address it at this meeting and if changes were made, they would be able to take it to their December meeting.

She said we are entering into this agreement so that the Village can have 24/7 coverage, a one call number coding/reporting system to cut costs and so Michiana can be reimbursed for their coverage. They have been covering us since February of 2019 without asking for any compensation.

There was discussion regarding the procedure of reviewing and signing the document when it is a mutual agreement between two entities. There were also questions asked by O'Halloran and addressed regarding Section 4 (Police Advisory Board), Section 5 (No Guarantee) and Section 13 (Term) of the agreement.

## Regular Council Meeting – November 20, 2019

Lindley moved, seconded by Bracewell to accept the Agreement for Extraterritorial Police Shared Services as presented. Motion carried unanimously 5-0. Leonard said this is a very good first step and nothing is carved in stone, but as both

Villages go forward; there might be need for an amendment.

### **Zoning Ordinance Amendments Recommended by Planning Commission**

Lindley said that the Planning Commission and Council must make the required “Findings of Fact” regarding the Zoning Ordinance Amendments. The Planning Commission did so at their meeting and the Council needs to do the same. She commended the Planning Commission on their hard work on the amendments.

Bracewell said the Planning Commission tried to tighten loopholes because the Village has had situations and challenges to our processes and state ordinance. He said they tried to make our Zoning Ordinance as aggressive and strong as they can and still follow Michigan state law. He said the Village can’t adopt an ordinance that is stronger than what Michigan state law allows. In addition, they dealt with pods on building sites and requirements on containers, decks less than 12” high and pool equipment, generators and air conditioning units and where they are placed.

O’Halloran said that Bracewell has done a lot of work on this and the Village is fortunate to have Ray Kelly as the chair. He would like more people to become involved and come to the Council if they have issues.

There was concern from Slater and O’Halloran and discussion regarding the ability to have more stringent rules in regards to the length of building permits. Lindley said the Village hasn’t been tough enough after the 180 days on a building permit and we need to make it very difficult so that people complete the project within 180 days.

Leonard moved, seconded by Bracewell that the Village Council adopts the “Findings of Fact” of the Grand Beach Planning Commission from its meeting of November 7, 2019 as the sufficient justification for the adoption of all of the recommended amendments of the Planning Commission to the Zoning Ordinance. Motion carried unanimously 5-0.

### **Ordinance #2019-98 Zoning Ordinance Amendments**

Lindley moved, seconded by O’Halloran to adopt ordinance #2019-98 amending the Zoning Ordinance as recommended by the Planning Commission. Motion carried unanimously 5-0.

### **42 Acres (Grand Beach Nature Preserve) – 40 Year Title Search**

Lindley said that Mario Ortega of McKenna sent a memorandum with a proposal for a 40-year title search to be done by Meridian Title at a cost of \$1,000 and a list of several DNR approved appraisers to choose from for the two additional appraisals needed by the Village. She said the most expedient way to have incidental costs reimbursed by grant funds is by having the Village contract or incur costs for all professionals.

Lindley moved, seconded by Bracewell to select Meridian Title to conduct a 40-Year Title Search of the two parcels that comprise the 42-Acres Grand Beach Nature Preserve as required for Michigan Natural Resources Trust Fund grant fulfillment in the amount of \$1,000. Motion carried unanimously 5-0.

### **42 Acres (Grand Beach Nature Preserve) – Appraisals**

Lindley explained that the Village needs two new appraisals because we need to utilize up-to-date market information and because of the estimated value of the site. She said we must use the state DNR-authorized appraisers and those appraisers can use past documents to create a new document. She said that two Council members will be present for the appraisals and Grand Beach Land Development will be asked if they would like to be there.

Lindley moved, seconded by Slater to approve hiring Soper & Associates LLC at a cost of \$3,000 and Adams & Associates Appraisal Company LLC at a cost of \$8,500 to conduct an appraisal of the two parcels that comprise the 42-Acre Grand

## Regular Council Meeting – November 20, 2019

Beach Nature Preserve which meets the DNR appraisal requirements as required by the MNRTF grant fulfillment of the 42 Acres. Motion carried unanimously 5-0.

### **MDOT Road Diet Comment Sheets**

Lindley stated that she was invited to a municipal meeting for the “road diet” and that many in attendance made comments that they were not in favor of the “road diet”. The Michigan Department of Transportation (MDOT) held another meeting and had comment sheets available to be filled out, although they weren’t mentioned during the meeting. The Village has the comment sheet available on its website.

There was discussion from Council members about the meetings that they attended and their concerns about the danger and the ability to get in and out of Grand Beach if the “road diet” is implemented along US Highway 12. Lindley suggested that others fill out comment sheets and send them to MDOT with their concerns. The repaving and road project is slated to begin in 2021.

### **Pumphouse/Beach Access Protection Update**

Lindley explained that Arie Donkersloot is still planning on stockpiling rock in front of the pump house for protection and he stated that it would be a winter project. She said when they did the site visit with Ben Zimont from EGLE, Arie Donkersloot and Mike Morphey of Abonmarche discussed some of the changes.

Lindley said that she would like to make a clarification. Bob Dabbs is our Village Superintendent and has always taken care of interactions with contractors as part of his job. He does that as part of his daily work and at the direction of the Council. In the past, the Council president didn’t directly pursue interactions unless directed by the Council.

### **Abonmarche Proposal for Construction Scoping**

Lindley said that Arie Donkersloot said he would do our work for the pumphouse and beach access protection in the spring if he can and in the meantime, we need to decide if we want to sign the proposal for construction scoping with Abonmarche. Donkersloot is not comfortable in making changes and will talk with Mike Morphey of Abonmarche. The Council discussed the pumphouse and beach access protection and the fact that the Village is reducing the scope of the project and yet Abonmarche is charging an additional \$5,000 in fees. Slater said that our original contract with them excluded certain things and we need to look at that contract to see what was excluded. O’Halloran asked how Donkersloot will do a winter project and was told that he will build a ramp on the Walnut beach access to bring rock down.

Slater moved, seconded by Lindley to approve the contract from Abonmarche subject to reviewing the original \$18,000 contract to find out what that scope included and if it excluded negotiations or redesign or anything like that, then we are going to have to not proceed and otherwise let’s get going. Motion carried 4-1 with Bracewell, Leonard, Lindley and Slater voting aye and O’Halloran voting nay.

### **Village Parties**

Lindley said that Amy and Steve Slater have been trying to get winter parties going and she’d like to make it easier. Slater said they’ve done four of these ranging from 25-64 people. He said it’s in an effort to build community during the winter and not just the summer months, and it’s been a lot of fun. Lindley said whoever is hosting the party can determine if they want to clean the hall after use. She said the Village will collect the cleaning fee and if they leave it in immaculate condition with no damage, the fee will be returned. This will be added to the December agenda.

### **Children’s Tennis**

Lindley said the Council received a request from the Social Club to move children’s tennis from Friday mornings to Saturday mornings since the children will be playing golf on Friday mornings.

## Regular Council Meeting – November 20, 2019

Slater moved, seconded by Leonard to allow the change to children's tennis as requested on a trial balance for one year and to reevaluate. Motion carried unanimously 5-0.

### **2020 Meeting Schedule**

Lindley moved, seconded by Bracewell to approve the 2020 Council meeting schedule as presented. Motion carried unanimously 5-0.

