



City of New Buffalo
REGULAR COUNCIL MEETING AGENDA
DECEMBER 16, 2024 AT 6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Consent Agenda
 - a. City Council Minutes: November 7, 2024 (special); November 18, 2024 (regular); Library Board
 - b. Receive Monthly Reports: Police, Fire, Water, Park, Building, Streets, Code Enforcement and Treasurer
 - c. Monthly Account Payable
6. Public Comment
7. Unfinished Business
 - a. Renewal of Fire Services Agreement (New Buffalo Township)
8. New Business
 - a. 2025 City of New Buffalo Meeting Calendar
 - b. Board of Review Appointments
 - c. Special Events Application (St. Mary's Festival)
 - d. Automated External Defibrillator (AED) – Oselka Park
 - e. Contracted Services – BS&A Online and Deckard Technologies
 - f. Michigan Department of Transportation Performance Resolution
9. Discussion
 - a. Clearing of brush – 917 W. Detroit
10. City Manager Comments
11. City Council Comments
12. Adjournment



TO: Mayor Price and the New Buffalo City Council

FROM: Darwin Watson, City Manager

DATE: December 16, 2024

RE: 2025 City of New Buffalo Meeting Calendar

ITEM BEFORE THE COUNCIL:

Approval of the 2025 City of New Buffalo Meeting Calendar

DISCUSSION:

Annually the City of New Buffalo City Council approves the meeting calendar for the upcoming calendar year. This calendar outlines all of the regularly scheduled meetings and holidays for the next calendar year.

RECOMMENDATION:

That the New Buffalo City Council approves the 2025 City of New Buffalo Meeting Calendar.



**CITY OF NEW BUFFALO
RESOLUTION 24-_____**

2025 CITY OF NEW BUFFALO MEETING CALENDAR

WHEREAS, annually the City of New Buffalo City Council approves the meeting calendar for the upcoming calendar year; and

WHEREAS, this calendar outlines all of the regularly scheduled meetings and holidays for the next calendar year.

NOW THEREFORE BE IT RESOLVED, that the New Buffalo City Council approves the 2025 City of New Buffalo Meeting Calendar.

DATED: December 16, 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 16th day of December, 2024.

Ann M. Fidler, City Clerk



TO: Mayor Humphrey and the New Buffalo City Council

FROM: Darwin Watson, City Manager

DATE: December 16, 2024

RE: Board Appointments – Board of Review

ITEM BEFORE THE COUNCIL:

Approval of board appointments to the City of New Buffalo Board of Review

DISCUSSION:

Per the New Buffalo City Charter and Code of Ordinances, the Mayor makes recommendations for board appointments with final approval by the City Council.

Annually, the City of New Buffalo appoints members to the Board of Review for the upcoming year. The city has received applications from the current members to continue to serve in that capacity. The term of these appointments are for one (1) year and expire December 31, 2025.

RECOMMENDATION:

That the New Buffalo City Council approves the appointments to the Board of Review.



**CITY OF NEW BUFFALO
RESOLUTION 24-_____**

BOARD OF REVIEW APPOINTMENTS

WHEREAS, per the New Buffalo City Charter and Code of Ordinances, the Mayor makes recommendations for board appointments with final approval by the City Council; and

WHEREAS, annually, the City of New Buffalo appoints members to the Board of Review for the upcoming year; and

WHEREAS, the city has received applications from the current members to continue to serve in that capacity; and

WHEREAS, the term of these appointments are for one (1) year and expire December 31, 2024.

NOW THEREFORE BE IT RESOLVED, that the New Buffalo City Council approves the appointments to the Board of Review.

DATED: December 16, 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 16th day of December 2024.

Ann M. Fidler, City Clerk



TO: Mayor Price and the New Buffalo City Council

FROM: Darwin Watson, City Manager

DATE: December 16, 2024

RE: St. Mary of the Lake Catholic Church Family Festival – Special Event Application

ITEM BEFORE THE COUNCIL:

Approval of the St. Mary of the Lake Catholic Church Family Festival Special Event Application

DISCUSSION:

Annually, St. Mary of the Lake Catholic Church holds a Family Festival for the community. St. Mary of the Lake Catholic Church submits a Special Event Application to facilitate this event, which covers road closures, barricade requests, signage and placement. The festival will take place May 21-25, 2025 (May 21-22 will be for setup), until midnight daily, except for the last day (closes at 6:00 PM).

RECOMMENDATION:

That the New Buffalo City Council approve the St. Mary of the Lake Catholic Church Family Festival Special Event Application to take place May 21-25, 2025.



