

MINUTES

SAUGATUCK-DOUGLAS JOINT POLICE COMMISSION MEETING

WEDNESDAY, JANUARY 13, 2016

DOUGLAS CITY HALL COUNCIL ROOM

86 W. CENTER STREET, DOUGLAS, MI

4:00 P.M.

1. **Call to Order:** Chairperson Spangler called the meeting to order at 4:00 P.M.
2. **Roll Call:** Members present: Spangler, Japinga, Verplank, Harvath
Members Absent: Harrier
Also present: William LeFevere, Douglas City Manager
Ken Giles, Chief of Police
Robert Drexler, Douglas City Treasurer
3. **Changes/Additions/Deletions to Agenda**
 - A. January 13, 2016
Motion by Harvath with support from Verplank to approve the January 13, 2016 agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes**
 - A. October 14, 2015
Motion by Harvath with support from Japinga to approve the October 14, 2015 Saugatuck-Douglas Joint Police Commission minutes as presented. Motion carried by voice vote.
5. **Public & Written Communications:** None
6. **Unfinished Business:** None
7. **New Business**
 - A. Election of 2016 Officers
 - i. Chair: Japinga
 - ii. Vice-Chair: Verplank
 - B. 2016 Meeting Schedule
Motion by Verplank with support from Harvath to approve the 2016 meeting schedule.
Motion carried by voice vote.
8. **Chief of Police Report**

Chief is in the process of ordering new vehicle.
Briefing on number of assists to county/township.
Comments on City of Saugatuck looking into residents input on full time police coverage.
Discussion on making the police department part of a tri-community plan.
9. **(Unaudited) Revenue/Expenditure Summary Report**
 - A. Month Ended
Drexler reported December being high because of sick payout and holiday pay and also three new vests were bought. Verplank commented that MCT's will need to be put into the budget.
10. **Commission Commets:** None
11. **Hear from the Audience:** None

12. Adjournment: Meeting adjourned at 4:44 P.M.

MINUTES

SAUGATUCK-DOUGLAS JOINT POLICE COMMISSION MEETING

WEDNESDAY, APRIL 13, 2016

DOUGLAS CITY HALL COUNCIL ROOM

86 W. CENTER STREET, DOUGLAS, MI

4:00 P.M.

1. **Call to Order:** Chairperson Japinga called the meeting to order at 4:00 P.M.
2. **Roll Call:** Members present: Japinga, Verplank, Spangler, Harrier
Members absent: Harvath
Also present: William LeFevere, Douglas City Manager
Ken Giles, Chief of Police
Robert Drexler, Douglas City Treasurer
Peter Stanislawski, Saugatuck City Treasurer
3. **Changes/Additions/Deletions to Agenda**
Motion by Verplank with support from Spangler to approve the April 13, 2016 agenda as amended. Motion carried by voice vote.
Amended items:
Add to New Business
 - A. Budget Discussion
 - B. Administrative Overhead
 - C. Discuss Police Authority
4. **Approval of Minutes**
Motion by Spangler with support from Verplank to approve the January 13, 2016 minutes as amended. Motion carried by voice vote.
Amended item:
Change Chief of Police Report, last sentence, Discussion on making the police department into a police authority.
5. **Public & Written Communications: None**
6. **Unfinished Business: None**
7. **New Business:**
 - A. **Budget Discussion**
Douglas City Treasurer Drexler discussed the 2016-2017 budget. Drexler and members discussed MERS and Drexler, LeFevere, Harrier and Stanislawski will meet to discuss. Possible special police commission meeting will be called after.
 - B. **Administrative Overhead**
Harrier informed members that Saugatuck City Council would like to see specific costs for administrative, what the administrative overhead is and what it costs to run the police department. Douglas and Saugatuck city treasurers and managers will meet to discuss. Motion by Harrier with support from LeFevere to table the 2016/2017 budget. Motion carried by voice vote.
 - C. **Police Authority**

Members discussed making the police department into a police authority involving Saugatuck City, Douglas City and possibly Saugatuck Township. It was a consensus during the discussion that Saugatuck Township should be involved. Both cities will take to council.

8. Chief of Police Report

Sgt. Kent discussed the year-end report. Verplank inquired about MDOT and making it safer for police and fire personnel out of the highway. Discussion of purchasing a computerized sign for the highway when there are accidents.

9. (Unaudited) Revenue/Expenditure Summary Report

A. Month ended

10. Commission Comments: None

11. Hear from the Audience: None

12. Adjournment

Motion by Harrier with support from Spangler to adjourn meeting. Meeting adjourned at 4:55 P.M.

MINUTES

SPECIAL MEETING OF THE SAUGATUCK-DOUGLAS JOINT POLICE COMMISSION MEETING

May 3, 2016

DOUGLAS CITY HALL COUNCIL ROOM

86 W. CENTER STREET, DOUGLAS, MI

5:30 P.M.

1. **Call to Order:** Chairperson Japinga called the meeting to order at 5:23 P.M.
2. **Roll Call:** Members present: Japinga, Harvath, Harrier, Spangler, LeFevere
Members absent: VerPlank
3. **Changes/Additions/Deletions to Agenda**
Motion by Harvath with support from Harrier to approve the May 3, 2016 Agenda as presented.
Motion carried by unanimous voice vote.
4. **Approval of Minutes**
Motion by Harvath with support from LeFevere to approve the April 13, 2016 minutes as presented.
Motion carried by unanimous voice vote.
5. **Budget Review**
Motion by Harvath with support from LeFevere to remove the Saugatuck-Douglas Police Budget from the table for discussion and/or possible action.
Motion carried by unanimous voice vote.
Motion by Harvath with support from Spangler to approve the Saugatuck-Douglas Police Budget as presented.
Motion carried by unanimous voice vote.
Harrier explained that the Saugatuck City Council was satisfied with the budget and new fixed dollar amount for administrative costs. LeFevere explained that they have moved away from a percentage for administrative costs to a fixed dollar amount. Research was done and other cities budgets were looked at.
6. **Adjournment**
Motion by Harvath to adjourn meeting. Meeting adjourned at 5:39 P.M.

