



**City of New Buffalo  
224 W. Buffalo Street  
New Buffalo MI 49117  
REGULAR COUNCIL MEETING AGENDA  
May 17, 2021 6:30 PM**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda
  - a. City Council Minutes: April 15, 2021 (Special), April 19, 2021, May 3, 2021 (Special Meeting)
  - b. Receive Monthly Reports: Police, Fire, Water, Park, Building, Streets and Treasurer
  - c. Special Events Application Approval – Harbor Country Pride “Chalk the Block”
  - d. Pay Bills for the Month
5. Public Comment
6. Public Hearings
  - a. 2021-2022 Budget and 2021-2022 Truth-In Taxation Millage Rate
7. Old Business
  - a. Concession Approval Hot Dog Cart
  - b. Site Plan Approval – 36 S. Whittaker Street
8. New Business
  - a. 2021-2022 Budget and 2021-2022 Truth-In Taxation Millage Rate
  - b. New Buffalo Area Recreation Authority
  - c. Dispute Resolution for Tax Parcel I.D. #11-62-7155-0042-00-3
  - d. On-Premise Tasting Room Permit (910 W. Buffalo Street)
  - e. Board Appointments
  - f. New Buffalo Beach Club, LLC Agreement Amendment
  - g. North Berrien Street Fire Hydrant Installation & 4” Watermain Deactivation
  - h. Lawnmower Purchase
  - i. Granicus Host Compliance Purchase
  - j. Marina Repairs Pay Request (Mead & White; City Plumbing & Heating)
  - k. City of New Buffalo Code of Ordinances Amendment – Chapter 11 (Second Reading)
9. Discussions
  - a. Sale of City Owned Property (11-62-8200-0244-00-0; 11-62-8200-0245-00-6; and 11-62-8200-0246-00-2)
10. Council Comments
11. Adjournment

**April 15, 2021 NEW BUFFALO SPECIAL CITY COUNCIL MEETING 10:00AM**  
**Budget Workshop**

The Special Meeting of April 15, 2021 for the New Buffalo City Council was called to order by Mayor Humphrey at 10:00 am in a virtual zoom meeting.

**Roll Call:** Brian Flanagan, New Buffalo, MI, Berrien County; Mark Robertson, New Buffalo, MI, Berrien County; Roger Lijewski, New Buffalo, MI, Berrien County; John Humphrey, New Buffalo, MI, Berrien County

**Absent:** Lou O'Donnell

**Staff present:** City Manager, Darwin Watson; Treasurer, Kate Vyskocil; Chief of Police, Rich Killips; Clerk, Amy Fidler; Water Superintendent, Ken Anderson; Fire Chief, Chris Huston; Street Crew Lead, Josh Bolton; Parks Director, Kristen D'Amico.

**Approval of Agenda**

Motion by Robertson, seconded by Lijewski to approve the agenda:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Public Comment – None**

**Special Meeting Business**

Kate Vyskocil explained the meeting today will be to review the FY 2021/22 City of New Buffalo budget with department heads.

Motion by Robertson, seconded by Flanagan to take a five-minute recess at 11:40 p.m. until 11:45 p.m.:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

Motion by Robertson, seconded by Flanagan to reconvene the meeting at 11:45 p.m.:

Roll Call Vote:

AYES: Flanagan, Lijewski, Robertson, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Council Comments**

Council Members Robertson, Flanagan and Mayor Humphrey thanked Treasurer Kate Vyskocil for all of her hard work.

**Adjourn**

Motion by Robertson seconded by Lijewski to adjourn the meeting at 1:35 p.m.:

Roll Call Vote:

AYES: Lijewski, Robertson, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

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John Humphrey, Mayor

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Ann Marie Fidler, City Clerk

DRAFT



**Call to Order at 6:30 p.m.**

**Roll Call. Present:** Flanagan, New Buffalo, MI, Berrien County; O'Donnell, Michigan City, IN, LaPorte County; Robertson, New Buffalo, MI, Berrien County; Lijewski, New Buffalo, MI, Berrien County; Mayor Humphrey, New Buffalo, MI, Berrien County.

Motion by Flanagan, seconded by Lijewski to excuse Councilmember O'Donnell from the Special City Council Budget Workshop Meeting on 4/15/2021:

Roll Call Vote:

AYES: O'Donnell, Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT:

ABSTAINED:

Motion Carried, 5-0.

**Staff Present:** City Manager, Darwin Watson; Chief of Police, Rich Killips; City Clerk, Amy Fidler; Parks Director, Kristen D'Amico.

**Approval of Agenda:** Motion by Robertson, seconded by Flanagan to approve the agenda with the addition of adding a brief discussion on the follow up of Shoreline Alliance before item a:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, O'Donnell, Humphrey

NAYES :

ABSENT :

ABSTAINED:

Motion Carried, 5-0.

**Approval of Consent Agenda:** Motion by Robertson, seconded by Flanagan to approve the consent without item a of the consent agenda:

Roll Call Vote:

AYES: Flanagan, O'Donnell, Lijewski, Robertson, Humphrey

NAYES:

ABSENT:

ABSTAINED:

Motion Carried, 5-0.

**Approval of March 15, 2021 City Council Minutes:** Motion by Robertson, seconded by Flanagan to approve the March 15, 2021 City Council minutes:

Roll Call Vote:

AYES: Lijewski, Robertson, Flanagan, Humphrey



NAYES:  
ABSENT:  
ABSTAINED: O'Donnell

Motion Carried, 4-0.

**Approval of March 22, 2021 City Council Minutes:** Motion by Robertson, seconded by Flanagan to approve the March 22, 2021 City Council minutes:

Roll Call Vote:  
AYES: Robertson, O'Donnell, Lijewski, Flanagan, Humphrey  
NAYES:  
ABSENT :  
ABSTAINED:

Motion Carried, 5-0.

**Approval of March 31, 2021 City Council Minutes:** Motion by Robertson, seconded by Flanagan to approve the March 31, 2021 City Council minutes with the correction of the absent councilmember to Lijewski NOT Flanagan:

Roll Call Vote:  
AYES: O'Donnell, Robertson, Flanagan, Humphrey  
NAYES:  
ABSENT:  
ABSTAINED: Lijewski

Motion Carried, 4-0.

**Public Comment:** None

#### **New Business**

**Shoreline Alliance Discussion:** After a brief discussion on the Shoreline Alliance lawsuit the board decided not to participate in the shoreline alliance lawsuit. No action was taken.

**Re-assessment of commercial properties:** Motion by Humphrey, seconded by Lijewski to approve the contract with Northrop Assessing in the amount of \$21,300.00 for the re-assessment of commercial property:

Roll Call Vote:  
AYES: Robertson, Lijewski, Flanagan, O'Donnell, Humphrey  
NAYES:  
ABSENT:  
ABSTAIN:

Motion Carried, 5-0.

**Concession Agreement with Lakeside Dogs:** Motion by Flanagan, seconded by Robertson to approve a one-year contract with Lakeside Dogs in the amount of \$2250.00 to be paid to the city by May 15, 2021:

Roll Call Vote:

AYES: Lijewski, Robertson, O'Donnell, Flanagan, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

**Concession Agreement with Kona Ice:** Motion by O'Donnell, seconded by Lijewski to approve a one-year contract with Kona Ice in the amount of \$2250.00 to be paid to the city by May 15, 2021:

Roll Call Vote:

AYES: Flanagan, O'Donnell, Robertson, Lijewski, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

**Proposed Sale of Property to NBAS:** Motion by O'Donnell, seconded by Flanagan to table the proposed sale of property to NBAS until the next meeting:

Roll Call Vote:

AYES: O'Donnell, Robertson, Lijewski, Flanagan

NAYES: Humphrey

ABSENT:

ABSTAIN:

Motion Carried, 4-1.

**Liquor License reclassification for Michigan Pizza Hut and David Workman:** Motion by O'Donnell, seconded by Flanagan to approve the reclassification of the Liquor License from Beer-Wine to Class C for Michigan Pizza Hut, Inc. at 700 E Buffalo Street:

Roll Call Vote:

AYES: Lijewski, Robertson, O'Donnell, Flanagan, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

**Concrete repairs and replacement at Municipal Marina:** Motion by Robertson, seconded by Flanagan to approve the bid with Stark Solid Concrete for concrete repairs and replacement at Municipal Marina, in the amount of \$13,165.00 to be completed by Memorial Day:

**Roll Call Vote:**

AYES: Flanagan, O'Donnell, Robertson, Lijewski, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

**2021 Road Project:** Motion by Robertson, seconded by Flanagan to approve the engineering and construction management contract with Abonmarche in the amount of \$26,000.00 to move the project forward:

**Roll Call Vote:**

AYES: Robertson, Lijewski, Flanagan, O'Donnell, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

**Correspondence:**

Letter from Michael Patrick Lynch

**Council Comments:**

Mayor Humphrey stated that a Federal Judge opted in the City's favor in regards to the preliminary injunction last week.

Councilmember Robertson welcomed new City Manager, Darwin Watson.

Councilmember Flanagan stated he has a Pokagon Fund Meeting on the 4/21/21 and he planned to bring up the Fire pump truck at that meeting.

Motion by Robertson, seconded by Flanagan to adjourn the meeting at 7:40 p.m.

**Roll Call Vote:**

AYES: O'Donnell, Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

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John Humphrey, Mayor

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Ann M. Fidler, City Clerk



**Call to Order at 6:31 p.m.**

**Roll Call. Present:** Flanagan, New Buffalo, MI, Berrien County; O'Donnell, Michigan City, IN, LaPorte County; Robertson, New Buffalo, MI, Berrien County; Lijewski, New Buffalo, MI, Berrien County; Mayor Humphrey, New Buffalo, MI, Berrien County.

**Staff Present:** City Manager, Darwin Watson; Deputy Clerk, Nancy Griffin.

**Approval of Change to Agenda:** Motion by Lijewski, seconded by Flanagan to approve moving Public Comment to the end of the meeting:

Roll Call Vote:

AYES: Lijewski, Flanagan, Humphrey

NAYES : O'Donnell, Robertson

ABSENT :

ABSTAINED:

Motion Carried, 3-2.

**Approval of Agenda:** Motion by Robertson, seconded by Flanagan to approve the agenda:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, O'Donnell, Humphrey

NAYES :

ABSENT :

ABSTAINED:

Motion Carried, 5-0.

**New Business**

**a. Site Plan and Special Use Permit Approval – 9 S. Barton Street**

**Site Plan and Special Use Permit Approval – 9 S. Barton Street:** Motion by O'Donnell, seconded by Flanagan to approve the Site Plan and Special Use Permit – 9 S. Barton Street:

Roll Call Vote:

AYES: Flanagan, O'Donnell, Lijewski, Robertson, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

**b. Site Plan Approval – 36 S. Whittaker Street**

**Site Plan Approval – 36 S. Whittaker Street:** Motion by O'Donnell, seconded by Robertson to table the decision in order to get legal opinion on the Site Plan Approval – 36 S. Whittaker Street:

Roll Call Vote:

AYES: Lijewski, Robertson, , Flanagan, O'Donnell

NAYES: Humphrey

ABSENT:

ABSTAIN:

Motion Carried, 4-1.

**c. Site Plan Approval – 120 W. Buffalo Street**

**Site Plan Approval – 120 W. Buffalo Street:** Motion by O'Donnell, seconded by Robertson to approve the Site Plan – 120 W. Buffalo Street:

Roll Call Vote:

AYES: Robertson, O'Donnell, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

**d. New Buffalo City Code of Ordinances Amendment-Chapter 11 (First Reading)**

**New Buffalo City Code of Ordinances Amendment-Chapter 11 (First Reading):** Motion by Mayor Humphrey, seconded by Lijewski to approve the New Buffalo City Code of Ordinances Amendment-Chapter 11 (First Reading):

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES: O'Donnell

ABSENT:

ABSTAIN:

Motion Carried, 4-1.

**Correspondence:**

None discussed.

**Council Comments:**

- a. **Discussion – Planning Commission Recommendation (Partial Short-Term Rental Moratorium Termination)**

Council discussed the Planning Commission’s recommendation.

**Public Comment:**

Dan Coffey  
Heather Gradowski  
Jason Milovich  
Diane Gajos  
John Natsis  
Bill Carroll  
Jennifer Parello

Dan Skoczylas  
William Lenga  
Dan Hatch  
Julie Ritchie  
Michael Davis  
Laura Murray  
Jodi Grant

**Additional Council Comments:**

Councilmember Robertson stated the need for a happy medium to be reached and recommended the Council to have a workshop with the City Manager in the very near future. Councilmembers Flanagan and Lijewski agreed with the need for a workshop.

**Adjournment:**

Motion by Roberson, seconded by Flanagan to adjourn the meeting at 8:09 p.m.



Roll Call Vote:

AYES: Flanagan, O'Donnell, Robertson, Lijewski, Humphrey

NAYES:

ABSENT:

ABSTAIN:

Motion Carried, 5-0.

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**John Humphrey, Mayor**

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**Nancy Griffin, Deputy Clerk**

DRAFT



Mr. Watson,

It is my pleasure to report some of the highlights from the last month of the Police Department's operations. If you would like additional information on any of these items, please let me know.

- In the last 30 days, the NBPD has taken 99 complaints. Those include 1 accident, 3 traffic arrests, 3 assaults, and 7 ordinance related incidents.
- One incident of interest involved the felony arrest of a subject who reportedly threatened family members with a firearm. The subject was taken into custody but forced officers to subdue him with the use of a Taser.
- With summer starting, you will see our officers that are assigned to the beach and Downtown patrolling on foot and ATVs. Stop them and introduce yourselves as some of these officers are newer to New Buffalo and some are only here during the summer.

Sincerely,

*Rich Killips*

Richard L Killips

Chief of Police

# MEMORANDUM

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**To:** City Manager, Mayor & Council Members

**From:** Fire Chief Chris Huston

**Date:** MAY 10 2021

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Last month the Fire Department held the monthly Training meeting on 4/15/2021 and the business meeting on 5/6/2021 The Department had a total of 3 fire calls.



May 4, 2021



### MONTHLY WATER REPORT FOR APRIL 2021

Total amount of water treated in month	7,562,000 gals
Average daily pumpage in month	252,000 gals.
Maximum treated for one day	554,000 gals.
Minimum treated for one day	170,000 gals.
Backwash water used in month	80,000 gals.

### COMPARISON BY MONTH AND YEAR

April	2021 (this year) consumption	7,562,000 gals.
April	2020 (last year) consumption	11,135,000 gals.

### CHEMICAL COSTS AND DATA

Chlorine used in month: 211 lbs. @ 0.925 /lb.	\$	195.18
Fluoride used in month: 223 lbs. @ 0.4867 / lb.	\$	108.53
Aluminum sulfate used in month: 2,742 lbs @ \$0.1615. lb.	\$	442.83
Total amount spent on chemicals	\$	746.54
Total amount per million gallons	\$	98.72

### MAINTENANCE REPORT

1. Exercised generators and checked cathodic protection systems.
2. Repaired Casino Chart Recorder @ Water Treatment Plant.
3. L&T Painting started & completed Clearwell Rehab Project.
4. Rob and Josh helped clean inside 300,000 gallon Clearwell Prior to painting.

### DISTRIBUTION REPORT

1. Repaired 1" leaking 1" meter pit assembly @ 126 N. Barker Street.
2. Read water meters.
3. Did staking for Miss Dig Systems.
4. Did ons/offers and checked high reading complaints.
5. Did bacteriologic testing for neighboring communities.
6. Had budget meetings during month.
7. Started work on 2020 Water Quality Report,
8. Did testing & inspection on 4" live water tap @ 116 North Whittaker Street.

9. Performed quarterly Q.C. For laboratory Certification.
10. Adjusted valve boxes to proper grade during month.
11. Worked on laboratory certification respose to EGLE..
12. Had meetings about Clearwell Rehab Project during month.
13. Discotinued sprinkler meter @ 315 South Mayhew Street during month.
14. Isolated 300,000 gallon clearwell from treatment & storage for painting & rehab.
15. Collected Quarterly and yearly samples foe EGLE System Compliance.

**FUEL REPORT**

1. Gasoline consumed	78.3 gals.
2. Diesel fuel consumed	0.0 gals.
3. Total fuel consumed	78.3 gals.
4. Average per day	2.6 gals.

**EQUIPMENT USAGE**

Water Department backhoe	0.0 hrs.
Street Department backhoe	0.0 hrs.
Water Department Dump Truck	0.0 hrs.
Other	0.0 hrs.

**BENEFIT MAN HOURS USED DURING MONTH**

*	<u>vacation</u>	<u>personal</u>	<u>sick</u>	<u>total hrs.</u>
Ken Anderson	40.0 T.M. 40.0 YTD	0.0 T.M. 22.0 YTD	0.0 T.M. 16.0 YTD	50.0 T.M. 78.0 YTD
Chris Huston	0.0 T.M. 0.0 YTD	0.0 T.M. 0.0 YTD	8.0 T.M. 28.5 YTD	8.0 T.M. 28.5 YTD
Robert Gruener	0.0 T.M. 20.0 YTD	0.0 T.M. 11.0 YTD	8.0 T.M. 16.0 YTD	8.0 T.M. 47.0 YTD
Jeff Johnson	0.0 T.M. 8.0 YTD	0.0 T.M. 8.0 YTD	3.0 T.M. 11.75 YTD	3.0 T.M. 27.75 YTD

\* (T.M. = This Month      YTD = Year-to-date)

**Proposed Work For Month of May 2021**

1. Installing new meter pit assemblies.
2. Continuing COVID-19 Governor Mandates.
3. Top soil work for Projects.
4. **Completing Clearwell Rehabilitation Project And Final Inspections.**

Respectfully submitted,

*Kenneth A. Anderson*

Kenneth A. Anderson  
City of New Buffalo  
Water Superintendent





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

April 30, 2021

Mr. Kenneth Anderson  
New Buffalo Water Treatment Plant  
224 W Buffalo Street  
New Buffalo, MI 49117

Laboratory No: 4680

Dear Mr. Anderson:

SUBJECT: Laboratory Certification

The information that was prepared and submitted to this office by your laboratory has been reviewed. Based on this information, the Department of Environment, Great Lakes, and Energy (EGLE) has certified your laboratory for compliance monitoring under the Safe Drinking Water Act, 1976 PA 399, as amended. Our certification for your laboratory by parameter is as follows:

**Microbiology**

Certified Parameters:

Total Coliform and E.coli (via Standard Methods, 21<sup>st</sup> Edition, Method 9223B)  
Enumeration of Total Coliform and E.coli (via Standard Methods, 21<sup>st</sup> Edition, Method 9223B, Multiple well)  
Heterotrophic Plate Count (via Standard Methods, 21<sup>st</sup> Edition, Method 9215B)  
Heterotrophic Plate Count (via the SimPlate Method)

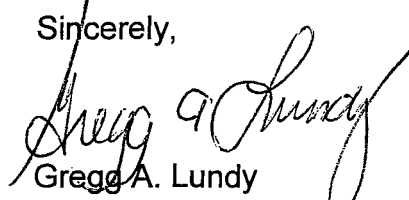
Our certification of the New Buffalo Water Treatment Plant Laboratory for the microbiological examination of drinking water is contingent on your continued compliance with state and federal regulations. Additionally, your certification is contingent on the submission of acceptable proficiency test sample results from a state-approved supplier on a running 12-month basis.

Our certification of your facility will expire on June 15, 2023. At your option, you may display the enclosed certificate.

Mr. Kenneth Anderson  
New Buffalo Water Treatment Plant  
Page 2  
April 30, 2021

If you have questions regarding this information, please contact me by phone at 517-335-9219 or by email at [lundyg@michigan.gov](mailto:lundyg@michigan.gov).

Sincerely,



Gregg A. Lundy  
Laboratory Certification Officer  
Laboratory Services Section  
Remediation and Redevelopment Division

GL/LS

Enclosure

cc: EGLE DWEHD Kalamazoo District Office  
Berrien County Health Department



Michigan Department of  
Environment, Great Lakes, and Energy



CERTIFIES:

**NEW BUFFALO WATER TREATMENT PLANT**

**HAS BEEN EVALUATED AND IS APPROVED FOR THE FOLLOWING  
PARAMETERS FOR THE ANALYSIS OF DRINKING WATER:**

CERTIFIED PARAMETERS

Total Coliform and E.coli  
Enumeration of Total Coliform and E.coli  
Heterotrophic Plate Count

**This certification requires maintenance of an acceptable quality assurance program,  
use of approved methodology and equipment,  
and satisfactory performance on evaluation samples.  
This certification does not guarantee validity of data generated.**



June 15, 2023  
Expiration Date

  
Laboratory Certification Officer

April 30, 2021  
Effective Date

4680  
Laboratory Number





May 11 2021

To: Mayor and City council;

Summer season is approaching fast, and the parks department has been busy getting things ready.

The Kiosks at the beach have been up and running since April 1, and to date we have collected \$5,191.00 the boardwalk has been installed, the beach raked in full once and the harbor rakes 3 times. I am still having issues with the current beach rake getting stuck and not really being able to do its job properly. New tires were installed on the current tractor and we are still having issues with the soft sand. The Beachtech representative is scheduled to come out and demo the self-contained unit on May 18<sup>th</sup> at 9 a.m., I hope you all can make it down to see the challenges I am facing while attempting to rake the beach.

Lifeguard hiring and training has been completed. This season we will have 7 guards, 6 full time and 1-part time. The guards will be led by Gavin Ales with Alex Tellez as captain. Both of these guys have done an amazing job the last three seasons and I have complete confidence they will continue to make the city proud.

Boat launch seal coating and striping was completed on April 30<sup>th</sup>, and it looks great. The kayak areas have been restriped to indicate kayak parking only, and the lines have been shortened to a standard parking space. Hopefully the changes will allow for less confusion.

Work continues on the bathrooms at the marina. Rough electrical is complete, and the new HVAC has been installed. I have been told they will be dry walling the ceiling on May 14<sup>th</sup>. The boaters are very excited for the new upgrades to the facilities and are looking forward to the coming season. Audrey has been hard at work getting things done at the marina and its really shaping up down there. New concrete for the back of the marina is scheduled for some time this month, I'm hoping it will all be completed by Memorial Day weekend.

The baseball fields have received a lot of work this season. A new scoreboard has been installed on Field 1, fields 1,2, & 4 were drug with the Bannerman, which did an amazing job on the fields, and fields 1 & 2 were filled with dirt where needed and rolled. Both fields 1 & 2 were hydro seeded on Saturday May 8<sup>th</sup>. We had some damage done to outfields 1 & 2 last fall, which is why we've need to fill them in and have the seeded.

Routine maintenance and trash pick-up continues at the remainder of the city parks.

Respectfully submitted,

Kristen D'Amico  
Parks Director



## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB21-0036	Garrett Bruinius & Mary Curtin	315 S Mayhew ST	\$315.00	\$0
<b>Work Description:</b> New Attached Deck front and rear of house				
PB21-0049	VOBEN LLC	9 S Barton ST	\$420.00	\$0
<b>Work Description:</b> adding bath and bar to existing garage				
PB21-0050	THREE BLIND MICE, PROP LLC	427 Whittaker S	\$315.00	\$0
<b>Work Description:</b> Re-Roof				
PB21-0051	TEN THOMPSON, STREET LLC	10 Thompson N	\$210.00	\$0
<b>Work Description:</b> Brick Repairs to Loading Dock Area				
PB21-0054	Berk, Brad & Jingming	318 S Marshall ST	\$315.00	\$0
<b>Work Description:</b> New Inground Pool				
PB21-0055	Mary E. Rop	127 S Harrison ST	\$315.00	\$0
<b>Work Description:</b> RE-Roof on existing house				
PB21-0044	GATZ, DAVID & WILLIAMS, DIA	326 S Chicago ST	\$866.25	\$0
<b>Work Description:</b> New Single Family Home				
PB21-0047	David & Mary Donofrio	323 S Norton	\$866.25	\$0
<b>Work Description:</b> New Single Family Home				
PB21-0045	Jacqueline Hoffman Trust	330 Lake Drive Unit 25	\$656.25	\$0
<b>Work Description:</b> Alterations to existing Codo Units				
PB21-0057	JKM REAL EST, LIMITED PARTN	514 W Water	\$210.00	\$0
<b>Work Description:</b> New Metal Roof on existing barn				
PB21-0041	Robinson Elbert O Trust	13 Preserve WAY	\$315.00	\$0
<b>Work Description:</b> RE-Roof existing structure.				
PB21-0052	Zboril Brittany Marie	221 S Clinton ST	\$315.00	\$0
<b>Work Description:</b> RE-Roof				
PB21-0042	Salzetta Paul & Margaret M	301 Marquette DR	\$341.25	\$0
<b>Work Description:</b> Adding solar panels to existing house				
PB21-0043	Mary Rose Denton	209 S Mayhew ST	\$420.00	\$0
<b>Work Description:</b> Adding a front porch to existing house				

PB21-0048	CAMPBELL, JANE 19TH FLOOR	616 S Bronson ST	\$315.00	\$0
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**Work Description:** New Windows

PB21-0053	O'CONNOR, MARY	1425 W Water ST	\$460.00	\$0
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**Work Description:** Demolition of fire damaged house.

PB21-0046	NB DEVELOPERS, LLC	136 whittaker N	\$656.25	\$0
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**Work Description:** outdoor pavilion for open air restaurant seating

<b>Total Permits For Type:</b>	<b>17</b>
<b>Total Fees For Type:</b>	<b>\$7,311.25</b>
<b>Total Const. Value For Type:</b>	<b>\$0</b>

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
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PE21-0026	Victor F Ciardelli III	130 Eagle N	\$343.35	\$0
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**Work Description:** Alterations to existing house

PE21-0027	VOBEN LLC	9 S Barton ST	\$202.65	\$0
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**Work Description:** Electrical Alterations

PE21-0018	Salzetta Paul & Margaret M	301 Marquette DR	\$217.35	\$0
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**Work Description:** Electrical Work for New Solar Panels

PE21-0025	Tony Olson	1 Lighthouse	\$172.20	\$0
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**Work Description:** Harbour Boat Slip Electrical Outlets

PE21-0022	Tous Real Estate Trust	330 Lake Drive #21	\$262.50	\$0
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**Work Description:** Adding 5 Electrical Circuits

PE21-0024	NEW BUFFALO, CITY OF	100 Water Street	\$263.55	\$0
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**Work Description:** Fire Damage Repairs

PE21-0023	Danesi Properties LLP	44 Whittaker S	\$206.85	\$0
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**Work Description:** Electrical alteration to existing structure

PE21-0019	Sari Hart	109 N Smith ST	\$378.00	\$0
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**Work Description:** New Single Family Home

PE21-0020	O'Meara, Heather	103 N Smith ST	\$423.15	\$0
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**Work Description:** New Single Family Home

PE21-0021	225 N Whittaker Street LLC	116 Whittaker N	\$210.00	\$0
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**Work Description:** Fire Alarm System for existing building

**Total Permits For Type:**

**Total Fees For Type:           \$2,679.60**  
**Total Const. Value For Type:           \$0**

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM21-0038	Victor F Ciardelli III	130 Eagle N	\$189.00	\$0
<b>Work Description:</b> Water Heater and Duct work.				
PM21-0031	Sari Hart	109 N Smith ST	\$399.00	\$0
<b>Work Description:</b> Alteration to heating and A/C due to major renovation				
PM21-0036	Pasternock Paul B & Elizabeth K	235 N Whittaker ST 43	\$241.50	\$0
<b>Work Description:</b> Heating and A/C Replacement				
PM21-0035	225 N Whittaker Street LLC	116 Whittaker N	\$563.07	\$0
<b>Work Description:</b> Alterations for new Coffee shop				
PM21-0039	MURRAY, KEVIN & MARGARET	315 W Mechanic ST	\$189.00	\$0
<b>Work Description:</b> A/C Replacement				
PM21-0013	TSAMIS, ANDREW & FRANCES	21 E Indiana ST	\$292.50	\$0
<b>Work Description:</b> New Duct work for new addition to existing house				
PM21-0030	Jeffrey Mermuys	106 S Willard ST	\$162.75	\$0
<b>Work Description:</b> Gas Piping				
PM21-0033	J K M REAL EST, LIMITED	430 Lake Drive	\$189.00	\$0
<b>Work Description:</b> Adding A/C to common Areas				
PM21-0037	Light Harbor Moorings	17 Water Ct	\$168.00	\$0
<b>Work Description:</b> Gas Piping for outdoor fire pit				
PM21-0034	225 N Whittaker Street LLC	116 Whittaker N	\$316.58	\$0
<b>Work Description:</b> Installing fire protection sprinkler system to existing building all floors				
PM21-0032	Eric & Kelly Gawron	307 S Whittaker ST	\$451.50	\$0
<b>Work Description:</b> Alterations to existing building				

**Total Permits For Type:           11**  
**Total Fees For Type:           \$3,161.90**  
**Total Const. Value For Type:           \$0**

## Plumbing

Permit #	Contractor	Job Address	Fee Total	Const. Value
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PP21-0025	Victor F Ciardelli III	130 Eagle N	\$273.00	\$0
<b>Work Description:</b> Interior alterations				
PP21-0026	VOBEN LLC	9 S Barton ST	\$178.50	\$0
<b>Work Description:</b> Plumbing alterations to existing building				
PP21-0024	DORN, JOHN	126 N Smith ST	\$162.75	\$0
<b>Work Description:</b>				
PP21-0019	Davis Michael & Holevas Nicholas E	133 S Willard ST	\$281.04	\$0
<b>Work Description:</b> Alterations				
PP21-0022	Jacqueline Hoffman Trust	330 Lake Drive Unit 25	\$291.90	\$0
<b>Work Description:</b> Alterations to existing condo				
PP21-0023	Liston Brendan	315 Clay E	\$299.25	\$0
<b>Work Description:</b> Adding on to House				
PP21-0021	225 N Whittaker Street LLC	114 N Whittaker N Apt 2nd floo	\$388.50	\$0
<b>Work Description:</b> 2nd Floor Apartment alterations For Apartment 112 and 114 located in Building 116 N Whittaker Street				
PP21-0017	Gloria Santona Rev Trust	8 Oselka DR	\$354.90	\$0
<b>Work Description:</b> Plumbing Alterations				
PP21-0020	Eric & Kelly Gawron	307 S Whittaker ST	\$496.65	\$0
<b>Work Description:</b> Alteration to existing building				

**Total Permits For Type: 9**  
**Total Fees For Type: \$2,726.49**  
**Total Const. Value For Type: \$0**

## Zoning

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ21-0002	BUFFALO TRADING, LLC	1 N Whitaker ST	\$350.00	\$0
<b>Work Description:</b> Site Plan Application				

**Total Permits For Type: 1**  
**Total Fees For Type: \$350.00**  
**Total Const. Value For Type: \$0**

# Report Summary



Population: All Records

Permit.AmountBalanceDue <=  
700,000,000

AND

TransactionItem.DateTimeCreated  
Between 04/01/2021 AND  
04/30/2021

**Grand Total Fees:**

**\$16,229.24**

**Grand Total Permits:**

**48**

**Grand Total Const. Value:**

**\$0**



Street Department Monthly Report  
For April 2021

Mayor Humphrey and  
City Council Members,

The fluctuating weather temperatures dictated what we were able to accomplish and when we were able to. The following are samples of what we accomplished:

- ✓ At the corner of Michigan Street and Eagle Street the storm system was replaced to correct a drainage issue. This project included digging, hauling materials, repairing driveway sinkhole, and making it look all pretty again.
- ✓ The Streets Division of the DPW assisted the Parks Division with multiple hours of preparing for the summer season. Equipment was serviced, repaired, and tested on vehicles such as Bobcats, mowers, ATVs, and tractors. Most of the equipment needed pieces and parts to be ordered and picked up, which we did.
- ✓ Our Department maintained area streets by filling pot holes, trimming branches, cleaning storm drains, chipping brush, repairing signs, and picking up roadkill.
- ✓ Streets Division was responsible for raising the sewer manhole on Detroit Street.
- ✓ On 13 occasions Miss Digs and the Streets Department worked on marking sites.
- ✓ The following equipment was serviced, repaired, delivered somewhere, picked up from somewhere, or altered from winter use to summer use: Parks Bobcat, Bobcat 3400, mowers, PD boat trailer, 4712, diesel mower, leaf vac, PD boat, 4713, John Deere tractor, Beach tractor, Beach ATV, backhoe, chipper mower, DPW Truck 102, Bobcat skidsteer, Zero Turn, JD5085e, 4701, and Parks ATV.
- ✓ Once the police department boat was prepared for summer, we put it into the lake and took it for a test run and all safety equipment was inspected.



- ✓ At the City boat launch the Streets Department was in charge of trenching and installing a water line and yard hydrant. Our department also moved water barricades, pumped the pond a few times, and picked up trash while in the boat launch area.
- ✓ The Streets Department bulldozed at the beach in order to install the boardwalk and signs.
- ✓ The wi-fi antennae for the beach Pay-by-Plate parking system was repaired.
- ✓ At Oselka Park we picked up and then stored the ice rink equipment. Top soil was spread on the ball fields, the scoreboard was repaired and installed.
- ✓ On Whittaker Street we addressed an issue that required removal of asphalt in preparation for a subcontractor.
- ✓ Meetings were held with Rob of the Water Department regarding an issue on Lake Drive, Sturgeons Tree Surgeons LLC regarding pricing, and Arnt Asphalt regarding work at the City boat launch.
- ✓ In our own workspace we performed dozer work in the stock yard, cleaned up the excess trees and branches from around the City, cleaned the shop, addressed multiple emails and requests, and performed daily and weekly paperwork.

Respectfully Submitted,

X

Josh Bolton  
Crew Leader



To: Mayor Humphrey and Council  
Re: Treasurer's Monthly Report  
Date: May 13, 2021

Please find attached the following items for your review:

- A. Summary of Payables as of today.
- B. Statements from:  
The Curcio Law Firm
- C. Invoice Approval List by Fund
- D. Revenue/Expenditure Report

Changes to the draft budget since the budget workshop:

- Added a line item in the General Fund for 101-298-854.3 Information Technology Hardware & Equipment with a budget of \$5000.
- Marina Fund: Removed the projected amount of \$25,000 in 594-597-970 Capital Improvements since that amount was already included in 594-597-818 Professional & Contractual.
- LRSB & Park Improvement Funds: Added \$94,741 to 105-670-970 Capital Improvements to fund ½ the cost of the marina electrical upgrades grant match and added \$94,741 to 209-751-974 Capital Improvements to fund ½ the cost of the marina electrical upgrades grant match.

On another note, last month I completed my 3<sup>rd</sup> year of training through the Michigan Municipal Treasurer's Association. I am now a Michigan Certified Professional Treasurer (MiCPT).

Please do not hesitate to contact me should you have questions or need additional information.

Kind regards,

*Kate Vyskocil*

Kate Vyskocil, MBA, MiCPT  
Treasurer



BANK CODE: POOL CHECK DATE: 05/11/2021 INVOICE PAY DATE FROM 05/11/2021 TO 05/11/2021

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
05/11/2021	POOL	00000041402	1004	ALEXANDER CHEMICAL CORP	198.00	2
05/11/2021	POOL	00000041403	3458	ALL PHASE ELECTRIC SUPPLY CO	155.47	1
05/11/2021	POOL	00000041404	4022	ALL PRO SERVICES	267.00	1
05/11/2021	POOL	00000041405	3490	AMERICAN SAFETY & FIRST AID	10.40	1
05/11/2021	POOL	00000041406	2038	ANDERSON, KENNETH	50.00	1
05/11/2021	POOL	00000041407	3418	ARNT ASPHALT	25,200.00	1
05/11/2021	POOL	00000041408	3608	ART & IMAGE	13.08	1
05/11/2021	POOL	00000041409	1083	AT&T	527.03	4
05/11/2021	POOL	00000041410	1013	BERRIEN COUNTY TREASURER	253.00	1
05/11/2021	POOL	00000041411	4298	BOLTON, JOSHUA	50.00	1
05/11/2021	POOL	00000041412	4091	BURIAN, RENALD	1,185.00	1
05/11/2021	POOL	00000041413	4534	CDW GOVERNMENT	2,469.05	1
05/11/2021	POOL	00000041414	4712	CHARLES NICHOLAS CURCIO	2,275.50	1
05/11/2021	POOL	00000041415	3469	CLUSTER, MICHAEL	425.00	2
05/11/2021	POOL	00000041416	4661	COUNTRY LANE REMODELING/MIKE PLIS	1,800.00	2
05/11/2021	POOL	00000041417	4462	D'AMICO KRISTEN	50.00	1
05/11/2021	POOL	00000041418	4980	DISPLAY SALES	1,039.00	1
05/11/2021	POOL	00000041419	3855	DIXON ENGINEERING INC	5,925.00	1
05/11/2021	POOL	00000041420	4782	DOMESTIC UNIFORM RENTALS	1,092.56	12
05/11/2021	POOL	00000041421	4944	DONNA SCHULTZ	22.22	1
05/11/2021	POOL	00000041422	4068	ELAN CORP. PAYMENT SYSTEMS	2,418.29	1
05/11/2021	POOL	00000041423	4812	ENTERPRISE FM TRUST	440.72	1
05/11/2021	POOL	00000041424	3206	ENVIRONMENTAL RESOURCE ASSOC	500.45	1
05/11/2021	POOL	00000041425	1047	ETNA SUPPLY COMPANY	678.60	2
05/11/2021	POOL	00000041426	4429	FERGUSON WATER WORKS	3,024.00	1
05/11/2021	POOL	00000041427	2061	FRONTIER LAWN & REC INC	1,872.85	3
05/11/2021	POOL	00000041428	3639	GRIMMETT, JASON	375.00	1
05/11/2021	POOL	00000041429	1058	GRSD SEWER AUTHORITY	50,739.77	8
05/11/2021	POOL	00000041430	4356	HOCKENHULL, DAVID	375.00	1
05/11/2021	POOL	00000041431	3678	HUSTON, CHRISTOPHER	50.00	1
05/11/2021	POOL	00000041432	1073	INDIANA MICHIGAN POWER	1,807.52	1
05/11/2021	POOL	00000041433	4693	J. P. GILLEN & ASSOCIATES/EDGE IT	1,900.00	1
05/11/2021	POOL	00000041434	4475	JOHN DEERE FINANCIAL	940.66	1
05/11/2021	POOL	00000041435	3531	JOHNSON, JEFFREY	50.00	1
05/11/2021	POOL	00000041436	4487	KATE VYSKOCIL	50.00	1
05/11/2021	POOL	00000041437	4627	KILLIPS, RICHARD	375.00	1
05/11/2021	POOL	00000041438	4206	LAKESHORE RECYCLING & DISPOSAL LLC	22,147.28	2
05/11/2021	POOL	00000041439	3806	LAND INFORMATION ACCESS ASSN	35.00	1
05/11/2021	POOL	00000041440	4975	LAPORTE CO HERALD DISPATCH	75.00	1
05/11/2021	POOL	00000041441	4978	LAPORTE CO HERALD DISPATCH	495.82	2
05/11/2021	POOL	00000041442	3382	MEDIC 1	9,283.42	1
05/11/2021	POOL	00000041443	3382	MEDIC 1	270.42	1
05/11/2021	POOL	00000041444	3524	MENARDS	392.41	2
05/11/2021	POOL	00000041445	1195	MICHIGAN ASSN OF PLANNING	30.00	1
05/11/2021	POOL	00000041446	4979	MOTOROLA SOLUTIONS	100.00	1
05/11/2021	POOL	00000041447	4919	NATHANIEL VOYTOVICK	375.00	1
05/11/2021	POOL	00000041448	1113	NEW BUFFALO AREA SCHOOLS	1,595.12	1
05/11/2021	POOL	00000041449	4498	NEW BUFFALO HARDWARE	565.71	13
05/11/2021	POOL	00000041450	4498	NEW BUFFALO HARDWARE	262.10	13
05/11/2021	POOL	00000041451	4498	NEW BUFFALO HARDWARE	156.24	6
05/11/2021	POOL	00000041452	2032	NEW BUFFALO TOWNSHIP	2,000.00	1
05/11/2021	POOL	00000041453	4813	NORTHROP ASSESSING INC.	5,325.00	1
05/11/2021	POOL	00000041454	4550	OCCUSCREEN, LLC	79.00	1
05/11/2021	POOL	00000041455	4642	OLNEY, SCOT	375.00	1
05/11/2021	POOL	00000041456	1090	OZINGA READY MIX CONCRETE INC	824.00	1
05/11/2021	POOL	00000041457	3519	PAJAY INC	35,076.00	1
05/11/2021	POOL	00000041458	1100	PARRETT COMPANY	121.48	1
05/11/2021	POOL	00000041459	1099	PEERLESS MIDWEST INC	3,605.00	1

BANK CODE: POOL CHECK DATE: 05/11/2021 INVOICE PAY DATE FROM 05/11/2021 TO 05/11/2021

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
05/11/2021	POOL	00000041460	2085	PINE GROVE CEMETERY AUTHORITY	2,500.00	1
05/11/2021	POOL	00000041461	3739	PRAXAIR DISTRIBUTION INC	98.86	1
05/11/2021	POOL	00000041462	4684	PRIDE THE PORTABLE TOILET COMPANY	870.00	4
05/11/2021	POOL	00000041463	4133	RED ARROW FIRE EXTINGUISHER SERVICE	135.37	2
05/11/2021	POOL	00000041464	2065	RIDGE AUTO PARTS	820.45	13
05/11/2021	POOL	00000041465	2065	RIDGE AUTO PARTS	343.48	6
05/11/2021	POOL	00000041466	4953	RIGGS OUTDOOR POWER-LAPORTE	1,056.74	5
05/11/2021	POOL	00000041467	4703	SAFEBUILT LLC	20,781.23	1
05/11/2021	POOL	00000041468	MISC	SELBY, THOMAS	138.84	1
05/11/2021	POOL	00000041469	1084	SEMCO ENERGY GAS CO.	1,536.14	2
05/11/2021	POOL	00000041470	3302	SHAFFNER TIRE	2,650.00	1
05/11/2021	POOL	00000041471	3199	SITTIG ASSESSMENT SERVICES LLC	4,285.00	2
05/11/2021	POOL	00000041472	3156	STAPLES	242.74	1
05/11/2021	POOL	00000041473	3497	STATE OF MICHIGAN DEQ	240.00	1
05/11/2021	POOL	00000041474	2975	SWEETWATER BOATING SUPPLIES	37.99	1
05/11/2021	POOL	00000041475	2467	TELE-RAD INC	85.00	1
05/11/2021	POOL	00000041476	4153	TILLERY, RUSSELL	375.00	1
05/11/2021	POOL	00000041477	4453	TRUGREEN PROCESSING CENTER	224.11	1
05/11/2021	POOL	00000041478	2599	TWIN CITY AWARDS & TROPHIES	131.00	1
05/11/2021	POOL	00000041479	4698	US BANK EQUIPMENT FINANCE	239.68	1
05/11/2021	POOL	00000041480	2969	USA BLUEBOOK	3,153.33	4
05/11/2021	POOL	00000041481	3922	VERIZON WIRELESS	689.28	1
05/11/2021	POOL	00000041482	4350	VERSAW EARTHWORKS LLC	575.00	2
05/11/2021	POOL	00000041483	4505	WELLS FARGO VENDOR FIN SERV	1,191.58	1
05/11/2021	POOL	00000041484	4969	WES SIDE TRACTOR/INDIANA POWER PLAN	2,100.00	1
05/11/2021	POOL	00000041485	4717	WEST MICHIGAN CRIMINAL JUSTICE	155.51	1
05/11/2021	POOL	00000041486	2564	WEST SHORE FIRE, INC.	1,155.00	1
05/11/2021	POOL	00000041487	3614	WORKING WELL	165.00	1

Num Checks: 86

Num Stubs: 0

Num Invoices: 176

Total Amount: 237,770.50

# CLF

THE CURCIO LAW FIRM

16905 Birchview Drive  
Nunica, Michigan 49448



## INVOICE

Invoice # 325  
Date: 04/30/2021  
Due Upon Receipt

City of New Buffalo  
224 West Buffalo Street New  
Buffalo, MI 49117

7-00001-NB - General

Invoice Number	Services Commencing	Services Through	Service Fee
325	4/1/21	4/30/21	\$2,275.50