**CITY OF NEW BUFFALO
RESOLUTION 24-_____**

ST. MARY OF THE LAKE CATHOLIC CHURCH FAMILY FESTIVAL SPECIAL EVENT APPLICATION

WHEREAS, annually, St. Mary of the Lake Catholic Church holds a Family Festival for the community; and

WHEREAS, St. Mary of the Lake Catholic Church submits a Special Event Application to facilitate this event, which covers road closures, barricade requests, signage and placement; and

WHEREAS, the festival will take place May 21-25, 2025 (May 21-22 will be for setup), until midnight daily, except for the last day (closes at 6:00 PM).

NOW THEREFORE BE IT RESOLVED, that the New Buffalo City Council approve the St. Mary of the Lake Catholic Church Family Festival Special Event Application to take place May 21-25, 2025.

DATED: December 16, 2024

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATE

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Ann M. Fidler, City Clerk



TO: Mayor Price and the New Buffalo City Council

FROM: Darwin Watson, City Manager

DATE: December 16, 2024

RE: Acceptance of a Municipal Grant from the Pokagon Fund

ITEM BEFORE THE COUNCIL:

Approval of the acceptance of a Municipal Grant from the Pokagon Fund for the purchase Automated External Defibrillators (AEDs) for Oselka Park

DISCUSSION:

Mr. Dan Peterson has been discussing the possibility of obtaining AEDs for Oselka Park with city staff. After investigating possible funding sources, the option of acceptance of a municipal grant from the Pokagon Fund (TPF) was offered. The grant would cover the costs of two all-season AEDs, cabinets, and related signage. The funding would come from the municipal allocation, which is set aside for projects benefiting the City of New Buffalo. The AED units would be the same as those at other city facilities and carried on emergency response vehicles.

The amount of the grant would be for up to \$5,872, broken down as follows:

- \$5,622 for the AED units and cabinets; and
- \$250 allowance for signage for awareness to park goers.

This is an unsolicited grant (no application would be necessary), with TPF needing action by the City Council to accept it. The city would be responsible for the design of or ordering of the signage and the installation of the cabinets near the free library. Also, the City would be responsible for maintenance of the units (i.e., changing out the pads and other regular maintenance activities in accordance with the manufacturer's recommendations).

RECOMMENDATION:

That the New Buffalo City Council approves the acceptance of a Municipal Grant from the Pokagon Fund for the purchase Automated External Defibrillators (AEDs) for Oselka Park in an amount up to \$5,872.



**CITY OF NEW BUFFALO
RESOLUTION 24-_____**

**ACCEPTANCE OF A MUNICIPAL GRANT FROM THE POKAGON FUND FOR THE PURCHASE OF
AUTOMATED EXTERNAL DEFIBRILLATORS FOR OSELKA PARK**

WHEREAS, Mr. Dan Peterson has been discussing the possibility of obtaining AEDs for Oselka Park with city staff; and

WHEREAS, after investigating possible funding sources, the option of acceptance of a municipal grant from the Pokagon Fund (TPF) was offered; and

WHEREAS, the grant would cover the costs of two all-season AEDs, cabinets, and related signage; and

WHEREAS, the funding would come from the municipal allocation, which is set aside for projects benefiting the City of New Buffalo; and

WHEREAS, the AED units would be the same as those at other city facilities and carried on emergency response vehicles; and

WHEREAS, the amount of the grant would be for up to \$5,872, broken down as follows:

- \$5,622 for the AED units and cabinets; and
- \$250 allowance for signage for awareness to park goers; and

WHEREAS, this is an unsolicited grant (no application would be necessary), with TPF needing action by the City Council to accept it; and

WHEREAS, the city would be responsible for the design of or ordering of the signage and the installation of the cabinets near the free library; and

WHEREAS, the City would be responsible for maintenance of the units (i.e., changing out the pads and other regular maintenance activities in accordance with the manufacturer's recommendations).

NOW THEREFORE BE IT RESOLVED, that the New Buffalo City Council approves the acceptance of a Municipal Grant from the Pokagon Fund for the purchase Automated External Defibrillators (AEDs) for Oselka Park in an amount up to \$5,872.

DATED: December 16, 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 16th day of December 2024.

Ann M. Fidler, City Clerk



TO: Mayor Price and the New Buffalo City Council

FROM: Darwin Watson, City Manager

DATE: December 16, 2024

RE: Contracted Services – BS&A and Deckard Technologies

ITEM BEFORE THE COUNCIL:

Approval of contracting with Deckard Technologies for Short-Term Rental ID & Monitoring Platform and adding Community Development module from BS&A

DISCUSSION:

Currently, the city utilizes Granicus Host Compliance to assist city staff with gathering real time data on rental properties. This software constantly scrubs the internet rental sites to see all properties that are being advertised as rentals. As an added service, Granicus provides a specific phone number and complaint follow up for issues that arise 24/7. This information is then forwarded to our Code Enforcement. The most recent contract with Granicus host compliance, in June of 2024, cost \$17,175.73. City staff is requesting to not renew the Granicus contract and replace it with a combination of Deckard Technologies and BS&A.