MINUTES

SAUGATUCK-DOUGLAS JOINT POLICE COMMISSION MEETING

WEDNESDAY, OCTOBER 14, 2015

DOUGLAS CITY HALL COUNCIL ROOM

86 W. CENTER STREET, DOUGLAS, MI

1. **Call to Order:** Chair Spangler called the meeting to order at 4:05 P.M.
2. **Roll Call:** Members Present- Harvath, Spangler, Japinga
Members Absent- VerPlank
Also Present- William LeFevere, Douglas City Manager
Ken Giles, Chief of Police
Robert Drexler, Douglas City Treasurer
Kirk Harrier, Saugatuck City Manager
3. **Changes/Additions/Deletions to Agenda**
 - A. October 14, 2015
Motion by Harvath with support from Japinga to approve the October 14, 2015 agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes**
 - A. July 8, 2015
Motion by Harvath with support from Japinga to approve the July 8, 2015 Saugatuck-Douglas Joint Police Commission minutes as presented. Motion carried by voice vote.
5. **Public & Written Communications-** None
6. **Unfinished Business-** None
7. **New Business-** None
8. **Chief of Police Report**

Summer is over. Everything seems to be running smoothly.

Harvath asked about the money spent on refinishing the Humvee. Humvee is at DPW being repainted, new light bar, quieting it down. It will be left out year round. Used for search and rescue, emergencies/drownings, go through snow drifts. The dive team can go in one trip instead of multiple.

Spangler asked about the allocation of police resource behind the old Haworth plant. Chief will discuss with Sgt. Kent and officers.

Assists were higher for the three summer months. County/State hasn't approved hiring.
9. **(Unaudited) Revenue/Expenditure Summary Report**
 - A. Month Ending September 2015
Drexler indicated that part time and over time are over but is common for this time of year. There was also an extra payroll in September. Part time a little higher than last year.
10. **Commission Comments**

Harvath: With the season being over, everyone did well. Excited to look at the Humvee. Wants all officers to have a good attitude (smile and wave). Also commented on the possibility of getting reimbursed for calls out of jurisdiction.

Spangler: Sent a woman to speak with Chief and was pleased with her outcome. Chief is willing to sit and talk to anyone anytime.

LeFevere: Discussed the Harbor patrols interview. Sheriffs Marine Patrol cutting back next year due to state funding getting cut.

11. Hear from Audience- None

12. Adjournment

Meeting was adjourned at 4:28 P.M. by voice vote.

AGENDA

SAUGATUCK-DOUGLAS POLICE COMMISSION MEETING

Wednesday, October 12, 2016

DOUGLAS CITY HALL

86 W. CENTER STREET, DOUGLAS, MI

4:00 P.M.

1. **Call to Order:** Verplank called the meeting to order at 4:00 P.M.
2. **Roll Call:** Members present: Verplank, Harvath, Spangler, LeFevere
Members absent: Japinga excused
3. **Changes/Additions/Deletions to Agenda**
Motion by Harvath with support from Spangler to approve the October 12, 2016 agenda as amended.
Motion carried by unanimous voice vote.
Add to New Business:
Discussion on Joint Police Committee Study
Discussion on police coverage
Discussion on an officer off for an extended period of time.
4. **Approval of Minutes**
Motion by Spangler with support from Harvath to approve the May 3, 2016 Special Meeting Minutes as presented.
Motion carried by unanimous voice vote.
5. **Public & Written Communication:**
None
6. **Unfinished Business:**
None
7. **New Business:**
 - A. **Discussion on Joint Police Committee Study**
Verplank handed out her written thoughts on what needs to happen with the Joint Police Committee. Members agreed that someone will need to lead/oversee the committee and be the facilitator. Members also agreed that the first meeting should be planned.
 - B. **Discussion on Police Coverage**
Fire Chief Greg Janik spoke about the absence of police coverage in the township. Chief Janik explained that many of his calls in the township that require police presence utilize the Saugatuck Douglas Police Department because there typically isn't a Sheriff Deputy in the area. Members agreed that they need to look into how policing is done through the county. Discussion on having the township pay for calls that the Saugatuck Douglas Police Department respond to.
 - C. **Discussion on Officer Off Work for Extended Period of Time**
Verplank asked about an officer that has been off work for a period of time and wanted to know about short term disability. Chief Giles and LeFevere both stated that officers can be on short term disability for 1 year with the way the contract is wrote.

8. Chief of Police Report

There were 67 township complaints that SDPD responded to since April. Chief Giles and Harrier met with Mike Johnson of Coral Gables to discuss the abundance of calls to Coral Gables. Part of the reason there is more overtime for officers is because there always has to be a third car sitting by Coral Gables on the weekends. Safety is a big concern with the crowd that is at Coral Gables. Chief Janik also stated the fire department has also had many calls there and safety for responders is a concern.

9. Unaudited Revenue/Expenditure Summary Report

Bob Drexler discussed the report stating that overtime is up in the budget because some regular full-time officers had to cover shifts for the officer that was off work. Insurance is up in the budget but is now paid for the year.

10. Adjournment

Meeting adjourned at 4:40 P.M.