*Watson*  
5/7/2021

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 04/14/2021 - 05/11/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000							
101-000-033.000	04/18/21	SELBY, THOMAS	UB refund for account: 0000000558	04/18/2021	05/11/21	24.27	41468
			Total For Dept 000			24.27	
Dept 172 EXECUTIVE							
101-172-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	2,428.51	41389
			Total For Dept 172 EXECUTIVE			2,428.51	
Dept 215 CLERK							
101-215-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	1,480.02	41389
			Total For Dept 215 CLERK			1,480.02	
Dept 253 TREASURER							
101-253-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	1,290.04	41389
101-253-728.000	05/05/21	DONNA SCHULTZ	INK AND COPIES/01/01/21-04/31/21 DO	05/05/21	05/11/21	22.22	41421
101-253-853.000	05/01/21	KATE VYSKOCIL	PHONE STIPEND/VYSKOCIL/05/01/21	05/01/21	05/11/21	50.00	41436
			Total For Dept 253 TREASURER			1,362.26	
Dept 257 ASSESSOR							
101-257-818.000	05/07/21	NORTHROP ASSESSING INC.	REASSESSMENT CONTRACT 25% DEPOSIT	4/28/21	05/11/21	5,325.00	41453
101-257-818.000	05/07/21	SITTIG ASSESSMENT SERVICES LLC	ASSESSMENT SERVICES APRIL 2021	4/30/21	05/11/21	2,142.50	41471
101-257-818.000	05/07/21	SITTIG ASSESSMENT SERVICES LLC	ASSESSMENT SERVICES MAY 2021	050721	05/11/21	2,142.50	41471
			Total For Dept 257 ASSESSOR			9,610.00	
Dept 276 CEMETERY							
101-276-969.000	05/01/21	PINE GROVE CEMETERY AUTHORITY	CEMETERY CONTRIBUTION	05/01/21	05/11/21	2,500.00	41460
			Total For Dept 276 CEMETERY			2,500.00	
Dept 298 GENERAL GOVERNMENT							
101-298-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	2,924.70	41389
101-298-728.000	04/21/21	TWIN CITY AWARDS & TROPHIES	RUBER STAMPS WITH BLACK PADS/GEN GO	31620	05/11/21	131.00	41478
101-298-728.000	04/01/21	STAPLES	OFFICE SUPPLIES/GEN GOV/04/01/21	6035517820074317	05/11/21	242.74	41472
101-298-730.000	03/31/21	PURCHASE POWER	POSTAGE REFILL/03/21	800090001111003-1	05/11/21	20.68	41400
101-298-730.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	1.50	41422
101-298-751.000	03/01/21	NEW BUFFALO AREA SCHOOLS	GASOLINE/03/01/21-03/31/21	03/01/21	05/11/21	3.34	41392
101-298-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21	05/11/21	35.02	41448
101-298-756.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	181.88	41422
101-298-854.000	04/28/21	J. P. GILLEN & ASSOCIATES/EDGE	SERVICES MARCH 2021	1464	05/11/21	1,900.00	41433
101-298-854.100	05/07/21	LAND INFORMATION ACCESS ASSN	WEBSITE HOSTING	7317	05/11/21	35.00	41439
101-298-854.200	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	794.89	41422
101-298-854.200	03/24/21	VERIZON WIRELESS	VERIZON/03/24/21-04/23/21	9878271202	05/11/21	187.42	41481
101-298-854.300	04/21/21	CDW GOVERNMENT	WEB CAM CONFERENCE ROOM SETUP	C068555	05/11/21	2,469.05	41413
101-298-920.000	05/05/21	COMCAST	COMCAST--CITY HALL	050421	05/11/21	259.24	41398
101-298-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GEN GOV/04/07/21	0407219505	05/11/21	180.35	41420
101-298-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GEN GOV/04/21/21	0421219505	05/11/21	165.35	41420
101-298-931.000	04/29/21	RED ARROW FIRE EXTINGUISHER S	ANNUAL FIRE EXTINGUISHER INSPECTION	14383	05/11/21	43.75	41463
101-298-932.000	05/05/21	DISPLAY SALES	FLAGS/GEN GOV/PARKS/FIRE/STREET	INV028677	05/11/21	259.75	41418
101-298-943.000	04/05/21	US BANK EQUIPMENT FINANCE	PRINTER RENTAL/GEN GOV	440237758	05/11/21	239.68	41391
101-298-943.000	04/08/21	PITNEY BOWES INC	EQUIPMENT RENTAL/04/08/21	1017886944	05/11/21	1,021.00	41397
101-298-943.000	05/05/21	US BANK EQUIPMENT FINANCE	EQUIPMENT RENTAL/GEN GOV/04/2021	442671673	05/11/21	239.68	41479
			Total For Dept 298 GENERAL GOVERNMENT			11,336.02	
Dept 305 POLICE							
101-305-716.000	04/18/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE--PPO 1000 PLAN MAY	041821	05/11/21	2,390.44	41388
101-305-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	7,198.56	41389



INVOICE GL DISTRIBUTION REPORT  
 POST DATES 04/14/2021 - 05/11/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 305 POLICE							
101-305-728.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	209.94	41422
101-305-730.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	26.65	41422
101-305-751.000	03/01/21	NEW BUFFALO AREA SCHOOLS	GASOLINE/03/01/21-03/31/21	03/01/21	05/11/21	787.73	41392
101-305-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21	05/11/21	800.93	41448
101-305-756.000	04/21/21	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES/POLICE/04/21/21	7.00660-IN	05/11/21	10.40	41405
101-305-768.000	05/01/21	CLUSTER, MICHAEL	DRY CLEANING ALLOWANCE/CLUSTER/05/0	5/1/21	05/11/21	375.00	41415
101-305-768.000	05/01/21	GRIMMETT, JASON	DRY CLEANING ALLOWANCE/GRIMMETT/05/	05/01/21	05/11/21	375.00	41428
101-305-768.000	05/01/21	HOCKENHULL, DAVID	DRY CLEANING ALLOWANCE/HOCKENHULL/0	05/01/21	05/11/21	375.00	41430
101-305-768.000	05/01/21	KILLIPS, RICHARD	DRY CLEANING ALLOWANCE/KILLIPS/05/0	05/01/21	05/11/21	375.00	41437
101-305-768.000	05/01/21	NATHANIEL VOYTOVICK	DRY CLEANING ALLOWANCE/VOYTOVICK/05	05/01/21	05/11/21	375.00	41447
101-305-768.000	05/01/21	OLNEY, SCOT	DRY CLEANING ALLOWANCE/VOYTOVIK/05/	05/01/21	05/11/21	375.00	41455
101-305-768.000	05/01/21	TILLERY, RUSSELL	DRY CLEANING ALLOWANCE/TILLERY/05/0	05/01/21	05/11/21	375.00	41476
101-305-831.000	04/28/21	MICHIGAN ASSN OF PLANNING	MEMBERSHIP RENEWAL	64410	05/11/21	30.00	41445
101-305-851.000	04/20/21	BERRIEN COUNTY TREASURER	RASIO MAINTENENCE/POLICE	10844	05/11/21	253.00	41410
101-305-851.000	04/22/21	MOTOROLA SOLUTIONS	DEVICE PROGRAMING 11/03/2020-11/2/2	8230321166	05/11/21	100.00	41446
101-305-853.000	05/01/21	CLUSTER, MICHAEL	PHONE STIPEND/CLUSTER/POLICE/05/01/	05/01/21	05/11/21	50.00	41415
101-305-853.000	03/24/21	VERIZON WIRELESS	VERIZON/03/24/21-04/23/21	9878271202	05/11/21	331.40	41481
101-305-903.000	04/29/21	LAPORTE CO HERALD DISPATCH	NEWS PAPER ADS/POLICE/PLANNING COMM	2873	05/11/21	300.00	41441
101-305-920.000	05/05/21	COMCAST	COMCAST--CITY HALL	050421	05/11/21	259.23	41398
101-305-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BULDING SUPPLIES/POLICE/04/07/21	0407219705	05/11/21	117.53	41420
101-305-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE/04/21/21	0421219705	05/11/21	117.53	41420
101-305-931.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	147.58	41422
101-305-933.000	04/01/21	RIDGE AUTO PARTS	EQUPMENT/POLICE	462637	05/11/21	3.86	41464
101-305-933.000	04/16/21	RIDGE AUTO PARTS	CHARGER 4700 BATTERY/POLICE	433390	05/11/21	120.91	41464
101-305-933.000	04/22/21	RIDGE AUTO PARTS	POLICE BOAT MAINTENANCE/POLICE	433640	05/11/21	37.98	41465
101-305-933.000	04/22/21	RIDGE AUTO PARTS	POLICE BOAT MAINTENANCE/POLICE	433636	05/11/21	15.98	41465
101-305-933.000	04/22/21	SWEETWATER BOATING SUPPLIES	DOCK LINE X 3/POLICE	04/22/21	05/11/21	37.99	41474
101-305-933.000	04/22/21	NEW BUFFALO HARDWARE	EQUIPMENT/POLICE	A188122	05/11/21	29.99	41450
101-305-939.000	04/15/21	TELE-RAD INC	VEHICLE MATT/POLICE	901772	05/11/21	85.00	41475
101-305-939.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	35.76	41422
101-305-943.000	04/16/21	PARRETT COMPANY	EQUPMENT RENTAL/POLICE	58066	05/11/21	121.48	41458
Total For Dept 305 POLICE						16,244.87	
Dept 336 FIRE							
101-336-751.000	03/01/21	NEW BUFFALO AREA SCHOOLS	GASOLINE/03/01/21-03/31/21	03/01/21	05/11/21	48.28	41392
101-336-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21	05/11/21	3.35	41448
101-336-768.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	150.47	41422
101-336-818.000	05/01/21	NEW BUFFALO TOWNSHIP	CONTRACTED FIRE SERVICE/05/21	05/01/21	05/11/21	2,000.00	41452
101-336-853.000	05/01/21	HUSTON, CHRISTOPHER	PHONE STIPEND/HUSTON/05/01/21	05/01/21	05/11/21	50.00	41431
101-336-920.000	04/25/21	SEMCO ENERGY GAS CO.	SEMCO/WATER WORKS/WATER WORKS/GARAG:	0152246.500-04	05/11/21	103.16	41469
101-336-932.000	05/05/21	DISPLAY SALES	FLAGS/GEN GOV/PARKS/FIRE/STREET	INV028677	05/11/21	259.75	41418
101-336-979.000	05/07/21	WEST SHORE FIRE, INC.	SCBA VISUAL,FIT TEST, BATTERY BOARD	24642	05/11/21	1,155.00	41486
Total For Dept 336 FIRE						3,770.01	
Dept 371 INSPECTION SERVICES							
101-371-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	779.88	41389
101-371-819.000	03/31/21	SAFEBUILT LLC	SAFEBUILT INSPECTIONS/RENTAL/BUILDING	0076327-IN	05/11/21	6,228.00	41467
101-371-819.100	03/31/21	SAFEBUILT LLC	SAFEBUILT INSPECTIONS/RENTAL/BUILDING	0076327-IN	05/11/21	2,572.50	41467
101-371-819.200	03/31/21	SAFEBUILT LLC	SAFEBUILT INSPECTIONS/RENTAL/BUILDING	0076327-IN	05/11/21	2,759.40	41467
101-371-819.300	03/31/21	SAFEBUILT LLC	SAFEBUILT INSPECTIONS/RENTAL/BUILDING	0076327-IN	05/11/21	2,461.50	41467
101-371-819.400	03/31/21	SAFEBUILT LLC	SAFEBUILT INSPECTIONS/RENTAL/BUILDING	0076327-IN	05/11/21	6,759.83	41467
101-371-983.000	05/11/21	ENTERPRISE FM TRUST	INSPECTIONS SERVICES VEHICLE LEASE	FBN4205947	05/11/21	440.72	41423

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Fund 101 GENERAL FUND							
Dept 371 INSPECTION SERVICES							
Total For Dept 371 INSPECTION SERVICES						22,001.83	
Dept 442 STREET OPERATING							
101-442-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	4,677.94	41389
101-442-751.000	03/01/21	NEW BUFFALO AREA SCHOOLS	GASOLINE/03/01/21-03/31/21	03/01/21	05/11/21	89.22	41392
101-442-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21	05/11/21	86.72	41448
101-442-756.000	04/15/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	A187173	05/11/21	2.29	41449
101-442-756.000	04/16/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	B70573	05/11/21	5.98	41450
101-442-756.000	04/21/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	A187969	05/11/21	20.61	41450
101-442-756.000	04/30/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	A189430	05/11/21	19.98	41451
101-442-756.000	04/20/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	B70867	05/11/21	24.99	41451
101-442-756.000	04/22/21	PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL/STREET	63142612	05/11/21	98.86	41461
101-442-756.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	48.73	41422
101-442-767.000	04/20/21	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	A187820	05/11/21	47.98	41450
101-442-767.000	04/30/21	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	A189336	05/11/21	15.99	41450
101-442-818.000	04/15/21	VERSAW EARTHWORKS LLC	TRANSPORT JD DOZER FROM BEACH TO ST	04/15/21	05/11/21	200.00	41482
101-442-818.000	06/01/21	LAKESHORE RECYCLING & DISPOSAL	DUPSTER SERVICE/06/01/21	124607JUNE	05/11/21	116.00	41438
101-442-818.000	04/30/21	WORKING WELL	EMPLOYMENT DRUG SCREEN/STREET/PARK/	00354477	05/11/21	60.00	41487
101-442-853.000	05/01/21	BOLTON, JOSHUA	PHONE STIPEND/BOLTON/05/01/21	05/01/21	05/11/21	50.00	41411
101-442-853.000	03/24/21	VERIZON WIRELESS	VERIZON/03/24/21-04/23/21	9878271202	05/11/21	40.01	41481
101-442-920.000	04/01/21	INDIANA MICHIGAN POWER	ELECTRIC/STREETS/CONSOLIDATED BILL/	04706607555-04-2	05/11/21	404.24	41396
101-442-920.000	04/25/21	SEMCO ENERGY GAS CO.	SEMCO/WATER WORKS/WATER WORKS/GARAG	0152246.500-04	05/11/21	211.25	41469
101-442-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/STREET/04/07/21	0407210105	05/11/21	66.46	41420
101-442-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GARAGE/04/21/21	0421210105	05/11/21	66.46	41420
101-442-931.000	04/05/21	RIDGE AUTO PARTS	BLACK WINDOW TINT/STREET	432786	05/11/21	16.99	41464
101-442-931.000	04/14/21	RIDGE AUTO PARTS	WINDOW TINT/STREET	433256	05/11/21	16.99	41464
101-442-932.000	05/05/21	DISPLAY SALES	FLAGS/GEN GOV/PARKS/FIRE/STREET	INV028677	05/11/21	259.75	41418
101-442-933.000	04/15/21	RIDGE AUTO PARTS	BOOM MOWER BATTERY/PARK	433296	05/11/21	128.69	41464
101-442-933.000	04/26/21	RIDGE AUTO PARTS	CHIPPER MAINTENANCE/STREET	433815	05/11/21	55.11	41465
101-442-933.000	04/27/21	RIDGE AUTO PARTS	HOT BOX/STREETS	433938	05/11/21	107.99	41465
101-442-935.100	04/27/21	PAJAY INC	MICHIGAN STREET STROM DRAIN REPAIR	123	05/11/21	35,076.00	41457
101-442-935.100	04/28/21	OZINGA READY MIX CONCRETE INC	CONCRETE FOR MICH ST STORM SEWER RE	1596490	05/11/21	824.00	41456
101-442-939.000	05/05/21	DUNELAND CUSTOM REPAIR CENTER	REPAIRS TO DUMP TRUCK HINGES & FULL	345	05/11/21	1,967.01	41401
101-442-943.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	275.50	41422
101-442-943.000	04/30/21	WES SIDE TRACTOR/INDIANA POWER	BULLDOZER RENTAL BEACH & SHOP	H03490	05/11/21	1,050.00	41484
Total For Dept 442 STREET OPERATING						46,131.74	
Dept 448 STREET LIGHTING							
101-448-926.000	04/01/21	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING/CONSOLIDAT	04459418614-04	05/11/21	169.34	41396
101-448-926.000	04/01/21	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING/04/01/21-0	04023785704-04	05/11/21	1,807.52	41432
Total For Dept 448 STREET LIGHTING						1,976.86	
Dept 523 SOLID WASTE COLLECTION							
101-523-818.000	06/01/21	LAKESHORE RECYCLING & DISPOSAL	DUPSTER SERVICE/06/01/21	124607JUNE	05/11/21	188.00	41438
101-523-818.000	06/01/21	LAKESHORE RECYCLING & DISPOSAL	WEEKLY CURBSIDE PICK UP/06/01/21	124608 JUNE	05/11/21	21,120.28	41438
Total For Dept 523 SOLID WASTE COLLECTION						21,308.28	
Dept 651 AMBULANCE SERVICE							
101-651-818.000	04/01/21	MEDIC 1	AMBULANCE/04/01/21	04/01/21	05/11/21	9,283.42	41442
101-651-818.000	03/01/21	MEDIC 1	AMBULANCE/SUBSIDY INCREASE STARTING	3/1/21	05/11/21	270.42	41443
Total For Dept 651 AMBULANCE SERVICE						9,553.84	
Dept 721 PLANNING COMMISSION							
101-721-903.000	04/29/21	LAPORTE CO HERALD DISPATCH	NEWS PAPER ADS/POLICE/PLANNING COMM	2873	05/11/21	75.00	41441

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Fund 101 GENERAL FUND							
Dept 721 PLANNING COMMISSION							
Total For Dept 721 PLANNING COMMISSION						75.00	
Dept 722 ZONING							
101-722-903.000	04/29/21	LAPORTE CO HERALD DISPATCH	ZONING APPEALS AD	70019196	05/11/21	120.82	41441
Total For Dept 722 ZONING						120.82	
Total For Fund 101 GENERAL FUND						149,924.33	
Fund 202 MAJOR STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21-2	05/11/21	625.43	
202-463-939.000	05/05/21	DUNELAND CUSTOM REPAIR CENTER	REPAIRS TO DUMP TRUCK HINGES & FULL	345-2	05/11/21	983.50	5187
Total For Dept 463 ROUTINE MAINTENANCE						1,608.93	
Dept 474 TRAFFIC SERVICES							
202-474-818.000	04/14/21	NRPC-AMTRAK	CPI ESCALATION PIPE & WIRE 2020	073575	05/11/21	1,863.37	5185
202-474-818.000	04/18/21	NRPC-AMTRAK	CPI ESCALATION PIPE & WIRE 2020	079193	05/11/21	1,869.50	5185
Total For Dept 474 TRAFFIC SERVICES						3,732.87	
Total For Fund 202 MAJOR STREET FUND						5,341.80	
Fund 203 LOCAL STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
203-463-751.000	03/01/21	NEW BUFFALO AREA SCHOOLS	GASOLINE/NBAS/03/01/21-03/31/21	3/1/21	05/11/21	772.98	5186
203-463-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21-2	05/11/21	125.09	
203-463-818.000	04/12/21	OZINGA READY MIX CONCRETE INC	MICHIGAN STREET DRAIN REPAIR	000160088-4	05/11/21	824.00	
203-463-939.000	05/05/21	DUNELAND CUSTOM REPAIR CENTER	REPAIRS TO DUMP TRUCK HINGES & FULL	345-2	05/11/21	983.50	5187
Total For Dept 463 ROUTINE MAINTENANCE						2,705.57	
Total For Fund 203 LOCAL STREET FUND						2,705.57	
Fund 208 PARK FUND							
Dept 691 PARK							
208-691-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	715.10	41389
208-691-728.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	9.43	41422
208-691-751.000	03/01/21	NEW BUFFALO AREA SCHOOLS	GASOLINE/03/01/21-03/31/21	03/01/21	05/11/21	161.15	41392
208-691-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21	05/11/21	395.95	41448
208-691-756.000	04/01/21	MENARDS	OPERATING SUPPLIES/PARK	74197	05/11/21	296.04	41444
208-691-756.000	04/01/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A185154	05/11/21	16.97	41449
208-691-756.000	04/05/21	NEW BUFFALO HARDWARE	OPEATING SUPPLIES/PARK	A185630	05/11/21	204.95	41449
208-691-756.000	04/14/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A186985	05/11/21	13.98	41449
208-691-756.000	04/26/21	FRONTIER LAWN & REC INC	OPERATING SUPPLIES/PARK	288213	05/11/21	111.07	41427
208-691-756.000	04/26/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A188679	05/11/21	19.99	41450
208-691-756.000	04/15/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A187107	05/11/21	2.19	41450
208-691-756.000	04/01/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A185250	05/11/21	2.18	41450
208-691-756.000	04/30/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A89372	05/11/21	9.48	41451
208-691-756.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	134.47	41422
208-691-767.000	04/11/21	NEW BUFFALO HARDWARE	UTILITY KNIFE/PARK	B70324	05/11/21	12.49	41449
208-691-767.000	04/16/21	NEW BUFFALO HARDWARE	SMALL TOOL/PARK	B70568	05/11/21	20.99	41449
208-691-767.000	04/26/21	FRONTIER LAWN & REC INC	BACK PACK BLOWERS AND TRIMMER	287013	05/11/21	1,565.43	41427
208-691-767.000	04/09/21	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A186414	05/11/21	18.99	41450
208-691-818.000	04/02/21	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/DOG PARK/04/02/21-04/	23478	05/11/21	90.00	41462
208-691-818.000	04/02/21	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/OSELKA PARK/04/02/21-	23480	05/11/21	90.00	41462
208-691-818.000	04/22/21	BURIAN, RENALD	ICE RINK MAINTENANCE/PARK/02/12/21-	04/28/21	05/11/21	1,185.00	41412

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Fund 208 PARK FUND							
Dept 691 PARK							
208-691-818.000	06/01/21	LAKESHORE RECYCLING & DISPOSAL	DUPSTER SERVICE/06/01/21	124607JUNE	05/11/21	629.00	41438
208-691-818.000	04/01/21	OCCUSCREEN, LLC	COMPREHENSIVE SCREENING/EMPLOYMENT/	168233	05/11/21	79.00	41454
208-691-818.000	04/15/21	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/04/15/21-05/12/21/BEA	23601	05/11/21	450.00	41462
208-691-818.000	04/30/21	WORKING WELL	EMPLOYMENT DRUG SCREEN/STREET/PARK/	00354477	05/11/21	105.00	41487
208-691-818.000	05/11/21	COUNTRY LANE REMODELING/MIKE I	HYDRO SEED OSELKA PARK OUTFIELDS 1	1756	05/11/21	900.00	41416
208-691-818.000	04/07/21	PRIDE THE PORTABLE TOILET COM	PORTABLE TOILET RENTAL--BEACH	23645	05/11/21	240.00	41462
208-691-853.000	05/01/21	D'AMICO KRISTEN	PHONE STIPEND/D'AMICO/05/01/21	05/01/21	05/11/21	50.00	41417
208-691-853.000	03/24/21	VERIZON WIRELESS	VERIZON/03/24/21-04/23/21	9878271202	05/11/21	130.45	41481
208-691-903.000	04/14/21	ART & IMAGE	DIGITALLY PEINTED OVER LAMINATED/PA	3160	05/11/21	13.08	41408
208-691-903.000	03/04/21	LAPORTE CO HERALD DISPATCH	PARK MAINTENANCE EMPLOYMENT ADD/03/	00002873	05/11/21	75.00	41440
208-691-903.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	175.00	41422
208-691-920.000	04/01/21	INDIANA MICHIGAN POWER	ELECTRIC/PARLS/CONSOLIDATED BILL/04	04546766223-04-2	05/11/21	754.96	41396
208-691-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSELKA/PARK/04/07	0407210525	05/11/21	76.70	41420
208-691-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARKS/04/07	0407210505	05/11/21	69.18	41420
208-691-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSELKA/PARK/04/21	0421210525	05/11/21	76.70	41420
208-691-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARK/04/21/	0421210505	05/11/21	69.18	41420
208-691-931.000	04/15/21	NEW BUFFALO HARDWARE	BUILDING REPAIR/PARK/PAINT	B70515	05/11/21	85.98	41449
208-691-931.000	04/06/21	RIDGE AUTO PARTS	Z MOWER REPAIR/PARKS	432805	05/11/21	52.07	41464
208-691-932.000	04/09/21	TRUGREEN PROCESSING CENTER	BASEBALL FIELDS/INDIANA STREET/PARK	136394480	05/11/21	224.11	41477
208-691-932.000	04/29/21	ALL PHASE ELECTRIC SUPPLY CO	WIRE FOR BASEBALL FIELD/OSELKA PARK	4610-1005671	05/11/21	155.47	41403
208-691-932.000	04/14/21	RIGGS OUTDOOR POWER-LAPORTE	MOWER MAINTENANCE/PARK	1194234	05/11/21	354.54	41466
208-691-932.000	04/16/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A187288	05/11/21	47.97	41449
208-691-932.000	04/28/21	NEW BUFFALO HARDWARE	BALL FIELD #1/PARK/CONCRETE	A189104	05/11/21	21.96	41449
208-691-932.000	04/23/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A188291	05/11/21	24.47	41450
208-691-932.000	04/21/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	B70909	05/11/21	42.96	41450
208-691-932.000	04/29/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A189230	05/11/21	27.98	41450
208-691-932.000	04/29/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A189235	05/11/21	2.79	41450
208-691-932.000	04/30/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	B17494	05/11/21	64.99	41451
208-691-932.000	04/30/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A189376	05/11/21	26.22	41451
208-691-932.000	04/28/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	B71329	05/11/21	10.58	41451
208-691-932.000	04/28/21	VERSAW EARTHWORKS LLC	TOP SOIL OSELKA BALL FIELDS/PARK	1243	05/11/21	375.00	41482
208-691-932.000	04/29/21	ALL PRO SERVICES	TESTING RPZ @ BEACH CONCESSION/PARK	125552	05/11/21	267.00	41404
208-691-932.000	05/05/21	DISPLAY SALES	FLAGS/GEN GOV/PARKS/FIRE/STREET	INV028677	05/11/21	259.75	41418
208-691-933.000	04/23/21	FRONTIER LAWN & REC INC	BEACH TRACTOR MAINTENANCE	288106	05/11/21	196.35	41427
208-691-933.000	04/06/21	RIDGE AUTO PARTS	MOWER PARTS/PARKS	432807	05/11/21	11.10	41464
208-691-933.000	04/06/21	RIDGE AUTO PARTS	JD TRACTOR/BATTERY/PARKS	432828	05/11/21	113.56	41464
208-691-933.000	04/06/21	RIDGE AUTO PARTS	MOWER PARTS/PARKS	432820	05/11/21	18.45	41464
208-691-933.000	04/06/21	RIDGE AUTO PARTS	MOWER PARTS/PARKS	432808	05/11/21	38.24	41464
208-691-933.000	04/14/21	RIDGE AUTO PARTS	BEACH TRACTOR/PARK	433225	05/11/21	241.91	41464
208-691-933.000	04/19/21	RIDGE AUTO PARTS	ATV MAINTENANCE/PARK	433453	05/11/21	55.20	41464
208-691-933.000	04/20/21	RIDGE AUTO PARTS	BOBCAT MAINTENANCE/PARKS	433532	05/11/21	2.48	41464
208-691-933.000	04/21/21	RIDGE AUTO PARTS	ATV MAINTENANCE/PARKS	433608	05/11/21	48.48	41465
208-691-933.000	04/29/21	RIGGS OUTDOOR POWER-LAPORTE	HUSTLER HPER DRIVE/PARK	198272	05/11/21	206.66	41466
208-691-933.000	04/29/21	RIGGS OUTDOOR POWER-LAPORTE	HUSTLER DIESEL/PARK	1198271	05/11/21	230.96	41466
208-691-933.000	04/29/21	RIGGS OUTDOOR POWER-LAPORTE	MOWERS X 2/PARK	1198232	05/11/21	132.27	41466
208-691-933.000	04/20/21	RIGGS OUTDOOR POWER-LAPORTE	HUSTLER DIESEL MOWER/PARK	1195974	05/11/21	132.31	41466
208-691-933.000	04/29/21	RED ARROW FIRE EXTINGUISHER S	ANNUAL FIRE EXTINGUISHER/PARK	14385	05/11/21	91.62	41463
208-691-933.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	15.70	41422
208-691-933.000	05/05/21	SHAFFNER TIRE	REPLACE REAR TIRES ON BEACH TRACTOR	0004452	05/11/21	2,650.00	41470
208-691-933.200	04/22/21	JOHN DEERE FINANCIAL	EQUIPMENT LEASE/JD LOADER	2488836	05/11/21	142.94	41399
208-691-933.200	04/22/21	JOHN DEERE FINANCIAL	EQUIPMENT LEASE/PARK/JD UTILITY	2488835	05/11/21	940.66	41434
208-691-943.000	04/30/21	WES SIDE TRACTOR/INDIANA POWE	BULLDOZER RENTAL BEACH & SHOP	H03490	05/11/21	1,050.00	41484



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Fund 208 PARK FUND							
Dept 691 PARK							
Total For Dept 691 PARK						17,331.83	
Total For Fund 208 PARK FUND						<u>17,331.83</u>	
Fund 209 PARK IMPROVEMENT FUND							
Dept 751							
209-751-974.000	04/30/21	ARNT ASPHALT	PATCH, CRACK SEAL, SEAL COAT AND RE	32526	05/11/21	25,200.00	41407
Total For Dept 751						<u>25,200.00</u>	
Total For Fund 209 PARK IMPROVEMENT FUND						<u>25,200.00</u>	
Fund 266 CRIMINAL JUSTICE TRAINING (ACT 302)							
Dept 000							
266-000-961.000	04/25/21	WEST MICHIGAN CRIMINAL JUSTICE	2021 SPRING DISTRIBUTION/POLICE	4432	05/11/21	155.51	41485
Total For Dept 000						<u>155.51</u>	
Total For Fund 266 CRIMINAL JUSTICE TRAINING (ACT						<u>155.51</u>	
Fund 403 CAPITAL IMPROV CONSTRUCTION							
Dept 903							
403-903-998.000	04/14/21	BAKER TILLY MUNICIPAL ADVISOR	PREPARATION OF ANNUAL CONTINUING DI	BTMA8347	05/11/21	750.00	1086
Total For Dept 903						<u>750.00</u>	
Total For Fund 403 CAPITAL IMPROV CONSTRUCTION						<u>750.00</u>	
Fund 590 SEWER FUND							
Dept 000							
590-000-033.000	04/18/21	SELBY, THOMAS	UB refund for account: 0000000558	04/18/2021	05/11/21	65.08	41468
Total For Dept 000						<u>65.08</u>	
Dept 537 SEWER							
590-537-836.100	04/19/21	GRSD SEWER AUTHORITY	INSTALLED REDUNDANT HIGH WETWAL FLO	0000011948	05/11/21	281.94	41429
590-537-836.100	04/19/21	GRSD SEWER AUTHORITY	REPLACED PUMP, LAG FLOAT, HIGH WETW	0000011929	05/11/21	703.76	41429
590-537-836.100	04/19/21	GRSD SEWER AUTHORITY	INSTALLED REDUNDANT HIGHWELL FLOAT	0000011930	05/11/21	175.94	41429
590-537-836.100	04/19/21	GRSD SEWER AUTHORITY	VAC OUT MANHOLE AND JET	0000011931	05/11/21	316.00	41429
590-537-836.100	04/19/21	GRSD SEWER AUTHORITY	VAC TRUCK TO CLEAN MANHOLE BELL &	0000011938	05/11/21	422.00	41429
590-537-836.100	04/19/21	GRSD SEWER AUTHORITY	LAB TEST SERVICES	0000011932	05/11/21	164.00	41429
590-537-920.000	04/01/21	INDIANA MICHIGAN POWER	ELECTRIC/SEWER/CONSOLIDATED BILL/04	04598645309-04-2	05/11/21	2,982.00	41396
590-537-995.000	04/19/21	GRSD SEWER AUTHORITY	2013 BOND SERIES PRINCIPLE & INTERE	0000011933	05/11/21	11,807.27	41429
Total For Dept 537 SEWER						<u>16,852.91</u>	
Total For Fund 590 SEWER FUND						<u>16,917.99</u>	
Fund 591 WATER FUND							
Dept 000							
591-000-033.000	04/18/21	SELBY, THOMAS	UB refund for account: 0000000558	04/18/2021	05/11/21	49.49	41468
Total For Dept 000						<u>49.49</u>	
Dept 536 WATER							
591-536-716.000	04/19/21	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 APR 2021	041921	05/11/21	6,531.56	41389
591-536-730.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	54.93	41422
591-536-751.000	03/01/21	NEW BUFFALO AREA SCHOOLS	GASOLINE/03/01/21-03/31/21	03/01/21	05/11/21	271.56	41392
591-536-751.000	04/01/21	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/04/01/21-04/30/21	04/01/21	05/11/21	273.15	41448
591-536-753.000	04/01/21	ALEXANDER CHEMICAL CORP	BLANKET WATER CHEMICAL PURCHASES	37687-2	05/11/21	120.00	41402
591-536-753.000	04/29/21	ALEXANDER CHEMICAL CORP	BLANKET WATER CHEMICAL PURCHASES	38649	05/11/21	78.00	41402

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Fund 591 WATER FUND							
Dept 536 WATER							
591-536-756.000	04/14/21	ETNA SUPPLY COMPANY	OPERATING SUPPLIES/WATER	S103962580.001	05/11/21	336.60	41425
591-536-756.000	04/20/21	ETNA SUPPLY COMPANY	OPERATING SUPPLIES/WATER	S103990017.001	05/11/21	342.00	41425
591-536-756.000	04/23/21	FERGUSON WATER WORKS	OPERATING SUPPLIES/WATER	0232862	05/11/21	3,024.00	41426
591-536-756.000	04/13/21	MENARDS	CLEANING SUPPLIES/WATER	74826	05/11/21	96.37	41444
591-536-756.000	04/20/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/WATER	B70864	05/11/21	3.49	41449
591-536-756.000	04/16/21	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/WATER	A187241	05/11/21	6.49	41449
591-536-756.000	04/27/21	USA BLUEBOOK	OPERATING SUPPLIES/WATER	2969	05/11/21	164.52	41480
591-536-756.300	04/15/21	STATE OF MICHIGAN DEQ	MISC. TESTING SUPPLIES & TESTING/WA	761-10619850	05/11/21	240.00	41473
591-536-756.300	04/27/21	ENVIRONMENTAL RESOURCE ASSOC	TESTING SUPPLIES/WATER	957099	05/11/21	500.45	41424
591-536-756.400	04/05/21	USA BLUEBOOK	LAB SUPPLIES/DECHLORINATION TABLETS	563736	05/11/21	332.21	41480
591-536-756.400	04/20/21	USA BLUEBOOK	CHEMICALS/WATER	578128	05/11/21	626.83	41480
591-536-767.000	04/29/21	NEW BUFFALO HARDWARE	WET DRY VAC/WATER	A189249	05/11/21	124.97	41449
591-536-768.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	45.86	41422
591-536-801.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/04/2021	04/01/2021	05/11/21	110.00	41422
591-536-818.000	06/01/21	LAKESHORE RECYCLING & DISPOSAL	DUPSTER SERVICE/06/01/21	124607JUNE	05/11/21	94.00	41438
591-536-818.000	05/11/21	COUNTRY LANE REMODELING/MIKE I	HYDRO SEED AFTER WATER MAIN INSTALL	1757	05/11/21	900.00	41416
591-536-853.000	05/01/21	ANDERSON, KENNETH	PHONE STIPEND/ANDERSON/05/01/21	05/01/21	05/11/21	50.00	41406
591-536-853.000	05/01/21	JOHNSON, JEFFREY	PHONE STIPEND/JOHNSON/05/01/21	05/01/21	05/11/21	50.00	41435
591-536-853.000	05/05/21	AT&T	PHONE/WATER/04/05/21-05/04/21	269469853105-4	05/11/21	52.03	41409
591-536-853.000	04/01/21	AT&T	PHONE/WATER	269R01267205-4	05/11/21	118.42	41409
591-536-853.000	04/01/21	AT&T	PHONE/WATER	269R07012105-04	05/11/21	285.91	41409
591-536-853.000	04/01/21	AT&T	PHONE/WATER	906R18086805	05/11/21	70.67	41409
591-536-920.000	04/01/21	INDIANA MICHIGAN POWER	ELECTRIC/WATER/CONSOLIDATED BILL/04	04354696801-04-2	05/11/21	599.09	41396
591-536-920.000	04/25/21	SEMCO ENERGY GAS CO.	SEMCO/WATER WORKS/WATER WORKS/GARAG	0152246.500-04	05/11/21	1,075.93	41469
591-536-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER/04/07/21	04007210005	05/11/21	43.56	41420
591-536-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER/04/21/21	0421210005	05/11/21	43.56	41420
591-536-931.000	04/28/21	DIXON ENGINEERING INC	CLEARWELL PROJ WATER PLANT	21-7898	05/11/21	5,925.00	41419
591-536-933.000	04/26/21	RIDGE AUTO PARTS	EQUIPMENT/WATER	433825	05/11/21	77.94	41465
591-536-933.000	04/26/21	NEW BUFFALO HARDWARE	PADLOCK/WATER	B71207	05/11/21	3.18	41449
591-536-934.000	04/12/21	PEERLESS MIDWEST INC	EMERGENCY VALVE REPAIR/WATER	60404	05/11/21	3,605.00	41459
591-536-934.000	04/22/21	USA BLUEBOOK	DIGITAL DUAL CYLINDER SCALE/WATER	591936	05/11/21	2,029.77	41480
Total For Dept 536 WATER						28,307.05	
Total For Fund 591 WATER FUND						28,356.54	
Fund 594 HARBOR OPERATIONS							
Dept 597 HARBOR OPERATIONS							
594-597-728.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/HARBOR/04/01/21	4/1/21	05/11/21	158.99	
594-597-728.000	04/02/21	FEDEX	PRINTING/BOAT RAMP/PARK	09591666579-4	05/11/21	106.66	
594-597-818.000	04/02/21	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/BOAT LAUNCH/04/02/21-	23479	05/11/21	90.00	
594-597-818.000	04/01/21	OCCUSCREEN, LLC	COMPREHENSIVE SCREENING/EMPLOYMENT/:	168233-2	05/11/21	101.00	
594-597-818.000	05/07/21	MEAD & WHITE ELECTRICAL	MARINA ELECTRICAL REPAIR AFTER FIRE	10735-1	05/11/21	10,426.50	
594-597-818.000	04/30/21	WORKING WELL	EMPLOYMENT DRUG SCREENING/MARINA/04	00354477-2	05/11/21	40.00	
594-597-818.000	05/11/21	MARINA PLUMBING & HEATING CO	MARINA REBUILD	057863	05/11/21	23,048.20	
594-597-920.000	05/05/21	COMCAST	COMCAST MARINA	050521	05/11/21	499.11	5017
594-597-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/04/07/21	0407210515	05/11/21	74.47	
594-597-931.000	04/07/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/04/07/2	0407210535	05/11/21	45.20	
594-597-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/04/21/21	0421210515	05/11/21	74.47	
594-597-931.000	04/21/21	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/04/21/2	0421210535	05/11/21	42.50	
594-597-931.000	04/21/21	NEW BUFFALO HARDWARE	BUILDING MAINTENANCE/HARBOR	A187948	05/11/21	99.96	
594-597-931.000	04/22/21	NEW BUFFALO HARDWARE	BATTERIES/HARBOR OPERATIONS	B70945	05/11/21	6.49	
594-597-932.000	04/16/21	NEW BUFFALO HARDWARE	GROUNDS MAINTENANCE/MARINA	A187256	05/11/21	16.06	
594-597-932.000	04/08/21	MENARDS	GROUNDS REPAIR/MARINA	74553	05/11/21	18.41	

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Fund 594 HARBOR OPERATIONS							
Dept 597 HARBOR OPERATIONS							
594-597-932.000	04/15/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/MARINA	A187194	05/11/21	48.69	
594-597-932.000	04/16/21	NEW BUFFALO HARDWARE	GROUNDS REPAIR/MARINA	A187260	05/11/21	98.05	
594-597-932.000	04/19/21	NEW BUFFALO HARDWARE	GROUNDS MAINTENANCE/MARINA	A187727	05/11/21	48.44	
594-597-932.000	04/23/21	PENCHURA, LLC	SHADE INSTALL/MARINA	21-254	05/11/21	750.00	
594-597-932.000	03/04/21	PENCHURA, LLC	PICNIC TABLES FOR MARINA	21-154	05/11/21	2,611.50	
594-597-932.000	04/01/21	ELAN CORP. PAYMENT SYSTEMS	ELAN CREDIT CARD/HARBOR/04/01/21	4/1/21	05/11/21	196.31	
594-597-933.000	04/29/21	RED ARROW FIRE EXTINGUISHER SI	ANNUAL FIRE EXTINGUISHER INSPECTION	14385-2	05/11/21	91.63	
594-597-970.000	04/20/21	PENCHURA, LLC	PEDISTAL GRILL/MARINA	21-429	05/11/21	852.39	
Total For Dept 597 HARBOR OPERATIONS						39,545.03	
Total For Fund 594 HARBOR OPERATIONS						39,545.03	

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Fund Totals:							
			Fund 101 GENERAL FUND			149,924.33	
			Fund 202 MAJOR STREET FUND			5,341.80	
			Fund 203 LOCAL STREET FUND			2,705.57	
			Fund 208 PARK FUND			17,331.83	
			Fund 209 PARK IMPROVEMENT FUND			25,200.00	
			Fund 266 CRIMINAL JUSTICE TRAINING (A			155.51	
			Fund 403 CAPITAL IMPROV CONSTRUCTION			750.00	
			Fund 590 SEWER FUND			16,917.99	
			Fund 591 WATER FUND			28,356.54	
			Fund 594 HARBOR OPERATIONS			39,545.03	
Total For All Funds:						<u>286,228.60</u>	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 04/30/2021

% Fiscal Year Completed: 83.29

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
Dept 000								
101-000-404.000	PROPERTY TAXES	2,501,055.00	2,501,055.00	2,501,055.00	2,438,063.29	0.00	0.00	100.00
101-000-417.000	DELINQUENT TAX PERSONAL	0.00	0.00	0.00	1.02	0.00	0.00	0.00
101-000-445.000	PENALTY & INTEREST	7,000.00	7,000.00	9,671.29	8,432.67	0.00	(2,671.29)	138.16
101-000-477.000	BUILDING PERMITS	35,000.00	35,000.00	50,911.92	29,357.41	6,585.00	(15,911.92)	145.46
101-000-478.000	ELECTRICAL PERMITS	10,000.00	10,000.00	18,512.25	9,959.90	2,462.25	(8,512.25)	185.12
101-000-479.000	MECHANICAL PERMITS	10,000.00	10,000.00	19,825.57	9,836.70	2,899.40	(9,825.57)	198.26
101-000-480.000	PLUMBING PERMITS	6,500.00	6,500.00	11,228.29	4,747.60	2,371.59	(4,728.29)	172.74
101-000-481.000	ZONING DEPOSITS	500.00	500.00	850.00	0.00	0.00	(350.00)	170.00
101-000-482.000	MISC LICENSES & PERMITS	0.00	0.00	300.00	0.00	300.00	(300.00)	100.00
101-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	66,164.00	0.00	0.00	(66,164.00)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	5,000.00	5,000.00	5,637.97	5,637.97	0.00	(637.97)	112.76
101-000-574.000	CVTRS	10,095.00	10,095.00	7,920.00	9,900.00	0.00	2,175.00	78.45
101-000-576.000	STATE REVENUE SALES TAX	105,000.00	105,000.00	139,492.00	138,761.00	0.00	(34,492.00)	132.85
101-000-577.000	STATE REVENUE LIQUOR LICENSE	10,000.00	10,000.00	10,003.95	10,847.10	0.00	(3.95)	100.04
101-000-606.000	COURT CHARGES	1,000.00	1,000.00	224.75	521.83	47.85	775.25	22.48
101-000-615.000	SPECIAL USE FEE	1,600.00	1,600.00	1,006.00	991.50	1,001.00	594.00	62.88
101-000-617.000	FRANCHISE FEE	56,000.00	56,000.00	44,561.67	47,803.83	95.15	11,438.33	79.57
101-000-618.000	ADMINISTRATION FEE	95,000.00	95,000.00	94,823.10	101,278.18	0.00	176.90	99.81
101-000-619.000	VARIANCE FEE	2,500.00	2,500.00	4,350.00	3,100.00	0.00	(1,850.00)	174.00
101-000-627.000	SHORT TERM RENTAL FEES	30,000.00	30,000.00	50,625.00	49,225.00	4,425.00	(20,625.00)	168.75
101-000-628.000	SERVICE CHARGE	1,500.00	1,500.00	73.71	180.00	0.00	1,426.29	4.91
101-000-629.000	WASTE	272,834.00	272,834.00	224,514.96	268,023.59	26,565.76	48,319.04	82.29
101-000-629.100	PENALTY WASTE	3,000.00	3,000.00	2,674.50	3,176.82	199.61	325.50	89.15
101-000-654.100	OVERNIGHT PARKING PERMITS	20.00	20.00	0.00	7.00	0.00	20.00	0.00
101-000-656.000	TOWING SERVICE	1,500.00	1,500.00	0.00	1,950.00	0.00	1,500.00	0.00
101-000-657.000	PARKING FINES	500.00	500.00	138.00	224.00	23.00	362.00	27.60
101-000-665.000	INTEREST EARNED	6,000.00	6,000.00	1,332.07	12,117.24	0.00	4,667.93	22.20
101-000-670.000	RENTAL/LEASE	1,000.00	1,000.00	0.00	400.00	0.00	1,000.00	0.00
101-000-673.000	SALE OF ASSETS	0.00	0.00	58,182.00	10.00	0.00	(58,182.00)	100.00
101-000-675.000	DONATIONS	500.00	500.00	0.00	50.00	0.00	500.00	0.00
101-000-678.000	REIMBURSEMENTS	20,000.00	20,000.00	11,124.24	36,433.48	0.00	8,875.76	55.62
101-000-678.200	REIMBURSEMENTS-POLICE	73,341.00	73,341.00	52,114.47	63,728.47	56.50	21,226.53	71.06
Net - Dept 000		3,266,445.00	3,266,445.00	3,387,316.71	3,254,765.60	47,032.11	(120,871.71)	
Dept 101 - LEGISLATIVE								
101-101-703.000	SALARIES APPOINTED	11,500.00	11,500.00	7,983.79	11,926.25	2,901.25	3,516.21	69.42
101-101-714.000	MEDICARE	200.00	200.00	115.76	172.92	42.07	84.24	57.88
101-101-720.000	WORKER'S COMPENSATION INS	65.00	65.00	183.84	47.04	0.00	(118.84)	282.83
101-101-721.000	UNEMPLOYMENT COMPENSATION	550.00	550.00	165.15	297.18	55.68	384.85	30.03
101-101-756.000	OPERATING SUPPLIES	1,500.00	1,500.00	28.00	0.00	0.00	1,472.00	1.87
101-101-801.000	EDUCATION & TRAINING	0.00	0.00	195.00	0.00	0.00	(195.00)	100.00
101-101-818.000	PROFESSIONAL & CONTRACTUAL	500.00	500.00	0.00	0.00	0.00	500.00	0.00
101-101-826.000	LEGAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-101-831.000	MEMBERSHIPS & DUES	100.00	100.00	0.00	85.00	0.00	100.00	0.00
101-101-885.000	PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-101-903.000	PRINTING & PUBLISHING	250.00	250.00	402.00	548.00	0.00	(152.00)	160.80
101-101-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 101 - LEGISLATIVE		(14,665.00)	(14,665.00)	(9,073.54)	(13,076.39)	(2,999.00)	(5,591.46)	





REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 04/30/2021

% Fiscal Year Completed: 83.29

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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
Net - Dept 247 - BOARD OF REVIEW		(2,000.00)	(2,000.00)	(559.00)	(360.00)	0.00	(1,441.00)	
Dept 253 - TREASURER								
101-253-703.000	SALARIES APPOINTED	46,995.00	46,995.00	40,280.43	45,292.46	3,703.84	6,714.57	85.71
101-253-706.000	SALARIES PERMANENT	29,615.00	42,000.00	32,119.07	33,797.53	2,865.48	9,880.93	76.47
101-253-706.100	SALARIES-OVERTIME	600.00	3,500.00	2,246.80	245.02	106.76	1,253.20	64.19
101-253-714.000	MEDICARE	1,226.00	1,226.00	1,051.67	1,153.02	93.52	174.33	85.78
101-253-715.000	SOCIAL SECURITY TAX	4,164.00	4,164.00	4,496.94	4,929.84	399.93	(332.94)	108.00
101-253-716.000	HEALTH INSURANCE	16,500.00	16,500.00	13,647.10	14,580.93	1,290.04	2,852.90	82.71
101-253-717.000	LIFE & DISABILITY INSURANCE	3,823.00	3,823.00	3,264.58	3,893.88	331.05	558.42	85.39
101-253-718.000	RETIREMENT	9,522.00	9,522.00	8,289.20	9,449.33	754.56	1,232.80	87.05
101-253-720.000	WORKER'S COMPENSATION INS	550.00	550.00	354.68	390.30	0.00	195.32	64.49
101-253-721.000	UNEMPLOYMENT COMPENSATION	1,200.00	1,200.00	510.02	533.49	476.51	689.98	42.50
101-253-728.000	OFFICE SUPPLIES	250.00	250.00	133.39	74.97	81.50	116.61	53.36
101-253-730.000	POSTAGE	2,000.00	2,000.00	938.22	115.26	0.00	1,061.78	46.91
101-253-751.000	GASOLINE	375.00	375.00	33.71	357.62	0.00	341.29	8.99
101-253-756.000	OPERATING SUPPLIES	250.00	4,200.00	3,652.82	474.55	747.47	547.18	86.97
101-253-801.000	EDUCATION & TRAINING	1,200.00	1,200.00	(150.00)	1,274.30	0.00	1,350.00	(12.50)
101-253-818.000	PROFESSIONAL & CONTRACTUAL	8,500.00	8,500.00	3,916.25	6,202.67	0.00	4,583.75	46.07
101-253-831.000	MEMBERSHIPS & DUES	300.00	300.00	136.50	364.00	0.00	163.50	45.50
101-253-853.000	PHONE BILLS & STIPENDS	0.00	0.00	500.00	0.00	50.00	(500.00)	100.00
101-253-903.000	PRINTING & PUBLISHING	600.00	600.00	1,657.35	274.00	0.00	(1,057.35)	276.23
101-253-934.000	OTHER REPAIRS & MAINT	150.00	150.00	0.00	470.67	0.00	150.00	0.00
101-253-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 253 - TREASURER		(127,820.00)	(147,055.00)	(117,078.73)	(123,873.84)	(10,900.66)	(29,976.27)	
Dept 257 - ASSESSOR								
101-257-707.000	SALARIES PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-714.000	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-715.000	SOCIAL SECURITY TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-720.000	WORKER'S COMPENSATION INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-721.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-728.000	OFFICE SUPPLIES	125.00	125.00	0.00	43.45	0.00	125.00	0.00
101-257-730.000	POSTAGE	2,300.00	2,300.00	1,910.43	2,216.35	0.00	389.57	83.06
101-257-756.000	OPERATING SUPPLIES	100.00	100.00	0.00	1,195.64	0.00	100.00	0.00
101-257-801.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-818.000	PROFESSIONAL & CONTRACTUAL	24,960.00	24,960.00	15,232.50	27,587.50	0.00	9,727.50	61.03
101-257-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-854.200	SOFTWARE EXPENSE	900.00	900.00	0.00	0.00	0.00	900.00	0.00
101-257-903.000	PRINTING & PUBLISHING	100.00	100.00	0.00	516.00	0.00	100.00	0.00
101-257-934.000	OTHER REPAIRS & MAINT	100.00	100.00	0.00	166.00	0.00	100.00	0.00
101-257-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 257 - ASSESSOR		(28,585.00)	(28,585.00)	(17,142.93)	(31,724.94)	0.00	(11,442.07)	
Dept 262 - ELECTIONS								
101-262-703.000	SALARIES APPOINTED	2,000.00	2,000.00	2,000.00	2,000.05	0.00	0.00	100.00
101-262-714.000	MEDICARE	30.00	30.00	29.00	29.00	0.00	1.00	96.67
101-262-715.000	SOCIAL SECURITY TAX	110.00	110.00	124.00	124.01	0.00	(14.00)	112.73
101-262-730.000	POSTAGE	500.00	500.00	200.00	200.00	0.00	300.00	40.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 04/30/2021

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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
101-262-751.000	GASOLINE	250.00	250.00	0.00	153.52	0.00	250.00	0.00
101-262-756.000	OPERATING SUPPLIES	1,500.00	1,500.00	846.72	2,454.80	0.00	653.28	56.45
101-262-801.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	0.00	200.00	0.00
101-262-818.000	PROFESSIONAL & CONTRACTUAL	6,000.00	6,000.00	5,555.45	2,916.50	0.00	444.55	92.59
101-262-903.000	PRINTING & PUBLISHING	700.00	3,000.00	2,902.08	816.10	0.00	97.92	96.74
101-262-934.000	OTHER REPAIRS & MAINT	400.00	400.00	440.00	0.00	0.00	(40.00)	110.00
101-262-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 262 - ELECTIONS		(11,690.00)	(13,990.00)	(12,097.25)	(8,693.98)	0.00	(1,892.75)	
Dept 266 - ATTORNEY								
101-266-826.100	LABOR MATTERS	5,000.00	5,000.00	540.00	8,440.50	0.00	4,460.00	10.80
101-266-826.300	COURT/ORDINANCE	15,000.00	15,000.00	15,976.87	9,384.00	0.00	(976.87)	106.51
101-266-826.400	OTHER LEGAL MATTERS	40,000.00	40,000.00	22,504.50	36,484.38	4,533.00	17,495.50	56.26
101-266-826.500	FOIA	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Net - Dept 266 - ATTORNEY		(65,000.00)	(65,000.00)	(39,021.37)	(54,308.88)	(4,533.00)	(25,978.63)	
Dept 276 - CEMETERY								
101-276-969.000	CONTRIBUTIONS TO OTHERS	30,000.00	30,000.00	27,500.00	29,500.00	2,500.00	2,500.00	91.67
Net - Dept 276 - CEMETERY		(30,000.00)	(30,000.00)	(27,500.00)	(29,500.00)	(2,500.00)	(2,500.00)	
Dept 298 - GENERAL GOVERNMENT								
101-298-706.000	SALARIES PERMANENT	67,060.00	67,060.00	54,829.60	63,250.81	4,763.47	12,230.40	81.76
101-298-706.100	SALARIES-OVERTIME	0.00	0.00	62.70	0.00	0.00	(62.70)	100.00
101-298-707.000	SALARIES PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-298-714.000	MEDICARE	1,018.00	1,018.00	696.00	861.08	58.47	322.00	68.37
101-298-715.000	SOCIAL SECURITY TAX	4,354.00	4,354.00	2,976.02	3,681.81	250.00	1,377.98	68.35
101-298-716.000	HEALTH INSURANCE	35,740.00	35,740.00	33,014.66	24,426.94	2,924.70	2,725.34	92.37
101-298-717.000	LIFE & DISABILITY INSURANCE	1,280.00	1,280.00	2,111.80	1,886.28	211.18	(831.80)	164.98
101-298-718.000	RETIREMENT	5,618.00	5,618.00	4,527.97	4,980.50	381.08	1,090.03	80.60
101-298-720.000	WORKER'S COMPENSATION INS	1,500.00	1,500.00	838.56	1,100.91	0.00	661.44	55.90
101-298-721.000	UNEMPLOYMENT COMPENSATION	1,000.00	1,000.00	330.65	466.41	330.54	669.35	33.07
101-298-728.000	OFFICE SUPPLIES	4,000.00	7,000.00	6,788.70	3,606.16	370.66	211.30	96.98
101-298-730.000	POSTAGE	4,700.00	4,700.00	3,624.85	4,317.19	445.99	1,075.15	77.12
101-298-751.000	GASOLINE	600.00	600.00	30.06	203.04	3.34	569.94	5.01
101-298-756.000	OPERATING SUPPLIES	3,500.00	3,500.00	2,932.42	2,282.80	780.88	567.58	83.78
101-298-818.000	PROFESSIONAL & CONTRACTUAL	7,000.00	7,000.00	4,694.21	7,344.34	20.00	2,305.79	67.06
101-298-818.200	ENGINEERING	20,000.00	20,000.00	18,750.00	19,500.00	2,500.00	1,250.00	93.75
101-298-831.000	MEMBERSHIPS & DUES	2,500.00	2,500.00	1,989.74	2,310.50	0.00	510.26	79.59
101-298-853.000	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-298-854.000	TECH SUPPORT/MAINTENANCE	27,000.00	27,000.00	19,033.51	30,302.16	1,900.00	7,966.49	70.49
101-298-854.100	WEBSITE/SOCIAL MEDIA	7,300.00	7,300.00	4,576.17	5,768.54	0.00	2,723.83	62.69
101-298-854.200	SOFTWARE EXPENSE	20,000.00	20,000.00	18,344.82	17,314.59	91.90	1,655.18	91.72
101-298-854.300	IT HARDWARE & EQUIPMENT	0.00	0.00	2,469.05	0.00	2,469.05	(2,469.05)	100.00
101-298-903.000	PRINTING & PUBLISHING	6,000.00	6,000.00	3,113.47	6,913.98	0.00	2,886.53	51.89
101-298-920.000	UTILITIES	14,000.00	14,000.00	9,322.03	10,803.51	912.12	4,677.97	66.59
101-298-931.000	BUILDING REPAIR & MAINTENANCE	25,000.00	25,000.00	16,952.00	24,841.28	345.70	8,048.00	67.81
101-298-932.000	GROUNDS REPAIR & MAINT	4,500.00	4,500.00	938.47	3,077.65	0.00	3,561.53	20.85
101-298-934.000	OTHER REPAIRS & MAINT	5,000.00	5,000.00	0.00	1,461.33	0.00	5,000.00	0.00

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		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
101-298-939.000	VEHICLE REPAIR & MAINTENANCE	0.00	0.00	0.00	110.02	0.00	0.00	0.00
101-298-942.000	EQUIPMENT	1,500.00	1,500.00	787.45	2,555.83	0.00	712.55	52.50
101-298-943.000	EQUIPMENT RENTAL	12,500.00	12,500.00	5,609.36	5,972.99	1,260.68	6,890.64	44.87
101-298-956.200	REFUNDS	3,500.00	3,500.00	735.85	39.89	0.00	2,764.15	21.02
101-298-962.000	MISCELLANEOUS	0.00	0.00	25.75	11,009.53	0.00	(25.75)	100.00
101-298-971.000	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 298 - GENERAL GOVERNMENT		(286,170.00)	(289,170.00)	(220,105.87)	(260,390.07)	(20,019.76)	(69,064.13)	
Dept 305 - POLICE								
101-305-705.000	SALARIES SUPERVISION	82,792.00	82,792.00	73,341.15	57,242.35	6,368.56	9,450.85	88.58
101-305-706.000	SALARIES PERMANENT	386,250.00	386,250.00	318,102.97	382,456.49	28,744.00	68,147.03	82.36
101-305-706.100	SALARIES-OVERTIME	60,000.00	60,000.00	38,932.74	54,635.52	5,034.78	21,067.26	64.89
101-305-707.000	SALARIES PART-TIME	58,000.00	58,000.00	42,163.04	57,742.56	2,416.96	15,836.96	72.69
101-305-714.000	MEDICARE	7,688.00	7,688.00	6,530.44	7,973.19	582.99	1,157.56	84.94
101-305-715.000	SOCIAL SECURITY TAX	32,875.00	32,875.00	27,923.33	34,092.40	2,492.87	4,951.67	84.94
101-305-716.000	HEALTH INSURANCE	142,000.00	142,000.00	99,177.50	103,947.48	9,589.00	42,822.50	69.84
101-305-717.000	LIFE & DISABILITY INSURANCE	14,218.00	14,218.00	11,214.30	11,761.56	1,121.43	3,003.70	78.87
101-305-718.000	RETIREMENT	37,384.00	37,384.00	29,376.77	32,398.72	2,695.08	8,007.23	78.58
101-305-720.000	WORKER'S COMPENSATION INS	14,000.00	14,000.00	6,963.18	11,127.75	0.00	7,036.82	49.74
101-305-721.000	UNEMPLOYMENT COMPENSATION	5,558.00	5,558.00	2,450.73	3,025.28	1,742.91	3,107.27	44.09
101-305-722.000	MEDICAL EXPENSE	1,600.00	1,600.00	6,722.80	1,263.61	0.00	(5,122.80)	420.18
101-305-728.000	OFFICE SUPPLIES	1,600.00	1,600.00	396.55	537.62	0.00	1,203.45	24.78
101-305-730.000	POSTAGE	150.00	150.00	0.00	72.95	0.00	150.00	0.00
101-305-751.000	GASOLINE	17,000.00	17,000.00	5,667.89	9,130.90	787.73	11,332.11	33.34
101-305-756.000	OPERATING SUPPLIES	2,100.00	2,100.00	1,770.65	1,894.55	10.40	329.35	84.32
101-305-767.000	EQUIPMENT/SMALL TOOLS	4,000.00	4,000.00	2,809.51	2,166.89	39.95	1,190.49	70.24
101-305-768.000	UNIFORMS	12,000.00	12,000.00	9,845.45	13,870.07	2,625.00	2,154.55	82.05
101-305-768.100	AMMO	4,500.00	4,500.00	1,582.80	2,641.02	0.00	2,917.20	35.17
101-305-768.200	UNIFORM ALLOW-RESERVE/CERT	1,600.00	1,600.00	0.00	424.59	0.00	1,600.00	0.00
101-305-769.000	K-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-305-801.000	EDUCATION & TRAINING	5,355.00	5,355.00	2,381.84	4,032.30	386.55	2,973.16	44.48
101-305-818.000	PROFESSIONAL & CONTRACTUAL	5,200.00	5,200.00	4,774.25	3,508.65	0.00	425.75	91.81
101-305-831.000	MEMBERSHIPS & DUES	600.00	600.00	874.00	619.64	30.00	(274.00)	145.67
101-305-851.000	RADIO/VIDEO MAINTENANCE	5,200.00	5,200.00	3,511.62	4,471.30	0.00	1,688.38	67.53
101-305-853.000	TELEPHONE	6,200.00	6,200.00	3,580.77	5,468.42	333.56	2,619.23	57.75
101-305-903.000	PRINTING & PUBLISHING	1,000.00	1,000.00	445.98	735.73	0.00	554.02	44.60
101-305-913.000	INSURANCE	11,000.00	11,000.00	6,879.97	7,189.43	0.00	4,120.03	62.55
101-305-916.000	LIABILITY INSURANCE	58,000.00	58,000.00	45,435.73	46,137.21	0.00	12,564.27	78.34
101-305-920.000	UTILITIES	10,000.00	10,000.00	8,855.85	9,848.64	912.13	1,144.15	88.56
101-305-931.000	BUILDING REPAIR & MAINTENANCE	9,000.00	9,000.00	2,409.62	12,709.08	235.06	6,590.38	26.77
101-305-933.000	EQUIPMENT & MAINTENANCE	2,500.00	2,500.00	4,923.90	7,945.61	0.00	(2,423.90)	196.96
101-305-933.100	EQUIPMENT MAINT--PARKING ENFOR	2,050.00	2,050.00	3,196.91	0.00	0.00	(1,146.91)	155.95
101-305-934.000	OTHER REPAIRS & MAINT	4,000.00	4,000.00	370.18	2,137.30	0.00	3,629.82	9.25
101-305-939.000	VEHICLE REPAIR & MAINTENANCE	11,000.00	11,000.00	3,295.56	15,537.44	(274.19)	7,704.44	29.96
101-305-943.000	EQUIPMENT RENTAL	300.00	300.00	750.06	1,230.32	121.48	(450.06)	250.02
101-305-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-305-979.000	EQUIPMENT	27,000.00	27,000.00	21,476.51	25,931.71	478.00	5,523.49	79.54
101-305-983.000	VEHICLE LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 305 - POLICE		(1,043,720.00)	(1,043,720.00)	(798,134.55)	(935,908.28)	(66,474.25)	(245,585.45)	
Dept 336 - FIRE								







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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
Net - Dept 523 - SOLID WASTE COLLECTION		(272,256.00)	(272,256.00)	(232,804.14)	(229,868.60)	0.00	(39,451.86)	
Dept 651 - AMBULANCE SERVICE								
101-651-818.000	PROFESSIONAL & CONTRACTUAL	110,817.00	110,817.00	90,670.84	106,056.00	9,553.84	20,146.16	81.82
Net - Dept 651 - AMBULANCE SERVICE		(110,817.00)	(110,817.00)	(90,670.84)	(106,056.00)	(9,553.84)	(20,146.16)	
Dept 721 - PLANNING COMMISSION								
101-721-801.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00
101-721-818.000	PROFESSIONAL & CONTRACTUAL	3,000.00	3,000.00	447.00	578.00	0.00	2,553.00	14.90
101-721-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-903.000	PRINTING & PUBLISHING	200.00	200.00	0.00	676.00	0.00	200.00	0.00
101-721-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(4,600.00)	(4,600.00)	(447.00)	(1,254.00)	0.00	(4,153.00)	
Dept 722 - ZONING								
101-722-818.000	PROFESSIONAL & CONTRACTUAL	700.00	12,000.00	3,766.00	324.00	0.00	8,234.00	31.38
101-722-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-722-903.000	PRINTING & PUBLISHING	200.00	200.00	352.00	994.00	0.00	(152.00)	176.00
101-722-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 722 - ZONING		(900.00)	(12,200.00)	(4,118.00)	(1,318.00)	0.00	(8,082.00)	
Dept 872 - OTHER FUNCTIONS								
101-872-807.000	AUDIT	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-872-818.000	PROFESSIONAL & CONTRACTUAL	20,000.00	20,000.00	14,960.35	19,056.00	0.00	5,039.65	74.80
101-872-818.200	ENGINEERING	6,000.00	6,000.00	4,800.00	0.00	0.00	1,200.00	80.00
101-872-854.000	TECH SUPPORT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-881.000	MISCELLANEOUS PROJECT COST	15,000.00	15,000.00	6,799.38	7,030.47	0.00	8,200.62	45.33
101-872-912.000	FIRE INSURANCE	5,000.00	5,000.00	3,861.30	4,296.76	0.00	1,138.70	77.23
101-872-913.000	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-916.000	LIABILITY INSURANCE	9,000.00	9,000.00	6,464.68	6,752.43	0.00	2,535.32	71.83
101-872-932.500	AMTRAK PLATFORM MAINT.	800.00	800.00	0.00	0.00	0.00	800.00	0.00
101-872-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-963.000	BANK FEES	7,000.00	7,000.00	4,135.05	8,267.97	0.00	2,864.95	59.07
Net - Dept 872 - OTHER FUNCTIONS		(65,800.00)	(65,800.00)	(44,020.76)	(48,403.63)	0.00	(21,779.24)	
Dept 965 - TRANSFERS								
101-965-898.000	TRANSFER TO PARK	75,000.00	75,000.00	75,000.00	110,000.00	0.00	0.00	100.00
101-965-980.000	TRANSFER TO EQUIP PURCHASE	30,000.00	30,000.00	30,000.00	29,000.00	0.00	0.00	100.00
101-965-999.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-965-999.130	TRANSFER TO DEBT SERVICE	127,543.00	127,543.00	127,543.00	128,313.00	0.00	0.00	100.00
Net - Dept 965 - TRANSFERS		(232,543.00)	(232,543.00)	(232,543.00)	(267,313.00)	0.00	0.00	





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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 202 - MAJOR STREET FUND								
202-000-665.000	INTEREST EARNED	1,200.00	1,200.00	126.90	3,026.64	0.00	1,073.10	10.58
202-000-699.100	TRANSFER IN	0.00	0.00	0.00	300,000.00	0.00	0.00	0.00
Net - Dept 000		146,200.00	146,200.00	182,113.04	511,703.34	19,985.11	(35,913.04)	
Dept 463 - ROUTINE MAINTENANCE								
202-463-705.000	SALARIES SUPERVISION	3,750.00	3,750.00	5,077.60	756.64	429.63	(1,327.60)	135.40
202-463-706.000	SALARIES PERMANENT	17,000.00	17,000.00	17,707.05	16,501.38	2,085.48	(707.05)	104.16
202-463-714.000	MEDICARE	230.00	230.00	307.36	243.50	33.70	(77.36)	133.63
202-463-715.000	SOCIAL SECURITY TAX	1,100.00	1,100.00	1,314.26	1,040.96	143.99	(214.26)	119.48
202-463-751.000	GASOLINE	7,000.00	7,000.00	5,407.78	4,949.13	0.00	1,592.22	77.25
202-463-756.000	OPERATING SUPPLIES	8,500.00	8,500.00	1,009.00	3,741.89	400.00	7,491.00	11.87
202-463-767.000	EQUIPMENT/SMALL TOOLS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
202-463-818.000	PROFESSIONAL & CONTRACTUAL	45,000.00	45,000.00	6,159.39	8,502.46	0.00	38,840.61	13.69
202-463-933.000	EQUIPMENT & MAINTENANCE	7,000.00	7,000.00	0.00	2,457.17	0.00	7,000.00	0.00
202-463-939.000	VEHICLE REPAIR & MAINTENANCE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
202-463-962.100	TOOLS & EQUIP	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
Net - Dept 463 - ROUTINE MAINTENANCE		(99,580.00)	(99,580.00)	(36,982.44)	(38,193.13)	(3,092.80)	(62,597.56)	
Dept 474 - TRAFFIC SERVICES								
202-474-705.000	SALARIES SUPERVISION	3,750.00	3,750.00	5,077.07	1,992.52	429.57	(1,327.07)	135.39
202-474-706.000	SALARIES PERMANENT	17,000.00	17,000.00	17,706.81	16,501.40	2,085.42	(706.81)	104.16
202-474-714.000	MEDICARE	230.00	230.00	307.24	243.46	33.65	(77.24)	133.58
202-474-715.000	SOCIAL SECURITY TAX	1,100.00	1,100.00	1,314.09	1,040.93	144.00	(214.09)	119.46
202-474-756.000	OPERATING SUPPLIES	3,000.00	3,000.00	456.22	3,942.19	0.00	2,543.78	15.21
202-474-767.000	EQUIPMENT/SMALL TOOLS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
202-474-784.000	OPER SUPP SNOW & ICE	20,000.00	20,000.00	25,146.70	19,301.13	0.00	(5,146.70)	125.73
202-474-818.000	PROFESSIONAL & CONTRACTUAL	105,000.00	105,000.00	31,989.76	15,514.00	3,732.87	73,010.24	30.47
202-474-933.000	EQUIPMENT & MAINTENANCE	500.00	500.00	2,711.82	0.00	0.00	(2,211.82)	542.36
Net - Dept 474 - TRAFFIC SERVICES		(151,580.00)	(151,580.00)	(84,709.71)	(58,535.63)	(6,425.51)	(66,870.29)	
Dept 482 - ADMINISTRATIVE								
202-482-705.000	SALARIES SUPERVISION	4,500.00	4,500.00	2,858.44	4,725.59	196.17	1,641.56	63.52
202-482-714.000	MEDICARE	70.00	70.00	41.27	68.51	2.69	28.73	58.96
202-482-715.000	SOCIAL SECURITY TAX	300.00	300.00	176.57	293.00	11.54	123.43	58.86
202-482-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
202-482-962.000	MISCELLANEOUS	200.00	200.00	130.30	260.80	0.00	69.70	65.15
Net - Dept 482 - ADMINISTRATIVE		(6,070.00)	(6,070.00)	(4,206.58)	(6,347.90)	(210.40)	(1,863.42)	
Dept 483 - ENGINEERING								
202-483-818.000	PROFESSIONAL & CONTRACTUAL	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00
202-483-818.100	BRIDGE REHABILITATION	70,000.00	70,000.00	3,850.00	520,170.98	0.00	66,150.00	5.50
202-483-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 483 - ENGINEERING		(100,000.00)	(100,000.00)	(3,850.00)	(520,170.98)	0.00	(96,150.00)	



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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 203 - LOCAL STREET FUND								
Net - Dept 478		0.00	0.00	0.00	0.00	0.00	0.00	
Dept 482 - ADMINISTRATIVE								
203-482-703.000	SALARIES APPOINTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203-482-705.000	SALARIES SUPERVISION	2,600.00	2,600.00	1,715.08	2,723.68	117.67	884.92	65.96
203-482-714.000	MEDICARE	50.00	50.00	24.80	41.16	1.61	25.20	49.60
203-482-715.000	SOCIAL SECURITY TAX	200.00	200.00	105.96	175.83	6.92	94.04	52.98
203-482-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
203-482-962.000	MISCELLANEOUS	200.00	200.00	76.55	153.17	0.00	123.45	38.28
203-482-999.130	TRANSFER TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 482 - ADMINISTRATIVE		(4,050.00)	(4,050.00)	(2,922.39)	(4,093.84)	(126.20)	(1,127.61)	
Dept 483 - ENGINEERING								
203-483-818.000	PROFESSIONAL & CONTRACTUAL	124,321.00	124,321.00	0.00	5,125.00	0.00	124,321.00	0.00
Net - Dept 483 - ENGINEERING		(124,321.00)	(124,321.00)	0.00	(5,125.00)	0.00	(124,321.00)	
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		70,200.00	70,200.00	92,187.74	118,653.55	10,109.94	(21,987.74)	131.32
TOTAL EXPENDITURES		187,206.00	187,206.00	41,879.72	107,289.77	3,734.99	145,326.28	22.37
NET OF REVENUES & EXPENDITURES		(117,006.00)	(117,006.00)	50,308.02	11,363.78	6,374.95	(167,314.02)	43.00
Fund 208 - PARK FUND								
Dept 000								
208-000-566.000	GRANT	0.00	0.00	2,000.00	0.00	0.00	(2,000.00)	100.00
208-000-587.000	DONATIONS	0.00	0.00	50.00	275.00	0.00	(50.00)	100.00
208-000-628.000	SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-651.100	TRANSIENT MARINA FEES	45,000.00	45,000.00	0.44	32,213.20	0.00	44,999.56	0.00
208-000-652.000	BOAT LAUNCHING FEES	50,000.00	50,000.00	0.31	52,033.00	0.00	49,999.69	0.00
208-000-652.100	BOAT LAUNCH FEES-COMMERCIAL	28,000.00	28,000.00	0.00	22,475.00	0.00	28,000.00	0.00
208-000-653.000	CONCESSION	12,000.00	12,000.00	0.00	9,500.00	0.00	12,000.00	0.00
208-000-653.100	VENDING MACHINE REVENUE	0.00	0.00	0.00	13.00	0.00	0.00	0.00
208-000-653.200	ICE/MECHANDISE SALES	1,200.00	1,200.00	0.00	1,372.00	0.00	1,200.00	0.00
208-000-653.300	VENDOR PERCENTAGE OF SALES	6,500.00	6,500.00	48,352.10	16,495.90	0.00	(41,852.10)	743.88
208-000-654.000	BEACH PARKING FEES	255,000.00	255,000.00	212,654.64	282,966.68	(48,970.14)	42,345.36	83.39
208-000-655.100	PAVILION RENTAL	500.00	500.00	600.00	575.00	200.00	(100.00)	120.00
208-000-657.000	PARKING FINES	2,500.00	2,500.00	49,815.00	2,178.46	49,732.00	(47,315.00)	1,992.60
208-000-665.000	INTEREST EARNED	600.00	600.00	25.20	593.91	0.00	574.80	4.20
208-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	(11,670.00)	0.00	0.00
208-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-699.000	TRANSFER FROM GENERAL	75,000.00	75,000.00	75,000.00	110,000.00	0.00	0.00	100.00
Net - Dept 000		476,300.00	476,300.00	388,497.69	530,691.15	(10,708.14)	87,802.31	
Dept 691 - PARK								





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		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 208 - PARK FUND								
Net - Dept 691 - PARK		(547,211.00)	(567,211.00)	(374,735.60)	(552,230.45)	(22,156.87)	(192,475.40)	
Fund 208 - PARK FUND:								
TOTAL REVENUES		476,300.00	476,300.00	388,497.69	530,691.15	(10,708.14)	87,802.31	81.57
TOTAL EXPENDITURES		547,211.00	567,211.00	374,735.60	552,230.45	22,156.87	192,475.40	66.07
NET OF REVENUES & EXPENDITURES		(70,911.00)	(90,911.00)	13,762.09	(21,539.30)	(32,865.01)	(104,673.09)	15.14
Fund 209 - PARK IMPROVEMENT FUND								
Dept 000								
209-000-404.000	PROPERTY TAXES	111,925.00	111,925.00	111,925.00	109,092.95	0.00	0.00	100.00
209-000-445.000	PENALTY & INTEREST	200.00	200.00	209.08	248.23	0.00	(9.08)	104.54
209-000-587.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-665.000	INTEREST EARNED	100.00	100.00	20.42	183.89	0.00	79.58	20.42
209-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-699.100	TRANSFER IN	0.00	0.00	0.00	66,727.40	0.00	0.00	0.00
209-000-981.300	PARK VEHICLES & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		112,225.00	112,225.00	112,154.50	176,252.47	0.00	70.50	
Dept 691 - PARK								
209-691-999.500	TRANSFER TO DREDGE FUND	36,288.00	36,288.00	36,288.00	35,800.00	0.00	0.00	100.00
Net - Dept 691 - PARK		(36,288.00)	(36,288.00)	(36,288.00)	(35,800.00)	0.00	0.00	
Dept 751								
209-751-818.200	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-974.000	CAPITAL IMPROVEMENTS	110,000.00	110,000.00	42,800.00	15,350.00	0.00	67,200.00	38.91
Net - Dept 751		(110,000.00)	(110,000.00)	(42,800.00)	(15,350.00)	0.00	(67,200.00)	
Fund 209 - PARK IMPROVEMENT FUND:								
TOTAL REVENUES		112,225.00	112,225.00	112,154.50	176,252.47	0.00	70.50	99.94
TOTAL EXPENDITURES		146,288.00	146,288.00	79,088.00	51,150.00	0.00	67,200.00	54.06
NET OF REVENUES & EXPENDITURES		(34,063.00)	(34,063.00)	33,066.50	125,102.47	0.00	(67,129.50)	97.07
Fund 225 - DREDGE FUND								
Dept 000								
225-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225-000-589.000	CONTRIBUTIONS	36,288.00	36,288.00	28,116.00	9,182.00	0.00	8,172.00	77.48
225-000-665.000	INTEREST EARNED	600.00	600.00	133.94	1,210.02	0.00	466.06	22.32
225-000-699.100	TRANSFER IN	36,288.00	36,288.00	36,288.00	35,800.00	0.00	0.00	100.00



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% Fiscal Year Completed: 83.29

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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 265 - DRUG LAW ENFORCEMENT FUND								
Net - Dept 000		0.00	0.00	0.02	0.10	0.00	(0.02)	
Fund 265 - DRUG LAW ENFORCEMENT FUND:								
TOTAL REVENUES		0.00	0.00	0.02	0.10	0.00	(0.02)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.02	0.10	0.00	(0.02)	100.00
Fund 266 - CRIMINAL JUSTICE TRAINING (ACT 302)								
Dept 000								
266-000-580.000	STATE REVENUE JUSTICE TRAINING	1,300.00	1,300.00	892.08	1,290.24	444.32	407.92	68.62
266-000-665.000	INTEREST EARNED	0.00	0.00	0.07	1.51	0.00	(0.07)	100.00
266-000-699.000	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
266-000-961.000	CRIMINAL JUSTICE TRAINING	0.00	0.00	0.00	451.58	0.00	0.00	0.00
Net - Dept 000		1,300.00	1,300.00	892.15	840.17	444.32	407.85	
Fund 266 - CRIMINAL JUSTICE TRAINING (ACT 302):								
TOTAL REVENUES		1,300.00	1,300.00	892.15	1,291.75	444.32	407.85	68.63
TOTAL EXPENDITURES		0.00	0.00	0.00	451.58	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		1,300.00	1,300.00	892.15	840.17	444.32	407.85	68.63
Fund 351 - DEBT SERVICE								
Dept 000								
351-000-665.000	INTEREST EARNED	800.00	800.00	75.73	745.84	0.00	724.27	9.47
351-000-699.000	TRANSFER FROM GENERAL	127,543.00	127,543.00	127,543.00	128,313.00	0.00	0.00	100.00
351-000-699.100	TRANSFER IN FROM WATER	84,825.00	84,825.00	84,825.00	85,338.00	0.00	0.00	100.00
351-000-699.200	TRANSFER IN FROM SEWER	126,932.00	126,932.00	126,932.00	127,699.00	0.00	0.00	100.00
351-000-699.312	TRANSFER FROM LRSB FOR 2010 SE	0.00	0.00	0.00	51,063.00	0.00	0.00	0.00
Net - Dept 000		340,100.00	340,100.00	339,375.73	393,158.84	0.00	724.27	
Dept 906 - DEBT SERVICE								
351-906-991.100	2017 CAP IMPROV BOND PRINCIPLE	240,000.00	240,000.00	240,000.00	235,000.00	0.00	0.00	100.00
351-906-992.100	2017 CAP IMPROV BOND INTEREST	99,300.00	99,300.00	99,300.00	106,350.00	0.00	0.00	100.00
351-906-993.700	2010 SEAWALL - PRINCIPAL	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00
351-906-993.800	2010 SEAWALL - INTEREST	0.00	0.00	0.00	1,087.50	0.00	0.00	0.00
351-906-998.000	FEES	800.00	800.00	0.00	0.00	0.00	800.00	0.00
Net - Dept 906 - DEBT SERVICE		(340,100.00)	(340,100.00)	(339,300.00)	(392,437.50)	0.00	(800.00)	

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% Fiscal Year Completed: 83.29

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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 351 - DEBT SERVICE								
Fund 351 - DEBT SERVICE:								
TOTAL REVENUES		340,100.00	340,100.00	339,375.73	393,158.84	0.00	724.27	99.79
TOTAL EXPENDITURES		340,100.00	340,100.00	339,300.00	392,437.50	0.00	800.00	99.76
NET OF REVENUES & EXPENDITURES		0.00	0.00	75.73	721.34	0.00	(75.73)	100.00
Fund 402 - EQUIPMENT PURCHASE FUND								
Dept 000								
402-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-000-665.000	INTEREST EARNED	100.00	100.00	13.23	268.23	0.00	86.77	13.23
402-000-678.000	REIMBURSEMENTS	25,000.00	25,000.00	30,441.00	30,518.00	0.00	(5,441.00)	121.76
402-000-695.000	TRANSFER FROM GENERAL	30,000.00	30,000.00	30,000.00	29,000.00	0.00	0.00	100.00
402-000-695.200	TRANSFER FROM WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-000-695.300	TRANSFER FROM LRSB	40,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00
402-000-695.400	TRANSFER IN GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-000-697.300	POLICE PROCEEDS	0.00	0.00	0.00	10,750.00	0.00	0.00	0.00
402-000-698.100	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		95,100.00	95,100.00	100,454.23	110,536.23	0.00	(5,354.23)	
Dept 872 - OTHER FUNCTIONS								
402-872-942.000	EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Net - Dept 872 - OTHER FUNCTIONS		(5,000.00)	(5,000.00)	0.00	0.00	0.00	(5,000.00)	
Dept 902 - CAPITAL								
402-902-974.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.000	POLICE VEHICLES&EQUIPMENT	19,097.00	32,500.00	21,047.55	32,437.40	0.00	11,452.45	64.76
402-902-981.100	FIRE VEHICLES & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.200	STREET VEHICLES & EQUIPMENT	37,278.00	37,278.00	36,142.45	35,308.34	0.00	1,135.55	96.95
402-902-981.300	PARK VEHICLES & EQUIPMENT	5,720.00	5,720.00	5,242.93	4,885.46	0.00	477.07	91.66
402-902-981.400	WATER VEHICLES & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.500	CITY HALL OFFICE EQUIPMENT	5,000.00	5,000.00	0.00	1,035.18	0.00	5,000.00	0.00
402-902-998.000	FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-999.910	UNDESIGNATED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 902 - CAPITAL		(67,095.00)	(80,498.00)	(62,432.93)	(73,666.38)	0.00	(18,065.07)	
Fund 402 - EQUIPMENT PURCHASE FUND:								
TOTAL REVENUES		95,100.00	95,100.00	100,454.23	110,536.23	0.00	(5,354.23)	105.63
TOTAL EXPENDITURES		72,095.00	85,498.00	62,432.93	73,666.38	0.00	23,065.07	73.02
NET OF REVENUES & EXPENDITURES		23,005.00	9,602.00	38,021.30	36,869.85	0.00	(28,419.30)	395.97
Fund 403 - CAPITAL IMPROV CONSTRUCTION								

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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 403 - CAPITAL IMPROV CONSTRUCTION								
Dept 000								
403-000-665.000	INTEREST EARNED	0.00	0.00	32.26	2,051.81	0.00	(32.26)	100.00
403-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403-000-695.100	TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403-000-698.400	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	32.26	2,051.81	0.00	(32.26)	
Dept 903								
403-903-976.000	N. WHITTAKER REDEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403-903-976.100	STROMER & SHORE PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403-903-976.200	STREET PAVING PROGRAM	105,362.00	210,724.00	37,920.00	606,000.72	0.00	172,804.00	18.00
403-903-976.300	CLAY STREET RECONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403-903-998.000	FEES	0.00	950.00	750.00	950.00	750.00	200.00	78.95
Net - Dept 903		(105,362.00)	(211,674.00)	(38,670.00)	(606,950.72)	(750.00)	(173,004.00)	
Fund 403 - CAPITAL IMPROV CONSTRUCTION:								
TOTAL REVENUES		0.00	0.00	32.26	2,051.81	0.00	(32.26)	100.00
TOTAL EXPENDITURES		105,362.00	211,674.00	38,670.00	606,950.72	750.00	173,004.00	18.27
NET OF REVENUES & EXPENDITURES		(105,362.00)	(211,674.00)	(38,637.74)	(604,898.91)	(750.00)	(173,036.26)	18.25
Fund 590 - SEWER FUND								
Dept 000								
590-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-000-641.000	TAP IN FEES	6,000.00	6,000.00	9,705.73	5,462.43	0.00	(3,705.73)	161.76
590-000-641.100	TAP BUY INS	25,000.00	25,000.00	20,770.77	28,788.00	0.00	4,229.23	83.08
590-000-641.300	INSPECTION FEES	500.00	500.00	237.00	316.00	0.00	263.00	47.40
590-000-641.400	CONNECTION FEE	1,500.00	1,500.00	1,050.00	1,400.00	0.00	450.00	70.00
590-000-650.000	USAGE	468,750.00	468,750.00	385,421.12	419,817.39	28,425.12	83,328.88	82.22
590-000-650.100	READY TO SERVE	562,500.00	562,500.00	477,201.10	562,893.47	58,028.62	85,298.90	84.84
590-000-662.000	PENALTIES	9,000.00	9,000.00	7,278.11	10,285.25	621.13	1,721.89	80.87
590-000-665.000	INTEREST EARNED	2,000.00	2,000.00	125.25	3,879.95	0.00	1,874.75	6.26
590-000-670.000	INCOME FROM JOINT VENTURE	0.00	0.00	0.00	(90,607.00)	0.00	0.00	0.00
590-000-683.000	CHANGE IN ESTIMATE	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00
590-000-698.000	MISCELLANEOUS	0.00	0.00	740.58	1,234.30	0.00	(740.58)	100.00
590-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		1,075,250.00	1,075,250.00	902,529.66	1,068,469.79	87,074.87	172,720.34	
Dept 537 - SEWER								
590-537-705.000	SALARIES SUPERVISION	27,500.00	27,500.00	16,549.24	16,560.50	1,351.05	10,950.76	60.18
590-537-706.000	SALARIES PERMANENT	34,893.00	34,893.00	31,982.17	32,499.62	3,418.57	2,910.83	91.66
590-537-706.100	SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-714.000	MEDICARE	800.00	800.00	673.13	703.26	65.27	126.87	84.14
590-537-715.000	SOCIAL SECURITY TAX	3,300.00	3,300.00	2,877.54	3,006.84	278.95	422.46	87.20
590-537-730.000	POSTAGE	1,800.00	1,800.00	800.00	1,800.00	0.00	1,000.00	44.44



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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 590 - SEWER FUND								
590-537-751.000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-756.000	OPERATING SUPPLIES	300.00	300.00	0.00	152.09	0.00	300.00	0.00
590-537-807.000	AUDIT	1,000.00	1,000.00	2,000.00	2,000.00	0.00	(1,000.00)	200.00
590-537-818.000	PROFESSIONAL & CONTRACTUAL	3,000.00	3,000.00	0.00	321.48	0.00	3,000.00	0.00
590-537-818.200	ENGINEERING	40,000.00	40,000.00	750.00	36,933.70	0.00	39,250.00	1.88
590-537-836.000	GALIEN RIVER SANITARY DISTRICT	825,000.00	825,000.00	340,538.20	933,490.94	0.00	484,461.80	41.28
590-537-836.100	GRSD MAINTENANCE	40,000.00	40,000.00	26,845.27	19,008.75	2,063.64	13,154.73	67.11
590-537-836.300	GRSD - CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-836.500	GRSD-CONNECTION FEES	3,500.00	3,500.00	700.00	1,400.00	0.00	2,800.00	20.00
590-537-916.000	LIABILITY INSURANCE	3,000.00	3,000.00	2,558.30	2,590.27	0.00	441.70	85.28
590-537-920.000	UTILITIES	6,500.00	6,500.00	12,578.60	12,292.58	3,133.40	(6,078.60)	193.52
590-537-933.000	EQUIPMENT & MAINTENANCE	4,000.00	4,000.00	0.00	13.71	0.00	4,000.00	0.00
590-537-935.000	SEWER REPAIR & MAINTENANCE	17,000.00	17,000.00	0.00	13,047.10	0.00	17,000.00	0.00
590-537-935.200	N. WHITTKER REDEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-937.000	SEWER CONNECTIONS/MAINTENANCE	1,000.00	1,000.00	4,400.00	11,400.00	0.00	(3,400.00)	440.00
590-537-943.000	EQUIPMENT RENTAL	400.00	400.00	0.00	0.00	0.00	400.00	0.00
590-537-956.200	REFUNDS	250.00	250.00	0.00	0.00	0.00	250.00	0.00
590-537-962.000	MISCELLANEOUS	250.00	250.00	181.75	(231.58)	0.00	68.25	72.70
590-537-991.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	47,105.00	0.00	0.00	0.00
590-537-995.000	INTERFUND TRANSFERS	24,690.00	24,690.00	24,690.27	26,237.09	11,807.27	(0.27)	100.00
590-537-995.100	TRANSFER TO DEBT SERVICE 2017	126,932.00	126,932.00	126,932.00	127,699.00	0.00	0.00	100.00
Net - Dept 537 - SEWER		(1,165,115.00)	(1,165,115.00)	(595,056.47)	(1,288,030.35)	(22,118.15)	(570,058.53)	
Fund 590 - SEWER FUND:								
TOTAL REVENUES		1,075,250.00	1,075,250.00	902,529.66	1,068,469.79	87,074.87	172,720.34	83.94
TOTAL EXPENDITURES		1,165,115.00	1,165,115.00	595,056.47	1,288,030.35	22,118.15	570,058.53	51.07
NET OF REVENUES & EXPENDITURES		(89,865.00)	(89,865.00)	307,473.19	(219,560.56)	64,956.72	(397,338.19)	342.15
Fund 591 - WATER FUND								
Dept 000								
591-000-626.000	SERVICES RENDERED	500.00	500.00	1,256.00	125.00	0.00	(756.00)	251.20
591-000-641.000	TAP IN FEES	23,000.00	23,000.00	15,978.05	13,422.07	0.00	7,021.95	69.47
591-000-641.100	TAP BUY INS	10,000.00	10,000.00	9,986.23	7,966.00	0.00	13.77	99.86
591-000-641.200	WATER TAP SUPPLY REIM	0.00	0.00	0.00	6,122.55	0.00	0.00	0.00
591-000-648.000	USAGE - CASINO	340,000.00	340,000.00	311,073.76	365,814.49	31,798.25	28,926.24	91.49
591-000-649.000	USAGE-TWP	10,000.00	10,000.00	11,145.14	9,761.42	193.96	(1,145.14)	111.45
591-000-650.000	USAGE	330,000.00	330,000.00	281,499.67	297,926.11	18,388.90	48,500.33	85.30
591-000-650.100	READY TO SERVE	400,000.00	400,000.00	352,276.61	420,547.68	43,951.15	47,723.39	88.07
591-000-650.200	RTS - CASINO	23,000.00	23,000.00	19,488.40	25,334.92	1,948.84	3,511.60	84.73
591-000-651.000	ON/OFF FEES	1,500.00	1,500.00	4,866.50	3,365.00	255.00	(3,366.50)	324.43
591-000-662.000	PENALTIES	6,500.00	6,500.00	4,932.86	6,733.56	404.72	1,567.14	75.89
591-000-665.000	INTEREST EARNED	12,000.00	12,000.00	410.22	18,044.74	0.00	11,589.78	3.42
591-000-670.000	RENTAL/LEASE	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00
591-000-680.000	HYDRANT RENTAL	100.00	100.00	266.00	130.50	0.00	(166.00)	266.00
591-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	670.00	0.00	0.00	0.00
Net - Dept 000		1,156,600.00	1,156,600.00	1,013,179.44	1,190,964.04	96,940.82	143,420.56	

