



VILLAGE OF SUTTONS BAY
Village Council Meeting
Village Hall
420 N. Front Street
Suttons Bay, MI 49682
April 20, 2020 at 5:30pm

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Review and Approval of the Agenda – Conflict of Interest
4. Consent Agenda
 - a. Approval of Minutes – February 17, 2020
 - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
 - a. None
7. New Business
 - a. Report VSB-2020-23 Shoreline Erosion Resolution
 - b. Report VSB-2020-24 Investment Policy Amendment
 - c. COVID-19 Sick Leave Policy
8. Special Committee Reports/Staff Reports (Verbal)
9. Good of the Order (Council Member Comments)
10. Manager's Report (verbal)
11. Public Comment (please limit to no more than three (3) minutes)
12. Adjournment



PUBLIC NOTICE

Please take notice that the regular meeting of the Suttons Bay Village Council will be held on Monday, April 20, 2020 at 5:30 p.m., by electronic remote access. Electronic remote access, in accordance with Michigan Governor Executive Order 2020-15, will be implemented in response to COVID-19 social distancing requirements and Michigan Executive Order 2020-42. The public may participate by joining the Zoom meeting by computer or smart phone at:

<https://zoom.us/j/97790128823?pwd=aGUzMTUzVkUybktMUTNGQlc0ZWl3Zz09>

Meeting ID: 977 9012 8823

Password: 026781

One tap mobile

+19294362866,,97790128823#,,#,026781# US (New York)

+13126266799,,97790128823#,,#,026781# US (Chicago)

You may participate by phone and Dial by your location:

+1 929 436 2866 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 977 9012 8823

Password: 026781

Find your local number: <https://zoom.us/u/acQBO2Kky>

Please keep your phone on mute until it is time for public comment. A person wishing to speak must request to be recognized by the Village President. The Village President will recognize all persons wishing to speak during public comment. If the public has questions about any item on the agenda, the person may send an email to the Village Clerk prior to the meeting. Persons with questions, or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Clerk.

Shar Fay, Clerk

Village of Suttons Bay

231.271.3051 ext. 221

suttonsbay@suttonsbayvillage.org



VILLAGE OF SUTTONS BAY
VILLAGE COUNCIL REGULAR MEETING
MINUTES OF FEBRUARY 17, 2020

The meeting was called to order by President Lutke at 5:30 p.m.

Present: Case, Christensen, Long, Lutke, Newcomb and Suppes
Absent: Bahle
Staff present: Fay, Larrea and Miller

Approval of Agenda

Case moved, Suppes seconded, CARRIED, to approve the Agenda as presented. Ayes: 6, No: 0.

Consent Agenda

Christensen moved, Case seconded, CARRIED, to approve the Consent Agenda as presented. The Village Council Regular meeting minutes of January 21, 2020 presented and submitted by Clerk Fay are approved. The minutes can be found in this meeting packet. The Payment of Invoices submitted by Treasurer DeVol are approved and can be found in this meeting packet. Ayes: 6, No: 0.

Public Comment/Communications and Reports

Brian Buysee stated he submitted a comment last month regarding loud snow mobiles, and the Clerk followed up by providing him a copy of the Ordinance. Buysee stated the ordinance is 49 years old and a lot has changed since then, noting snow mobiles are louder and faster. Buysee would like the Village to consider restricting snow mobile use in residential areas. He further stated the snow mobiles violate the noise ordinance.

Sue Gentges stated the Library board president, John Krug, is retiring after 20 years, and that Sandy Boone has been appointed as the new president for the Suttons Bay/Bingham District Library.

Appointments

President Lutke nominated Bill Perkins to the Zoning Board of Appeals for a term ending 2023. Case moved, Suppes seconded, CARRIED, to appoint Bill Perkins to the ZBA for a term ending 2023. Ayes: 6, No: 0.

Report VSB-2020-14 Broadway Water Discussion

Council discussed two options to address the excessive water on Broadway Street. One option is to form a draining district which was previously presented by Drain Commissioner Steve Christensen and Engineer Brian Cenci. This comprehensive option would require the

Village and residents affected relinquishing control over selected property, long term, and would involve other entities such as the Township and County, at a cost of \$169,000.00 plus engineering and annual costs. The second option included a quote from KAL excavating in the amount of \$19,000 plus the cost for tree removal, and costs still unforeseen until the snow melts. This would likely be a faster option of the two options. The Village would need to obtain easements from two property owners, both of which of have given verbal support, as well as permits. It was the consensus of Council members to support the option of KAL Excavating, as long as the end result is close to what a draining district could provide. Council recommended a parallel with the draining district option in case the KAL Excavating option hit a road block. Manager Larrea will contact the Drain Commissioner about a timeline on creating a draining district and will also look into conflicting documents on ownership of some property proposed to be used with the KAL Excavating option. Larrea will provide an update at the next Council meeting.

