



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

Zoom Meeting Info

Meeting ID: **869 8699 0760**

Password: **981642**

One-Touch Weblink:

<https://us02web.zoom.us/j/86986990760?pwd=WUlkYtkbjNaV3J3VHN2clNnLzVOQT09>

Dial by Phone: **(646) 558-8656**

3342 Blue Star Highway
Saugatuck, MI 49453
269 857-3000 / Fax: 269 857-1228
E-mail: info@saugatuckfire.org

FIRE DISTRICT BOARD MEETING

4:00pm – November 16th, 2020

AGENDA

1. Call to Order:
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*): **(Roll Call Vote)**
6. Approval of Minutes:
 - A. **October 19th, 2020 (Roll Call Vote)**
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*
8. Request for Payment:
 - A. **Account Payables (Roll Call Vote)**
 - B. **Financial Report**
9. Fire Chief Comments:
 - A. **Incident Reports / Calls to Date / Overlapping Calls**
 - B. **Community Risk Reduction**
 1. **State of Michigan experienced 97 fatal fires year to date for 2020, 8 since last meeting.**
 2. **CO Alarm Save – 10/19/2020 – Run #2020683**
 3. **CO Alarm Save – 10/26/2020 – Run #2020705**
 - C. **Thank you's**
 1. **Hollandia Gardens – Boat Dock Landscaping Donation.**
 2. **Axeman – Tree Clearing Donation.**
 - D. **Michigan House Bill 5992 Summary**



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10. Unfinished Business:

A. Customer Service Survey

1. Formation of Survey Workgroup (Roll Call Vote)

B. Covid-19

1. Chief Janik assigned to Allegan County Health Covid-19 Community Vaccination Task Force

2. Staffing / Scheduling Impact

3. Vacation Payout Request (Roll Call Vote)

11. New Business:

A. Municipal Employment Retirement System (MERS) Defined Benefit Approval (Roll Call Vote)

B. Municipal Employment Retirement System (MERS) Defined Contribution Approval (Roll Call Vote)

12. Correspondence:

A. Lake Michigan Shore Association Letter to ACRC.

13. Public Comments: (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:*

14. Fire Board Comments:

15. Adjournment:

NOTICE

Request for accommodations or interpretive services must be made 48 hours prior to this meeting.

Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



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Saugatuck, MI 49453
269 857-3000 / Fax: 269 857-1228
E-mail: info@saugatuckfire.org

FIRE DISTRICT BOARD MEETING

4:00pm – October 19th, 2020

DRAFT MINUTES

1. Call to Order: **Meeting called to order by J. Verplank at 4:00pm**
2. Pledge of Allegiance (*Stand if you are able*):
3. Roll Call:
PRESENT: S. Aldrich, E. Beckman, D. Fox, J. Verplank, S. Phelps, T. Pullen, A. Miller
ABSENT with Notice: None
Also Present: Chief Greg Janik, P. Stanislawski
4. Reminder: It is requested the board silences cell phones and put them away for the duration of the meeting.
5. Approval of Agenda (*additions / deletions*): (**Roll Call Vote**)
Motion by Pullen, 2nd by Fox to approve the agenda as amended, adding Old business 10B – BOA Fee Revision, 10C – Thin Red/Blue Line Flag, & New Business 11A – Halloween. No further discussion.
YAYS: Pullen, Fox, Phelps, Aldrich, Beckman, Verplank, Miller
NAYS: None
ABSENT: None
Motion passes 7:0
6. Approval of Minutes:
 - A. **September 21st, 2020 (Roll Call Vote)**
Motion by Phelps, 2nd by Aldrich to approve the minutes of the 9/21/2020 meeting as presented.
No discussion.
YAYS: Phelps, Aldrich, Fox, Beckman, Verplank, Pullen, Miller
NAYS: None
ABSENT: None
Motion passes 7:0
7. Public Comment on Agenda Items Only (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received.:* **None**



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8. Request for Payment:

A. Budget Amendment #1 (*Roll Call Vote*)

Motion by Pullen, 2nd by Beckman to approve Budget Amendment #1 as presented. No discussion.

