

**ELECTRONIC (VIRTUAL) COUNCIL MEETING NOTICE
VILLAGE OF GRAND BEACH
48200 PERKINS BLVD., GRAND BEACH, MI
WEDNESDAY, JUNE 17, 2020
6:30 P.M. (CST) – 7:30 P.M. (EST)**

THE VILLAGE OF GRAND BEACH COUNCIL, in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, (MCL 15.264), and State of Michigan Governor Gretchen Whitmer's Executive Order 2020-75 to temporarily suspend rules related to physical presence at meetings and hearings of government entities, hereby gives notice of a Council meeting to be held electronically.

The Village Hall will not be open during the meeting, so you will need to attend the meeting electronically.

There will be a limited amount of time at the start of the meeting for the public to speak on agenda items since we will not be taking comments on agenda items during the meeting. The public will be allowed to speak to other topics during the audience recognition portion of the meeting.

- If you would like to speak about an agenda item at the start of the meeting or would like to speak during the audience participation portion of the meeting, please send an email stating your name, Grand Beach address, which agenda item you would like to speak about, or that you would like to speak during audience participation to clerk@grandbeach.org no later than June 17, 2020 at 3:00 p.m. EST. Enter Council Meeting in the subject line of email. If you have questions concerning the meeting, please send an email to clerk@grandbeach.org.

We are asking you to send an email if you plan to speak so that the moderator of the meeting will be able to call on those that wish to speak when the time comes during the meeting.

INSTRUCTIONS ON HOW TO JOIN THE ELECTRONIC (VIRTUAL) MEETING

Please join the meeting from your computer, tablet or smartphone with the following link or telephone number:

<https://global.gotomeeting.com/join/364904197>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

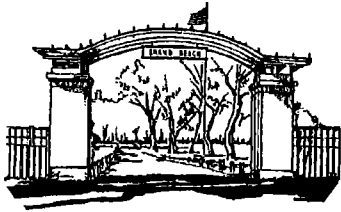
United States: +1 (872) 240-3212

- One-touch: tel: +18722403212,,364904197#

Access Code: 364-904-197

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 email at clerk@grandbeach.org or calling 269-469-3141.

**MARY J. ROBERTSON, CLERK – TREASURER
(269) 469-3141**



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

**AGENDA FOR REGULAR COUNCIL MEETING
ELECTRONIC (VIRTUAL) MEETING**

**JUNE 17, 2020
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. Special Council Meeting, May 20, 2020
 - ii. Regular Council Meeting, May 20, 2020
 - b. Pay Bills with Written Additions
4. Comments on Agenda Items
5. Presentations/Recognition
6. 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
7. Personnel Reports
 - a. Superintendent - Bob Dabbs
 - b. Police Chief - Ryan Layman
 - c. Building Inspector - Bill Lambert
8. Public Hearing
9. Unfinished Business

AGENDA (CONTINUED)
REGULAR ELECTRONIC (VIRTUAL) COUNCIL MEETING
JUNE 17, 2020

10. New Business
 - a. Pumphouse Proposal
 - b. Covid-19 Preparedness and Response Plan
 - c. Part-Time Help – Maintenance
 - d. ISO Fire Rating – New Buffalo Township
 - e. Lakeshore Drone Footage
 - f. 2015 Squad Car
 - g. Office Entryway
 - h. Children’s Tennis Program

11. Audience Recognition

12. Correspondence

13. Adjournment

**VILLAGE OF GRAND BEACH
SPECIAL COUNCIL MEETING
May 20, 2020**

Council President Deborah Lindley called the electronic (virtual) Special Council Meeting to order at 7:25 p.m. EST to adopt the 2020 millage rate and budgets for fiscal year 2020-2021.

Roll Call – Attendance

James Bracewell	Aye
Paul Leonard Jr.	Aye
Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye

ADOPT AGENDA

Lindley moved, seconded by Bracewell to adopt the agenda as presented.

Roll Call

Paul Leonard Jr.	Aye
Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye

Motion carried unanimously 5-0.

COMMENTS ON AGENDA ITEMS

Village resident John Deaner told the Council that as a Villager, the increased budget amounts in the 2020-2021 General Fund for parks and beaches over the previous year's budgeted and actual amounts is a concern to him.

UNFINISHED BUSINESS

None

NEW BUSINESS

ADOPT MILLAGE RATE FACTOR FOR 2020

Lindley stated that the millage rate factor to be adopted is 6.0135 and will not increase taxes. The millage has been the same for the last two years and will raise \$814,024 in tax revenues which is \$867 more than in 2019.

Lindley moved, seconded by Bracewell to adopt the millage rate of 6.0135.

Roll Call

Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye
Paul Leonard	Aye

Motion carried unanimously 5-0.

Special Council Meeting – May 20, 2020

RESOLUTION TO ADOPT ALL BUDGETS FOR FISCAL YEAR 2020-2021

Lindley moved, seconded by O’Halloran to adopt the resolution adopting all 2020-2021 budgets as presented.

Roll Call

Blake O’Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye
Paul Leonard	Aye
Deborah Lindley	Aye

Motion carried unanimously 5-0.

AUDIENCE RECOGNITION:

None

ADJOURNMENT

Lindley moved, seconded by Bracewell to adjourn the meeting.

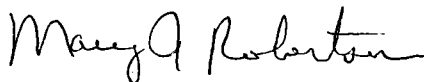
Roll Call

Steve Slater	Aye
James Bracewell	Aye
Paul Leonard	Aye
Deborah Lindley	Aye
Blake O’Halloran	Aye

Motion carried unanimously 5-0.

With no further business, the meeting was adjourned at 7:35 p.m. EST.

Respectfully Submitted,



Mary J. Robertson
Clerk-Treasurer

**VILLAGE OF GRAND BEACH
REGULAR COUNCIL MEETING (HELD ELECTRONICALLY)
MAY 20, 2020**

CALL TO ORDER

Council President Deborah Lindley called the electronic (virtual) regular council meeting to order at 7:38 p.m. EST.

Roll Call – In Attendance

James Bracewell	Aye
Paul Leonard	Aye
Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye

ADOPT AGENDA

Lindley moved, seconded by O'Halloran to adopt the May 20, 2020 agenda as presented.

Roll Call Vote

Paul Leonard	Aye
Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye

Motion carried unanimously 5-0.

ADOPT CONSENT AGENDA

- a. Approve Village Council Minutes:
 - i. Regular Council Meeting, April 15, 2020
 - ii. Budget Work Session, April 21, 2020
 - iii. Public Hearing-Budgets, May 7, 2020
- b. Pay Bills with Written Additions

Lindley moved, seconded by Leonard to adopt the consent agenda as presented.

Roll Call Vote

Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye
Paul Leonard	Aye

Motion carried unanimously 5-0.

COMMENTS ON AGENDA ITEMS

None

PRESENTATIONS/RECOGNITION

None

COMMISSION REPORTS

BUILDING & ZONING: Bracewell said that the governor had eliminated construction during the pandemic until May 7 when she allowed it again. He said that he and Building Inspector Bill Lambert and two police officers held a meeting with property owner John Hunter in Fifteen Acres regarding the slow progress on the house he is building. They suggested that he contract with a framing contractor to move things along and he was supposed to show the contract to Bill Lambert, but has not done so yet. Bracewell said there was a complaint under correspondence about a home under construction on Oak with Tyvek flying in the wind, which has since been taken care of. He said there are two parties interested in purchasing the home, but the challenge is negotiating a fair price.

PARKS & BEACHES: Slater said that the Whitewood stairs are in good shape, but the erosion is eating away at the bluff on the left of the stairs. He said there is a lot of debris at Whitewood and Walnut beaches and asked Superintendent Bob Dabbs to remove it. He said the only beach is probably at Whitewood until the work on the pump house and beach access is finished at Walnut. Leonard said that in the Eiffel Towers you can look down at the lake from Robin Lane and Lee Point, but there is no beach or stairs there.