Report VSB – 2020-11 Budget Amendment

Case moved, Christensen seconded, CARRIED, to amend budget line item 402-000-974 by \$40,000 for the purchase of a new vehicle. Ayes: 6, No: 0.

Report VSB-2020-12 US BR 35 Amendment Resolution

Long moved, Christensen seconded, CARRIED, to adopt Resolution #2020-01 in support of amending Michigan Bike Route USBR-35, by an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Report VSB-2020-13 Temporary Boat Launch Closure

Suppes moved, Case seconded, CARRIED, to temporarily close the Marina boat launch for the reasons stated in Report VSB-2020-13. Council further requested a notice be placed on the Village website announcing the temporary boat launch closure. Ayes: 6, No: 0.

Report VSB-2020-15 Land Division Ordinance

Christensen moved, Long seconded, CARRIED, to set a public hearing on the proposed Land Division Ordinance for March 16, 2020. Ayes: 6, No: 0.

Manager's Report

Larrea reported the Parks and Rec subcommittee has opted to redistribute the Parks survey again in the spring due to a low return, noting it lacked teenage demographics. Larrea further reported that the South Shore erosion project is now complete, and that he has drafted a letter to the governor requesting reimbursement for the high-water erosion expense. Larrea will have a proposed Resolution to present to the Administrative committee in March. Larrea is expanding this effort to other communities in the surrounding area as well. Also, in March will be proposed amendments to the Fireworks Ordinance and a Zoning Map Amendment. Larrea will be attending a Rotary meeting this week. Larrea stated the Village received a 2% grant from the GT Band, and a grant for security cameras at Suttons Park. He has also been working on lot sizes in the Lake front district.

Public Comment

Lois Bahle stated that Northport Energy has rebranded itself and is now called Leelanau Energy.

Gary Cheadle suggested extending a storm drain on the north side of Broadway, noting retention ponds encourage mosquitos.

Kathy Egan thanked Village staff for their efforts on addressing the excess water on Broadway. She does have concerns however, about a retention pond by her well and the pressure it could put on her basement walls.

Donna Popke stated the Art Festival has \$8,000 to contribute to replacement trees during the streetscape project, and further presented a \$500.00 check to the Village for a tree fund.

The meeting adjourned at 6:26 p.m.


Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
Check Type: Paper Check				
03/30/2020	44276	CHERRYLAND ELECTRIC	8364410 - 1520 S RICHTER - THRU 3/13/20	233.74
03/30/2020	44277	GRAINGER	871012852 - SUPPLIES FOR PATCH WAGON REPA	85.52
03/30/2020	44278	DTE ENERGY	SERVICE THRU 3/12/2020 - ALL DEPTS	821.45
03/30/2020	44279	AT&T MOBILITY	ACCT 287291270755 - SERVICE TO 3/11/20	397.62
03/30/2020	44280	INTEGRITY SOFTWARE SYSTEMS	TREND MICRO 15 @ \$2 - MAR 2020	30.00
03/30/2020	44281	MR CLEAN	OFFLE AAND MTG ROOM -MARCH 2020	340.00
03/30/2020	44282	PRIORITY HEALTH	GR 784340 - APRIL 2020 PREMIUM	6,810.14
03/30/2020	44283	LEELANAU CITY ROAD COMMISSION	27 YDS MIX @20.83 - FEB 2020	562.41
03/30/2020	44284	SECURITY SANITATION, INC	WATERWHEEL PK -1 UNIT THRU 2/9/2020	380.00
03/30/2020	44285	STANDARD INSURANCE COMPANY	642946-0117, APR 2020 PREMIUM	511.51
03/30/2020	44286	U.P.ENGINEERS & ARCHITECTS, IN	PROJ 17508 TAP GRANT - THRU 2/29/2020	1,385.00
03/30/2020	44287	USABUEBOOK	CUST 820127 - 5 RESPIRATORS FOR DEW	741.03
03/30/2020	44288	WELLS FARGO FINANCIAL LEASING	603-0214439-000, COPIER AGREE TO 4/11/20	72.92
04/14/2020	44289	BRAMER AUTO SUPPLY	ACCT 8571 - SUPPLIES, MAINT THRU 3/27/20	332.28
04/14/2020	44290	CENTURYLINK	ACCT 300439566 - SERV TO 4/21/2020	586.92
04/14/2020	44291	CENTURYLINK	ACCT 405593377 - WWTP TO 4/21/20	205.41
04/14/2020	44292	FERGUSONS LAWN EQUIP.	CUST 7057 - MOWER PARTS, MAINT- THRU 3/3	1,680.44
04/14/2020	44293	LEELANAU ENTERPRISE	CUST 1217 - 500 #10 ENV - TAP MAILING/SH	65.00
04/14/2020	44294	AMERICAN WASTE	ACCT 3222750 - 1520 RICHTER - APR 2020	115.00
04/14/2020	44295	ATCO INTERNATIONAL	CUST 600432 - CENTURION DISINFECTANT SPR	138.33
04/14/2020	44296	BADGER METER INC	CUST 211286 - BEACON HOST MAR 2020	35.88
04/14/2020	44297	CENTURYLINK	ACCT 89115093 - EQUIP LEASE THRU 3/19/20	143.40
04/14/2020	44298	LESLIE COUTURIER	ZONING ADMIN AGREEMENT - APRIL, 2020	480.00
04/14/2020	44299	CUMMINS BRIDGEWAY, LLC	CUST 219913 - 146 S SHORE, GEN MAINT	1,480.34
04/14/2020	44300	DANBROOK ADAMS RAYMOND	ACCT 545.02 - EMPLOY MATTERS - COVID-19,	1,000.00
04/14/2020	44301	FILETS & VANDENBRINK ENGINEERING	PROJ 842430 - WATER PER USDA -TO 2/28/20	2,936.04
04/14/2020	44302	JACK DOHENY COMPANIES INC	CUST SUFT001 - VACTOR REPAIR/PAINT	72,446.24
04/14/2020	44303	MR CLEAN	OFFICE & MTG ROOM CLEAN - MARCH 2020	340.00
04/14/2020	44304	PURE WATER WORKS	COOLER RENTAL - APR 2020	16.50
04/14/2020	44305	LEELANAU CITY ROAD COMMISSION	NO-LEAD/DIESEL - MARCH 2020	363.48
04/14/2020	44306	SECURITY SANITATION, INC	WATER WHEEL PARK THRU 4/9	190.00
04/14/2020	44307	VALLEY CITY LINEN	ACCT 10467 - RUGS 3 @ \$25 - MARCH 2020	75.00
Total Paper Check:				95,001.60

GEN TOTALS:

Total of 32 Disbursements:

95,001.60

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2020- 23	
Prepared:	March 10, 2020	Pages:	1 of 1
Meeting:	April 20, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Shoreline Resolution		

PURPOSE

To consider the attached Resolution as recommended by the Committee of the Whole.

OVERVIEW

Due to the unprecedented high-water levels we will continue to witness an extraordinarily amount of shoreline erosion and costs associated with continued emergency fixes throughout 2020. The attached resolution is an attempt of awareness by way of a unified municipal front, as well as a plea for financial assistance.

We understand that the high-water threats to our infrastructure and quality of life is a *new* type of disaster, one that lacks a definitive *start or completion date* traditionally associated with a natural disaster. This resolution is a challenge to our leaders to address this new type of natural disaster before our infrastructure and history is washed away.

Attached is a copy of the Resolution for your convenience and understanding.

ACTION REQUESTED

MOTION TO adopt Resolution 2 of 2020 requesting financial assistance from the State for emergency costs incurred by the Village of Suttons Bay to protect our infrastructure from erosion caused by State waters.



**Village of Suttons Bay
Leelanau County, MI**

Resolution # 2 of 2020

WHEREAS, record high water levels as well as the bays and rivers connected to them, have contributed toward major erosion on beaches and shorelines across the State of Michigan during high water levels and currently throughout 2019; and

WHEREAS, the Village of Suttons Bay, Leelanau County, MI, has experienced the impacts of storms, high water, and wind driven wave action that are causing severe erosion of the shoreline as well as related infrastructure damage; and

WHEREAS, the Village of Suttons Bay, with a population of 600 residents has had to endure numerous high cost emergency repairs to our shoreline to protect our roadways, and other infrastructure due to the high water and erosion; and