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		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 591 - WATER FUND								
Dept 536 - WATER								
591-536-705.000	SALARIES SUPERVISION	126,233.00	126,233.00	93,672.82	94,657.96	8,306.25	32,560.18	74.21
591-536-706.000	SALARIES PERMANENT	177,846.00	177,846.00	148,730.45	184,501.10	13,567.98	29,115.55	83.63
591-536-706.100	SALARIES-OVERTIME	22,000.00	22,000.00	13,759.00	15,622.26	1,245.41	8,241.00	62.54
591-536-714.000	MEDICARE	4,728.00	4,728.00	3,560.10	4,432.17	310.50	1,167.90	75.30
591-536-715.000	SOCIAL SECURITY TAX	20,217.00	20,217.00	15,222.68	18,951.60	1,327.66	4,994.32	75.30
591-536-716.000	HEALTH INSURANCE	79,100.00	79,100.00	69,430.17	71,333.95	6,531.56	9,669.83	87.78
591-536-717.000	LIFE & DISABILITY INSURANCE	7,290.00	7,290.00	6,512.10	7,814.52	651.21	777.90	89.33
591-536-718.000	RETIREMENT	19,799.00	19,799.00	17,151.33	3,303.37	1,562.02	2,647.67	86.63
591-536-720.000	WORKER'S COMPENSATION INS	9,400.00	9,400.00	4,863.78	7,770.96	0.00	4,536.22	51.74
591-536-721.000	UNEMPLOYMENT COMPENSATION	1,950.00	1,950.00	736.64	750.74	736.64	1,213.36	37.78
591-536-723.000	STIPENDS	4,900.00	4,900.00	5,050.00	5,300.00	0.00	(150.00)	103.06
591-536-728.000	OFFICE SUPPLIES	800.00	800.00	40.02	765.52	0.00	759.98	5.00
591-536-730.000	POSTAGE	2,800.00	2,800.00	1,210.51	2,095.94	46.41	1,589.49	43.23
591-536-743.000	CHEMICALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-751.000	GASOLINE	5,500.00	5,500.00	2,172.89	3,568.04	271.56	3,327.11	39.51
591-536-753.000	PROCESS CHEMICALS	25,000.00	25,000.00	19,066.12	15,097.17	5,595.82	5,933.88	76.26
591-536-756.000	OPERATING SUPPLIES	23,000.00	23,000.00	14,939.79	19,389.76	4,096.94	8,060.21	64.96
591-536-756.100	SUPPLIES - WATER TAPS	7,500.00	7,500.00	3,794.32	5,864.42	0.00	3,705.68	50.59
591-536-756.200	METER REPLACEMENT	17,000.00	17,000.00	7,368.41	13,108.05	980.00	9,631.59	43.34
591-536-756.300	MISC TESTING SUPPLIES&TESTING	7,500.00	7,500.00	6,050.41	4,476.88	890.45	1,449.59	80.67
591-536-756.400	LAB SUPPLIES	22,000.00	22,000.00	16,331.50	13,898.30	2,877.86	5,668.50	74.23
591-536-767.000	EQUIPMENT/SMALL TOOLS	5,500.00	5,500.00	434.16	2,870.22	0.00	5,065.84	7.89
591-536-768.000	UNIFORMS	1,600.00	1,600.00	695.76	850.67	241.36	904.24	43.49
591-536-801.000	EDUCATION & TRAINING	3,800.00	3,800.00	505.00	1,951.66	60.00	3,295.00	13.29
591-536-807.000	AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
591-536-818.000	PROFESSIONAL & CONTRACTUAL	28,000.00	28,000.00	26,372.24	16,795.35	0.00	1,627.76	94.19
591-536-818.200	ENGINEERING	60,000.00	60,000.00	19,756.50	3,861.02	0.00	40,243.50	32.93
591-536-818.600	CONTRACTUAL-WATER TAPS	7,500.00	7,500.00	0.00	9,760.96	0.00	7,500.00	0.00
591-536-818.700	SLUDGE REMOVAL	0.00	0.00	0.00	27,483.66	0.00	0.00	0.00
591-536-818.800	WATER INTAKE SERVICE	12,000.00	12,000.00	0.00	11,500.00	0.00	12,000.00	0.00
591-536-819.500	PERMIT FEE	150.00	150.00	150.00	226.50	0.00	0.00	100.00
591-536-824.000	LAB CERTIFICATION FEE	4,000.00	4,000.00	1,300.05	4,076.42	0.00	2,699.95	32.50
591-536-831.000	MEMBERSHIPS & DUES	1,500.00	1,500.00	1,769.58	1,444.49	0.00	(269.58)	117.97
591-536-853.000	TELEPHONE	12,000.00	12,000.00	6,935.11	10,064.36	575.18	5,064.89	57.79
591-536-873.000	TRAVEL/MILEAGE REIMB	450.00	450.00	0.00	0.00	0.00	450.00	0.00
591-536-903.000	PRINTING & PUBLISHING	800.00	800.00	0.00	1,254.09	0.00	800.00	0.00
591-536-912.000	FIRE INSURANCE	13,000.00	13,000.00	11,248.13	12,516.62	0.00	1,751.87	86.52
591-536-913.000	INSURANCE	3,000.00	3,000.00	2,438.89	2,041.27	0.00	561.11	81.30
591-536-916.000	LIABILITY INSURANCE	3,500.00	3,500.00	2,394.33	2,500.91	0.00	1,105.67	68.41
591-536-920.000	UTILITIES	55,000.00	55,000.00	34,934.27	49,938.75	2,578.76	20,065.73	63.52
591-536-930.000	PLANT REPAIR & MAINTENANCE	15,000.00	15,000.00	239.95	1,235.68	0.00	14,760.05	1.60
591-536-931.000	BUILDING REPAIR & MAINTENANCE	210,000.00	210,000.00	13,173.63	16,388.63	6,012.12	196,826.37	6.27
591-536-933.000	EQUIPMENT & MAINTENANCE	40,000.00	40,000.00	8,829.90	26,286.77	98.00	31,170.10	22.07
591-536-934.000	OTHER REPAIRS & MAINT	10,000.00	10,000.00	3,607.53	700.00	3,605.00	6,392.47	36.08
591-536-939.000	VEHICLE REPAIR & MAINTENANCE	6,500.00	6,500.00	288.86	1,173.06	0.00	6,211.14	4.44
591-536-943.000	EQUIPMENT RENTAL	250.00	250.00	0.00	0.00	0.00	250.00	0.00
591-536-955.000	CUSTOMER DEPOSIT REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-956.200	REFUNDS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
591-536-962.000	MISCELLANEOUS	0.00	0.00	0.00	(83.00)	0.00	0.00	0.00
591-536-963.000	BANK FEES	3,000.00	3,000.00	682.88	2,000.96	0.00	2,317.12	22.76
591-536-974.700	PLANT SECURITY EXPENSE	2,500.00	2,500.00	1,010.00	430.00	0.00	1,490.00	40.40
591-536-979.000	EQUIPMENT	10,000.00	10,000.00	0.00	6,257.42	0.00	10,000.00	0.00
591-536-979.400	WATER METER REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-979.500	HYDRANT REPLACEMENT	7,500.00	7,500.00	(9.46)	1,120.00	0.00	7,509.46	(0.13)



REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 04/30/2021

% Fiscal Year Completed: 83.29

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 594 - HARBOR OPERATIONS								
594-597-920.000	UTILITIES	0.00	3,000.00	2,612.29	0.00	1,045.92	387.71	87.08
594-597-931.000	BUILDING REPAIR & MAINTENANCE	0.00	0.00	703.98	0.00	343.09	(703.98)	100.00
594-597-932.000	GROUNDS REPAIR & MAINT	0.00	5,000.00	3,591.15	0.00	3,591.15	1,408.85	71.82
594-597-933.000	EQUIPMENT & MAINTENANCE	0.00	0.00	318.39	0.00	318.39	(318.39)	100.00
594-597-956.200	REFUNDS	0.00	0.00	1,197.88	0.00	0.00	(1,197.88)	100.00
594-597-963.000	BANK FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594-597-970.000	CAPITAL IMPROVEMENTS	0.00	20,000.00	6,352.39	0.00	852.39	13,647.61	31.76
Net - Dept 597 - HARBOR OPERATIONS		0.00	(108,055.00)	(51,034.66)	0.00	(12,693.64)	(57,020.34)	
Fund 594 - HARBOR OPERATIONS:								
TOTAL REVENUES		0.00	126,000.00	118,747.81	0.00	24,239.30	7,252.19	94.24
TOTAL EXPENDITURES		0.00	108,055.00	51,034.66	0.00	12,693.64	57,020.34	47.23
NET OF REVENUES & EXPENDITURES		0.00	17,945.00	67,713.15	0.00	11,545.66	(49,768.15)	377.34
Fund 599 - WATER MAINT RESERVE FUND								
Dept 000								
599-000-589.100	CONTRIBUTIONS-CASINO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-641.100	TAP BUY INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-665.000	INTEREST EARNED	0.00	0.00	373.80	11,895.69	0.00	(373.80)	100.00
599-000-678.100	REIMB-COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-695.200	TRANSFER FROM WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	373.80	11,895.69	0.00	(373.80)	
Dept 539 - WATER RESERVE								
599-539-962.000	MISCELLANEOUS	0.00	0.00	642.44	1,424.05	0.00	(642.44)	100.00
599-539-970.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-539-987.100	WATER MAIN REPLACEMENT--MECHAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-539-989.000	PLANT EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-539-991.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	46,790.00	0.00	0.00	0.00
599-539-999.100	TRANSFER TO WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 539 - WATER RESERVE		0.00	0.00	(642.44)	(48,214.05)	0.00	642.44	
Fund 599 - WATER MAINT RESERVE FUND:								
TOTAL REVENUES		0.00	0.00	373.80	11,895.69	0.00	(373.80)	100.00
TOTAL EXPENDITURES		0.00	0.00	642.44	48,214.05	0.00	(642.44)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(268.64)	(36,318.36)	0.00	268.64	100.00
Fund 703 - CURRENT TAX FUND								





05/11/2021 04:37 PM

User: KATE

DB: New Buffalo

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 04/30/2021

% Fiscal Year Completed: 83.29

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 04/30/2021	END BALANCE 06/30/2020	ACTIVITY FOR MONTH 04/30/21	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET					
Fund 704 - TRUST & AGENCY								
	NET OF REVENUES & EXPENDITURES	0.00	0.00	28,117.00	0.00	18,117.00	(28,117.00)	100.00
	TOTAL REVENUES - ALL FUNDS	7,079,701.00	7,205,701.00	7,000,544.60	7,812,452.36	293,235.33	205,156.40	97.15
	TOTAL EXPENDITURES - ALL FUNDS	7,808,223.00	8,208,858.00	5,121,736.43	8,191,835.65	359,986.37	3,087,121.57	62.39
	NET OF REVENUES & EXPENDITURES	(728,522.00)	(1,003,157.00)	1,878,808.17	(379,383.29)	(66,751.04)	(2,881,965.17)	187.29

# Special Event Application Form



224 W. Buffalo St.  
New Buffalo, MI 49117  
Phone: 269-469-1500  
Fax: 269-469-7917

**Important:** Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, along with a **\$100.00 non-refundable application fee**, with any necessary attachments, to the City Hall, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application **at least two months before your event**, to allow time for review and satisfy all requirements before approval.

*We were not able to start planning until April as we awaited changes in COVID restrictions*

## Applicant Information

Name of Special Event: Harbor Country Pride Chalk the Block

Sponsoring Organization (if applicable): Harbor Country Pride

Mailing/billing Address: [REDACTED]

City/State/ZIP Code: [REDACTED]

TIN: \_\_\_\_\_

Contact Person(s): Abby Voss (co-president & co-founder of HCP) & Hannah Walters (Family Day planning)

Business Phone: \_\_\_\_\_ Cell Phone: [REDACTED] Fax: \_\_\_\_\_

E-mail Address(es): [REDACTED]

## Event Information

*\*A separate event schedule and/or description may be attached in response to questions 1 through 5.*

*\*\*For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

**1. What is the requested day(s), date(s), and time(s) of the Special Event:** \_\_\_\_\_

Sunday, June 6th from 9am until 11am

**2. Is there a requested alternative date(s)?** [YES]  [NO]

• If yes, please provide the alternative date(s): \_\_\_\_\_

**3. Please describe the event(s):** \_\_\_\_\_

This will be a family event that will get the youth in the community involved with LGBTQIA+ issues while coming together for a morning of chalking, bubbles, and outdoor family fun. We are hoping to get some representation of youth art to display near our tables and will have the Harbor Country photo boards available for family photo opportunities.

**4. What is the requested location(s) of the event(s):** Sidewalks of East Merchant St from the NBTL to

North Whittaker St

RECEIVED

MAY 13 2021



5. Provide estimate number of people attending this event: 50-75 people

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

- 6. Is this event expected to be a reoccurring event in a future calendar year?  
Normal Annual Date? No; will most likely be first week of June 2022      Yes  No
- 7. Have you included a map indicating the location of your event and **schedule**?\*      Yes  No
- 8. Will this event include the use of signs?
  - Directional Sizing and Content TBD      Yes  No
  - Other Safety signage to keep families safe near any thru traffic      Yes  No
- 9. Is the applicant seeking special parking arrangements, such as reserved parking?\*      Yes  No
- 10. Is the applicant requiring utility connections, such as electric or water services?      Yes  No
- 11. Does the applicant require other public services?
  - Barricades      Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_      Yes  No
  - Fencing      Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_      Yes  No
  - Street Sweeping and/or Mowing      Yes  No
  - Rubbish Containers      Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_      Yes  No
  - Recycling Containers      Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_      Yes  No
  - Police      Yes  No
  - Other: \_\_\_\_\_      Yes  No
  - Map included indicating locations of these services/facilities?\*      Yes  No
- 12. Does the applicant have any security or safety concerns/requirements?      Yes  No
- 13. Are you requesting assistance from the Police Department?      \*\*Yes  No
- 14. Are you requesting assistance from the Fire Department?      \*\*Yes  No
- 15. Are you requesting assistance from the Park/Streets?      \*\*Yes  No
- 16. Is the applicant requesting assistance from an outside agency or contractor  
For providing services and/or facilities?      Yes  No
- 17. Will the event include loud or unusual sounds?\*"
  - Musicians      Yes  No
  - Singers      Yes  No
  - Amplified Announcers      Yes  No
  - Carnival Rides      Yes  No
  - Motor Vehicle Noises      Yes  No
  - Generators      Yes  No
  - Other \_\_\_\_\_      Yes  No
- 18. Will the event include food/vendors?\*"      Yes  No
- 19. Will the event require sanitation services?\*"      Yes  No
- 20. Will the event require transportation services?\*"      Yes  No
- 21. Will the event include unusual lighting beyond what is normal at that location?      Yes  No
- 22. Are alcoholic beverages proposed to be served as part of the event?\*"
  - Have all necessary liquor licenses been obtained or applied for?      Yes  No
- 23. Does the applicant have any other requests that are not listed in this form?      Yes  No
- 24. The applicant is required to provide general liability insurance coverage with respect to the event as follows:  
\* **Indicates attachments required**

**\*\* Fees for Police and Fire man power and services will be determined by Police Chief and Fire Chief.**  
**\*\*\* DPW-City of New Buffalo will provide 2 City Street Dept. employees to assist applicant up to 1/2 hour (one-hour total) at no cost to applicant. If services are required beyond one hour, the applicant shall pay \$65.00 per hour, on an available basis.**



Insurance Requirements

1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$3,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
5. Liquor Liability: A minimum of \$3,000,000 per occurrence aggregate limit of liability.

Have you attached a Certificate of Insurance and endorsement listing the City of New Buffalo as an additional named insured?

Yes \_\_\_ No X

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. *Note*: Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail.) *\*Attached before review paperwork w/ Calendar*
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested



area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.

11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
13. **Is the applicant requesting assistance from the Police Department?** If yes, you must contact the Police Chief to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant shall be charged for these services.\*\*
14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services. \*\*
15. **Is the applicant requesting assistance from the Park/Streets Department in addressing these concerns?** If yes, you must contact the Department of Public Works Director to determine what assistance from the Streets/Parks Department is appropriate and available, and provide a description of the services the Streets/Parks Department has indicated it could provide. The applicant shall be charged for these services.\*\*\*
16. **Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities polices and has named you or your organization as a rider of a special event.
17. **Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
18. **Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
  - a. **Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
  - b. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.

**\*\*Fees for Police and Fire man power and services will be determined by Police Chief and Fire Chief.**  
**\*\*\*DPW-City of New Buffalo will provide 2 City Street Dept. employees to assist applicant up to ½ hour (one-hour total) at no cost to applicant. If services are required beyond one hour, the applicant shall pay \$65.00 per hour, on an available basis.**



- c. You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
- d. All water and/or electrical requirements need to be discussed and planned for prior to the event. Only approved electrical hook-ups are allowed, generators, use of city 110/220 outlets, etc. At no time is a vendor or producer allowed to rig an electrical hook-up without a licensed electrician.

19. **Will the event require Sanitation Services?** **If yes**, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.

20. **Will the event require transportation services?** **If yes**, the drop off/pick up locations, vehicles used and vendor name and contact information must be indicated on the site map.

21. **Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?** **If yes**, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, electrical needs, and whether the lighting is constant or intermittent during those times.

22. **Will alcoholic beverages be served as part of the event?** **If yes**, you must complete the LCC temp liquor license application then receive approval from the Police Department of your intention to serve alcoholic beverages. This approval will be based on site map, security provided, hours, and status of applicant and along with board approval (non-profit, church, military only). Approval of the special event by the City does not constitute final approval to serve alcoholic beverages; any necessary approval of a liquor license is a separate process through the State MI Liquor Commission.

**MI Liquor Control Commission:** [www.michigan.gov/lara/0,4601,7-154-10570---,00.html](http://www.michigan.gov/lara/0,4601,7-154-10570---,00.html)

You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

23. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.

24. The applicant is required to provide general liability insurance coverage with respect to the event as outlined previously on Page 3. A Certificate of Insurance, with the City listed as an additional named insured and endorsement, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo **PROHIBITS** any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo **PROHIBITS** tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises, shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses related to the event. Expenses may include but are not limited to wages of City employees, including police, street and park employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

To the fullest extent permitted by law the undersigned agrees to defend, pay on behalf of, indemnify and hold harmless the City of New Buffalo, its elected and appointed officials, employees, agents and volunteers and others working on behalf of the City of New Buffalo against any and all claims, demands, suits or loss, including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or from the City of New Buffalo, by reason of personal injury,

including bodily injury or death and/or property damage, including loss of use of thereof, which arises out of, or is in any way connected or associated with this contract.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

**Applicant Signature**

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicant's authority. By signing this application, applicant acknowledges and agrees that the application fee is non-refundable, even in the event the application is denied.

Applicant signature: Abby Voss Hannah Walters  
Date 5/11/2021 5/12/21  
Applicant printed Name: Abby Voss Hannah Walters Date: 5/11/21 5/12/21





## Community. Inclusion. Support.

A celebration of local queerness while highlighting small businesses during a week-long series of festivities in Harbor Country, MI.

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>6/1</b>	<b>6/2</b>	<b>6/3</b>	<b>6/4</b>	<b>6/5</b>	<b>6/6</b>
Opening Night — Movie in the Park	Live Music Featuring Queer Vocalists	Daytime Get OUTside — Leather Night	Art Walk w/Queer Artists — Restaurant Round-Up	Self-Care Saturday — Club Rainbow	Shop Local Sunday & Family Day

### Giving back to Local/Regional Charities & Centers

- PFLAG, (Michigan City) • The OutCenter, (Benton Harbor) • Brave Space Alliance, Black-led, Trans-led LGBTQ+ Center (Chicago)
- YEPP, Youth Empowerment Performance Project, (Chicago) • SAGE, Advocacy & Services for LGBTQ Elders, (National)

harborcountrypride.com | harborcountrypride@gmail.com | @harborcountrypride



**MAPS/LOCATION – mark event items on map(s)**

*key on following pages*

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S).** Please note, **map(s) must be submitted with the Special Events & Festivals Application.**



**City property or city park use.** Show locations of fencing, barriers, or barricades. **Include streets and/or Sidewalks to be closed or barricaded on map(s).** To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available.**

- Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure \_\_\_\_\_



Entertainment, dance, tent or stage. Mark locations on maps.

Event Command Post. Mark location on maps.

Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info

- Portable toilet facilities. Mark locations on maps.  
The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000** with 1 of the 3 being handicapped accessible. Vendor name and contact info must be included.

Parade. Mark beginning area, the route\* (with arrows) and finish area on maps

Relay event. Indicate “hand-off” points and areas of participant equipment impact.

Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info



vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)  
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

*(Just tables)*

Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: Hannah Walters


Telephone [REDACTED]



# Harbor Country Pride Family Chalk the Block

Sunday, June 6<sup>th</sup>, 2021 at New Buffalo Township Library  
9am-11am

- Event will start at the library and we hope to spread through the block nearby (in gold) in order to distance the families while chalking
- Harbor Country face cutout boards will be set up for photo opportunities
- A few tables will be set up to hold materials for the event

A group of our volunteers can direct any families crossing at the N Thompson & E Merchant intersection  
 = HCP chalk the block signs to warn thru traffic

New Buffalo Township Library closed Sunday; they are allowing us to use their lot that day (cohosts)

Bubbles near NBTL (maybe by crosswalk if spacing allows)

Event Start



- Probably want crosswalk briefly blocked off to create a rainbow chalking that will be visible on the main street for photos during Shop Local Sunday in New Buffalo
  - Only sidewalks will be chalking other than crosswalk (no streets)
  - Can use volunteers here to regulate thru traffic
- \*\*Bringing a few garbage cans to dispose of waste and tables to keep the chalk on





Signs



Thru Traffic



Volunteer Crossing Guards

Command Post



Event Start

Garbage (Provided By HCP)



Bubble Station

**MAPS/LOCATION – mark event items on map(s)**

Check items below that apply to your event. All items checked below must be indicated on the MAP(S). Please note, map(s) must be submitted with the Special Events & Festivals Application.

City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the CONES AND BARRICADE REQUEST FORM and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a \$50 After Hour Charge will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, first come – first served, limited quantity available.

- Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure Family event, child safety concerns if there is too much traffic near the sidewalks being chalked

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info
- Portable toilet facilities. Mark locations on maps.  
The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a minimum of 3 per 1,000 with 1 of the 3 being handicapped accessible. Vendor name and contact info must be included.
- Parade. Mark beginning area, the route\* (with arrows) and finish area on maps
- Relay event. Indicate “hand-off” points and areas of participant equipment impact.
- Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info
- Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)  
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

Harbor Country Photo Boards



Tables (Provided By HCP)



Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

**City of New Buffalo Review**

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager	EW		
City Clerk	AF		
Park Superintendent	KD		if complaint received, chalking must be removed. If removed by city emp. charged \$65/hr.
Street Superintendent	JB		
Police Chief	RK		
Fire Chief	CH		
Other			

↑ Approvals + concerns emailed or verbally given to NG.

Comments

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**Post – Approval Follow-up**

Event Application completed in full [YES] [NO]

Application Fee received by City [YES] [NO] Amount \$ \_\_\_\_\_

Park fees received [YES] [NO] Amount \$ \_\_\_\_\_

Fees waived [YES] [NO] Reason: \_\_\_\_\_

Liquor License Applied for and approved by City of New Buffalo Police Department [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

If no, date by which Insurance Policy must be received (one calendar month before the event) \_\_\_\_\_

Date Insurance Policy Received \_\_\_\_\_ By \_\_\_\_\_

Additional Insurance endorsement provided, or policy language included [YES] [NO]

**New Buffalo City Council Approval/Denial**

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: \_\_\_\_\_

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If denied by City Council, reason for denial: \_\_\_\_\_

\_\_\_\_\_

Conditions or changes from application: \_\_\_\_\_

\_\_\_\_\_

- Copy to:**  
**City Manager** \_\_\_\_\_  
**City Clerk** \_\_\_\_\_  
**Street Superintendent** \_\_\_\_\_  
**Park Superintendent** \_\_\_\_\_  
**Police Chief** \_\_\_\_\_  
**Fire Chief** \_\_\_\_\_  
**Other** \_\_\_\_\_



**Re: ACTION REQUIRED ASAP: Please review**

Chief Huston <newbuffalocityfire@hotmail.com>

Fri 5/14/2021 8:56 AM

To: Nancy Griffin <ngriffin@cityofnewbuffalo.org>; Amy Fidler <afidler@cityofnewbuffalo.org>; Darwin Watson <manager@cityofnewbuffalo.org>; Jason Grimmatt <jasong@cityofnewbuffalo.org>; Kate Vyskocil <kvyskocil@cityofnewbuffalo.org>; Parks <parks@cityofnewbuffalo.org>; Streets <streets@cityofnewbuffalo.org>; Water Department <waterdept@cityofnewbuffalo.org>; Rich Killips <rkillips@cityofnewbuffalo.org>

Yeah I believe it's good

Get [Outlook for Android](#)

---

**From:** Rich Killips <rkillips@cityofnewbuffalo.org>

**Sent:** Friday, May 14, 2021 8:49:09 AM

**To:** Nancy Griffin <ngriffin@cityofnewbuffalo.org>; Amy Fidler <afidler@cityofnewbuffalo.org>; Darwin Watson <manager@cityofnewbuffalo.org>; Jason Grimmatt <jasong@cityofnewbuffalo.org>; Kate Vyskocil <kvyskocil@cityofnewbuffalo.org>; Parks <parks@cityofnewbuffalo.org>; Streets <streets@cityofnewbuffalo.org>; Water Department <waterdept@cityofnewbuffalo.org>; newbuffalocityfire@hotmail.com <newbuffalocityfire@hotmail.com>

**Subject:** Re: ACTION REQUIRED ASAP: Please review

I'm good

**Rich Killips**

Chief of Police

269-469-1593 office

269-469-2110 fax



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**From:** Nancy Griffin <ngriffin@cityofnewbuffalo.org>

**Sent:** Thursday, May 13, 2021 5:00 PM

**To:** Amy Fidler <afidler@cityofnewbuffalo.org>; Darwin Watson <manager@cityofnewbuffalo.org>; Jason Grimmatt <jasong@cityofnewbuffalo.org>; Kate Vyskocil <kvyskocil@cityofnewbuffalo.org>; Parks <parks@cityofnewbuffalo.org>; Rich Killips <rkillips@cityofnewbuffalo.org>; Streets <streets@cityofnewbuffalo.org>; Water Department <waterdept@cityofnewbuffalo.org>; newbuffalocityfire@hotmail.com <newbuffalocityfire@hotmail.com>

**Subject:** ACTION REQUIRED ASAP: Please review



Hello,


Please review the attached Special Event Application right away.  
The event is June 6th so it will be going to City Council on Monday and needs to be put in the packet Friday morning.

We just received this application today, apologies for the late notice.

Please respond to Darwin and me with your concerns or your approval asap.

Thank you,

**Nancy Griffin**  
Deputy Clerk  
City of New Buffalo  
269-469-1500 office  
269-469-7917 fax

 Image result for city of new buffalo

**CITY OF NEW BUFFALO**

Receipt: 91326

05/13/21

224 W. BUFFALO STREET  
NEW BUFFALO, MI 49117

Cashier: SBOONE  
Received Of: HARBOR COUNTRY PRIDE

(269) 469-1500

The sum of: 100.00

**FEES**

**100.00**

**Total**

**100.00**

**CASH**

**100.00**

Signed: \_\_\_\_\_

# CITY OF NEW BUFFALO DRAFT BUDGET

Fiscal Year 2021-22





**NEW BUFFALO CITY COUNCIL  
2021-22 Budget: Schedule**

- January 2021:** Budget worksheets distributed to Department Supervisors
- February 5, 2021:** Completed budget worksheets due to Treasurer
- February 2020:** Department Supervisors meet with City Manager and Treasurer to review budgets
- April 15, 2021 (Thurs)** \*Budget Review Session with Council & Dept. Supervisors
- May 17, 2021:** Resolution to approve 2021-22 budget at council meeting



## **CITY OF NEW BUFFALO**

### ***A short primer on City funds***

#### **First...A brief overview of the Uniform Chart of Accounts.....**

The Uniform Chart of Accounts provides a systematic arrangement and means for the uniform accumulation, recording, and reporting of financial information and transactions for all local units of government in Michigan. This system follows Generally Accepted Accounting Principles (GAAP) and Michigan law. The City of New Buffalo utilizes the Uniform Chart of Accounts and uses it to record and track revenues and expenditures by fund, department and account.

A fund is a separate account for specific revenues and expenses.

Each operating fund is assigned a number to identify it, which is written after the fund name in the descriptions below. For example, the General Fund is number 101. Departments also have their own number. The fire department is 336. And, each expense item has an account number. Operating supplies is 756. When looking at 101-336-756, it means it is the general fund (101), the department is Fire (336), and the expense is for operating supplies (756).

The funds are in numerical order in the budget, as well as on the revenue and expenditure reports that are part of the council packet.

The City of New Buffalo currently utilizes 16 active funds:

**101 General Fund**—the general fund is the chief operating fund of the City. It is used to account for all of the general revenues of the city that are not specifically levied or collected for other city funds, and for the expenditures related to the rendering of general services by the city.

Revenues are primarily from property taxes, which average \$2.5 million per year. The revenues fund the operating costs and expenses of the 23 departments within general fund, including Police, Streets, Fire, Ambulance services, Garbage Pickup, Street lighting, Inspection Services, Cemetery and general City service and administration.

**105 PNLRSB Fund**—also known as the Casino Fund. Revenues are discretionary payments received from the Local Revenue Sharing Board, based upon a percentage of net earnings from the casino. The PNLRSB fund paid for a significant part of the downtown redevelopment.

**202 Major Street Fund**—accounts for repairs, maintenance and construction on the City's major streets. The revenues consist primarily of state-shared gasoline and weight tax collections. The Michigan excise tax on gasoline is currently 19 cents per gallon.

**203 Local Street Fund**—accounts for repairs, maintenance and construction on the City's local streets. The revenues consist primarily of state-shared gasoline and weight tax collections.

**208 Park Fund**—to account for the operations and maintenance of the City's 8 parks. Revenues are primarily from beach parking, boat launch and marina fees.

(over)

**209 Park Improvement Fund**—to account for the proceeds of a special millage to provide for certain improvements within the park system.

**225 Dredge Fund**—to account for costs of dredging the City’s harbor.

**248 Downtown Development Authority Fund**—to account for tax increment revenue that is derived from new construction in the Downtown Development District, which can be used for improvements in the downtown area.

**265 Drug Law Enforcement Fund**—to account for confiscated property and money related to drug law enforcement activity and to provide funds for future enforcement activity.

**266 Criminal Justice Training (ACT 302) Fund**—to account for state funds used for law enforcement training.

**351 Debt Service Fund**—reserve established to service principal and interest on short-term and long-term debt. Revenues are from transfers into the debt service fund from other funds. For example, the water fund will transfer in money to pay for water-related debt.

**402 Equipment Purchase Fund**—to account for the acquisition and replacement of City equipment and vehicles.

**403 Capital Improvement Construction Fund**—to account for the proceeds of the 2017 Capitol Improvement bond, which partially funded the downtown revitalization project and continues to fund street paving projects. The bond money remaining to date is approximately \$68,408. The fund will be closed after the remaining money is expended.

**703 Current Tax Fund**—to account for the collection and disbursement of property tax payments and special assessments. Tax monies collected go into the account and then are sent out to taxing entities.

### **Enterprise Funds**

The city has two enterprise funds. These operations are financed and operated in a manner similar to that of a private business enterprise where the intent is that all the costs, including depreciation, related to the provision of goods and services to the general public on a continuing basis, be financed or recovered primarily through user charges.

**590 Sewer Fund**—an enterprise fund, meaning it provide goods or services to the public for a fee that makes the entity self-supporting. It accounts for revenues and expenditures related to the City’s sewage disposal and treatment systems.

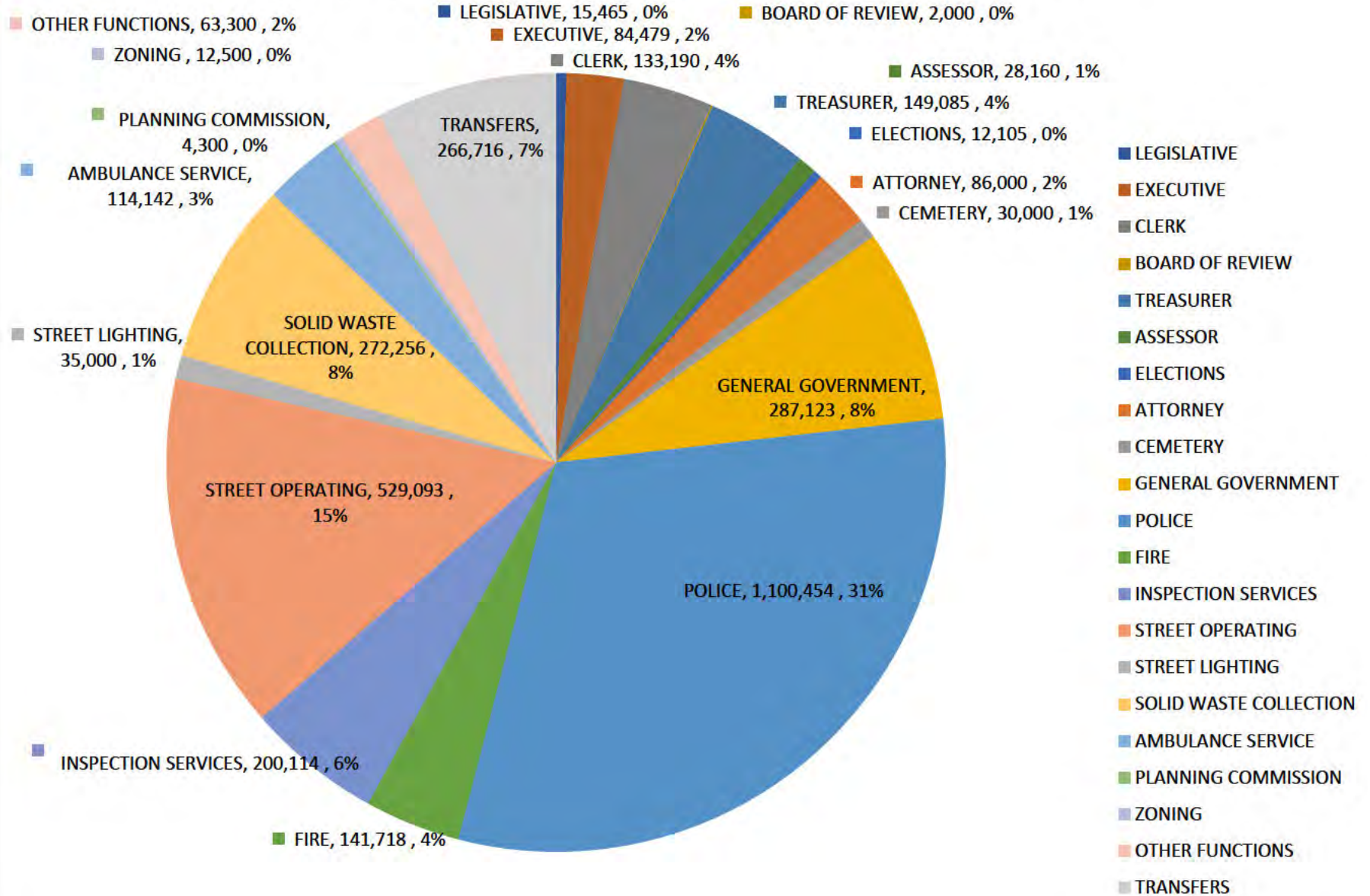
**591 Water Fund**— an enterprise fund, meaning it provide goods or services to the public for a fee that makes the entity self-supporting. It accounts for the operations of the City’s Water treatment and distribution systems, including maintaining the water treatment plant, water tower, and intake.

### **A word about fund balance...**

Fund balance is an accumulation of revenues minus expenditures. Each fund maintained by the city has a fund balance. It is essentially a savings account. Any surplus revenues in excess of expenditures at the end of a fiscal year fall to a fund balance within that particular fund. These funds are invested in the city’s pool of invested funds and earn interest in proportion to their participation in the pool. Fund balance from any fund can be re-appropriated for future use through the budget process, but any restrictions on that particular fund continue to apply to re-appropriated funds.



## 2021-22 General Fund Appropriations By Department



## 2020-21 BUDGET

### General Comments

April 12, 2021

To: Mayor Humphrey and Council

The 2021-22 budget continues to take into account potential economic impacts and increasing expenses due to the COVID-19 pandemic. As a result, revenues have again been conservatively estimated and departments are aware that special projects might change or be delayed.

#### **Revenues:**

The funds expected to be impacted by the pandemic last fiscal year were the Major and Local Street funds (which are funded by the state gas tax), and the LRSB Fund (funded by revenue sharing from the casino). The changes in the Major and Local funds were not significant. However, the LRSB fund disbursement was almost \$70,000 less than previous years.

#### ***Major/Local Street Funds:***

Since the City's budget for the Major and Local street funds already estimated lower, conservative revenues, the revised distributions did not negatively affect the budget last year. This year, the amounts are once again conservative, yet more aligned with amounts received in past years. The City will closely monitor changes in the distributions and make budget/project adjustments as necessary.

Both street funds have healthy fund balances, which are essentially savings accounts in that fund balance money is not allocated as part of the annual budget. The Major Street fund has a current fund balance of \$310,930; the Local Street fund has a fund balance of \$319,177. These "savings accounts" were intended to mitigate the effects of reduced state revenues.

***Local Revenue Sharing Board Fund (LRSB), also known as the "Casino Fund":*** The LRSB fund revenue sharing disbursements in previous years ranged between \$275,000 and \$300,000. Due to COVID-19, last year the City received a reduced payment of \$220,880. For the 2021-22 budget year, the disbursement is expected to be on par with previous years.

The LRSB fund has historically been used, and continues to be used, as a special projects fund for the city. It does not fund the general operations of the city. The current fund balance of the LRSB account is \$491,247.

#### ***General Fund:***

The General Fund is the main operating fund of the City and is primarily funded by property taxes. As noted in last year's budget comments, an increase in unpaid property taxes due to economic hardships brought on by the pandemic could result in less taxes being collected up front by the City. However, delinquent property taxes are sent to the County annually after the final tax collection date. Berrien County sends a check to the City in the amount of delinquent taxes outstanding, and then assumes the role of collecting delinquent taxes.

A noticeable change to the General Fund revenues for the 2021-22 fiscal year is the budgeted short term rental fee revenue, which due to fee increases is anticipated to be \$150,000.

A deficit of approximately \$105,000 is budgeted in the General Fund for the 2021-22 fiscal year. It is a “planned deficit” that allows the City to cover expenses by using money available in the fund balance.

At the end of last fiscal year, General Fund had a fund balance of \$1,986,363 of which \$1,872,953 was unassigned or unrestricted.

The City’s fund balance policy maintains that minimum unrestricted fund balance be the sum of the top two taxpayer’s total annual city tax or 25% of General Fund revenue, whichever is higher. The sum of the top two taxpayer’s total annual tax is \$44,208, while 25% of General Fund revenue is \$867,775. Therefore, the minimum fund balance is \$867,775.

Also per the policy, the maximum unrestricted fund balance shall be the sum of the minimum, plus and infrastructure emergency reserve of \$1 million, plus and operating reserve of 15% of General Fund expenditures. That total yields a maximum fund balance of \$2,340,504. The General Fund balance is therefore under the maximum allowed by the policy.

Should the council decide to designate a portion of the fund balance for upcoming special projects, the result would be a planned deficit at the end of the budget year.

***Downtown Development Authority (DDA):***

The DDA will not receive funds again this year due to a negative tax capture in the district. The DDA has not received funds since the 2016-17 fiscal year, when fund received \$1,193.00 in tax revenue. The DDA currently has approximately \$200 in operating funds.

***Harbor Operations Fund:*** In response to a DNR requirement, the marina and harbor operations were taken out of the Parks fund and put into a newly created Harbor Operations fund. Historically the revenues and expenses were not separated; this fund may need to be amended during the upcoming fiscal year to classify the financials correctly.

**Expenses:**

Budgeted expenses include:

- An increase in annual General Fund expenses of approximately \$200,000 as a result of hiring a full-time code enforcement officer, a full-time police officer, and enrollment in a vehicle leasing program through Enterprise.
- Vehicle leases for 6 cars including upfront costs to equip trucks for plowing, total \$54,202. This will be an annual cost going forward, although lease amounts may fluctuate over time. Vehicle maintenance costs have been approximately \$35,000 per year; these costs should eventually be reduced due to newer vehicles being leased.
- Storm sewer repairs of approximately \$130,000.
- The transfer from the General Fund to the Parks Fund to support operating expenses was increased to \$100,000.
- Lifeguard costs were increased to \$60,000 for salaries, \$2,200 for lifeguard and equipment, and \$4,250 for lifeguard recruitment and training. The total program budget is \$66,450, an increase of \$18,546 from last year’s lifeguard program budget.

- Health insurance is expected to incur an annual increase mid-way through the fiscal year. A 7% increase is budgeted. Increases in past years have ranged from 5-8%. Beginning with 2019-20 fiscal year, the employee contribution rate was doubled to offset the costs to the City.
- A 3% salary increase for both union and non-union employees.
- Notable special projects for the upcoming fiscal year remain to be finalized. However, projects budgeted to date include:
  - Completion of the renovation of the dune walk at the beach
  - Marquette Greenway trailhead, partially funded by the Recreation Passport Grant
  - Water main extension on North Drive
  - Repair storm sewers, address drainage issues and expand sewer service on several city streets

Potential projects to be determined by the council include:

- Galien River Seawall/Shoreline Stabilization (possibly utilizing fund balance of General Fund)
- Road repair and maintenance plan funded by the recently approved millage.

**Debt:**

Total debt for the 2021-22 fiscal year is \$610,036.35. The debt schedule is included in the budget packet.

The budget will be closely monitored and amended as necessary during the fiscal year in response to changes in the economic environment that may impact the City. Please do not hesitate to contact me should you have any questions.

