



**City of New Buffalo**  
**CITY COUNCIL MEETING AGENDA**  
**\*REVISED\***  
**NOVEMBER 18, 2024 AT 6:30 PM**

The November 5, 2024 election results for City Council, three (3) 4-year term ending November 2028 are as follows:

<b>Candidate</b>	<b>Vote Total</b>
<b>Rich Knoll*</b>	<b>570</b>
<b>Roger Lijewski*</b>	<b>569</b>
<b>Karen Gear*</b>	<b>469</b>
Brian Flanagan	320
Jacob Vravis	253

1. Call Meeting to Order (City Clerk)
2. Pledge of Allegiance
3. Oath of Office for newly elected council members (City Clerk)
4. Roll Call
5. Approval of Agenda
6. Organizational Meeting Business (appointments require not less than three votes per City Charter, Section 7.2)
  - a. Appoint Mayor (City Clerk administers oath of office, Mayor conducts rest of meeting)
  - b. Appoint Mayor Pro-Tem (City Clerk administers oath of office)
7. Consent Agenda
  - a. City Council Minutes: October 21, 2024 (Regular); November 7, 2024 (Special); Library Board Minutes: October 8, 2024
  - b. Receive Monthly Reports: Police, Fire, Water, Park, Streets, Building, Code Enforcement & Treasurer
  - c. Monthly Account Payable
8. Public Comment
9. Unfinished Business
10. New Business
  - a. Annual Year-End Salary Adjustment

- b. Awarding of Contract – Duke’s Root Control, LLC
- c. Renewal of Fire Services Agreement (New Buffalo Township)
- d. Building Services Contract

11. Miscellaneous

a. Board Appointments

- i. Pokagon Fund Representative – Appointment
- ii. LRSB Representative & Alternate – Appointment
- iii. Cemetery Board Representatives (2) – Appointment
- iv. Galien River Sanitary District Representative & Alternate – Appointment
- v. New Buffalo Area Recreation Authority (2) - Appointment
- vi. Downtown Development Authority Alternate – Appointment

12. Discussion

- a. Vacating of right-of-way (319 E. Clay Street)

13. Pokagon Fund Update

14. City Manager Report

15. Council Comments

16. Adjournment



---

**TO:** New Buffalo City Council  
**FROM:** Darwin Watson, City Manager  
**DATE:** November 18, 2024  
**RE:** Annual Year-End Salary Adjustment

---

**ITEM BEFORE THE COUNCIL:**

Authorization of the Annual Year-End Salary Adjustment for the city's full and part-time employees

**DISCUSSION:**

The city has historically made a one (1) time payment to employees at the beginning of the holiday season. The employees provide an exceptional level of service and continually demonstrate a commitment to the residents and the City Council.

These adjustments are a way to recognize the employees' contributions and hard work. The employees provide an exceptional level of service and continually demonstrate a commitment to the residents and the City Council.

Additionally, there are several reasons why this practice can be beneficial to both the company and the employees:

- **Improved morale**
- **Increased productivity**
- **Reduced financial stress**

It is anticipated that this year the employee's dedication and hard work will contribute to the city's overall financial health. This annual salary adjustment would be for 32 employees, which include full and part-time (see attached listing).

**RECOMMENDATION:**

That the New Buffalo City Council approves the Annual Year-End Salary Adjustment for the city's 32 full and part-time employees.



---

**TO:** New Buffalo City Council  
**FROM:** Darwin Watson, City Manager  
**DATE:** November 18, 2024  
**RE:** Awarding of Contract – Duke’s Root Control

---

**ITEM BEFORE THE COUNCIL:**

Approval of awarding a contract to Duke’s Root Control for water service line material investigation

**DISCUSSION:**

The city received \$600,000 from the State of Michigan’s Department of Environment, Great Lakes, and Energy (EGLE). The award was from the Technical, Managerial, and Financial (TMF) grant program that was applied for in January 2024 (the initial award was \$100,000).