YAYS: Pullen, Beckman, Aldrich, Fox, Verplank, Phelps, Miller

NAYS: None

ABSENT: None

Motion passes 7:0

B. Account Payables (*Roll Call Vote*)

Motion by Phelps, 2nd by Beckman to pay the invoices in the amount of \$153,156.89. No discussion.

YAYS: Phelps, Beckman, Aldrich, Fox, Verplank, Pullen, Miller

NAYS: None

ABSENT: None

Motion passes 7:0

C. Financial Report

- i. Financial report reviewed by P. Stanislawski

9. Fire Chief Comments:

A. Incident Reports / Calls to Date / Overlapping Calls

1. Incident report statistics year to date were reviewed – 640 incidents year to date.
2. 5:18 – average response time year to date

B. Community Risk Reduction

1. State of Michigan experienced 89 fatal fires year to date for 2020, 2 since last meeting.

C. Grant Applications

1. MMRMA RAP Application Submitted – Truck Mirrors - \$6,216.88
2. MMRMA CAP Application Submitted – Inspector 2 Course - \$1,350.00

D. Grant Awards

1. Michigan Department of Treasury – First Responder Hazard Pay Premiums Program (FRHPPP) Awarded - \$27,000.00
2. Michigan Department of Treasury – Public Safety Public Health Payroll Reimbursement Program (PSPHPR) Awarded - \$58,948.05

10. Unfinished Business:

A. Cost Recovery Standard Operating Guideline (SOG)

1. Final version of Cost Recovery SOG was presented and has been utilized a few times with success in the past month.

B. BOA Fee Revision

1. All 3 municipalities have approved the BOA Fee Revision via unanimous votes at their respective meetings.



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C. Thin Red Line Flag (Roll Call Vote)

Motion by Pullen, 2nd by Phelps to approve the installation of a donated Thin Red/Blue Line flag below the American Flag. No discussion.

YAYS: Pullen, Phelps, Beckman, Aldrich, Fox, Verplank, Miller

NAYS: None

ABSENT: None

Motion passes 7:0

11. New Business:

A. Halloween

1. Fire District will be adding staff for Halloween night due to being on Saturday in both Douglas and Saugatuck to prepare for additional crowds/children trick or treating.

12. Correspondence:

A. Staff Letter to Fire Board

13. Public Comments: (Limit 3 minutes): *Use the "raise hand" button in the participants screen in Zoom or enter *9 if you are calling in by phone to raise hand. You will be recognized and unmuted to speak in the order received. :*

None

14. Fire Board Comments:

- A. Aldrich – None
- B. Fox – None
- C. Beckman – discussed potential election changes, future community survey.
- D. Phelps – None
- E. Miller – Survey is a good idea, shows the Fire District is interested in listening.
- F. Pullen – None
- G. Verplank - None

15. Adjournment:

- A. Motion by Fox, 2nd by Beckman to adjourn the meeting at 4:39pm. No discussion.

YAYS: Fox, Beckman, Aldrich, Verplank, Phelps, Pullen, Miller

NAYS: None

ABSENT: None

Motion passes 7:0

NOTICE

Request for accommodations or interpretive services must be made 48 hours prior to this meeting.
Please contact Saugatuck Township Fire District at 269-857-3000 for further information.