Lindley said that in regards to the purchase of the 42 Acres, things are moving along and there will hopefully be a closing on the property in the near future. She said the Soper & Associates appraisal was \$1,235,000 and the Adams & Associates appraisal was \$1,925,000 which was much lower than previous appraisals because these appraisals were done using comparable uses of the property and the first two were done as lot development appraisals.

STREETS & WATER: Leonard said that fortunately with all of the rain, the Village hasn't had any significant problems with flooding like other communities in Michigan. He said he received notice from the state that revenue sharing is going to be reduced.

POLICE: Lindley thanked the officers for their dedication to the public. She said the police are enforcing the governor's orders to make sure that Grand Beach is safe for those that live here even though the police department and council members did not create the orders.

Lindley said that the road diet has been put into place out on the highway with one lane in each direction and a center turn lane from the state line to the City of New Buffalo. She and other council members attended meetings about the road diet and the Village has made it clear that it does not want the road diet. She suggested any petitions or concerns about the road diet be directed to New Buffalo Township and the State of Michigan Department of Transportation. She said the Village needs to start addressing the township who adopted a resolution for a trial road diet and the State of Michigan to let them know the Village is not in favor of it. The Village has asked the state to put a stop light out at the entrance to Grand Beach in the past, but they were not willing to put one up.

PRO SHOP & GOLF COURSE

O'Halloran said it has been a challenge with the executive orders from the governor, but the Village has done everything to make sure it is following the governor's orders. On April 20 we were allowed to open the golf course, but not the business of golf. The pro shop cannot be open, but you can play golf and pay by phone or at the door to the pro shop. The pro shop is now allowed to rent golf carts out and they are sanitized before and after each use. Rangers are allowed to work now and they are making sure that players have paid and are following the CDC's recommendations. There is signage up about the CDC recommendation. Signs that were put up when the course was closed were removed by someone. If you have those signs, please return them to the Village. Golf cart stickers can be paid for at the pro shop or by mail and once paid for can be picked up at the pro shop. O'Halloran hopes the governor will allow pro shops to open soon.

SERVISCAPE REPORT

Regular Council Meeting – May 20, 2020

Clay Putnam was not in attendance. Lindley thanked ServiScape for maintaining the course during this difficult time and sharing in the federal government grant they received for wages.

PERSONNEL REPORTS

SUPERINTENDENT: In addition to his written report, Superintendent Bob Dabbs said the dump truck was just repaired and they will be out picking up leaves this week. Lindley thanked Dabbs and his crew for maintaining the Village infrastructure with reduced personnel resources.

POLICE CHIEF: In addition to his written report, Police Chief Ryan Layman reported that there were 48 calls for the month with many of them related to the Governor’s Executive Orders. He reminded everyone that dogs must be on a leash when not on your private property and when on the beach. Dogs are not allowed on the golf course. He also reminded people to remove valuables from their cars and lock the doors stating that thieves are not breaking into locked cars, but taking things out of unlocked cars.

BUILDING INSPECTOR: Building Inspector Bill Lambert was not in attendance.

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLUTION 2020-03 TO COLLECT DELINQUENT PROPERTY TAXES

Lindley moved, seconded by Leonard to adopt resolution 2020-03 to collect delinquent property taxes as presented.

Roll Call Vote

Blake O’Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye
Paul Leonard	Aye
Deborah Lindley	Aye

Motion carried unanimously 5-0.

RESOLUTION 2020-05 TO ALLOW CONSTRUCTION WORK ON SATURDAYS DURING SUMMER OF 2020

After discussion regarding whether to allow construction work on Saturdays during the summer of 2020 due to the restrictions during the pandemic and the short season, it was decided to leave the construction hours the same as they have been in the past with no building construction allowed on Saturdays during the summer.

BOAT AND WINCH PURCHASE

Dabbs told the Council that he would like to purchase a pontoon boat and winch to be used to put the anchors in and remove them from the lake each summer.

Lindley moved, seconded by Leonard to approve a check for up to \$5,000 for Superintendent Bob Dabbs to purchase a boat and winch.

Regular Council Meeting – May 20, 2020

Roll Call Vote

James Bracewell	Aye
Paul Leonard	Aye
Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye

Motion carried unanimously 5-0.

DUMP TRUCK PURCHASE

Village employee Tim Pendergast told the Council that he received bids for the purchase of a new dump truck. He said that the Village held onto the last dump truck for 10 years and in the end, the Village was spending a lot of money on repairs. Pendergast feels that this is a good time to purchase a new truck and the Village will still get a good trade in value for the truck. In addition, there will be a new salt spreader and plow included with the truck. Lindley said the funds are set aside in Capital Projects for the truck.

Lindley moved, seconded by Leonard to approve the proposal from Sieman's in Bridgman to purchase a dump truck and accessories at a cost not to exceed \$50,000.

Roll Call Vote

Paul Leonard	Aye
Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye

Motion carried unanimously 5-0.

Bids were received from Fox Chrysler \$56,723, Sorg \$46,725 and Siemans \$41,438.

BUDGET AMENDMENT – CAPITAL PROJECTS FY 2019-2020

Lindley moved, seconded by O'Halloran to approve a budget amendment for fiscal year 2019-2020 in the Capital Projects Fund as presented.

Roll Call Vote

Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye
Paul Leonard	Aye

Motion carried unanimously 5-0.

INCREASE BUILDING INSPECTOR/ZONING ADMINISTRATOR'S PAY

Building Commissioner Bracewell explained that when the Village's Building Inspector/Zoning Administrator was hired eight years ago, he was paid a little less than the former inspector. He was hired in at 60% of the building inspection fees. Bracewell said that he would like to increase his fees from 60% to 70% to keep in step with what the other municipalities are paying him as their inspector.

Regular Council Meeting – May 20, 2020

Bracewell moved, seconded by Lindley to increase the building inspector’s pay to 70% of inspection fees, an increase of 1.0%.

Roll Call Vote

Blake O’Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye
Paul Leonard	Aye
Deborah Lindley	Aye

Motion carried unanimously 5-0.

USE OF BEACH ACCESS FOR REVETMENT WORK – PERMISSION REQUIRED

Lindley said she would like to clarify some things regarding the use of beach accesses by homeowners and contractors for revetment work because the Village has had issues with various property owners and recently had an issue with a property owner who stated that they do not have to ask permission to use the access next to their home. She said a resident and contractor have been using an access without approval or without signing a hold harmless agreement.

Lindley said she understands the process to be that EGLE gives permission for work to be done on the lakefront. The Village does not grant permission, but contractors have always notified the Village when work was to be done and our accesses were to be used. The contractors sign a hold harmless agreement that legally assures the Village that accesses will be returned to their original condition. .

She said the Village needs to know when contractors and residents use the accesses so we don’t run into problems in planning usage, and we make sure that the accesses are restored to their original state. She said that the Village never relinquished these requirements.

There was discussion among Council members and they were in agreement that residents and/or contractors need to get permission from the Village to use an access for revetment work and must sign a hold harmless agreement.

SECTION 103 AUTHORITY LETTER (NEW BUFFALO SHORELINE ALLIANCE)

Lindley said that the Village signed a “111 agreement” in the past requesting funding for studies related to beach erosion and that this is a different agreement to allow for more funding. She said it requires matching funds, but New Buffalo Shoreline Alliance assured her that if they cannot raise the funds necessary, they will withdraw from the agreement. Beach Commissioner Steve Slater who is a member of the New Buffalo Shoreline Alliance said that they are about half way through the process to put together a plan and study.

