



**CITY COUNCIL AGENDA
February 8, 2021 – 7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. **Regular City Council Meeting of January 25, 2021 (ROLL CALL)**
4. MAYOR’S COMMENTS
5. CITY MANAGER’S COMMENTS
6. AGENDA CHANGES (ADDITIONS/DELETIONS)
7. GUEST SPEAKERS:
 - A. **Lt. Brett Ensfield – Allegan Co. Sheriff’s Department**
 - B. **Chief Greg Janek – County COVID-19 Immunization Progress**
8. PUBLIC COMMENT *(Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.*
9. REQUESTS FOR PAYMENT
 - A. **Approval of Accounts Payable (ROLL CALL)**
10. INTRODUCTION OF ORDINANCES:
11. PUBLIC HEARINGS:
12. UNFINISHED BUSINESS:
13. NEW BUSINESS
 - A. **Resolution No 210208-A Banking Institutions/Signatories (ROLL CALL)**
 - B. **Reappointment Barry Johnson Kalamazoo Sewer & Water Authority (ROLL CALL)**
 - C. **Resolution 210208-B SDABA Gaming License (ROLL CALL)**
 - D. **Approve Mark’s Body Shop Quote to equip new police vehicle - (ROLL CALL)**
 - E. **Resolution No 210208-C Amend Tri-Community Recycling Committee and appoint Kelly Roche (ROLL CALL)**
14. CONSENT AGENDA:
15. PUBLIC COMMENTS *(Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.*
16. COMMUNICATIONS:
 - A. **Thank You note from Bill & Patty Lint**

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
**(312) 626-6799 -or-
(646) 518-9805**

Then enter “Meeting ID”:
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
citymanager@saugatuckcity.com



17. **BOARDS, COMMISSIONS & COMMITTEE REPORTS**
Planning Commission, Harbor Authority, Fire Board, Tree Board, KLSWA, Trails, Recycling
18. COUNCIL COMMENTS
19. ADJOURN (*ROLL CALL*)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or erin@saugatuckcity.com for further information.

Proposed Minutes
Saugatuck City Council Regular Meeting
102 Butler St., Saugatuck, Michigan
January 25, 2021 at 7:00 P.M.

The City Council met in regular session at 7:00 p.m. via Zoom video/audio conference technology due to COVID-19 restrictions currently in place.

1. **Call to Order** by Mayor Trester at 7:00 p.m.
2. **Attendance**
 - Present:** Bekken, Dean, Leo, Lewis, Stanton, Trester
 - Absent:** Peterson (with prior notice)
 - Others Present:** Interim City Manager Doyle Homan, Treasurer Stanislawski, Zoning Administrator Osman, Fire Board Member Dan Fox, and Clerk Wilkinson
3. **Approval of Minutes:**
 - A. Regular City Council Meeting of January 11, 2021:** A motion was made by Lewis, 2nd by Stanton to approve the meeting minutes of January 11, 2021 as presented. Upon roll call vote the motion carried unanimously.
 - B. Special City Council Meeting of January 14, 2021:** A motion was made by Dean, 2nd by Trester to approve the meeting minutes of January 14, 2021 as presented. Upon roll call vote the motion carried unanimously.
 - C. Special Closed City Council Meeting of January 14, 2021:** A motion was made by Trester, 2nd by Dean to approve the closed meeting minutes of January 14, 2021 as presented. Upon roll call vote the motion carried unanimously.
 - D. Regular City Council Meeting of January 19, 2021:** A motion was made by Lewis, 2nd by Stanton, to approve the meeting minutes of January 19, 2021 as presented. Upon roll call vote the motion carried unanimously.
4. **Mayor's Comments:** None
5. **City Manager's Comments:** New DPW Employee Cody Hardy started Monday. Last week the DPW ground down 150 potential tripping hazards on the sidewalks around town. Zoning Administrator Osman and Interim City Manager Doyle Homan met with Dune Ridge regarding the fence by the Chain Ferry, negotiations continue and Dune Ridge would like to present their full site plan to the council in an upcoming meeting.
6. **Agenda Changes:** None
7. **Guest Speakers:**
 - A. Lt. Brett Ensfield – Allegan Co. Sheriff Department** - Lt. Ensfield had no updates for the council but answered council questions about types of calls they are receiving during COVID.
 - B. Dan Fox - Saugatuck Township Fire District Board** - provided a detailed report of the fire department year in review including the audit, incidents, and statistics.
8. **Public Comment: Ryan Heise (resident)** - the new City Manager is pleased to report to council and staff that he and his family are safely moved to Saugatuck now.

9. Request for Payment: A motion was made by Lewis, 2nd by Trester, to approve the accounts payable in the amount of \$502,890.96. Upon roll call vote the motion passed unanimously.

10. Introduction of Ordinances: None

11. Public Hearings: None

12. Unfinished Business: None

13. New Business:

- A. Saugatuck Douglas Garden Club Community Pride Event Application** - A motion was made by Trester, 2nd by Leo, to approve the Saugatuck Douglas Garden Club special event application to hold the Community Pride event and close a portion of the parking lot next to the SCA on May 26th, 2021 from 8:30 am - 11:00 am contingent on applicant signing the letter of understanding dated January 25, 2021. Upon roll call vote the motion passed unanimously.
- B. SCA Mountainfest Banner Approval** - A motion was made by Dean, 2nd by Leo, to approve the request to install a banner within the public right of way as indicated on the attached right of way sign permit application. Upon roll call vote the motion passed unanimously.
- C. Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test** - A motion was made by Lewis, 2nd by Stanton, to approve Resolution No. 210125-C A Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test. Upon roll call vote the motion passed unanimously.
- D. Extend Interim City Manager Contract One (1) Week** - A motion was made by Leo, 2nd by Dean, to approve the Second Amendment Employment Agreement between the City of Saugatuck and Karen Doyle Homan. Upon roll call vote the motion passed unanimously.
- E. 2021 Boat Slip Management Agreement with Sergeant Marine** - A motion was made by Lewis, 2nd by Trester, to approve the 2021 Boat Slip Management Agreement between the City of Saugatuck and Sergeant Marina for the management of boat slips #1 thru #4 located at the Griffith Street-end and a portion of Coghlin Park as presented. Upon roll call vote the motion passed unanimously.
- F. School Tax Collection Agreement** - A motion was made by Stanton, 2nd by Lewis, to approve to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools, and the OAISD for collection of the 2021 summer tax levies at a rate of \$2.75 per parcel. Upon roll call vote the motion passed unanimously.
- G. Ottawa Area ISD Election Agreement** - A motion was made by Dean, 2nd by Leo, to approve to authorize the City Clerk to sign and enter into the attached agreement between the City of Saugatuck, and the Ottawa Area Intermediate School District Election Coordinating Committee regarding the conduct of school district elections. Upon roll call vote the motion passed unanimously.

14. Consent Agenda: None

15. Public Comments: None

16. Communications: Ruth & Mike Johnson - letter regarding Park Street Safety

17. Boards, Commissions & Committee Reports: The council received reports from the following committees: Fire Board, Planning Commission, Tree Board, Tri-Community Non-Motorized Trail Study Committee, and KLSWA.

18. Council Comments: Council Member Dean relayed a constituent concern about the fence located in front of the pump at Water and Lucy Streets and thanked Interim City Manager Doyle Homan.

Council Member Trester also thanked Interim City Manager Doyle Homan for her help and wished her well. He also welcomed Ryan Heise.

Council Member Leo thanked Interim City Manager Doyle Homan and expressed her excitement for Ryan Heise to join the city. She also suggested having a conversation about a “social district” in an upcoming workshop.

Council Member Stanton thanked Interim City Manager Doyle Homan and welcomed Ryan Heise to Saugatuck. She also notified council she would be speaking at an upcoming Rotary meeting and invited them to attend.

Council Member Lewis said she will provide an update on the Tri-Community Recycling Committee meeting at the next council meeting and she expressed the interest of restaurants in having pop-up-patios again. She also thanked Interim City manager Doyle Homan for her service to the city during the transition.

19. Adjournment: A motion was made by Lewis, 2nd by Trester, to adjourn at 8:27 p.m. Upon roll call vote the motion passed unanimously.

Respectfully Submitted,

Erin K. Wilkinson
Clerk
City of Saugatuck

Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	344.96
2. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	45,832.95
3. AT&T MOBILITY	CELL PHONES	83.26
4. BARBER FORD INC	2021 SHERIFF CAR	32,994.00
5. CHEMICAL BANK	BANKING FEES	62.80
6. DO IT CORPORATION	OVAL BEACH PASSES	774.90
7. ELHART GMC	GENERATOR GMC TRUCK	436.56
8. FIRST BANK CARD	WEBSITE, TRAINING & SUPPLIES	3,309.45
9. GIL- ROY'S HARDWARE	SUPPLIES	118.22
10. HOLLAND MEDI-CENTER	PHYSICAL DRUG TESTING	46.00
11. HOLLAND SENTINEL	ORDINANCE NOTICE	258.00
12. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	11,887.62
13. KAREN DOYLE HOMAN	MANAGEMENT SERVICES	22,000.00
14. LAMB INDUSTRIAL SUPPLY	SUPPLIES	81.39
15. LORRIE PASTOOR	CLEANING SERVICES	100.00
16. MICHIGAN OFFICE SOLUTIONS	COPIER USE	351.00
17. NEWCOMER PLOW & HITCH	REPAIRS	24.77
18. OTTAWA AREA INTERMEDIATE	SCHOOL DIS PROPERTY TAXES	1,992.36
19. OVERISEL LUMBER COMPANY	SUPPLIES	173.17
20. PURITY CYLINDER GASES INC	SUPPLIES	33.30
21. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	18,720.94
22. SAUGATUCK FIRE	PROPERTY TAXES	51,583.26
23. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	185,017.28
24. SHELL	GASOLINE & DIESEL	1,047.67
25. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	953.50
26. SISTERS IN INK	DPW UNIFORMS	750.79
27. SMART BUSINESS SOURCE LLC	SUPPLIES OFFICE SUPPLIES OFFICE	87.02 66.14 27.44
	TOTAL	180.60
28. SUPERIOR ASPHALT INC	COLD PATCH ASPHALT	140.00
29. TRUCK & TRAILER SPECIALTIES	REPAIRS	141.14
30. XEROX FINANCIAL SERVICES		

Vendor Name	Description	Amount
	COPIER LEASE	481.54
TOTAL - ALL VENDORS		379,921.43
FUND TOTALS:		
Fund 101 - GENERAL FUND		29,781.97
Fund 202 - MAJOR STREETS		140.00
Fund 661 - MOTOR POOL FUND		34,965.05
Fund 701 - CURRENT TAX FUND		315,034.41

02/05/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2021 - 01/31/2021				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
01/08/2021	DD4835(A)	BULTMAN, LINDA	PAYROLL	1,318.56
01/08/2021	DD4836(A)	HARRIER, KIRK	PAYROLL	16,406.00
01/08/2021	DD4837(A)	HERBERT, SCOTT	PAYROLL	2,058.92
01/08/2021	DD4838(A)	KERRIDGE, ADAM	PAYROLL	1,148.26
01/08/2021	DD4839(A)	OSMAN, CINDY	PAYROLL	1,846.72
01/08/2021	DD4840(A)	STANISLAWSKI, PETER	PAYROLL	1,403.22
01/08/2021	DD4841(A)	VAN OSS, BRENT	PAYROLL	205.95
01/08/2021	DD4842(A)	WENDT, MICHAEL	PAYROLL	1,299.59
01/08/2021	DD4843(A)	WILKINSON, ERIN	PAYROLL	1,456.91
01/08/2021	EFT1372(E)	457 MERS	PAYROLL	2,423.28
01/08/2021	EFT1373(E)	STATE OF MICHIGAN	PAYROLL	185.06
01/08/2021	EFT1374(E)	MERS HYBRID	PAYROLL	850.08
01/08/2021	EFT1375(E)	FEDERAL TAX DEPOSIT	PAYROLL	14,157.62
01/08/2021	16627	MML UNEMPLOYMENT COMPENSATIO	PAYROLL	11.70
01/11/2021	16628	APPRAISAL GROUP WEST MICHIGAN	TAX TRIBUNAL	7,500.00
01/11/2021	16629	BERTHIAUME & COMPANY	AUDIT SERVICES	9,950.00
01/11/2021	16630	KENNETH OUELLETTE LLC	BACKGROUND SERVICES	550.00
01/11/2021	16631	OVERISEL LUMBER COMPANY	SUPPLIES	305.35
01/11/2021	16632	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	186,874.85
01/11/2021	3254(E)	FIRST BANK CARD	BOUYS, SUPPLIES & TRAINING	4,903.58
01/11/2021	3255(E)	FRONTIER	DPW GARAGE	177.05
01/11/2021	3256(E)	FRONTIER	OVAL BEACH	61.85
01/11/2021	3257(E)	HERITAGE CRYSTALCLEAN LLC	RECYCLED OIL PRODUCTS	101.25
01/11/2021	3258(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	983.54
01/11/2021	3259(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	214.05
01/11/2021	3260(E)	MICHIGAN GAS UTILITIES	CITY HALL	64.92
01/11/2021	3261(E)	MICHIGAN GAS UTILITIES	BUTLER BATHROOMS	135.56
01/11/2021	3262(E)	PRIORITY HEALTH	HEALTH INSURANCE	7,112.47
01/11/2021	3263(E)	SHELL	GASOLINE & DIESEL	1,126.06
01/11/2021	3265(E)	XEROX FINANCIAL SERVICES	COPIER LEASE	451.68
01/11/2021	3266(A)	ALLEGAN COUNTY SHERIFF	OIL CHANGE	33.93
01/11/2021	3267(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	47,182.05
01/11/2021	3268(A)	MICHIGAN CAT	WHEEL LOADER MAINTENANCE	320.27
01/11/2021	3269(A)	GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	329.00
01/11/2021	3270(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	13,195.85
01/11/2021	3271(A)	K&R TRUCK SALES INC	TRUCK MAINTENANCE	312.76
01/11/2021	3272(A)	LORRIE PASTOOR	CLEANING SERVICES	100.00
01/11/2021	3273(A)	NEWCOMER PLOW & HITCH	SALT SPREADER REPAIR	358.59
01/11/2021	3274(A)	PETROLEUM TECHNOLOGIES GROUP IN	OIL ANALYSIS	39.00
01/11/2021	3275(A)	PURITY CYLINDER GASES INC	WELDING GASES	172.21
01/11/2021	3276(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	20,781.41

