



Park/Harbor Commission
Regular Meeting Agenda
March 5, 2020
6:30 p.m.

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes - February 11, 2020
5. Public Comment
6. Old Business
 - a. Dredge Fund contributions
 - b. Beach Clean-up alternate date and time
7. New Business
 - a. Budget review
 - b. Parks millage
 - c. Gravel at the Dog Park
 - d. Lifeguard update
 - e. Children's Borrow-a-Life-Jacket Program
8. Administrative Comments
 - a. Beach Clean-up Day – April 18, 2020, 10:00 am
9. Commission Comments
10. Adjournment



March 3, 2020

To: Parks/Harbor members

Spring is just around the corner, which means lots of clean up.

The parks department has been trying to stay on top of getting debris off the beach, but with the lake level being so high and high wave action so often, it has become an ongoing battle with the debris. Now that temperatures have started to climb we will be working on getting the beach cleaned up as best we can. The hope is that, once we get all the large debris cleaned up that we can stay on top of it from this point forward.

As soon as we get some consistent warm temperatures, we will begin painting the concession stand doors to match the lighthouse door, and the bathrooms will get their usual fresh coat of paint for the season. I am also waiting on a price to have new sinks installed in both the men's and women's bathrooms, as the current ones have started to leak and make a mess. We also have a new outdoor shower which will be installed sometime this spring.

We have contracted to have new showers installed at the marina bathrooms and the bathrooms will be getting a fresh coat of mold/mildew resistant paint sometime in the next month. This is a much needed purchase for the marina, as the current showers have been leaking and causing a mold issue for the last year. Hopefully raising the docks this season will allow us to have a really great year!

Routine trash pickup and clean up continues at the rest of the city parks, and we are really looking forward to the warmer weather.

Respectfully submitted,

Kristen D'Amico
Parks Director

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.

ng.

Donald Stoneburner, Chairperson

Nancy Griffin, Deputy Clerk

**City of New Buffalo
Dredge Fund
Activity Report as February 29, 2020**

Prior month's cash balance: 367,515.49

Revenues:

February Interest 116.80

Total Revenues

 116.80

Expenses:

Ending cash balance:

 -
367,632.29

19-20 Capital Improvements paid for from the park fund

\$36,781 ADA walkway
\$33,555 Sunshades at Marina and Osleka
\$3,503 Trash Cans at marina
\$4,959 Metal roof on Lions Pavillion
\$21,062.90 Sealing of beach lot
\$68,227.41 Playground at beach
\$4900 Concrete pad under sun shade at marina
\$8,989.85 Picnic tables at marina
\$4,500 beach lot striping
\$37,685 Pay by plate system
\$4,800 Painting of lighthouse
\$4,150 New outdoor shower for beach

Borrow-a-Life-Jacket Program