11/12/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/20/2020 - 11/16/2020				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
10/26/2020	1886(A)	HUIZINGA CONTAINER LLC	40' CONTAINER	6,200.00
10/26/2020	1887(A)	IHLE'S SERVICE LLC	2133 STARTER	329.92
10/26/2020	1888(A)	SHAGS-SHOP INC	LIVE FIRE	2,400.00
10/26/2020	1889(A)	YACHT BASIN MARINA	BOAT JACK STANDS	754.00
10/28/2020	1890(A)	BLOOM SLUGGETT PC	LEGAL FEES	5,149.37
10/28/2020	1891(A)	SHAGS-SHOP INC	LIVE FIRE	3,500.00
10/28/2020	1892(A)	TRIDENT EMERGENCY PRODUCTS L	FLANGE	134.44
10/30/2020	DD3141(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,391.05
10/30/2020	DD3142(A)	BETTS, MICHAEL	PAYROLL	1,305.47
10/30/2020	DD3143(A)	JANIK, GREG	PAYROLL	2,142.11
10/30/2020	DD3144(A)	MANTELS, CHRISTOPHER	PAYROLL	1,930.78
10/30/2020	DD3145(A)	MEYER, KYLE	PAYROLL	1,290.44
10/30/2020	DD3146(A)	MILESKIEWICZ, JOHN	PAYROLL	1,325.82
10/30/2020	EFT807(E)	457 MERS	PAYROLL	1,624.67
10/30/2020	EFT808(E)	MISDU	PAYROLL	217.86
10/30/2020	EFT809(E)	IRS	PAYROLL	3,239.63
10/30/2020	EFT810(E)	MERS	PAYROLL	5,251.59
10/30/2020	EFT811(E)	STATE OF MICHIGAN	PAYROLL	2,790.26
10/31/2020	1893(E)	MACATAWA BANK	OFFICE	112.98
10/31/2020	1894(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	50.54
10/31/2020	1895(E)	STATE OF MICHIGAN	PAYROLL TAXES	70.00
10/31/2020	1896(E)	HEALTH SAVINGS ACCOUNT	INSURANCE	2,225.00
11/13/2020	DD3147(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,391.05
11/13/2020	DD3148(A)	BETTS, MICHAEL	PAYROLL	1,305.48
11/13/2020	DD3149(A)	JANIK, GREG	PAYROLL	2,142.10
11/13/2020	DD3150(A)	MANTELS, CHRISTOPHER	PAYROLL	2,065.78
11/13/2020	DD3151(A)	MEYER, KYLE	PAYROLL	1,290.44
11/13/2020	DD3152(A)	MILESKIEWICZ, JOHN	PAYROLL	1,325.81
11/13/2020	EFT812(E)	457 MERS	PAYROLL	1,624.67
11/13/2020	EFT813(E)	MISDU	PAYROLL	217.86
11/16/2020	20257	GRAPHIX EMBROIDERY INC	UNIFORMS	60.00
11/16/2020	20258	HAMILTON FIRE	LABOR	403.02
11/16/2020	20259	IHLE AUTO PARTS	PARTS	78.08
11/16/2020	20260	J & B MEDICAL	MEDICAL SUPPLIES	290.40
11/16/2020	20261	MICHIGAN STATE FIREMEN'S ASSOC	DUES	75.00
11/16/2020	20262	ALLIED FIRE SALES & SERVICE LLC	HELMETS	3,937.78
11/16/2020	20263	WINDWOOD PROPERTY SERVICES L	FALL CLEAN UP OF GROUNDS	144.00
11/16/2020	20264	COSTCO	DUES	120.00
11/16/2020	20265	OVERISEL LUMBER CO	SUPPLIES	439.12
11/16/2020	20266	SIEGFRIED CRANDALL PC	AUDIT	2,700.00
11/16/2020	20267	STANDARD	INSURANCE	648.37