Kind regards,

*Kate Vyskocil, Treasurer*



Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18	2018-19	2019-20	2020-21	2020-21	2020-21	2021-22
		ACTIVITY	ACTIVITY	ACTIVITY	AMENDED BUDGET THRU	ACTIVITY 06/30/21	PROJECTED ACTIVITY	REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
101-000-404.000	PROPERTY TAXES	2,295,968	2,356,205	2,438,063	2,501,055	2,501,055	2,501,055	2,550,000
101-000-417.000	DELINQUENT TAX PERSONAL	48	6	1				
101-000-445.000	PENALTY & INTEREST	8,096	14,597	8,433	7,000	9,671	10,500	10,000
101-000-477.000	BUILDING PERMITS	50,182	20,006	29,357	35,000	52,627	52,000	37,000
101-000-478.000	ELECTRICAL PERMITS	15,382	7,618	9,960	10,000	19,319	18,000	12,000
101-000-479.000	MECHANICAL PERMITS	14,281	6,856	9,837	10,000	21,197	20,000	12,000
101-000-480.000	PLUMBING PERMITS	17,741	3,351	4,748	6,500	11,564	12,000	6,500
101-000-481.000	ZONING DEPOSITS		1,121		500	850	850	500
101-000-482.000	MISC LICENSES & PERMITS					300		
101-000-528.000	OTHER FEDERAL GRANTS					66,164	66,164	
101-000-573.000	LOCAL COMMUNITY STABILIZATION :	5,667	5,638	5,638	5,000	5,638	5,638	5,638
101-000-574.000	CVTRS	9,688	11,616	9,900	10,095	9,900	10,095	10,095
101-000-576.000	STATE REVENUE SALES TAX	159,575	162,706	138,761	105,000	167,823	155,000	140,000
101-000-577.000	STATE REVENUE LIQUOR LICENSE	20,807	11,013	10,847	10,000	10,004	10,004	10,000
101-000-606.000	COURT CHARGES	3,524	1,167	522	1,000	225	200	200
101-000-615.000	SPECIAL USE FEE	2,788	2,957	992	1,600	1,007	5	100
101-000-617.000	FRANCHISE FEE	59,010	84,280	47,804	56,000	59,017	56,000	56,000
101-000-618.000	ADMINISTRATION FEE	103,810	98,830	101,278	95,000	94,823	94,823	90,000
101-000-619.000	VARIANCE FEE	4,625	4,795	3,100	2,500	4,350	4,500	3,000
101-000-627.000	SHORT TERM RENTAL FEES		20,025	49,225	30,000	50,625	50,000	150,000
101-000-628.000	SERVICE CHARGE	2,843	4,440	180	1,500	74	150	200
101-000-629.000	WASTE	212,990	268,461	268,024	272,834	243,127	272,834	272,834
101-000-629.100	PENALTY WASTE	3,024	3,142	3,177	3,000	2,904	3,000	3,000
101-000-654.100	OVERNIGHT PARKING PERMITS	4	16	7	20			
101-000-656.000	TOWING SERVICE	2,050	1,800	1,950	1,500		1,500	1,500
101-000-657.000	PARKING FINES	765	5,838	224	500	138	200	200
101-000-665.000	INTEREST EARNED	5,175	12,102	12,117	6,000	1,332	1,400	1,500
101-000-670.000	RENTAL/LEASE	11,385	10,780	400	1,000			
101-000-673.000	SALE OF ASSETS	15,425	24,726	10		58,182	58,182	5,000
101-000-675.000	DONATIONS	3,792	1,375	50	500			
101-000-678.000	REIMBURSEMENTS	17,886	26,672	36,433	20,000	11,124	12,000	12,000
101-000-678.200	REIMBURSEMENTS-POLICE		73,341	63,728	73,341	52,134	55,000	73,341
Totals for dept 000 -		3,046,531	3,245,480	3,254,766	3,266,445	3,455,174	3,471,100	3,462,608
TOTAL ESTIMATED REVENUES		3,046,531	3,245,480	3,254,766	3,266,445	3,455,174	3,471,100	3,462,608
APPROPRIATIONS								
Dept 101 - LEGISLATIVE								
101-101-703.000	SALARIES APPOINTED	6,614	10,565	11,926	11,500	7,984	11,500	12,000
101-101-714.000	MEDICARE	96	153	173	200	116	200	200
101-101-720.000	WORKER'S COMPENSATION INS	44	71	47	65	184	57	65
101-101-721.000	UNEMPLOYMENT COMPENSATION	184	542	297	550	165	500	500
101-101-756.000	OPERATING SUPPLIES	878	30		1,500	28	200	1,000
101-101-801.000	EDUCATION & TRAINING					195	195	500
101-101-818.000	PROFESSIONAL & CONTRACTUAL		116		500			500
101-101-831.000	MEMBERSHIPS & DUES	85	85	85	100		85	100
101-101-903.000	PRINTING & PUBLISHING			548	250	402	500	600
Totals for dept 101 - LEGISLATIVE		7,901	11,562	13,076	14,665	9,074	13,237	15,465
Dept 172 - EXECUTIVE								
101-172-703.000	SALARIES APPOINTED	38,504	42,882	42,213	47,741	33,208	35,600	48,000

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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS								
Dept 172 - EXECUTIVE								
101-172-712.000	CASH IN LIEU OF PAYMENTS	10,200	9,775	13,525	10,200	4,875	4,875	
101-172-714.000	MEDICARE	742	731	840	742	546	600	800
101-172-715.000	SOCIAL SECURITY TAX	3,175	3,128	3,593	3,175	2,335	2,500	3,000
101-172-716.000	HEALTH INSURANCE					2,429	3,700	15,100
101-172-717.000	LIFE & DISABILITY INSURANCE	2,690	1,680	2,190	2,800	1,460	1,600	2,190
101-172-718.000	RETIREMENT	6,459	7,200	7,484	7,200	3,839	3,525	7,600
101-172-720.000	WORKER'S COMPENSATION INS	661	934	603	750	501	691	750
101-172-721.000	UNEMPLOYMENT COMPENSATION	380	379	189	800		189	189
101-172-728.000	OFFICE SUPPLIES		388	184	200	976	50	250
101-172-756.000	OPERATING SUPPLIES		275	47	300	1,247	1,000	500
101-172-801.000	EDUCATION & TRAINING		1,085	539	1,500		500	1,500
101-172-818.000	PROFESSIONAL & CONTRACTUAL	3,256			2,000	1,311	1,500	1,000
101-172-831.000	MEMBERSHIPS & DUES							200
101-172-853.000	TELEPHONE		189			183	250	300
101-172-903.000	PRINTING & PUBLISHING				100	221	1,000	200
101-172-934.000	OTHER REPAIRS & MAINT				4,300	4,249	4,500	500
Totals for dept 172 - EXECUTIVE		66,067	68,646	71,407	81,808	57,380	62,080	82,079
Dept 215 - CLERK								
101-215-703.000	SALARIES APPOINTED	72,252	60,285	49,225	63,280	38,549	45,374	46,633
101-215-706.000	SALARIES PERMANENT	32,211	14,805	31,412	40,500	34,922	40,373	41,348
101-215-706.100	SALARIES-OVERTIME				6,500	5,976	6,000	4,000
101-215-714.000	MEDICARE	1,363	941	1,138	1,344	1,099	1,300	1,350
101-215-715.000	SOCIAL SECURITY TAX	5,826	4,022	4,867	6,040	4,700	5,500	6,000
101-215-716.000	HEALTH INSURANCE	45,998	34,690	19,263	31,186	15,594	18,560	18,900
101-215-717.000	LIFE & DISABILITY INSURANCE	3,708	1,767	1,561	1,874	(758)	500	3,224
101-215-718.000	RETIREMENT	8,198	6,034	6,029	5,222	5,752	6,802	7,100
101-215-720.000	WORKER'S COMPENSATION INS	243	577	390	550	355	399	425
101-215-721.000	UNEMPLOYMENT COMPENSATION	760	691	545	1,200	399	700	760
101-215-722.000	MEDICAL EXPENSE					60	100	100
101-215-728.000	OFFICE SUPPLIES	75	50	431	350		350	350
101-215-751.000	GASOLINE	76		278	100			100
101-215-756.000	OPERATING SUPPLIES		138	129	200	373	200	200
101-215-801.000	EDUCATION & TRAINING	239	410	1,300	250		1,000	2,000
101-215-818.000	PROFESSIONAL & CONTRACTUAL	247		674	500	819	819	500
101-215-831.000	MEMBERSHIPS & DUES	145	145	263	300		300	300
101-215-903.000	PRINTING & PUBLISHING			146	600			600
101-215-934.000	OTHER REPAIRS & MAINT				300		300	300
101-215-942.000	EQUIPMENT			1,321			500	500
101-215-962.000	MISCELLANEOUS	(10)						
Totals for dept 215 - CLERK		171,331	124,555	118,972	160,296	107,840	129,077	134,690
Dept 247 - BOARD OF REVIEW								
101-247-818.000	PROFESSIONAL & CONTRACTUAL	1,953	1,080	360	2,000	559	2,000	2,000
Totals for dept 247 - BOARD OF REVIEW		1,953	1,080	360	2,000	559	2,000	2,000
Dept 253 - TREASURER								
101-253-703.000	SALARIES APPOINTED	28,547	44,201	45,292	46,995	42,132	47,689	49,800
101-253-706.000	SALARIES PERMANENT	28,286	24,532	33,798	42,000	33,584	38,575	40,000
101-253-706.100	SALARIES-OVERTIME	533	302	245	3,500	2,247	3,000	3,000
101-253-714.000	MEDICARE	756	909	1,153	1,226	1,098	1,265	1,300

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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
<b>APPROPRIATIONS</b>								
<b>Dept 253 - TREASURER</b>								
101-253-715.000	SOCIAL SECURITY TAX	3,235	3,887	4,930	4,164	4,696	5,300	5,510
101-253-716.000	HEALTH INSURANCE	23,348	18,318	14,581	16,500	13,647	16,267	17,500
101-253-717.000	LIFE & DISABILITY INSURANCE	3,861	2,884	3,894	3,823	3,265	3,596	4,000
101-253-718.000	RETIREMENT	8,483	8,965	9,449	9,522	8,289	9,800	10,200
101-253-720.000	WORKER'S COMPENSATION INS	243	577	390	550	355	399	425
101-253-721.000	UNEMPLOYMENT COMPENSATION	760	758	533	1,200	510	800	850
101-253-728.000	OFFICE SUPPLIES	167		75	250	133	200	250
101-253-730.000	POSTAGE	1,193	2,476	115	2,000	938	2,000	2,000
101-253-751.000	GASOLINE	371	58	358	375	34	65	100
101-253-756.000	OPERATING SUPPLIES	199	241	475	4,200	3,653	4,200	250
101-253-801.000	EDUCATION & TRAINING	1,642	1,836	1,274	1,200	(150)	(150)	500
101-253-818.000	PROFESSIONAL & CONTRACTUAL	11,819	5,606	6,203	8,500	3,916	6,000	10,000
101-253-831.000	MEMBERSHIPS & DUES	309	269	364	300	137	137	300
101-253-853.000	PHONE BILLS & STIPENDS					450	600	600
101-253-903.000	PRINTING & PUBLISHING	85	511	274	600	1,657	1,657	2,000
101-253-934.000	OTHER REPAIRS & MAINT		31	471	150			500
101-253-962.000	MISCELLANEOUS	5						
<b>Totals for dept 253 - TREASURER</b>		<b>113,842</b>	<b>116,361</b>	<b>123,874</b>	<b>147,055</b>	<b>120,591</b>	<b>141,400</b>	<b>149,085</b>
<b>Dept 257 - ASSESSOR</b>								
101-257-707.000	SALARIES PART-TIME	1,050						
101-257-714.000	MEDICARE	15						
101-257-715.000	SOCIAL SECURITY TAX	65						
101-257-720.000	WORKER'S COMPENSATION INS	30						
101-257-721.000	UNEMPLOYMENT COMPENSATION	45						
101-257-728.000	OFFICE SUPPLIES	106		43	125			
101-257-730.000	POSTAGE	1,754	1,097	2,216	2,300	1,910	2,300	2,500
101-257-756.000	OPERATING SUPPLIES	50	40	1,196	100			100
101-257-818.000	PROFESSIONAL & CONTRACTUAL	25,752	25,317	27,588	24,960	15,233	24,960	24,960
101-257-854.200	SOFTWARE EXPENSE		1,741		900			
101-257-903.000	PRINTING & PUBLISHING	175	270	516	100		500	500
101-257-934.000	OTHER REPAIRS & MAINT			166	100			100
<b>Totals for dept 257 - ASSESSOR</b>		<b>29,042</b>	<b>28,465</b>	<b>31,725</b>	<b>28,585</b>	<b>17,143</b>	<b>27,760</b>	<b>28,160</b>
<b>Dept 262 - ELECTIONS</b>								
101-262-703.000	SALARIES APPOINTED	2,000	2,000	2,000	2,000	2,000	2,000	2,000
101-262-714.000	MEDICARE	25	26	29	30	29	30	30
101-262-715.000	SOCIAL SECURITY TAX	109	109	124	110	124	125	125
101-262-730.000	POSTAGE		28	200	500	200	500	500
101-262-751.000	GASOLINE			154	250			250
101-262-756.000	OPERATING SUPPLIES	40	1,243	2,455	1,500	847	1,500	1,500
101-262-801.000	EDUCATION & TRAINING		178		200			300
101-262-818.000	PROFESSIONAL & CONTRACTUAL		3,481	2,917	6,000	5,555	6,000	5,000
101-262-903.000	PRINTING & PUBLISHING		1,551	816	3,000	2,902	3,000	2,000
101-262-934.000	OTHER REPAIRS & MAINT				400	440	440	400
101-262-962.000	MISCELLANEOUS	34						
<b>Totals for dept 262 - ELECTIONS</b>		<b>2,208</b>	<b>8,616</b>	<b>8,695</b>	<b>13,990</b>	<b>12,097</b>	<b>13,595</b>	<b>12,105</b>
<b>Dept 266 - ATTORNEY</b>								
101-266-826.100	LABOR MATTERS		10,136	8,441	5,000	540	1,000	5,000
101-266-826.300	COURT/ORDINANCE	25,728	23,876	9,384	15,000	15,977	30,000	40,000

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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS								
Dept 266 - ATTORNEY								
101-266-826.400	OTHER LEGAL MATTERS	47,343	50,991	36,484	40,000	20,229	30,000	40,000
101-266-826.500	FOIA	1,728			5,000		1,000	1,000
Totals for dept 266 - ATTORNEY		47,799	85,003	54,309	65,000	36,746	62,000	86,000
Dept 276 - CEMETERY								
101-276-969.000	CONTRIBUTIONS TO OTHERS	24,000	24,500	29,500	30,000	25,000	30,000	30,000
Totals for dept 276 - CEMETERY		24,000	24,500	29,500	30,000	25,000	30,000	30,000
Dept 298 - GENERAL GOVERNMENT								
101-298-706.000	SALARIES PERMANENT	39,923	68,804	63,251	67,060	56,790	65,657	69,600
101-298-706.100	SALARIES-OVERTIME					63	100	100
101-298-714.000	MEDICARE	557	920	861	1,018	721	840	1,009
101-298-715.000	SOCIAL SECURITY TAX	2,380	3,934	3,682	4,354	3,083	3,561	4,314
101-298-716.000	HEALTH INSURANCE	9,649	10,189	24,427	35,740	33,015	35,940	37,000
101-298-717.000	LIFE & DISABILITY INSURANCE	1,311	899	1,886	1,280	2,112	2,537	2,800
101-298-718.000	RETIREMENT	5,047	5,290	4,981	5,618	4,528	5,597	5,800
101-298-720.000	WORKER'S COMPENSATION INS	790	1,599	1,101	1,500	839	1,366	1,500
101-298-721.000	UNEMPLOYMENT COMPENSATION	881	899	466	1,000	331	1,000	1,000
101-298-728.000	OFFICE SUPPLIES	2,456	3,316	3,606	7,000	6,789	7,000	6,000
101-298-730.000	POSTAGE	5,068	2,160	4,317	4,700	3,646	4,700	4,700
101-298-751.000	GASOLINE	576	207	203	600	30	100	300
101-298-756.000	OPERATING SUPPLIES	2,520	4,499	2,283	3,500	2,932	3,500	3,500
101-298-818.000	PROFESSIONAL & CONTRACTUAL	3,877	7,248	7,344	7,000	4,694	10,000	8,000
101-298-818.200	ENGINEERING	3,664	8,681	19,500	20,000	18,750	20,000	20,000
101-298-831.000	MEMBERSHIPS & DUES	2,559	2,379	2,311	2,500	1,990	2,500	2,500
101-298-853.000	TELEPHONE	350						
101-298-854.000	TECH SUPPORT/MAINTENANCE	17,948	29,518	30,302	27,000	17,134	22,000	25,000
101-298-854.100	WEBSITE/SOCIAL MEDIA		4,343	5,769	7,300	4,576	7,000	7,500
101-298-854.200	SOFTWARE EXPENSE		16,587	17,315	20,000	18,345	22,000	22,000
101-298-903.000	PRINTING & PUBLISHING	3,598	6,654	6,914	6,000	3,113	6,000	6,500
101-298-920.000	UTILITIES	11,703	14,341	10,804	14,000	9,508	14,000	14,000
101-298-931.000	BUILDING REPAIR & MAINTENANCE	9,809	61,751	24,841	25,000	16,606	25,000	25,000
101-298-932.000	GROUNDS REPAIR & MAINT	99	3,351	3,078	4,500	938	2,000	4,000
101-298-934.000	OTHER REPAIRS & MAINT	6,248	260	1,461	5,000		5,000	5,000
101-298-939.000	VEHICLE REPAIR & MAINTENANCE	97	11	110				
101-298-942.000	EQUIPMENT	634	968	2,556	1,500	787	1,500	2,000
101-298-943.000	EQUIPMENT RENTAL	7,155	6,995	5,973	12,500	5,609	4,600	5,000
101-298-956.200	REFUNDS	3,629	2,163	40	3,500	736	1,000	3,000
101-298-962.000	MISCELLANEOUS	11,702	10,275	11,010		26	26	
Totals for dept 298 - GENERAL GOVERNMENT		154,230	278,241	260,392	289,170	217,691	274,524	287,123
Dept 305 - POLICE								
101-305-705.000	SALARIES SUPERVISION	127,929	95,085	57,242	82,792	76,525	82,900	85,276
101-305-706.000	SALARIES PERMANENT	344,272	339,781	382,456	386,250	332,175	380,807	443,000
101-305-706.100	SALARIES-OVERTIME	32,818	47,244	54,636	60,000	40,473	60,000	45,000
101-305-707.000	SALARIES PART-TIME	53,490	42,998	57,743	58,000	42,873	58,000	58,000
101-305-714.000	MEDICARE	7,637	6,896	7,973	7,688	6,796	8,100	9,269
101-305-715.000	SOCIAL SECURITY TAX	32,655	29,487	34,092	32,875	29,058	32,875	39,631
101-305-716.000	HEALTH INSURANCE	114,892	99,943	103,947	142,000	99,178	125,000	140,000
101-305-717.000	LIFE & DISABILITY INSURANCE	14,694	11,200	11,762	14,218	11,214	13,460	15,345
101-305-718.000	RETIREMENT	30,803	31,273	32,399	37,384	29,377	37,384	40,600



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GL NUMBER	DESCRIPTION	Calculations as of 06/30/2021						
		2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS								
Dept 305 - POLICE								
101-305-720.000	WORKER'S COMPENSATION INS	7,797	16,518	11,128	14,000	6,963	13,616	14,000
101-305-721.000	UNEMPLOYMENT COMPENSATION	3,974	5,878	3,025	5,558	2,451	5,558	6,500
101-305-722.000	MEDICAL EXPENSE	1,552	1,495	1,264	1,600	6,723	7,500	4,000
101-305-728.000	OFFICE SUPPLIES	1,983	840	538	1,600	397	1,000	1,600
101-305-730.000	POSTAGE	239		73	150		150	150
101-305-751.000	GASOLINE	12,396	13,872	9,131	17,000	5,668	11,000	15,000
101-305-756.000	OPERATING SUPPLIES	2,178	1,614	1,895	2,100	1,760	2,100	2,500
101-305-767.000	EQUIPMENT/SMALL TOOLS	2,581	3,808	2,167	4,000	2,810	4,000	4,000
101-305-768.000	UNIFORMS	13,923	11,906	13,870	12,000	7,220	12,000	12,000
101-305-768.100	AMMO	3,185	2,354	2,641	4,500	1,583	4,000	4,000
101-305-768.200	UNIFORM ALLOW-RESERVE/CERT	3,484	1,727	425	1,600		1,600	
101-305-769.000	K-9	621						
101-305-801.000	EDUCATION & TRAINING	1,537	6,313	4,032	5,355	2,382	4,000	5,000
101-305-818.000	PROFESSIONAL & CONTRACTUAL	6,031	2,728	3,509	5,200	4,774	5,200	5,200
101-305-831.000	MEMBERSHIPS & DUES	582	510	620	600	844	900	650
101-305-851.000	RADIO/VIDEO MAINTENANCE	4,250	2,472	4,471	5,200	3,512	4,500	5,000
101-305-853.000	TELEPHONE	3,084	4,484	5,468	6,200	3,531	6,200	6,200
101-305-903.000	PRINTING & PUBLISHING	497	1,186	736	1,000	446	600	1,000
101-305-913.000	INSURANCE	6,667	3,664	7,189	11,000	6,880	6,879	8,000
101-305-916.000	LIABILITY INSURANCE	50,600	22,816	46,137	58,000	45,436	56,293	58,000
101-305-920.000	UTILITIES	6,807	11,793	9,849	10,000	9,042	12,000	12,000
101-305-931.000	BUILDING REPAIR & MAINTENANCE	4,084	17,993	12,709	9,000	2,175	9,000	10,000
101-305-933.000	EQUIPMENT & MAINTENANCE	2,306	1,731	7,946	2,500	4,924	5,000	5,000
101-305-933.100	EQUIPMENT MAINT--PARKING ENFORC				2,050	3,197	2,050	2,050
101-305-934.000	OTHER REPAIRS & MAINT	3,578	3,030	2,137	4,000	370	4,000	3,000
101-305-939.000	VEHICLE REPAIR & MAINTENANCE	12,635	9,884	15,537	11,000	3,211	7,000	7,000
101-305-943.000	EQUIPMENT RENTAL	201	797	1,230	300	629	765	800
101-305-962.000	MISCELLANEOUS	1,427						
101-305-979.000	EQUIPMENT	38,576	26,278	25,932	27,000	21,477	27,000	20,000
101-305-983.000	VEHICLE LEASES						4,917	6,683
Totals for dept 305 - POLICE		955,965	879,598	935,909	1,043,720	816,074	1,017,354	1,095,454
Dept 336 - FIRE								
101-336-705.000	SALARIES SUPERVISION	19,411	20,053	20,535	21,211	18,948	21,211	21,848
101-336-708.000	VOLUNTEER SALARIES	6,621	6,816	7,358	15,000	8,523	10,000	10,000
101-336-714.000	MEDICARE	377	378	416	574	398	574	665
101-336-715.000	SOCIAL SECURITY TAX	1,204	1,192	1,324	1,400	1,175	1,279	1,355
101-336-717.000	LIFE & DISABILITY INSURANCE		1,187	1,000	1,500	1,000	1,000	1,100
101-336-720.000	WORKER'S COMPENSATION INS	1,236	2,431	1,654	2,000	1,168	2,026	2,500
101-336-721.000	UNEMPLOYMENT COMPENSATION	185	528	182	1,671	255	364	400
101-336-728.000	OFFICE SUPPLIES	185		33	800	517	200	400
101-336-730.000	POSTAGE		27		100		100	100
101-336-751.000	GASOLINE	1,439	543	345	2,000	424	700	1,000
101-336-756.000	OPERATING SUPPLIES	691	602	96	1,700	42	500	1,000
101-336-767.000	EQUIPMENT/SMALL TOOLS	4,089	217		4,000	21	500	1,000
101-336-768.000	UNIFORMS	458	490	396	1,200			500
101-336-801.000	EDUCATION & TRAINING	15	556		3,000			500
101-336-818.000	PROFESSIONAL & CONTRACTUAL	708	165	670	25,000	20,818	25,000	25,000
101-336-831.000	MEMBERSHIPS & DUES	50	75	125	200	75	150	150
101-336-851.000	RADIO/VIDEO MAINTENANCE	624	303	102	5,000	156	3,500	2,500
101-336-853.000	TELEPHONE	1,067	550	600	2,700	997	1,000	1,000

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GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
<b>APPROPRIATIONS</b>								
Dept 336 - FIRE								
101-336-903.000	PRINTING & PUBLISHING	180	21		300		300	300
101-336-913.000	INSURANCE	16,808	8,623	17,776	20,000	17,652	17,652	20,000
101-336-920.000	UTILITIES	7,332	9,249	8,253	7,000	6,892	10,000	10,000
101-336-931.000	BUILDING REPAIR & MAINTENANCE	2,138	34,753	8,258	7,000	2,221	7,000	10,000
101-336-932.000	GROUNDS REPAIR & MAINT		330	1,047	2,000		1,000	1,000
101-336-933.000	EQUIPMENT & MAINTENANCE	3,466	8,825	3,103	12,000	2,660	10,000	10,000
101-336-934.000	OTHER REPAIRS & MAINT	200	25		400		400	400
101-336-939.000	VEHICLE REPAIR & MAINTENANCE	5,398	3,568	1,436	10,000	1,245	3,000	3,000
101-336-962.000	MISCELLANEOUS	914		5				
101-336-979.000	EQUIPMENT	17,053	20,284	2,965	18,000	7,838	10,000	10,000
101-336-979.100	GEAR		6,642		6,000		6,000	6,000
Totals for dept 336 - FIRE		91,849	128,433	77,679	171,756	93,025	133,456	141,718
Dept 371 - INSPECTION SERVICES								
101-371-706.000	SALARIES PERMANENT				18,000	11,110	15,800	41,780
101-371-706.100	SALARIES-OVERTIME							1,000
101-371-714.000	MEDICARE				175	148	175	588
101-371-715.000	SOCIAL SECURITY TAX				865	634	865	2,515
101-371-716.000	HEALTH INSURANCE				4,500	3,120	4,500	9,500
101-371-717.000	LIFE & DISABILITY INSURANCE				650	392	650	1,500
101-371-718.000	RETIREMENT				1,440	700	1,440	3,345
101-371-728.000	OFFICE SUPPLIES	289	29	51	200		200	200
101-371-756.000	OPERATING SUPPLIES	355	1,139	2,174	700	40	500	500
101-371-801.000	EDUCATION & TRAINING							500
101-371-818.000	PROFESSIONAL & CONTRACTUAL		7,740	655	1,000			
101-371-819.000	INSPECTION FEE	57,651	18,818	44,491	65,000	31,229	50,000	60,000
101-371-819.100	MECHANICAL INSPEC FEE	15,831	7,217	5,450	17,000	14,388	18,000	17,000
101-371-819.200	ELECTRICAL INSPECTION FEE	12,827	4,890	8,022	16,000	11,627	15,000	15,000
101-371-819.300	PLUMBING INSPECTOR	5,134	3,511	3,759	6,500	5,154	6,500	6,000
101-371-819.400	RENTAL INSPECTIONS			37,545	35,000	27,204	20,000	35,000
101-371-903.000	PRINTING & PUBLISHING		68	118				
101-371-934.000	OTHER REPAIRS & MAINT			253				
101-371-979.000	EQUIPMENT							500
101-371-983.000	VEHICLE LEASES				1,300	910	1,300	5,186
Totals for dept 371 - INSPECTION SERVICES		92,087	43,412	102,518	168,330	106,656	134,930	200,114
Dept 442 - STREET OPERATING								
101-442-705.000	SALARIES SUPERVISION	38,872	11,498	32,860	35,000	27,795	31,000	34,000
101-442-706.000	SALARIES PERMANENT	57,925	59,995	32,344	59,272	33,301	42,000	51,858
101-442-706.100	SALARIES-OVERTIME	7,268	7,758	6,700	15,000	9,090	12,000	12,000
101-442-714.000	MEDICARE	1,414	1,060	1,029	1,401	964	1,200	1,400
101-442-715.000	SOCIAL SECURITY TAX	6,046	4,533	4,398	6,920	4,122	5,500	6,500
101-442-716.000	HEALTH INSURANCE	64,171	48,911	53,774	70,354	43,214	45,530	53,355
101-442-717.000	LIFE & DISABILITY INSURANCE	7,443	3,142	4,565	7,587	5,146	6,320	6,787
101-442-718.000	RETIREMENT	15,663	12,064	11,286	17,917	11,867	13,800	17,367
101-442-720.000	WORKER'S COMPENSATION INS	11,401	18,457	12,450	15,000	7,695	15,079	16,000
101-442-721.000	UNEMPLOYMENT COMPENSATION	2,255	1,165	859	3,000	799	3,000	3,000
101-442-723.000	STIPENDS	300	200	700	500	200	400	500
101-442-728.000	OFFICE SUPPLIES	23,217	202	801	575	272	400	600
101-442-751.000	GASOLINE	2,004	1,422	700	2,200	1,033	2,000	2,200
101-442-756.000	OPERATING SUPPLIES	5,007	5,576	7,109	7,500	6,600	3,000	6,000

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APPROPRIATIONS								
Dept 442 - STREET OPERATING								
101-442-767.000	EQUIPMENT/SMALL TOOLS	3,625	6,843	7,403	5,000	2,462	4,500	5,500
101-442-768.000	UNIFORMS	1,340	1,972	1,351	2,400	874	1,700	2,000
101-442-801.000	EDUCATION & TRAINING	116	273		500			500
101-442-818.000	PROFESSIONAL & CONTRACTUAL	3,361	7,935	14,051	7,000	7,819	14,000	20,000
101-442-818.120	TREE REMOVALS		10,650	8,250	30,000	27,425	30,000	35,000
101-442-831.000	MEMBERSHIPS & DUES	524	321	580	600	950	1,000	1,000
101-442-853.000	TELEPHONE	3,194	350	1,000	1,200	868	1,200	1,300
101-442-903.000	PRINTING & PUBLISHING	390	608	936	300	839	700	350
101-442-913.000	INSURANCE	4,450	2,723	4,612	5,000	4,065	4,065	5,000
101-442-920.000	UTILITIES	13,336	15,763	15,229	16,000	16,642	17,000	18,000
101-442-931.000	BUILDING REPAIR & MAINTENANCE	22,152	21,301	25,070	20,000	10,934	20,000	16,000
101-442-932.000	GROUPS REPAIR & MAINT	2,993	16,287	14,336	20,000	11,806	18,000	20,000
101-442-933.000	EQUIPMENT & MAINTENANCE	3,000	6,562	5,242	5,000	10,168	12,000	10,000
101-442-935.100	STORM SEWER REPAIR & MAINT	1,080	574	1,805	10,000	313	60,000	140,000
101-442-939.000	VEHICLE REPAIR & MAINTENANCE	12,720	15,203	14,054	12,000	9,271	8,000	10,000
101-442-943.000	EQUIPMENT RENTAL	15,000	15,979	20,971	3,000	647	1,200	3,000
101-442-962.000	MISCELLANEOUS	728	5			(183)		
101-442-983.000	VEHICLE LEASES							29,876
Totals for dept 442 - STREET OPERATING		330,995	299,332	304,465	380,226	256,998	374,594	529,093
Dept 448 - STREET LIGHTING								
101-448-926.000	STREET LIGHTING	31,248	28,337	33,403	37,000	16,147	33,000	35,000
Totals for dept 448 - STREET LIGHTING		31,248	28,337	33,403	37,000	16,147	33,000	35,000
Dept 523 - SOLID WASTE COLLECTION								
101-523-818.000	PROFESSIONAL & CONTRACTUAL	241,219	248,596	229,869	272,256	232,804	272,256	272,256
Totals for dept 523 - SOLID WASTE COLLECTION		241,219	248,596	229,869	272,256	232,804	272,256	272,256
Dept 651 - AMBULANCE SERVICE								
101-651-818.000	PROFESSIONAL & CONTRACTUAL	101,948	102,968	106,056	110,817	81,117	110,817	114,142
Totals for dept 651 - AMBULANCE SERVICE		101,948	102,968	106,056	110,817	81,117	110,817	114,142
Dept 721 - PLANNING COMMISSION								
101-721-801.000	EDUCATION & TRAINING	823	1,100		1,400		1,400	1,500
101-721-818.000	PROFESSIONAL & CONTRACTUAL	1,403	1,909	578	3,000	447	1,500	2,500
101-721-903.000	PRINTING & PUBLISHING	94	286	676	200		200	300
Totals for dept 721 - PLANNING COMMISSION		2,320	3,295	1,254	4,600	447	3,100	4,300
Dept 722 - ZONING								
101-722-818.000	PROFESSIONAL & CONTRACTUAL	685	648	324	12,000	3,766	12,000	12,000
101-722-903.000	PRINTING & PUBLISHING	139	98	994	200	352	500	500
101-722-962.000	MISCELLANEOUS	100						
Totals for dept 722 - ZONING		924	746	1,318	12,200	4,118	12,500	12,500
Dept 872 - OTHER FUNCTIONS								
101-872-807.000	AUDIT	3,000	3,000	3,000	3,000	3,000	3,000	3,000
101-872-818.000	PROFESSIONAL & CONTRACTUAL	16,779	25,367	19,056	20,000	14,960	20,000	22,000
101-872-818.200	ENGINEERING	500	4,900		6,000	4,800	6,000	5,500
101-872-854.000	TECH SUPPORT/MAINTENANCE	3,869						
101-872-881.000	MISCELLANEOUS PROJECT COST	10,835	7,332	7,030	15,000	6,799	25,000	10,000
101-872-912.000	FIRE INSURANCE	3,969	2,093	4,297	5,000	3,861	4,600	5,000

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APPROPRIATIONS								
Dept 872 - OTHER FUNCTIONS								
101-872-916.000	LIABILITY INSURANCE	7,285	3,456	6,752	9,000	6,465	8,106	9,000
101-872-932.500	AMTRAK PLATFORM MAINT.	153	3,610		800		800	800
101-872-962.000	MISCELLANEOUS	7,453						
101-872-963.000	BANK FEES	5,608	7,580	8,268	7,000	4,135	7,500	8,000
Totals for dept 872 - OTHER FUNCTIONS		59,451	57,338	48,403	65,800	44,020	75,006	63,300
Dept 965 - TRANSFERS								
101-965-898.000	TRANSFER TO PARK	35,000	50,000	110,000	75,000	75,000	75,000	100,000
101-965-980.000	TRANSFER TO EQUIP PURCHASE		20,000	29,000	30,000	30,000	30,000	40,000
101-965-999.130	TRANSFER TO DEBT SERVICE	88,458	128,163	128,313	127,543	127,543	127,543	126,716
Totals for dept 965 - TRANSFERS		123,458	198,163	267,313	232,543	232,543	232,543	266,716
TOTAL APPROPRIATIONS		2,676,837	2,737,247	2,820,497	3,331,817	2,488,070	3,155,229	3,561,300
NET OF REVENUES/APPROPRIATIONS - FUND 101		369,694 12.13%	508,233 15.66%	434,269 13.34%	(65,372) -2.00%	967,104 27.99%	315,871 9.10%	(98,692) -2.85%
BEGINNING FUND BALANCE		680,318	1,050,012	1,558,250	1,992,526	1,992,526	1,992,526	2,308,397
ENDING FUND BALANCE		1,050,012	1,558,245	1,992,519	1,927,154	2,959,630	2,308,397	2,209,705

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ESTIMATED REVENUES								
Dept 000								
105-000-589.000	CONTRIBUTIONS		2,400	89,300				
105-000-665.000	INTEREST EARNED	1,557	1,750	852	800			
105-000-674.000	GRANTS	399,086	493,456	15,000	51,000	49,155	51,000	110,000
105-000-698.740	LRSB DISBURSEMENTS	302,726	290,954	290,674	215,000	220,880	220,880	275,000
Totals for dept 000 -		703,369	788,560	395,826	266,800	270,035	271,880	385,000
TOTAL ESTIMATED REVENUES		703,369	788,560	395,826	266,800	270,035	271,880	385,000
APPROPRIATIONS								
Dept 000								
105-000-807.000	AUDIT	8,000	3,920	3,920	3,920	3,920	3,920	2,920
Totals for dept 000 -		8,000	3,920	3,920	3,920	3,920	3,920	2,920
Dept 442 - STREET OPERATING								
105-442-976.100	N. WHITTAKER ST. REVDEVELOPME	1,394,535	68,273					
Totals for dept 442 - STREET OPERATING		1,394,535	68,273					
Dept 670								
105-670-818.000	PROFESSIONAL & CONTRACTUAL	10,650	8,022	106,305	60,000	56,750	60,000	30,000
105-670-818.200	ENGINEERING	31,728	55,172	56,218	20,000	2,000	5,000	30,000
105-670-881.110	CAPITAL PROJECTS	98,206	36,471		30,000	6,483	20,000	30,000
105-670-962.000	MISCELLANEOUS	829						
105-670-970.000	CAPITAL IMPROVEMENTS	6,000						314,741
105-670-980.000	TRANSFER TO EQUIP PURCHASE		40,000	40,000	40,000	40,000	40,000	40,000
105-670-999.120	TRANSFER TO SEWER	127,843						
105-670-999.150	TRANSFER TO DEBT SERVICE (MT)	50,159	53,176	51,063				
105-670-999.200	TRANSFER TO MAJOR/LOCAL			300,000				
Totals for dept 670 -		325,415	192,841	553,586	150,000	105,233	125,000	444,741
TOTAL APPROPRIATIONS		1,727,950	265,034	557,506	153,920	109,153	128,920	447,661
NET OF REVENUES/APPROPRIATIONS - FUND 105		(1,024,581)	523,526	(161,680)	112,880	160,882	142,960	(62,661)
		-145.67%	66.39%	-40.85%	42.31%	59.58%	52.58%	-16.28%
BEGINNING FUND BALANCE		1,153,982	129,402	652,929	491,248	491,248	491,248	634,208
ENDING FUND BALANCE		129,401	652,928	491,249	604,128	652,130	634,208	571,547



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ESTIMATED REVENUES								
Dept 000								
202-000-546.000	MOTOR VEHICLE FUND TAX	196,786	199,014	208,677	145,000	200,931	200,000	190,000
202-000-566.000	OTHER STATE GRANTS (ACT 207)		26,441					
202-000-665.000	INTEREST EARNED	2,000	4,220	3,027	1,200	127	120	150
202-000-699.100	TRANSFER IN			300,000				
Totals for dept 000 -		198,786	229,675	511,704	146,200	201,058	200,120	190,150
TOTAL ESTIMATED REVENUES		198,786	229,675	511,704	146,200	201,058	200,120	190,150
APPROPRIATIONS								
Dept 463 - ROUTINE MAINTENANCE								
202-463-705.000	SALARIES SUPERVISION	3,809	2,799	757	3,750	5,292	5,760	6,500
202-463-706.000	SALARIES PERMANENT	12,518	12,395	16,501	17,000	18,750	19,266	20,500
202-463-714.000	MEDICARE	205	183	244	230	324	300	300
202-463-715.000	SOCIAL SECURITY TAX	875	784	1,041	1,100	1,386	1,500	1,600
202-463-751.000	GASOLINE	4,498	7,092	4,949	7,000	5,408	6,000	7,000
202-463-756.000	OPERATING SUPPLIES	6,760	1,635	3,742	8,500	1,009	1,300	6,500
202-463-767.000	EQUIPMENT/SMALL TOOLS	3,200	495		2,500		1,500	2,000
202-463-818.000	PROFESSIONAL & CONTRACTUAL	65,111	7,388	8,502	45,000	6,159	45,000	25,000
202-463-933.000	EQUIPMENT & MAINTENANCE	756	17,069	2,457	7,000		8,000	5,000
202-463-939.000	VEHICLE REPAIR & MAINTENANCE	2,865			5,000	984	5,000	2,000
202-463-962.100	TOOLS & EQUIP				2,500		2,500	1,000
Totals for dept 463 - ROUTINE MAINTENANCE		100,597	49,840	38,193	99,580	39,312	96,126	77,400
Dept 474 - TRAFFIC SERVICES								
202-474-705.000	SALARIES SUPERVISION	3,809	1,563	1,993	3,750	5,292	5,760	6,500
202-474-706.000	SALARIES PERMANENT	12,518	12,395	16,501	17,000	18,750	19,266	20,500
202-474-714.000	MEDICARE	205	183	243	230	324	300	300
202-474-715.000	SOCIAL SECURITY TAX	875	784	1,041	1,100	1,386	1,500	1,600
202-474-756.000	OPERATING SUPPLIES	698	(349)	3,942	3,000	456	1,500	3,000
202-474-767.000	EQUIPMENT/SMALL TOOLS				1,000			
202-474-784.000	OPER SUPP SNOW & ICE	8,845	15,656	19,301	20,000	25,147	20,000	25,000
202-474-818.000	PROFESSIONAL & CONTRACTUAL	13,135	7,362	15,514	105,000	31,990	35,000	15,000
202-474-933.000	EQUIPMENT & MAINTENANCE				500	2,712	5,500	4,000
Totals for dept 474 - TRAFFIC SERVICES		40,085	37,594	58,535	151,580	86,057	88,826	75,900
Dept 482 - ADMINISTRATIVE								
202-482-705.000	SALARIES SUPERVISION	4,096	4,327	4,726	4,500	3,022	3,500	5,000
202-482-714.000	MEDICARE	59	63	69	70	43	70	75
202-482-715.000	SOCIAL SECURITY TAX	254	268	293	300	186	300	300
202-482-807.000	AUDIT	1,000	1,000	1,000	1,000	1,000	1,000	1,000
202-482-962.000	MISCELLANEOUS	304	298	261	200	130	100	
Totals for dept 482 - ADMINISTRATIVE		5,713	5,956	6,349	6,070	4,381	4,970	6,375
Dept 483 - ENGINEERING								
202-483-818.000	PROFESSIONAL & CONTRACTUAL	28,150	6,752		30,000		5,000	15,000
202-483-818.100-BRIDGE	BRIDGE REHABILITATION		51,700	520,171	70,000	3,850	3,850	30,000
Totals for dept 483 - ENGINEERING		28,150	58,452	520,171	100,000	3,850	8,850	45,000
TOTAL APPROPRIATIONS		174,545	151,842	623,248	357,230	133,600	198,772	204,675
NET OF REVENUES/APPROPRIATIONS - FUND 202		24,241	77,833	(111,544)	(211,030)	67,458	1,348	(14,525)

BUDGET REPORT FOR CITY OF NEW BUFFALO  
 Fund: 202 MAJOR STREET FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
		12.19%	33.89%	-21.80%	-144.34%	33.55%	0.67%	-7.64%
	BEGINNING FUND BALANCE	314,770	352,889	430,721	319,177	319,177	319,177	320,525
	FUND BALANCE ADJUSTMENTS	13,876						
	ENDING FUND BALANCE	352,887	430,722	319,177	108,147	386,635	320,525	306,000

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21	2020-21 ACTIVITY PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
203-000-546.000	MOTOR VEHICLE FUND TAX	105,183	101,170	105,652	60,000	101,660	105,000	100,000
203-000-566.000	OTHER STATE GRANTS (ACT 207)		8,814		10,000			
203-000-578.000	STATE REVENUE METRO ACT	10,014	10,036	11,115				
203-000-665.000	INTEREST EARNED	1,212	2,682	1,886	200	112	125	150
Totals for dept 000 -		116,409	122,702	118,653	70,200	101,772	105,125	100,150
TOTAL ESTIMATED REVENUES		116,409	122,702	118,653	70,200	101,772	105,125	100,150
APPROPRIATIONS								
Dept 463 - ROUTINE MAINTENANCE								
203-463-705.000	SALARIES SUPERVISION	3,809	1,563	1,993	3,900	5,292	5,760	6,500
203-463-706.000	SALARIES PERMANENT	5,365	5,537	6,847	6,000	8,036	9,073	10,000
203-463-714.000	MEDICARE	118	91	120	135	182	200	200
203-463-715.000	SOCIAL SECURITY TAX	504	390	515	850	777	850	850
203-463-751.000	GASOLINE	2,020	1,534	990	1,600	1,855	1,600	1,600
203-463-756.000	OPERATING SUPPLIES	7,276	2,409	3,993	5,000	609	1,000	4,000
203-463-767.000	EQUIPMENT/SMALL TOOLS	2,146	495		1,500		1,500	1,500
203-463-818.000	PROFESSIONAL & CONTRACTUAL	3,455	4,320	47,170	5,000		5,000	5,000
203-463-933.000	EQUIPMENT & MAINTENANCE		17,371	1,656	5,000		5,000	5,000
203-463-939.000	VEHICLE REPAIR & MAINTENANCE	1,472			1,500	984	1,500	1,500
203-463-962.100	TOOLS & EQUIP				1,500		1,500	1,500
Totals for dept 463 - ROUTINE MAINTENANCE		26,165	33,710	63,284	31,985	17,735	32,983	37,650
Dept 474 - TRAFFIC SERVICES								
203-474-705.000	SALARIES SUPERVISION	3,809	1,563	1,993	3,700	5,293	5,760	6,500
203-474-706.000	SALARIES PERMANENT	5,365	5,537	6,847	5,200	8,036	9,073	10,000
203-474-714.000	MEDICARE	118	91	120	200	182	200	200
203-474-715.000	SOCIAL SECURITY TAX	504	390	515	750	778	850	850
203-474-756.000	OPERATING SUPPLIES	1,412	(349)	1,343	2,000		2,000	2,000
203-474-784.000	OPER SUPP SNOW & ICE	6,260	15,656	19,301	15,000	9,336	15,000	20,000
203-474-818.000	PROFESSIONAL & CONTRACTUAL			4,668				
Totals for dept 474 - TRAFFIC SERVICES		17,468	22,888	34,787	26,850	23,625	32,883	39,550
Dept 482 - ADMINISTRATIVE								
203-482-705.000	SALARIES SUPERVISION	2,458	2,708	2,724	2,600	1,813	2,600	2,600
203-482-714.000	MEDICARE	36	38	41	50	26	50	50
203-482-715.000	SOCIAL SECURITY TAX	152	161	176	200	112	200	200
203-482-807.000	AUDIT	1,000	1,000	1,000	1,000	1,000	1,000	1,000
203-482-962.000	MISCELLANEOUS	179	175	153	200	77	60	60
Totals for dept 482 - ADMINISTRATIVE		3,825	4,082	4,094	4,050	3,028	3,910	3,910
Dept 483 - ENGINEERING								
203-483-818.000	PROFESSIONAL & CONTRACTUAL	5,941	6,752	5,125	124,321			
Totals for dept 483 - ENGINEERING		5,941	6,752	5,125	124,321			
TOTAL APPROPRIATIONS		53,399	67,432	107,290	187,206	44,388	69,776	81,110
NET OF REVENUES/APPROPRIATIONS - FUND 203		63,010	55,270	11,363	(117,006)	57,384	35,349	19,040
		54.13%	45.04%	9.58%	-166.68%	56.38%	33.63%	19.01%
BEGINNING FUND BALANCE		174,268	244,299	299,567	310,930	310,930	310,930	346,279
FUND BALANCE ADJUSTMENTS		7,020						

