

Meeting Minutes
Saugatuck-Douglas Joint Police Commission
Douglas City Hall Council Room
January 13, 2010
4:00 PM

D R A F T

1. Call to Order:

The meeting was called to order by Vice Chairperson Hoexter at 4:00 PM.

2. Roll Call:

Present: Hoexter, Harvath, Kowal, Van Singel and Harrier

Absent: Johnson

Also Present: Chief Giles; Mayor Waddell (audience)

3. Changes/Additions/Deletions to Agenda:

Motion by Harvath / 2nd by Kowal to approve the agenda for January 13, 2010 as presented. The motion carried unanimously by voice vote.

4. Approval of Minutes:

Regular meeting minutes of the Saugatuck-Douglas Joint Police Commission meeting of October 14, 2009. Motion by Harvath / 2nd by Kowal to approve the October 14, 2009 meeting minutes of the Saugatuck-Douglas Joint Police Commission as presented. Motion carried unanimously by voice vote.

5. Public Communication: (limit of 3 minutes)

Verbal: No verbal communications were received.

Written: No written communications were received.

6. Unfinished Business:

There was no unfinished business.

7. New Business:

Summary of Final Costs Associated with Reinstatement of Officer Zerbe

Kowal advised that the final cost for the reinstatement of Officer Zerbe was \$33,341.33. Kowal distributed a proposed Police Department budget amendment and stated that it would be presented to the Douglas City Council for its consideration and possible action at its regular meeting of January 18, 2010. The proposed budget amendment would decrease existing Police Department expenditure appropriations in the identical amount associated with the reinstatement of Officer Zerbe. If approved by the Douglas City Council, there would be no increase in the Police Department budget – all expenditure increases would be offset by corresponding expenditure decreases. As proposed, the planned purchase of a patrol vehicle would be eliminated as would other miscellaneous contractual expenditures. Kowal stated he and the Chief are not happy about eliminating any of the proposed expenditures, especially the purchase of a new patrol vehicle. He reminded the Commission that the Department finally got back on a schedule of replacing one vehicle every fiscal year. In addition to improving fleet reliability, it reduces the amount spent on vehicle repairs. Kowal indicated that two vehicles may be proposed as part of the Department's fiscal year 2010/11 budget request to get the Department back on a five-year vehicle replacement schedule (one vehicle replaced each fiscal year).

Kowal advised that certain Police Department building repairs, including roof replacement, will be included as part of the proposed FY 2010/11 Police Department budget.

8. Chief of Police Report:

Chief Giles advised that Sgt. Kent and he had conducted performance evaluations of all fulltime officers. Officers were evaluated against numerous criteria. Chief Giles also commented on the status of the COPS Grant and advised he is awaiting a response about the second round of grant awards.

Chief Giles distributed a written summary and verbally discussed his ongoing concerns, issues and unanswered questions regarding policing and matters of public safety regarding the newly acquired North McClendon (North Denison) property that the City of Saugatuck recently acquired. The Chief reviewed all of his concerns and questions that were contained in his written summary. The Chief noted that he raised the exact same concerns, issues and questions over one year ago at the Police Commission meeting and that they remain largely unanswered and unaddressed yet today. Van Singel stated he didn't know the answers for many of the concerns/questions raised by the Chief, but he would get answers and ensure that the Chief was informed. Harrier advised that the City of Saugatuck is forming a management committee to develop solutions to all of these issues and that Chief Giles would be invited to attend all of the committee's meetings.

9. Revenue/Expenditure Summary Report:

Kowal and the Chief reviewed the Police Department Budget-to-Actual Expenditure Summary Report for the Period of July 1, 2009 through December 31, 2009. Kowal advised that this represents 50% of the fiscal year and that the Police Department appears to be on target and doing a good job staying within budgeted appropriations. Van Singel commented that the Department was under budget.

10. Commissioner Comments:

There were no commissioner comments.

11. Hear from the Audience:

Mayor Waddell expressed her disappointment that the City of Saugatuck had failed to work more closely with the Chief and the Department on matters of public safety involving the newly acquired North McClendon dune lands north of Oval Beach. Primary among her concerns were how the Police Department was supposed to adequately provide public safety services to this very large area without negatively impacting public safety services in the City of Douglas. Kowal stated that a proposal would be solicited soon from the Director of Public Safety Services, ICMA Consulting Services, for a comprehensive review and analysis of the Department and the existing intergovernmental agreement between the two cities for joint police services and recommendations relating thereto.