11/12/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/20/2020 - 11/16/2020				
Check Date	Check	Vendor Name	Description	Amount
11/16/2020	20268	ZORO	POST SLEEVE	116.38
11/16/2020	1897(E)	COMCAST	TELEPHONES & INTERNET	305.17
11/16/2020	1898(E)	FIRST BANKCARD	TECHNOLOGY, BOAT & SUPPLIES	8,169.75
11/16/2020	1899(E)	MENARDS	LIVE FIRE & SUPPLIES	321.01
11/16/2020	1900(E)	PRIORITY HEALTH	HEALTH INSURANCE	3,849.91
11/16/2020	1901(E)	REPUBLIC SERVICES 240	TRASH & RECYCLING	110.10
11/16/2020	1902(E)	SHELL	GASOLINE & DIESEL	445.20
11/16/2020	1903(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	718.66
11/16/2020	1904(A)	APPLIED IMAGING	COPIER USE	249.49
11/16/2020	1905(A)	AXMAN ENTERPRISE INC	TREE REMOVAL	2,500.00
11/16/2020	1906(A)	FLEIS & VANDENBRINK	SURVEY	1,887.00
11/16/2020	1907(A)	GROUND MANAGEMENT SOLUTION	LANDSCAPE	141.00
11/16/2020	1908(A)	LORRIE PASTOOR	CLEANING	225.00
11/16/2020	1909(A)	PETROLEUM TECHNOLOGIES LLC	OIL ANALYSIS	34.00
11/16/2020	1910(A)	SHAGS-SHOP INC	LIVE FIRE	1,500.00
11/16/2020	1911(A)	SPENCER MANUFACTURING INC	2151 REPAIR ELECTRIC PUMP	2,529.80
11/16/2020	1912(A)	SUMMIT COMPANIES	REPAIR FIRE ALARM SYSTEM	9,456.47
11/16/2020	1913(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	157.50
11/16/2020	1914(A)	YACHT BASIN MARINA	BOAT STORAGE	3,140.80
11/16/2020	DD3153(A)	ALDRICH, STACEY	PAYROLL	43.05
11/16/2020	DD3154(A)	BALES, WENDY	PAYROLL	964.29
11/16/2020	DD3155(A)	BECKMAN, ERIC	PAYROLL	43.05
11/16/2020	DD3156(A)	BEEK, HEATHER	PAYROLL	467.89
11/16/2020	DD3157(A)	BERNHARDY, CHRISTOPHER	PAYROLL	373.02
11/16/2020	DD3158(A)	BETTS, MICHAEL	PAYROLL	253.44
11/16/2020	DD3159(A)	BLATT, DAVID	PAYROLL	811.68
11/16/2020	DD3160(A)	BLOK, MICHAEL	PAYROLL	833.75
11/16/2020	DD3161(A)	BRINK, CHAD	PAYROLL	344.40
11/16/2020	DD3162(A)	DEMOND, KALEB	PAYROLL	1,016.45
11/16/2020	DD3163(A)	DORNBUSH, KALEIGH	PAYROLL	599.79
11/16/2020	DD3164(A)	DYKSTRA, TOM	PAYROLL	1,211.53
11/16/2020	DD3165(A)	ENGLAND, MICHAEL	PAYROLL	737.38
11/16/2020	DD3166(A)	ESQUIVEL, BRADLEY	PAYROLL	621.03
11/16/2020	DD3167(A)	GARGANO, CHRISTINE	PAYROLL	519.49
11/16/2020	DD3168(A)	GARGANO, MARK	PAYROLL	681.50
11/16/2020	DD3169(A)	GREEN, MICHELLE	PAYROLL	674.69
11/16/2020	DD3170(A)	GROENDYKE, BRET	PAYROLL	133.26
11/16/2020	DD3171(A)	KIRCHERT, ERIK	PAYROLL	973.80
11/16/2020	DD3172(A)	MANTELS, CHRISTOPHER	PAYROLL	891.67
11/16/2020	DD3173(A)	MARR, SEAN	PAYROLL	862.10
11/16/2020	DD3174(A)	MCGOWAN, WILLIAM	PAYROLL	745.05
11/16/2020	DD3175(A)	MEISTE, JAMES	PAYROLL	588.18
11/16/2020	DD3176(A)	MEYER, KYLE	PAYROLL	336.40