### **Berrien County Data Processing Contract - Tax Bills, January 1, 2020-December 31, 2021**

Lindley moved, seconded by O'Halloran to approve the 2020-2021 Berrien County Data Processing Contract for tax bills from January 1, 2020 through December 31, 2021. Motion carried unanimously 5-0.

### **Health Insurance Renewal**

Lindley told the Council that the health insurance will renew on December 1, 2019 and the premium increase was amazingly only 2.88% this year. She said there were additional funds budgeted for the increase in the current budget.

Lindley moved, seconded by Slater to approve the health insurance renewal. Motion carried unanimously 5-0.

### **Resolution to Opt Out of PA 152 of 2011**

Lindley said that each year since 2011 the Council has opted out of the Publicly Funded Health Insurance Contribution Act No. 152 of the Public Acts of Michigan of 2011. She said the Council has historically chosen to opt out of the mandatory 20% employee contribution towards the health insurance premiums, allowing the Village Council to make decisions regarding Village employees.

Lindley moved, seconded by O'Halloran to adopt a resolution to Opt Out of PA 152 of 2011. Motion carried unanimously 5-0.

### **Annual Salary Adjustments**

Lindley moved, seconded by O'Halloran to approve the annual end of year salary adjustments as presented. Motion carried unanimously 5-0.

### **Police – Computer & Firewall**

Inter Police Chief Flick told the Council that the firewall in the police department has outlived its life and he has been working with someone to help him with their computer needs. He said it will cost approximately \$900 for the firewall for three years and approximately \$1,100 for a new computer with a 3-year warranty and solid state drive with 500 GB of memory. He said there will be a cost to have everything set up, and he has funds set aside in his budget to replace a taser that can be used to help with the expense of the computer and firewall.

Leonard moved, seconded by Lindley to approve an expenditure of up to \$2,500 to upgrade the software for the firewall and purchase a new computer. Motion carried unanimously 5-0.

### **Transfer Local Revenue Sharing Funds to Capital Projects \$29,067.35**

Lindley said the Village received \$29,067.35 from the Local Revenue Sharing Board this year.

Lindley moved, seconded by Slater to transfer the \$29,067.35 from the General Fund to Capital Projects with no encumbrances attached. Motion carried unanimously 5-0.

### **Budget Amendment – Major Streets 2019/2020**

Lindley explained that since the sidewalk was not completed before the end of October, it is necessary to do a budget amendment for the 2019/2020 fiscal year in order to make the final payment to the contractor.



Regular Council Meeting – November 20, 2019

Leonard moved, seconded by Lindley to approve the Major Street fund budget amendment for 2019/2020 as presented. Motion carried unanimously 5-0.

**AUDIENCE RECOGNITION**

**CORRESPONDENCE**

**New Buffalo Shoreline Alliance Request**

Lindley said that the New Buffalo Shoreline Alliance (NBSA) requested that the Village send out a letter to Village residents. She said it costs \$400 to send out a letter and \$150 to send a letter out with the water bills. She approved sending the letter out from the NBSA with the water bills asking for donations.

Brian Byrnes said that they have made a lot of progress, and the State of Michigan is finally involved for the first time after they took a boat ride along the shoreline and saw the destruction. In early December, Ted Grzywacz and another member are going to Washington DC and have meetings scheduled with Michigan Senators Peters and Stabenow which is the first time they have agreed to see anybody with NBSA.

Byrnes said the rising water is definitely a problem, but it's the loss of the sand that is taking away the beach. He said Grand Beach's problem is that when they put the harbor in, it caught all of the sand. The Army Corps estimates there is 1.7M cubic yards of sand just north of the harbor that belongs along the shoreline. He said the government caused the problem and he wants them to solve the problem and pay.

**ADJOURNMENT**

Lindley moved, seconded by Leonard to adjourn the meeting. Motion carried unanimously 5-0.

With no further business, the meeting was adjourned at 9:55 p.m. EST.

Respectfully submitted,



Mary J. Robertson  
Clerk-Treasurer

**VILLAGE OF GRAND BEACH  
VILLAGE COUNCIL  
PUBLIC HEARING  
NOVEMBER 20, 2019**

President Deborah Lindley called the public hearing to order at 7:15 PM EST. Present in addition to Lindley were Jim Bracewell, Paul Leonard, Blake O'Halloran and Steve Slater.

Leonard moved, seconded by Slater to adopt the agenda as presented. Motion carried unanimously 5-0.

Lindley explained that the public hearing was being held to take comments from the public regarding the proposed 2019-2024 Parks and Recreation Master Plan. She added that many people have been working on the plan for quite a while.

Lindley introduced Abonmarche representative Tony McGhee. McGhee introduced Joelle Regovich who has also worked on the plan.

Slater thanked everyone for responding to the surveys that were sent out and for attending the question and answer sessions. He said that Abonmarche has done a great job.

Tony McGhee said that the Village has to create a parks and recreation master plan every five years if the Village wants to apply for grants. They want to get public input and prioritize projects. The plan started in May and their staff looked at parks, ADA compliance, safety and materials on the ground. They added boating facilities inventory to the plan to allow the Village to apply for waterway grants in the future. He said they received 325 responses to the survey which is a much higher percentage of respondents than normal. There was an open house held on July 27, 2019 for public review and comments, and they put the draft plan together in October.

McGhee highlighted many of the survey results. He said they will incorporate any changes from the Council into the plan and the Council will adopt the plan by resolution on December 18, 2019. They will submit the plan to the Department of Natural Resources (DNR) by December 31, 2019 and will also send copies to Berrien County and Southwest Michigan Planning Commission. He said that when a plan is written, it is not written in stone and can be amended by following a procedure that takes approximately 90 days.

Lindley opened the public hearing for comments:

Bill Mitchell, 46102 Wildwood – Spoke about the importance of the beaches and the survey results that showed that many people are willing to be taxed or assessed to build revetments and bring back the beaches.

Joe Farwell, 46117 Ely – Said the Master Plan is an incredible report. He spoke about the importance of the beaches and that he thinks the Village Council should become and continue to be leaders to do what they can to fix the beaches.

Village Council Public Hearing Minutes – November 20, 2019

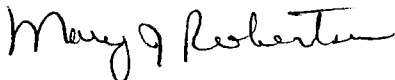
Slater who serves as the Chair of the Parks and Recreation Committee thanked everyone for their comments and all of their input while they were creating the plan. He said they will use this plan as an active document.

Lindley thanked those on the committee and those that were on the committee in the past for all of their work, stating that it is a lot of work. She said this is a document that can be adjusted as needs change. She said that she is glad that everyone is willing to be taxed or assessed as the Village has a long list of wants and needs.

Correspondence: None

With no further comments, Lindley closed the Public Hearing at 7:36 PM EST.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mary J. Robertson".