The work approved was as follows:

- \$540,000 to pothole/excavate 605 service lines at various points along the pipe
- \$40,000 for engineering construction administration for the above activities
- \$20,000 for engineering services to apply to EGLE’s Drinking Water State Revolving Fund (DWSRF) for water service line replacement work.

A request for bids was issued by the city for the pothole/excavation work and bids were received from Absco and Duke’s Root Control. Duke’s Root Control submitted a bid of \$315,952.86 to perform the investigation of water service lines at the meter pit (471) along with the investigation of services at the corporation stop (50 of the 471). Additionally, they are required to record the investigation results and associated restoration of the site.

**RECOMMENDATION:**

That the New Buffalo City Council approves the contract with Duke’s Root Control for the investigation of water service lines, data recording and restoration in the amount of \$315,952.86.



## CITY OF NEW BUFFALO

### RESOLUTION 24-\_\_\_\_\_

#### APPROVAL OF CONTRACT WITH DUKE'S ROOT CONTROL FOR WATER LINE INVESTIGATION, DATA RECORDING, AND RESTORATION WORK

**WHEREAS**, the city received \$600,000 from the State of Michigan's Department of Environment, Great Lakes, and Energy (EGLE); and

**WHEREAS**, the award was from the Technical, Managerial, and Financial (TMF) grant program that was applied for in January 2024 (the initial award was \$100,000); and

**WHEREAS**, the work approved was as follows:

- \$540,000 to pothole/excavate 605 service lines at various points along the pipe
- \$40,000 for engineering construction administration for the above activities
- \$20,000 for engineering services to apply to EGLE's Drinking Water State Revolving Fund (DWSRF) for water service line replacement work; and

**WHEREAS**, a request for bids was issued by the city for the pothole/excavation work and bids were received from Absco and Duke's Root Control; and

**WHEREAS**, Duke's Root Control submitted a bid of \$315,952.86 to perform the investigation of water service lines at the meter pit (471) along with the investigation of services at the corporation stop (50 of the 471); and

**WHEREAS**, additionally, they are required to record the investigation results and associated restoration of the site.

**NOW THEREFORE BE IT RESOLVED**, that the New Buffalo City Council approves the contract with Duke's Root Control for the investigation of water service lines, data recording and restoration in the amount of \$315,952.86.

DATED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED:

#### CERTIFICATE

I, Ann M. Fidler, duly appointed City Clerk of the City of New Buffalo, does hereby certify that the above is true and correct copy of a resolution passed and approved by the City Council of the City of New Buffalo, Michigan, on this 18<sup>th</sup> day of November 2024.

---

Ann M. Fidler, City Clerk



---

**TO:** The New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** November 18, 2024

**RE:** Renewal of Fire Service Agreement with New Buffalo Township

---

**ITEM BEFORE THE COUNCIL:**

Approval of renewing the Fire Service Agreement with New Buffalo Township

**DISCUSSION:**

In 2019, Fire Chief Chris Huston expressed concerns to former City Manager Dave Richards about the manpower of the city's fire department. At that time, Chief Huston suggested looking at alternatives to ensure adequate fire protection for the city.

Over the last several years, the City Council has approved entering into an agreement with New Buffalo Township to provide supplemental fire services to the city. During this period, it was identified that the city lacked the ability to reciprocate mutual aid to the township and to address the dwindling manpower of the city's department.

The city wishes to continue the current arrangement until a long-term solution can be adopted. The cost of the contracted fire services will remain at \$60,000, annually and either party may terminate the agreement with a 30-day notice.

**RECOMMENDATION:**

That the New Buffalo City Council approves the renewal of the Fire Service Agreement with New Buffalo Township in the amount of \$60,000.