11/12/2020 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 10/20/2020 - 11/16/2020				
Check Date	Check	Vendor Name	Description	Amount
11/16/2020	DD3177(A)	MILESKIEWICZ, JOHN	PAYROLL	232.21
11/16/2020	DD3178(A)	MILLER, AARON	PAYROLL	43.05
11/16/2020	DD3179(A)	MOKMA, WAYNE	PAYROLL	433.37
11/16/2020	20256	PHELPS, DONALD	PAYROLL	44.05
11/16/2020	DD3180(A)	PULLEN, TARUE	PAYROLL	44.05
11/16/2020	DD3181(A)	SEYMOUR, SCOTT	PAYROLL	751.86
11/16/2020	DD3182(A)	SHERER, MISTY	PAYROLL	644.17
11/16/2020	DD3183(A)	STARRING, LINUS	PAYROLL	742.20
11/16/2020	DD3184(A)	STURM, ELLIOTT	PAYROLL	516.06
11/16/2020	DD3185(A)	STURM, KATHRYN	PAYROLL	808.76
11/16/2020	DD3186(A)	VAN AUKEN, LAUREL	PAYROLL	268.27
11/16/2020	DD3187(A)	VERPLANK, JANE	PAYROLL	44.04
11/16/2020	DD3188(A)	WILKINSON, ERIN	PAYROLL	18.34
11/16/2020	EFT814(E)	457 MERS	PAYROLL	1,964.31
11/16/2020	EFT815(E)	MISDU	PAYROLL	217.86
11/16/2020	EFT816(E)	IRS	PAYROLL	8,290.05
Total of 100 Checks:				129,341.67
Less 0 Void Checks:				0.00
Total of 100 Disbursements:				129,341.67

Item #8A

Vendor Name	Description	Amount
1. ALLIED FIRE SALES & SERVICE LLC	HELMETS	3,937.78
2. APPLIED IMAGING	COPIER USE	249.49
3. AXMAN ENTERPRISE INC	TREE REMOVAL	2,500.00
4. BLOOM SLUGGETT PC	LEGAL FEES	4,291.87
	LEGAL FEES	857.50
	TOTAL	5,149.37
5. COMCAST	TELEPHONES & INTERNET	305.17
6. COSTCO	DUES	120.00
7. FIRST BANKCARD	TECHNOLOGY, TRAINING & REPAIRS	4,123.34
	TECHNOLOGY, BOAT & SUPPLIES	3,589.48
	POSTAGE & TRAINING	41.13
	DUES	415.80
	TOTAL	8,169.75
8. FLEIS & VANDENBRINK	SURVEY	1,887.00
9. GRAPHIX EMBROIDERY INC	UNIFORMS	60.00
10. GROUND MANAGEMENT SOLUTIONS LLC	LANDSCAPE	141.00
11. HAMILTON FIRE	LABOR	403.02
12. HEALTH SAVINGS ACCOUNT	INSURANCE	2,225.00
13. HUIZINGA CONTAINER LLC	40' CONTAINER	6,200.00
14. IHLE AUTO PARTS	PARTS	78.08
15. IHLE'S SERVICE LLC	2133 STARTER	329.92
16. J & B MEDICAL	MEDICAL SUPPLIES	115.52
	MEDICAL SUPPLIES	174.88
	TOTAL	290.40
17. LORRIE PASTOOR	CLEANING	225.00
18. MACATAWA BANK	OFFICE	112.98
19. MENARDS	LIVE FIRE & SUPPLIES	321.01
20. MICHIGAN GAS UTILITIES	NATURAL GAS	50.54
21. MICHIGAN STATE FIREMEN'S	ASSOCIATIO	75.00
22. OVERISEL LUMBER CO	DUES	75.00
23. PETROLEUM TECHNOLOGIES LLC	SUPPLIES	439.12
	OIL ANALYSIS	34.00
24. PRIORITY HEALTH	HEALTH INSURANCE	3,849.91
25. REPUBLIC SERVICES 240	TRASH & RECYCLING	110.10