Mary J. Robertson  
Clerk/Treasurer

1:10 PM  
12/12/19

Village of Grand Beach-General Fund  
**OPEN INVOICE REPORT**  
As of December 12, 2019

Type	Date	Num	Memo	Split	Open Balance
<b>AALF'S PETROLEUM INC.</b>					
Bill	11/20/2019	45227	GAS	000.111 · Gasoline Inventor...	567.17
Bill	11/20/2019	45230	GAS	000.111 · Gasoline Inventor...	796.48
Total AALF'S PETROLEUM INC.					1,363.65
<b>ARAMARK UNIFORM SERVICES</b>					
Bill	12/09/2019	1748...	3319001 MATS	265.956 · Miscellaneous	48.72
Total ARAMARK UNIFORM SERVICES					48.72
<b>DALE POWELL</b>					
Bill	12/09/2019		TELEPHONE ALLOWANCE	266.850 · Telephone & Inter...	50.00
Total DALE POWELL					50.00
<b>FIFTH THIRD BANK MASTERCARD</b>					
Bill	12/03/2019		MAIL CHIMP	300.727 · Office Supplies PD	8.99
Total FIFTH THIRD BANK MASTERCARD					8.99
<b>INDIANA MICHIGAN POWER</b>					
Bill	11/30/2019		11/1-11/31	446.921 · Street Lights	683.42
Bill	12/03/2019		11/1-12/3	265.920 · Utilities	331.28
Bill	12/05/2019		11/2-12/5	266.920 · Utilities	264.18
Total INDIANA MICHIGAN POWER					1,278.88
<b>JANICE RICHARDS</b>					
Bill	11/29/2019		CLEAN HALL 11/29	265.709 · Wages- Casual L...	200.00
Bill	12/06/2019		CLEAN HALL 12/6	265.709 · Wages- Casual L...	200.00
Bill	12/12/2019		CLEAN OFFICE 12/17/19	215.709 · Wages-Casual L...	80.00
Total JANICE RICHARDS					480.00
<b>METLIFE - GROUP BENEFITS</b>					
Bill	12/09/2019		TS05945291 0001	855.855 · Life & Disability In...	498.53
Total METLIFE - GROUP BENEFITS					498.53
<b>MICHIGAN CAT</b>					
Bill	11/14/2019	PD1...	FILTER & ELEMENT	266.778 · Repairs & Maint ...	39.65
Bill	11/14/2019	PD1...	CABLE	266.778 · Repairs & Maint ...	17.97
Total MICHIGAN CAT					57.62
<b>NAPA AUTO PARTS</b>					
Bill	11/15/2019	4085...	BATTERY	266.778 · Repairs & Maint ...	126.06
Total NAPA AUTO PARTS					126.06
<b>NORTHERN TOOL &amp; EQUIPMENT COMPANY</b>					
Bill	11/30/2019	1147...	TARP	266.778 · Repairs & Maint ...	407.02
Total NORTHERN TOOL & EQUIPMENT COMPANY					407.02

1:10 PM  
12/12/19

**Village of Grand Beach-General Fund**  
**OPEN INVOICE REPORT**  
As of December 12, 2019

Type	Date	Num	Memo	Split	Open Balance
<b>QUILL</b>					
Bill	12/04/2019	3031...	TONER CLERK, PAPER, ENV...	-SPLIT-	319.55
Bill	12/04/2019	3049...	CORRECTION TAPE	-SPLIT-	11.03
Total QUILL					330.58
<b>REPUBLIC SERVICES</b>					
Bill	11/30/2019	0715...	3-0715-1003848 DECEMBER	520.818 · Contractual Servi...	4,372.40
Total REPUBLIC SERVICES					4,372.40
<b>SEMCO ENERGY</b>					
Bill	11/25/2019		10/28-11/25	-SPLIT-	151.53
Bill	11/25/2019		10/28-11/25	-SPLIT-	121.02
Total SEMCO ENERGY					272.55
<b>THE TECH OF SOUTHWEST MICHIGAN</b>					
Bill	12/02/2019	26157	FIREWALL & WIFI JANUARY	-SPLIT-	132.67
Total THE TECH OF SOUTHWEST MICHIGAN					132.67
<b>THREE OAKS FORD</b>					
Bill	11/22/2019	64259	2015 EXPLORER - CHECK EN...	300.934 · Vehicle Maintena...	349.67
Total THREE OAKS FORD					349.67
<b>TIM PENDERGAST</b>					
Bill	12/09/2019		TELEPHONE ALLOWANCE	266.850 · Telephone & Inter...	50.00
Total TIM PENDERGAST					50.00
<b>VERIZON WIRELESS</b>					
Bill	12/01/2019		742046436-00001	266.850 · Telephone & Inter...	39.71
Total VERIZON WIRELESS					39.71
<b>VILLAGE OF GRAND BEACH WATER DEPT.</b>					
Bill	12/04/2019		HALL	265.920 · Utilities	156.50
Bill	12/04/2019		GARAGE	266.920 · Utilities	162.75
Total VILLAGE OF GRAND BEACH WATER DEPT.					319.25
<b>VILLAGE OF MICHIANA</b>					
Bill	11/22/2019	100	POLICE SERVICES DECEMB...	300.818 · Contractual Servi...	5,000.00
Total VILLAGE OF MICHIANA					5,000.00
<b>TOTAL</b>					<b>15,186.30</b>

1:51 PM  
12/12/19

Village of Grand Beach-Golf Fund  
**OPEN INVOICE REPORT**  
As of December 12, 2019

Type	Date	Num	Memo	Split	Open Balance
<b>DLL FINANCE LLC</b>					
Bill	12/09/2019		Tractor Lease	-SPLIT-	369.27
Total DLL FINANCE LLC					369.27
<b>INDIANA MICHIGAN POWER</b>					
Bill	12/03/2019		11/1-12/3	000.920 · Utilities	67.39
Total INDIANA MICHIGAN POWER					67.39
<b>QUILL</b>					
Bill	12/04/2019	3031937	CALENDAR	-SPLIT-	5.52
Total QUILL					5.52
<b>SEMCO ENERGY</b>					
Bill	11/25/2019		0152736.500 10/28-11/25	000.920 · Utilities	58.21
Total SEMCO ENERGY					58.21
<b>SERVISCAPE</b>					
Bill	11/30/2019		NOVEMBER	-SPLIT-	9,025.19
Total SERVISCAPE					9,025.19
<b>THE TECH OF SOUTHWEST MICHIGAN</b>					
Bill	12/02/2019	26157	FIREWALL JANUARY	000.818 · Contractual ...	34.33
Total THE TECH OF SOUTHWEST MICHIGAN					34.33
<b>VERIZON</b>					
Bill	12/01/2019		742046436-00001 PUMP H...	000.850 · Telephone & ...	25.64
Total VERIZON					25.64
<b>TOTAL</b>					<b>9,585.55</b>

1:44 PM

12/12/19

Village of Grand Beach - Building Inspection Fund

**OPEN INVOICE REPORT**

As of December 12, 2019

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Open Balance</u>
WILLIAM H. LAMBERT Bill	12/12/2019		INSPECTIONS	000.500 · Building Inspection Fees	392.61
Total WILLIAM H. LAMBERT					392.61
<b>TOTAL</b>					<b>392.61</b>