BUDGET REPORT FOR CITY OF NEW BUFFALO  
Fund: 203 LOCAL STREET FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET THRU	2020-21 ACTIVITY 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
	ENDING FUND BALANCE	244,298	299,569	310,930	193,924	368,314	346,279	365,319

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
208-000-566.000	GRANT	3,500				2,000	2,000	
208-000-587.000	DONATIONS			275		50		
208-000-628.000	SERVICE CHARGE	1,539	709					
208-000-651.100	TRANSIENT MARINA FEES	49,551	50,179	32,213	45,000			
208-000-652.000	BOAT LAUNCHING FEES	51,209	45,454	52,033	50,000			
208-000-652.100	BOAT LAUNCH FEES-COMMERCIAL	27,419	22,666	22,475	28,000			
208-000-653.000	CONCESSION	5,039	8,506	9,500	12,000	4,000	8,000	10,000
208-000-653.100	VENDING MACHINE REVENUE		682	13				
208-000-653.200	ICE/MECHANDISE SALES		510	1,372	1,200			
208-000-653.300	VENDOR PERCENTAGE OF SALES		7,251	16,496	6,500	48,352	55,000	40,000
208-000-654.000	BEACH PARKING FEES	261,635	249,412	282,967	255,000	212,655	270,000	300,000
208-000-655.100	PAVILION RENTAL	1,150	650	575	500	600	500	500
208-000-657.000	PARKING FINES		159	2,178	2,500	49,815	200	200
208-000-665.000	INTEREST EARNED	488	946	594	600	25	30	50
208-000-698.000	MISCELLANEOUS	4,224	2,219					
208-000-699.000	TRANSFER FROM GENERAL	35,000	50,000	110,000	75,000	75,000	75,000	100,000
Totals for dept 000 -		440,754	439,343	530,691	476,300	392,497	410,730	450,750
TOTAL ESTIMATED REVENUES		440,754	439,343	530,691	476,300	392,497	410,730	450,750
APPROPRIATIONS								
Dept 691 - PARK								
208-691-705.000	SALARIES SUPERVISION	88,040	86,050	50,793	80,001	53,550	62,000	62,808
208-691-706.000	SALARIES PERMANENT	35,294	11,480	15,958	56,436	35,585	43,600	55,273
208-691-706.100	SALARIES-OVERTIME	399		163	1,000	2,629	3,000	3,000
208-691-706.160	SALARIES-BOAT LAUNCH	27,468	28,365	25,149	34,000			
208-691-706.200	SALARIES- MARINA	10,131	9,620	13,764	23,000			
208-691-706.300	SALARIES-BEACH	48,766	34,690	64,387	50,000	30,944	50,000	55,000
208-691-707.100	SALARIES-LIFEGUARDS	11,311	19,915	48,648	41,500	30,146	48,000	60,000
208-691-714.000	MEDICARE	3,166	2,454	3,405	4,252	2,581	4,000	3,000
208-691-715.000	SOCIAL SECURITY TAX	13,536	10,493	14,557	15,938	11,037	15,938	13,000
208-691-716.000	HEALTH INSURANCE	6,925	6,195	7,433	12,000	7,500	10,000	20,000
208-691-717.000	LIFE & DISABILITY INSURANCE	1,659	1,224	1,670	3,164	1,981	3,164	3,317
208-691-718.000	RETIREMENT	3,192	3,416	3,648	7,679	5,511	6,745	10,000
208-691-720.000	WORKER'S COMPENSATION INS	4,513	6,291	4,228	5,000	2,757	5,203	5,500
208-691-721.000	UNEMPLOYMENT COMPENSATION	3,471	5,790	4,284	8,000	2,333	6,000	6,000
208-691-722.000	DRUG TESTING/MEDICAL EXPENSE	961	986	490	2,000	140	1,500	1,000
208-691-723.000	STIPENDS	1,000						
208-691-728.000	OFFICE SUPPLIES	799	642	1,482	800	588	800	1,000
208-691-751.000	GASOLINE	4,471	3,026	2,283	6,000	1,095	1,500	5,000
208-691-756.000	OPERATING SUPPLIES	15,666	9,582	10,829	9,000	9,257	10,000	10,000
208-691-756.500	MERCHANDISE		1,356		1,500			
208-691-767.000	EQUIPMENT/SMALL TOOLS	5,249	5,503	5,039	6,500	2,552	6,500	5,000
208-691-768.000	UNIFORMS	1,114	2,197	3,224	2,500	1,516	2,500	3,000
208-691-801.000	EDUCATION & TRAINING	1,051	35		1,000			500
208-691-807.000	AUDIT	1,500	1,000	1,000	1,000	1,000	1,000	1,000
208-691-818.000	PROFESSIONAL & CONTRACTUAL	29,488	44,907	41,903	55,000	53,601	55,000	25,000
208-691-818.200	ENGINEERING	500	3,450		2,000			2,000
208-691-831.000	MEMBERSHIPS & DUES		30		400	175	400	400
208-691-853.000	TELEPHONE	2,786	1,098	2,086	2,500	1,861	2,500	2,000
208-691-854.200	SOFTWARE EXPENSE				2,050		2,050	2,050



Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS								
Dept 691 - PARK								
208-691-903.000	PRINTING & PUBLISHING	3,641	2,469	3,096	1,500	2,925	3,500	2,000
208-691-912.000	FIRE INSURANCE	1,726	910	1,868	1,700	1,679	1,679	1,800
208-691-913.000	INSURANCE	2,966	1,815	3,705	3,000	4,065	4,065	4,500
208-691-916.000	LIABILITY INSURANCE	8,095	3,840	7,503	8,500	7,183	7,183	8,000
208-691-920.000	UTILITIES	28,453	33,740	30,254	35,000	23,320	33,000	35,000
208-691-931.000	BUILDING REPAIR & MAINTENANCE	22,251	11,656	28,282	15,000	16,214	15,000	20,000
208-691-932.000	GROUNDS REPAIR & MAINT	10,509	13,190	37,470	15,000	11,618	15,000	20,000
208-691-933.000	EQUIPMENT & MAINTENANCE	3,094	5,966	2,482	5,000	11,384	15,000	10,000
208-691-933.100	EQUIPMENT MAINT--PARKING SYSTEM		2,460	2,925	2,760	4,369	5,000	5,000
208-691-933.200	EQUIPMENT LEASES			11,194	10,767	11,011	10,767	12,000
208-691-939.000	VEHICLE REPAIR & MAINTENANCE	4,329	542	2,902	4,000	3,527	3,000	3,000
208-691-943.000	EQUIPMENT RENTAL				1,000			1,000
208-691-956.200	REFUNDS	400	187		350		1,200	400
208-691-962.000	MISCELLANEOUS	518						
208-691-963.000	BANK FEES	8,277	7,207	7,446	8,000	9,284	11,000	12,000
208-691-967.000	MISC PROJECTS	4,195	3,229	7,779	5,000	3,854	5,000	6,000
208-691-970.000	CAPITAL IMPROVEMENTS		5,582	6,000	5,000	4,455	5,000	6,000
208-691-979.000	EQUIPMENT	128	4,832	67	5,000	350	5,000	5,000
208-691-979.200	LIFEGUARD EQUIPMENT		7,725	4,776	2,164	688	2,164	2,200
208-691-979.300	LIFEGUARD RECRUITMENT & TRAINING		2,234	1,331	4,250	1,500	4,250	4,250
208-691-983.000	VEHICLE LEASES							6,183
208-691-999.000	TRANSFERS OUT			66,727				
Totals for dept 691 - PARK		421,038	407,379	552,230	567,211	375,765	488,208	519,181
TOTAL APPROPRIATIONS		421,038	407,379	552,230	567,211	375,765	488,208	519,181
NET OF REVENUES/APPROPRIATIONS - FUND 208		19,716 4.47%	31,964 7.28%	(21,539) -4.06%	(90,911) -19.09%	16,732 4.26%	(77,478) -18.86%	(68,431) -15.18%
BEGINNING FUND BALANCE		225,379	245,098	277,058	255,519	255,519	255,519	178,041
ENDING FUND BALANCE		245,095	277,062	255,519	164,608	272,251	178,041	109,610

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
209-000-404.000	PROPERTY TAXES	102,642	105,429	109,093	111,925	111,925	111,925	112,000
209-000-445.000	PENALTY & INTEREST	212	227	248	200	209	209	225
209-000-665.000	INTEREST EARNED	500	686	184	100	20	20	20
209-000-699.100	TRANSFER IN			66,727				
Totals for dept 000 -		103,354	106,342	176,252	112,225	112,154	112,154	112,245
TOTAL ESTIMATED REVENUES		103,354	106,342	176,252	112,225	112,154	112,154	112,245
APPROPRIATIONS								
Dept 000								
209-000-981.300	PARK VEHICLES & EQUIPMENT	42,233	32,692					
Totals for dept 000 -		42,233	32,692					
Dept 691 - PARK								
209-691-999.500	TRANSFER TO DREDGE FUND	35,688	36,288	35,800	36,288	36,288	36,288	40,000
Totals for dept 691 - PARK		35,688	36,288	35,800	36,288	36,288	36,288	40,000
Dept 751								
209-751-818.200	ENGINEERING		4,222					
209-751-962.000	MISCELLANEOUS	17,424						
209-751-974.000	CAPITAL IMPROVEMENTS	3,900	232,737	15,350	110,000	42,800	135,000	155,000
Totals for dept 751 -		21,324	236,959	15,350	110,000	42,800	135,000	155,000
TOTAL APPROPRIATIONS		99,245	305,939	51,150	146,288	79,088	171,288	195,000
NET OF REVENUES/APPROPRIATIONS - FUND 209		4,109 3.98%	(199,597) -187.69%	125,102 70.98%	(34,063) -30.35%	33,066 29.48%	(59,134) -52.73%	(82,755) -73.73%
BEGINNING FUND BALANCE		233,571	237,681	38,084	163,186	163,186	163,186	104,052
ENDING FUND BALANCE		237,680	38,084	163,186	129,123	196,252	104,052	21,297

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
225-000-589.000	CONTRIBUTIONS	6,595	36,288	9,182	36,288	29,161	28,116	40,000
225-000-665.000	INTEREST EARNED	730	1,930	1,210	600	134	125	125
225-000-699.100	TRANSFER IN	35,688	36,288	35,800	36,288	36,288	36,288	40,000
Totals for dept 000 -		43,013	74,506	46,192	73,176	65,583	64,529	80,125
TOTAL ESTIMATED REVENUES		43,013	74,506	46,192	73,176	65,583	64,529	80,125
APPROPRIATIONS								
Dept 806 - HARBOR DREDGING								
225-806-818.000	PROFESSIONAL & CONTRACTUAL		4,590	3,410	200,000			300,000
Totals for dept 806 - HARBOR DREDGING			4,590	3,410	200,000			300,000
TOTAL APPROPRIATIONS			4,590	3,410	200,000			300,000
NET OF REVENUES/APPROPRIATIONS - FUND 225		43,013	69,916	42,782	(126,824)	65,583	64,529	(219,875)
		100.00%	93.84%	92.62%	-173.31%	100.00%	100.00%	-274.41%
BEGINNING FUND BALANCE		246,373	289,502	359,417	402,200	402,200	402,200	466,729
FUND BALANCE ADJUSTMENTS		116						
ENDING FUND BALANCE		289,502	359,418	402,199	275,376	467,783	466,729	246,854

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
248-000-665.000	INTEREST EARNED	1	3	1	5			
248-000-678.000	REIMBURSEMENTS		540					
Totals for dept 000 -		1	543	1	5			
TOTAL ESTIMATED REVENUES		1	543	1	5			
APPROPRIATIONS								
Dept 000								
248-000-818.000	PROFESSIONAL & CONTRACTUAL	2,117						
248-000-962.000	MISCELLANEOUS	756	742					
Totals for dept 000 -		2,873	742					
TOTAL APPROPRIATIONS		2,873	742					
NET OF REVENUES/APPROPRIATIONS - FUND 248		(2,872)	(199)	1	5			
		-287,200.00%	-36.65%	100.00%	100.00%	0.00%	0.00%	0.00%
BEGINNING FUND BALANCE		3,342	470	272	273	273	273	273
ENDING FUND BALANCE		470	271	273	278	273	273	273

		Calculations as of 06/30/2021						
GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
265-000-665.000	INTEREST EARNED		11					
Totals for dept 000 -			11					
TOTAL ESTIMATED REVENUES			11					
APPROPRIATIONS								
Dept 000								
265-000-979.000	EQUIPMENT	7,380	6,952					
Totals for dept 000 -		7,380	6,952					
TOTAL APPROPRIATIONS		7,380	6,952					
NET OF REVENUES/APPROPRIATIONS - FUND 265		(7,380) 0.00%	(6,941) -63,100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
BEGINNING FUND BALANCE			7,061	121	121	121	121	121
FUND BALANCE ADJUSTMENTS		14,441						
ENDING FUND BALANCE		7,061	120	121	121	121	121	121



Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
266-000-580.000	STATE REVENUE JUSTICE TRAINING	1,254	1,284	1,290	1,300	892	1,300	1,300
266-000-665.000	INTEREST EARNED	9	3	2				
Totals for dept 000 -		<u>1,263</u>	<u>1,287</u>	<u>1,292</u>	<u>1,300</u>	<u>892</u>	<u>1,300</u>	<u>1,300</u>
TOTAL ESTIMATED REVENUES		1,263	1,287	1,292	1,300	892	1,300	1,300
APPROPRIATIONS								
Dept 000								
266-000-961.000	CRIMINAL JUSTICE TRAINING		2,443	452				
Totals for dept 000 -			<u>2,443</u>	<u>452</u>				
TOTAL APPROPRIATIONS			2,443	452				
NET OF REVENUES/APPROPRIATIONS - FUND 266		1,263	(1,156)	840	1,300	892	1,300	1,300
		100.00%	-89.82%	65.02%	100.00%	100.00%	100.00%	100.00%
BEGINNING FUND BALANCE		14,752	1,573	417	1,257	1,257	1,257	2,557
FUND BALANCE ADJUSTMENTS		(14,441)						
ENDING FUND BALANCE		1,574	417	1,257	2,557	2,149	2,557	3,857

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
351-000-665.000	INTEREST EARNED	267	804	746	800	76	75	100
351-000-699.000	TRANSFER FROM GENERAL	88,458	128,163	128,313	127,543	127,543	127,543	126,716
351-000-699.100	TRANSFER IN FROM WATER	85,433	85,238	85,338	84,825	84,825	84,825	84,275
351-000-699.200	TRANSFER IN FROM SEWER	127,843	127,549	127,699	126,932	126,932	126,932	126,109
351-000-699.312	TRANSFER FROM LRSB FOR 2010 SE	50,159	53,176	51,063				
Totals for dept 000 -		352,160	394,930	393,159	340,100	339,376	339,375	337,200
TOTAL ESTIMATED REVENUES		352,160	394,930	393,159	340,100	339,376	339,375	337,200
APPROPRIATIONS								
Dept 906 - DEBT SERVICE								
351-906-991.100	2017 CAP IMPROV BOND PRINCIPLE	225,000	230,000	235,000	240,000	240,000	240,000	245,000
351-906-992.100	2017 CAP IMPROV BOND INTEREST	116,733	110,950	106,350	99,300	99,300	99,300	92,100
351-906-993.700	2010 SEAWALL - PRINCIPAL	45,000	50,000	50,000				
351-906-993.800	2010 SEAWALL - INTEREST	5,270	3,250	1,088				
351-906-998.000	FEES	750	750		800		800	800
Totals for dept 906 - DEBT SERVICE		392,753	394,950	392,438	340,100	339,300	340,100	337,900
TOTAL APPROPRIATIONS		392,753	394,950	392,438	340,100	339,300	340,100	337,900
NET OF REVENUES/APPROPRIATIONS - FUND 351		(40,593) -11.53%	(20) -0.01%	721 0.18%	0.00%	76 0.02%	(725) -0.21%	(700) -0.21%
BEGINNING FUND BALANCE		42,932	2,339	2,319	3,040	3,040	3,040	2,315
ENDING FUND BALANCE		2,339	2,319	3,040	3,040	3,116	2,315	1,615

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
402-000-665.000	INTEREST EARNED	174	293	268	100	13		
402-000-678.000	REIMBURSEMENTS	24,175	34,483	30,518	25,000	30,441	30,441	25,000
402-000-695.000	TRANSFER FROM GENERAL		20,000	29,000	30,000	30,000	30,000	30,000
402-000-695.200	TRANSFER FROM WATER		26,700					
402-000-695.300	TRANSFER FROM LRSB		40,000	40,000	40,000	40,000	40,000	40,000
402-000-697.300	POLICE PROCEEDS			10,750				
Totals for dept 000 -		24,349	121,476	110,536	95,100	100,454	100,441	95,000
TOTAL ESTIMATED REVENUES		24,349	121,476	110,536	95,100	100,454	100,441	95,000
APPROPRIATIONS								
Dept 872 - OTHER FUNCTIONS								
402-872-942.000	EQUIPMENT	2,995	12,356		5,000			
Totals for dept 872 - OTHER FUNCTIONS		2,995	12,356		5,000			
Dept 902 - CAPITAL								
402-902-981.000	POLICE VEHICLES&EQUIPMENT	21,746	20,466	32,437	32,500	21,048	22,000	22,000
402-902-981.200	STREET VEHICLES & EQUIPMENT	14,086	36,857	35,308	37,278	35,428	37,713	34,500
402-902-981.300	PARK VEHICLES & EQUIPMENT	5,720	5,720	4,885	5,720	4,766	5,720	5,720
402-902-981.500	CITY HALL OFFICE EQUIPMENT		8,785	1,035	5,000			5,000
Totals for dept 902 - CAPITAL		41,552	71,828	73,665	80,498	61,242	65,433	67,220
TOTAL APPROPRIATIONS		44,547	84,184	73,665	85,498	61,242	65,433	67,220
NET OF REVENUES/APPROPRIATIONS - FUND 402		(20,198)	37,292	36,871	9,602	39,212	35,008	27,780
		-82.95%	30.70%	33.36%	10.10%	39.03%	34.85%	29.24%
BEGINNING FUND BALANCE		113,051	92,854	130,147	167,017	167,017	167,017	202,025
ENDING FUND BALANCE		92,853	130,146	167,018	176,619	206,229	202,025	229,805

		Calculations as of 06/30/2021						
GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
403-000-665.000	INTEREST EARNED	10,172	6,479	2,052		32		
403-000-678.000	REIMBURSEMENTS	61,201	4,187					
Totals for dept 000 -		<u>71,373</u>	<u>10,666</u>	<u>2,052</u>		<u>32</u>		
TOTAL ESTIMATED REVENUES		<u>71,373</u>	<u>10,666</u>	<u>2,052</u>		<u>32</u>		
APPROPRIATIONS								
Dept 903								
403-903-976.000	N. WHITTAKER REDEVELOPMENT	838,129	186,316					
403-903-976.100	STROMER & SHORE PROJECT		40,667					
403-903-976.200	STREET PAVING PROGRAM	689,783	106,326	606,001	210,724	37,920	40,000	65,000
403-903-976.300	CLAY STREET RECONSTRUCTION	851,337	589,295					
403-903-998.000	FEES	990	950	950	950	750	950	950
Totals for dept 903 -		<u>2,380,239</u>	<u>923,554</u>	<u>606,951</u>	<u>211,674</u>	<u>38,670</u>	<u>40,950</u>	<u>65,950</u>
TOTAL APPROPRIATIONS		<u>2,380,239</u>	<u>923,554</u>	<u>606,951</u>	<u>211,674</u>	<u>38,670</u>	<u>40,950</u>	<u>65,950</u>
NET OF REVENUES/APPROPRIATIONS - FUND 403		(2,308,866)	(912,888)	(604,899)	(211,674)	(38,638)	(40,950)	(65,950)
		-3,234.93%	-8,558.86%	-29,478.51%	0.00%	-120,743.75%	0.00%	0.00%
BEGINNING FUND BALANCE		3,932,948	1,624,083	711,195	106,296	106,296	106,296	65,346
ENDING FUND BALANCE		1,624,082	711,195	106,296	(105,378)	67,658	65,346	(604)

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18	2018-19	2019-20	2020-21	2020-21	2020-21	2021-22
		ACTIVITY	ACTIVITY	ACTIVITY	AMENDED BUDGET	THRU 06/30/21 ACTIVITY	PROJECTED ACTIVITY	REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
590-000-566.000	GRANT	208,809						
590-000-641.000	TAP IN FEES	16,237	7,755	5,462	6,000	9,706	11,000	8,000
590-000-641.100	TAP BUY INS	48,643	11,740	28,788	25,000	20,771	25,000	20,000
590-000-641.300	INSPECTION FEES	790	474	316	500	237	400	500
590-000-641.400	CONNECTION FEE	3,150	1,750	1,400	1,500	1,050	1,500	1,500
590-000-650.000	USAGE	350,680	429,620	419,817	468,750	409,222	468,750	482,812
590-000-650.100	READY TO SERVE	488,681	552,646	562,893	562,500	516,783	562,500	575,000
590-000-662.000	PENALTIES	10,353	10,070	10,285	9,000	7,929	10,000	10,000
590-000-665.000	INTEREST EARNED	3,584	5,220	3,880	2,000	125	130	150
590-000-670.000	INCOME FROM JOINT VENTURE	161,244	229,464	(90,607)				
590-000-683.000	CHANGE IN ESTIMATE			125,000				
590-000-698.000	MISCELLANEOUS	231	(488)	1,234		741	741	
590-000-699.000	TRANSFER IN	127,843						
Totals for dept 000 -		1,420,245	1,248,251	1,068,468	1,075,250	966,564	1,080,021	1,097,962
TOTAL ESTIMATED REVENUES		1,420,245	1,248,251	1,068,468	1,075,250	966,564	1,080,021	1,097,962
APPROPRIATIONS								
Dept 537 - SEWER								
590-537-705.000	SALARIES SUPERVISION	26,390	20,760	16,561	27,500	17,356	19,300	27,500
590-537-706.000	SALARIES PERMANENT	26,841	26,414	32,500	34,893	33,691	38,793	40,000
590-537-714.000	MEDICARE	702	622	703	800	708	800	800
590-537-715.000	SOCIAL SECURITY TAX	3,003	2,661	3,007	3,300	3,024	4,000	4,000
590-537-730.000	POSTAGE	1,666	1,000	1,800	1,800	800	1,800	1,800
590-537-756.000	OPERATING SUPPLIES	296	312	152	300		300	300
590-537-807.000	AUDIT	2,000	2,000	2,000	1,000	2,000	2,000	2,000
590-537-818.000	PROFESSIONAL & CONTRACTUAL	6,498	300	321	3,000		3,000	3,000
590-537-818.200	ENGINEERING	211,310	750	36,934	40,000	750	20,000	30,000
590-537-836.000	GALIEN RIVER SANITARY DISTRICT	827,224	708,194	933,491	825,000	303,669	650,000	900,000
590-537-836.100	GRSD MAINTENANCE	69,228	2,530	19,009	40,000	24,782	40,000	40,000
590-537-836.300	GRSD - CAPITAL IMPROVEMENT	14						
590-537-836.500	GRSD-CONNECTION FEES	1,908	1,050	1,400	3,500	700	1,000	2,000
590-537-916.000	LIABILITY INSURANCE	2,649	1,304	2,590	3,000	2,558	2,560	2,800
590-537-920.000	UTILITIES	5,620	6,302	12,293	6,500	12,579	12,000	13,000
590-537-933.000	EQUIPMENT & MAINTENANCE	1,563	1,080	14	4,000		4,000	4,000
590-537-935.000	SEWER REPAIR & MAINTENANCE	59,214	50,757	13,047	17,000		15,000	30,000
590-537-935.200	N. WHITTKER REDEVELOPMENT	(155,751)						
590-537-937.000	SEWER CONNECTIONS/MAINTENANCE	257	266	11,400	1,000	4,400	10,000	7,000
590-537-943.000	EQUIPMENT RENTAL				400		500	
590-537-956.200	REFUNDS	1,019			250			
590-537-962.000	MISCELLANEOUS	591	482	(232)	250	182	200	
590-537-991.000	DEPRECIATION EXPENSE	47,105	47,105	47,105				
590-537-995.000	INTERFUND TRANSFERS	28,357	26,986	26,237	24,690	12,883	24,690	22,878
590-537-995.100	TRANSFER TO DEBT SERVICE 2017	127,843	127,549	127,699	126,932	126,932	126,932	126,716
Totals for dept 537 - SEWER		1,295,547	1,028,424	1,288,031	1,165,115	547,014	976,875	1,257,794
TOTAL APPROPRIATIONS		1,295,547	1,028,424	1,288,031	1,165,115	547,014	976,875	1,257,794
NET OF REVENUES/APPROPRIATIONS - FUND 590		124,698	219,827	(219,563)	(89,865)	419,550	103,146	(159,832)
		8.78%	17.61%	-20.55%	-8.36%	43.41%	9.55%	-14.56%



BUDGET REPORT FOR CITY OF NEW BUFFALO  
 Fund: 590 SEWER FUND

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	Calculations as of 06/30/2021						
		2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
	BEGINNING FUND BALANCE	2,608,187	3,940,525	4,160,352	3,940,791	3,940,791	3,940,791	4,043,937
	FUND BALANCE ADJUSTMENTS	1,207,641						
	ENDING FUND BALANCE	3,940,526	4,160,352	3,940,789	3,850,926	4,360,341	4,043,937	3,884,105

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
591-000-626.000	SERVICES RENDERED		2,919	125	500	1,256	1,300	500
591-000-641.000	TAP IN FEES	26,738	11,433	13,422	23,000	15,978	23,000	20,000
591-000-641.100	TAP BUY INS	9,543	5,946	7,966	10,000	9,986	10,000	10,000
591-000-641.200	WATER TAP SUPPLY REIM		4,387	6,123				
591-000-648.000	USAGE - CASINO	368,113	316,565	365,814	340,000	311,074	370,000	360,000
591-000-649.000	USAGE-TWP	9,293	9,422	9,761	10,000	12,913	11,500	9,700
591-000-650.000	USAGE	264,594	301,294	297,926	330,000	297,081	360,000	370,000
591-000-650.100	READY TO SERVE	410,165	419,174	420,548	400,000	378,955	420,000	430,000
591-000-650.200	RTS - CASINO	23,376	23,386	25,335	23,000	19,488	23,300	23,000
591-000-651.000	ON/OFF FEES	3,333	3,780	3,365	1,500	5,167	4,500	3,000
591-000-662.000	PENALTIES	7,409	6,482	6,734	6,500	5,341	6,000	6,500
591-000-665.000	INTEREST EARNED	17,452	29,989	18,045	12,000	410	400	400
591-000-670.000	RENTAL/LEASE	15,000	15,000	15,000				
591-000-680.000	HYDRANT RENTAL	627	21	131	100	266	275	150
591-000-698.000	MISCELLANEOUS	7,235	(880)	670				
Totals for dept 000 -		1,162,878	1,148,918	1,190,965	1,156,600	1,057,915	1,230,275	1,233,250
TOTAL ESTIMATED REVENUES		1,162,878	1,148,918	1,190,965	1,156,600	1,057,915	1,230,275	1,233,250
APPROPRIATIONS								
Dept 536 - WATER								
591-536-705.000	SALARIES SUPERVISION	106,023	121,117	94,658	126,233	98,087	126,233	133,575
591-536-706.000	SALARIES PERMANENT	171,044	164,546	184,501	177,846	155,514	170,000	186,864
591-536-706.100	SALARIES-OVERTIME	24,087	16,478	15,622	22,000	14,273	22,000	22,000
591-536-714.000	MEDICARE	4,106	4,034	4,432	4,728	3,717	4,728	5,000
591-536-715.000	SOCIAL SECURITY TAX	17,556	17,250	18,952	20,217	15,895	18,000	19,500
591-536-716.000	HEALTH INSURANCE	75,206	63,188	71,334	79,100	69,430	75,420	81,258
591-536-717.000	LIFE & DISABILITY INSURANCE	8,249	5,892	7,815	7,290	6,512	7,165	7,881
591-536-718.000	RETIREMENT	6,445	3,996	3,303	19,799	17,151	20,275	21,500
591-536-720.000	WORKER'S COMPENSATION INS	4,890	11,504	7,771	9,400	4,864	9,417	9,500
591-536-721.000	UNEMPLOYMENT COMPENSATION	1,513	1,510	751	1,950	737	1,950	1,700
591-536-723.000	STIPENDS	4,900	4,900	5,300	4,900	5,050	5,050	5,050
591-536-728.000	OFFICE SUPPLIES	518	369	766	800	40	800	800
591-536-730.000	POSTAGE	2,344	1,056	2,096	2,800	1,211	1,500	2,500
591-536-743.000	CHEMICALS	27,053	2,228					
591-536-751.000	GASOLINE	5,222	4,829	3,568	5,500	2,173	3,300	5,500
591-536-753.000	PROCESS CHEMICALS		15,554	15,097	25,000	18,946	25,000	26,500
591-536-756.000	OPERATING SUPPLIES	22,080	15,653	19,390	23,000	11,131	23,000	25,000
591-536-756.100	SUPPLIES - WATER TAPS	5,462	5,852	5,864	7,500	3,794	7,500	7,500
591-536-756.200	METER REPLACEMENT	10,647	11,405	13,108	17,000	7,368	17,000	17,000
591-536-756.300	MISC TESTING SUPPLIES&TESTING	8,659	7,008	4,477	7,500	5,310	7,500	8,000
591-536-756.400	LAB SUPPLIES	19,651	15,524	13,898	22,000	15,999	22,000	23,500
591-536-767.000	EQUIPMENT/SMALL TOOLS	2,857	4,066	2,870	5,500	434	3,500	5,500
591-536-768.000	UNIFORMS	1,500	1,006	851	1,600	696	1,600	1,600
591-536-801.000	EDUCATION & TRAINING	2,311	2,377	1,952	3,800	505	2,000	3,800
591-536-807.000	AUDIT	8,500	2,000	2,000	2,000	2,000	2,000	2,000
591-536-818.000	PROFESSIONAL & CONTRACTUAL	1,216,808	29,924	16,795	28,000	26,372	28,000	30,000
591-536-818.200	ENGINEERING	7,000	5,050	3,861	60,000	19,757	45,000	25,000
591-536-818.600	CONTRACTUAL-WATER TAPS	1,050	1,956	9,761	7,500		5,000	7,500
591-536-818.700	SLUDGE REMOVAL	27,484		27,484				35,000
591-536-818.800	WATER INTAKE SERVICE	10,800	8,450	11,500	12,000		12,000	15,000

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	Calculations as of 06/30/2021						
		2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS								
Dept 536 - WATER								
591-536-819.500	PERMIT FEE		150	227	150	150	150	
591-536-824.000	LAB CERTIFICATION FEE	1,442	1,546	4,076	4,000	1,300	1,500	
591-536-831.000	MEMBERSHIPS & DUES	1,241	475	1,444	1,500	1,770	2,000	
591-536-853.000	TELEPHONE	8,884	10,621	10,064	12,000	6,835	12,000	
591-536-873.000	TRAVEL/MILEAGE REIMB				450		500	
591-536-903.000	PRINTING & PUBLISHING	1,072	220	1,254	800	800	1,000	
591-536-912.000	FIRE INSURANCE	11,563	6,096	12,517	13,000	11,248	12,000	
591-536-913.000	INSURANCE	1,483	907	2,041	3,000	2,439	2,500	
591-536-916.000	LIABILITY INSURANCE	2,698	1,280	2,501	3,500	2,394	3,000	
591-536-920.000	UTILITIES	42,546	49,505	49,939	55,000	34,934	55,000	
591-536-930.000	PLANT REPAIR & MAINTENANCE	12,126	29,113	1,236	15,000	240	15,000	
591-536-931.000	BUILDING REPAIR & MAINTENANCE	5,090	256,703	16,389	210,000	7,162	20,000	
591-536-933.000	EQUIPMENT & MAINTENANCE	16,657	12,339	26,287	40,000	8,830	40,000	
591-536-934.000	OTHER REPAIRS & MAINT	5,562	1,823	700	10,000	3	10,000	
591-536-939.000	VEHICLE REPAIR & MAINTENANCE	8,459	2,550	1,173	6,500	289	6,500	
591-536-943.000	EQUIPMENT RENTAL	109			250	250	250	
591-536-955.000	CUSTOMER DEPOSIT REFUNDS	(840)						
591-536-956.200	REFUNDS		(1,421)		1,500			
591-536-962.000	MISCELLANEOUS	1,006	950	(83)				
591-536-963.000	BANK FEES	3,103	2,821	2,001	3,000	683	3,000	
591-536-974.700	PLANT SECURITY EXPENSE	2,090	420	430	2,500	1,010	2,500	
591-536-979.000	EQUIPMENT		28,422	6,257	10,000		10,000	
591-536-979.500	HYDRANT REPLACEMENT		4,560	1,120	7,500	(9)	7,500	
591-536-983.000	VEHICLE LEASES						6,277	
591-536-987.000	WATER MAIN EXTENSIONS	39,218		50,225	65,000		70,000	
591-536-987.100	WATER MAIN REPLACEMENT--MECHAN:			1				
591-536-987.200	WATER MAINS N. WHITTAKER PROJE(	(39,218)						
591-536-991.000	DEPRECIATION EXPENSE	158,097	189,701	168,100				
591-536-991.600	2010 WATER SYS IMPR-INTEREST	28,373	26,561	23,899	23,811	22,811	20,874	
591-536-991.700	LIGHTHOUSE CREEK PAYMENT	63,413	29,904	29,849	76,495	76,594	75,541	
591-536-995.000	INTERFUND TRANSFERS		26,700					
591-536-995.100	TRANSFER TO DEBT SERVICE 2017 I	85,433	85,238	85,338	84,825	84,825	84,275	
Totals for dept 536 - WATER		2,263,572	1,315,906	1,066,762	1,354,744	770,474	1,196,895	
TOTAL APPROPRIATIONS		2,263,572	1,315,906	1,066,762	1,354,744	770,474	1,196,895	
NET OF REVENUES/APPROPRIATIONS - FUND 591		(1,100,694) -94.65%	(166,988) -14.53%	124,203 10.43%	(198,144) -17.13%	287,441 27.17%	2,254 0.18%	36,355 2.95%
BEGINNING FUND BALANCE		4,169,593	3,069,409	2,902,422	2,979,835	2,979,835	2,982,089	
FUND BALANCE ADJUSTMENTS		508		(46,790)				
ENDING FUND BALANCE		3,069,407	2,902,421	2,979,835	2,781,691	2,982,089	3,018,444	

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 THRU 06/30/21 ACTIVITY	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
594-000-651.100	TRANSIENT MARINA FEES				48,000	47,721	48,000	45,000
594-000-652.000	BOAT LAUNCHING FEES				49,000	46,587	49,000	53,000
594-000-652.100	BOAT LAUNCH FEES-COMMERCIAL				28,000	17,930	25,000	28,000
594-000-653.200	ICE/MECHANDISE SALES				1,000	432	1,000	1,200
594-000-678.000	REIMBURSEMENTS					11,670	65,000	
Totals for dept 000 -					126,000	124,340	188,000	127,200
TOTAL ESTIMATED REVENUES					126,000	124,340	188,000	127,200
APPROPRIATIONS								
Dept 597 - HARBOR OPERATIONS								
594-597-705.000	SALARIES SUPERVISION				3,500	2,176	3,500	15,000
594-597-706.100	SALARIES-OVERTIME							500
594-597-706.160	SALARIES-BOAT LAUNCH				29,000	22,946	29,000	36,000
594-597-706.200	SALARIES- PT MARINA				20,000	11,663	20,000	25,000
594-597-714.000	MEDICARE				1,096	134	300	885
594-597-715.000	SOCIAL SECURITY TAX				4,685	574	1,000	3,500
594-597-720.000	WORKER'S COMPENSATION INS				1,574		300	500
594-597-721.000	UNEMPLOYMENT COMPENSATION				1,200		1,100	1,500
594-597-722.000	DRUG TESTING/MEDICAL EXPENSE				500	210	500	500
594-597-728.000	OFFICE SUPPLIES				500	429	500	500
594-597-756.000	OPERATING SUPPLIES				500	602	500	2,000
594-597-756.500	MERCHANDISE				2,000		2,000	2,000
594-597-767.000	EQUIPMENT/SMALL TOOLS				500		500	500
594-597-807.000	AUDIT							1,000
594-597-818.000	PROFESSIONAL & CONTRACTUAL				2,000	333	75,000	3,000
594-597-818.200	ENGINEERING				13,000		13,000	2,000
594-597-920.000	UTILITIES				3,000	3,111	3,800	7,500
594-597-931.000	BUILDING REPAIR & MAINTENANCE					361	1,000	5,000
594-597-932.000	GROUNDS REPAIR & MAINT				5,000		5,000	5,500
594-597-933.000	EQUIPMENT & MAINTENANCE					318	500	1,000
594-597-956.200	REFUNDS					1,198	1,600	1,500
594-597-963.000	BANK FEES						300	500
594-597-970.000	CAPITAL IMPROVEMENTS				20,000	5,500	6,000	5,000
Totals for dept 597 - HARBOR OPERATIONS					108,055	49,555	165,400	120,385
TOTAL APPROPRIATIONS					108,055	49,555	165,400	120,385
NET OF REVENUES/APPROPRIATIONS - FUND 594					17,945	74,785	22,600	6,815
		0.00%	0.00%	0.00%	14.24%	60.15%	12.02%	5.36%
BEGINNING FUND BALANCE								22,600
ENDING FUND BALANCE					17,945	74,785	22,600	29,415

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET THRU	2020-21 ACTIVITY 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000								
704-000-671.000	ESCROW					15,000		
704-000-671.200	FIRE INSURANCE WITHHOLDING ESCI					13,117		
Totals for dept 000 -						28,117		
TOTAL ESTIMATED REVENUES						28,117		
NET OF REVENUES/APPROPRIATIONS - FUND 704						28,117		
		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
BEGINNING FUND BALANCE								
ENDING FUND BALANCE						28,117		
ESTIMATED REVENUES - ALL FUNDS		7,684,485	7,932,690	7,800,557	7,205,701	7,215,963	7,575,050	7,672,940
APPROPRIATIONS - ALL FUNDS		11,539,925	7,696,618	8,143,630	8,208,858	5,036,319	7,028,972	8,355,071
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(3,855,440)	236,072	(343,073)	(1,003,157)	2,179,644	546,078	(682,131)
		-50.17%	2.98%	-4.40%	-13.92%	30.21%	7.21%	-8.89%
BEGINNING FUND BALANCE - ALL FUNDS		13,913,468	11,287,198	11,523,270	11,133,415	11,133,415	11,133,415	11,679,493
FUND BALANCE ADJUSTMENTS - ALL FUNDS		1,229,161		(46,790)				
ENDING FUND BALANCE - ALL FUNDS		11,287,189	11,523,270	11,133,407	10,130,258	13,313,059	11,679,493	10,997,362







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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Concession Agreement – The Hot Dog Cart

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**ITEM BEFORE THE COUNCIL:**

Approval of Concession Agreement with Andrew Pavlopoulos dba “The Hot Dog Cart”

**DISCUSSION:**

At the March 15, 2021 meeting of the New Buffalo City Council a proposal was submitted for approval of a concession agreement with Andrew Pavlopoulos dba “The Hot Dog Cart”. After deliberation by the Council, it was determined that the proposal would be tabled. Subsequently, the Council unofficially established a standard concession fee to be utilized moving forward. Unfortunately, the item was not removed from the table at the April 19, 2021 council meeting and essentially failed.

Mr. Pavlopoulos contacted the City and inquired what the decision was regarding his proposal. It was explained that no action was taken by the Council regarding his proposal. Mr. Pavlopoulos was informed of the discussion that ensued at the meeting and the parameters that were expressed relating to vendors in the City. He expressed a desire to vend in the City and requested that the initial proposal be resubmitted. Furthermore, it was explained that he wanted to do the vending on a part-time basis being that his main operation was in the St. Joseph area.

The proposed location for this vendor is the park area of the Municipal Marina.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the concession license agreement with Andrew Pavlopoulos dba “The Hot Dog Cart” for a term ending December 31, 2021 at an annual fee of five hundred dollars (\$500).

**CONCESSION LICENSE AGREEMENT  
THE HOT DOG KART**

This Marina Concession License Agreement (the "Agreement") is made as of \_\_\_\_\_, 2021, between the City of New Buffalo, a Michigan municipal corporation the principal business address of which is 224 W. Buffalo Street, New Buffalo, Michigan 49117 (the "City"), and Andrew G. Pavlopoulos, an individual residing at 3089 Lakeshore Dr, Saint Joseph, MI 49085 (the "Licensee"), doing business as "The Hot Dog Kart." (the City and Licensee together referred to as the "Parties").

RECITALS

- A. The City owns the property commonly referred to as New Buffalo Municipal Marina.
- B. The Licensee wishes to use space near the entrance of the Marina property, as shown on the attached **Exhibit A** (the "Concession Area"), to operate a concession business (the "Concession").
- C. The City is willing to accommodate that request pursuant to the terms and conditions of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

- 1. **License.** The City licenses to Licensee use of the Concession Area for the sale of food as provided below. At Licensee's expense, Licensee shall be permitted to furnish the Concession Area with equipment and furnishings necessary to conduct its operation, which will include a food vending kart. Licensee shall not block any walkway adjacent to or within the Concession Area. At the end of the term of this Agreement, Licensee shall remove all equipment and furnishings furnished by Licensee.
- 2. **Term and Termination.** This Agreement shall commence upon the date of this Agreement and end on December 31, 2022, unless extended by mutual written agreement of the parties. This Agreement may be terminated by either party for breach pursuant to Section 8 below. Upon the termination of this Agreement, Licensee shall restore the Concession Area to the condition it was in: (i) prior to the date of this Agreement.
- 3. **License Fee.** In addition to its other obligations under this Agreement, Licensee shall pay to the City an annual fee (the "Annual License Fee") in the amount of \$500, which shall be due on or before May 1, 2021.
- 3. **Property Rights.** This Agreement does not grant or convey to Licensee any property rights, title, or interest in in the Concession Area.
- 4. **Requirements.** This Agreement shall include the following requirements:
  - a. **Signage.** Licensee may post advertising signs in the Concession Area in a location and with specifications acceptable to the City Manager.
  - b. **Property Maintenance.** Licensee shall be responsible for properly disposing of its own trash during the Concession Season, in accordance with any applicable City ordinances. Licensee shall also clean the immediately adjacent area within 25 feet of the Concession Area of all trash, including paper, cans, bottles, and other refuse.
  - c. **Hours of Operation.**
    - i. **Concession Season.** The Licensee may open for business May 1 and may remain open through September 3 (the "Concession Season"). The Licensee may, at its discretion, choose to operate for only a portion of this permissible Concession Season.
    - ii. **Daily hours.** Licensee may open the Concession for service to Customers between the hours of 11:00 a.m. and 3:00 p.m. each day. The Licensee may, at its discretion, choose to have more limited hours during parts of the Concession Season.
  - d. **Sales and Rental Activity.**



**i. Approved Items.** Licensee shall have the right to sell food items and non-alcoholic beverages. Menu items will include Vienna beef hot dogs. Licensee shall not sell, distribute, lend, rent, or otherwise disseminate any items other than food or beverages.

**e. Utilities.** The Licensee has indicated that utility service is not needed to operate the Concession.

**5. Insurance.** Licensee shall carry General Liability Insurance as required by the City liability insurance carrier in the amount of \$1,000,000.00 and list the City (defined for purposes of this section to include the City's officers and employees) as an additional insured and certificate holder. Licensee shall provide the City a copy of a certificate of insurance showing the insurance to be fully in effect and stating that the insurance may not be terminated or modified without providing the City at least 30 days prior to written notice. Upon request, Licensee shall provide the City a copy of the complete policy, including all endorsements. The policy shall provide coverage for all occurrences during the term of this Agreement.

**6. Indemnification.** Licensee shall hold the City (defined for purposes of this section to include the City's officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any demands, claims, or causes of action arising from the negligent acts or wrongdoing of Licensee or Licensee's members, employees, or agents in the operation or use of the Concession Area, except to the extent such loss is caused solely by the negligence or wrongdoing of the City.

**7. Compliance with Laws.** Licensee shall operate in accordance with generally accepted operating practices and maintain compliance with applicable laws, rules, regulations, ordinances, orders, permits, and licenses required by any governmental agency of competent jurisdiction. In addition, Licensee shall obtain and maintain all required permits, licenses, and other approvals.

**8. Breach and Remedy.**

**a. Written notice.** If a party fails to comply with any of the terms and conditions of this Agreement, a written notice of failure to comply, stating the specific breach shall be delivered to the allegedly breaching party. The recipient of any such written notice shall have 10 days to take any corrective actions required to cure the breach so as to be in compliance with this license. In the event it is impossible to remedy the breach within 10 days due to inclement weather, fire or other act of God, the recipient of a written notice shall be given a reasonable time to comply with the terms and conditions of this license. During the 10-day cure period the notice recipient shall inform the notice sending party in writing of the actions taken to remedy the breach. If the breach is not corrected within the 10-day cure period, the non-breaching party shall have the right to terminate this Agreement.

**b. Suspension.** In addition or in the alternative to the remedies in subsection (a), the City Manager may, upon a reasonable belief that a breach of this Agreement has occurred and has not been corrected after 24 hour's written notice, suspend the license granted by this Agreement, effective immediately.