Vendor Name	Description	Amount
26. SHAGS-SHOP INC		
	LIVE FIRE	2,400.00
	LIVE FIRE	3,500.00
	LIVE FIRE	1,500.00
	TOTAL	7,400.00
27. SHELL		
	GASOLINE & DIESEL	445.20
28. SIEGFRIED CRANDALL PC		
	AUDIT	2,700.00
29. SPENCER MANUFACTURING INC		
	2151 REPAIR ELECTRIC PUMP	2,529.80
30. STANDARD		
	INSURANCE	648.37
31. STATE OF MICHIGAN		
	PAYROLL TAXES	70.00
32. SUMMIT COMPANIES		
	ANNUAL INSPECTIONS	717.72
	REPAIR FIRE ALARM SYSTEM	8,738.75
	TOTAL	9,456.47
33. TRIDENT EMERGENCY PRODUCTS LLC		
	FLANGE	134.44
34. VERIZON WIRELESS		
	CELL PHONES & MODEMS	718.66
35. WEST MICHIGAN UNIFORM		
	SHOP TOWELS	157.50
36. WINDWOOD PROPERTY SERVICES LLC		
	FALL CLEAN UP OF GROUNDS	144.00
37. YACHT BASIN MARINA		
	BOAT STORAGE	3,140.80
	BOAT JACK STANDS	754.00
	TOTAL	3,894.80
38. ZORO		
	POST SLEEVE	116.38
TOTAL - ALL VENDORS		65,679.26
FUND TOTALS:		
Fund 206 - FIRE FUND		57,649.57
Fund 210 - REGIONAL TRAINING CENTER		8,029.69