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1:49 PM  
12/12/19

**Village of Grand Beach - Water Fund**  
**OPEN INVOICE REPORT**  
As of December 12, 2019

Type	Date	Num	Memo	Split	Open Balance
<b>ETNA SUPPLY COMPANY</b>					
Bill	11/26/2019	s103328...	BLACK PIPE & COUPLING	778.000 · Repair & ...	560.00
Total ETNA SUPPLY COMPANY					560.00
<b>INDIANA MICHIGAN POWER</b>					
Bill	12/03/2019		11/4-12/3	920.000 · Utilities	39.87
Bill	12/03/2019		11/1-12/3	920.000 · Utilities	83.31
Bill	12/03/2019		11/4-12/3/19	920.000 · Utilities	85.88
Total INDIANA MICHIGAN POWER					209.06
<b>LIQUID ENGINEERING CORPORATION</b>					
Bill	10/16/2019	16837	INSPECT & CLEAN WATER T...	818.000 · Contractua...	3,285.00
Total LIQUID ENGINEERING CORPORATION					3,285.00
<b>MISS DIG SYSTEM, INC.</b>					
Bill	12/06/2019	2021235	ANNUAL MEMBERSHIP 2020	818.000 · Contractua...	963.86
Total MISS DIG SYSTEM, INC.					963.86
<b>QUILL CORPORATION</b>					
Bill	12/04/2019	3031937	CALCULATOR TAPE, GLUE S...	727.000 · Office Sup...	13.78
Total QUILL CORPORATION					13.78
<b>SEMCO ENERGY</b>					
Bill	11/25/2019		#0154126.500 10/28-11/25	920.000 · Utilities	55.05
Total SEMCO ENERGY					55.05
<b>UTILITY SUPPLY COMPANY</b>					
Bill	08/13/2019	1294888	COVERS & RING	778.000 · Repair & ...	980.91
Bill	09/05/2019	1297624	PLUG FOR METER PIT LID	778.000 · Repair & ...	32.97
Total UTILITY SUPPLY COMPANY					1,013.88
<b>VERIZON WIRELESS</b>					
Bill	12/01/2019		742046436-00001 11/2-12/1	850.000 · Telephone...	39.72
Total VERIZON WIRELESS					39.72
<b>TOTAL</b>					<b>6,140.35</b>



## 2019 Year-End Report

### **Building and Zoning:**

- The Planning Commission completed their zoning revisions.
- There was continuation of working with homeowners to get projects done within zoning guidelines

### **Parks and Beaches:**

- Received a state grant for 3.2 million and raised the 25% match to purchase the 42 Acres of Grand Beach Preserve. That process is in the works and the land closing should be completed soon.
- Worked diligently to complete a 5-year Parks and Recreation Plan, which was accepted by the council last month and will make it possible to apply for future state grants.
- Parks committee visited all designated parks and available park property.
- Donation to replace the white fencing along Grand Beach Road and the golf course that should be completed by Memorial day.

### **Streets and Water:**

- Dolly Trainor drainage project completed with paving to be done in the spring.
- Royal Ave. sidewalk completed using Act 51 state street funding for non- motorized paths .he continuation of white posts will be completed at a later date weather permitting.

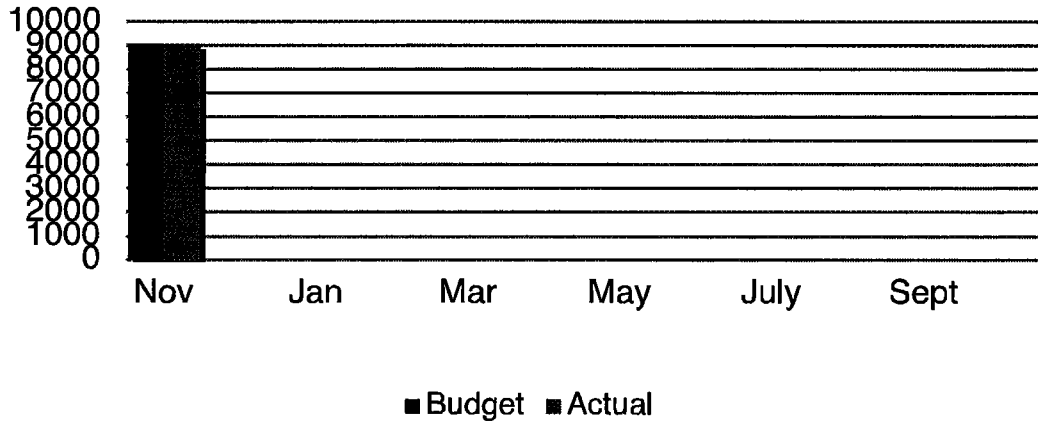
### **Police:**

- Completed an almost 2-year investigation and trial of combined services with Michiana. Grand Beach signed an agreement with Michiana to provide combined services between the 2 communities. All state paperwork is on track to be completed in January of 2020.
- We say goodbye to our former chief Dan Schroeder and thank him for his many years of dedication to our village. A get together will be planned in the summer when residents are here to participate.
- We are happy to welcome our new chief Ryan Layman and assistant chief Jamie Flick.

## **Golf:**

- The golf course continues to operate in the black with expanded merchandise for purchase.
- Walnut/Pump house permit approvals were given after a year and a half approval process by EGLE. Work will be started this winter from the bluff and completed by barge weather permitting. We will be making those decisions later on the agenda.
- There was an evaluation of tree health on the golf course with the removal of 15 of the most endangered trees. Others will be considered on a monetary ability to remove.
- The maintenance department removed the bottom branches of the pine trees and will take down other smaller trees, weather permitting.
- Alternative plans were and are being considered for watering the golf course if there is a failure of the pump house.
- We continue to work with ServiScape to provide the best possible golfing experience.

SERVISCAPE



December 18, 2019

Dear Grand Beach Council,

We are happy to provide you with the December Golf Course Maintenance Report.

Financial

Year to date we are on budget.

Course News & Conditions

- Leaf clean-up is coming to end.
- All equipment has been serviced.
- Winter equipment maintenance and repair is underway.
- The irrigation system has been winterized.
- The greens and tees have been treated for snow mold.

Respectfully Submitted,

*Clay Putnam*  
*ServiScape, LLC*

# Grand Beach PD Offense Summary

Occurred 11/1/2019 - 11/30/2019

Offense	Total Offenses
94002 - 9400 - Residential Alarm - False	1
99008 - 9950 - Miscellaneous - Assist Other Police Agency	3
99009 - 9955 - Welfare Check	1
9940 - 98003 - Inspections/Investigations - Property	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	3
9954 - 99008 - Miscellaneous - Assist to Fire Department	2
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
9957 - 99008 - Miscellaneous - Residential Alarm - False	1
<b>Total</b>	<b>13</b>

Chief Layman and I are working hard on all the paperwork for the merger with the State and the County Court/Dispatch. Things are moving along very well. Everything should be in place by January 1<sup>st</sup>.

If anyone is interest in having the police department do a home exterior check at your residents while you are away for the winter months, please email Chief Layman or myself and we will add your address to the log.

[rlayman@michianavillage.org](mailto:rlayman@michianavillage.org)

[jflick@grandbeachmichianavillage.org](mailto:jflick@grandbeachmichianavillage.org)

With winter fast approaching please drive safe and slow down for all first responders and street department personnel.