Slater moved, seconded by Leonard to allow Lindley to sign the Section 103 Authority Letter as presented.

Roll Call Vote

James Bracewell	Aye
Paul Leonard	Aye
Deborah Lindley	Aye
Blake O’Halloran	Aye
Steve Slater	Aye

Motion carried unanimously 5-0.

MCCORMICK EGLE PERMIT – 20-DAY COMMENT PERIOD

Regular Council Meeting – May 20, 2020

Lindley said that Ben Zimont of EGLE contacted Clerk-Treasurer Mary Robertson about work to be done by Oselka Constructors on the McCormick property as well as in Forest Beach. Oselka will be using Sid Mathias' vacant lot to access the properties. Zimont informed Robertson that there is a requirement of a 20 day comment period since the property owner is not going to use natural materials for the revetment work. Lindley said if the project is not done according to the specifications in the permit, the property owner could be fined and asked to remove the materials that have been put down. The Council can respond to EGLE with any concerns about the project, but there were no objections or concerns.

There was discussion about the damage being done to Village roads due to the heavy equipment and trucks coming in and out of the Village. Lindley said she asked Bob Dabbs to take pictures of the roads in the area where contractors are working on revetment before the project and after to see if there was any damage done to the roads. Bracewell suggested a letter be sent to all of the contractors so that they can't blame each other for road damage.

AUDIENCE RECOGNITION

Village resident John Deaner addressed the Council with concerns included in his letter about pickleball courts and also concerns about revetment work and damage that could be caused to other properties.

CORRESPONDENCE

YVETTE BRANDES – UNFINISHED HOME ON OAK AVENUE

This letter was addressed under the Building Commissioner's report.

JOHN DEANER – 42 ACRES

JOHN DEANER – PICKLEBALL COURTS

Lindley thanked John Deaner for his letter about the 42 Acres and said that they will take the pickleball matter under advisement.

SOUTHBANK LEGAL – SEAWALL AND REVETMENT AT 46039 LAKE VIEW AVENUE

Lindley thanked Village resident Kaye Moriarty for keeping the Council in the loop by sending them a copy of a letter that was sent to the bank that retains ownership of the property at 46039 Lake View Avenue.

ADJOURNMENT

Lindley moved, seconded by Leonard to adjourn the meeting.

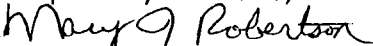
Roll Call Vote

Paul Leonard	Aye
Deborah Lindley	Aye
Blake O'Halloran	Aye
Steve Slater	Aye
James Bracewell	Aye

Motion carried unanimously 5-0.

With no further business, the meeting was adjourned at 9:01 p.m. EST.

Respectfully submitted,



Mary J. Robertson
Clerk-Treasurer

BILLS THAT WERE PAID AFTER MAY COUNCIL MEETING**GENERAL FUND**

SBF Tax Service	Tax Bill Postage	<u>240.54</u>
		240.54

GOLF FUND

Petty Cash	Petty Cash	<u>200.00</u>
		200.00

LOCAL STREETS

Walt's Paving	Street Paving	<u>20,000.00</u>
		20,000.00

WATER FUND

Village of G.B./General	Trash and Recycle 6/2/20 Service	<u>9,121.34</u>
		9,121.34

ACH – ELECTRONIC PAYMENTS**GENERAL FUND**

Direct Deposit Payroll	5/22, 6/04 Payroll	24,948.17
MERS	May 2020	2,253.15
Payroll Taxes	5/22, 6/04 Payroll	7,177.56
State of Michigan	May W/H	<u>977.95</u>
		35,356.83

GOLF FUND

	Credit Card Statement Fee	89.00
State Of Michigan	May Sales Tax	<u>230.49</u>
		319.49

WATER FUND

	Monthly Fees/May	<u>52.70</u>
		52.70

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06/11/20

Village of Grand Beach-General Fund
OPEN INVOICE REPORT
As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
AALF'S PETROLEUM INC.					
Bill	05/14/2020	46873	REPLACE GAUGE	266.778 · Repairs & Maint ...	41.75
Total AALF'S PETROLEUM INC.					41.75
ABONMARCHE CONSULTANTS, INC.					
Bill	05/15/2020	1305...	ENGINEERING - WALNUT & ...	446.818 · Contractual Servi...	43.75
Total ABONMARCHE CONSULTANTS, INC.					43.75
AMAZON CAPITAL SERVICES					
Credit	06/03/2020	1YX...	TAX CREDIT	215.727 · Office Supply	-1.50
Credit	06/03/2020	1DH...	TAX CREDIT	215.727 · Office Supply	-3.90
Credit	06/03/2020	1hld...	TAX CREDIT	215.727 · Office Supply	-2.63
Credit	06/03/2020	1HL...	TAX CREDIT	215.727 · Office Supply	-1.50
Bill	06/03/2020	1Y6...	MASKS & THERMOMETER	215.727 · Office Supply	95.38
Total AMAZON CAPITAL SERVICES					85.85
ARAMARK UNIFORM SERVICES					
Bill	05/25/2020	1748...	3319001 MATS	265.956 · Miscellaneous	33.00
Total ARAMARK UNIFORM SERVICES					33.00
CAPITAL TIRE, INC.					
Bill	05/11/2020	1105...	TIRES	300.934 · Vehicle Maintena...	297.00
Total CAPITAL TIRE, INC.					297.00
COMCAST CABLE					
Bill	05/10/2020		5/14-6/13	-SPLIT-	91.82
Bill	05/15/2020		5/20-6/19	-SPLIT-	206.44
Total COMCAST CABLE					298.26
COWLES ENVIRONMENTAL					
Bill	06/01/2020	297	STORM SEWER SYSTEM (MS...	446.818 · Contractual Servi...	360.00
Total COWLES ENVIRONMENTAL					360.00
DALE POWELL					
Bill	06/09/2020		TELEPHONE ALLOWANCE	266.850 · Telephone & Inter...	50.00
Total DALE POWELL					50.00
FIFTH THIRD BANK MASTERCARD					
Bill	06/03/2020		MAILCHIMP	-SPLIT-	150.53
Total FIFTH THIRD BANK MASTERCARD					150.53
GRAND BEACH AUTO					
Bill	05/12/2020	21972	MOUNT & BALANCE TIRES & ...	-SPLIT-	99.09
Total GRAND BEACH AUTO					99.09

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Village of Grand Beach-General Fund
OPEN INVOICE REPORT
As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
INDIANA MICHIGAN POWER					
Bill	05/31/2020		5/1-5/31	446.921 · Street Lights	572.08
Bill	06/03/2020		5/6-6/3	265.920 · Utilities	432.70
Bill	06/03/2020		5/5-6/3	266.920 · Utilities	182.66
Total INDIANA MICHIGAN POWER					1,187.44
LOWE'S					
Bill	06/02/2020		MOSQUITO PELLETS, WIPES...	-SPLIT-	394.50
Total LOWE'S					394.50
METLIFE - GROUP BENEFITS					
Bill	06/09/2020		TS05945291 0001	855.855 · Life & Disability In...	498.53
Total METLIFE - GROUP BENEFITS					498.53
MI MUNICIPAL LEAGUE					
Bill	06/01/2020		ANNUAL DUES 8/1-7/31/21	105.956 · Miscellaneous	239.00
Total MI MUNICIPAL LEAGUE					239.00
MI MUNICIPAL LEAGUE W/C					
Bill	05/18/2020		WORK COMP #1	871.871 · Workers Compen...	6,619.00
Total MI MUNICIPAL LEAGUE W/C					6,619.00
NEW BUFFALO HARDWARE					
Bill	05/28/2020	a139...	CEMENT & DUCT TAPE	266.778 · Repairs & Maint ...	72.92
Total NEW BUFFALO HARDWARE					72.92
NORTHERN TOOL & EQUIPMENT COMPANY					
Bill	05/28/2020	4512...	BOX SCRAPER FOR 42 ACRES	691.778 · Repair and Maint ...	271.49
Total NORTHERN TOOL & EQUIPMENT COMPANY					271.49
QUILL					
Bill	06/03/2020	7449...	TONER & PAPER	215.727 · Office Supply	99.97
Total QUILL					99.97
REPUBLIC SERVICES					
Bill	05/31/2020		3-0715-1003848 JUNE	520.818 · Contractual Servi...	4,372.40
Total REPUBLIC SERVICES					4,372.40
SEMCO ENERGY					
Bill	05/26/2020		4/23-5/26	-SPLIT-	79.09
Bill	05/26/2020		4/23-5/26	-SPLIT-	66.73
Total SEMCO ENERGY					145.82
THREE OAKS FORD					
Bill	05/06/2020	65361	2014 F-450 REPAIR- EXHAUS...	266.778 · Repairs & Maint ...	1,550.31
Bill	05/29/2020	65514	2015 FORD EXPLORER CHE...	300.934 · Vehicle Maintena...	54.75
Total THREE OAKS FORD					1,605.06