02/05/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2021 - 01/31/2021				
Check Date	Check	Vendor Name	Description	Amount
01/11/2021	3277(A)	SAUGATUCK FIRE	PROPERTY TAXES	59,587.49
01/11/2021	3278(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	959.00
01/11/2021	3279(A)	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	117.46
01/11/2021	3280(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE TRUCKS	78.50
01/11/2021	3264(E)	VALLEY CITY LINEN INC	SHOP TOWELS	38.70
01/22/2021	DD4844(A)	BULTMAN, LINDA	PAYROLL	1,358.57
01/22/2021	DD4845(A)	HERBERT, SCOTT	PAYROLL	1,616.09
01/22/2021	DD4846(A)	KERRIDGE, ADAM	PAYROLL	1,563.34
01/22/2021	DD4847(A)	OSMAN, CINDY	PAYROLL	1,406.72
01/22/2021	DD4848(A)	STANISLAWSKI, PETER	PAYROLL	1,403.22
01/22/2021	DD4849(A)	VAN OSS, BRENT	PAYROLL	214.52
01/22/2021	DD4850(A)	WENDT, MICHAEL	PAYROLL	1,424.64
01/22/2021	DD4851(A)	WILKINSON, ERIN	PAYROLL	1,456.91
01/22/2021	EFT1376(E)	457 MERS	PAYROLL	2,329.62
01/22/2021	EFT1377(E)	STATE OF MICHIGAN	PAYROLL	185.06
01/22/2021	EFT1378(E)	MERS HYBRID	PAYROLL	850.08
01/22/2021	EFT1379(E)	FEDERAL TAX DEPOSIT	PAYROLL	3,521.31
01/22/2021	EFT1380(E)	MERS	PAYROLL	2,388.72
01/22/2021	EFT1381(E)	MI DEPT OF TREASURY	PAYROLL	2,209.48
01/25/2021	3281(E)	AT&T MOBILITY	CELL PHONES	76.83
01/25/2021	3282(E)	CAPITAL ONE	SMALL TOOLS	6.30
01/25/2021	3283(E)	COMCAST	INTERNET	84.90
01/25/2021	3284(E)	CONSUMERS ENERGY	ELECTRIC	3,431.46
01/25/2021	3291(E)	REPUBLIC SERVICES	TRASH	281.75
01/25/2021	3292(A)	ALLEGAN COUNTY SHERIFF	RESERVE DEPUTIES	26,029.72
01/25/2021	3293(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	24,370.10
01/25/2021	3294(A)	BLOOM SLUGGETT PC	LEGAL FEES	6,312.50
01/25/2021	3295(A)	BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	475.00
01/25/2021	3296(A)	DIANNA MC GREW	ASSESSING SERVICES	2,689.47
01/25/2021	3297(A)	FASTENAL	SUPPLIES	59.36
01/25/2021	3298(A)	FLEIS & VANDENBRINK ENGINEERING IN	WATER SYSTEM	10,414.75
01/25/2021	3299(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	6,797.68
01/25/2021	3300(A)	MUTT MITT	MUTT MITTS	1,091.83
01/25/2021	3301(A)	NET2PHONE INC	TELEPHONES	177.63
01/25/2021	3302(A)	NEWCOMER PLOW & HITCH	SNOW PLOW SHOES	615.31
01/25/2021	3303(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	10,705.24
01/25/2021	3304(A)	SAUGATUCK FIRE	PROPERTY TAXES	31,665.51
01/25/2021	16633	ALLEGAN COUNTY NEWS	PRINTING	350.00
01/25/2021	16634	BOUWKAMP	STREET CUT REFUND	1,000.00
01/25/2021	16635	D & L TRUCK & TRAILER LLC	TRUCK 1 REPAIRS	2,360.60
01/25/2021	16636	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,115.69
01/25/2021	16637	FIRST NATIONAL BANK OF AMERICA	CD GENERAL FUND	250,000.00
01/25/2021	16638	HOLLAND MEDI-CENTER	DOT PHYSICAL	46.00

02/05/2021 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 01/01/2021 - 01/31/2021				
Check Date	Check	Vendor Name	Description	Amount
01/25/2021	16639	IHLE AUTO PARTS	SUPPLIES	1,445.69
01/25/2021	16640	MICHIGAN MUNICIPAL LEAGUE	CITY MANAGER AD	172.20
01/25/2021	16641	PRINTING SYSTEMS, INC.	TAX FORMS	149.11
01/25/2021	16642	SAUGATUCK DOUGLAS GARDEN CLUB	FLOWERS	1,500.00
01/25/2021	16643	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	109,503.93
01/25/2021	16644	STANDARD INSURANCE COMPANY	INSURANCE	269.85
01/25/2021	3285(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	973.33
01/25/2021	3286(E)	MERS	RETIREMENT	4,500.00
01/25/2021	3287(E)	MICHIGAN GAS UTILITIES	CITY HALL	64.92
01/25/2021	3288(E)	MICHIGAN GAS UTILITIES	BUTLER STREET BATHROOM	135.66
01/25/2021	3289(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	214.05
01/25/2021	3290(E)	PRIORITY HEALTH	HEALTH INSURANCE	3,804.59
01/31/2021	3305(E)	CHEMICAL BANK	BANKING FEES	62.80
Total of 97 Checks:				933,772.34
Less 0 Void Checks:				0.00
Total of 97 Disbursements:				933,772.34



City Council Agenda Item Report

FROM: Peter Stanislawski, City Treasurer
TO: Ryan Heise, City Manager
MEETING DATE: February 8, 2021
SUBJECT: Resolution No 210208-A Banking Institutions/Signatories

DESCRIPTION

The City's investment policy section 7.0 requires the City Council to approve by resolution the authorized listing of institutions, approved depositories, and broker/dealers. The attached resolution authorizes qualified institutions to provide investment services for the city and also authorizes the specific city officers listed to act as signatories on behalf of the city.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION RECOMMENDATION

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to approve Resolution No. 210208-A authorizing qualified institutions to provide investment services for the city and authorizing specific city officers to act as signatories on behalf of the City.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 210208-A

**A RESOLUTION AUTHORIZING QUALIFIED INSTITUTIONS
TO PROVIDE INVESTMENT SERVICES FOR THE CITY
AND AUTHORIZING CITY OFFICERS TO ACT AS
SIGNATORIES ON BEHALF OF THE CITY**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, the City has adopted an Investment Policy (“Policy”) pursuant to Public Act 20 of 1943 as amended, which delegates the authority to manage the City’s investment program to the City Treasurer; and

WHEREAS, the Policy provides that the City Treasurer shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services on behalf of the City; and

WHEREAS, the City wishes to authorize these financial institutions or broker/dealers to provide investment services for the City; and

WHEREAS, Section 7.0 of the Policy provides that the authorized listing of financial institutions, approved depositories, and broker/dealers shall be approved annually by a resolution of the City of Saugatuck City Council; and

WHEREAS, the City further wishes to authorize the City Mayor, City Mayor Pro-Tem, City Manager, and City Treasurer to act as signatories on behalf of the City; and

WHEREAS, the City wishes to authorize and permit the authorized listing of financial institutions, approved depositories, and broker/dealers to allow these signatories, on behalf of, and as an authorized person of the City, to exercise all of the powers necessary to invest City funds in accordance with the Policy;

NOW, THEREFORE, IT IS RESOLVED:

1. The City designates the following financial institutions, depositories, and broker/dealers (“Qualified Institutions”) as depositories for the funds of the City and approves and authorizes the Qualified Institutions to provide investment services on behalf of the City:
 - a. TCF
 - b. Macatawa Bank
 - c. Fifth Third Bank
 - d. Huntington National Bank
 - e. Mercantile Bank
 - f. Michigan CLASS
 - g. Chase Bank
 - h. Old National Bank
 - i. Grand River
 - j. 1st National Bank Michigan
 - k. 1st National Bank of America
 - l. Horizon Bank

2. The City authorizes the following City Officers to act as signatories (“Authorized Signatories”) on behalf of the City:
 - a. Mark Bekken, Mayor
 - b. Leigh Garnet Lewis, Mayor Pro-Tem
 - c. Ryan Heise, City Manager
 - d. Peter Stanislawski, City Treasurer

3. The City authorizes and permits the Qualified Institutions to allow the Authorized Signatories, on behalf of and as an authorized person of, the City, to exercise any powers necessary to invest City funds in accordance with the Policy, including, but not limited to the following:
 - a. Open any deposit account(s) in the name of the City;
 - b. Sign checks, drafts, notes, acceptances or other orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Qualified Institutions;
 - c. Endorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the City for deposit in any account established at a Qualified Institution, or for collection or discount by a Qualified Institution.
 - d. Borrow money on behalf of and in the name of the City;
 - e. Sign, execute, and deliver promissory notes or other evidences of indebtedness;
 - f. Endorse, assign, transfer, mortgage, or pledge property now owned or hereafter owned or acquired by the City as security for sums borrowed;
 - g. Guarantee payment of all bills received, negotiated or discounted;
 - h. Waive demand, presentment, protest, notice of protest and notice of non-payment;
 - i. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box or Night Drop (Depository) Box;
 - j. Authorize the debiting of any of the City’s accounts for the purpose of purchasing an investment instrument at any of the Qualified Institutions;

- k. Authorize the holding of investment instruments in a Qualified Institution's safekeeping area;
 - l. Authorize a Qualified Institution to distribute or reinvest investment funds upon maturity; and
 - m. Make any other contracts, agreements, stipulations, or orders which the signatories may deem advisable to effectuate the terms of the Policy.
4. The City authorizes the Authorized Signatories to receive investment rate information via facsimile at the following facsimile numbers, or at the following email addresses:
 - a. Mark Bekken, Mayor
(269) 857-2603
 - b. Leigh Garnet Lewis, Mayor Pro-Tem
(269) 857-2603
 - c. Ryan Heise, City Manager
(269) 857-2603
ryan@saugatuckcity.com
 - d. Peter Stanislawski, City Treasurer
(269) 857-2603
peter@saugatuckcity.com
5. The City authorizes the Qualified Institutions to honor, receive, certify, or pay all instruments signed by the Authorized Signatories in accordance with this Resolution and agrees to the terms and conditions of an account agreement properly executed by the Authorized Signatories.
6. Any instrument, document, or other thing authorized to be executed as provided for in this Resolution shall only be effective if signed by at least two of the Authorized Signatories.
7. This Resolution shall be effective until express written notice of its rescission, revocation, modification or replacement is received by the Qualified Institutions.
8. The City authorizes the Mayor and Clerk to execute any and all documents necessary to effectuate the terms of this Resolution.
9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: xxxx

NAYS: Council Members: xxxx

ABSTAIN: Council Members: xxxx

ABSENT: Council Members: xxxx

RESOLUTION NO. 210208-A DECLARED ADOPTED.

Signed:

Mark Bekken, Mayor

Dated: _____

Erin Wilkinson, City Clerk

CERTIFICATION

I, Erin Wilkinson, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held XXXXXXXXXX, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

Erin Wilkinson, City Clerk



**CITY OF SAUGATUCK
INVESTMENT POLICY**

Adopted: January 22, 2007

City of Saugatuck
Investment Policy

1.0 PURPOSE

It is the policy of the City of Saugatuck (“City”) to invest public funds in a manner which will ensure the preservation of principal while providing the highest return with maximum security. All investments must enable the City to meet its cash flow demands and conform to all applicable state statutes governing the investment of public funds.

2.0 SCOPE

This investment policy applies to all financial assets held by the City except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These assets are accounted for in the City’s Comprehensive Annual Financial Report and include the following:

- General Fund
- Special Revenue Funds
- Internal Service Funds
- Capital Project Funds
- Debt Service Funds
- Trust and Agency Funds
- Any new fund created by the City Council, unless specifically exempted by State law.

This investment policy applies to all transactions involving the financial assets related activity of all the foregoing funds.

3.0 DELEGATION OF AUTHORITY

Authority to manage the investment program of the City of Saugatuck is granted to the City Treasurer in conformance with Section 6.5 of the City Charter and as required by state statute. Responsibility for the operation of the investment program is hereby delegated to the City Treasurer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy.

3.1 Investment Procedures:

The City Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The written Investment Procedures Manual is included as “Appendix A” of this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer.

4.0 PRUDENCE

The standard of prudence to be used by the City Treasurer shall be the “prudent person” and/or “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall

be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

5.0 INVESTMENT OBJECTIVES

The funds of the City of Saugatuck shall be invested in accordance with State of Michigan Public Act 20 of 1943, as amended, these policies and written administrative procedures. The primary objectives, in priority order, of the City's investment activities shall be:

5.1 **Safety:**

Safety of principal is the primary objective of the City's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate risk.

5.1.1 Credit Risk

The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities specified in Section 8.0 of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the City will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

5.1.2 Interest Rate Risk.

The City will minimize the risk that the market value of the securities in the portfolio will fall due to changes in the general interest rates, by:

- Structuring the maturities of the portfolio to meet cash requirements of ongoing operations, thereby avoiding the need to liquidate securities prior to maturity.
- Investing operating funds primarily in short-term securities or investment pools.
- Only purchasing securities with the intent to hold until maturity.

5.1.3 Concentration Credit Risk.

The City will minimize the risk inherent in placing a large portion of the portfolio with a single security issuer by limiting such placement to 25% of the total portfolio defined as securities plus deposits and cash equivalents.

City of Saugatuck
Investment Policy

5.1.4 **Custodial Credit Risk.**

The City will minimize custodial risk by:

- Using only financial institutions and brokers meeting pre-established criteria.
- Holding all securities in the name of the City of Saugatuck.

5.2 Liquidity:

The investment portfolio of the City of Saugatuck will remain sufficiently liquid to enable the City to meet all operating requirements that may be reasonably anticipated.

5.3 Yield:

The investment portfolio of the City of Saugatuck shall be designed with the objective of attaining a benchmark rate of return throughout the budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio. The benchmark rate of return shall be the average U.S. Treasury Bill rate most closely approximating the average maturity of the portfolio.

6.0 ETHICS AND CONFLICT OF INTEREST

All participants in the City's investment process shall seek to act responsibly as custodian of the public trust. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The City Treasurer shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services. The Treasurer will conduct an annual evaluation of each financial institution and broker/dealer for credit worthiness to determine whether it should be on the "Qualified Institution" listing. The authorized listing of institutions, approved depositories, and broker/dealers shall be approved annually by a resolution of the City of Saugatuck City Council.

7.1 Financial Institutions

All financial institutions (Commercial Banks, Savings & Loans and Credit Unions) utilized by the City of Saugatuck shall maintain an office within the State of Michigan and meet the following requirements and financial criteria:

7.1.1 Assets of at least \$50,000,000.

7.1.2 Equity to asset ratio of at least 5.5%.

City of Saugatuck
Investment Policy

- 7.1.3 Filed with the City an “Acknowledgement of Receipt of the Investment Policy of the City of Saugatuck and Agreement to Comply” (Appendix C).
- 7.1.4 Yearly submission of, or electronic access to, audited annual financial statements.

7.2 Brokers & Dealers

All broker/dealers utilized by the City of Saugatuck shall meet the following requirements and financial criteria:

- 7.2.1 Minimum capitalization of \$100,000,000.
- 7.2.2 Minimum of five years of continuous operation.
- 7.2.3 Qualify under Securities and Exchange Commission Rule 15C3-1.
- 7.2.4 Certified by the National Association of Securities Dealers.
- 7.2.5 Filed with the City an “Acknowledgement of Receipt of the Investment Policy of the City of Saugatuck and Agreement to Comply” (Appendix C).
- 7.2.6 Yearly submission of, or electronic access to, audited annual financial statements.

8.0 AUTHORIZED INVESTMENTS

The City Treasurer is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following types of securities:

- 8.1 Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States (not to include collateralized mortgage obligations).
- 8.2 Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings & loan which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration.
- 8.3 Commercial paper rated at the time of purchase within the two highest classifications by not less than two standard rating services and which matures not more than 270 days after the date of purchase.
- 8.4 Banker’s acceptances of United States banks.
- 8.5 Repurchase agreements, consisting of instruments listed in (8.1).
- 8.6 Obligations of the State of Michigan, or any of its political subdivisions, that at the time of purchase are rated as investment grade by not less than two standard rating services.
- 8.7 Mutual funds registered under the investment company act of 1940, Title I of Chapter 686, 54 Stat. 78915 U.S. 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in the State of Michigan. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- 8.8 Obligations described in subdivisions 8.1 through 8.7 if purchased through an inter-local agreement under the urban cooperation act of 1967, (Ex. Sess.) PA7, MCL 124.501 to 124.512.

City of Saugatuck
Investment Policy

- 8.9 Investment pools organized under the surplus funds investment pool act, 1982 Public Act 367, MCL 129.111 to 129.118.
- 8.10 Investment pools organized under the local government investment pool act, 1985 Public Act 121, MCL 129.141 to 129.150.