The base module offered by Deckard Technologies offers similar services to Granicus at an annual cost of \$5,000. This module is equivalent to the Granicus “address identification” and “compliance monitoring” modules.

Also, staff is requesting the addition of the BS&A Community Development (BS&A CDOM) online module. BS&A CDOM will allow for the online submission of building permits, rental renewals, and the online payment of any invoice in community development including rental fees, building permit fees, zoning fees, and enforcement fines. For the first 2 years, the cost of the module is \$1,015 and for full implementation, there are additional costs (set up, training, equipment and travel) that brings the total to \$5,670 for the first year.

If Granicus doesn't raise its price, the city will save \$6,505.73 (\$17,175.73-\$10,670) and that savings would increase to 11,160.75 (\$17,175.73-\$6,015) in Year 2. The switch would not only result in substantial cost savings, but also improve operational efficiency and expand service offerings.

RECOMMENDATION:

That the New Buffalo City Council approves contracting with Deckard Technologies for Short-Term Rental ID & Monitoring Platform and adding Community Development module from BS&A in the amount of up to \$10,670 for the first year and \$6,015 for Year 2.



**CITY OF NEW BUFFALO
RESOLUTION 24-_____**

**CONTRACTING WITH DECKARD TECHNOLOGIES AND ADDING THE COMMUNITY
DEVELOPMENT MODULE FROM BS&A**

WHEREAS, the city utilizes Granicus Host Compliance to assist city staff with gathering real time data on rental properties; and

WHEREAS, This software constantly scrubs the internet rental sites to see all properties that are being advertised as rentals; and

WHEREAS, As an added service, Granicus provides a specific phone number and complaint follow up for issues that arise 24/7; and

WHEREAS, This information is then forwarded to our Code Enforcement; and

WHEREAS, The most recent contract with Granicus host compliance, in June of 2024, cost \$17,175.73; and

WHEREAS, City staff is requesting to not renew the Granicus contract and replace it with a combination of Deckard Technologies and BS&A; and

WHEREAS, The base module offered by Deckard Technologies offers similar services to Granicus at an annual cost of \$5,000; and

WHEREAS, This module is equivalent to the Granicus “address identification” and “compliance monitoring” modules; and

WHEREAS, staff is requesting the addition of the BS&A Community Development (BS&A CDOM) online module; and

WHEREAS, BS&A CDOM will allow for the online submission of building permits, rental renewals, and the online payment of any invoice in community development including rental fees, building permit fees, zoning fees, and enforcement fines; and

WHEREAS, For the first 2 years, the cost of the module is \$1,015 and for full implementation, there are additional costs (set up, training, equipment and travel) that brings the total to \$5,670 for the first year; and

WHEREAS, If Granicus doesn’t raise it price, the city will save \$6,505.73 (\$17,175.73-\$10,670) and that savings would increase to 11,160.75 (\$17,175.73-\$6,015) in Year 2; and

WHEREAS, The switch would not only result in substantial cost savings, but also improve operational efficiency and expand service offerings.

NOW THEREFORE BE IT RESOLVED, that the New Buffalo City Council approves contracting with Deckard Technologies for Short-Term Rental ID & Monitoring Platform and adding Community Development module from BS&A in the amount of up to \$10,670 for the first year and \$6,015 for Year 2.



DATED: December 16, 2024

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Ann M. Fidler, City Clerk



TO: Mayor Price and the New Buffalo City Council

FROM: Darwin Watson, City Manager

DATE: December 16, 2024

RE: Michigan Department of Transportation (MDOT) Performance Resolution

ITEM BEFORE THE COUNCIL:

Approval of Michigan Department of Transportation Performance Resolution

DISCUSSION:

This resolution grants the city permission to work in the State's rights-of-way (ROW) in exchange for the City holding the State "harmless" against any claims for damages or injuries occurring during any construction. In addition, the resolution releases the State from any obligation arising from claims resulting from contractors or subcontractors hired by the City to work in the ROW and further demands the State of Michigan Transportation Commission be a named insured. This is a standard resolution and is mandatory to obtain construction permits within the State's ROW.

RECOMMENDATION:

That the New Buffalo City Council approves the Michigan Department of Transportation Performance Resolution.