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Village of Grand Beach-General Fund
OPEN INVOICE REPORT
As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
TIM PENDERGAST					
Bill	06/09/2020		TELEPHONE ALLOWANCE	266.850 · Telephone & Inter...	50.00
Total TIM PENDERGAST					50.00
VERIZON WIRELESS					
Bill	05/07/2020	742046436-00001		266.850 · Telephone & Inter...	39.49
Total VERIZON WIRELESS					39.49
VERSAW EARTHWORKS LLC					
Bill	06/05/2020	4	PLAYGROUND SAND	691.778 · Repair and Maint ...	150.00
Total VERSAW EARTHWORKS LLC					150.00
VILLAGE OF GRAND BEACH WATER DEPT.					
Bill	06/03/2020		HALL	265.920 · Utilities	84.50
Bill	06/03/2020		GARAGE	266.920 · Utilities	78.25
Total VILLAGE OF GRAND BEACH WATER DEPT.					162.75
VILLAGE OF MICHIANA					
Bill	06/06/2020		POLICE SERVICES FEBRUARY	300.818 · Contractual Servi...	2,500.00
Total VILLAGE OF MICHIANA					2,500.00
TOTAL					19,867.60

3:07 PM
06/11/20

Village of Grand Beach - Water Fund
OPEN INVOICE REPORT
As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
COMCAST					
Bill	05/10/2020		Acct. #8771 40 252 0092246	850.000 · Telephone...	20.00
Total COMCAST					20.00
INDIANA MICHIGAN POWER					
Bill	06/03/2020		5/6-6/3	920.000 · Utilities	59.06
Bill	06/03/2020		5/6-6/3	920.000 · Utilities	22.79
Total INDIANA MICHIGAN POWER					81.85
SEIFERT'S FARM SUPPLY					
Bill	05/28/2020	212506	PIPE & COUPLER	778.000 · Repair & ...	123.25
Total SEIFERT'S FARM SUPPLY					123.25
SEMCO ENERGY					
Bill	05/26/2020		#0154126.500 4/23-5/26	920.000 · Utilities	47.43
Total SEMCO ENERGY					47.43
US POST OFFICE					
Bill	06/10/2020		500 POSTCARD STAMPS	727.000 · Office Sup...	175.00
Total US POST OFFICE					175.00
VERIZON WIRELESS					
Bill	05/07/2020		742046436-00001 4/8-5/7	850.000 · Telephone...	39.49
Total VERIZON WIRELESS					39.49
TOTAL					487.02

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06/11/20

Village of Grand Beach-Golf Fund
OPEN INVOICE REPORT
As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
7 UP - HOLLAND					
Bill	05/26/2020	318061...	POP	000.948 · Food & Golf ...	212.75
Total 7 UP - HOLLAND					212.75
ABONMARCHE CONSULTANTS, INC.					
Bill	05/15/2020	130503	ENGINEERING WALNUT P...	000.818 · Contractual ...	43.75
Total ABONMARCHE CONSULTANTS, INC.					43.75
ARAMARK UNIFORM SERVICES					
Bill	05/25/2020	174864...	792008368 Mats	000.956 · Miscellaneous	51.00
Total ARAMARK UNIFORM SERVICES					51.00
COMCAST					
Bill	05/10/2020		8771 40 252 0092246	000.850 · Telephone & ...	61.20
Total COMCAST					61.20
DLL FINANCE LLC					
Bill	06/09/2020		Tractor Lease	-SPLIT-	369.27
Total DLL FINANCE LLC					369.27
DON BUTLER					
Bill	06/02/2020		MASKS	000.948 · Food & Golf ...	48.98
Total DON BUTLER					48.98
GORDON FOOD SERVICE					
Bill	05/04/2020	821238...	FOOD	000.948 · Food & Golf ...	254.72
Total GORDON FOOD SERVICE					254.72
GRAND BEACH BREEZE					
Bill	05/27/2020		ADVERTISING 2020	000.901 · Marketing Ex...	275.00
Total GRAND BEACH BREEZE					275.00
GREAT LAKES COCA-COLA DISTRIBUTION					
Bill	05/27/2020	914820...		000.948 · Food & Golf ...	507.91
Total GREAT LAKES COCA-COLA DISTRIBUTION					507.91
INDIANA MICHIGAN POWER					
Bill	06/03/2020		5/6-6/3	000.920 · Utilities	50.09
Bill	06/03/2020		5/6-6/3	000.920 · Utilities	100.24
Total INDIANA MICHIGAN POWER					150.33
NEW BUFFALO HARDWARE					
Bill	05/18/2020	B50662	PADLOCK, IPAD CHARGER	-SPLIT-	59.15
Bill	05/27/2020	A139910	DISTILLED WATER	-SPLIT-	5.37
Total NEW BUFFALO HARDWARE					64.52

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06/11/20

Village of Grand Beach-Golf Fund

OPEN INVOICE REPORT

As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
SCHOLL DAIRY CO.					
Bill	05/13/2020	140325	ICE CREAM	000.948 · Food & Golf ...	406.25
Bill	05/13/2020	140328	ICE CREAM	000.948 · Food & Golf ...	25.00
Bill	05/27/2020	140345	ICE CREAM	000.948 · Food & Golf ...	107.50
Total SCHOLL DAIRY CO.					538.75
SEMCO ENERGY					
Bill	05/26/2020	0152736.500		000.920 · Utilities	21.95
Total SEMCO ENERGY					21.95
SERVISCAPE					
Bill	04/30/2020		APRIL	-SPLIT-	6,751.24
Bill	05/31/2020		MAY	-SPLIT-	7,715.07
Total SERVISCAPE					14,466.31
US POST OFFICE					
Bill	06/10/2020		200 STAMPS	000.727 · Office Supplies	110.00
Total US POST OFFICE					110.00
VERIZON					
Bill	05/07/2020		742046436-00001 PUMP H...	000.850 · Telephone & ...	25.64
Total VERIZON					25.64
TOTAL					17,202.08

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06/11/20

Village of Grand Beach - Major Street Fund
OPEN INVOICE REPORT
As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
SHERWIN WILLIAMS					
Bill	05/26/2020	8742-0	PAINT	463.782 · Street Supplies	215.37
Total SHERWIN WILLIAMS					215.37
VERSAW EARTHWORKS LLC					
Bill	06/05/2020	4	ROAD GRAVEL	463.782 · Street Supplies	167.63
Total VERSAW EARTHWORKS LLC					167.63
TOTAL					383.00