9.0 INVESTMENT POOLS/MUTUAL FUNDS

The City Treasurer shall thoroughly investigate each investment pool/mutual fund prior to investment of City funds. A questionnaire shall be completed by each pool/fund utilized in the investment program. The questionnaire shall include:

- 9.1 The investment policy and objectives of the pool/fund.
- 9.2 A description of eligible investment securities.
- 9.3 A description of interest calculation and distribution.
- 9.4 A description of how funds are safeguarded and securities priced.
- 9.5 Identity of the pool/fund auditor and audit frequency.
- 9.6 A description of any limitations on deposits or withdrawals.
- 9.7 A fee schedule.
- 9.8 A schedule for receiving statements and portfolio listings.
- 9.9 A description of the use of reserves or retained earnings if applicable.
- 9.10 Disclosure as to whether the pool/fund is eligible to receive bond proceeds.

10.0 COLLATERALIZATION

Collateralization of certificates of deposit may be required, at the discretion of the City Treasurer. Collateralization will be required on authorized repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 102% of the market value of principal and accrued interest. The collateral shall be subject to the custody and safekeeping provisions of this investment policy.

11.0 MAXIMUM MATURITIES

It is the objective of the City's investment policy to schedule maturities to coincide with projected cash flow needs. Unless matched to a specific cash flow, the City of Saugatuck will not directly invest in securities maturing more than two years from the date of purchase. Debt funds may be invested in securities exceeding two years if the maturity of the investments are made to coincide as nearly as practicable with the expected use of the funds.

12.0 DIVERSIFICATION

It is the policy of the City of Saugatuck to maintain a diversified investment portfolio. All cash and cash equivalent assets of the City will be diversified to eliminate the risk of loss resulting from an over-concentration of assets in a specific maturity, individual financial institution(s), or a specific class of securities. Diversification strategies shall be determined and revised periodically by the City Treasurer.

12.1 Diversification by Instrument

<u>Instrument</u>	<u>Maximum % of Accounts/Funds</u>
U.S. Treasury Obligations	100%
U.S. Gov. Agency Securities & Instruments	75%
Pool Funds	50%
Gov. Short-term Investment Trust Funds	50%
Certificates of Deposit	50%
Money Market Funds	50%
Mutual Funds	50%
Commercial Paper	50%
Banker's Acceptance	50%

12.2 Diversification by Security Issuer

<u>Issuer</u>	<u>Maximum % of Accounts/Funds</u>
Commercial Paper Issuer	5%
Bank and Savings & Loan CDs	5%
U.S. Gov. Agency	20%
Individual Pool Accounts	25%
U.S. Treasury Obligations	100%

13.0 SAFEKEEPING AND CUSTODY

Investment securities purchased by the City of Saugatuck shall be held in third party safekeeping by an institution previously approved by the City Council. The City Treasurer has the authority to execute a third party safekeeping agreement if necessary. The agreement shall include the responsibilities of each party, provisions for delivery vs. payment, procedures in case of failure or other mishaps, including the liability of each party.

14.0 INTERNAL CONTROLS

The City Treasurer shall maintain a system of internal controls which shall conform to generally accepted accounting principles and be designed to minimize losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the City of Saugatuck. The City's annual financial audit shall include a review of the City's investments.

15.0 PERFORMANCE STANDARDS

The investment portfolio shall be managed to obtain a market average rate of return during a market/economic environment of stable interest rates, taking into account the City's investment risk constraints and cash flow needs. The City's investment strategy is passive. Therefore, the basis used by the City Treasurer to determine whether market yields are being achieved shall be the average U.S. Treasury Bill rate most closely approximating the average maturity of the portfolio.

16.0 COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

A minimum of three competitive bids shall be solicited prior to the investment of surplus City funds. Relative to the City's position regarding concentration risk and diversification objectives, bids shall be requested from financial institutions for various options with regard to terms and instruments. The City will accept the bid that provides the highest rate of return with respect to maturity requirements and within the parameters of the City's investment policy. Records of bids offered and bids accepted shall be kept by the City Treasurer.

17.0 COMBINING FUNDS

The City Treasurer may combine money from two or more funds for the purpose of making an investment. In the event of a combination of funds, investment earnings shall be prorated between the funds based on principal contribution.

18.0 REPORTING

The City Treasurer shall prepare a quarterly investment report, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed during the previous quarter. Reports shall indicate any areas of policy concern and suggested or planned revision(s) of investment strategies. The quarterly report shall include:

- A summary of investments by type.
- A summary of available funds and percentage invested.
- A summary of interest income and average invested balances by fund.
- An analysis of investment by maturity dates.
- A list of all open investments by type; including fund, investment amount, rate, purchase date and maturity date.

The City Treasurer shall prepare a comprehensive annual report on the investment program within 120 days of the end of the fiscal year. The annual report shall include:

- The information included in the quarterly reports.
- A 12 month comparison of investment returns.
- Proposed improvements to the investment policy, if needed.
- A concentration risk report.
- A "marked to market analysis" of the investment portfolio at fiscal year end.

19.0 POLICY CONSIDERATIONS

Any investment currently held by the City that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such funds shall be reinvested only as provided by this policy.

City of Saugatuck
Investment Policy

20.0 INVESTMENT POLICY ADOPTION

The City of Saugatuck investment policy shall be adopted by resolution of the Saugatuck City Council. The policy shall be reviewed annually by the City Treasurer. Any modifications made to the investment policy must be approved by City Council.

21.0 GLOSSARY

In order to facilitate a thorough understanding of this investment policy, a glossary of related investment terminology has been incorporated as Appendix B of this investment policy.

Appendix A

INVESTMENT PROCEDURES MANUAL

1. Purpose

The purpose of the investment procedures manual is to assist treasury staff with day-to-day investment operations, consistent with the Investment Policy of the City of Saugatuck.

2. Cash Review

Reference:

1.0 Purpose

2.0 Scope

3.0 Delegation of Authority

The City Treasurer, or designee thereof, must review the cash balances and portfolio daily, or as needed. Resources to be referenced and reviewed include:

- A. Cash Summary Report – Listing of balances, by fund, in: checking, savings, money market funds, certificates of deposit, investment pools, mutual funds, commercial paper investments, and US Treasury/Agency investments.
- B. Investment Calendar – Listing investment maturities by date, fund, amount and security type.
- C. Debt Payment Schedule – Estimated debt payments and transfers by fund.
- D. Payroll and payables schedules.
- E. Annual calendar of sizable receipts and payments by fund, type and amount.
- F. Historical Cash Fund Summary Reports – Average monthly balances for the year by fund.
- G. Current year and proposed budget documents, as needed.
- H. Current rates of return and economic trends.

3. Investment Selection

Reference:

4.0 Prudence

5.0 Investment Objectives

8.0 Authorized Investments

11.0 Maximum Maturities

12.0 Diversification

The City Treasurer or authorized designee shall determine how much of the cash balance is available for investment and shall select the area of the yield curve that most closely matches the possible maturity date(s). In determining the maturity date(s), the investment officer should consider liquidity, cash flow and projected expenditures. A review of available financial information sources should be made to determine whether the investments should be placed to match projected expenditures

or shorter, or take advantage of current and expected interest rate environments.

The investment selection should be accomplished by reviewing the current diversification of the portfolio, authorized investment instruments that meet the diversification criteria, and the authorized security issuers that meet the diversification criteria.

4. Purchasing an Investment

Reference:

7.0 Authorized Financial Dealers and Institutions

8.0 Authorized Investments

9.0 Investment Pools/Mutual Funds

10.0 Collateralization

11.0 Maximum Maturities

12.0 Diversification

13.0 Safekeeping and Custody

16.0 Competitive Selection of Investment Instruments

17.0 Combining Funds

The Treasurer shall establish with whom the City of Saugatuck is going to conduct business. This should be accomplished by reviewing the current authorized financial dealers and institutions that can provide the financial service required, within the constraints of the portfolio diversification requirements. Based upon the prevailing economic conditions, the investment officer, as a matter of practice, may employ more restrictive diversification requirements than the norm. A minimum of two brokers/dealers shall be selected for competitive quotes for treasury and/or commercial paper investments. A minimum of three qualified institutions shall be selected for competitive quotes for certificates of deposit.

The following must be determined prior to contacting the providers:

- A. Type of security(s) to be quoted.
- B. Targeted maturity range.
- C. Amount
- D. Settlement – rollover or cash, same day or date certain.

Before concluding the transaction, the Treasurer shall:

- A. Verify that the security selected for purchase meets all criteria, including portfolio diversification, collateralization (if appropriate) and maturity. If the security contains any imbedded options, such as call provisions or coupon adjustments, these should also be reviewed.
- B. Verify yield calculations.
- C. Verify that total purchase cost does not exceed funds available for investment.
- D. Advise the successful provider that their offering has been selected for purchase and confirm the particulars of the security purchased (type, identification number, maturity date, price, yield cost, par value, etc.).

After consummation of the transaction, and prior to settlement, the Treasurer and the securities provider should exchange and review the following information to ensure prompt and uninterrupted settlement.

- A. Name of third-party safekeeping agent.
- B. ABA number for safekeeping agent.
- C. Safekeeping account number(s).
- D. Confirmation amount of transaction.
- E. Confirmation of settlement date.
- F. CUSIP/CD number of security deposit.

5. Settlement and Follow-through

Reference:

3.0 Delegation of Authority.

14.0 Internal Controls

It is the Treasurer's responsibility to forward to and confirm the receipt of, all wire instructions (incoming or outgoing wire transfers) with the City's primary bank. Should the transaction fail to take place for any reason, the City's primary bank will notify the City Treasurer immediately after it has been notified.

Once the security transaction has been consummated, the Treasurer shall:

- A. Create an investment record for the security.
- B. Place the original investment record into the investment binder. For investment redemptions, place the records in the redeemed investments binder.
- C. Manually update the investment calendar.

6. Segregation of Duties

Reference:

14.0 Internal Controls

Electronic wire transfers of funds for investment purposes shall require the authorization of the City Manager as well as that of the City Treasurer. All City of Saugatuck banking resolutions shall contain this provision.

The City Manager shall receive confirmation of all investment transactions, including purchases, sales and transfers of investments. Confirmation may be electronic and/or written. The City Manager shall maintain a file of investment transaction confirmations that shall be provided to the City's auditor's in the performance of the annual city audit.

7. Reporting

Reference:

15.0 Performance Standards

18.0 Reporting

The Treasurer shall provide the Mayor and City Council with a written quarterly investment report within 31 days of the end of each quarter. The quarterly report shall include the following:

- A. Analysis of the prior period's economic and market activity.
- B. Investment Maturity Calendar.
- C. Report of Investments by Fund.
- D. Report of Investments by Banks/Brokers/Dealers.
- E. Analysis of investments by type.
- F. Analysis of available and invested balances by fund.
- G. Interest income and average invested balances by fund.
- H. Analysis of investments by maturity date (exclusive of pooled funds).

The Treasurer shall prepare a comprehensive annual report on the investment program within 120 days of the end of the fiscal year. The annual report shall include:

- A. The information included in the quarterly reports.
- B. A concentration risk report.
- C. A "marked to market" analysis of the investment portfolio at fiscal year end.
- D. A 12 month comparison of investment returns.
- E. Proposed improvements to the investment policy, if needed.

All investment related documents and reports shall be retained for a minimum of one year after the completion of the annual city audit. All investment records shall be retained in accordance with applicable State and City retention schedules.

The City Treasurer shall cooperate fully with the City's auditors in regard to all aspects of the City's investment program. The Treasurer shall incorporate into the investment policies and procedures recommendations made by the auditors when they are required by statute, ordinance or recommended best practices for investment programs. Changes to the City's Investment Policy require a Resolution of Approval by the City of Saugatuck City Council.

Appendix B GLOSSARY

AGENCIES: Federal agency securities and/or Government sponsored enterprises.

ASKED: The price at which securities are offered.

BANKER'S ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance of risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities.

BROKER: A broker brings buyers and sellers together for a commission.

COMMERCIAL PAPER: A short term, unsecured debt obligation issued by a bank holding company, finance company, utility or industrial company to raise short term cash.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a Certificate. Large denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the governmental entity.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: Financial instruments whose return profile is linked to, or derived from the movement of one or more underlying indices or securities, and may include a leveraging factor.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed Funds are traded. The Federal Reserve sets this rate through open market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): A congressionally chartered corporation which buys mortgages on the secondary market, pools them and sells them as mortgage-backed securities to investors on the open market. Monthly principal and interest payments are guaranteed by FNMA but not by the U.S. government.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA): A government owned agency which buys mortgages from lending institutions, securitizes them, and then sells them to investors. Because the payments to investors are guaranteed by the full faith and credit of the U.S. government, they return slightly less interest than other mortgage backed securities.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without substantial loss of value. In the money market, a security is said to be liquid if the spread between the bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could likely be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments are issued and traded.

OFFER: The price asked by a seller of securities.

PORTFOLIO: Collection of securities held by an investor.

PREMIUM: The difference between the cost of a security and its maturity value when quoted at higher than face value. A security selling above its original offering price shortly after sale also is considered to be at a premium.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard in which a trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price.

REPURCHASE AGREEMENT (RP OR REPO): A contractual arrangement, not a security, between a financial institution or dealer and an investor. The investor puts up his funds for a certain number of days at a stated yield, and in return takes title to a given block of securities as collateral. At maturity the securities are returned and the funds repaid plus interest.

SAFEKEEPING: A service to customers rendered by banks for a fee, whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten years.

TREASURY NOTES: Medium-term coupon-bearing U.S. treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1. Also called net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. Income Yield is obtained by dividing the current dollar income by the current market price for the security. Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Appendix C

ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY

I have fully read and fully understand Act 20 of PA 1943, as amended, and the Investment Policy of the City of Saugatuck

Any investment advice or recommendation given by _____, representing _____, to the City of Saugatuck shall comply with the requirements of Act 20 PA 1943, as amended, and the Investment Policy of the City of Saugatuck. Any existing investment not conforming to State statute or the City investment policy will be disclosed promptly to the Saugatuck City Treasurer.

By: _____

Title: _____

Date: _____



City Council Agenda Item Report

FROM: Erin Wilkinson, City Clerk

MEETING DATE: February 8, 2021

SUBJECT: Kalamazoo Lake Water and Sewer Authority Board opening

DESCRIPTION: The KLSWA Authority Board consists of 2 representatives from the City of Douglas, 2 representatives from the City of Saugatuck, and 1 representative from Saugatuck Township. The KLSWA is a non-taxing authority that serves and operates from the water and sewer billing revenues. The KLSWA’s primary purpose is to insure the proper operation of the public water system and the public sanitary sewer system. Barry Johnson’s term representing the City of Saugatuck, expires on February 28, 2021.

BUDGET ACTION REQUIRED
N/A

COMMITTEE/COMMISSION REVIEW
N/A

LEGAL REVIEW

SAMPLE MOTION:
Motion to re-appoint Barry Johnson to the Kalamazoo Lake Water and Sewer Authority with a term ending on February 28, 2024.

ITEM #13C



City Council Agenda Item Report

FROM: Ryan Heise, City Manager

TO: City Council

MEETING DATE: February 8, 2021

SUBJECT: Resolution No 210208-B Recognizing SDABA as a Non-Profit Organization

DESCRIPTION:

The Saugatuck Douglas Area Business Association (SDABA) desires to be licensed by the State of Michigan to conduct charitable gaming as authorized under Public Act 382 of 1972 (the Bingo Act). The law allows qualified nonprofit organizations to be licensed to conduct bingos, raffles, and to sell charity game tickets.

To qualify for a license, the local government must recognize by Resolution that the organization is a local nonprofit.

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to approve/deny Resolution No. 210208-C recognizing the Saugatuck Douglas Area Business Association as a non-profit civic association operating in the City of Saugatuck.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 210208-B

**A RESOLUTION TO RECOGNIZE SAUGATUCK DOUGLAS AREA BUSINESS
ASSOCIATION AS A NONPROFIT CIVIC ORGANIZATION OPPERATING IN THE CITY OF
SAUGATUCK.**

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____.

