

The Special Meeting for February 11, 2020 of the Parks/Harbor Commission was called to order by Chair Donald Stoneburner at 1:10 pm in the City Council Chambers at New Buffalo City Hall, 224 W. Buffalo Street, New Buffalo, MI 49117.

The Pledge of Allegiance was led by the Parks/Harbor Commission.

Roll Call

Chair, Don Stoneburner; Commission members, Susan Stoneburner, Linda Henderson, Mark Gabryszewski, Tom Smith

Staff present: City Manager, David Richards; Treasurer, Kate Vyskocil; Parks Superintendent Kristen D'Amico; Deputy Clerk, Nancy Griffin

Approval of Agenda

Motion by Chair D. Stoneburner, seconded by Commission member Smith to approve the agenda.

Unanimous 5-0, Motion Carried.

Approval of Previous Minutes

Motion by Commission member Smith, seconded by Commission member S. Stoneburner to approve the minutes of February 6, 2020.

Unanimous 5-0, Motion Carried.

Public Comment

None

Old Business

- a. Reminder given that the moving of trees along river is on the February 18, 2020 City Council meeting agenda
- b. City Manager, Richards asked if any emails or letters have been sent out asking the associations to discuss the Dredge Fund.

New Business

- a. **Parks/Harbor Commission budget for FY 2020-2021**

Treasurer, Vyskocil presented the budgets for three Parks' funds (Park Fund, Park Improvement Fund and the Dredge Fund) for the last four fiscal years (July 1 – June 30) along with the current fiscal year (2019-2020) amended budget with activity to date and the previously-approved original and amended budgets for 2020-2021.

Revenue – Park Fund

Deputy Grant - Commission member, Henderson, commented the Deputy Grant may be used for the lakefront and not just the Dune Walk as in the past.

- City Manager, Richards to research using the Deputy Grant for the lakefront.
- Treasurer, Vyskocil to provide a breakdown of concession vendors.

Parking at the beach and parking fines discussion – This is the first year of pay-by-plate method of payment for parking. City Manager, Richards commented we are not utilizing City Staff to direct visitors where to park, which is a savings.

- Parks Superintendent, D'Amico, to investigate what account the parking fines are deposited.

Boat slips/docks - Commission member, Smith, suggested to advertise the boat slips/docks have been raised. Parks Superintendent, D'Amico, responded she had put the information on Facebook.

Transfer from General Fund - Treasurer, Vyskocil, commented there is a transfer into the Park Fund from the General Fund each year. Commission member, Henderson commented there should be some public education provided on how much the City contributes to the Parks and the Dredge Funds.

Expenses – Park Fund

Building Repair and Maintenance are split between Parks Department and Street Department.

Liability Insurance allows for lifeguards.

Treasurer, Vyskocil, commented the Park Fund is in better shape now than 2015-2016 and now has an emergency fund.

Park Improvement Fund

This is the last year for the millage and it will be on the ballot for renewal in November.

- Parks Superintendent, D'Amico, was asked to provide a complete list of improvements done over the last year. Some improvements are a new outdoor shower, lighthouse repair/painting, boardwalk, sunshades, picnic tables and marina bathrooms.

Discussion on the City's matching contribution to the Dredge Fund and what associations have and have not contributed.

- Per City Manager, Richards, the Parks/Harbor Commission will need to recommend to the

- City Council how the boat slips will be charged. For example, \$1/foot.
- Parks Superintendent, D'Amico and Treasurer, Vyskocil will amend the Article III with the update.

Dredge Fund

Treasurer, Vyskocil, informed the Commission that no money has ever been transferred out of the Dredge Fund.

The Commission is asked to inform the Treasurer of the "match" amount, since some associations have said they are not contributing this year.

Commission Chair, Stoneburner, commented the associations should have negotiated a reduction instead of not paying.

Administrative Comment

City Manager, Richards, advised to have a campaign and open houses to educate residents on the millage in November.

- Commission Chair, Stoneburner, to check with the Assessor in order to provide the amount of the millage per household.

Prospected education meeting to be held in July.

Commission Comment

Commission member, Smith, commented the Commission must be very prepared for the April meeting.

Commission Chair, Stoneburner, to ask associations to verify their number of slips and footage then the Commission to research the amount they have paid.

Adjournment

Motion by Commission member Gabryszewski, seconded by Commission member S. Stoneburner to adjourn the meeting at 2:30 pm.

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Donald Stoneburner, Chairperson

Nancy Griffin, Deputy Clerk