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06/11/20

Village of Grand Beach - Local Streets Fund OPEN INVOICE REPORT

As of June 11, 2020

Type	Date	Num	Memo	Split	Open Balance
SHERWIN WILLIAMS					
Bill	05/26/2020	8742-0	PAINT	463.782 · Street Supplies	143.58
Total SHERWIN WILLIAMS					143.58
VERSAW EARTHWORKS LLC					
Bill	06/05/2020	4	ROAD GRAVEL	463.782 · Street Supplies	111.75
Total VERSAW EARTHWORKS LLC					111.75
TOTAL					255.33

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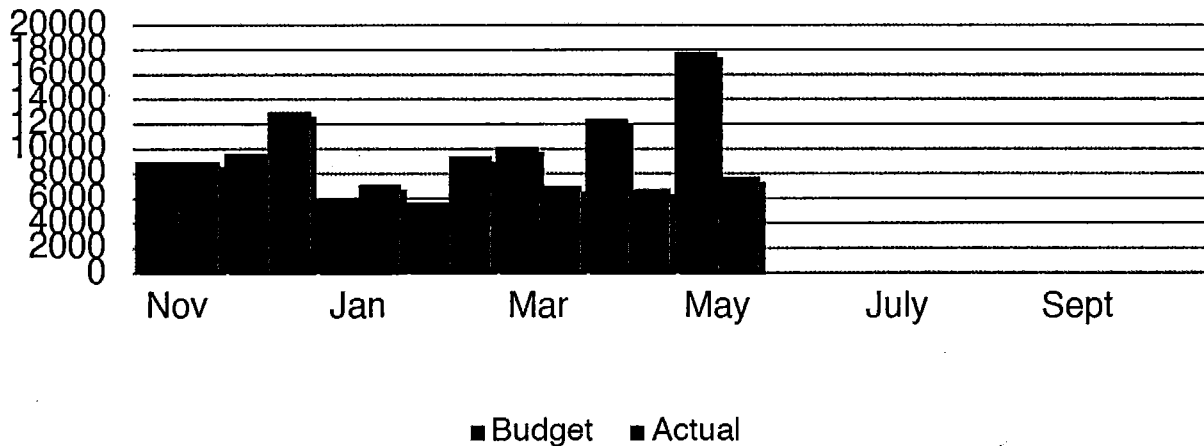
06/11/20

Village of Grand Beach - Building Inspection Fund

OPEN INVOICE REPORT

As of June 11, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Open Balance</u>
WILLIAM H. LAMBERT					
Bill	06/11/2020		INSPECTIONS	000.500 · Building Inspection Fees	<u>1,089.18</u>
Total WILLIAM H. LAMBERT					<u>1,089.18</u>
TOTAL					<u><u>1,089.18</u></u>



June 17, 2020

Dear Grand Beach Council,

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

Financial

Year to date we are \$10,724 under budget.

Course News & Conditions

- Routine golf course maintenance procedures are being performed on an as-needed basis.
- Anticipate opening #2 tee this week.
- The ground stumps have had soil added and seeded.
- The sand trap edges are being edged as time allows.

Respectfully Submitted,

Clay Putnam
Serviscape, LLC

SUPERINTENDENT'S REPORT

June 11, 2020

HALL - GROUNDS - MAINTENANCE GARAGE

Cleaned Maintenance garage.

STREETS - PARKS - BEACHES

Weekly Brush and Bag Pickup.

Cleaned out drywell's and storm drains.

Installed One-Way signs on LakeView.

Maintenance department collecting leaves in the Village.

Repaired the drinking fountain in the Park.

Mow and trim Streets, Parks and Beach Easements.

Painted stop blocks on major and local streets.

Placed garbage cans at all Beach easements.

Cleaned up beaches at Royal and Walnut.

Placed buoy's at White Wood beach.

WATER DEPARTMENT

Sampled water May 31, 2020 and took to New Buffalo water treatment plant for analysis.


Submitted monthly reports for May readings to State of Michigan on June 9, 2020.

Residential water meters were read for April and May billing.

EQUIPMENT

Service, Oil and grease equipment.

Respectfully Submitted



Robert Dabbs
Superintendent

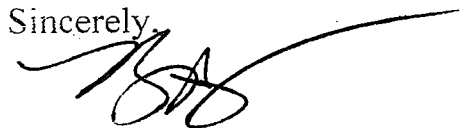
Grand Beach/Michiana Police Offense Summary

Occurred 5/1/2020 - 5/31/2020

Offense	Total Offenses
3605 - 36004 - Indecent Exposure	1
5561 - 55000 - Animals at Large	1
73001 - 7300 - Ordinance Violation	9
8290 - 54003 - Traffic - Improper Parking	2
9910 - 93001 - Traffic, Non-Criminal - Accident	1
9913 - 93004 - Traffic, Non-Criminal - Parking Violations	1
9940 - 98003 - Inspections/Investigations - Property	1
9941 - 98004 - Inspections/Investigations - Other Inspections	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	9
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	2
9948 - 99003 - Miscellaneous - Missing Persons	1
9952 - 99007 - Miscellaneous - Public Relation Activities	1
9953 - 99008 - Miscellaneous - General Assistance	6
9954 - 99008 - Miscellaneous - Assist to Fire Department	8
9954 - 99009 - Miscellaneous - Non-Criminal	3
9955 - 99008 - Miscellaneous - Assist to EMS	2
9957 - 99008 - Miscellaneous - Residential/Business/Bank Alarm - False	9
Total	58

1. We had a busy month again, we wrote 5 citations, most of which were for parking in the roadway.
2. Also, a reminder, golf carts are not to be operated by anyone under the age of 16. The parents can/will be cited for allowing an unlicensed person to operate.

Sincerely,

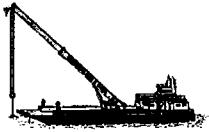


Ryan Layman, Chief of Police

VILLAGE OF GRAND BEACH
MONTHLY BUILDING INSPECTION REPORT
PREPARED BY BILL LAMBERT
JUNE 17, 2020

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
2019-22	BYRNES 46104 Whitewood Finished	NEW HOME	\$150,000
2019-23	KOSTINER 50236 Marjeanette Not approved yet	NEW POOL	XXXX
2019-24	JONES 45303 Putters Ln Finished	GARAGE	\$20,000
2019-25	CALLAGHAN 52301 Robin Ln Finishing	NEW HOME	\$900,000
2019-28	LINGLE 47109 Cedar Finishing	REHAB	\$100,000
2019-31	ZALANSKAS 46291 Royal Finishing	REHAB	\$300,000
2019-37	HOFFMAN 50202 Calla Finishing	REHAB	\$125,000
2019-38	SULLIVAN 50251 Golfview Finishing	REHAB	\$150,000
2020-01	MANN 45308 Fairway Finished	REROOF	\$6,300

2020-02	DAVID Lot #19 Main St Framing	NEW HOME	\$464,200
2020-04	DOERR 46307 Fairway Finishing	NEW KITCHEN	\$160,000
2020-06	ZALANSKAS 46201 Royal Finishing	NEW GARAGE	\$18,000
2020-07	DEANER 50211 Hicks Finished	NEW ROOF	\$12,000
2020-08	SULLIVAN 51317 E Arnold Finishing	NEW POOL	\$44,455
2020-09	LINDLEY 50204 Hicks Finished	NEW ROOF	\$12,380
2020-10	STROME 46303 Fairway Finished	NEW ROOF	\$19,000
2020-11	DOERR 46307 Fairway Starting	NEW GARAGE	\$46,000
2020-12	KAGAN 51230 E Arnold Finished	NEW ROOF	\$9,999



Honkerzloot & Sons Marine Development Co.

