



Park/Harbor Commission  
Regular Meeting Agenda  
September 3, 2020  
6:30 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – July 2, 2020
4. Public Comment
5. Old Business
  - a. Dredge Fund
6. New Business
  - a. Recreational Authority Meeting
  - b. Transient Marina Fire
7. Administrative Comments
9. Commission Comments
10. Adjournment

The Regular Meeting for July 2, 2020 of the Parks/Harbor Commission was called to order by Chair Donald Stoneburner at 6:39 pm in an electronic Zoom meeting.

### **Roll Call**

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

Absent: Susan Stoneburner

**Motion** by D. Stoneburner, second by Henderson to excuse member Susan Stoneburner from the meeting to attend separate meeting.

Roll call vote: Unanimous 4-0, **Motion Carried.**

Staff present: City Manager, David Richards; Parks Superintendent Kristen D'Amico; City Clerk, Amy Fidler; Deputy Clerk, Nancy Griffin

### **Approval of Agenda**

**Motion** by Smith, second by Henderson to approve the agenda.

Roll call vote: Unanimous 4-0, **Motion Carried.**

### **Approval of Previous Minutes**

**Motion** by Henderson, seconded by Smith to approve the minutes of Special Meeting, March 5, 2020.

Roll call vote: Unanimous 4-0, **Motion Carried.**

### **Public Comment**

None

### **Old Business**

Dredge Fund contributions

- Chair D. Stoneburner provided an update.
- The Moorings commented they didn't want to be billed for a contribution.
- City Manager explained the ordinance is for the board to make a decision if a contribution is necessary and make a recommendation to the City Council.
- Henderson commented it is not fair for only four associations to contribute.

**Motion** by D. Stoneburner, seconded by Henderson to send a notification to the five associations who have not made a contribution to request their contribution within 30 days and turn it over to the City Council.

Roll call vote: Unanimous 4-0, **Motion Carried.**

### **New Business**

None

**Motion** by Chair D. Stoneburner, seconded by Commission member Smith to approve the FY 2020-2021 budget.

Unanimous 4-0, **Motion Carried.**

### **Administrative Comment**

Dunewalk

- Comments included the closure of the Dunewalk, when the project is to start, the cost and the funds to complete the project.
- \$250K from a state grant, \$90K from The City of New Buffalo and \$90K request to the Pokagon Fund.

### **Commission Comment**

- Discussed the condition of Whittaker Street potholes and the process to fix the road, while D. Stoneburner was getting back on the meeting. It takes 10 hours to drain the water from the street.
- Reminder that the City needs an agreement to accept the parking from the Moorings.

### **Adjournment**

**Motion** by Smith, second by Gabryszewski to adjourn the meeting at 7:39 pm.

Roll call vote: Unanimous 4-0, **Motion Carried.**

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Donald Stoneburner, Chairperson

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Nancy Griffin, Deputy Clerk



September 2, 2020

To: Parks/Harbor members

It's hard to believe we are at the end of summer

This summer has proven to be one of the craziest and most challenging summers I have seen.

As you may already know, the Marina suffered an electrical fire on August 27<sup>th</sup>. The fire destroyed the men's bathroom in the building. There is some structural damage, electrical damage, and smoke damage throughout the roof systems. Currently we have shore power and water, and portable bathroom trailers are scheduled to arrive on September 2<sup>nd</sup>. The staff is allowed in the office to make reservations, answer phone calls, and do other administrative tasks. At this time, we are waiting to hear from the insurance company as to our next steps.

The beach continues to see a record number of visitors for this time of year. This in turn has made our parking revenue's skyrocket. We are well above our normal August numbers for both parking fees and ticket revenue. I am anxious to see how we finish up the season. Third Coast Kayaking has also proven to be a great asset to the city! They are also showing record revenues!