**c. Perform the notice-recipient's obligations.** In addition or in the alternative to terminating this Agreement, if the notice-recipient fails to take reasonable steps to remedy the breach within 10 days of receiving notice of the same, the notice-sending party may perform the notice-recipient's obligations so as to remedy the breach and recover from the notice recipient all of the costs, including, without limitation, costs paid to those providing services or materials and its own wages if performing the work itself.

**d. Prevailing Party.** To the extent not prohibited by law, the prevailing party in any action brought pursuant to or to enforce any provision of this Agreement shall, in addition to any other remedies, be entitled to recover its actual costs, including, without limitation, its actual reasonable attorney fees, filing fees, expert fees, and other expenses incurred to bring, maintain, or defend any such action from its first accrual or first notice thereof through any appellate and collection proceedings. A party is a prevailing party if it improves its position from any offer made by the other party prior to filing the lawsuit. This provision shall not alter or affect any remedies under applicable court rules governing sanctions for rejected offers of judgment or case evaluation awards.

**9. Assignment to Business Entity.** The parties anticipate that the Licensee may assign this agreement to a limited liability company, partnership, or corporation in which the Licensee is a principal stakeholder. Such assignment shall require the written approval of the City Manager, which shall not be unreasonably withheld.

**10. Interpretation.** This is the entire agreement between the parties as to its subject matter. This Agreement shall supersede and void any existing lease or other agreement between the parties. This agreement may not be modified except in writing signed by the Parties (in the case of the City, such modification shall require City Council approval). Its interpretation shall not be affected by any course of dealing. The captions are for convenience and form no part of this Agreement, but the recitals are an integral part of this Agreement. This Agreement shall be construed as if it were mutually drafted.

**11. Miscellaneous.**

**a. Addresses.** Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

**b. Waiver.** The waiver of or failure to enforce any part of this Agreement shall not prevent its subsequent enforcement. To be effective any waiver must be in writing signed by the waiving party.

**12. Binding Effect.** This Agreement shall be binding upon the parties to this Agreement as well as their successors, heirs, executors, administrators, personal representatives, and permitted assigns.

The Parties have signed this Agreement as of the date first above written.

CITY OF NEW BUFFALO

LICENSEE

By: \_\_\_\_\_  
John Humphrey, Mayor

By: \_\_\_\_\_  
Andrew G. Pavlopoulos

By: \_\_\_\_\_  
Ann M. Fidler, Clerk

Its: \_\_\_\_\_



## **STAFF REPORT**

The Beer Church

**Meeting Date:** May 3, 2021

**Project Number:** PZ2021-0001

**Project Name:** The Beer Church Outside Seating

**Applicant:** The Beer Church, 36 S. Whittaker Street, New Buffalo, MI 49117

**Property Location:** 36 S. Whittaker Street, New Buffalo, MI 49117, 11-62-0340-0329-01-0

**Owner:** Jane Simon, 22 S. Whittaker, New Buffalo, MI 49117, 219-241-3876

**Dimensions:** 198'x132' (26,136 SF)

**Proposed Use:** Outdoor seating and parking

**Zoning:** Central Business District (CBD)

**Action Requested:** Site Plan Review

### **OVERVIEW**

The applicant requests approval of a Site Plan to expand the outdoor seating area by constructing a raised deck, that is an add onto the existing patio, to include an outdoor pizza oven and pizza bar area.

#### ***Section 19-6, A, General Information***

The applications submitted are complete.

#### ***Section 19-6, B, Site Analysis/Project Impact***

The drawings as submitted satisfy the requirements of this section in every respect.

#### ***Section 19-6, C and 19-9, Site Plan Information and Approval Standards***

The drawings as submitted satisfy the requirements of this section in all respects.

#### ***Section 17-2 Standards for Approval***

**A. Basic Approval Standards.** Prior to approving a special land use application, the following general standards, in addition to any specific standards required for an individual special use shall be satisfied. The proposed use or activity shall:

1. Be compatible and in accordance with the City of New Buffalo Master Plan.
2. Be designed, constructed, operated, and maintained to be compatible with the existing or intended character of the general vicinity and so as not to change the essential character of the area in which it is proposed.



3. Be adequately served by public facilities and services such as streets, police, fire protection, drainage structures, water and sewage facilities recreation facilities, and primary and secondary schools.
4. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety or welfare by reason of excessive production of traffic, noise, smoke, odors or other such nuisance.
5. Promote the public interest through provision of a service, facility, or use determined to be non-detrimental to the residents of the City.
6. Be in compliance with all City ordinances, and state and federal statutes, and licensing provisions as applicable.
7. Not create safety concerns for pedestrian or vehicular circulation

#### **FINDINGS/RECOMMENDATION**

After review of the application materials, confirmation of the facts reported, site inspections, evaluation of the site plan review criteria by the City's Building Department, and the approval of the Planning Commission, it is recommended that the Site Plan for Project #PZ2021-0001, referred to as Beer Church be approved as submitted.

Respectfully,  
Darwin Watson, City Manager



**City of New Buffalo  
PLANNING COMMISSION  
Site Plan Application  
Staff Report**

**Hearing Date:** February 17, 2021

**Project Number:** PZ2021-0001

**Applicant:** John Lustina

**Property Owner:** Jane Simon

**Subject Property Address:** 36 S Whittaker Street, New Buffalo, MI 49117

**Nature of the Request:** Site Plan application for construction of additional outdoor restaurant seating expansion.

**Zoning District:** CBD "Central Business District"

**OVERVIEW**

The applicant is Rockford Construction, of 601 First Street NW, Grand Rapids MI 49504. The applicant requests site plan approval for construction of additional outdoor seating and service area for existing restaurant. a special use permit for eating establishment outdoor seating. Article 10 Sec. 10-2 "Uses permitted by right and special use permit". Allows (item 20) "Outdoor seating/service with special use permit. Original Site Plan and Special Use permit for outdoor seating was approved in 2018.

All appropriate Building permits will be required for this project.

**Recommendation:** Upon review of the application materials, validation of the facts reported, site inspection and evaluation of each of the criteria required for review and noted in this staff report, it is the recommendation of the Zoning Administrator to approve the special use request for outside seating expansion at 36 S Whittaker Street with any requested stipulations from Planning Commission.

Respectfully submitted,

Ted Hanson  
Building Official  
City of New Buffalo

Beer Church Brewing Co. saved the landmark iconic church built in 1861 when it first purchased the building in 2015 and saved it from knockdown while committing to rebuilding the landmark from its very foundation with an investment that now tops several million dollars.

The majority owners are full-time residents of New Buffalo and its Central Business District—fully participating in, and paying tax dollars to, the local community.

Beer Church Brewing Co. employs in excess of 60 locals and last year alone, even during a Pandemic and two state shutdowns, contributed over 80,000 visitors to the local economy.

Since 2017, Beer Church Brewing Co. has been mentioned as a travel destination in the Chicago Tribune, Indianapolis Star, Forbes, Food & Wine, and WTTW 11 Chicago, as well as local TV and Print across SWMI, South Bend, and NW Indiana media outlets.

Beer Church Brewing Co. has over 100,000 Social Media and Email Followers and Subscribers.

Beer Church Brewing Co. now wishes to fund further investment in New Buffalo by adding this addition to the outside space, which adds in excess of 20 new jobs and expends funds close to \$1 million.

The addition conforms with all local, state, federal, and Central Business District codes and regulations.

The addition will lessen noise because wait times and milling about will be more than halved with the extra space.

The addition will lead to more organized crowds with an additional kitchen, bar, walkways, and storage all designed with crowd-flow patterns having been studied of the current layout.

Beer Church Brewing Co. has started the renovation and revitalization wave on South Whittaker Street, resulting in increased property values.

The addition will provide necessary weather cover so that inclement weather will no longer mean lost tourism to the city.

Beer Church Brewing Co. is committed to becoming the finest destination brewery pizzeria in the entire Midwest, if not country.

CITY OF NEW BUFFALO

PLANNING COMMISSION/ ZONING BOARD OF APPEALS APPLICATION



City Staff Use Only	Project Name	
	Project Number	
	Review Fee Paid	
	Escrow Fee Paid	PZ 21-0001 \$350 Paid

APPLICATION TO:  PLANNING COMMISSION  ZONING BOARD OF APPEALS

224 W Buffalo St, New Buffalo, MI 49117 City Hall: 269-469-1500 Building Dept: 269-469-7144 Facsimile: 269-469-7917

Instructions: Fill-in all blanks and 'X' applicable boxes (  ). Incomplete applications cannot be processed.

I. Applicant and Owner Information

A) Applicant(s) principal contact:

Name John Lustina

Address [Redacted]  
Telephone [Redacted]

E) Property owner(s) principal contact:

Name Jane Simon

Address [Redacted]  
Telephone [Redacted]

B) Applicant(s) secondary contact:

Name James Zehr - Rockford Const. PM

Address [Redacted]  
Telephone [Redacted]

F) Architect (if applicable):

Name Rockford Construction - Josh Strautz

Address [Redacted]  
Telephone [Redacted]

C) Agent or Attorney (if applicable):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

G) Engineer (if applicable):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

D) Is the property held in Trust\*:

Yes - Answer below  No - Skip below

Name of Trust \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

H) Applicant is (check one):

- Property owner
- Attorney
- Agent
- Engineer
- Other: Construction Manager

\* Trusts:  Provide an attached statement from the trustee verifying the names of all the beneficial owners.



**II. Purpose of Application**

A) This application is a request for the following action:

- Rezoning of Property
- Subdivision Approval
- Site Plan Approval
- Rezoning Amendment
- Variance(s) Approval
- Special Use Approval
- Lot Split – Subdivision or Land Division
- Other: \_\_\_\_\_

B) The reasons for the requested action(s) are as follows:

Approval of proposed construction - See attached rendering.

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C) The specific section(s) of the City Zoning Ordinance or City General Ordinances which addresses the amendment, variance, or other action which is being requested:

- Given that the current property is zoned CBD, we are requesting the permission to \_\_\_\_\_
  - expand the outdoor seating by constructing a raised deck which allows for more \_\_\_\_\_
  - seating, an outdoor pizza oven and pizza bar area. The raised deck is designed to \_\_\_\_\_
  - add onto the design intent of the existing patio and allow the restaurant to continue to \_\_\_\_\_
  - serve customers at peak times. \_\_\_\_\_
- 
- 
- 

D) The following two questions are only for applications which contain a request for a zoning variance:

1. Are the conditions which prevent the development of the property the result of action by an individual who has or had a property interest in the subject property:  Yes  No
2. If the conditions were self-imposed (not hardship), explain why the variance should be granted:  
**does not apply**

III. Site and Surrounding Property Information

A) Common address or property location of subject property:

24 S. Whittaker St. New Buffalo, MI 49117

BS+A is 36 S. Whittaker

Beacon is 36 S. Whittaker

B) Legal description (attach an additional sheet if necessary):

SPLIT/COMBINED ON 09/07/2016 FROM 62-0340-0327-00-4, 62-0340-0329-00-7; LOTS 3 THROUGH 5 INCLUSIVE BLK 28 ORIG PLAT OF VILL (NOW CITY) OF NEW BUFFALO A SUB IN SECS 9 & 10 T8S R21W CITY OF NEW BUFFALO BERRIEN COUNTY MICHIGAN EXC THEREFROM THE NELY 121.21'

C) Permanent Real Estate Tax Identification Number: 11-62-0340-0329-01-0

D) Parcel Size: 26,136 S.F. Square feet

.42 Acres

198' Dimension of lot frontage

132' Dimension of lot depth

E) What are the current land uses and zoning on the property and the adjoining properties:

	Current zoning	Current land use
1. On Site:	Central Business District	Commercial use in Central Business District
2. Adjoining property:		
a) North of Site	Central Business District	Grandfathered-in Residential Use
b) South of Site	Central Business District	Vacant retail/office
c) East of Site	Central Business District	Apartments, small businesses
d) West of Site	Residential	Restaurant and residential homes

F) Describe any existing structures or other improvements and physical attributes of the site:

Existing structure is Beer Church with combined exterior patio.



**IV. Description of the Proposed Development**

A) Please describe the proposed use of the land and/or building assuming approval of the request:

Proposed use is to construct an elevated patio over existing exterior patio. Construction would be from heavy timbers, concrete, steel - closely resembling similar construction materials currently on the property.

B) What is the proposed time frame for the build-out of this development: 3-4 Months

C) For each intended use please fill-in the number of buildings, square footage of each building, the total square footage of the development, and the required number of parking spaces; as well as the number and size of the water and the sewer connections:

Building Use	Number of Buildings	Building Area (sq ft)	Total Building (sq ft)	Required Parking Spaces	Water Connections and Sizes	Sewer Connections and Sizes
Single Family R-1						
Two Family R-2						
Mufty-Family R-3						
Central Business CBD	NA	New Patio	SF: 2,016		Utilizing existing utilities.	
Gen. Commercial GCD						
Waterfront Marina WM						
General Industrial I-1						
TOTAL						

D) If this application is for a development please provide information concerning the amount of traffic and the proposed road configuration it will have:

1) Average daily traffic count for the proposed development: Not Applicable

2) Peak traffic flow count for the proposed development: Not Applicable

3) How many lineal feet of roadway is proposed to be developed: Not Applicable

4) How many cul-de-sacs will be constructed as part of this project: Not Applicable

5) How many curb cuts to City, County or State roads are proposed: Not Applicable

E) Does the request contemplated in this application concern any hazardous materials:

No  Yes – describe the type and quantity of materials (attach extra pages if necessary):





VII. Signature and Declaratory Statement

A) Required attendance at public hearing(s) and/or meeting(s): The Planning Commission and Zoning Board of Appeals (ZBA) have established a policy requiring the applicant or a designated representative of the applicant to be present at any meeting or public hearing at which their application is to be considered. Failure of the applicant or designee of the applicant to appear may postpone consideration of the application by the Planning Commission or ZBA.

B) Declaratory Statement:

I, Jane Simon, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the required attendance of the applicant as set forth in paragraph A above. I furthermore grant permission for identified members of the City of New Buffalo's Planning Commission or Zoning Board of Appeals to visit the site(s) referenced in this application.

C) Applicant Signature: Jane Simon Date: 1-27-21

D) Notary Public Certification Statement:

I, Melinda Foster, Notary Public in and for the State of Michigan this 27th day of January, 2021 the above captioned applicant appeared before me and under oath, stated that all matters contained in this application are true.

My commission expires: 3-7-25 Melinda Foster  
Notary Public, State of Michigan  
MELINDA FOSTER  
County Of Berrien  
My Commission Expires  
3-7-25  
Acting in the County of Berrien

VIII. City Staff Review

A) Fire Department approval of Site and Building Plans, except for single family dwellings: This application and associated documentation must be reviewed by the Fire Chief or his designee, which can be arranged by calling the Fire Department: 269-469-4993.

Review Date: 2-1-21  
Approval:  Yes  No Signature: Chris Neun  
Conditions:  Attached  None Title: Fire Chief

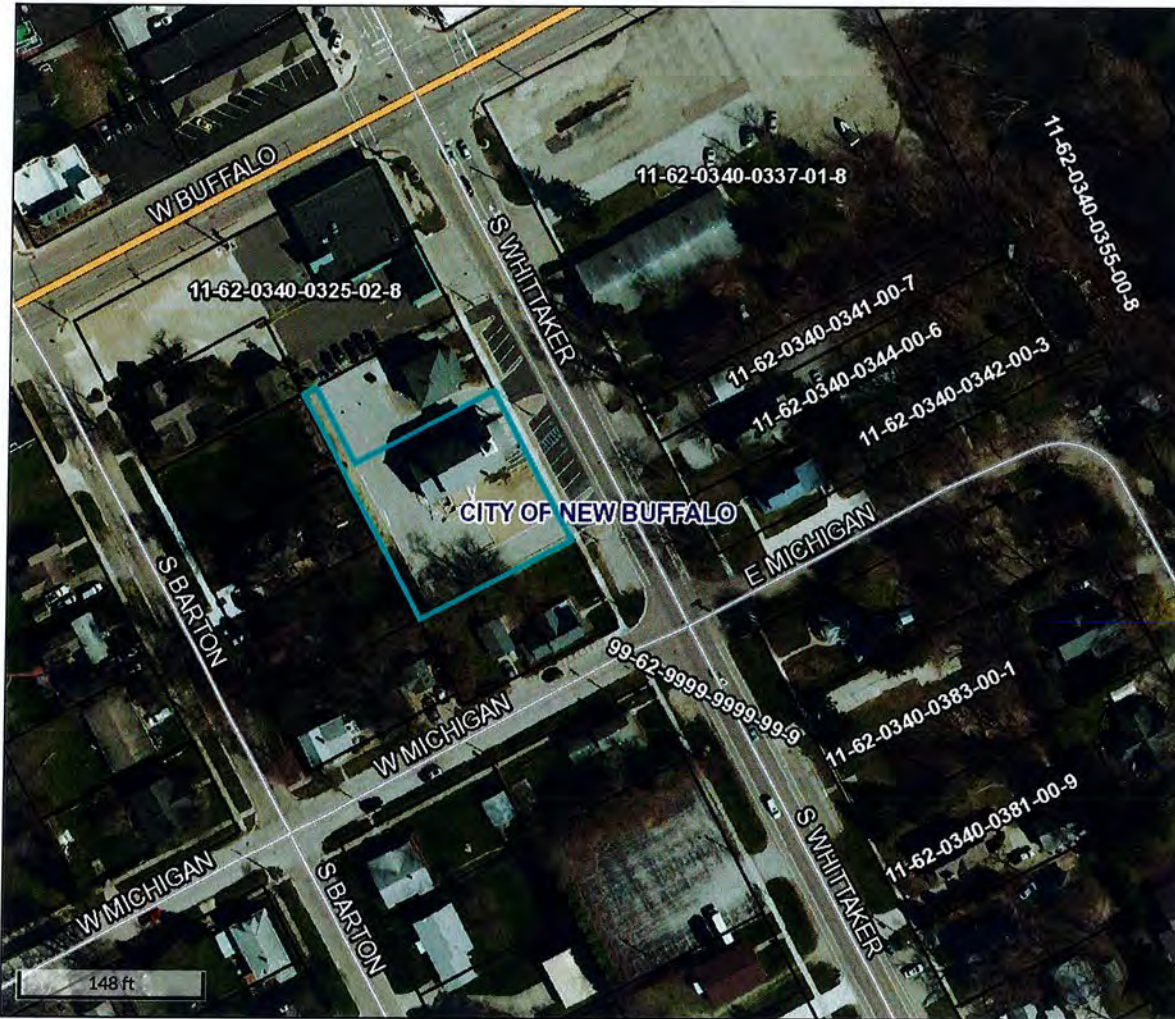
B) Note to applicant: The original application must be filed in the Office of the Zoning Administrator, where the following signatures are required for verification that this is a complete and valid application to be considered by the Planning Commission or the Zoning Board of Appeals.

Building Inspector: [Signature] Date: 2-1-21

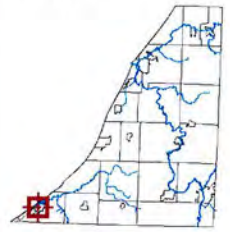
Zoning Administrator: [Signature] Date: 2-1-21

Initial meeting date: \_\_\_\_\_







Overview



Legend

-  Railroads
- Roads**
-  <all other values>
-  Interstate
-  Major Arterial
-  Minor Arterial
-  Roads
-  Parcels
-  Lakes
-  Rivers
-  Parcel
-  Lake Michigan

Parcel ID	11-62-0340-0329-01-0	Alternate ID	n/a	Owner Address	BIG BROTHER REAL ESTATE HOLDINGS
Sec/Twp/Rng	n/a	Class	201		LLC
Property Address	36 S WHITTAKER ST NEW BUFFALO	Acreage	0.42		24 S WHITTAKER ST NEW BUFFALO, MI 49117
District	11200				
Brief Tax Description	SPLIT/COMBINED ON 09/07/2016 FROM 62-0340-0327-00-4, 62-0340-0329-00-7; LOTS 3 THROUGH 5 INCLUSIVE BLK 28 ORIG PLAT OF VILL (NOW CITY) OF NEW BUFFALO A SUB IN SECS 9 & 10 T8S R21W CITY OF NEW BUFFALO BERRIEN COUNTY MICHIGAN EXC THEREFROM THE NELY 121.21'				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 2/1/2021  
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Developed by  **Schneider**  
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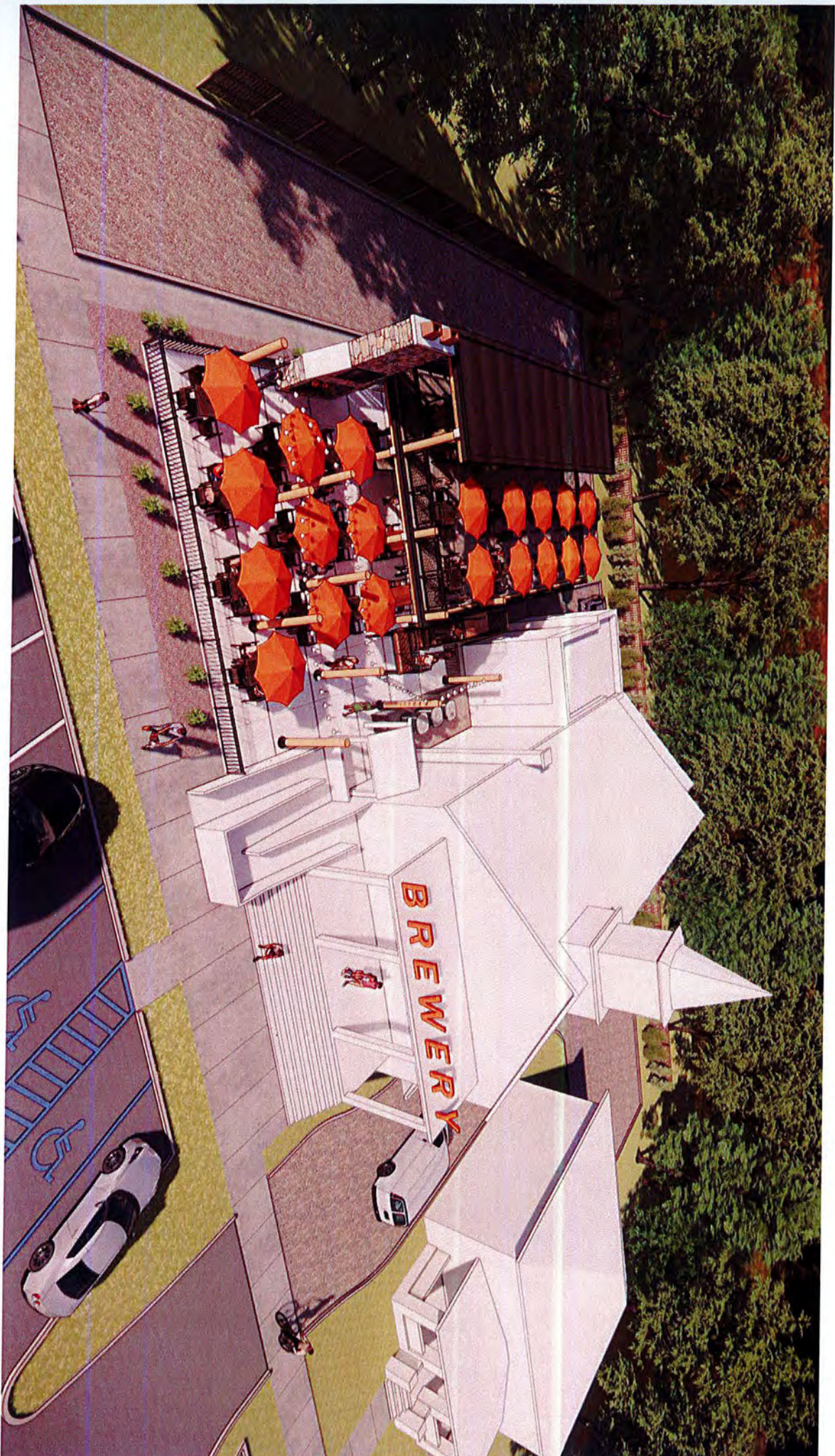




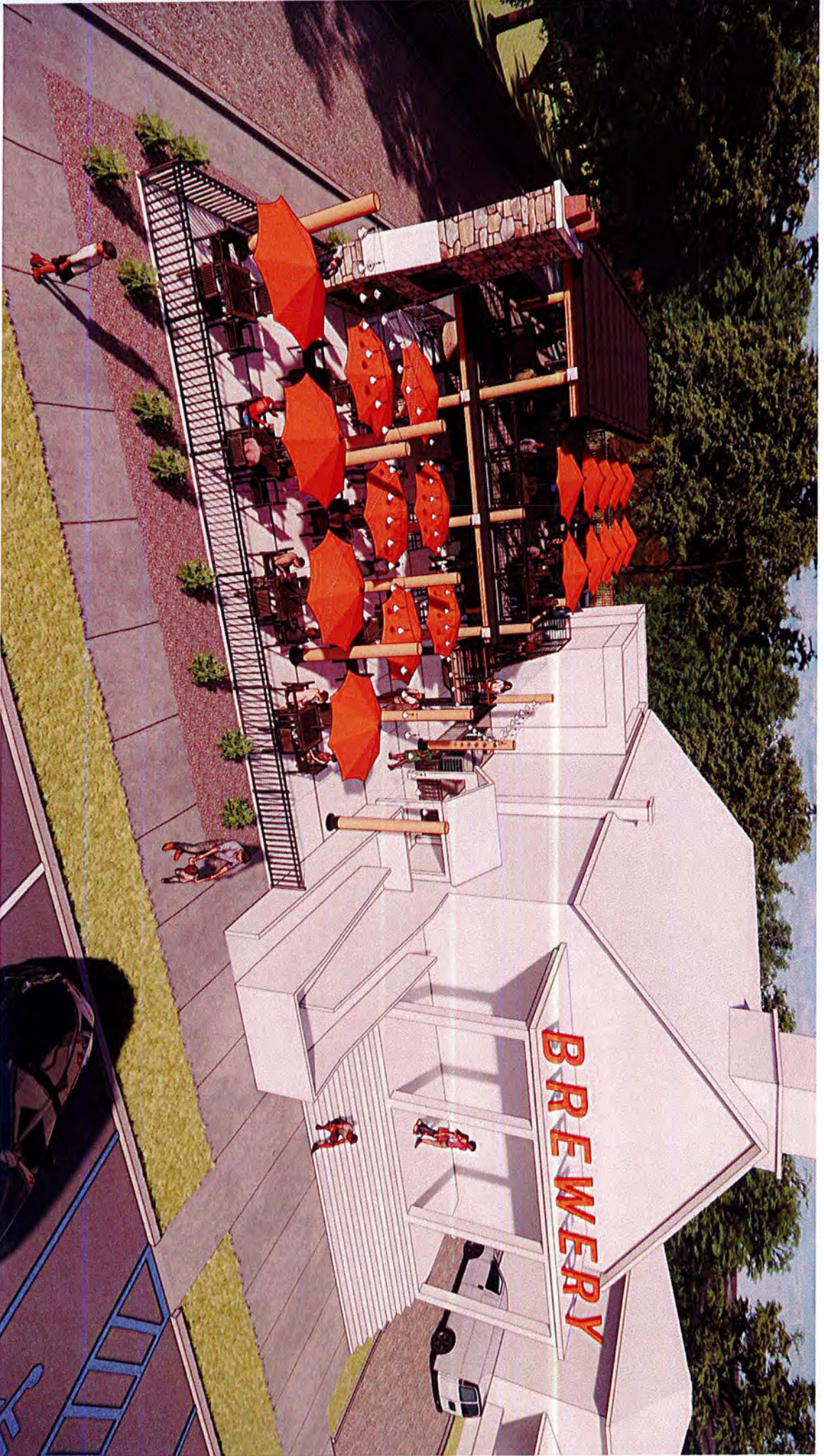




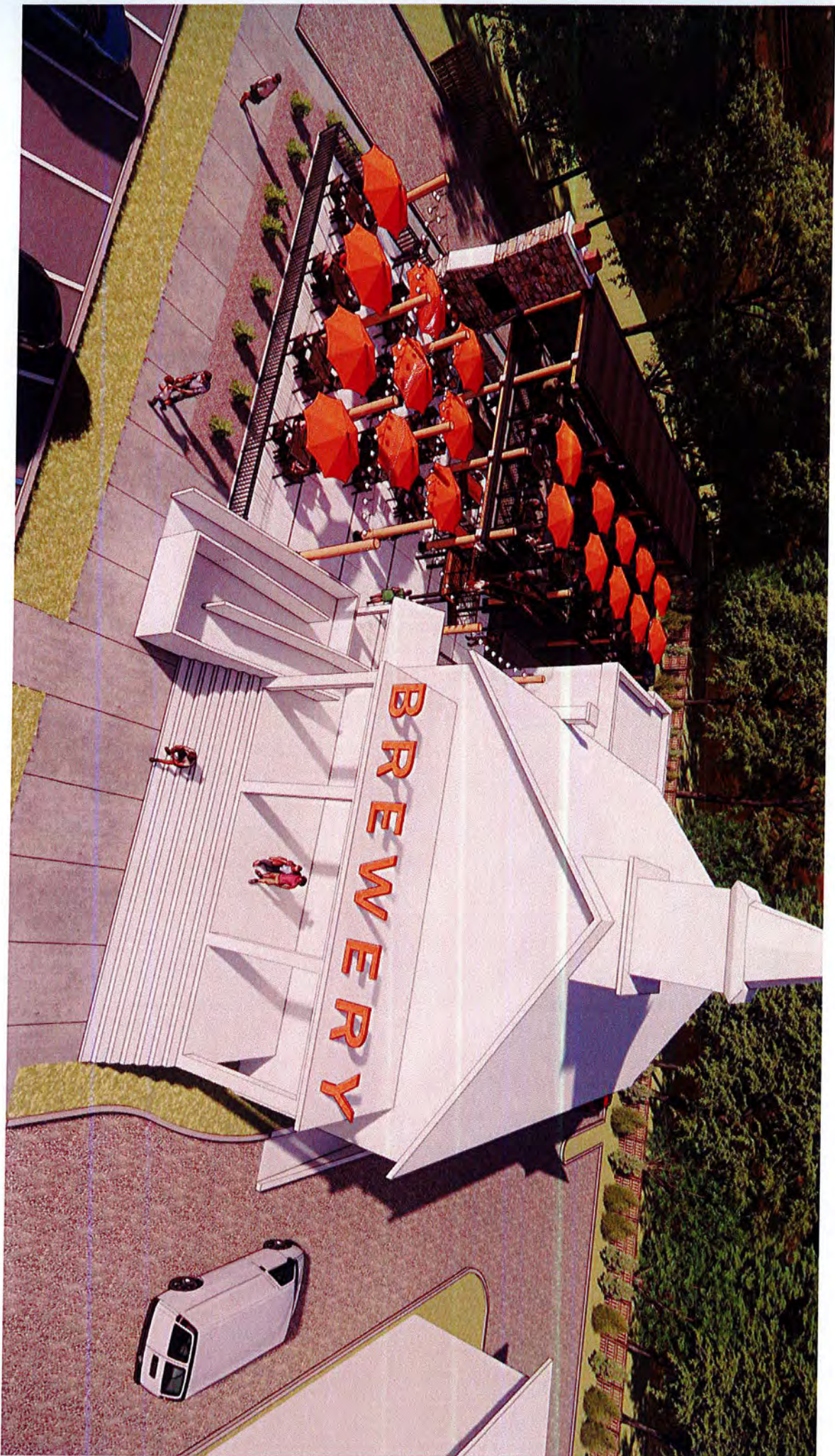














### **Section 19-1 Purpose.**

The purpose of this article is to require and review those documents or drawings as specified in the ordinance, to ensure that a proposed land use or development is in compliance with this ordinance, other local ordinances, state statutes, and federal statutes. And furthermore, its purpose is to ensure that development taking place within the City of New Buffalo is properly designed, safe, efficient, environmentally sound, and developed in such a manner as to protect adjacent properties from adverse impacts.

### **Section 19-2 Uses requiring site plan review.**

All new construction and new uses, including the expansion of existing buildings, structures, and uses (other than single-family or two-family dwelling that are permitted by right in the zoning district in which they are located) shall require site plan review. This shall include uses permitted by right, private streets, public buildings and structures, planned unit developments, special uses, mobile home parks, and site condominium subdivisions.

### **Section 19-3 Authority and responsibility for site plan review.**

The Planning Commission shall have the authority and responsibility to review and make decisions regarding all plans submitted for site plan review, except where this ordinance specifically provides authority for other officials to conduct specified types of plan reviews. The Planning Commission may delegate specified review activities to staff or consultants as they may decide is appropriate.

### **Section 19-4 Prohibitions prior to site plan approval.**

Until a site plan is approved and in effect, no grading, removal of vegetation, filling of land, or construction shall commence for any development or use for which site plan approval is required.

### **Section 19-5 Site plan review process.**

[Amended 9-20-2016 by Ord. No. 219]

- A. Ten copies of a complete site plan shall be submitted to the Zoning Administrator, along with an application for that purpose and a fee, as established by resolution of the City Council from time to time.
- B. The Zoning Administrator shall review the site plan for completeness, and shall obtain comments, as the Zoning Administrator considers necessary, from the Department of Public Works, Water Department, Police Department, Fire Department, City Planner, and other City departments or consultants. Notice that site plan approval has been requested shall be mailed for information purposes only to the owners of all abutting properties, and other persons whom the Zoning Administrator deems appropriate. All such notices shall be mailed at least seven days prior to the meeting at which the Planning Commission will consider the site plan. Any failure to give notice to the owners of abutting property pursuant to this section shall not affect the validity of any action taken by the Planning Commission pursuant to this chapter.
- C. Once the Zoning Administrator determines that the site plan is complete, the Zoning Administrator shall transmit the site plan, along with comments from City departments and consultants, to the Planning Commission at least two weeks prior to the next meeting. The Zoning Administrator shall not be required to submit any site plan for review which was submitted less than 40 days prior to the next regularly scheduled Planning Commission meeting.
- D. The Planning Commission shall consider the site plan and shall recommend to City Council: (1) approval of the site plan, as submitted, if all applicable requirements and standards have been met; (2) approval of the site plan with conditions; or (3) denial of the site plan if applicable requirements and standards have not been met. All recommendations of the Planning Commission with regard to site plans shall be accompanied by written findings of fact to support its position for each item under Section 19-9, Standards for site plan review.
- E. The reasons for the Planning Commission's action, along with any conditions that may be attached, shall be stated in the meeting minutes and a copy provided to the applicant.
- F. If approved, two copies of the final site plan shall be signed and dated by the Secretary of the Planning Commission and the applicant. One copy shall be kept on file with the City and one copy shall be returned to the applicant or his designated

representative.

## Section 19-6 Required contents of site plan.

The following information shall be required to be submitted for site plan review.

### A. General information:

1. The applicant's name, address, telephone number, and their interest in the project and/or property.
2. The name, address, and telephone numbers of the owner(s) of record (or the firm or corporation having a legal or equitable interest in the land), and the signatures of the owners authorizing the site plan submittal.
3. The name, address, and telephone number of the individual or firm preparing the site plan.
4. Project title.
5. Proof of property ownership or purchase agreement.
6. The legal description, address, and tax identification number of the parcel.
7. Written permission, signed by the property owner, granting the Planning Commission and City Officials authority to enter onto property which is the subject of an application for site plan approval. (This item is optional.)
8. Deed restrictions, master deed restrictions, and bylaws as applicable.

### B. Site analysis/project impact information:

1. Existing topographic elevations at two-foot intervals, proposed grades, and direction of drainage flows.
2. The location of existing structures on the subject site and on adjacent parcels within 50 feet of subject parcel.
3. Location and type of significant existing vegetation.
4. Location and elevations of existing watercourses and water bodies, including county drains, and man-made surface drainage ways, floodplains, and wetlands.

### C. Site plan information.

1. A vicinity map.
2. North arrow, and date of original submittal and all revisions.
3. A grading plan showing finished contours at a minimum interval of one foot, and correlated with existing contours so as to clearly indicate cut and fill required (All finished contour lines are to be connected to existing contour lines at or before the lot lines).
4. Location of proposed and/or existing property lines with dimensions, legal description, and statement or illustration of building setback lines.
5. The size of parcel (in acres) and a breakdown of use areas using the categories: street rights-of-way, development area, and open space.
6. The gross and net acreage of all parcels in the project. (Net acreage is the size of the parcel in acres after subtracting any area that is within a street right-of-way or formal access easement.)
7. Land uses (residential, commercial, industrial, vacant, etc.) and zoning classification for the subject parcel and adjoining parcels.



8. Location of proposed buildings (including accessory buildings) and intended uses thereof, as well as the length, width, height, and total square footage of each building. For buildings housing multiple use types, the square footage for each use type shall be provided.
  9. Indication of phases, if applicable.
  10. Location of existing streets, street rights-of-way and private easements of record.
  11. Location and dimensions of proposed streets, drives, curb cuts, driveway radii, access easements, deceleration/acceleration lanes or tapers, and passing lanes as applicable.
  12. Location, design, and dimensions of proposed parking areas (including indication of all spaces, dimensions of spaces, handicapped spaces, and method of surfacing), and fire lanes.
  13. Location, design, and dimensions of loading and unloading areas.
  14. Location, and design of all sidewalks, walkways, bicycle paths, and areas for public use.
  15. Location of water supply lines and/or wells including fire hydrants; a storm drainage plan showing storm sewers, exterior drains, dry wells, catch basins, retention/detention areas, and point of discharge for all drains; and sanitary sewer system, including septic systems, if applicable.
  16. Location of all other utilities on the site.
  17. The description of measures to be taken to control soil erosion, and sedimentation during and after completion of grading and construction operations.
  18. Location, size, and specifications of all signs with cross-sections.
  19. Exterior lighting locations whether pole-mounted or building-mounted and a statement included that all lighting will be shielded to avoid spill over to adjacent properties or streets. If pole-mounted, the height of pole shall be included.
  20. Location and specifications for all proposed perimeter and internal landscaping and other screening features. For all new landscape material the proposed size upon installation shall be indicated. Existing landscaping to be retained shall also be indicated.
  21. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
  22. Seal of the registered engineer, architect, or surveyor who prepared the site plan.
- D. Waiver of site plan requirements. Specific requirements of this section may be waived by the Planning Commission where it is determined that such information is not applicable to the subject request.

### Section 19-7 Expiration of site plan approval.

Unless a building permit has been issued, and on-site construction has actually started within one year of the date of the Planning Commission's approval of the site plan, approval of the site plan shall expire and be of no effect. If an approved site plan expires per this section, no permits for development or use of the subject property shall be issued until the site plan has been resubmitted and approved, subject to the provisions of Article 19. The Planning Commission, in its discretion, may authorize up to one extension of this time limit up to one additional year; provided a written request for such extension is submitted by the property owner to the Planning Commission prior to the expiration of the original approval. Such extension shall only be granted based on evidence from the applicant that the development has a reasonable likelihood of commencing construction during the extension period.

### Section 19-8 Amendment of approved site plan.

A site plan may be amended based upon whether the desired amendment is classified as a major or minor amendment to the site plan. Major amendments shall require review and approval by the Planning Commission and minor amendments shall only require the approval of the Zoning Administrator.

- A. Major amendments shall include one or more of the following:
1. A change in the original concept of the development.
  2. A change in the use or character of the development.
  3. A change in the type of dwelling unit being proposed.
  4. An increase in the number of dwelling units planned.
  5. An increase in floor area of more than 10%.
  6. A change in the basic layout or design of the project.
  7. A change in the character, function, or location of any street or access driveway.
  8. A reduction in the amount of open space, or relocation of open space areas.
  9. The movement of a building footprint by more than 10 feet.
- B. Minor amendments shall include one or more of the following:
1. A change in floor area of 10% or less.
  2. Additions to parking lots of up to 10 spaces.
  3. The movement of a building footprint of 10 feet or less.
  4. Substitutions in type of landscape plantings not to exceed 20% of the total amount of landscape materials; provided such materials are comparable to those they would replace.
  5. Accessory buildings having less than 1,000 square feet of area for commercial, industrial, or institutional uses.

### **Section 19-9 Standards for site plan review.**

To promote orderly development which is safe, efficient, attractive, sensitive to environmental concerns, and generally promotes the welfare of the City's citizens, all developments and uses, in addition to meeting applicable specific standards as identified in this ordinance, shall also meet the following general standards.

- A. Organization of elements. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property, and the type and size of buildings. The site shall be designed so that there will be no impediment to the development of adjoining property.
- B. Landscape preservation. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.
- C. Drainage design. The drainage portion of the site plan shall be designed to City storm design standards and not increase water run-off to adjoining properties, nor overburden watercourses in the area. Retention or detention areas shall be kept to the smallest number possible.
- D. Soil preservation. Site plans shall be developed to prevent or minimize problems with soil erosion or sedimentation.
- E. Privacy provisions. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of occupants.
- F. Emergency vehicle accessibility. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle accessibility. Fire lanes shall be provided as deemed necessary by the Fire Chief to provide adequate fire protection.

- G. Connective access to public streets. Every building or dwelling unit shall have connective access to a public or private street by some form of pedestrian sidewalk or pathway.
- H. Pedestrian circulation system. Sidewalks shall be provided, unless specifically waived by the Planning Commission.
- I. Compatibility with existing or planned streets and pathways. The arrangement of streets, sidewalks, and other path systems shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern shall be of a width appropriate to the traffic volume they will carry, and shall have a dedicated right-of-way equal to that specified in any formally-adopted street plan or planned right-of-way.
- J. Efficient and safe traffic systems. Street systems shall be designed to be as efficient as possible, and in compliance with commonly accepted traffic engineering standards for safety.

### **Section 19-10 Site plan inspection.**

The applicant shall notify the Zoning Administrator when any project that required site plan review is finished and occupancy is desired. A site plan inspection shall be undertaken by the Zoning Administrator prior to an occupancy permit being issued. The Zoning Administrator shall make the determination that the completed project has met the site plan requirements, or identify incomplete items. If the site plan is deemed complete, the City may issue the occupancy permit. If the project is deemed incomplete the Zoning Administrator shall inform the applicant of the items which must be completed before occupancy will be granted. The City may allow occupancy prior to 100% completion of the site plan, if the undone portion will not jeopardize the safe use of the building, and the applicant provides the City with a performance bond or other financial guarantee acceptable to the City that gives the City the means to complete the project in case of default by the applicant.

### **Section 19-11 Fees.**

Fees for the review of site plans and inspections as required by this article, shall be established and may be amended by resolution of the City Council. Fees may include base fees or escrow fees, as established by the City Council.

### **Section 19-12 Violations.**

Any failure on the part of the applicant or landowner to comply with any of the provisions of the site plan approval shall be deemed a violation of this ordinance and subject to the penalties prescribed in Article 22. Furthermore, any project for which construction has commenced and no construction activity has taken place for a six-month period shall be a violation of this ordinance.



**CITY OF NEW BUFFALO  
RESOLUTION 21.13**

*A resolution concerning the adoption of the annual  
budget for fiscal year 2021/22*

**WHEREAS**, the City Manager of the City of New Buffalo, in accordance with the City charter, and under the laws of the State of Michigan, has presented to the City Council recommended budgets for the fiscal year 2021/22; and

**WHEREAS**, the City Council of the City of New Buffalo has reviewed and discussed the appropriations for the various funds and departments as well as the proposed municipal expenditures and held a public hearing to receive public comment;

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of New Buffalo, hereby levy an ad valorem tax on all properties of 10.2232 mills, for operational purposes and 0.4575 for parks for the tax year 2021 and adoption of the Truth-in-Taxation;

**FURTHER, BE IT RESOLVED**, by the City Council of the City of New Buffalo that it hereby adopts and approves the General Fund by Department, and all remaining funds by Fund, as presented, for the 2021/22 fiscal year and the adoption of the Truth and Taxation Fraction for 2021/22 fiscal year only.

Dated: May 17, 2021

AYES:

NAYS:

ABSENT:

ABSTAIN:

**RESOLUTION DECLARED:**

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Ann Marie Fidler, City Clerk





CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the City Council of the City of New Buffalo, Michigan, at a regular meeting thereof held on the 17<sup>th</sup> day of May, 2021.

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Ann Marie Fidler, City Clerk



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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** New Buffalo Area Recreation Authority Articles of Incorporation

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**ITEM BEFORE THE COUNCIL:**

Approval of the New Buffalo Area Recreation Authority (“NBARA”) Articles of Incorporation

**DISCUSSION:**

The City of New Buffalo, New Buffalo Township and New Buffalo Area Schools each own and operate recreational facilities. Furthermore, these entities recognize they have a mutual interest in recreational facilities and in the potential of recreational facilities that may be acquired or developed in the future to serve the greater New Buffalo community.

As a result of these shared benefits, the parties wish to provide for collaboration and joint oversight of existing facilities as well as possible cooperative efforts in other recreational endeavors as their respective governing bodies might subsequently approve. To this end, the parties deem it in the best interests of their constituents to establish a recreational authority and to provide for its funding, operation and maintenance.

The NBARA will be established to acquire, construct, operate, maintain and improve public swimming pools, public recreation centers, public auditoriums, and public parks within the jurisdictional limits of the participants.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the Articles of Incorporation for the New Buffalo Area Recreation Authority.