19554 M-239 New Buffalo, MI 49117
Bus: 269.469.3000 Fax: 269.469.3001

June 17, 2020

Bus 269-469-3141

email: clerk@grandbeach.org

Bob Dabbs email: bobdabbs@grandbeach.org

Village of Grand Beach
48200 Perkins Boulevard
Grand Beach, MI 49117

QUOTATION / CONTRACT - REVISION 1

PROJECT: Armor Stone Placement

Order Date

AUTHORIZED AGENT: Mary Robertson, GB Village Clerk; Bob Dabbs - Street Superintendent

Start Date

LOCATION: Walnut Ave. Pump House Right-Of-Way Grand Beach, Michigan

Completed Date

SERVICES TO BE PROVIDED:

Provide Labor, Material & Equipment to Install Steel Sheet wall & Armor Stone Revetment wall to consist of:

Phase I

50' Steel Sheet Piling Seawall North wall (40') and South Exterior return wing wall (10') (high lighted on Print)

COST FOR SERVICES:

- 1) Price subject to change to include the price and availability of the material at time of order and the surcharges at time of the delivery
- 2) All Quantities are Estimated, project cost will be base off of actual quantities.

Item #	Description	Contract 1.8.2020				Proposed Change 6.17.2020			
		Qty	Unit	Unit Price	Extended Price	Qty	Unit	Unit Price	Extended Price
1	Mobilization & Demobilization	1	ls	5,350.00	\$ 5,350.00	1	ls	5,350.00	\$ 5,350.00
2	Material Transfer Site Set up & Clean up	1	ls	4,520.00	\$ 4,520.00	1	ls	4,520.00	\$ 4,520.00
3	Create Access Site Road / Ramp to work area	1	ls	3,060.00	\$ 3,060.00	1	ls	3,060.00	\$ 3,060.00
4	Bluff Slope Area Restoration	4000	sf	0.50	\$ 2,000.00	4000	sf	0.50	\$ 2,000.00
Phase I									
50' Steel Sheet Wall									
5	Removal & discard one large fallen tree on south exterior wall	1	ea	8,000.00	\$ 8,000.00	1	ea	8,000.00	\$ 8,000.00
6	Installation of Steel Sheet Piling 20' long sheets	50	ft	700.00	\$ 35,000.00				
7	HP 3x3 1/2x1/4 Welded Beam	50	ft	70.00	\$ 3,500.00				
8	Custom Fabrication	50	ft	100.00	\$ 5,000.00				
9	Fabricate steel plate seal	2	ea	2,300.00	\$ 4,600.00				
90' Armor Stone North and South Exterior wing wall (high lighted on Print)									
10	Sand Fill	140	cy	48.00	\$ 6,720.00				
11	Concrete Rip Rap	300	ton	48.00	\$ 14,400.00	300	ton	48.00	\$ 14,400.00
12	Gravel	300	cy	48.00	\$ 14,400.00				
13	Matress Stone 6" x 12"	152	ton	102.00	\$ 15,504.00				
14	Armor Stone (1-2 ton)	535	ton	165.00	\$ 88,275.00	535	ton	165.00	\$ 88,275.00
15	Hand Pack Matress Stone Around Armor Stone Cavities	70	ton	102.00	\$ 7,140.00	70	ton	102.00	\$ 7,140.00
Timber Pile Toe Support									
16	Install 10.75" OD x 365 wall steel pipe	8	ea	1,020.00	\$ 8,160.00	8	ea	1,020.00	\$ 8,160.00
Additional Material Required Site Erosion Change									
27	Concrete Rip Rap					400	ton	48.00	\$ 19,200.00
28	Clay Fill for Erode Bluff SE Corner					400	cy	48.00	\$ 19,200.00
15	Hand Pack Matress Stone Around Armor Stone Cavities					45	ton	102.00	\$ 4,590.00
17	TOTAL - Phase I				\$ 254,776.50				\$ 187,495.00

COST FOR SERVICES: Continued QUOTATION / CONTRACT - REVISION 1 Dated 6.17.2020

		Contract 1.8.2020				Proposed Change 6.17.2020			
Phase II									
100' Armor Stone Interior wall									
18	Sand Fill	120	cy	48.00	\$ 5,760.00				
19	Concrete Rip Rap	300	ton	48.00	\$ 14,400.00	300	ton	48.00	\$ 14,400.00
	Armor Stone (1-2 ton)	535	ton	165.00	\$ 88,275.00	535	ton	165.00	\$ 88,275.00
23	Hand Pack Mattress Stone Around Armor Stone Cavities	70	ton	102.00	\$ 7,140.00	70	ton	102.00	\$ 7,140.00
Timber Pile Toe Support									
	Additional Material Required Site Erosion Change								
29	Concrete Rip Rap					200	ton	48.00	\$ 9,600.00
23	Hand Pack Mattress Stone Around Armor Stone Cavities					45	ton	102.00	\$ 4,590.00
25	TOTAL - Phase II				\$ 163,386.50				\$ 124,005.00
26	TOTAL Phase I & II				\$ 418,163.00				\$ 311,500.00

Village of Grand Beach
COVID-19 Preparedness and Response Plan
Adopted by Village Council June 17, 2020

Introduction

The novel coronavirus ("COVID-19") pandemic is a respiratory infection that has spread throughout the United States, including Michigan, bringing thousands of deaths, resulting in tens of thousands of confirmed cases, and deeply disrupting this state's economy, homes, educational, civic, social, and religious institutions. At this time, there is no known vaccine to treat COVID-19 and Executive Orders issued by the Governor require governmental agencies that remain open for in-person work to develop a COVID-19 preparedness and response plan consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration ("OSHA").

The Department of Labor ("DOL") and OSHA have stated that it is important to plan now for potential COVID-19 outbreaks in order to reduce the impact of these outbreaks at the workplace. Pursuant to Executive Orders 2020-77 and 2020-114, the Village of Grand Beach Council ("Village") has adopted this Preparedness and Response Plan ("Plan") to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

Executive Order 2020-77 prohibits all in-person government activities except for critical infrastructure workers and workers that are necessary to conduct the minimum basic operations whose in-person presence is strictly necessary as defined by the EO 2020-77.

The Village of Grand Beach will execute this plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor.

This Plan designates the following department heads as Workplace Supervisors:

Mary Robertson, Village Clerk-Treasurer

Bob Dabbs, Superintendent

Ryan Layman, Police Chief

Don Butler, Golf and Pro Shop Manager

The Workplace Supervisors shall oversee and implement the policies of this Plan. An on-site employee may be designated to perform the supervisory role when the supervisor is not present to make sure that the policy is followed.

1. Symptoms of COVID-19:

Employees of the Village should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform the Workplace Supervisor or their department and go home. The Centers for Disease Control and Prevention ("CDC") describes symptoms for COVID-19 to include:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

2. Preventative Measures

Working Remotely - All employees are encouraged to work remotely to the extent that they can. Non-essential employees are required to work remotely and are not permitted at the Village offices.

Daily screening for workers

Employees who are sick are encouraged to stay home. The department Workplace Supervisor is responsible for observing any COVID-19 symptoms before the employee's shift begins.

Employees who do not have a temperature over 100.4 degrees shall monitor themselves for any COVID-19 symptoms. Pursuant to Executive Order 2020-77, anyone entering the workplace is required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections.

Employees and contractors entering the workplace are required to complete the short daily entry self-screening Spectrum Health questionnaire prior to work each day. The questionnaire can be found at <https://covid19symptomchecker.spectrumhealth.org>. Employees are required to take a screen shot of the time stamped confirmation results and submit them to survey@grandbeach.org each day before beginning their shift.

If an employee is unable to take the questionnaire online, blank questionnaires will be available for employee's use each day and must be turned in to the workplace supervisor before beginning work.