However, at times at the beach we have had to close down the parking lot in order control the crowds. So far this year we have shut down the lot at least 6 times, mostly on weekends. By closing off the parking lot and not allowing drop off or parking we have been able to keep the crowds on the beach at a manageable level. In order to monitor crowds, Nate keeps an eye on the crowds and lets me know when we are getting close to capacity. Once that call is made, the lot is closed off to vehicular traffic and people are advised that the beach is at capacity. This really seems to help.

Routine maintenance continues at the rest of the city parks. It's hard to believe that soon we will be preparing for the winter months.

Respectfully submitted,

Kristen D'Amico  
Parks Director

Presentation of Joint Recreational Authority Board  
City of New Buffalo  
New Buffalo Township  
New Buffalo Area School Board  
Monday, August 31, 2020

Meeting called to order at 7:00 p.m. by Lou O'Donnell.

**Roll Call:**

New Buffalo Township: **Present:** Heit, Iazetto, Rogers, Zabicki **Absent:** Rahm

City of New Buffalo: **Present:** O'Donnell, Kroll **Absent:** Ennis, Spirito, Robertson

NB School Board: **Present:** Heit, Black, Lijewski, Werner, Newton **Absent:** Magro, Haskins

**Public Comment:** None

Presentation: Tony McGhee from Abonmarche gave a presentation on what the Joint Recreational Authority Board could accomplish for the City, Township and New Buffalo Area Schools regarding funding and grants.

Presentation: Berrien County Finance Director, Brian Dissette gave a presentation. He explained in detail how a Joint Recreational Authority Board could be a great advantage to the three government bodies of New Buffalo. Brian Dissette was the City Manager of South Haven prior to working for the county, where they had a Joint Recreational Authority Board and it helped the community of South Haven immensely. They found grant money was available and there are some grants the schools alone cannot apply for, but municipalities can.

**Public Comment:** None

**Comments:**

There were many positive comments from all three boards. City Manager, David Richards commented what a great idea and would give us a great sense of community by working together. Mayor O'Donnell also stated he thought this was a great idea and thought it would be very beneficial to our community. O'Donnell also stated the City would appoint members at the next City Council Meeting. Township Supervisor, Michelle Heit added this would be a great opportunity for the community, and they will appoint members at their next Township Meeting. Lisa Werner of the New Buffalo School Board said she thought this is a fantastic idea. Patty Iazetto, from the New Buffalo School Board stated that working together would improve our whole community.

Next steps will be provided by Tony McGhee.

Adjournment: Motion by O'Donnell, seconded by Zabicki to adjourn the meeting at 7:35 p.m.

All Ayes Motion Carried.

amf



MANAGER'S REPORT

September 2, 2020

**AGENDA ITEM:** Quotes for Temporary Marina Restrooms and Office

**SUMMARY:** MMRMA has agreed to provide temporary restrooms and an office trailer at the marina to facilitate operations until October 15, 2020. The cost is reimbursable through MMRMA. At this time quotes have been obtained in short order and include maintenance as noted. Tony McGhee will be available to explain the quotes.

Unite Rentals	\$11,670/Six weeks	Weekly Service	
Joy's Johns	\$2,200/weekly	Weekly Service	
Imperial Restrooms	\$5,900/month	Mens and Womens	\$375 @ Service
	\$6,500/month	ADA	\$375 @ Service
	\$5,400/month	Restroom/shower combo	\$375 @ Service

**COST:** TBD/Reimbursable

**BUDGETED:** Yes No

NA

**RECOMMENDATION:** Accept the bid recommended by Abonmarche.

Respectfully submitted,

David Richards, City Manager

## Dave Richards

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**From:** Tony McGhee <tmcghee@abonmarche.com>  
**Sent:** Monday, August 31, 2020 6:44 PM  
**To:** Lou O'Donnell IV; Dave Richards; Parks  
**Subject:** FW: NB Restrooms

And one more to pick from. Let me know how you want to handle this. If you want one this weekend, somebody at City needs to make call tomorrow morning so insurance company can sign off.