WHEREAS, the Saugatuck Douglas Area Business Association is a 501 (c)(3) nonprofit organization incorporated in the State of Michigan for the purpose of marketing and supporting businesses and services in the Saugatuck Douglas Area including coordination or community events, press and marketing for SDABA members; and

WHEREAS, the Saugatuck Douglas Area Business Association has helped bring business to our businesses for over 38 years though its Visitor’s Guide and easy-to-read maps, events, media, educational seminars and community support; and

WHEREAS, the Saugatuck Douglas Area Business Association is requesting Saugatuck City Council recognition as a nonprofit organization operating in the City of Saugatuck in order to obtain a charitable gaming license from the State of Michigan; and

WHEREAS, the State of Michigan Bureau of State Lottery requires a resolution passed by the local government stating the organization is a recognized nonprofit organization in the community.

THEREFORE, BE IT RESOLVED, the Council does hereby formally recognize the Saugatuck Douglas Business Association as a nonprofit organization operating in the City of Saugatuck.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 8 day of February, 2021

Signed: _____
Erin K. Wilkinson, City Clerk

CERTIFICATION

I, Erin K. Wilkinson, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held February 8, 2021, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: _____
Erin K. Wilkinson, City Clerk

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 800821304

[Request certificate](#)[Return to Results](#)[New search](#)

Summary for: SAUGATUCK/DOUGLAS AREA BUSINESS ASSOCIATION

The name of the DOMESTIC NONPROFIT CORPORATION: SAUGATUCK/DOUGLAS AREA BUSINESS ASSOCIATION

The name was changed from: SAUGATUCK AREA BUSINESS ASSOCIATION on 12-17-2010

The name was changed from: SAUGATUCK RETAIL ASSOCIATION on 02-26-1996

Entity type: DOMESTIC NONPROFIT CORPORATION

Identification Number: 800821304 Old ID Number: 729394

Date of Incorporation in Michigan: 05/28/1987

Purpose:

Term: Perpetual

Most Recent Annual Report: 2020

Most Recent Annual Report with Officers & Directors: 2019

The name and address of the Resident Agent:

Resident Agent Name: GREGORY MUNCEY

Street Address: 306 BUTLER STREET

Apt/Suite/Other:

City: SAUGATUCK

State: MI

Zip Code: 49453

Registered Office Mailing address:

P.O. Box or Street Address: PO BOX 221

Apt/Suite/Other:

City: SAUGATUCK

State: MI

Zip Code: 49453

The Officers and Directors of the Corporation:

Title	Name	Address
PRESIDENT	DAVID LANGLEY	203 GRIFFITH ST SAUGATUCK, MI 49453 USA
TREASURER	NOT YET ELECTED	N/A N/A, MI 99999 USA
SECRETARY	NOT YET ELECTED	N/A N/A, MI 99999 USA
DIRECTOR	DAVID LANGLEY	203 GRIFFITH ST SAUGATUCK, MI 48453 USA
DIRECTOR	MICHAEL GUSTAITIS	247 BUTLER ST SAUGATUCK, MI 49453 USA
DIRECTOR	MELANIE DURHAM	747 WATER ST SAUGATUCK, MI 48453 USA

Act Formed Under: 162-1982 Nonprofit Corporation Act

Written Consent



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(f))

At a Regular meeting of the City of Saugatuck
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Mark Bekken on February 8, 2021
DATE

at 7:00 pm a.m./p.m. the following resolution was offered:
TIME

Moved by and supported by

that the request from Saugatuck Douglas Area Business Association of Saugatuck
NAME OF ORGANIZATION CITY

county of Allegan, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL		DISAPPROVAL	
Yeas:	<u>#</u>	Yeas:	<u> </u>
Nays:	<u>#</u>	Nays:	<u> </u>
Absent:	<u>#</u>	Absent:	<u> </u>

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the City of Saugatuck at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on February 8, 2021
DATE

SIGNED:
TOWNSHIP, CITY, OR VILLAGE CLERK

Erin K. Wilkinson, Clerk of the City of Saugatuck

PRINTED NAME AND TITLE

102 Butler St., PO Box 86, Saugatuck, MI 49453

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)



City Council Agenda Item Report

FROM: Ryan Heise, City Manager
MEETING DATE: February 8, 2021
SUBJECT: Outfitting New Patrol Vehicle

DISCUSSION

At your November 23, 2020 regular meeting, City Council approved ordering a new Sheriff Interceptor vehicle. The 2021 White Ford Explorer has been received. As you are probably aware, there are a lot of aftermarket components to go into and on the vehicle before it is equipped and ready to be used.

Because of model changes and age, most of the equipment from the 2014 Explorer cannot be swapped out and installed into the new vehicle. The police radio can be reused in the new car; deputies have a hand-held radio for the times the older car is in service. The old 2014 vehicle is still going to be used, mainly as a decoy, but it can be also used for transport, parade control, etc. Leaving some equipment in it is a positive.

Allegan County Sheriff did bid out the (over \$1,000) equipment and the City is using the same vendors and the same equipment. The prices quoted are the County's bid price. Total cost is:

Mark's Body Shop	Equipment	\$ 12,122.30
Extreme Graffix	Exterior Graphics	646.60
Kustom Signals, Inc	Radar	1,714.00
Stop Stick	Rack Kit	568.00
Michigan Sheriff's Assoc	Shield Decal	56.20
Sub Total		\$ 15,107.10
Barber Ford	2021 Ford Explorer	32,994.00
TOTAL		\$ 48,101.10

For comparison, the three 2018 SUV's were outfitted at a little over \$15,000 each.

City Council approval is needed for purchases over \$10,000. Mark's Body Shop expense is \$12,122.30.

BUDGET ACTION REQUIRED: The budget for this vehicle was \$40,000 however, it is just one of many capital equipment purchases. It is likely a budget amendment will not be needed.

LEGAL REVIEW N/A

SAMPLE MOTION:

Motion to **approve/deny** contracting with Mark's Body Shop at a cost of \$12,122.30 for equipping the 2021 Ford Explorer Interceptor.

Mark's BODY SHOP

Mark DeHoek mark-time@sbcglobal.net
6503 S. Division Ave. • Grand Rapids, MI 49548
616-455-3025 or 888-455-3025 • FAX 616-455-3788
www.mbs-onlinesales.com

Quote

To SUAGATUCK POLICE DEPT.

Quote # **13019**

Address _____

Date **1/29/2021**

City _____ State _____ Zip _____

Prices Good For **30** Days

Contact KAREN Phone _____

**Freight Extra unless
specified otherwise**

Qty	Part	Description	Labor	Unit Price	Ext. Price
1		CODE 3 52" COVERT DUAL COLOR LED LIGHT BAR		1375.00	1375.00
1		CODE 3 MASTERCOM AND C-3100 SPEAKER		569.90	569.90
2		CODE 3 MR6 MC AND TWO XTP6 RB FOR PUSH BUMPER		319.80	639.60
2		CODE 3 M180 UNDER MIRROR LIGHTS WITH BRACKETS		99.95	199.90
4		CODE 3 ULT6 MC FOR REAR HATCH WARNING LIGHTS		269.80	1079.20
2		CODE 3 V SERIES LED TAILLIGHT INSERTS AND SOS FLASHER		227.40	454.80
1		TROY CC-UV20-L-20+ PIU CONSOLE WITH CUP HOLDER AND ARM REST, DEEP STORAGE TRAY		558.95	558.95
1		TROY FRONT PARTITION WITH LOWER EXTENSION KIT		849.90	849.90
1		TROY REAR PARTITION		439.95	439.95
1		SETINA PB 400 A PUSG BUMPER WITH PB8 WRAP KIT		709.95	709.95
1		3 OUTLET BOX WITH USB PORTS		29.95	29.95
1		CAGE LIGHT		9.95	9.95
1		SMOOTH TALKER 4 G BOOSTER KIT		499.95	499.95
1		FED SIG 18" MAP LIGHT		67.50	67.50
1		SANTA CRUZ SINGLE GUN LOCK , RACK AND TIMER		219.95	219.95
1		MBS COMPUTER DOCK WITH DUAL SWING ARM. TILT, SWIVEL		289.95	289.95
1		MAG MIC CLIP		34.95	34.95
1		PRINTEK PRINTER, MOUNT, CABLES		670.00	670.00
1		ANTENNA CABLE (REUSE LOW PROFILE 800 MHZ ANTENNA)		17.95	17.95
1		INSTALL MATERIALS		185.00	185.00
1		INSTALL LABOR (INCLUDES REMOVING RADIO ONLY FROM OLD CAR)	2800.00		0.00
1		INBOUND FREIGHT ESTIMATE		300.00	300.00
12		PIECE BRACKET KIT		10.00	120.00

Labor Total	\$2800.00
Ext.Total	\$9322.30
Grand Total	\$12122.30



510 68th ST SW
 Grand Rapids, MI 49548
 (616) 455-0388

Advertising that Sticks!
 www.extremegraffiti.com

ESTIMATE

EST-46625

Payment Terms: Cash Customer

DESCRIPTION: 2020 Ford Explorer SUV INSTALLED Unit #?? 18 inch MSA Badges Contact:

Bill To: SAUGATUCK PD
 102 Butler Street
 P.O. BOX 86
 Saugatuck, MI 49453
 USA

Pickup At: Extreme Graffiti
 510 68th ST SW
 Grand Rapids, MI 49548
 US

Requested By: Karen Doyle Homan
 Email: citymanager@saugatuckcity.com
 Work Phone: (269) 857-2603 x 104
 Cell Phone: (616) 520-5131

Salesperson: Kirk Heilman
 Email: kirk@extremegraffiti.com
 Cell Phone: 6163180102

PRODUCTS	QTY	UNIT PRICE	TOTALS
1 Vehicle graphics Installed	1	\$622.74	\$622.74
1.1 Reflective Vinyl Plotted Print Over 12x12- W/ Laminate Final - Side Stripes Part Qty: 2 Width: 24.00" Height: 100.00" Notes: Side Stripes and graphics			
1.2 Reflective Vinyl - RTA (HxW) - Website, tagline, unit numbers Part Qty: 1 Width: 30.00" Height: 8.00" Notes: Website, tagline, unit numbers - Black Reflective			
1.3 Installation - Hourly - Install - # of Hours: 3			

Subtotal: \$622.74
Taxes: \$23.86

Grand Total: \$646.60

Signature: _____ Date: _____



Quotation

KUSTOM SIGNALS, INC.

9652 Laird Blvd, Larnaca, KS 66219-2406
913-492-1400 Fax 913-492-1703
sales@kustomsignals.com www.kustomsignals.com

Date 01/29/2021

To... KAREN DOYLE HOMAN
SAUGATUCK CITY
BILLING: PO BOX 86
102 BUTLER ST
SAUGATUCK MI 49453

Quote # -394959346350NC
Terms Per Approved Terms
This Quote Expires on 04/29/2021
Phone 269-857-2603
Fax

<u>Qty</u>	<u>Product Description</u>	<u>UnitPrice</u>	<u>SubTotal</u>
	Michigan Contract #210000000352 effective 1/20/2021 - 1/19/2023		
	Shipping & handling included in contract		
1	Raptor RP-1, Dual K-Band Antenna, Directional & Same Lane Mode ***Includes 3 year warranty**	\$1,714.00	\$1,714.00
	Dual ball suction front mount, rear deck, wireless remotes and 9' & 24' cables PO# Karen Doyle Homan		

Total \$1,714.00

Signature

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.



Toll Free 800-4KUSTOM (800-458-7866)



Quotation

Quote Number 2021-14213
Terms Net 30 Days
Date 02/02/2021
Sales Person Spencer Gingras
Valid Until 03/04/2021
Shipping Fedex
Contract Number
Cooperative

Ship To Karen Doyle Homan
Allegan County Sheriff's Office
[MI] [SS]
Mark's Body Shop
6503 Division
Grand Rapids, MI 49548
United States
269-857-2603
citymanager@saugatuckcity.com
Bill To Karen Doyle Homan
Allegan County Sheriff's Office
[MI] [SS]
City of Saugatuck
PO Box 86
Saugatuck, MI 49453
United States
269-857-2603
citymanager@saugatuckcity.com

Table with 5 columns: #, Qty., Product, Item Code, Unit Price, Ext. Price. Row 1: 1, 1, 12' Stop Stick Rack Kit - Red, S3511K, \$ 540.00, \$ 540.00

Quotation Totals

Currency: US Dollar
Subtotal: \$ 540.00
Shipping Provider: Fedex
Shipping and Handling: \$ 28.00
Total: \$ 568.00

Quotation Accepted By

Quote Number 2021-14213

P.O. Number

Tax Exempt # Tax Exempt

Print Name

Title

Signature

Date

Handwritten signature: Karen Doyle Homan, Interim City Manager, dated 2-2-2021

Michigan Sheriffs' Association
 620 S. Capitol Ave. Suite 320A
 Lansing, MI 48933

QUOTATION

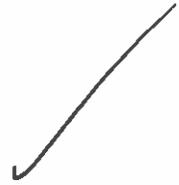
Quote Number: 2021-001 updated

Quote Date: Feb 1, 2021

Page: 1

Voice: 517 485 3135

Fax:



Quoted To:
City of Saugatuck Karen Doyle Homan PO Box 86 Saugatuck, MI 49453

Customer ID	Good Thru	Payment Terms	Sales Rep
c saugatuck	3/3/21	Net 30 Days	

Quantity	Description	Unit Price	Amount
2.00	18 inch Decal reflective	28.10	56.20

Subtotal	56.20
Sales Tax	
TOTAL	56.20



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: February 8, 2021

SUBJECT: Resolution 210208-C Expand Committee Members for Tri-Community Recycling Committee and Appoint Kelly Roche

DESCRIPTION

The Advisory Tri-Community Recycling Ad Hoc Committee desires to allow each community to appoint up to four members to represent their respective jurisdictions. Mayor Bekken requests City Council approval to appoint Kelly Roche as the fourth member from the City of Saugatuck. The attached Resolution 210208-E makes the following changes:

Line No 1: Each of the three Communities will be allowed to appoint up to ~~3~~ 4 members to represent their jurisdictions.

Line No 3: The City of Saugatuck appoints Barry Johnson, Garnet Lewis, Linda Escott, **and Kelly Roche.**

BUDGET ACTION REQUIRED

N/A

LEGAL REVIEW

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 210208-E expanding the Advisory Tri-Community Recycling Committee from up to three members per community to up to four members per each community and to appoint Kelly Roche as the City of Saugatuck's fourth appointed member.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 210208-C

**A RESOLUTION TO EXPAND THE ADVISORY TRI-COMMUNITY RECYCLING AD HOC
COMMITTEE REPRESENTATION MEMBERSHIP**

Council Member ___, offered the following resolution and moved for its adoption, seconded by Council Member ___:

WHEREAS, the governmental bodies of the City of Saugatuck, City of the Village of Douglas and Saugatuck Township (“Communities” or “Community” as appropriate) did collaborate and establish a 2020 Advisory Tri-Community Recycling Ad Hoc Committee, and

WHEREAS, per Section 4.28 of the Saugatuck City Charter, the Mayor, with the advice and consent of the Council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity, and such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the Council.

THEREFORE, BE IT RESOLVED the Council does hereby reauthorize and extend the Advisory Tri-Community Recycling Ad Hoc Committee (“Committee”) as follows:

1. Each of the three Communities will be allowed to appoint up to 4 members to represent their jurisdictions.
2. Appointees may be elected officials and/or non-elected.
3. The City of Saugatuck appoints Barry Johnson, Garnet Lewis, Linda Escott and Kelly Roche.
4. The Committee will be charged with identifying a list of objectives to research and prepare a report outlining any recommendations back to each unit of government.
5. The Committees actions shall be advisory in nature only.
6. The Council does not delegate any authority to the Committee to make decisions on behalf of the Council.
7. The Committee shall terminate on December 31, 2021 unless otherwise extended by Council via resolution.