If the questionnaire shows that you are experiencing symptoms of Covid-19, you should stay home and contact the workplace Supervisor for his/her department.

Self-Monitoring

Employees must monitor themselves and self-report if they are exposed to COVID-19 and/or are experiencing any symptoms. Employees experiencing COVID-19 symptoms shall leave work immediately. Employees shall immediately disclose to the Workplace Supervisor if s/he was exposed to COVID-19. Any employee who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform his/her employer immediately.

Social Distancing

Employees shall comply with social distancing standards defined by the Centers for Disease Control and Prevention ("CDC"). The CDC defines "social distancing" to mean keeping space between yourself and other

people outside your home. Employees are required to stay at least **six (6)** feet away from other people and shall not gather in groups where social distancing standards cannot be satisfied.

Increased Facility Cleaning and Disinfection

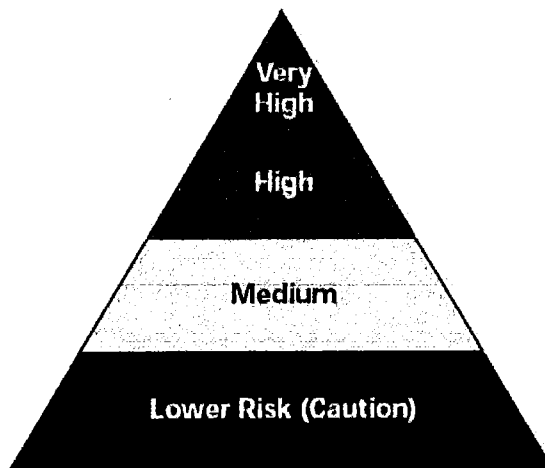
The spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet). The Village shall provide sufficient hand cleaners, disinfecting supplies and sanitizers. Employees are required to clean and disinfect their workspaces daily. Employees shall clean their work spaces with soap and water if disinfectant cleaners are not available.

Proper Workplace Hygiene Etiquette

Employees should wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers when available. Employees should not use co-workers’ telephones, workspaces or other personal items. Employees should disinfect their workspaces daily.

Classifying Department Risks

The Village Council shall examine every department and employee’s job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by OSHA:



The Village will provide the appropriate Personal Protection Equipment to employees based on the individual occupational risk.

Personal Protection Equipment (“PPE”)

Employees are encouraged to wear PPE to prevent exposure to contaminated surfaces. PPE includes gloves, protective eyewear, face shields, masks and respirators. PPE will be provided to workers who are at greater risk to exposure. Executive Order 2020-77 states that employees are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people.

3. Suspected or Confirmed COVID-19 Cases.

“Suspected COVID-19 Case” means an employee who experiences COVID-19 symptoms or was exposed to COVID-19.

- An employee who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify the Workplace Supervisor.
- The infected employee's name shall remain confidential and the Workplace Supervisor shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- Employees who experience COVID-19 symptoms or become sick must go home immediately.
- The Workplace Supervisor shall ensure the infected employee's workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee who is a "Suspected of COVID-19 Case" may return to work once the provisions of Section 4 of this Plan are satisfied.

"Confirmed COVID-19 Cases" means an employee who has tested positive for COVID-19.

- Any employee who tests positive for COVID-19 shall inform the Workplace Supervisor immediately and must go home immediately.
- An employee who is a "Confirmed COVID-19 Case" shall immediately disclose the names of other employees or workers s/he came in contact with during the past 14 days to the Workplace Supervisor to assist with contact tracing.
- The infected employee's name shall remain confidential and the Workplace Supervisor shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- The Workplace Supervisor shall ensure the infected employee's workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned. The Village may temporarily close the department or building that the employee with the "Confirmed Covid-19 Case" worked in or entered to allow for deep cleaning of the facility or area.
- An employee who is a "Confirmed COVID-19 Case" may return to work once the provisions of Section 4 of this Plan are satisfied.

4. Sick Employees Returning to Work.

This Plan adopts recommendations from the CDC regarding when an employee may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed two acceptable strategies to help determine when an employee with a suspected or confirmed case of COVID-19 may return to work:

1. **Symptom-based Strategy:** Employee will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the employee has recovered, defined by resolution of fever without

the use of fever reducing medications and improvement in respiratory symptoms such as cough or shortness of breath; and, at least 10 days have passed since symptoms first appeared.

2. Test-Based Strategy: Employee will be excluded from work until: resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as cough or shortness of breath; and a Negative result of an FDA approved COVID-19 test from at least two consecutive respiratory specimens collected ≥ 24 hours apart.

5. Families First Coronavirus Response Act ("FFCRA"): Employee Paid Leave Rights.

On April 1, 2020, the U.S. Department of Labor announced new action regarding how American workers and employers will benefit from the protections and relief offered by the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, both part of the Families First Coronavirus Response Act (FFCRA).

FFCRA helps the United States combat the workplace effects of COVID-19 by reimbursing American private employers that have fewer than 500 employees with tax credits for the cost of providing employees with paid leave taken for specified reasons related to COVID-19.

The law enables employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus. The Department's Wage and Hour Division administers the paid leave portions of the FFCRA.

The leave provisions are created by a time-limited statutory authority established under the FFCRA and are set to expire on December 31, 2020.

The Village of Grand Beach will adhere to the Families First Coronavirus Response Act ("FFCRA") and Employee Paid Leave Rights.

June 17, 2020

VILLAGE OF GRAND BEACH COVID-19 PROCEDURES AND GUIDELINES

The following infection control procedures and procedures should be used to prevent the risk of Covid-19 at the Village of Grand Beach.

STANDARD HYGIENE PROCEDURES

- Wash your hands often with soap and warm water for at least 20 seconds each time. If soap and water are not available, use hand sanitizer.
- Avoid touching your eyes, nose, mouth, and face with unwashed hands as much as possible.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
- Avoid contact with people who are sick.
- If you are sick, stay home, and avoid contact with others.
- Stay at least six feet away from others (social distancing).

CLEANING AND DISINFECTING WORK AREA

Employees should clean and disinfect their work spaces, high touch contact surfaces and shared equipment (tools, equipment, vehicles, computers, iPads, pens, remotes, etc.) frequently.

- It is recommended that you wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- High touch contact surfaces include: Tables, light switches, countertops, filing cabinets, handles, door knobs, desks, phones, keyboards, iPads, alarm keypads, toilets, faucets, sinks, personal equipment, etc.
- Always follow the directions included on the label of the cleaning product and never mix cleaning products.
- Make sure to have adequate ventilation.
- Limit the sharing of personal items, tools and equipment to the maximum extent possible, and if it is necessary to share items, clean and disinfect after each use.
- Pro shop employees should clean and disinfect their work area, iPad and credit card swiper in between customers.

FLU AND COVID-19 SYMPTOMS:

The Centers for Disease Control and Prevention ("CDC") describes symptoms for COVID-19 to include:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

IF YOU HAVE COVID-19 OR FLU LIKE SYMPTOMS

- Notify your workplace supervisor and go home immediately, or if at home, do not come to work.
- Contact your primary care physician by phone for guidance.
- Go to www.spectrumhealth.org/covid for information and to use a chat box regarding your symptoms.
- Call (616) 391-2380 for a tele-health screening. If that screening is positive, they will give you further instructions. The wait time for this number may be excessive, so please be patient.
- Contact the Berrien County Covid-19 hotline at 1-800-815-5485.
- For more information, visit the Berrien County Health Department's website at www.bchdmi.org/covid19.