# Michiana PD Offense Summary

Occurred 11/1/2019 - 11/30/2019

Offense	Total Offenses
98007 - 9944 - Open Door on Residence	1
99009 - 9955 - Welfare Check	2
9942 - 98006 - Inspections/Investigations - Family Trouble	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	1
9953 - 99008 - Miscellaneous - General Assistance	5
9954 - 99008 - Miscellaneous - Assist to Fire Department	1
9954 - 99009 - Miscellaneous - Non-Criminal	2
9955 - 99008 - Miscellaneous - Assist to EMS	2
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
9957 - 99008 - Miscellaneous - Residential Alarm - False	5
<b>Total</b>	<b>21</b>

**From:** Ryan Layman <rlayman@michianavillage.org>  
**Date:** December 10, 2019 at 9:24:17 PM EST  
**To:** RUSSELL BRUESCH <[REDACTED]>, Debbie Lindley <dlindley@grandbeach.org>, James Flick <[REDACTED]>  
**Cc:** "Tim Iverson" <[REDACTED]>  
**Subject:** Merger/Other Updates

Hello All,

I just wanted to update everyone on the merger and a few other things.

Jamie and I have been working diligently on getting the two departments merged with the State, it seems like every time we get something crossed off our list two more things pop up.

Neither he nor I are the sit in the office types, but we have forced ourselves to do it the last couple of weeks.

Everything is on track so far to be done by January 1st, we are going up to dispatch Friday to explain everything in detail so they can reconfigure their dispatch screens and dispatch us to both Villages.

This should actually help them send us every time, we have had trouble with that in the past.

I have instituted winter house check program with both Villages now, we are getting good reception so far from Grand Beach residents. We have about 70 signed up in Michiana and 10 in Grand Beach. I expect that list to grow, the longer the program goes, the more people we usually get signed up.

I tasked Matt Myers with starting a Grand Beach/Michiana Police Facebook page, I think it will be a great way to get information out to residents of both Villages.

Last but not least, I wanted to contact the Harbor Country News and have them do a little blip on the merger, and get a picture with Rusty, Debbie, myself and Jamie. I think it's a nice way to show the public how two municipalities can work together to save money and still provide a good service.

I hope everyone has a great Holiday season.

**Ryan Layman**

Chief of Police  
Grand Beach/Michiana Police Department  
4000 Cherokee Drive  
Michiana, MI 49117  
Office-269-469-1884  
Cell-269-757-1458  
Fax-269-231-5422  
Email-rlayman@michianavillage.org  
www.michianavillage.org  
www.grandbeach.org  
www.nixle.com

## SUPERINTENDENT'S REPORT

December 12, 2019

### HALL - GROUNDS - MAINTENANCE GARAGE

Cleaned Maintenance garage.  
Installed a wreath on the arch for Christmas.

### STREETS - PARKS - BEACHES

Weekly Brush and Bag Pickup.  
Cleaned out storm drains.  
Maintenance department collecting leaves in the Village.  
Snow and ice removal in the Village.  
Purchased road salt for this winter.

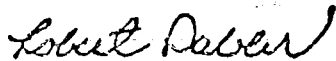
### WATER DEPARTMENT

Sampled water November 25, 2019 and took to New Buffalo water treatment plant for analysis.  
Submitted monthly reports for November readings to State of Michigan on December 10, 2019.  
Residential water meters were read for October and November billing.  
Installed water service at 52301 Robin. New home construction.  
Collected required lead and copper samples.

### EQUIPMENT

Service, Oil and grease equipment.

Respectfully Submitted



Robert Dabbs  
Superintendent

VILLAGE OF GRAND BEACH  
MONTHLY BUILDING INSPECTION REPORT  
PREPARED BY BILL LAMBERT  
DECEMBER 18, 2019

PERMIT#	NAME/ADDRESS	WORK TO BE DONE	COST
2016-24	STITELER 47110 Oak St Selling as is	NEW HOME	\$400,000
2018-20	HUNTER 48305 Rohde Ct Framing	NEW HOME	\$111,748
2018-27	GLEASON 18655 McKean Framed	REBUILD	\$400,000
2019-06	SULLIVAN 51317 E Arnold Framed	NEW HOME	\$550,000
2019-20	NEWELL 50215 Golfview Finishing	PORCH	\$30,000
2019-22	BYRNES 46104 Whitewood Finishing	NEW HOME	\$150,000
2019-23	KOSTINER 50236 Marjeanette Not approved yet	POOL	
2019-24	JONES 45303 Putters Ln Framed	GARAGE	\$20,000
2019-25	CALLAGHAN 52301 Robin Ln Framing	NEW HOME	\$900,000
2019-28	LINGLE 47109 Cedar Starting	REHAB	\$100,000
2019-31	ZALANSKAS 46201 Royal Framing	REHAB	\$300,000
2019-32	SHAPIRO 52102 Lake Park Finished	REROOF	\$25,468

2019-33	O'TOOLE 48314 Reitz Pl Not approved	NEW GARAGE	\$100,000
2019-34	BENZ 50226 Marjeanette Finished	POOL FENCE	\$11,042
2019-35	DOLAN 50101 Arnold Finished	REROOF	\$11,900
2019-36	TOMLINSON 47103 Cedar Finished	REROOF	\$15,875
2019-37	HOFFMAN 50202 Calla Starting	REHAB	\$125,000
2019-38	SULLIVAN 50251 Golfview Started	REHAB	\$150,000



## Monthly Winter Party/Activity

In an effort to provide community spirit and ward off winter doldrums, the council would like to support a resident sponsored monthly winter get together.

1. The months that residents can request parties/activities would be November through April.
2. Village paperwork must be completed by a village resident and returned to the clerk.
3. The room usage fee will be waived; the key deposit and cleaning deposit must be paid in advance. When the key is returned and the hall is immaculately cleaned those deposits will be returned.
4. The village activity is meant to be inclusive of all village residents. The party/ activity must be posted on a village alert, written notice placed at the hall and placed on the website calendar by the clerk or deputy clerk.
5. That information should include Date, time, activity, and if there will be an activity fee or item to be brought.
6. Parties will be approved in the same manner of paid usage approved by the council or presented to the president by the clerk.

**From:** Mike Morphey [REDACTED]  
**Date:** December 10, 2019 at 11:38:27 AM EST  
**To:** Arie Donkersloot [REDACTED]  
**Cc:** "bobdabbs@grandbeach.org" <bobdabbs@grandbeach.org>, Debbie Lindley <dlindley@grandbeach.org>, Ogden Wright [REDACTED]  
**Subject:** RE: Grand Beach Pumphouse - potential VE Plan

Hi Arie,

Based upon review of upstand heights (no greater than 6-7'), and a thickness that will be sufficient for corrosion, the minimum SSP specs are:

- Min. Section Modulus 19.3 in<sup>3</sup>/ft
- Min. Thickness 0.375 inches
- The minimums are based upon SZ-22 sheet piling

Please use these values for preparing your VE proposal/bid.

Thanks,  
Mike

**Michael Morphey, PE, LEED AP**

**Abonmarche**

O 269.926.4559

C 269.338.5599

F 269.927.1017

---

**From:** Mike Morphey  
**Sent:** Thursday, November 21, 2019 10:54 AM  
**To:** Arie Donkersloot <ariejr@netscape.net>  
**Cc:** bobdabbs@grandbeach.org; Debbie Lindley <dlindley@grandbeach.org>  
**Subject:** Grand Beach Pumphouse - potential VE Plan

Hi Arie,

Please see the attached highlighted plan, which is one 'value engineering' approach. The full plan will minimize risk, but the Village has requested a scaled down version at a higher risk level and lower cost at this time.