BE IT FINALLY RESOLVED All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

ADOPTED this 8 day of February, 2021

Signed: _____
Mark Bekken, Mayor

Signed: _____
Erin Wilkinson, City Clerk

CERTIFICATION

I, Erin Wilkinson, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held February 8, 2021, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: _____
Erin Wilkinson, City Clerk

Jan. 22, 2021

To Saugatuck City:

I wanted to say "thank you" for decorating the city so beautifully for Christmas. The trees were wrapped with the lights perfectly. I have never seen it so well done.

Having served on the "Sparkle Committee," I know it isn't always easy to coordinate all the businesses and committees to agree on what decorations to use and how to do it. My husband and I and Patti and Patty did it

City Manager

From: Greg Janik <gjanik@saugatuckfire.org>
Sent: Friday, February 5, 2021 2:47 PM
To: City Manager
Subject: Fwd: Stats for January
Attachments: 01 20201 Stats.pdf

Hi Karen,
Sorry for the late correspondence. Crazy busy.

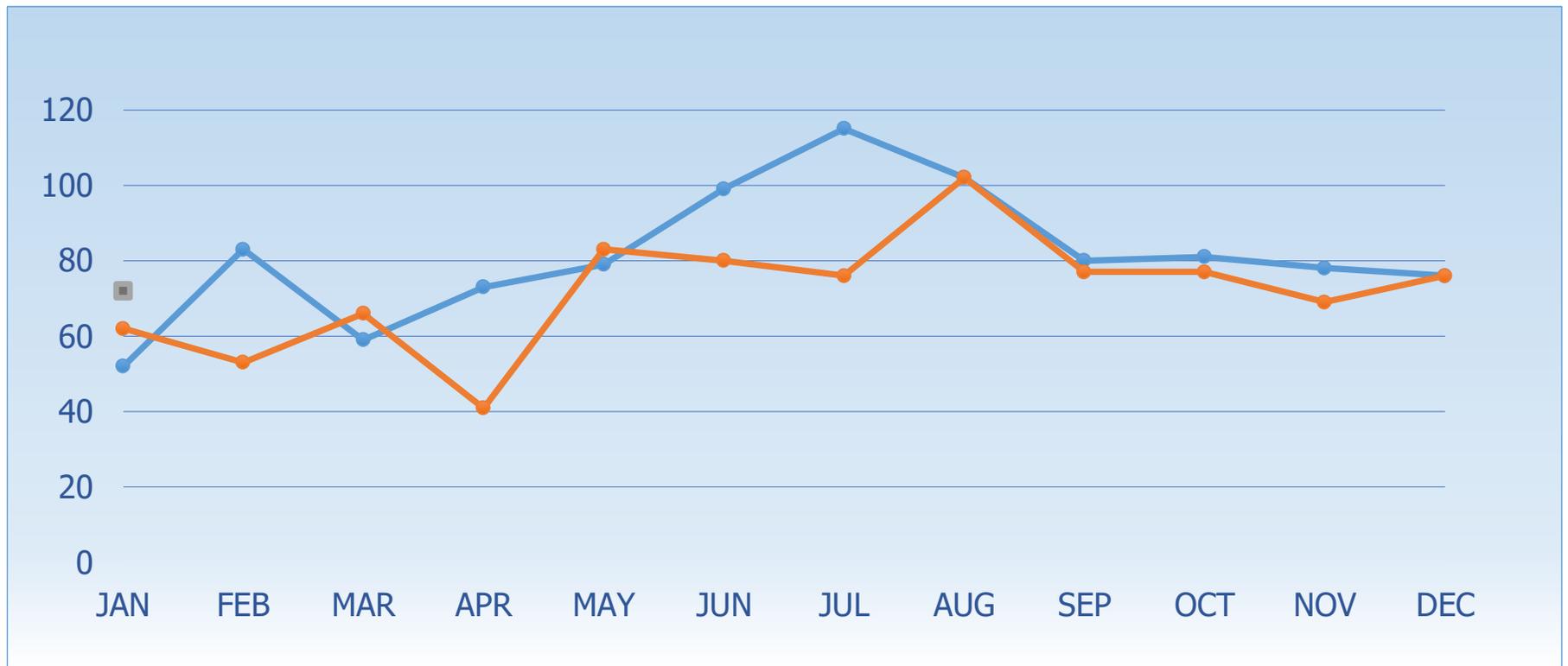
Here are the stats for January, 2021:

- January was an all-time high month for calls. We ended up with 72 calls, 5 more than the previous high back in 2013.
- It is a bit too early to judge the busy days of the week, Friday seems to be the least busy for now. Same goes for the hours of the day 4 and 6 PM seem to be slightly more busy.
- Our response time for January 6:54 was a minute slower than usual. January showed 45 priority 1 and 2 calls.
- Type of calls differ this month, EMS counts for 71% of our volume a bit higher than usual. MVIs have started out higher than last year 9 compared to 2. Overlapping calls were in line with previous years.
- Location of calls shows Township is way ahead 50% compared to Douglas 28% and Saugatuck City that list at 15%.

Thanks,
Greg

2021 Incidents by Month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	72												072
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977



2011-21 Incidents by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	72												72
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745
2013	67	62	44	39	57	53	70	74	42	58	66	58	690
2012	52	33	58	55	54	74	104	77	54	40	52	76	729
2011	42	38	57	34	52	51	92	70	63	61	40	41	641
Average	57	53	55	54	71	78	98	84	69	66	56	58	796

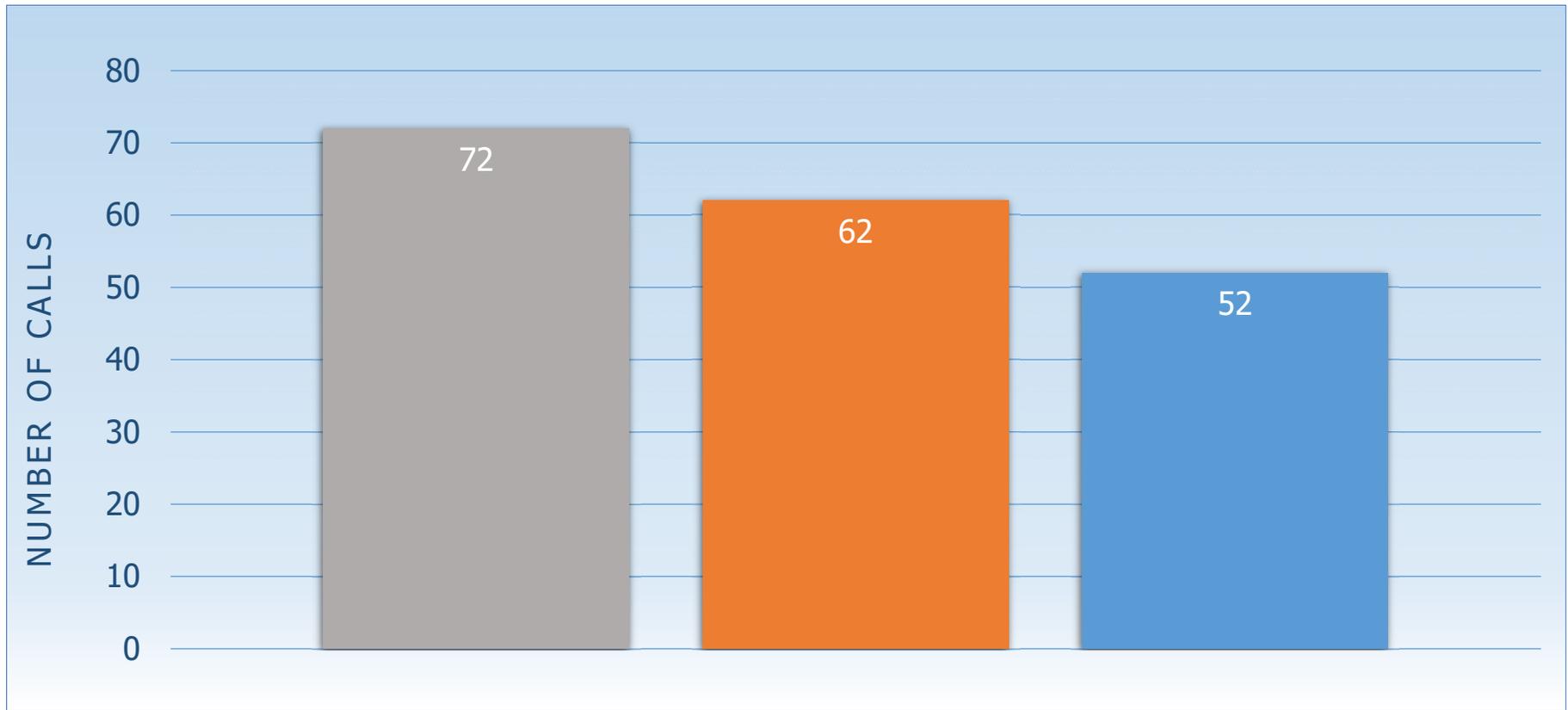
Lowest Highest

1999-2021 Incidents by month

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	72												72
2020	62	53	66	41	83	80	76	102	77	77	69	76	862
2019	52	83	59	73	79	99	115	102	80	81	78	76	977
2018	61	58	55	79	85	94	103	101	83	77	52	59	907
2017	54	35	62	51	68	89	116	76	66	91	48	57	813
2016	47	51	53	64	76	95	113	105	82	64	60	65	875
2015	57	61	50	50	73	67	110	90	71	58	49	47	783
2014	62	51	49	56	85	77	84	59	72	52	59	39	745
2013	67	62	44	39	57	53	70	74	42	58	66	58	690
2012	52	33	58	55	54	74	104	77	54	40	52	76	729
2011	42	38	57	34	52	51	92	70	63	61	40	41	641
2010	36	26	46	52	50	48	98	72	58	54	40	32	612
2009	46	46	38	40	43	61	65	57	58	45	44	49	592
2008	46	35	23	32	41	53	101	54	43	48	29	53	558
2007	35	44	34	39	44	64	78	59	55	37	33	37	559
2006	41	33	41	23	58	48	64	46	42	43	47	42	528
2005	42	28	48	47	37	57	75	58	49	40	40	34	555
2004	41	28	34	34	51	45	50	48	46	51	30	41	499
2003	25	30	35	36	54	61	55	63	39	35	39	45	517
2002	36	27	41	35	35	54	62	65	53	44	36	30	518
2001	29	33	38	38	46	51	69	43	46	43	34	28	498
2000	44	40	44	50	42	48	64	38	41	42	46	45	544
1999	32	34	31	31	37	37	41	40	31	39	31	31	415
Average	47	42	46	45	57	64	82	68	57	54	45	47	645