POSITIVE TEST FOR COVID-19

- If you are tested positive for Covid-19, you must remain off work on sick leave or other available leave for ten days from the on-set of the symptoms or 72 hours without symptoms and without fever reducing medication (whichever is greater).
- Contact your immediate supervisor who should then contact the Berrien County Health Department and any co-workers or others that you have been in contact with to inform them that they have been in contact with someone who has tested positive for Covid-19.

USE OF PERSONAL PROTECTION EQUIPMENT (PPE)

The Village of Grand Beach will provide PPE to employees.

- If you are unable to remain at least 6 feet away from another employee or member of the public in any enclosed public space, you must wear a face covering over your nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief, unless you are unable medically to tolerate a face covering.
- Employees working outdoors should practice social distancing and remain at least six feet away from another person. If that is not possible, the use of a face covering is required.
- Employee should wear gloves when handling cash and credit cards.

WEAR YOUR FACE COVERING PROPERLY (CDC RECOMMENDATIONS)

- Wash hands before putting on you face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Don't touch your face covering while wearing it, and, if you do, wash your hands.

REMOVING YOUR FACE COVERING PROPERLY (CDC RECOMMENDATIONS)

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Be careful not to touch your eyes, nose and mouth when removing.
- Wash hands immediately after removing.

Unsafe Working Conditions

If you believe you are working in unsafe working conditions, contact your immediate supervisor, Village Clerk Mary Robertson or Council President Debbie Lindley.

I acknowledge that I have received a copy of the "VILLAGE OF GRAND BEACH COVID-19 PROCEDURES AND GUIDELINES" dated June 17, 2020 and have read and understand everything included in the document.

Date: _____

Printed Name: _____

Signature: _____

COVID-19 Symptom Checker

Do you have a fever greater than 100F / 37.8C?

Yes No

Do you have a severe cough that started or has gotten worse in the last 48 hours?

Yes No

Do you have shortness of breath that started in the last 48 hours?

Yes No

Do you have muscle aches that started or has gotten worse in the last 48 hours?

Yes No

In the last 48 hours have you felt significantly more tired than usual?

Yes No

Do you have a runny nose or nasal congestion that started or has gotten worse in the last 48 hours?

Yes No

Do you have a sore throat that started or has gotten worse in the last 48 hours?

Yes No

Do you have nausea or diarrhea that started or has gotten worse in the last 48 hours?

Yes No

In the last 48 hours, have you had new loss of taste or smell?

Yes No

In the last 48 hours, have you had chills that are new or are getting worse?

Yes No

In the past 14 days, have you been exposed to someone with known or suspected COVID-19?
Symptoms of COVID 19 include fevers, chills, shortness of breath, muscle aches, fatigue, runny nose, nasal congestion, sore throat, nausea, diarrhea, and loss of taste or smell.

Yes No

During the Stay Home order, have you had to work outside of the home?

Yes No

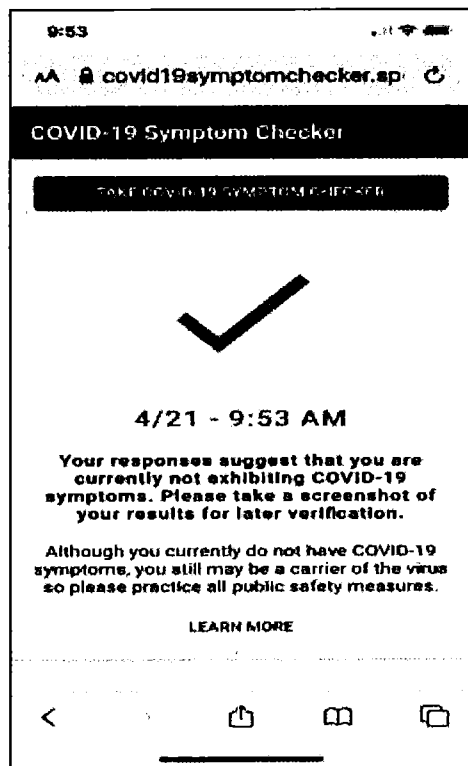
June 18, 2020

NEW PROCEDURE FOR HEALTH SCREENING:

<https://covid19symptomchecker.spectrumhealth.org>

**Take the short survey
Hit submit**

Take a screenshot of your results and email to survey@grandbeach.org prior to your shift each day. Example of screenshot below:



If your results do not show a green checkmark and include information about you having symptoms of Covid-19, do not enter the workplace. Go home immediately and call your supervisor to let him/her know that you have symptoms or have been near someone with symptoms of Covid-19.

If you are unable to complete the questionnaire electronically, paper copies will be available.

The Village is required to keep these screenshots as proof that employees are completing the survey to make sure they are not sick before coming to work.

Thank you for your cooperation.
Mary

From: Anne McFadden
Sent: Tuesday, June 2, 2020 10:06 AM
To: clerk grandbeach.org <clerk@grandbeach.org>
Cc: frank gazzolo; Katie Faul Mallory
Subject: Kids tennis

Hi Mary!

Hope you've been healthy and surviving this crazy time.

I saw yesterday that the MI Governor is lifting restrictions next week and allowing groups of up to 100 people to gather outside.

Not sure how the social club is going to work yet this year but If I can still reserve the courts for Saturday mornings, I'd love to book the tennis pro and run kids tennis independent of the social club (if indeed it's decided they won't be collecting social club dues).

Let me know your thoughts on this or if I can still plan on the courts for Saturday mornings. Looking to keep the kids busy this summer;)

Thanks-
Anne

On Jun 2, 2020, at 10:04 AM, clerk grandbeach.org <clerk@grandbeach.org> wrote:

Hi Anne,

I'm doing well and staying quite busy during this time.

The governor did make a change to allow most things to start back up and allow people to leave their homes now. She is allowing outdoor social gatherings of up to 100 people if they can maintain the social distancing requirements.

I am going to have to contact the Council president about the children's golf to see what she thinks. I know the tennis courts are currently open.

I found this information in the governor's new executive order:

"The restrictions imposed by sections 12 and 13 of this order do not apply to any of the following:"

"Outdoor fitness classes, athletic practices, training sessions, or games, provided that coaches, spectators, and participants not from the same household maintain six feet of distance from one another at all times during such activities, and that equipment and supplies are shared to the minimum extent possible and are subject to frequent and thorough disinfection and cleaning".

I'm not sure how you will be able to follow the above guidelines while playing tennis.

How do you think you would handle things differently than any other year during this time?

Thank you and have a nice day.

Mary Robertson
Clerk-Treasurer

From: Anne McFadden
Sent: Tuesday, June 2, 2020 11:34 AM
To: clerk grandbeach.org <clerk@grandbeach.org>
Cc: frank gazzolo ; Katie Faul Mallory
Subject: Re: Kids tennis

Thanks, Mary. Below is my idea for tennis. Keep in mind that I have no idea if any other families are interested at this point. If this is doable I'll put the word out.

I'd love to book the courts from 9-11:50 for July only 7/4, 7/11, 7/18 and 7/25 (Sounds like restrictions will be further eased as of July 3rd). Have 3 groups based on age at 50mins each. 9-9:50, 10-10:50 and 11-11:50. 10 mins in between to wipe down the entry gate, net, etc. and Lysol the balls. Can adjust and make it shorter if there's not enough participation. Like only 2 sessions as opposed to 3 from 9-10:50.

Each session would have up to 10 kids max- 5 kids per court with 1 coach per 5 kids. There'd be a fee per child paid directly to the coaches.

The kids use their own racquets to hit the balls. The coaches can be responsible for collecting the balls and not the kids.

But if no one on the council or at the village feels comfortable with this then we can just tell everyone they're on their own for the summer for tennis. Which is ok too. It's a weird time and I want to be respectful of the village guidelines and personal family preferences.

Again- I want to clear this with the village 1st before proceeding.

Thanks!
Anne