PERIOD ENDING 11/30/2020

Item #8B

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		11/30/2020	11/30/2020	MONTH 11/30/2020	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	364,000.00	448.78	0.00	363,551.22	0.12
206-000-402.000	SAUGATUCK TOWNSHIP	747,000.00	0.00	0.00	747,000.00	0.00
206-000-403.000	DOUGLAS CITY	380,000.00	0.00	0.00	380,000.00	0.00
206-000-450.000	FIRE SERVICES	6,000.00	4,688.00	0.00	1,312.00	78.13
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00	3,425.00	0.00	1,575.00	68.50
206-000-465.000	COST RECOVERY	7,000.00	5,904.00	0.00	1,096.00	84.34
206-000-528.000	OTHER FEDERAL GRANTS	85,948.00	85,948.00	0.00	0.00	100.00
206-000-560.000	GRANTS & DONATIONS	4,000.00	3,021.90	0.00	978.10	75.55
206-000-665.000	INTEREST	500.00	316.77	0.00	183.23	63.35
206-000-685.000	SALES OF ASSETS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,599,448.00	103,752.45	0.00	1,495,695.55	6.49
TOTAL REVENUES		1,599,448.00	103,752.45	0.00	1,495,695.55	6.49
Expenditures						
Dept 336 - FIRE FUND						
206-336-702.000	BOARD SALARY	5,250.00	1,100.00	300.00	4,150.00	20.95
206-336-704.000	CHIEF SALARY	80,000.00	28,338.44	3,076.92	51,661.56	35.42
206-336-705.000	OFFICER SALARIES	9,000.00	1,676.64	419.16	7,323.36	18.63
206-336-708.000	CAREER FIREFIGHTER	306,000.00	93,702.15	10,204.86	212,297.85	30.62
206-336-709.000	OPERATIONAL WAGES	87,000.00	54,126.85	6,844.19	32,873.15	62.21
206-336-709.500	PAID ON CALL STIPEND	75,000.00	26,959.78	7,616.37	48,040.22	35.95
206-336-710.000	FIRE CALLS	60,000.00	14,151.66	3,220.38	45,848.34	23.59
206-336-711.000	MEDICAL CALLS	30,000.00	10,400.34	2,941.03	19,599.66	34.67
206-336-712.000	TRAINING	30,000.00	14,058.52	3,221.44	15,941.48	46.86
206-336-713.000	SPECIAL EVENTS	10,000.00	1,266.76	482.76	8,733.24	12.67
206-336-720.000	PAYROLL TAXES	55,000.00	18,951.78	2,908.62	36,048.22	34.46
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	75,000.00	28,912.89	4,633.28	46,087.11	38.55
206-336-722.000	WORKER COMP INSURANCE	45,000.00	21,600.76	0.00	23,399.24	48.00
206-336-723.000	RETIREMENT	73,000.00	27,772.45	3,382.78	45,227.55	38.04
206-336-727.000	OPERATING SUPPLIES	22,000.00	6,448.18	270.60	15,551.82	29.31
206-336-728.000	GAS & OIL	12,000.00	2,351.60	445.20	9,648.40	19.60
206-336-730.000	PROFESSIONAL SERVICES	20,000.00	21,634.52	2,925.00	(1,634.52)	108.17
206-336-742.000	TESTING, REPAIR & REPLACEMENT	15,000.00	7,813.56	0.00	7,186.44	52.09
206-336-745.000	STATION TOOLS	3,000.00	329.29	0.00	2,670.71	10.98
206-336-746.000	FIRE FIGHTER TOOLS	10,000.00	0.00	0.00	10,000.00	0.00
206-336-751.000	PHONES	12,000.00	3,998.52	1,063.83	8,001.48	33.32
206-336-752.000	UTILITIES	14,000.00	4,620.49	110.10	9,379.51	33.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	40,000.00	24,076.95	5,406.08	15,923.05	60.19
206-336-761.000	BOAT MAINTENANCE	15,000.00	12,918.93	4,526.55	2,081.07	86.13
206-336-762.000	RADIO & PAGER R&R	6,500.00	834.43	0.00	5,665.57	12.84
206-336-763.000	BUILDING REPAIR & MAINTENANCE	20,000.00	21,554.10	12,448.50	(1,554.10)	107.77
206-336-764.000	BUILDING SECURITY	2,000.00	260.00	0.00	1,740.00	13.00
206-336-767.000	DUES & SUBSCRIPTIONS	3,500.00	1,027.99	320.00	2,472.01	29.37
206-336-770.000	OFFICE EXPENSES	10,000.00	1,736.96	290.62	8,263.04	17.37
206-336-771.000	TECHNOLOGY	12,000.00	9,960.59	4,738.73	2,039.41	83.00
206-336-775.000	BUILDING INSPECTIONS	2,500.00	67.50	0.00	2,432.50	2.70
206-336-780.000	UNIFORMS	12,000.00	1,267.29	60.00	10,732.71	10.56
206-336-781.000	TURN OUT GEAR	25,000.00	5,023.69	3,937.78	19,976.31	20.09
206-336-785.000	EDUCATION	18,000.00	4,447.37	249.28	13,552.63	24.71
206-336-791.000	MEDICAL SUPPLY	10,000.00	3,355.12	290.40	6,644.88	33.55
206-336-795.000	FIRE PREVENTION	10,000.00	50.00	50.00	9,950.00	0.50

Page 11 of 26

User: Peter

DB: Stfd

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 11/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-336-796.000	PHYSICALS	11,000.00	0.00	0.00	11,000.00	0.00
206-336-815.000	GENERAL INSURANCE	32,000.00	15,194.75	0.00	16,805.25	47.48
206-336-861.000	TAX CHARGE BACK	500.00	416.22	0.00	83.78	83.24
206-336-975.000	LOAN PAYMENT	42,100.00	0.00	0.00	42,100.00	0.00
206-336-980.000	SMALL CAPITAL	0.00	0.00	0.00	0.00	0.00
206-336-985.000	LONG TERM CAPITAL	200,000.00	54,914.77	0.00	145,085.23	27.46
206-336-986.000	CAPITAL FUND TRANSFER	12,150.00	0.00	0.00	12,150.00	0.00
Total Dept 336 - FIRE FUND		1,532,500.00	547,321.84	86,384.46	985,178.16	35.71
TOTAL EXPENDITURES		1,532,500.00	547,321.84	86,384.46	985,178.16	35.71
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,599,448.00	103,752.45	0.00	1,495,695.55	6.49
TOTAL EXPENDITURES		1,532,500.00	547,321.84	86,384.46	985,178.16	35.71
NET OF REVENUES & EXPENDITURES		66,948.00	(443,569.39)	(86,384.46)	510,517.39	662.56