12. Adjournment:

Motion by Kowal / 2nd by Harvath that the Saugatuck-Douglas Joint Police Commission meeting be adjourned. The motion carried unanimously by voice vote. The meeting was adjourned by Vice Chairperson Hoexter at 5:04 PM.

Respectfully submitted,

Joie Houchin
Saugatuck-Douglas Police Department

DRAFT

Meeting Minutes
Saugatuck Douglas Joint Police Commission
Douglas City Hall Council Room
April 14, 2010

1. Call to Order:

The meeting was called to order by Chairperson Johnson at 4:05 PM.

2. Roll Call:

Present: Hoexter, Kowal, Van Singel, Stansowski, who was representing Harrier, & Johnson.

Absent: Harvath

Also present: Chief Giles; Mayor Waddell (audience)

3. Changes/Additions/Deletions to agenda:

None.

4. Approval of Minutes:

Regular meeting minutes of the Saugatuck Douglas Joint Police Commission meeting of April 14, 2010. Motion by Kowal / 2nd by Hoexter to approve the April 14, 2010 meeting minutes of the Saugatuck Douglas Joint Police Commission as presented. Motion carried unanimously by voice vote.

5. Public Communication:

Verbal: No verbal communications were received.

Written: no written communications were received.

A. Police Department Statistical Reports for the period of January –March 2010, including summary of assists to the Allegan County Sheriff's Department.

B. Saugatuck Douglas Police Department 2009 annual Report.

Kowal discussed his proposal to do a study and help determine where the officers are spending their time. He states that this study would be very complex and only by looking at the daily logs would they be able to break down where officers are spending their time and how much time. He advised

that he anticipates a pricey proposal due to the time it would take to break it down.

6. Unfinished Business:

Update RE: Planned Public Safety Services; Saugatuck Harbor Natural Area.

Chief voiced his concerns about the Saugatuck Natural Harbor area as far as local ordinance. Kowal advised that he believes this new area will leave Douglas without an officer due to the police will end up responding to calls in the Natural Harbor area. He went on to say that this is his reason for proposing the study to find out where officers are spending their time so that both cities will be paying for services they are receiving.

7. New Business:

Police Department Budget to Actual Expenditure Summary Report for the Saugatuck Douglas Police Department for Fiscal Year 2010/11 by consideration by Each Municipal Corporation.

Kowal handed out and discussed a draft of the expenditure summary report. He went through the report and explained what line items Saugatuck pays for. He advised that the wages third Car is billed to the city of Douglas and then its invoiced to the city of Saugatuck. He advised that the uniform bill is also paid by the city of Douglas and then invoiced to the City of Saugatuck. He advised that we are looking at a 7% increase. He advised that he believes we will be under budget but it will be close.

Kowal explained the issues with the police department building. He advised of the roof Leaks every time it rains which is causing a mold issue. There is no record of any Maintenance on the roof and Kowal advised he thinks the roof needs to be replaced as well as the carpet.

8. Chief of Police Report:

Chief discussed the new smoking law and how that will bring the intoxicated people out into the streets at night. He advised that he is looking into hiring two part time foot patrol officers with arrest power for downtown Saugatuck. He discussed the COPS grant and the possibility of hiring Lori Warsen back as a full time officer. Chief advised that Mark Giles had an injury to his shoulder that could put him out into a significant amount of time. He advised that he has put him back on the Cold Case team.

9. Revenue/Expenditure Summary Report

Police Department Budget to Actual Expenditure Summary Report for the Period of July 1, 2009 through March 31, 2010

Kowal advised that this represent 75% of the physical year and that we are 71.8%.

10. Commissioner Comments:

None.

11. Hear from the Audience (limit of 3 minutes for general comments)

Mayor Waddell comment on the ICMA Report and how she feels that would be a good Foundation but not a cure all. She talked about finding a computer program that would keep collecting Data.

12. Adjournment:

The meeting was adjourned at 6:00 PM.

Respectfully Submitted,

Joie Houchin
Saugatuck Douglas Police Department

DRAFT MEETING MINUTES
SAUGATUCK-DOUGLAS JOINT POLICE COMMISSION MEETING
WEDNESDAY, JULY 14, 2010
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
4:00 PM