**CITY OF NEW BUFFALO  
RESOLUTION 24-\_\_\_\_\_**

**RENEWAL OF FIRE SERVICES AGREEMENT WITH NEW BUFFALO TOWNSHIP**

**WHEREAS**, in 2019, Fire Chief Chris Huston expressed concerns to former City Manager Dave Richards about the manpower of the city's fire department; and

**WHEREAS**, at that time, Chief Huston suggested looking at alternatives to ensure adequate fire protection for the city; and

**WHEREAS**, over the last several years, the City Council has approved entering into an agreement with New Buffalo Township to provide supplemental fire services to the city; and

**WHEREAS**, during this period, it was identified that the city lacked the ability to reciprocate mutual aid to the township and to address the dwindling manpower of the city's department; and

**WHEREAS**, the city wishes to continue the current arrangement until a long-term solution can be adopted; and

**WHEREAS**, the cost of the contracted fire services will remain at \$60,000 annually and either party may terminate the agreement with 30-days' notice.

**NOW THEREFORE BE IT RESOLVED**, that the New Buffalo City Council approves the renewal of the Fire Service Agreement with New Buffalo Township in the amount of \$60,000.

DATED: November 18, 2024

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED:

**CERTIFICATE**

I, Ann M. Fidler, duly appointed City Clerk of the City of New Buffalo, does hereby certify that the above is true and correct copy of a resolution passed and approved by the City Council of the City of New Buffalo, Michigan, on this 18<sup>th</sup> day of November 2024.

---

Ann M. Fidler, City Clerk



---

**TO:** New Buffalo City Council  
**FROM:** Darwin Watson, City Manager  
**DATE:** November 18, 2024  
**RE:** Awarding of Contract for Building Services

---

**ITEM BEFORE THE COUNCIL:**

Approval of awarding a contract for building services to Municipal Inspections Authority

**DISCUSSION:**

The city entered into an agreement for building services with Safebuilt in 2018. In October 2024, the city issued a Request for Proposal (RFP) for building services as a measure of best practices. The RFP outlined the services the city required and needed to staff the building aspects of the city's operations.

Responses were received from Municipal Inspections Authority and Safebuilt. After review and comparison of proposals presented by both companies, it was decided that the best fit for the city is Municipal Inspections Authority. Municipal Inspections Authority is a local company located in Berrien County with the qualifications and staffing to meet the requirements of the RFP.

**RECOMMENDATION:**

That the New Buffalo City Council approves awarding the building services contract to Municipal Inspections Authority. Additionally, the City Manager is authorized to work with the City Attorney to facilitate an agreement with Municipal Inspections Authority.





## CITY OF NEW BUFFALO

### RESOLUTION 24-\_\_\_\_\_

#### APPROVAL OF AWARDING A CONTRACT FOR BUILDING SERVICES WITH MUNICIPAL INSPECTION AUTHORITY

**WHEREAS**, the city entered into an agreement for building services with Safebuilt in 2018; and

**WHEREAS**, in October 2024, the city issued a Request for Proposal (RFP) for building services as a measure of best practices; and

**WHEREAS**, the RFP outlined the services the city required and needed to staff the building aspects of the city's operations; and

**WHEREAS**, responses were received from Municipal Inspections Authority and Safebuilt; and

**WHEREAS**, after review and comparison of proposals presented by both companies, it was decided that the best fit for the city is Municipal Inspections Authority; and

**WHEREAS**, Municipal Inspections Authority is a local company located in Berrien County with the qualifications and staffing to meet the requirements of the RFP.

**NOW THEREFORE BE IT RESOLVED**, that the New Buffalo City Council approves awarding the building services contract to Municipal Inspections Authority; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the City Manager is authorized to work with the City Attorney to facilitate an agreement with Municipal Inspections Authority.

DATED:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED:

#### CERTIFICATE

I, Ann M. Fidler, duly appointed City Clerk of the City of New Buffalo, does hereby certify that the above is true and correct copy of a resolution passed and approved by the City Council of the City of New Buffalo, Michigan, on this 18<sup>th</sup> day of November 2024.

---

Ann M. Fidler, City Clerk