WHEREAS, the Village of Suttons Bay, Leelanau County, MI, cannot sustain the cost associated with Lake Michigan shoreline repairs putting further infrastructure repairs at risk; and

WHEREAS, the Village of Suttons Bay, is requesting that the State reimburse the Village or match the cost of repairs caused by State waters; and

WHEREAS, the public trust doctrine states that the sovereign holds in trust, for the public use, the resources such as the shoreline regardless of private property ownership; and

WHEREAS, the 3,288 miles of shoreline in the State of Michigan must be protected as referred to in the Public Trust Doctrine; and

WHEREAS, the Great Lakes are the State of Michigan's economic and property value driver for the tax base along the shoreline and connecting tributaries; and

WHEREAS, the conditions of the Great Lakes shoreline effects businesses and the tourism industry by limited access to the beaches; the loss of property along the shoreline directly affects the local, county, and state tax base; and the effects on municipal water systems and the inland water levels throughout the state are all impacted.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Village of Suttons Bay requests that the Governor of the State of Michigan along with the State Legislature declare the State of Michigan shoreline as a disaster area, and seek assistance from Congress and the President of the United States for this devastating situation which has an impact statewide.

YES:

NO:

ABSENT:


RESOLUTION DECLARED ADOPTED



I hereby certify that the above Resolution was adopted by the Village Council on _____, at a meeting of the Village Council held in the Council Chamber, Village Hall, 420 N. Front St., Suttons Bay, MI 49682

Dated:

Shar Fay
Village Clerk

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2020- 24	
Prepared:	March 10, 2020	Pages:	1 of 1
Meeting:	April 20, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Policy Amendment		

PURPOSE

To amend the Village investment policy as recommended by the Committee of the Whole.

OVERVIEW

The Village investment policy was adopted February 19, 2018 and provides guidance on investments associated with the Village funds. Upon meeting with our advisors, it was suggested that we add language to state our intent more clearly. The amendment is a housekeeping item that will not in any way negatively affect the Village or change the policy, its simply to clarify the language in place. The changes can be found in **RED** on page #3.

REQUESTED ACTION

MOTION TO Amend the Village of Suttons Bay Investment Policy as described in Report VSB 2020- 24 and being made a part of this motion.

VILLAGE OF SUTTONS BAY INVESTMENT POLICY
Adopted February 19, 2018
Amended April 20, 2020

SCOPE

This investment policy applies to activities of the Village of Suttons Bay (“Village”) with regard to investing the financial assets of all Village funds, including, but not limited to, the following:

General Fund
Special Assessment Revenue Funds
Capital Project Funds
Enterprise Funds
Debt Service Funds
Internal Service Funds
Trust and Agency Funds

PURPOSE AND OBJECTIVES

Funds of the Village will be invested in accordance with Act No. 20 of the Public Acts of 1943, as amended, in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow needs of the Village and in compliance with all state statutes governing the investment of public funds.

Safety: Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective of preservation of capital, diversification is required and speculation is prohibited.

Liquidity: The Village Treasurer shall ensure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable and debt service. Since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

Return on Investment: The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio. The core investments are limited to low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity except for the following reasons.

1. A security with declining credit may be sold early to minimize loss of principal.
2. A security swap would improve the quality, yield, or target duration in the portfolio.
3. Liquidity needs of the portfolio require that the security be sold.

DELEGATION OF AUTHORITY

In accordance with MCL 69.4 and 129.91, the Village Treasurer is designated as the investment officer of the Village and is responsible for depositing Village funds and carrying out investment decisions and activities at the direction of the Committee appointed by Village Council (Committee), and in consultation with the Village Manager. The Village Treasurer, with Committee approval shall develop and maintain written administrative procedures for the operation of the investment program, consistent with this policy.

PRUDENCE

The standard of prudence to be applied shall be the “prudent investor” rule stated as follows:

“Investments shall be made with 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.”

The members of the Committee acting in accordance with written procedures and exercising diligence shall be relieved of personal responsibility for an individual security’s performance provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

MONITORING AND ADJUSTING THE PORTFOLIO

The Treasurer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly with the approval of the Committee. The Village Treasurer will prepare and submit to the Committee a report detailing the fund activity and investment summary for the preceding six (6) months in May and November of each calendar year.

INTERNAL CONTROLS

The Treasurer shall establish a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions. The Treasurer shall report any significant changes in the Village portfolio to the Committee at the earliest reasonable opportunity.