Lowest Highest

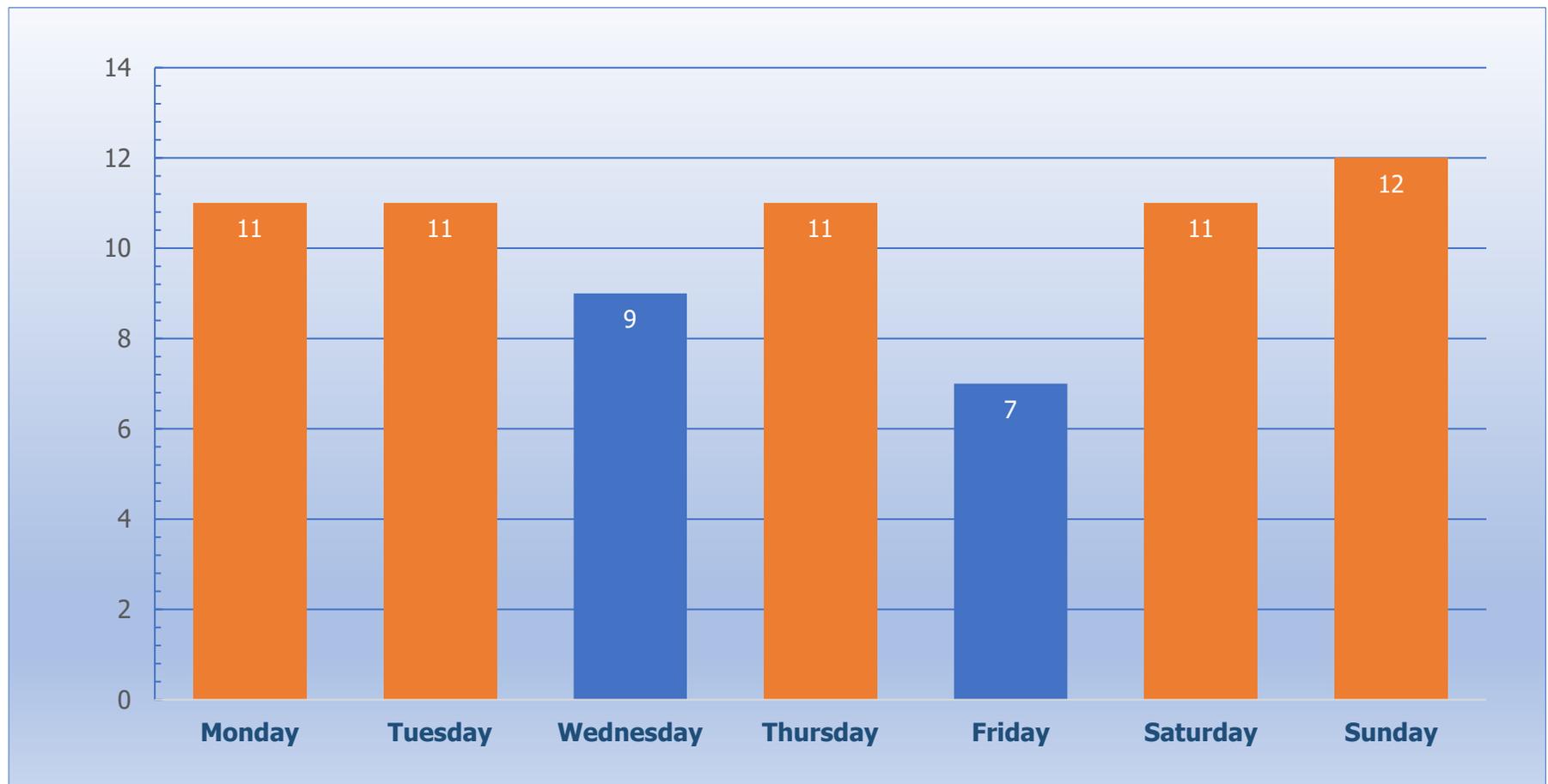
2018-2021 Incident Comparison



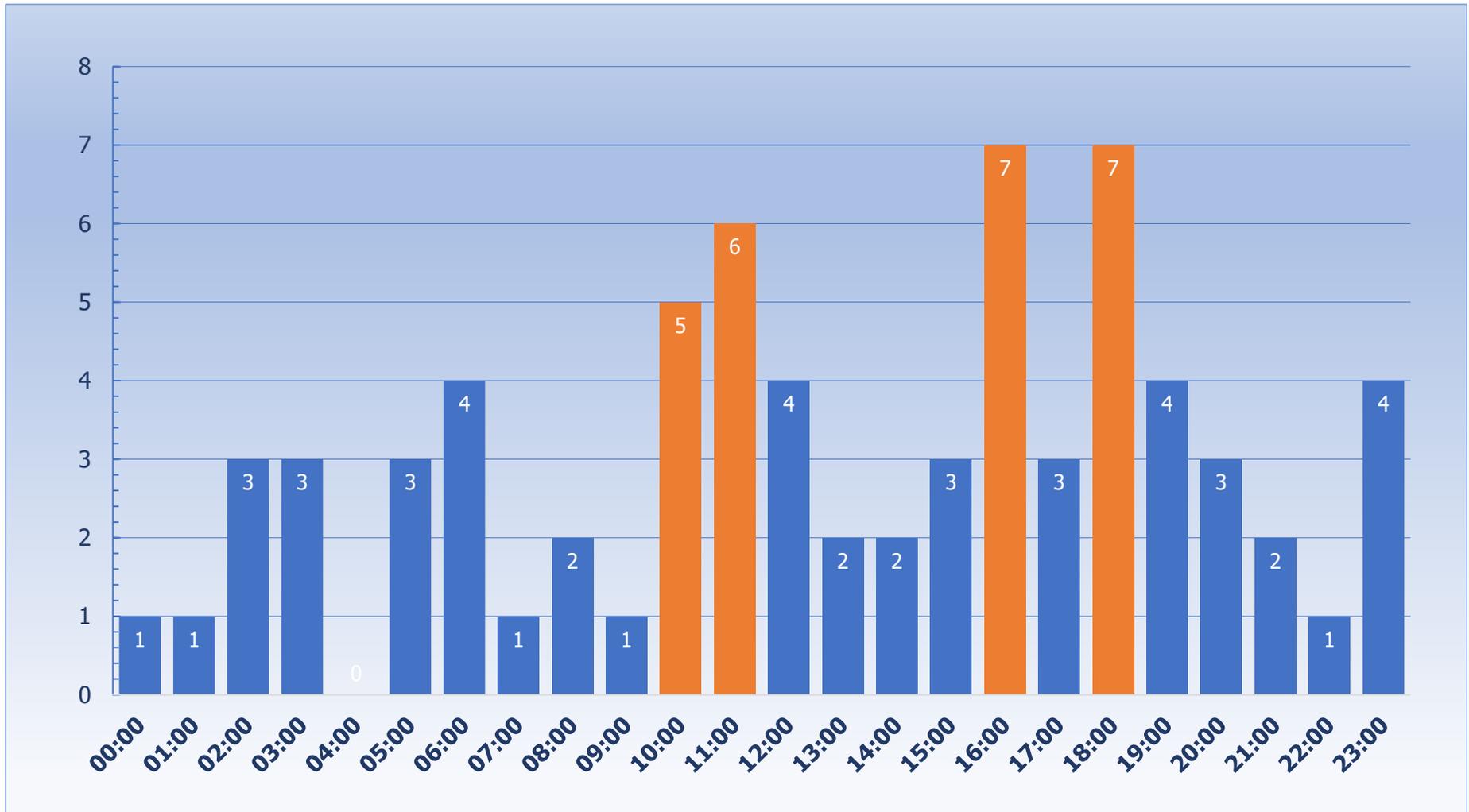
Year	January 31	+/-	+/- %
2021	72	10	16.1
2020	62	10	19.2
2019	52		

2021 Incidents per Day of the Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11	11	9	11	7	11	12



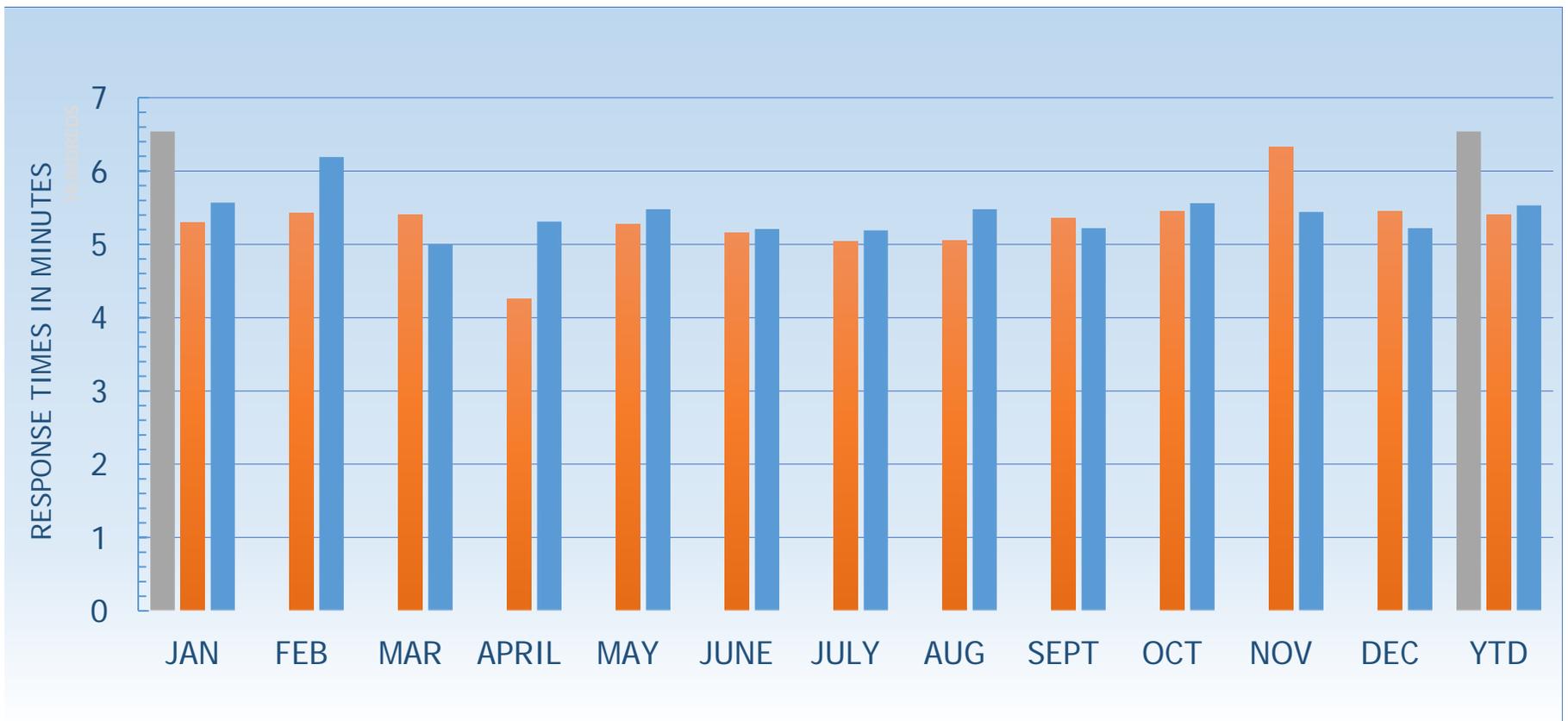
2021 Incidents by Time of Day



2019-2021 Response Times by Month

[From 2019 Response Times are now emergencies that requires lights and siren.]

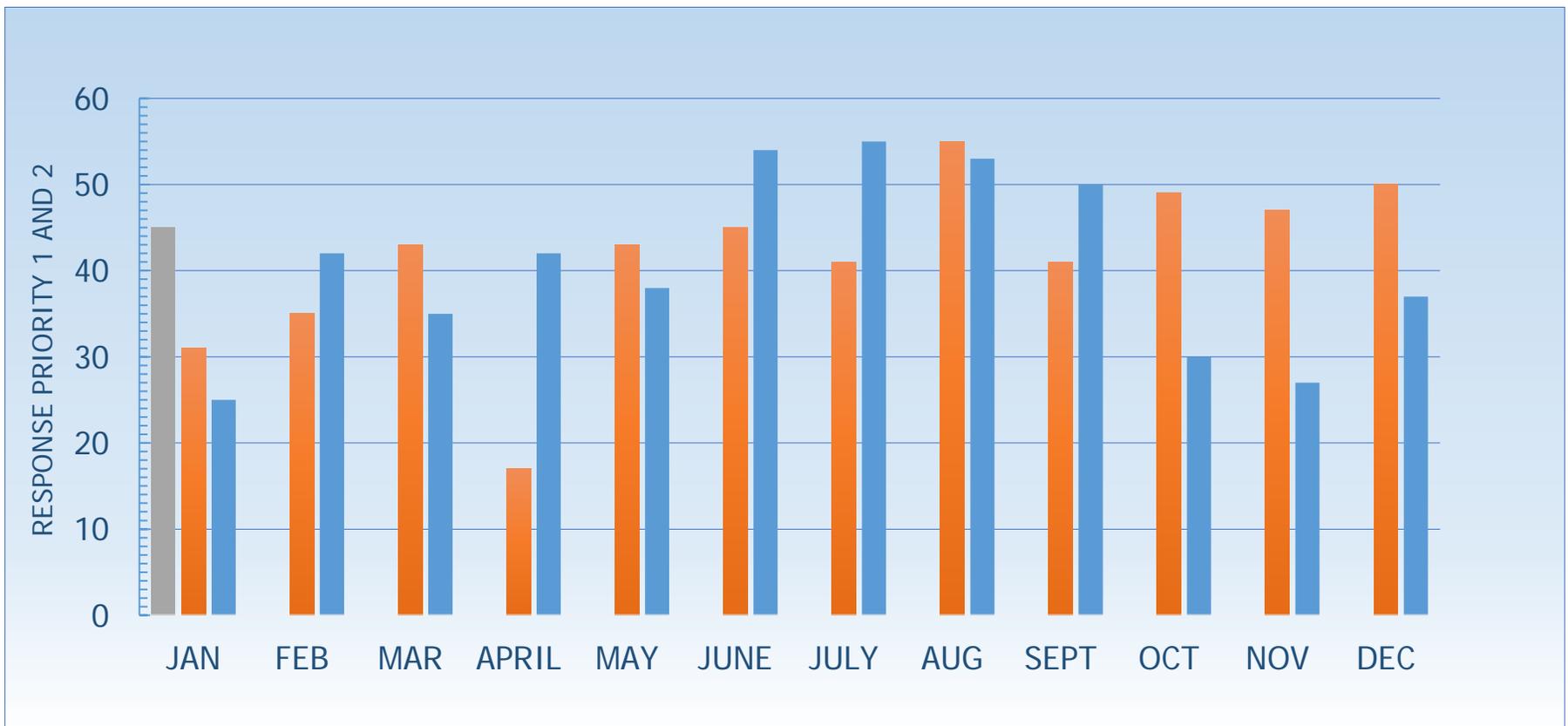
Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2021	6:54												6:54
2020	5:30	5:42	5:40	4:25	5:27	5:16	5:04	5:05	5:36	5:45	6:33	5:45	5:40
2019	5:57	6:19	5:00	5:31	5:48	5:21	5:19	5:48	5:22	5:56	5:44	5:22	5:53



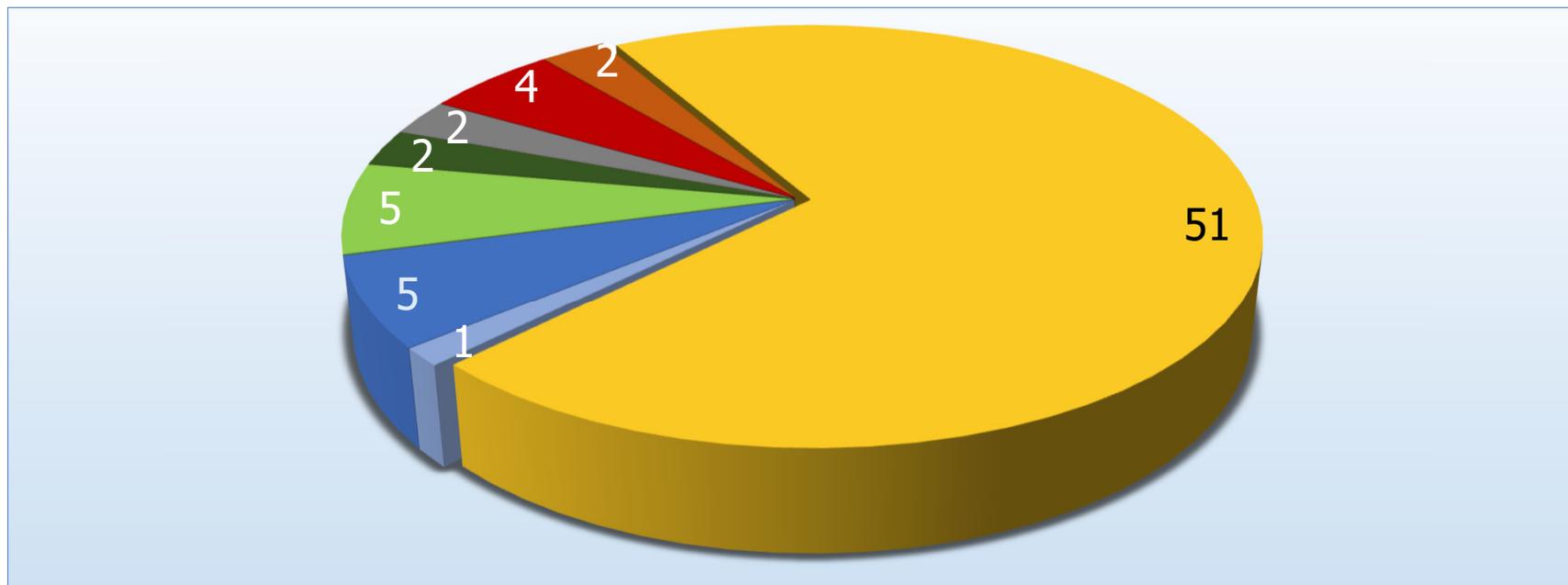
2020 Emergency Responses

[Priority 1 and 2 responses per month in our district.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
2020	45												45
2020	31	35	43	17	43	45	41	55	41	49	47	50	497
2019	25	42	35	42	38	54	55	53	50	30	27	37	488



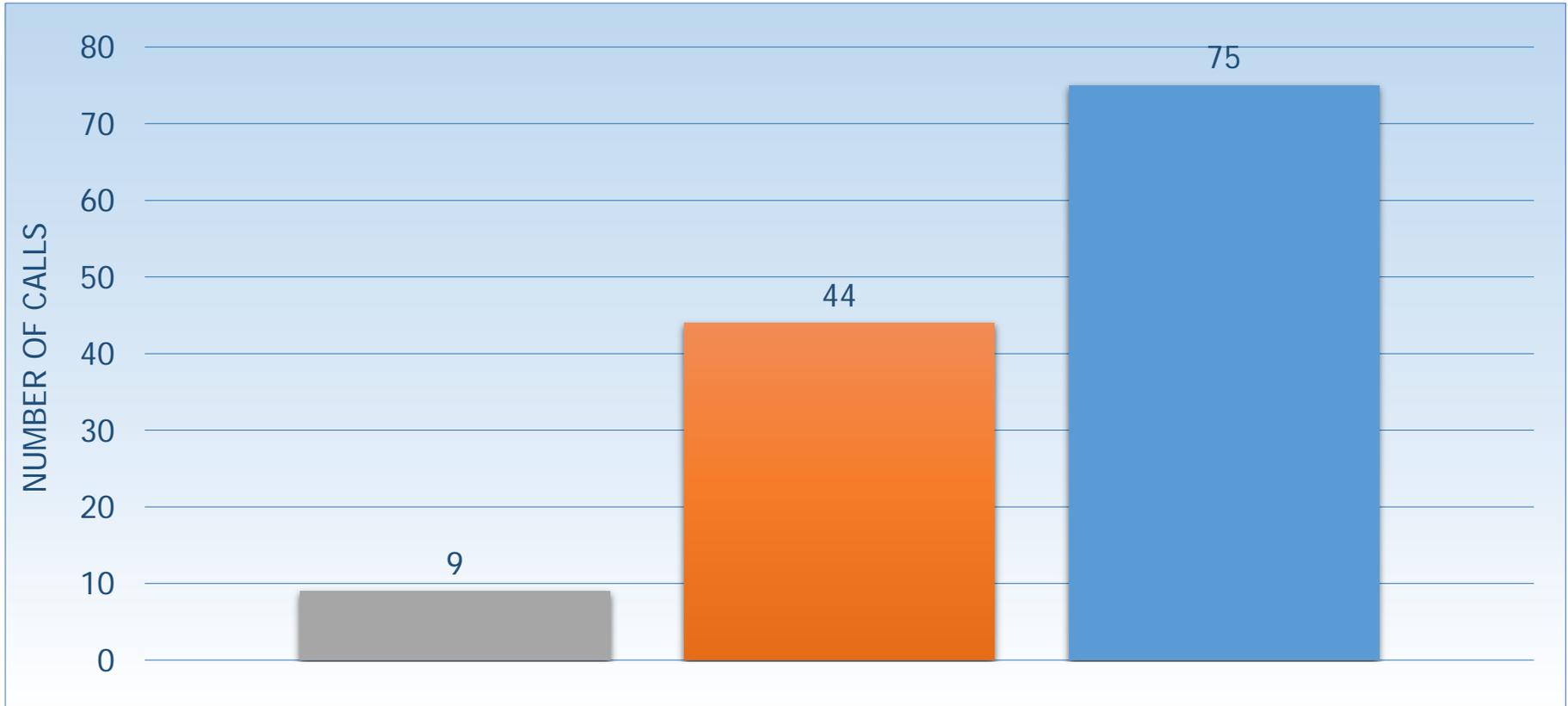
January 2021 Incident Report by Type



Type Of Incident:	Total Incidents:	Percentage Value:
 100 Series - Fire	4	5.6%
 200 Series - Explosion, Overpressure, Overheat (No Fire)	2	2.8%
 300 Series - Rescue & EMS	51	70.8%
 400 Series - Hazardous Conditions (No fire)	1	1.4%
 500 Series - Service Call	5	6.9%
 600 Series - Good Intent Calls	5	6.9%
 700 Series - False Alarm & False Calls	2	2.8%
 800 Series - Severe Weather and Natural Disaster	0	0.0%
 900 Series - Special Incident Type	2	2.8%
	72	100.0%