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Saugatuck Twp Fire Dist

Municipality number 031301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 03130105

Division name on file with MERS Full time Fire

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Employee classification contains **public safety employees**: ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 03130105

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 03130105

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="checkbox"/> Base Wages	<input type="checkbox"/> Box 1 Wages	<input type="checkbox"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 03130105

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

160 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the *Federal Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 03130105

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Saugatuck Twp Fire District

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 03130105

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☐ NO ☐

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Saugatuck Twp Fire Dist

Municipality number 031301

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 031301110361

Division name All EEs

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is included in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Certified Firefighter & Medical First Responders

Employee classification contains **public safety employees**: ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 031301110361

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than ____ months in total.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than ____ per ____.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from ____ to ____ only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be ____ month(s).

Comments:

- ☒ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV:031301110361

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an "hours-reported" method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 031301110361

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input checked="" type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 031301110361

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

☐ Salary or hourly wage X hours

☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: _____

Other Wages apply: YES ☐ NO ☐
☐ Shift differentials

☐ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: _____

Lump Sum Payments apply: YES ☐ NO ☐
☐ PTO cash-out

☐ Longevity

☐ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☐
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☐
☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☐
☐ 457 employee and employer contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☐
☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☐ NO ☐
Taxable Fringe Benefits apply: YES ☐ NO ☐
☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☐
☐ Workers compensation settlement payments

☐ Other: _____

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Saugatuck Twp Fire Dist

DIV: 031301110361

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Saugatuck Twp Fire District

at a Board Meeting which took place on: (mm/dd/yyyy)

Authorized Signature:

Printed Name:

Title:

Date:

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com



Lake Michigan Shore Association

October 23, 2020

Mr. Craig Atwood
1308 Lincoln Road
Allegan, Michigan 49010

Mr. John Kleinheksel
3750 48th Street
Hamilton, Michigan 49419

Mr. James Rybicki
71 129th Avenue
Wayland, Michigan 49348

Mr. Larry Brown
2484 122nd Avenue
Allegan, Michigan 49010

Dear Sirs,

For the past year, the Lake Michigan Shore Association ("LMSA") has been closely monitoring the excess bluff erosion at 2779 and 2783 Lakeshore Drive ("LSD"). Following the emergence of the sinkhole and bluff erosion last fall, we were very concerned about the diminished access to emergency services and the subsequent closure of LSD north of the impacted area to all traffic during the winter months, which negatively impacted several of our members.

We appreciate the efforts of the Allegan County Road Commission ("ACRC") in identifying and implementing a solution for the sinkhole and in creating a single lane bypass to re-establish access for homeowners located north of the site. We also support the ACRC plan to develop a long-term solution for that portion of LSD by creating a new public road which will run north to Wiley Road. We recognize this is a significant project that may take a number of years to complete.

In the meantime, we must all recognize the current roadway remains at risk with Lake Michigan at record high levels and the fall/winter storm season rapidly approaching. Rich Forbes and Dan Keller (both LMSA Board members) indicate that ACRC, in conjunction with SME, are currently preparing a feasibility study for a Bluff Stabilization Project (a steel retaining wall system) in front of 2779 and 2783 LSD. Assuming the study confirms the proposal is a viable

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option, we urge you to rapidly move forward towards implementation to insure continued full access for our members (emergency services – fire, ambulance, sheriff; basic services - snow removal, trash pick-up, mail, deliveries, home/yard maintenance; as well as normal ingress/egress to our members' homes).

Again, on behalf of the LMSA Board and the 170 homeowners in our association, we ask you to move forward with a sense of urgency to insure continued access for all homes located along Lakeshore Drive just south of the 1986 washout.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Landefeld", written over a horizontal line.

Charles E. Landefeld

LMSA President

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