INSTRUMENTS

The investment officer, as directed by the Committee, may invest in any of the following:

(a) In bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States with remaining maturities of two years or less, unless

purchased for a debt retirement or other long-term investment account (e.g. post-retirement health care).

(b) In certificates of deposit or investment savings accounts of a bank which is a member of the Federal Deposit Insurance Corporation.

(b1) In reciprocal term deposit relationships (example CDARS), and reciprocal liquid deposit relationships (example Insured Cash Sweep “ICS”).

(c) Money market mutual funds regulated by the Securities and Exchange Commission, whose portfolios consist only of dollar-denominated securities, and limited to securities whose intention is to maintain a net asset value of \$1.00 per share or whose net asset value per share may fluctuate on a periodic basis.

(d) In mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following: (i) the purchase of securities on a when-issued or delayed delivery basis; (ii) the ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned; or (iii) the limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(e) In United States government or federal agency obligation repurchase agreements, consisting of bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

(f) In investment pools composed of investment vehicles which are legal for direct investment by local units of government in Michigan in accordance with Act No.367 of the Public Acts of 1982, as amended.

(g) Obligations described in subdivisions (a) through (g) of Section 1(1) of Act No. 20 of the Public Acts of 1943, as amended, if purchased through an interlocal agreement under the urban cooperation act of 1967, Act No. 7 of the Public Acts of 1967 (Ex Sess), as amended.

(h) The investment pools organized under the local government investment pool act, Act No. 121 of the Public Acts of 1985, as amended.

Notwithstanding the above, the Village shall not deposit or invest funds in a financial institution that is not eligible to be a depository of funds belonging to the State of Michigan under a law or rules of the State of Michigan or the United States.

DIVERSIFICATION

The Committee shall diversify its use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

QUALIFIED INSTITUTIONS

The Village shall maintain a list of financial institutions which are approved for investment purposes. In addition, a list of approved security broker/dealers selected by creditworthiness will also be maintained. All financial institutions and broker/dealers which desire to become qualified for investment transactions must supply the following as appropriate:

- . Audited financial statements
- . Proof of National Association of Securities Dealers certification
- . Proof of state registration
- . Certification of having read and understood and agreeing to comply with the Village's investment policy

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

The Village Council will approve all qualified institutions. Selection of depositories shall be based on the institutions offering the most favorable terms and conditions for the handling of Village funds consistent with requirements previously stated (e.g. diversification).

SAFEKEEPING AND CUSTODY

All security transactions shall be conducted on a cash (or delivery-versus-payment [DVP]) basis. Securities will be held by a third party custodian designated by the Committee and evidenced by safekeeping receipts.

PERFORMANCE EVALUATION AND REPORTING

The Treasurer shall produce quarterly reports for the Committee and Village Council, listing by fund each investment within the fund. The report shall show the amount of investment, the institution, maturity date, and interest rate. A summary of all investments shall be shown at the end of each report, listed by institution and type of investment. An annual report to the Village Council shall be provided as required by law.

EFFECTIVE DATE

This amended policy shall become effective on April 20, 2020.

Village of Suttons Bay

COVID-19 Sick Leave and Family Leave Policy

The Families First Coronavirus Response Act (the “Act”) was enacted by Congress in response to the COVID-19 pandemic. The Act becomes effective on April 2, 2020. This policy addresses the Act’s Emergency Paid Sick Leave and Emergency Family and Medical Leave requirements. It is the Village’s intent to fully comply with all applicable requirements of the Act through its effective period, which lasts through December 31, 2020. If at any point prior to December 31, 2020, the Village is or becomes exempt from the Act’s leave requirements, the leave programs discussed below will cease in accordance with such exemption.

COVID-19 Sick Leave

As of April 2, 2020, all employees will be provided with paid COVID-19 Sick Leave (“CSL”) to be used for qualified COVID-19 purposes when the employee is unable to work (or telework). Such qualified purposes include:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- 4) The employee is caring for an individual who is subject to an order as described in 1) above or has been advised by a health care provider as described in 2) above;
- 5) The employee is caring for a son or daughter if the school or place of care of the son or daughter has been closed, or the child care provider of the son or daughter is unavailable, due to COVID-19 precautions; and
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Employees regularly scheduled to work at least 40 hours a week will be awarded 80 hours of CSL. Employees regularly scheduled to work less than 40 hours a week will be awarded a pro-rata portion of CSL equal to the number of hours worked, on average, in a two-week period (e.g., an employee working 30 hours a week will be awarded 60 hours of CSL). Variable hour employees will be awarded CSL in the amount required by the Act.