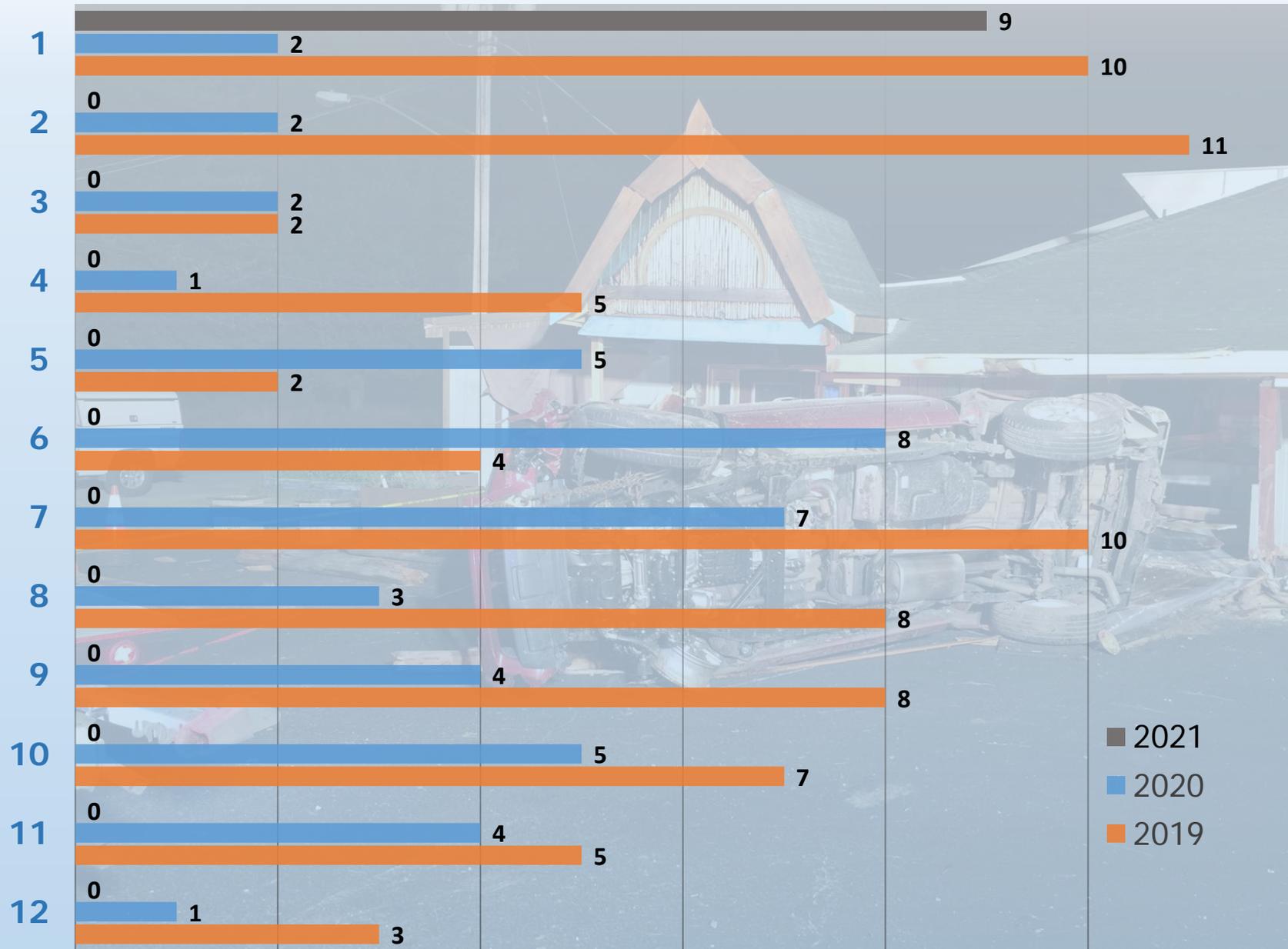
2019-2021 Motor Vehicle Incidents

[All incidents with any motorized vehicle involved in accidents, fires etc.]



As of:	# of Incidents	+/-	+/- %	Extrication	%
01/31/2021	9	(35)	(79.55)	0	0.0
12/31/2020	44	(31)	(41.33)	1	2.3
12/31/2019	75	11	21.15	3	4.0

MV Incidents by Month 2019-2021



2015-21 MVIs by month

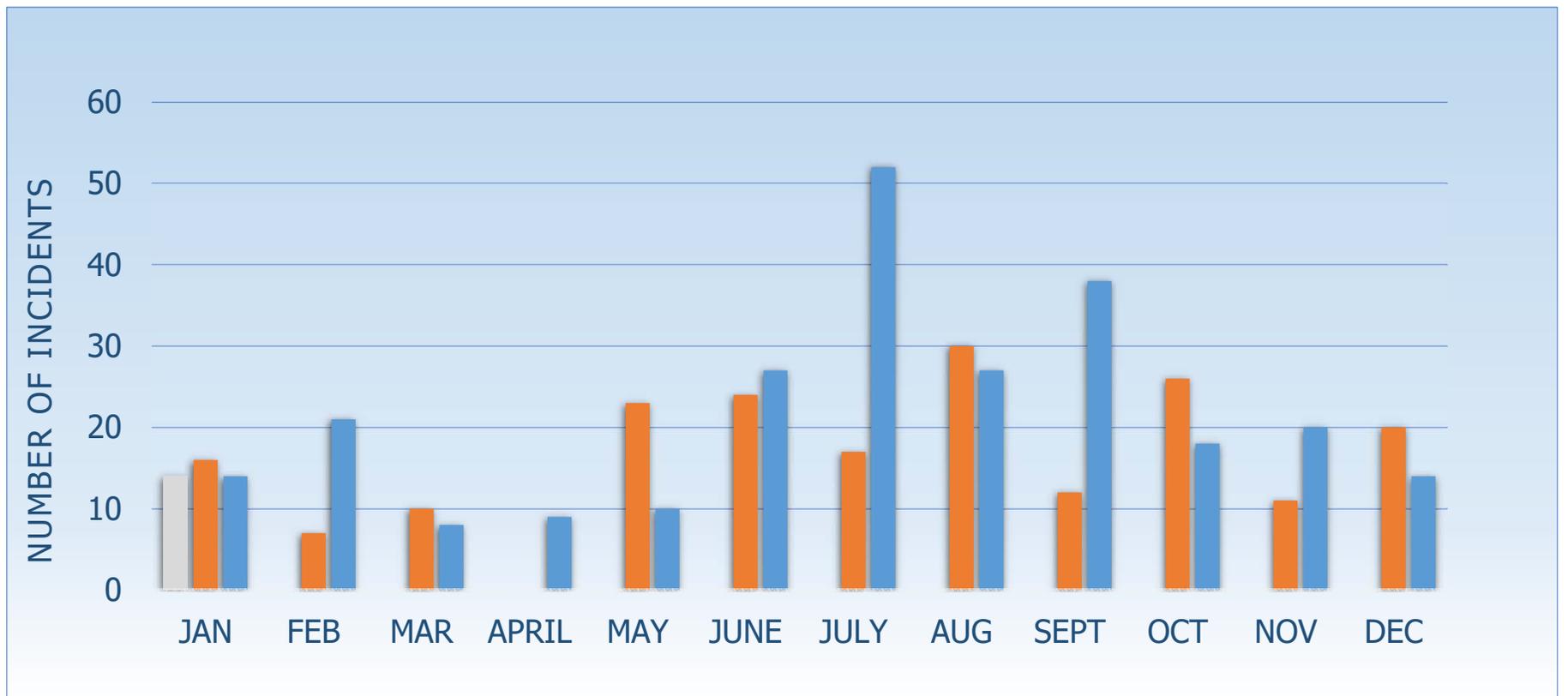
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	9												9
2020	2	2	2	1	5	8	7	3	4	5	4	1	44
2019	10	11	10	5	2	4	10	8	8	7	5	3	83
2018	9	5	4	5	9	5	7	6	6	0	1	7	64
2017	4	4	2	2	7	7	8	4	2	3	2	7	52
2016	15	8	3	13	4	8	16	4	0	2	5	11	89
2015	6	11	3	1	3	6	7	7	4	2	1	2	53
Average	8	7	4	5	5	6	10	6	4	3	3	6	68

Lowest Highest

2021 Overlapping Incidents YTD

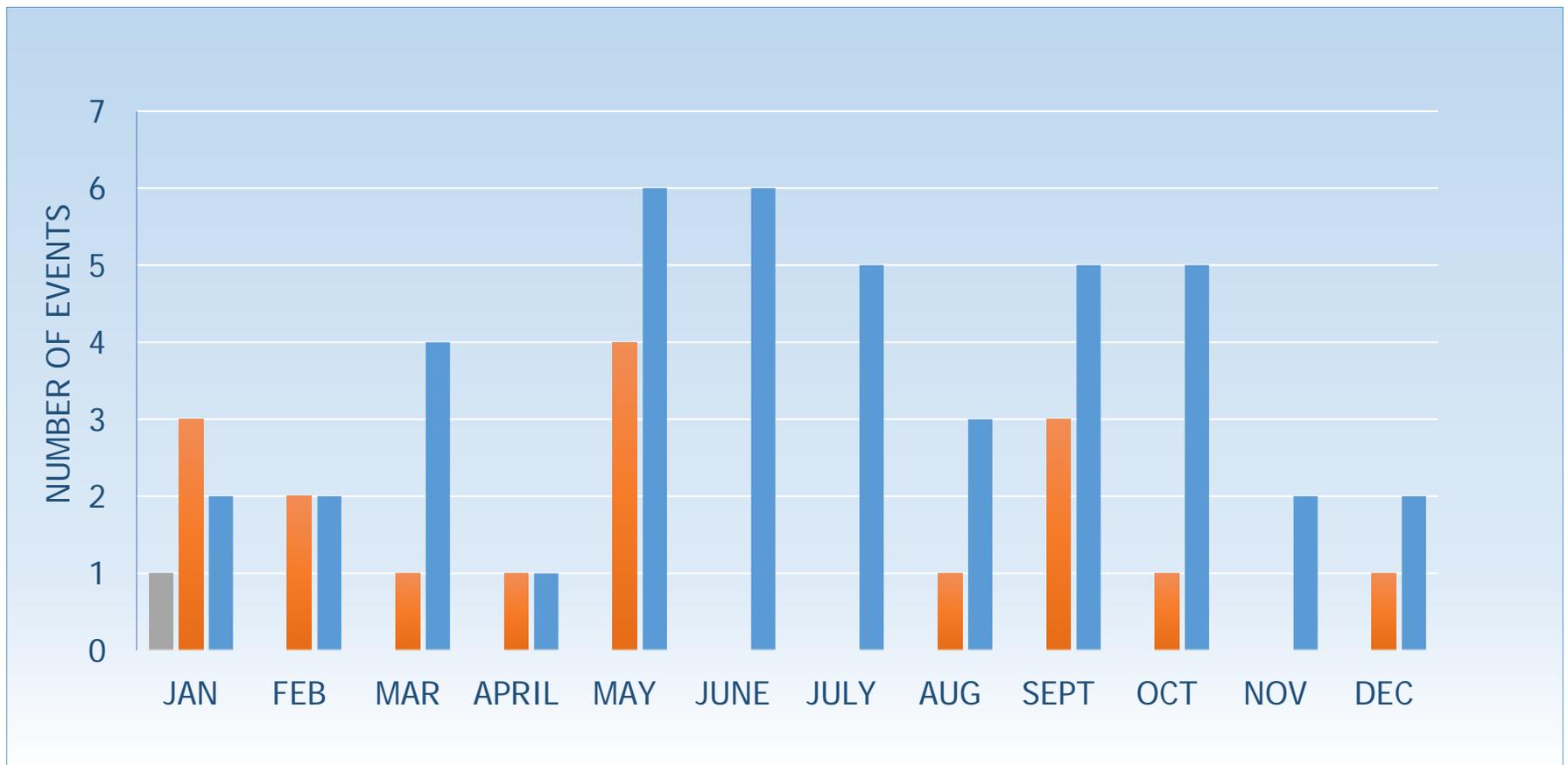
[Another emergency incident that requires fire department response that occurs within the time frame of a previous emergency incident.]