1. **Call to Order:** Chair Johnson called the meeting to order at 4:05 PM.
2. **Roll Call:** Members present- Stanlowski, Johnson, VanSingle, Harvath, Hoexter, Lefevere. Members absent- None. Also present- Chief Giles.
3. **Changes/Additions/Deletions to Agenda:** Election of officers added to agenda. Agenda unanimously approved by voice vote.
4. **Election of Officers:**
 - A. Chair- Motion by Hoexter, with support from Lefevere, to nominate Greg Harvath as the 2010 Chair for the Saugatuck-Douglas Joint Police Commission. Motion carried unanimously by voice vote.
 - B. Vice Chair – Motion by Johnson, with support from Hoexter, to nominate Henry VanSingle as the 2010 Vice Chair for the Saugatuck-Douglas Joint Police Commission. Motion carried unanimously by voice vote.
5. **Approval of Minutes:**
 - A. Motion by Hoexter, with support from Johnson, to approve the regular meeting minutes of April 14, 2010 as submitted. Motion carried by unanimous voice vote.
6. **Public Communication:** None
7. **Unfinished Business:**
 - A. Update RE: Public Safety Services; Saugatuck Harbor Natural Area – Chief Giles presented the Commission with an update: the Reserve Force is being used at the Natural Harbor Area, issues have been minimal, and the quad that is used for the area has not run due to a complaint by Mr. Dean. Johnson reported that he will look into the quad issue. There was an attempted break in at the concession stand on the beach, a rescue training dive was conducted last week, and to date all issues at the beach have been minimal.
8. **New Business:**
 - A. COPS Fast Grant Submission - Lefevere reported that the application was resubmitted in June. The grant would cover the hiring of a full time officer for a three year period.
 - B. Discuss Implementation of Civil Infractions Ordinance – Lefevere updated the Commission on the process for implementing the Civil Infraction Ordinance and the forms that will be used. Lefevere offered to assist Saugatuck. Chief presented some examples of Civil Infractions. Further discussion took place regarding collection fees and implementation procedures for Saugatuck.

C. Discuss Parking Violation Procedures and Fines – Chief discussed parking ticket issuance in Saugatuck and stated that Civil Infraction tickets could be issued for parking.

9. Chief of Police Report:

Chief reported that the county has discontinued the cold case team, Officer Mark Giles will be returning to work, county cutbacks, and that overall he is pleased with the issues reported this summer. A new vehicle has been purchased (Crown Victoria) and \$1,800 has been received for the old vehicle.

10. Revenue/Expenditure Summary Report:

A. Police Department budget to Actual Expenditure Summary Report for the Period of July 1, 2009 through June 30, 2010.

Lefevere presented the report; the department is currently under budget. Stanlowski requested a copy of the projected end of year report.

11. Commissioner Comments:

VanSingle addressed the proposed study to help determine where the officers are spending their time and thanked the Police Dept. for their marvelous job this summer. All members were in agreement that the department has done a great job.

12. Hear from the Audience: None

13. Adjournment:

Motion by Johnson, with support from Hoexter, to adjourn the meeting at 5:45 PM. Motion carried by unanimous voice vote.

Respectfully Submitted by Pam Alderink, Recording Secretary

Meeting Minutes
Saugatuck Douglas Joint Police Commission
October 13, 2010
4:00 pm

1. Call to Order:

Chairperson Harvath called the meeting to order at 4:02 PM.

2. Roll Call:

Members present-Lefevere, Harvath, Hoexter, Van Singel, & Johnson. Members absent-Harrier. Also Present-Chief Giles.

3. Changes/Additions/Deletions to Agenda:

None

4. Approval of Minutes:

Motion by Hoexter, with support from Johnson, to approve the regular meeting minutes of July 14, 2010 as submitted. Motion carried by unanimous voice vote.

5. Public Communications:

None.

6. Unfinished Business:

None

7. New Business:

A. COPS Fast Grant update; Chief Giles advises that on September 30, 2010 we learned we did not get the COPS grant. The Michigan State police received 21 positions and the only department in this area that received the grant was Wyoming PD with 4 positions.

8. Chief of Police Report:

Chief Giles advised that in 2012 M.C.O.L.E.S is requiring all officers to have a minimum of 520 hrs to be certified. Chief Giles believes this could cause a problem for the Saugatuck Douglas Police Department reference part-time help.

9. Revenue/Expenditure Summary Report:

A. Police Department Budget to Actual Expenditure Summary Report for the Period of month ended 09/30/2010: Lefevere advised that the budget is at 22% overall. The police negotiations were concluded two weeks ago. He advised they got a 2% raise and were able to get there fixed dollar contribution for health insurance changed to a percentage.

10. Commissioner Comments:

None.

11. Hear from the Audience:

None.

12. Adjournment:

Motion by Johnson, with support from Hoexter, to adjourn the meeting at 4:20 PM.
Motion carried by unanimous voice vote.

Respectfully Submitted,

Joie Houchin

Saugatuck Douglas Police Department Police Clerk.