Requests to use CSL must be made to the Village Manager as soon as practicable. Further, absent unusual circumstances, employees must comply with the Village’s call-in procedures and standards for giving notice of absences from work. Appropriate documentation may be required to substantiate the existence of a qualified purpose.

Use of CSL for qualified purposes 1), 2), or 3) will be compensated at 100% of the employee's regular rate of pay, but no less than minimum wage, up to a maximum of \$511 a day and \$5,110 in the aggregate. Use of CSL for qualified purposes 4), 5) or 6) will be compensated at a rate of 2/3rds of the employee's regular rate, provided the regular rate is at least minimum wage, up to a maximum of \$200 a day and \$2,000 in the aggregate.

Unused CSL as of December 31, 2020 will be forfeited. Further, upon termination of employment for any reason, unused CSL is not paid out.

COVID-19 Family Leave

As of April 2, 2020, employees who have worked with the Village for at least 30 days are eligible for up to 12 weeks of COVID-19 Family Leave ("CFL") if they are unable to work (or telework) because they have to care for their son or daughter under 18 years of age whose school or place of care has been closed, or whose child care provider is unavailable, due to a COVID-19 emergency.

Requests to use CFL must be made as soon as is practicable. Appropriate documentation may be required to substantiate the need for leave. Further, absent unusual circumstances, employees must comply with the Village's call-in procedures and standards for giving notice of absences from work. Failing to provide proper notice may result in delay and/or denial of CFL leave.

The Village requires employees on CFL to report periodically on their status and intent to return to work.

The first 10 days of CFL are unpaid, unless the employee elects to use any available paid leave, including but not limited to any available CSL. Thereafter, the remainder of CFL will be paid at 2/3rds of the employee's regular rate based on the number of hours the employee would have otherwise been normally scheduled to work. The number of hours paid to a variable hour employee will be calculated in accordance with the requirements of the Act. In no event, shall any payment during CFL exceed \$200 per day and \$10,000 in the aggregate.

During CFL, the Village will maintain any group health insurance coverage that was provided before CFL on the same terms as if the employee had continued to work. Therefore, if the employee was having medical health premiums deducted from his/her paycheck prior to CFL, such premiums will continue to be deducted from his/her paycheck, if any. Otherwise, the employee will be responsible for submitting premiums, if any, while on unpaid CFL or submitting any shortage in the event any paycheck is not sufficient to cover such premiums, if any.

For any unpaid portion of CFL, the employee will not accrue employee benefits, and will be ineligible to receive any holiday pay, if any, for any recognized holiday that occurs during the leave.

DIVERSIFICATION

The Committee shall diversify its use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

QUALIFIED INSTITUTIONS

The Village shall maintain a list of financial institutions which are approved for investment purposes. In addition, a list of approved security broker/dealers selected by creditworthiness will also be maintained. All financial institutions and broker/dealers which desire to become qualified for investment transactions must supply the following as appropriate:

- . Audited financial statements
- . Proof of National Association of Securities Dealers certification
- . Proof of state registration
- . Certification of having read and understood and agreeing to comply with the Village's investment policy

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

The Village Council will approve all qualified institutions. Selection of depositories shall be based on the institutions offering the most favorable terms and conditions for the handling of Village funds consistent with requirements previously stated (e.g. diversification).

SAFEKEEPING AND CUSTODY

All security transactions shall be conducted on a cash (or delivery-versus-payment [DVP]) basis. Securities will be held by a third party custodian designated by the Committee and evidenced by safekeeping receipts.

PERFORMANCE EVALUATION AND REPORTING

The Treasurer shall produce quarterly reports for the Committee and Village Council, listing by fund each investment within the fund. The report shall show the amount of investment, the institution, maturity date, and interest rate. A summary of all investments shall be shown at the end of each report, listed by institution and type of investment. An annual report to the Village Council shall be provided as required by law.

EFFECTIVE DATE

This amended policy shall become effective on March 16, 2020.

Employees will be restored upon return from CFL in accordance with the requirements of the Act.

Unused CFL as of December 31, 2020 will be forfeited. Further, upon termination of employment for any reason, unused paid CFL is not paid out.

Retaliation Prohibited

The Village prohibits any retaliation against an employee for appropriately taking leave under the Act, filing a complaint or instituting a proceeding related to the Act, or testifying in any such proceeding. Further, employees utilizing leave under this policy will not be required to search for or find any replacement to cover the hours during which the employee is on such leave.