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2021	14												14
2020	16	7	10	0	23	24	17	30	12	26	11	20	196
2019	14	21	8	9	10	27	52	27	38	18	20	14	258



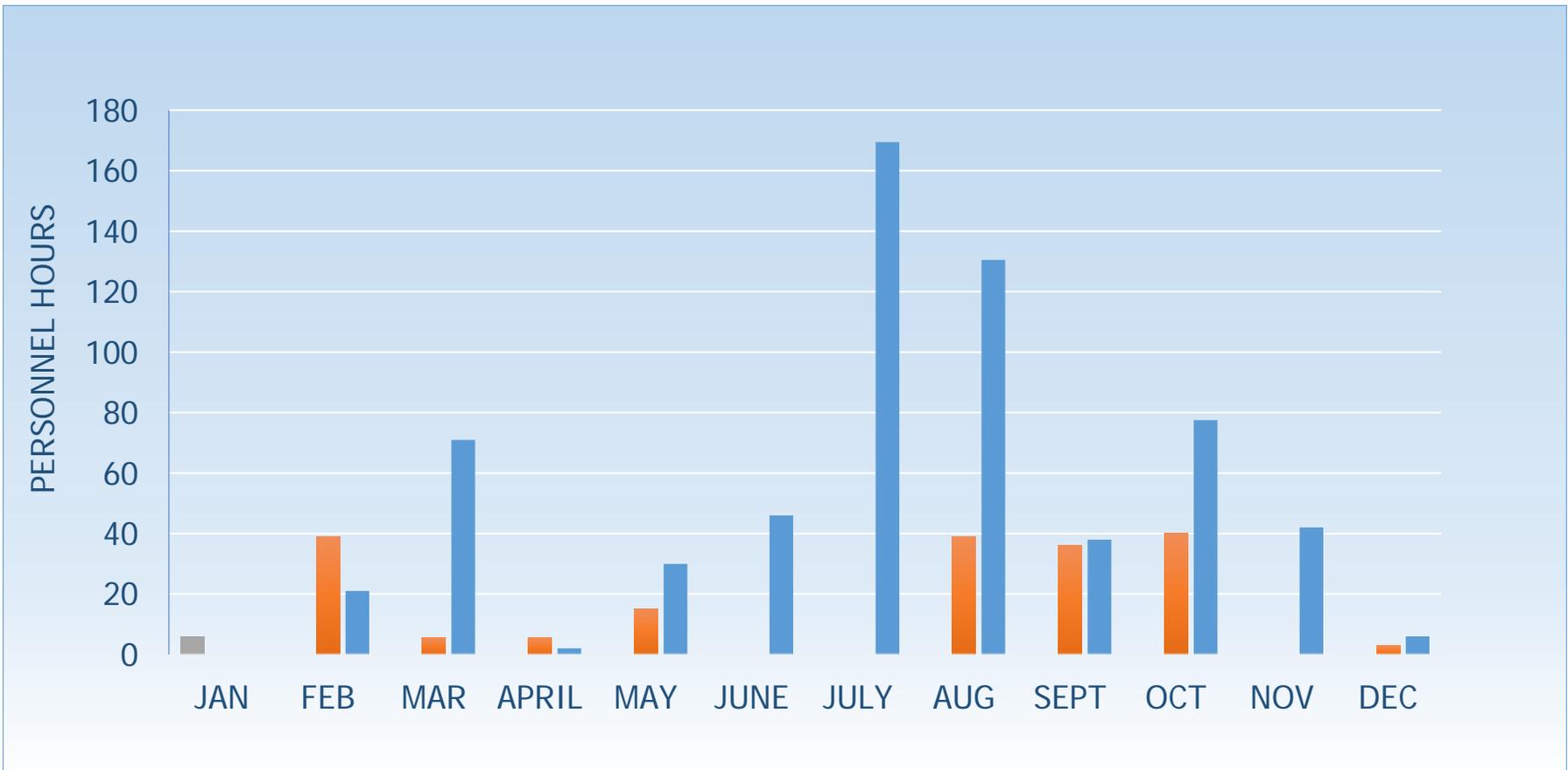
2019-2021 Special Events by month

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	1												1
2020	3	2	1	1	4	0	0	1	3	1	0	1	17
2019	2	2	4	1	6	6	5	3	5	5	2	2	43

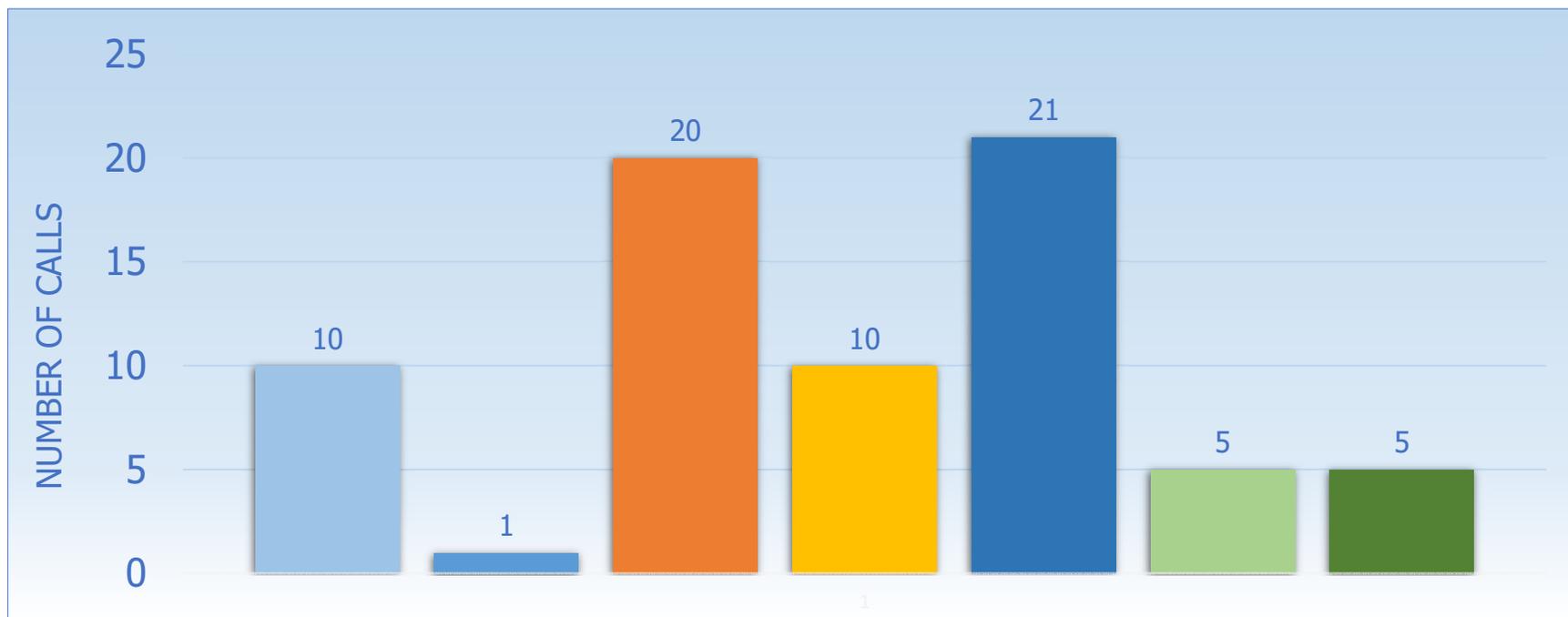


2019-2021 Special Events Personnel Hours

Year	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
2021	6												6
2020	0	39	6	6	15	0	0	39	36	40	0	3	183
2019	0	21	71	2	30	46	170	131	38	78	42	6	634

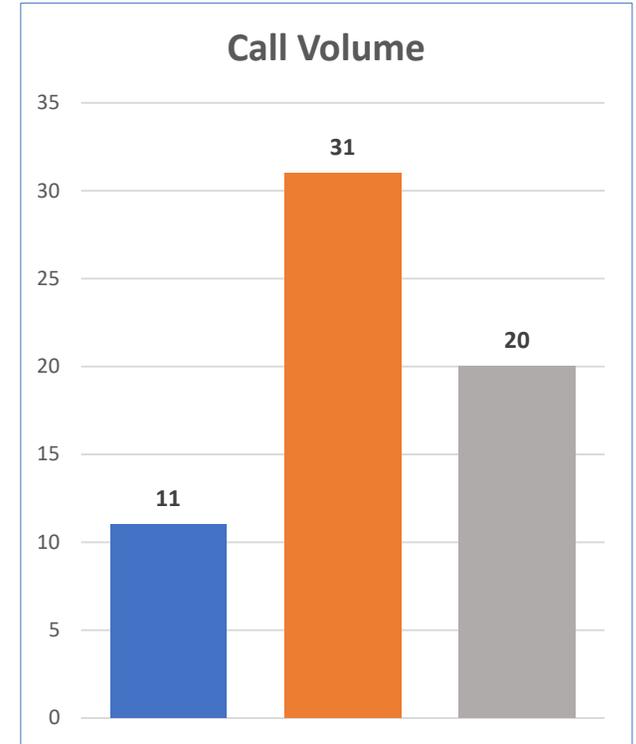
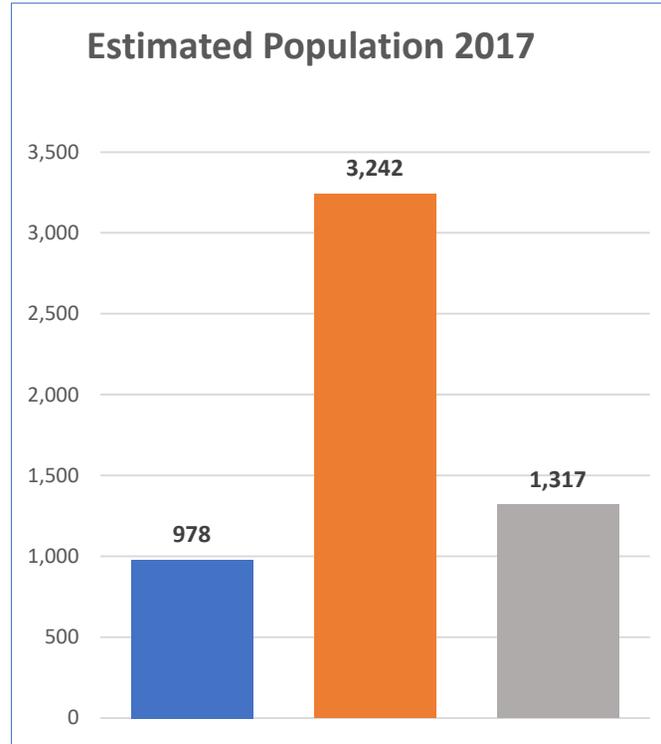
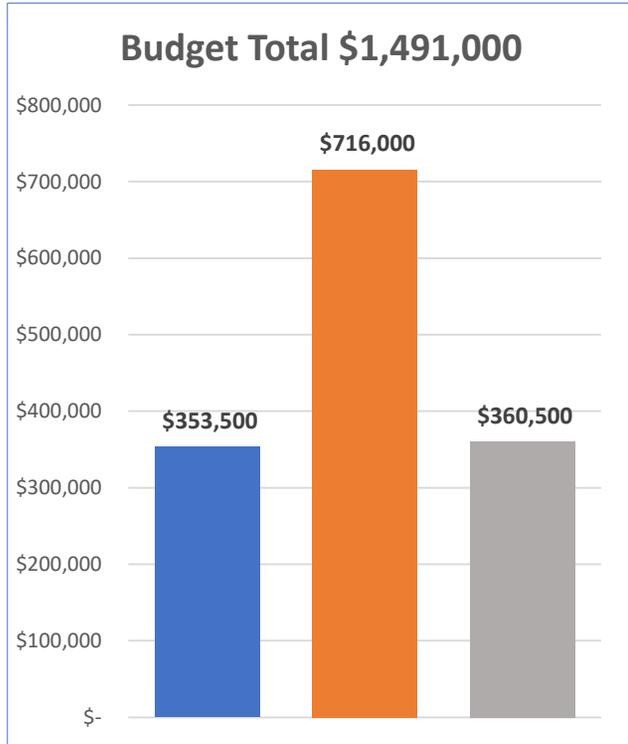


2021 Incidents by Area



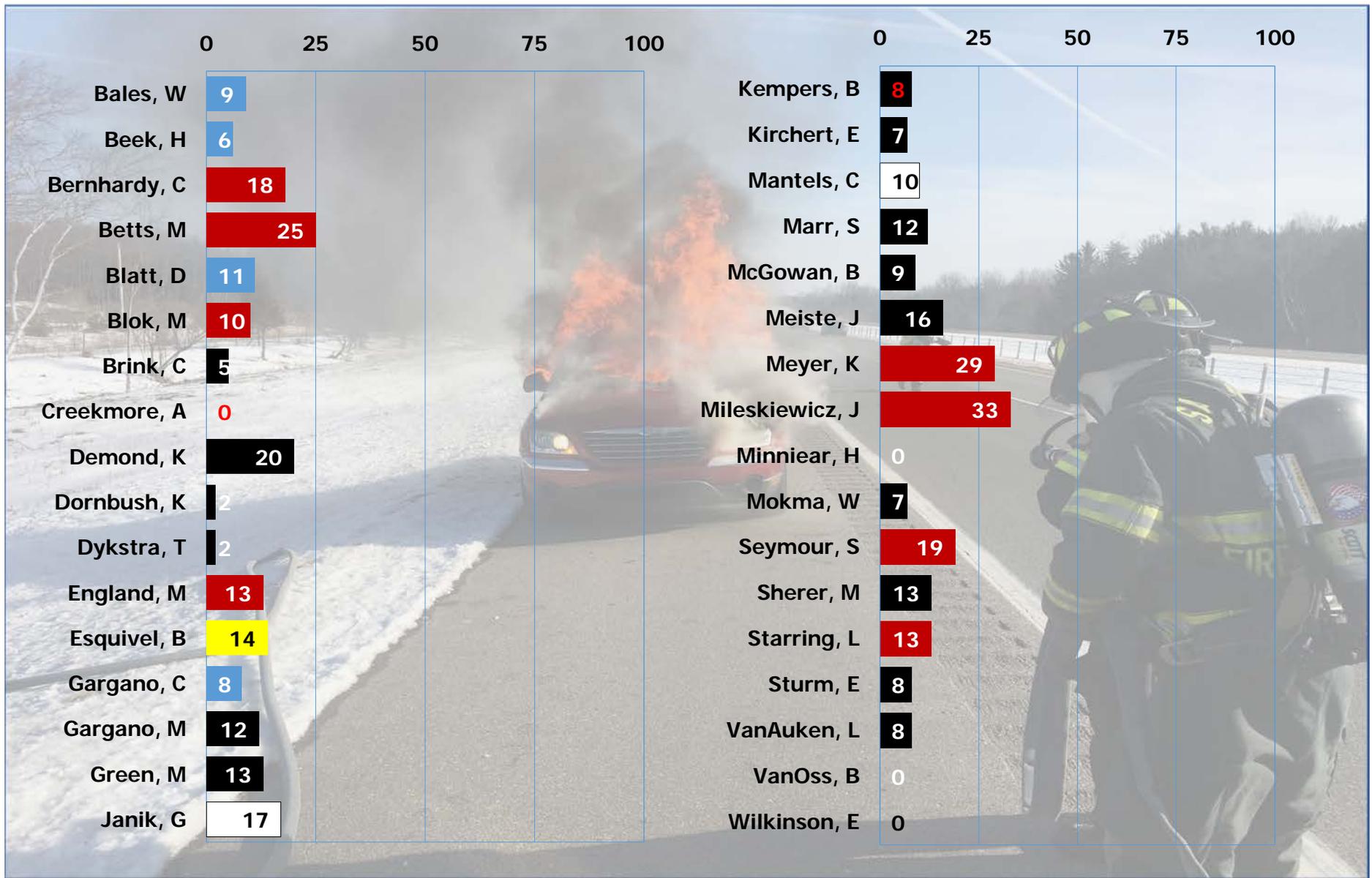
Area	January 31	%
Saugatuck North	10	13.9
Saugatuck South	1	1.4
Douglas	20	27.8
Township North	10	13.9
Township South	21	29.2
I-196	5	6.9
Outside Area	5	6.9
Total	72	100.0

2021 Key numbers for Tri-Community



	Square Miles	Budget	%	Est. Population 2017	%	Call Volume	%
Saugatuck City	1.47	\$ 353,500	24.7	978	17.66	11	17.74
Saugatuck Township	24.21	\$ 716,000	50.1	3,242	58.55	31	50.00
City of Douglas	1.98	\$ 360,500	25.2	1,317	23.79	20	32.26
Total	27.66	\$ 1,430,000	100.0	5,537	100.00	62	100.00

2021 Personnel Response to Incidents



Total Incidents: 72

Chiefs

Officers

Firefighters

EMS

Trainee

2021 Protected Property Value

NFIRS Category	Call #	Date	Address	Zillow Market Value	Loss
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Fire

			TOTAL	\$0	\$0

Overpressure Explosion, Overheat - No Fire

			TOTAL	\$0	\$0

Hazardous Conditions - No Fire

412	210019	01/07/2021	221 Elizabeth	\$418,233	\$0
			TOTAL	\$418,233	\$0

2020 Protected Property Value