**From:** Katie Saintz <ksaintz@abonmarche.com>  
**Sent:** Monday, August 31, 2020 6:40 PM  
**To:** Tony McGhee <tmcghee@abonmarche.com>  
**Subject:** NB Restrooms

Another quote – this one from Unite Rentals for NB restrooms:

Standard restrooms + ADA restroom trailer:

- 4 women's
- 2 men's + 3 urinals
- Sinks
- ADA restroom

Total: \$11,670 for 6 weeks (weekly maintenance included)

They will let us know tomorrow if they can get it delivered by Wednesday.

Stay tuned,

**Katie Saintz**  
Business Development Assistant  
**Abonmarche**  
D 269.605.4598  
C 269.873.2378  
O 269.927.2295 Ext. 149  
F 269.605.4067  
W [www.abonmarche.com](http://www.abonmarche.com)



**From:** Suzanne McCall [<mailto:smccall1@ur.com>]  
**Sent:** Monday, August 31, 2020 6:25 PM  
**To:** Katie Saintz <[ksaintz@abonmarche.com](mailto:ksaintz@abonmarche.com)>  
**Cc:** Thomas Brunt <[tbrunt@ur.com](mailto:tbrunt@ur.com)>  
**Subject:** Abon Marche

Suzanne McCall 317-531-8274

If you make a decision contact Thomas Brunt

*Suzanne McCall*

Suzanne McCall

<https://apply.ur.com/apply>

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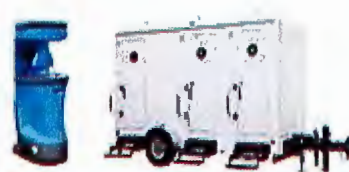
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- ❖ Charlotte, NC
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- ❖ Akron, Cleveland, & Columbus OH
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- ❖ Knoxville, TN
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## Restroom Trailers for City of New Buffalo

### 1. Joy's John

(800) 219-8911

<http://www.joysjohns.com/restrooms/luxury-trailers/828ada-restroom-trailer>

#### 828/ADA Restroom Trailer



#### Includes:

- Private Stalls
- Central Air Conditioning & Heating
- AM/FM Radio with CD/MP3
- Skylights
- China Flushing Water Saver Stools
- Formica Vanity with Stainless Steel Sinks
- Built-in Trash Receptacles
- 875 gallon waste tank
- Women's Accommodations: 4 private stalls
- Men's Accommodations: 2 private stalls and 3 urinals
- ADA Private Suite: ADA Flushing Toilet, ADA Sink, ADA Wall Rails and Wall Recessed Towel Dispenser & Waste Receptacle
- Weekly servicing

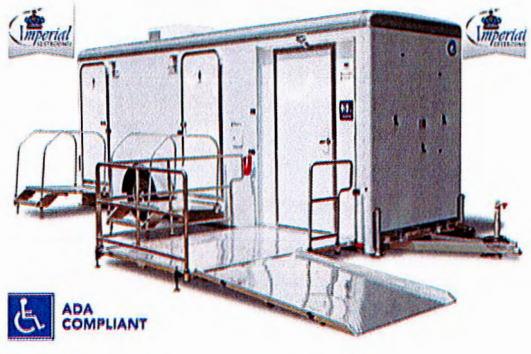
Total: \$2,200 per week (includes weekly maintenance)

## 2. Imperial Restrooms

1 (800) 756-4038

<http://www.portabletoiletsandshowers.com/luxury-restroom-trailer-rentals.html>

### Wells Cargo Ultra-Lav ADA 2

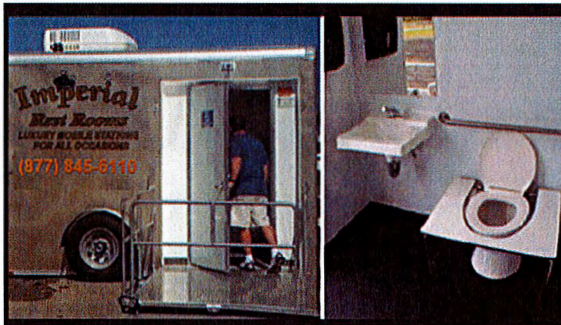


Includes:

- 1 ADA restroom
- 1 women's restroom
- 1 men's restroom
- Sink in all restrooms

Total: \$5,900 per month (+ \$375 for each maintenance visit)

### Wells Cargo Single ADA Trailer

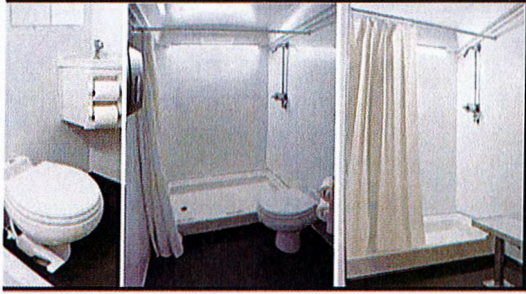


Includes:

- 1 ADA restroom
- 1 sink

Total: \$6,500 per month (+ \$375 for each maintenance visit)

### **Wells Cargo Restroom/Shower Combo**



Includes:

- 3 shower stalls (each with 1 toilet and 1 sink)

Total: \$5,400 per month (+ \$375 for each maintenance visit)

\*\* all units require electric connection and water connection

## PROPERTY CLAIM / INCIDENT REPORT

### Member's Property Damage Only

Note: Use this form 1) to report any claim involving damage to Member's Property or 2) Property in Member's Care, Custody, and Control.

(1) Name of MMRMA Member: <b>City of New Buffalo</b>	(2) Member Department: <b>Parks</b>	(3) Member Department Phone #: <b>269-469-1593</b>	(4) Reported By: <b>R Killips</b>
(5) Exact Location of Claim/Incident: <b>100 w Water St New Buffalo Mi 49117</b>	(6) Date of Claim/Incident: <b>8/27/20</b>	(7) Time of Incident: A.M. <input checked="" type="checkbox"/> P.M. <input type="checkbox"/>	(8) Date Reported By Department: <b>8/27/20</b>

**MEMBER PROPERTY DAMAGE**    Claim     Notice Only

(9) Property Damaged (Building):  
**Marina building at 100 W Water St.**

(10) Property Damage (Contents):

(11) Property Damage (Other):

(12) Cause of Damage:  
**Fire in ceiling and attic of building and water damage from Fire Department putting fire out.**

(13) Describe Damage:  
**Ceiling of bathroom burned/destroyed, burnt roof trusses, smoke damage**

(14) Estimate of Repair Cost: <b>\$ &gt;30,000</b>	(15) Actual Repair Cost: <b>\$ TBD</b>	(16) Contractor's Name and Telephone #: <b>TBD</b>
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(17) Subrogation Potential? Yes  No   
Who Caused Damage?

Name or Company Name:	Address:	Telephone #:

(18) Name of Witness:	Witness Address:	Witness Telephone #:
1)		
2)		
3)		

(19) Photographs Taken?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Photographs Attached? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	(20) Other Supporting Documents?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Supporting Documents Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	(21) Police Report #: 20-817 Police Report Attached? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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(22) Please describe in detail how the claim/incident occurred (attach any supporting data):  
**Witnesses noticed smoke coming from the roof vents of the marina building at approx 0800 hrs on 8/27/20. The called 911 and when Fire Dept arrived, the found an active fire in the ceiling/attic of the building. They extinguished the fire and controlled damage to the property. PD witnessed an obvious burnt ceiling exhaust fan in the mens bathroom that was the cause of the fire.**

(23) Submitted By: <b>Rich Killips</b>	(24) Title: <b>Chief of Police</b>	(25) Date: <b>8/28/20</b>
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