1. North side
  - a. Build sheet pile wall extension
  - b. Build all OR a reduced revetment
  - c. Toe piles optional, may be removed to meet budget constraints
  - d. Install all stair piles shown
2. South side
  - a. Build all OR a reduced revetment
  - b. Build wall extension if feasible to minimize flanking
  - c. Toe piles optional, may be removed to meet budget constraints

Please let me know if you need anything else to begin pricing this. Then hopefully we can meet with the Village to get things contracted.

Thanks,  
Mike

**VILLAGE OF GRAND BEACH**

**COUNTY OF BERRIEN – STATE OF MICHIGAN**

**RESOLUTION No. 2019-09**

**A RESOLUTION TO ADOPT THE VILLAGE OF GRAND BEACH PARKS AND RECREATION MASTER PLAN 2020-2024**

At a Regular Meeting of the Village Council, of the Village of Grand Beach, County of Berrien, State of Michigan, held in the Village Hall, 48200 Perkins Boulevard, Grand Beach, Michigan on the 18th day of December, A. D., 2019, at 7:30 o'clock p.m., Eastern Standard Time.

PRESENT: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

The following preamble and resolution was offered by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**WHEREAS**, the Village of Grand Beach has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2020 through 2024; and

**WHEREAS**, the Village developed a Parks and Recreation Master Plan in accordance with the most recent guidelines developed by the Michigan Department of Natural Resources and made available to local communities; and

**WHEREAS**, the planning process included public input opportunities through surveys and public meetings; and

**WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the draft plan for a period of at least 30 days; and

**WHEREAS**, a public hearing was held on November 20, 2019 at Village Hall to provide an opportunity for all residents of the planning area to express opinions and discuss the plan; and

**WHEREAS**, the Parks and Recreation Committee has recommended the plan to the Village Council for adoption.

**NOW, THEREFORE, BE IT RESOLVED**, the Village Council adopts the Village of Grand Beach Parks and Recreation Master Plan 2020 – 2024.

Ayes:

Nays:

Abstain:

**RESOLUTION DECLARED ADOPTED.**

---

MARY J. ROBERTSON, Village Clerk

**CERTIFICATION**

I, MARY J. ROBERTSON, duly appointed Village Clerk in and for the Village of Grand Beach, County of Berrien, State of Michigan, do certify that the foregoing Resolution is a true and exact copy of a Resolution adopted by the Village Council during its regular meeting, held December 18, 2019, and that said Meeting was conducted and public notice of said meeting was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the Minutes of said meeting were kept and will be or have been made available as required by said Act.

---

MARY J. ROBERTSON, Village Clerk

OFFICE MAX

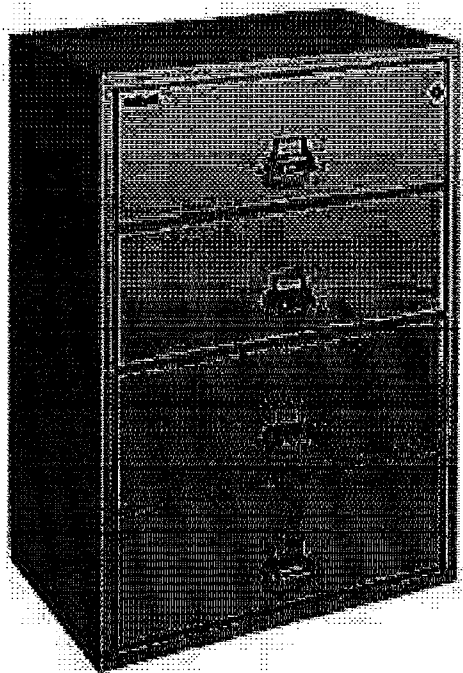
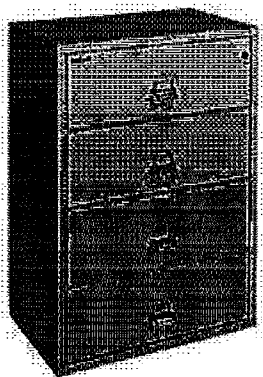
**FireKing UL 1-Hour Lateral File, 4 Drawers, 52-3/4"H x 44-1/2"W x 22-1/8"D, Parchment, White Glove Delivery Item # 124980**

\$5399.99 / each

Free delivery  
Estimated delivery 10-15 business days

---

**Save \$50 on your purchase of \$150 or more**  
with the Office Depot OfficeMax Business Card.  
[Learn More](#)



Feedback



### Description

Fireproof vertical cabinet protects your valuable documents

- UL Class 350 — rated to withstand fires for up to 1 hour at 350°.
- Cabinet can be dropped up to 30' without compromising its integrity.
- UL-listed high-security key lock keeps files confidential.
- FireKing lateral file helps you organize your documents.
- UL 1-hour, 4-drawers (52-3/4"H x 44-1/2"W x 22-1/8"D) lateral file in parchment features White Glove Delivery Service. White Glove Delivery Service. Furniture is delivered and installed in 1 visit within 21 business days with all packaging removed. Some furniture may be delivered partially assembled, requiring on-site assembly by the delivery service. Some areas may take longer than 21 business days.

### Product Details

Item #	124980
OfficeMax #	25218773
Manufacturer #	4-4422-CPAWG
color	Parchment
depth	22-1/8 in.
size accepted	Letter/Legal
height	52-3/4 in.
orientation	Lateral
number of drawers	4
weight capacity per drawer	35 lb
width	44-1/2 in.
assembly	Preassembled
delivery method	Standard
drawer opening	Full Extension
insulated	Yes
levelers	No
primary material	Steel
style name	UL 1-Hour
UL fire rating	1 Hour at 350 Degrees
UL impact rated	Yes
Warranty	Limited Lifetime
material family	Metal
brand name	FireKing
dimensions	52-3/4 in. X 44-1/2 in. X 22-1/8 in.
furniture style	Traditional
Product Type	Fire-Resistant File Cabinet
quantity	1
Show More ▾	

### Customer Reviews

#### Reviews

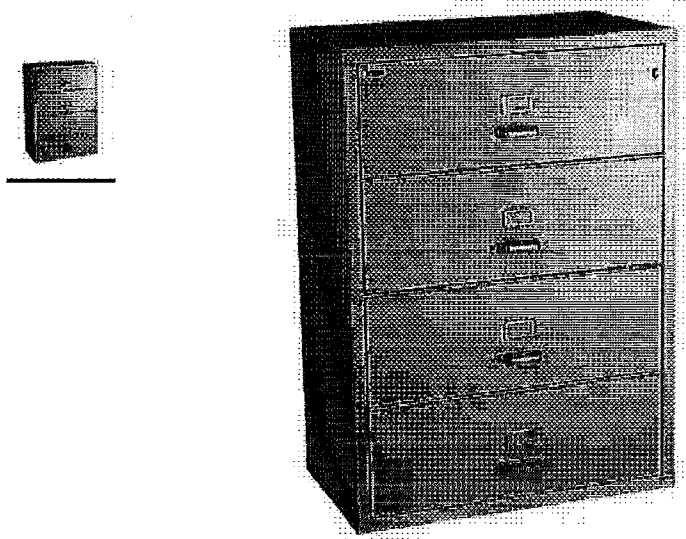
★★★★★

Be the first to review this product

Furniture > File Cabinets > File Cabinets > Fireproof File Cabinets

# Quill Brand® 4-Drawer Fireproof Lateral File, Putty, 44"W (Q444LATPY)

Item #: 901-Q444LATPY Model #: 4-44-C Brand: Quill Brand



1X 1 QPoints for every dollar spent on this product.

