

**VILLAGE OF GRAND BEACH  
REGULAR COUNCIL MEETING  
MARCH 16, 2016**

Council president Paul Leonard Jr. called the regular council meeting to order at 7:30 p.m. EST. Present in addition to Leonard was James Bracewell, Frank Giglio, Deborah Lindley and Blake O'Halloran.

Call to  
Order

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

Adopt  
Agenda

O'Halloran moved, seconded by Leonard to approve the minutes of the Regular Council Meeting of February 17, 2016. Motion carried unanimously 5-0.

Approve  
Minutes

Commission Reports:

Commission  
Reports

Building & Zoning: Bracewell said there are five properties on Ridge Road that are having significant seawall work done.

Building Inspector/Zoning Administrator Bill Lambert told the council that there is a home on West Mckean where the garage roof is falling in, and there is debris on the property. The property owner has been advised to take care of the property in the past, and will be advised again, and if she does not cooperate she will receive a citation.

Parks & Beaches: Giglio said the maintenance department did a good job on the Royal easement, and people will be able to get all the way down to the beach. He is waiting for the ice to melt to get a better look at the condition of the stairs at the beach easements.

Streets & Water: Leonard said that the maintenance department has been actively patching potholes. He announced a budget meeting on April 2nd that will be open to the public. There will be discussion about the needs for our streets at that meeting.

Leonard also stated that he and Bob Dabbs received a water sampling schedule from the Michigan Department of Environmental Quality. With what has happened recently in Flint in regards to lead in the water, Leonard assured residents that Dabbs takes water samples every week, sends them to a lab and gets the reports back from them each week.

Police: Lindley had nothing to report.

Pro-Shop and Course: O'Halloran said we will be ordering the new freezer from local supplier Atlas Supply. They will deliver the new freezer, take the old one out and remove the Freon from it at a cost of \$4,390. He said it is a nice unit and should last a long time.

ServiScape: Clay Putnam said we are about three weeks ahead of last year in terms of weather, and they will have the course ready to open on Friday, March 25th.

ServiScape  
Report

Personnel Reports:

Personnel  
Reports

Superintendent: In addition to his written report, Bob Dabbs told the council that the

maintenance department is putting up the new beach signs and they look very nice.

Police Chief: In addition to his written report, Chief Dan Schroeder told the council that the police department still has the life preservers that were donated to the Village last year. He suggested that the council consider building something to store them in on the beach.

Building Inspector: Bill Lambert said there were five permits issued per his monthly report, and there were two more that had been submitted. He said there is a permit for a new house on Whitewood and one on East Arnold.

O’Halloran moved, seconded by Lindley to approve the payment of the bills with the written additions as presented. Motion carried unanimously 5-0.

Pay Bills

Unfinished Business:

Leonard said he has asked Village Attorney Sara Bell to tell us what options we have legally to hold contractors responsible for repairs to our streets when they cause damage during construction. He has not heard back from Bell and will report back to the council on what she recommends that we do, if anything. In the meantime, documenting with photos the damage done to the streets with heavy equipment, bringing it to the contractor’s attention in a timely manner and trying to get a promise from the contractor to repair the streets in order to maintain the good will of the Village is the best thing we can do for the time being. He thinks that any responsible contractor will want to maintain that good will with the Village as there could come a time when the Village says you’re not welcome here.

Road  
Damage  
Caused By  
Construction

New Business:

Leonard said that tonight we have an opportunity to recognize one of our officers. Based on his training, his judgement, his instincts and his skills, Sgt. Jamie Flick saved lives this past year and is receiving a lifesaving award. Sandy McGuire of the American Heart Assn. presented a lifesaving award to Sgt. Flick for going above and beyond and saving a life. Leonard thanked Flick on behalf of the council which was followed by a round of applause.

Life Saving  
Award  
Presentation  
to Sgt. Flick

Leonard moved, seconded by Bracewell to approve the payment for the property, liability and auto insurance. Motion carried unanimously 5-0. The insurance premium has gone up by 6% this year, but the Village will receive a dividend to offset the increase.

Property,  
Liability and  
Auto Insurance

Leonard stated that the Village of Grand Beach has a very limited employee handbook. The Village insurance agent is involved in helping insureds fully develop handbooks and has offered to work with Clerk Mary Robertson to put together a handbook that would address all of the issues that would normally arise in the employment context. The cost will range from \$500 to \$1,000.

Employee  
Handbook

Leonard said that this comes at an opportune time. Right now he and Robertson are working on a plan that has to be submitted to the State of Michigan by April 1st that shows how the Village is going to comply with its obligations under Title VI which has to do with non-

discrimination of information and services to all of the residents, and it also deals with employment. This is a 35 page document that he and Robertson are reviewing in detail. It requires the council to designate a civil rights coordinator, which in his opinion would be Robertson.

Having an employee handbook that covers all of the issues of employment would fit nicely with that plan. Not having a handbook is a potential liability on the Village.

Leonard said there is a third issue that the Village is working on. The website has to comply with the Americans with Disabilities Act and accessibility. This means that people that are visually or hearing impaired have to be able to access our website and obtain all of the content that a non-visually or non-hearing impaired person would be able to obtain. This is a legal requirement and there are some hefty fines involved if the website is not in compliance.

Chief Schroeder has contacted an outside company that could help us with compliance if we need their assistance. Schroeder said he is taking online classes to learn how to comply, and Leonard suggested Schroeder do what he can, and then have this company do a scan to see if we are in full compliance. By complying, this means that we don't discriminate. If there is a complaint, we will have a policy on how to deal with it.

Leonard said that both matters tie into the employee handbook which needs to be created. Lindley said that Robertson has a very good start on the employee handbook, but still needs to add a lot of the legal language.

Leonard moved, seconded by O'Halloran to approve an expenditure not to exceed \$1,000 to update our employee handbook to comply with all state and federal requirements. Motion carried unanimously 5-0.

Audience Recognition: None

Audience Recognition

Correspondence: There was discussion concerning a letter that was presented to the council at the meeting requesting permission to hold a wedding on the beach. Bracewell said that addressing this letter at this meeting would violate the council's procedures. He said that if the council addresses this one letter in March, there could be four last minute letters in July. He feels that council members should receive documents in advance to allow them enough time to evaluate them. The letter will be added to the April agenda.

Correspondence

Leonard said the City of New Buffalo sent a letter informing the Village that they are creating a master plan. It is not necessary for anyone from the Village to attend any of the meetings. The proposed master plan can be seen on the city's website.

Leonard said that the Southwestern Michigan Tourist Council is putting together a publicity campaign to promote tourism in southwest Michigan.

Leonard moved, seconded by Lindley to adopt the resolution as presented supporting the Southwestern Michigan Tourist Council's tourism promotion. Motion carried

unanimously 5-0.

Lindley moved, seconded by Bracewell to adjourn. Motion carried unanimously 5-0.

Adjournment

With no further business, the meeting was adjourned at 8:10 p.m. EST.

Respectfully Submitted,

Mary J. Robertson  
Clerk-Treasurer