**\$4,149.99** Each

Add to Cart

Add to My List | Reorder

**Also Consider**

Quill.com 3 Year Furniture Protection Plan \$200+ **\$49.99** Each

True Color:

Lifetime Warranty

Delivery Date:  [Go](#)

Estimated Arrival: Dec 23 - Dec 26

Truck

Grab your coupon.  
Save on furniture and more! [Get Coupon](#)

Delivery and beyond. [Learn More](#)

[DESCRIPTION](#)   [SPECIFICATIONS](#)   [REVIEWS](#)   [ACCESSORIES](#)

## Description

**UL rated for Class 350 one-hour fire endurance and explosive hazard of 1700°F with impact rating**

**Four** Two-drawer lateral filing cabinet

Drawers are made of metal with beige finish

Dimensions: 52-3/4Hx44-27/64Wx22"D (Inside filing depth: 16")

One lock secures all drawers; built in a lock bypass lets you unlock 1 or 2 drawers while having other drawers unlocked

Manufacturer's limited lifetime warranty

Prices shown include tailgate delivery; carry in and set up services are available in most areas; if your location does not have a delivery dock, lift-gate service may be necessary

A customer service representative will contact you to discuss delivery options

Dry insulation panels are 50% thicker than most fireproofs

Steel-lattice reinforcement is tough enough to survive a loaded fall of 30 feet

Steel-lined insulation between drawers makes each a separate fireproof container

## Specifications

Number of File Drawers : 4	Furnishing Material : Metal	File Cabinet Type : Lateral File	True Color : Putty
Furnishing Color : Putty/Beige	Meets ANSI or BIFMA standards : No	File Frame Needed : No	Brand : Quill Brand
Customizable : No			

feedback

VILLAGE OF GRAND BEACH  
BUDGET AMENDMENT  
CAPITAL PROJECTS 19/20  
MEETING - DECEMBER 18, 2019

<b>Account #</b>	<b>Revenue Accounts Account Name</b>	<b>Inc (+) Decr. (-)</b>	<b>Amount</b>
<b>Total Change in Revenue:</b>			
<b>Account #</b>	<b>Expense Accounts Account Name</b>		
801-720	Office Equipment	+	5,500
<b>Total Change in Expenses:</b>		+	<b>5,500</b>
<b>Net Effect on Budget: Increase in Expenses</b>			<b>5,500</b>

This amendment is for the purchase of the clerk's computer and 4-drawer fireproof filing cabinet.



**Rules of Procedure**  
**Village of Grand Beach**  
**Adopted ~~February 20, 2019~~ December 18, 2019**

**A. Regular and Special Meetings**

All meetings of the Village Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

**1. Regular Meetings**

Regular Meetings of the Village Council will normally be held on the third Wednesday of each month beginning at 7:30 p.m. EST at the Village Hall unless rescheduled by the council.

**2. Special Meetings**

A Special Meeting shall be called by the clerk upon the request of the council president or any two members of the council on at least 18 hours written notice to each member of the council served personally, or left at the council member's usual place of residence. Special Meeting notices shall state the purpose of the meeting. No official action shall be transacted at any Special Meeting of the council unless the item has been stated in the notice of such meeting. No changes may be made to a Special Meeting unless all members are present and consent to the change.

**3. Posting Requirements for Regular and Special Meetings**

- a. Within 10 days after the first meeting of the council in each fiscal year, or calendar year, a public notice stating the dates, times and places of the regular monthly council meetings will be posted at the Village office.
- b. For a rescheduled Regular or a Special Meeting of the council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the Village office.
- c. The notice described above is not required for a meeting of the council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the council determine that delay would be detrimental to the Village's efforts in responding to the threat.

**4. Minutes of Regular and Special Meetings**

The clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with the Village Charter and the Open Meetings Act. In the absence of the clerk, the deputy clerk will perform the clerk's duties or the Village Council may appoint one of its own members or another person to temporarily perform the clerk's duties.

Within eight business days of a council meeting, a synopsis showing the substance of each separate decision of the council or the entirety of the council proceedings shall be prepared by the clerk and shall indicate the vote of the council members. Within five business days of the council approving the minutes, the approved minutes shall be made available to the public.

## **B. Conduct of Meetings**

### **1. Meetings to be Public**

All Regular and Special Meetings of the council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

### **2. Agenda Preparation**

An agenda for each Regular Council Meeting shall be prepared by the Village Clerk with assistance from the Council President with the following order of business:

1. Call to order
2. Adopt agenda
3. Consent agenda (if used)
4. Approval of minutes
5. Presentations/Recognition
6. Public Hearing
7. Commission Reports
8. Personnel Reports
9. Submission of bills
10. Unfinished Business
11. New Business
12. Audience Recognition
13. Correspondence
14. Adjournment

The agenda deadline is 3:30 EST on the Wednesday prior to the meeting. The Village Clerk, Council President or any two council members may add items to the agenda prior to the agenda deadline. Any council member shall have the right to add items to the regular agenda with a majority vote of the council before the agenda is approved.

### **3. Consent agenda**

A consent agenda may be used to allow the council to act on numerous administrative or noncontroversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. Upon request by any

member of the council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

#### **4. Agenda Distribution**

Agendas, along with appropriate support information, will be provided to the Village Council by the Village Clerk as soon as possible after the agenda has been set so that the council has time to review agenda items prior to the meeting.

#### **5. Quorum**

A majority of the entire elected or appointed and sworn members of the council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

#### **6. Attendance at Council Meetings**

Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the residents of the Village. Attendance at council meetings is critical to fulfilling this responsibility.

Absence from three consecutive regular meetings shall operate to vacate the seat of a member, unless the absence is excused by the council by resolution setting forth such excuse.

#### **7. Presiding Officer**

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The president of the council is ordinarily the presiding officer. The council shall appoint one of its members as president pro tempore, who shall preside in the absence of the president. In the absence of both the president and the president pro tempore, the member present who has the longest consecutive service on the council shall preside.

#### **8. Disorderly Conduct**

The president may call to order any person who is being disorderly by speaking out of order, interrupting, speaking without being recognized or otherwise disrupting the proceedings, failing to be germane to the agenda, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the president determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by motion of the council. If the person shall continue to be disorderly and disrupt the meeting, the president may order the removal of the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

### **C. Closed Session Meetings**

#### **1. Purpose**

Closed Session meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic evaluation of a public officer, employee, staff member or

individual agent when the named person requests a closed meeting.

- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- d. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
- e. To review and consider the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to the Michigan Open Meetings Act (OMA).
- f. To consider material exempt from discussion or disclosure by state or federal statute.

## **2. Calling Closed Session Meetings**

At a regular or special meeting, the council members elected or appointed and serving, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Rules of Procedure and Section 15.268 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

## **3. Minutes of Closed Session Meetings**

A separate set of minutes shall be taken by the clerk or the designated secretary of the council at the closed session meeting. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the Regular Meeting at which the closed session was approved.

## **4. Confidentiality of Closed Session Meeting Information**

A Village Council member shall not divulge to an unauthorized person confidential information discussed in a closed session meeting in advance of the time prescribed for its authorized release to the public by the Village Council. Council members shall honor the confidentiality of the debate, discussion, and preliminary action taken in closed session, and be aware of the potential financial liability and/or harm to the reputation of the Village by premature disclosure.

## **D. Discussion and Voting**

### **1. Rules of parliamentary procedure**

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the council in all cases to which they are applicable, provided that they are not in conflict with these rules, Village ordinances or applicable state statutes.

### **2. Conduct of discussion**

Speakers should address their remarks to the president, maintain a courteous tone and avoid interjecting a personal note into debate.

No council member shall speak more than once on the same question unless every council member desiring to speak to that question shall have had the opportunity to do so.

### **3. Ordinances and Resolutions**

Every ordinance and resolution shall be adopted or passed by the affirmative vote of three members of the council.

### **4. Roll Call**

In all roll call votes, the names of the members of the council shall be rotated.

### **5. Duty to Vote**

Election to a deliberative body carries with it the obligation to vote. No member of the council shall vote on any question in which he or she is financially interested or any question concerning his or her own official conduct, but on all other questions every member of the council present shall vote and any member who refuses to vote on any question shall forfeit his or her office.

A council member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

The opinion of the Village Attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the Village Attorney.

The right to vote is limited to the members of council present at the time the vote is taken. Voting by proxy or by any manner of telecommunications is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

### **6. Results of Voting**

In all cases where a vote is taken, the president shall declare the result.

If a motion has been either adopted or defeated during a meeting, it shall be in order for any council member voting in the majority to move for a reconsideration of the vote on any question at that meeting. When a motion to reconsider fails, it cannot be renewed.

## **E. Citizen Participation**

### **1. General**

Each regular Council Meeting agenda shall provide for reserved time for audience participation.

If requested by a member of the council, the president shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

### **2. Addressing the Council**

Following any motion that has been seconded, complete council discussion, and prior to council vote being taken, any audience member wishing to comment must first be recognized by the president, he/she must stand, state his/her name and home address (for recording purposes) and limit his/her

questions and statements to the discretion of the president. Only comments directly pertinent to the motion on the table will be considered.

All remarks should be confined to the question at hand and addressed to the president in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. It is up to the discretion of the Council President whether a person can speak more than one time on a particular subject.

Any person who addresses the council during a Council Meeting or Public Hearing shall be limited to ~~five~~ three minutes in length. The clerk, or another person designated by the Council will maintain the official time and notify the speakers when their time is up.

## **F. Miscellaneous**

### **1. Amendment of Rules of Procedure**

The Village Council may alter or amend these rules at any time by a majority vote.

### **2. Suspension of Rules**

The rules of the council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

### **3. Guidelines of Conduct**

Members of the Council shall refrain from argument with a member of the public or staff at Village Council meetings since these arguments seldom resolve concerns and many times inflame feelings at a public meeting. Any concerns by a member of the Council over the behavior or work of a Village employee during a Council meeting should be directed to the Council President to ensure the concern is addressed.

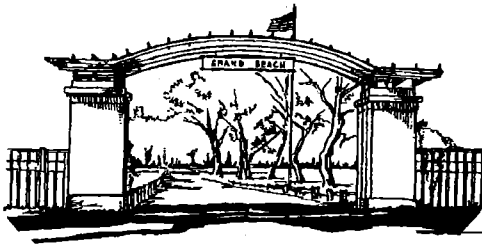
### **4. Bid Awards**

Bids will be awarded by the council during Regular or Special Meetings. A bid award may be made at a Special Meeting of the council if that action is announced in the notice of the special meeting.

### **5. Authorization for Contacting the Village Attorney**

The following officials (by title) are authorized to contact the Village Attorney regarding municipal matters:

Village Clerk-Treasurer  
Deputy Clerk-Treasurer  
Council President  
Council President Pro Tem



# Village of Grand Beach

48200 PERKINS BLVD.

GRAND BEACH, MI 49117

## **Grand Beach Planning Commission Annual Report to Village Council – 2019**

The Grand Beach Planning Commission was created by Village Council Ordinance on September 15, 2008 as required by amendments to the Michigan Planning and Enabling Acts.

Planning Commission Members/Officers for 2019-2020 are: Raymond Kelly (Chair), Laurie Roche (Vice-Chair), Patrick O'Leary (Secretary), Frank Giglio and James Bracewell (Village Council Ex-Officio Member). The Commission is currently operating without a permanent Recording Secretary.

Planning Commission information is available on the Village website, [www.grandbeach.org](http://www.grandbeach.org). It includes the Village Master Plan, schedules, notices and minutes for meetings.

During 2018-2019 the Commission held 4 regular meetings which included developing and reviewing possible Zoning Ordinance amendments and recommendations concerning Village Building Permits and process. Additionally, a public hearing and meeting were held and recommendations for amendments to the Zoning Ordinance were made to the Village Council.

Commissioner Frank Giglio was reappointed by the Village Council for a 3-year term expiring August, 2022. James Bracewell was reappointed for another 1-year term as Village Council Ex-Officio Member expiring August, 2020.

The Commission considered but determined not to recommend updating the Village Master Plan.

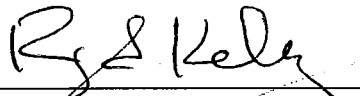
### **2020 Planning Commission Budget**

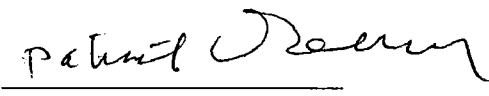
Ongoing expenses: none.

New expenses: possible legal or consultant fees if ZO amendments, land developments or special land use permits proposed.

2020 Planning Commission Activity

Conduct scheduled regular Tuesday meetings: May 12, July 14th, and annual meeting September 15th, 2020 (6:30 pm Eastern/5:30 pm Central time), special meetings, site plan and project/permit reviews as necessary, and recommend possible amendments to the Village Zoning Ordinance.

  
\_\_\_\_\_  
Raymond Kelly  
Planning Commission Chair

  
\_\_\_\_\_  
Patrick O'Leary  
Planning Commission Secretary

December, 2019



December 11, 2019

Members of the Village of Grand Beach Council.

Re. Chief Ryan's letter

I have mentioned in the past, at least 2 times, that the council needs to start marketing the great things that you do to for our village to keep it moving forward. Chief Ryan's letter included with the water bills is form of marketing.

I believe there is a huge number of villagers that have no idea of what the Village Council accomplishments encompass.

So, once again, I would like each of you to entertain including a letter with the water bills once a quarter indicating the finalization of accomplishments during that quarter.

It shouldn't be that difficult. Just have each member write a brief overview of what his or hers accomplishments were during the last 3 months. One short paragraph will do it! Submit to Mary. Mary could then marry, (cut and paste), each of your statements into one letter and place it the water billing mailing. It's just not that difficult and complicated!

What will this accomplish? It will inform every villager that our council is making great strides to improve and move our village forward. It will show that our council is actually working for the benefit of all and that a lot of time and effort goes into this process.

Respectfully,

John L. Deaner

[REDACTED]  
Grand Beach, MI 49117  
[REDACTED]