**ARTICLES OF INCORPORATION FOR THE  
NEW BUFFALO AREA RECREATION AUTHORITY**

These Articles of Incorporation for the New Buffalo Area Recreation Authority ("NBARA") are adopted among the City of New Buffalo, a Michigan municipal corporation the principal business address of which is 224 W Buffalo Street, New Buffalo, MI 49117 (the "City"), New Buffalo Township, a Michigan general law township the principal business address of which is 17425 Red Arrow Highway, New Buffalo, MI 49117 ("NBT"), and the New Buffalo Area Schools, a Michigan public school district the principal business address of which is P.O. Box 280, 1112 East Clay Street, New Buffalo, MI 49117 ("NBAS") to take effect as of **Month X, 2021**.

**RECITALS**

- A. The Recreational Authorities Act, 2000 PA 321, as amended, MCL 123.1131 *et seq.* ("Act 321"), authorizes two or more municipalities as defined in Section 3 (g) of 2000 PA 321 to establish recreational authorities.
- B. The Urban Cooperation Act of 1967, 1967 PA 7, Ex.Sess., as amended, MCL 124.501 *et seq.* ("Act 7"), authorizes interlocal agreements between public agencies to exercise jointly any power, privilege or authority which the agencies share in common and which each might exercise separately.
- C. The parties are public agencies as defined in Act 7 and the municipal entities are authorized by Act 321 to establish a recreational authority.
- D. Each of the parties own and operate recreational facilities that are used by residents of the greater New Buffalo are community.
- E. The parties recognize their mutual interest in these facilities and in similar recreational facilities that may be acquired or developed in the future. Accordingly, they wish to provide for collaboration and joint oversight of existing facilities as well as possible cooperative efforts in other recreational endeavors as their respective governing bodies might subsequently approve.
- F. Accordingly, the parties deem it to be in the best interests of their constituents to establish a recreational authority and to provide for its funding, operation and maintenance.

**ARTICLE I  
CREATION**

- 1.1 **Creation.** There is established the New Buffalo Area Recreation Authority (the "NBARA") in accordance with Act 321, Act 7, and the terms of these Articles, the members of which shall be the City and NBT. The NBARA shall be a public body corporate.
- 1.2 **Purpose.** The NBARA is hereby established to acquire, construct, operate, maintain and improve public swimming pools, public recreation centers, public auditoriums, and public parks and for such other purposes as may from time to time be authorized by Act 321 all within the specified jurisdictional limits of the cities, townships and villages (if any) that may be part of the NBARA.
- 1.3 **Territory.** The NBARA shall operate within the combined jurisdictional limits of each member city and township, or village (if any).
- 1.4 **Board.**
  - (a) The NBARA shall be governed by a board consisting of seven members:
    - (1) The mayor of the City with the consent of the City Council shall appoint two members. The NBT supervisor with the consent of the NBT Board shall appoint two members. The president of the NBAS school board with the consent of the NBAS school board shall appoint two members. Those board members appointed by the City, NBT and the NBAS shall appoint one



- at-large member who shall represent those persons using and/or contributing funding or other support to the NBARA. Because of the need for contractual relationships between the parties and the NBARA, no member of the NBARA board shall be an elected official of the City, NBT, or NBAS.
- (2) If one additional municipality joins the NBARA as provided in these articles of incorporation, then the chief executive officer of that municipality, with the consent of its governing body, shall appoint two board members making a nine-member NBARA board.
  - (3) If the parties wish to add two or more additional municipalities to the NBARA, an amendment to this contract shall be required.
- (b) Board members shall serve a three-year terms and may be reappointed. Vacancies and the removal of members shall be as follows:
- (1) A vacancy prior to the expiration of a term shall occur upon any of the following: (i) the death of the incumbent, (ii) the incumbent's resignation, (iii) the incumbent's removal from office, (iv) the incumbent's ceasing to reside within the jurisdictional limits of the appointing entity (in the case of the at-large members, this means the entire jurisdictional limits of the NBARA), (v) the incumbent's conviction of any infamous crime, or of any offense involving a violation of the incumbent's oath of office, (vi) the decision of a court or other competent tribunal, declaring void the incumbent's appointment, or, (vii) the incumbent's refusal or neglect to take the oath of office, or to give, or renew any official bond, or to deposit such oath, or bond, in the manner and within the time prescribed by law.
  - (2) A board member may be removed by the appointing body for good cause shown after a public hearing.
  - (3) A vacancy on the board shall be filled in the same manner and by the same persons and body as the original appointment. Those appointed to fill a vacancy created prior to the expiration of a term shall serve until the completion of the unexpired term.
- (c) At its first meeting, the board shall elect a chairperson, a secretary, a treasurer and any other officers it considers necessary. Officers shall be elected by the board annually at the first meeting following January 1 of each year.
- (1) The chairperson shall preside at all meetings of the board and shall have all privileges and duties of a board member, including the right to vote on all matters. The Chairperson shall be elected by a majority of the board, annually, from the board's membership.
  - (2) The secretary shall keep or cause to be made all reports, records and minutes required by these articles of incorporation or applicable law.
  - (3) The treasurer shall keep or cause to be made all appropriate financial records and reports required by these articles of incorporation or applicable law.
- (d) Members of the board shall serve without compensation, but may be reimbursed for reasonable expenses, including expenses for travel previously authorized by the board, incurred in the discharge of his or her official duties.

### 1.5 Meetings.

- (a) The board shall meet at least quarterly and shall annually establish a meeting schedule which shall be posted at the offices of the City, NBT and the NBAS, and any subsequent municipal members, in the manner and time provided by law.



- (b) All business of the board shall be conducted at public meetings held in compliance with the Open Meetings Act, 1976 PA 267, as amended, and all records of the NBARA shall be made available in compliance with the Freedom of Information Act, 1976 PA 442, as amended.
- (c) Special board meetings may be called by the chairperson or any two board members. All members shall be notified in writing at least 18 hours prior to a special meeting.

#### 1.6 Voting.

- (a) A majority of board members shall constitute a quorum.
- (b) Official action may be taken upon the vote of a majority of the board members present, unless the board adopts bylaws requiring a larger number.

#### 1.7 Minutes.

- (a) Minutes of all board meetings shall be prepared and approved as required by law, including the Open Meetings Act, 1976 PA 267, as amended. Copies of minutes shall be sent or delivered to the City, NBT, the NBAS, and any subsequent municipal members as soon as reasonably possible following a board meeting.
- (b) Minutes and other public records shall be kept and made available from either the City, NBT, the NBAS, and any subsequent municipal members in accordance with the Freedom of Information Act, 1976 PA 442, as amended.

#### 1.8 Bylaws.

- (a) The board may adopt procedural bylaws for the conduct of its meetings.
- (b) Robert's Rules of Order, when not in conflict with these articles of incorporation or any procedural bylaws adopted by the board, shall govern all meetings.

- 1.9 Conflict of Interest. Board members shall have a duty to vote on matters before the Board except to the extent that a Board member has a direct conflict of interest. Any potential conflict of interest shall be disclosed to the Board and the remaining Board members shall vote to determine whether a conflict of interest exists so as to excuse the Board member from voting. A Board member does not have a conflict of interest with respect to a proposed contract or other issue simply because the contract or other issue involves or affects the City, NBT, or NBAS.

## ARTICLE II OPERATIONAL REQUIREMENTS

- 2.1 Powers. The NBARA may do one or more of the following:

- (a) Acquire and hold, by purchase, lease with or without option to purchase, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the territory of the NBARA. The property may include franchises, easements, or rights of way on, under, or above any property. The NBARA may pay for the property from, or pledge for the payment of the property, revenue of the NBARA. Notwithstanding any other provision of these Articles, the acquisition of property by purchase, lease, or any other means shall require (in addition to an affirmative vote of the NBARA board) the affirmative vote of the governing board for each constituent party.
- (b) Apply for and accept grants or contributions from individuals, the federal government or any of its agencies, this state, a municipality, or other public or private agencies to be used for any of the purposes of the NBARA.



- (c) Hire full-time or part-time employees and retain professional services.
- (d) Provide for the maintenance of all of the real and personal property of the NBARA.
- (e) Assess and collect fees for services provided by and expenses incurred by the NBARA.
- (f) Receive revenue as appropriated by the legislature of this state or a participating municipality.
- (g) Enter into contracts incidental to or necessary for the accomplishment of the purposes of the NBARA.
- (h) Exercise such other powers as may from time to time be authorized by Act 321 to the extent approved by all of the governing bodies of each of the municipalities and the NBAS.

## 2.2 Function.

- (a) The NBARA shall operate, maintain, repair, replace, and improve facilities under its control, and to plan, implement, oversee, and control recreational programs and recreational services in accordance with the direction of the board and within its budget.
- (b) The NBARA may purchase or lease such property as it deems appropriate to deliver recreational services. To the extent they offer, the NBARA may identify supplies, inventory, equipment, apparatus, and other personal property currently in use by the municipalities and the NBAS for use by the NBARA. For those items purchased, a bill of sale for such items and all title shall be transferred to the NBARA.
- (c) The City, NBT, the NBAS, or any subsequent municipal members may have property titled in their names which they may allow the NBARA to operate, maintain, and improve according to terms and conditions of a written lease agreement or other agreement that is approved by the NBARA board and by the governing body of the entity owning the property. Any such lease agreement shall provide that there shall be no rent or other payment made for the use of such property but shall provide that the NBARA will hold the entity owning the property harmless from and indemnify it for claims, judgments, awards and other losses resulting from the NBARA's operation, maintenance or improvement of such property and shall also provide for insurance to cover any such obligation the NBARA may have. The parties anticipate that the NBARA shall lease and assume control of, at a minimum, the recreational facilities listed on the attached **Exhibit A**. The parties and the NBARA board shall work together cooperatively to effectuate these transfers as soon as reasonably possible. The approval of these Articles by the City, NBT, and NBAS shall constitute an approval of the acquisition of the facilities listed on Exhibit A, in accordance with the voting requirements in Section 2.1(a) above.
- (d) The NBARA shall hold the municipalities and the NBAS harmless from, indemnify them for, defend them (with legal counsel reasonably satisfactory to the City, NBT, the NBAS, and any subsequent municipal members) against any cause of action, claim, damage, accident, injury or liability that may arise as a result of the ownership, construction, maintenance or operation of the property, facilities, programs or services of the NBARA. This indemnification shall be in addition to any insurance coverage required by these articles of incorporation.

## ARTICLE III FINANCING AND INSURANCE

3.1 Fiscal Year. The fiscal year of the NBARA shall be from January 1 to December 31.

3.2. Annual Budget.



- (a) The board shall prepare an annual budget for operation of the NBARA. The proposed budget shall be submitted to the City, NBT, the NBAS, and any subsequent municipal members for review. The City, NBT, the NBAS, and any subsequent municipal member may recommend adjustments to their own designated board representative(s), but shall not amend, reject, or approve the submitted budget. The NBARA board's approval of the budget shall require the approval of a majority of the members of the entire board (at least 4 members) and at least a majority of the members of the board appointed by those entities that contribute to the funding of the NBARA as detailed in subsection 3.4.
- (b) The NBARA shall have no power or authority to levy any type of tax or millage, to issue any type of debt, or in any other way to financially encumber or obligate any of the NBARA members without the prior consent of the City, NBT, and any subsequent municipal members by resolutions approved by their governing bodies. These requirements shall be in addition to those requirements for voter approval under Act 321. To the extent required or permitted by law a millage may only be levied upon the approval of a majority of the electors in each of the member municipalities.
- (c) The board shall not expend funds in excess of its approved budget or in excess of any NBARA funds on hand. No funds of the City, NBT, the NBAS, or any subsequent municipal member (except for contributions made to NBARA by any of those entities) shall be committed or expended.

### 3.3 Financial Reports and Records.

- (a) The secretary of the board shall make or cause to be made a full and complete report to the City, NBT, the NBAS, and any subsequent municipal member of all board financial transactions and affairs after each regular meeting.
- (b) The board shall maintain complete financial records for the NBARA in accordance with generally accepted accounting principles applicable to municipal entities. The board shall contract with the City or other financial organization for such accounting and administrative services as are necessary or proper to operate the NBARA. The financial records of the board and the NBARA shall be audited annually by an independent public accountant. That audit may be conducted as part of the audit of the City if the City is performing accounting and administrative services for the NBARA as provided in this provision. A copy of the auditor's opinion shall be submitted to the City, NBT, the NBAS, and any subsequent municipal member.

### 3.4 Annual Budget Funding Obligations.

- (a) Funding for the NBARA shall be through the following:
  - (1) Such funds as are appropriated by the City, NBT, the NBAS, and any subsequent municipal member in accordance with the terms and conditions of this Agreement; and
  - (2) Such other funds as may be available to the board, including gifts and grants from public or private entities or individuals, or activity and program fees.
- (b) The City, NBT, and NBAS shall each contribute a minimum \$5,000 per year to the annual budget of the NBARA.

- 3.5 Insurance. The board shall secure and maintain insurance with such terms, coverages and amounts as are in the discretion of the board needed to cover the NBARA's property, the operations of the NBARA, the staff employed by the NBARA, the NBARA's indemnification obligations under these articles of incorporation and such other items as may, in the board's discretion be important to insure. Proof of such insurance shall be furnished to the City, NBT, the NBAS, and any subsequent municipal



member upon request. The cost of such insurance shall be paid by the NBARA as part of its annual budget.

#### ARTICLE IV

##### AMENDMENT, ADDITIONAL MEMBERS, DISSOLUTION

- 4.1 Additional Members. A city, county, village or township that is not a member of the NBARA may become a member of the NBARA upon such terms and conditions as may be approved by the board and by the governing bodies of the then current members. Any such new member shall be a "subsequent municipal member" as provided herein.
- 4.2 Amendment. These may be amended by an affirmative vote of a majority of the members serving on the legislative body of each member municipality. The requirements of this subsection do not apply to an amendment to the articles to allow a municipality or district to become a participating municipality in, or to allow a participating municipality to withdraw from, the NBARA.
- 4.3 Withdrawal. A member municipality may withdraw from membership in the NBARA as of December 31 following at least five years' prior written notice to the other members. If the withdrawal combined with any other withdrawals occurring at the same time should result in the dissolution of the NBARA, all property shall be jointly owned by the members of the NBARA at the time of the dissolution. Otherwise, a withdrawing member shall not be entitled to any division of NBARA real or personal property or any payment as a result of its withdrawal. A member may not withdraw if there is any outstanding debt owed by the NBARA unless it first makes arrangements acceptable to the remaining members for repayment of its proportional share of that debt.
- 4.4 Dissolution.
- (a) Provided there is no outstanding debt or contractual obligations of the NBARA, it may be dissolved by approval of dissolving resolutions adopted by the governing bodies of the then member municipalities. If there is outstanding debt or contractual obligations, dissolutions can occur only upon meeting the terms and conditions of such debt or contracts.
  - (b) Upon the dissolution, property held or used by the NBARA shall be allocated and distributed in accordance with the following:
    - (1) All property, of any nature, which is titled to or otherwise owned by the City, NBT, the NBAS or any other party, shall remain the property of that person or entity.
    - (2) All monies and funds, from whatever source, which are the property of the NBARA shall be distributed between the City, NBT, the NBAS, and any subsequent municipal member in accordance with the most recent contribution percentages, after deducting any expenses associated with the dissolution of the board and the NBARA.
    - (3) All property, other than that otherwise provided for in subsections 4.4(b)(1) and (2) above, shall be divided by agreement between the City, NBT, the NBAS and any subsequent municipal member in accordance with the formula described in subsection (2). If the parties do not agree on the value attributed to the items of property, the property may be divided by a legally recognized form of arbitration, as assigned by the Board. If the parties do not choose arbitration, and cannot agree on how to distribute the property between them, then the property shall be disposed of by the Board at public auction. All revenues received as a result of any auction shall be distributed in accordance with the formula set forth in subsection (2) above, except that administrative expenses associated with the auction shall also be deducted prior to any distribution.



The incorporating parties have signed these articles of incorporation as of the date first above written. They were published in the Harbor Country News, a newspaper of general circulation in the NBARA territory on Month X, 2021.

CITY OF NEW BUFFALO

By: \_\_\_\_\_  
John Humphrey, Mayor

Resolution adopted \_\_\_\_\_, 2021

NEW BUFFALO AREA SCHOOLS

By: \_\_\_\_\_  
Chuck Heit, President

Resolution adopted \_\_\_\_\_, 2021

NEW BUFFALO TOWNSHIP

By: \_\_\_\_\_  
Michelle Heit, Supervisor

Resolution adopted \_\_\_\_\_, 2021

DRAFT

**Exhibit A**  
**List of Facilities**

The parties anticipate that the NBARA will operate, maintain, and improve at least the following facilities pursuant to a lease, conveyance, or other similar agreement:

- Oselka Park (City owned)
- Davie Ohms Property – 38.6 acres (NBAS owned)

DRAFT



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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Dispute Resolution for Tax Parcel I.D. #11-62-7155-0042-00-3

---

**ITEM BEFORE THE COUNCIL:**

Approval of the proposed dispute resolution for Tax Parcel I.D. #11-62-7155-0042-00-3

**DISCUSSION:**

For several years there has been an environmental disagreement between a local property owner and the City. During that time period, several correspondences have been exchanged pertaining to the ongoing matter.

In the Fall of 2020, the City received notification from the Michigan Department of Environment, Great Lakes and Energy ("EGLE") identifying a potential violation of the Natural Resources & Environmental Protection Act ("NREPA"). Moreover, it identified that the City had potential culpability in the matter and directed the City to conduct an investigation of its storm sewer system. Working with the City's engineers, it was confirmed that the City's storm system was contributing to the environmental matter. Upon confirmation City staff began working with the property owner to come to an amicable remedy.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the proposed dispute resolution for the tax property I.D. #11-62-7155-0042-00-3. Additionally, the City Manager and City Attorney are authorized to formalize the agreement, which will be presented to the City Council for final approval.



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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** New On-Premises Tasting Room Permit - Black Dragon, LLC (910 W. Buffalo Street)

---

**ITEM BEFORE THE COUNCIL:**

Approval of new on-site tasting room permit for Black Dragon, LLC at 910 W. Buffalo Street

**DISCUSSION:**

The owner of Black Dragon, LLC, Paul Peterson, would like to apply to the State of Michigan Liquor Control Commission (MLCC) for a new On-Premises Tasting Room Permit. The application requires local Government approval.

Mr. Peterson explained that this request is a renewal of the Small Wine Maker/Direct Shipper license that was recommended by the City Council on March 21, 2017. The Police Chief did not voice any objections with the request and the Building Official indicated the basic operation does not require additional approval.

The Council resolution reads "it is the consensus of this body that it recommends or does not recommend this applicant be considered for approval by the Michigan Liquor Control Commission". After the Council takes action Mr. Peterson will submit an application to the MLCC for the new On-Premises Tasting Room Permit. The Council must explain any opposition if it declines approval. Mr. Peterson will be present at the Council meeting to answer any questions.

This request has no cost associated with it and therefore it has no budgetary effect to the City.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the "Local Government Approval" resolution for Black Dragon, LLC for a New On-Premises Tasting Room Permit at 910 W. Buffalo Street.





**Local Government Approval**  
(Authorized by MCL 436.1501)

*Resolution 7.06  
City of New Buffalo*

Instructions for Applicants:

You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the New Buffalo City council/board  
(regular or special) (township, city, village)

called to order by Mayor O'Donnell on March 21, 2017 at 6:30pm  
(date) (time)

the following resolution was offered:

Moved by Councilmember Spirito and supported by Councilmember Knoll

that the application from PROMENY LLC  
(name of applicant)

for the following license(s): SMALL WINE MAKER, DIRECT SHIPPER  
(list specific licenses requested)

to be located at: 910 W. BUFFALO ST., NEW BUFFALO, MI. 49117

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it Recommends this application be considered for  
(recommends/ does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

Vote

Yeas: 5

Nays: 0

Absent: 0

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the New Buffalo City  
council/board at a Regular meeting held on March 21, 2017  
(regular or special) (date) (township, city, village)

Lori K. VanderClay  
Print Name of Clerk

Lori K. VanderClay  
Signature of Clerk

3-22-2017  
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Fax to: 517-763-0059



**Local Government Approval For On-Premises Tasting Room Permit**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ meeting of the \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
the following resolution was offered: (date) (time)  
Moved by \_\_\_\_\_ and supported by \_\_\_\_\_  
that the application from \_\_\_\_\_  
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: 910 W. Buffalo St., New Buffalo, Michigan 49117

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the  
council/board at a \_\_\_\_\_ meeting held on \_\_\_\_\_ (township, city, village)  
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933  
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906  
Fax to: 517-763-0059

**RECEIVED**  
**APR 14 2021**  
**CITY OF NEW BUFFALO**



### Manufacturer License & Permit Application

For information on manufacturer and wholesaler licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

#### Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): BLACK DRAGON LLC		<b>RECEIVED</b>
Address to be licensed: 910 W. Buffalo St.		<b>APR 26 2021</b>
City: New Buffalo	Zip Code: 49117	<b>CITY OF NEW BUFFALO</b>
City/township/village where license will be issued: New Buffalo		County: Berrien
Federal Employer Identification Number (FEIN): [REDACTED]		

*Leave Blank - MLCC Use Only*

1. Are you requesting a new license?  Yes  No
2. Are you applying ONLY for a new permit or permission?  Yes  No
3. Are you buying an existing license?  Yes  No
4. Are you modifying the size of the licensed premises?  Yes  No  
 If Yes, specify:  Adding Space  Dropping Space  Redefining Licensed Premises
5. Are you transferring the location of an existing license?  Yes  No
6. Is this license being transferred as the result of a default or court action?  Yes  No
7. Do you intend to use this license actively?  Yes  No

#### Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s): BLACK DRAGON LLC		
Current licensed address: [REDACTED]		
City: [REDACTED]	Zip Code: [REDACTED]	
City/township/village where license is issued: [REDACTED]		County: [REDACTED]

#### Part 3 - Licenses, Permits, and Permissions

Applicants for Manufacturer licenses, permits, and permissions must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

#### Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

Inspection Fees - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, or a request to increase or decrease the size of the licensed premises. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

License and Permit Fees - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:	License & Permit Fees:	<b>TOTAL FEES:</b>
------------------	------------------------	--------------------



**Schedule A - Licenses, Permits, & Permissions**

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

<b>License Type:</b>	<b>Base Fee:</b>	<small>Fee Code MLCC Use Only</small>
<input type="checkbox"/> Brewer	\$50.00	4038
<input type="checkbox"/> Micro Brewer <small>(Under 60,000 barrels annually)</small>	\$50.00	4038
<small>For delivery vehicle decal fees please use <a href="#">Report of Delivery Vehicles form (LCC-351)</a>.</small>		
<input type="checkbox"/> Wine Maker	\$100.00	4038
<input checked="" type="checkbox"/> Small Wine Maker <small>(Under 50,000 gallons annually)</small>	\$25.00	4038
<input type="checkbox"/> Brandy Manufacturer	\$100.00	4038
<input type="checkbox"/> Mixed Spirit Drink Manufacturer	\$100.00	4038
<input type="checkbox"/> Distiller (Manufacturer of Spirit)	\$1,000.00	4038
<input type="checkbox"/> Small Distiller <small>(Under 60,000 gallons annually)</small>	\$100.00	4038
<input type="checkbox"/> Consumer Sampling Event License	No charge	
<input type="checkbox"/> Industrial Manufacturer	\$10.00	4038
<input type="checkbox"/> Outstate Seller of Beer	\$1,000.00	4038
<input type="checkbox"/> Outstate Seller of Wine	\$300.00	4038
<input type="checkbox"/> Outstate Seller of Mixed Spirit Drink	\$300.00	4038
<input type="checkbox"/> Warehouser	\$50.00	4038

<b>Permits Specific To Manufacturer License/Premises :</b>	<b>Base Fee:</b>
<input checked="" type="checkbox"/> Beer and Wine Tasting Permit	No Charge
<input type="checkbox"/> Living Quarters Permit	No Charge
<input type="checkbox"/> Off-Premises Storage	No Charge
<input type="checkbox"/> Direct Connection(s)	No Charge

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

<b>Permits Specific to On-Premises Tasting Room:</b>	<b>Base Fee:</b>	<small>Fee Code MLCC Use Only</small>
<input checked="" type="checkbox"/> On-Premises Tasting Room Permit	\$100.00	4085
<input type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00	4033
<input type="checkbox"/> Sunday Sales Permit (PM) **	\$15.00	4032
<input type="checkbox"/> Catering Permit	\$100.00	4031
<input type="checkbox"/> Dance Permit	No Charge	
<input checked="" type="checkbox"/> Entertainment Permit	No Charge	
<input type="checkbox"/> Specific Purpose Permit (list activity below):		
Days/Hours requested: _____		
<input type="checkbox"/> Extended Hours Permit (check type below):	No Charge	
<input type="radio"/> Dance <input type="radio"/> Entertainment		
Days/Hours requested: _____		
<input checked="" type="checkbox"/> Outdoor Service	No Charge	

\*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

\*\*Sunday Sales Permit (PM) allows the sale of spirits or mixed spirit drinks on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of spirits or mixed spirit drinks.

**Inspection, License, Permit, & Permission Fee Calculation**

Number of Licenses: \_\_\_\_\_ x \$70.00 Inspection Fee

Total Inspection Fee(s): \_\_\_\_\_

Total License Fee(s): \_\_\_\_\_

Total Permit Fee(s): \_\_\_\_\_

**TOTAL FEES DUE:** \_\_\_\_\_

Make checks payable to **State of Michigan**



**Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner**

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed [Form LCC-301](#).

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: Paul Peterson			
Home address: [REDACTED]			
City: [REDACTED]		State: [REDACTED]	Zip Code: [REDACTED]
Business Phone: [REDACTED]	Cell Phone: [REDACTED]	Email: [REDACTED]	
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If <b>Yes</b> , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write "chain" below. Pursuant to MCL 436.1603, a manufacturer licensee may hold interest in another manufacturer licensee, but not a wholesaler or retailer licensee; a wholesaler licensee <u>may not</u> hold interest in another wholesaler licensee or a manufacturer or retailer licensee. <span style="float: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</span>			
Business ID 233291			
Do you hold 10% or more interest in the applicant entity? <span style="float: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</span>			
If you answered "no" to the first question and "yes" to the second question, you must submit fingerprints and undergo an investigation by the MLCC. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed " <a href="#">Livescan Fingerprint Background Request</a> " with your application.			

**Part 5b - Personal Information (Individuals) - Must be at least 21 years of age, pursuant to administrative rule R 436.1105(1)(a).**

Date of Birth: [REDACTED]	Social Security Number: [REDACTED]	Driver's License Number: [REDACTED]	
Are you a citizen of the United States of America? <span style="float: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</span>			
Have you ever legally changed your name? <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span>			
If you answered "yes", please list your prior name(s) (including maiden):			
Spouse's full name (if currently married): N/A			
Spouse's date of birth:	Is your spouse a citizen of the United States of America? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>		
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span>			
Does your spouse hold a retailer, manufacturer, or wholesaler license issued by the MLCC? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>			
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If <b>Yes</b> , list below (attach additional pages if necessary): <span style="float: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</span>			
Date	City/State	Charge	Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If <b>Yes</b> , list below (attach additional pages if necessary): <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>			
Date	City/State	Charge	Disposition

**Part 5c - Signature**

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

Paul Peterson © By:  04/08/2021

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Print Name Signature Date



**Part 6 - Contact Information**

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?				<input type="radio"/> Phone	<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax
What is your preferred method for receiving a Commission Order?				<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax	
Contact name: Paul Peterson©			Relationship: Self				
Mailing address: [REDACTED]							
City: [REDACTED]		State: [REDACTED]		Zip Code: [REDACTED]			
Phone: [REDACTED]		Fax number:		Email: [REDACTED]			

**Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)**

Attorney name:		Member Number: P-	
Attorney address:			
Phone:	Fax number:	Email:	
Would you prefer that we contact your attorney for all licensing matters related to this application?			<input type="radio"/> Yes <input type="radio"/> No
Would you prefer any notices or closing packages be sent directly to your attorney?			<input type="radio"/> Yes <input type="radio"/> No

**Part 8 - Signature of Applicant**

**Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.**

**Notice:** When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Paul Peterson©, Owner/Managing Member

By:  ©

04/08/2021

Print Name of Applicant & Title

Signature of Applicant

Date

Please return this completed form along with corresponding documents and fees to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906

Fax to: 517-284-8557



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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Board Appointments – Planning Commission and Zoning Board of Appeals

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**ITEM BEFORE THE COUNCIL:**

Approval of Board Appointments to the Planning Commission and Zoning Board of Appeals

**DISCUSSION:**

Per the New Buffalo City Charter and Code of Ordinances, the Mayor makes recommendations to fill expired or vacancies on boards with the approval of the Council. Currently, there are three (3) expired terms on the Planning Commission and two (2) expired terms on the Zoning Board of Appeals. Additionally, there is a vacancy on the Zoning Board of Appeals that expires in May 2022.

The City has received applications from interested community members to be reappointed, as well as to fill the existing vacancy. The Mayor has recommended reappointing Paul Billingslea, Don Stoneburner and Roxanne Lauer to the Planning Commission; reappointing Richard Cooper and Wayne Borg to the Zoning Board of Appeals; and appointing Jennifer Parello to fill the vacant position on the Zoning Board of Appeals with a term expiring May 2022.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the appointments to the Planning Commission and the Zoning Board of Appeals.





Application for Appointment
City of New Buffalo Boards and Commissions

Name: Roxanne Kau (Lawyer)
Home Address: [Redacted]
Home Phone: [Redacted]
Email: [Redacted]
Education: BS - Accounting & Finance - 1977
MBA - 1980
Occupation:

Board or Commission for which you are applying:
Planning

Are you re-applying for a position that you currently hold? YES NO
If yes, when does your term expire? July 2020

Why would you like to be appointed or re-appointed to this board or commission?
To participate in the enhancement of growth of New Buffalo

What skills could you bring to this position? (i.e., education, certifications, life skills)
BS Accounting & Finance, MBA, Strong leadership experience, planning experience

List membership, participation, or other governmental committees, boards, or community organizations on which you have served.
Planning Commission - New Buffalo, Board Mass Industries, Board APCI corp, Treasurer Puncwood Condo Assn - New Buffalo

Signature [Handwritten Signature] Date 04/15/2021

By signing this application, you acknowledge that most of this information will be public information and subject to the Freedom of Information Act 442 of 1976.

Please complete this form in its entirety and return to the City of New Buffalo, 224 W. Buffalo St., New Buffalo, MI 49117, Fax: (269)469-7917, or email: clerk@cityofnewbuffalo.org. If additional space is necessary, please attach additional sheets. If you have any questions, please call (269)469-1500.

RECEIVED
APR 21 2021
CITY OF NEW BUFFALO





RECEIVED

APR 19 2021

Application for Appointment
City of New Buffalo Boards and Commissions CITY OF NEW BUFFALO

Name: Paul Billingslea

Home Address: [Redacted]

Home Phone: [Redacted] Cell Phone: [Redacted]

Email: [Redacted]

Education: Norwalk State Technical College

Occupation: Retired

Board or Commission for which you are applying:

Planning Commission

Are you re-applying for a position that you currently hold? YES NO

If yes, when does your term expire? May 2021

Why would you like to be appointed or re-appointed to this board or commission?

I believe I have helped to improve the Planning Commission since my original appointment and would like to continue those efforts.

What skills could you bring to this position? (i.e., education, certifications, life skills)

Retired residential Builder, Certified Citizen Planner, former IT Project Manager for Large Scale St. & Fed Systems, Former Dir.of Logistics for Multi-National Dist.

List membership, participation, or other governmental committees, boards, or community organizations on which you have served.

Planning Commission Norwalk CT, VP Norwalk Seaport Assoc. \$1.5m Annual Budget
VP Watervliet F&G \$500K Annual Budget, Board Member ANSI-NIST Palm Print Comm

Signature [Handwritten Signature]

Date April 16th,2021

By signing this application, you acknowledge that most of this information will be public information and subject to the Freedom of Information Act 442 of 1976.

Please complete this form in its entirety and return to the City of New Buffalo, 224 W. Buffalo St., New Buffalo, MI 49117, Fax: (269)469-7917, or email: clerk@cityofnewbuffalo.org. If additional space is necessary, please attach additional sheets. If you have any questions, please call (269)469-1500.



RECEIVED

MAY 13 2021

Application for Appointment
City of New Buffalo Boards and Commissions

CITY OF NEW BUFFALO

Note: All board members must live within the City limits for at least a year

Name: Donald Stoneburner

Home Address: [Redacted]

Home Phone: [Redacted] Cell Phone [Redacted]

Email: [Redacted]

Education: Bachelor of Science - Ball State Univeristy

CIC - Certified Insurance Conselor

Occupation: Insurance Agent

Board or Commission for which you are applying:

Planning Comission

Are you re-applying for a position that you currently hold? YES NO

If yes, when does your term expire? May 2021

Why would you like to be appointed or re-appointed to this board or commission?

Enjoy serving the City Of New Buffalo

Completed Citizens Planner Program in 2019

What skills could you bring to this position? (i.e., education, certifications, life skills)

1) Insurance agent for 40 years working including architect and construction projects

2) Completed Citizens Planner Program in 2019

List membership, participation, or other governmental committees, boards, or community organizations on which you have served.

1) Chairperson of New Buffalo Parks Harbor Commission 2) Past President of Jefferson

Place CondoAssociation 3) Past Board Member of Mooring Association

Signature [Handwritten Signature]

Date 5/13/2021

By signing this application, you acknowledge that most of this information will be public information and subject to the Freedom of Information Act 442 of 1976.

Please complete this form in its entirety and return to the City of New Buffalo, 224 W. Buffalo St., New Buffalo, MI 49117, Fax: (269)469-7917, or email: afidler@cityofnewbuffalo.org. If additional space is necessary, please attach additional sheets. If you have any questions, please call (269)469-1500.



Michigan State University Extension  
Citizen Planner Program

awards this

Citizen Planner Certificate

*Donald Stoneburner*

In recognition of successful completion of the  
Citizen Planner Program — 2019

*Brad Neumann*

Brad Neumann, AICP  
Senior Extension Educator  
Government & Community Vitality

**MICHIGAN STATE** | **Extension**  
**UNIVERSITY**





RECEIVED

APR 29 2021

Application for Appointment
City of New Buffalo Boards and Commissions

CITY OF NEW BUFFALO

Note: All board members must live within the City limits for at least a year

Name:

WAYNE BORG

Home Address:

Cell Home Phone:

Cell Phone:

Email:

Education:

B.S. FINANCE

Occupation:

RETIRED

Board or Commission for which you are applying:

ZBA

Are you re-applying for a position that you currently hold?

YES NO

If yes, when does your term expire?

MAY 2021

Why would you like to be appointed or re-appointed to this board or commission?

To help the city with growth according to zoning board regulations

What skills could you bring to this position? (i.e., education, certifications, life skills)

I ran the Midwestern States Industrial Development For Union Pacific RR. I served on Illinois Economic Development Board twice.

List membership, participation, or other governmental committees, boards, or community organizations on which you have served.

Illinois Economic Development Board Iowa ED, MN ED and Wisconsin Economic Development

Signature

Wayne A. Borg

Date

4/29/21

By signing this application, you acknowledge that most of this information will be public information and subject to the Freedom of Information Act 442 of 1976.

Please complete this form in its entirety and return to the City of New Buffalo, 224 W. Buffalo St., New Buffalo, MI 49117, Fax: (269)469-7917, or email: afidler@cityofnewbuffalo.org. If additional space is necessary, please attach additional sheets. If you have any questions, please call (269)469-1500.





Application for Appointment
City of New Buffalo Boards and Commissions

Name: Richard Cooper Jr

Home Address: [Redacted]

Home Phone: [Redacted] Cell Phone: [Redacted]

Email: [Redacted]

Education: New Buffalo High School

2 years L.M.C.

Occupation: Steelworker

Board or Commission for which you are applying: ZBA

Are you re-applying for a position that you currently hold? YES NO

If yes, when does your term expire? May 2021

Why would you like to be appointed or re-appointed to this board or commission? I enjoy doing it and feel I can add to the group

What skills could you bring to this position? (i.e., education, certifications, life skills) I have been a City Firefighter for 37 years and feel that gives a insight to zoning

List membership, participation, or other governmental committees, boards, or community organizations on which you have served.

RECEIVED APR 27 2021

Signature [Handwritten Signature]

Date 4/21/21 CITY OF NEW BUFFALO

By signing this application, you acknowledge that most of this information will be public information and subject to the Freedom of Information Act 442 of 1976.

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Application for Appointment  
City of New Buffalo Boards and Commissions

RECEIVED  
APR 12 2021  
CITY OF NEW BUFFALO

Name: Jennifer Parello

Home Address: [Redacted]

Home Phone: [Redacted] Cell Phone: [Redacted]

Email: [Redacted]

Education: Southern Illinois University-BS

Occupation: Marketing Director

Board or Commission for which you are applying:

New Buffalo Zoning Board

Are you re-applying for a position that you currently hold? YES NO

If yes, when does your term expire? \_\_\_\_\_

Why would you like to be appointed or re-appointed to this board or commission?

When needed  
\_\_\_\_\_

What skills could you bring to this position? (i.e., education, certifications, life skills)

I have significant experience in marketing/communications and have been involved in NB real estate since 2003  
\_\_\_\_\_

List membership, participation, or other governmental committees, boards, or community organizations on which you have served.

Former NB Park Board member  
\_\_\_\_\_

Signature Jennifer Parello

Date 04-12-2021

By signing this application, you acknowledge that most of this information will be public information and subject to the Freedom of Information Act 442 of 1976.

Please complete this form in its entirety and return to the City of New Buffalo, 224 W. Buffalo St., New Buffalo, MI 49117, Fax: (269)469-7917, or email: clerk@cityofnewbuffalo.org. If additional space is necessary, please attach additional sheets. If you have any questions, please call (269)469-1500.



RECEIVED

MAY 12 2021

CITY OF NEW BUFFALO



Application for Appointment  
City of New Buffalo Boards and Commissions

Note: All board members must live within the City limits for at least a year

Name: Raimundas Kirkus

Home Address: [Redacted]

Home Phone: [Redacted] Cell Phone: [Redacted]

Email: [Redacted]

Education: Bachelor degree/ Business communication

Occupation: Property manager

Board or Commission for which you are applying:  
Planning Commission

Are you re-applying for a position that you currently hold? YES NO

If yes, when does your term expire? N/A

Why would you like to be appointed or re-appointed to this board or commission?  
I was on the PC in the past. I like to serve my community

What skills could you bring to this position? (i.e., education, certifications, life skills)  
experience and certification master planner

List membership, participation, or other governmental committees, boards, or community organizations on which you have served.  
Planning Commission and ZBA. Liason

Signature Ray Kirkus Date May 11, 2021

By signing this application, you acknowledge that most of this information will be public information and subject to the Freedom of Information Act 442 of 1976.





Application for Appointment
City of New Buffalo Boards and Commissions

Name: GROB VOSIBOR 6

Home Address: [Redacted]

Home Phone: [Redacted] Cell Phone: [Redacted]

Email: [Redacted]

Education: BA UNIVERSITY OF IOWA

Occupation: DIRECTOR OPERATIONS ARBUUS PHARMA

Board or Commission for which you are applying: ZONING BOARD OF APPEALS

Are you re-applying for a position that you currently hold? YES NO (circled)

If yes, when does your term expire? [Blank]

Why would you like to be appointed or re-appointed to this board or commission? COMMUNITY INVOLVEMENT

What skills could you bring to this position? (i.e., education, certifications, life skills) BUSINESS OPERATIONS, PROJECT MGMT, DESIGN THINKING

List membership, participation, or other governmental committees, boards, or community organizations on which you have served. BOY SCOUTS, ARBUUS COMMUNITY OUTREACH, JUNIOR ACHIEVEMENT

Signature [Signature] Date 4/16/21

By signing this application, you acknowledge that most of this information is subject to the Freedom of Information Act 44

Please complete this form in its entirety and return to the City of New Buffalo 49117, Fax: (269)469-7917, or email: clerk@cityofnewbuffalo.org. If additional sheets. If you have any questions, please call

RECEIVED APR 16 2021 CITY OF NEW BUFFALO Not a full time City resident



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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Amendment to the Concession Agreement with New Buffalo Beach Club, LLC

---

**ITEM BEFORE THE COUNCIL:**

Approval of the amendment to the concession agreement with New Buffalo Beach Club, LLC

**DISCUSSION:**

On February 27, 2019 the City of New Buffalo entered into an agreement with New Buffalo Beach Club, LLC ("NBBC") for concessions at the beach. The term of the agreement was three (3) years, terminating on December 31, 2021.

Earlier this year, the City was notified that ownership of the business had changed. In accordance with the terms of the agreement, it is necessary to amend the current agreement to reflect the name of the new owner, Mr. Dan Leung. Mr. Leung has paid the Annual License Fee as set forth in the initial agreement.

It has been explained to Mr. Leung that this amendment to the agreement is only to acknowledge him as the owner, allows him to fulfill the remainder of the agreement and **does not** guarantee any automatic renewal, as the beach concessions will be bid out for the 2022 season.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the amendment to the concession agreement with New Buffalo Beach Club, LLC.

## CITY OF NEW BUFFALO BEACH CONCESSION LICENSE AGREEMENT

This Beach Concession License Agreement (the "Agreement") is made as of 2/27/2019, 2019, between the City of New Buffalo, a Michigan municipal corporation the principal business address of which is 224 W. Buffalo Street, New Buffalo, Michigan 49117 (the "City"), and New Buffalo Beach Club LLC., a Michigan limited liability company with a registered address of \_\_\_\_\_ ("Licensee") (City and Licensee together referred to as the "Parties").

### RECITALS

- A.** The City owns the property commonly referred to as City Beach, which has a concession building with an adjoining deck (collectively, the "Concession Area").
- B.** The City wishes to grant Licensee a license to operate a concession business (the "Concession") within the Concession Area under the terms of this Agreement, each year from May 1 through September 30 (the "Concession Season").

### TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

- 1. License.** The City licenses to Licensee use of the Concession Area for the sale of food and sale or rental of other items as provided below.
- a. The Concession Area.** Prior to the first Concession Season, the City shall remove existing picnic tables from the Concession Area. At Licensee's expense, Licensee shall be permitted to furnish the Concession Area with equipment and furnishings necessary to conduct its operation. Licensee shall not block any walkway adjacent to or within the Concession Area. At the end of the term of this Agreement, Licensee shall remove all equipment and furnishings furnished by Licensee.
- b. The Concession Structure.** Prior to the first Concession Season, Licensee shall renovate the Concession Structure in accordance with plans approved by the City Manager in writing. At the end of each Concession Season, Licensee shall winterize the Concession Structure.
- c. Contact Person.** As part of its responsibilities under this Agreement, Licensee shall provide the City with the name, address, and telephone number of a contact person residing within 15 minutes of the Concession who will be available to respond to issues and emergencies regarding the Concession.
- 2. Term and Termination.** This Agreement shall be in effect for three consecutive Concession Seasons, beginning in 2019. The term of this Agreement shall commence upon the date of this Agreement and end on December 31, 2021, unless extended by mutual written agreement of the parties. This Agreement may be terminated by either party for breach pursuant to Section 8 below. Upon the termination of this Agreement, Licensee shall restore the Concession Area to the condition it was in: (i) prior to the date of this Agreement; or (ii) immediately following the renovation of the Concession Structure, if such renovations are done in a good and workmanlike manner in accordance with the approved plans. The Licensee's obligation to restore the Concession Area pursuant to this paragraph may be waived by resolution of the City Council, at the City Council's sole discretion.
- 3. License Fee.** In addition to its other obligations under this Agreement, Licensee shall pay to the City an annual fee (the "Annual License Fee") in increasing amounts for each year of this Agreement as follows.
- a. First Concession Season.** On May 1, 2019, Licensee shall pay in full to the City the Annual License Fee of \$2,500 for the first Concession Season.
- b. Second Concession Season.** On May 1, 2020, Licensee shall pay in full to the City the Annual License Fee of \$3,500 for the second Concession Season.
- c. Third Concession Season.** On May 1, 2021, Licensee shall pay in full to the City the Annual License Fee of \$4,000 for the third Concession Season.



3. **Property Rights.** This Agreement does not grant or convey to Licensee any rights, title, or interest in fixtures, structures, equipment or furnishings, provided by the City, including the Concession Structure, within the Concession Area.

4. **Requirements.** This Agreement shall include the following requirements:

a. **Restrooms.** The City shall be responsible for supplying and maintaining the restrooms within the Concession Area in a manner consistent with other City-maintained restrooms.

b. **Signage.** Licensee may post advertising signs in the Concession Area in locations and with specifications acceptable to the City Manager.

c. **Property Maintenance.** Licensee shall be responsible for properly disposing of its own trash during the Concession Season, in accordance with any applicable City ordinances. Licensee shall also clean the beach of all trash, including paper, cans, bottles, and other refuse, within 25 feet of the Concession Area.

d. **Hours of Operation.**

i. **Annual opening.** Each year, Licensee shall be open for business by Memorial Day, although Licensee may begin operation as soon as the Concession Season begins. Licensee shall continue operations through Labor Day and may continue through the end of the that year's Concession Season.

ii. **Daily hours.** Once Licensee begins operation, Licensee shall operate the Concessions between the hours of 11:00 a.m. and 10:00 p.m. every day. Deviations from this schedule shall require written approval by the City Manager, except as provided in subsection (iii) below.

iii. **Option to close.** Licensee may close the Concessions at times on days when the temperature, wind conditions, undertows or rip currents, or other beach conditions make use of the beach and water hazardous or substantially reduce the number of patrons at the beach.

e. **Sales and Rental Activity.**

i. **Approved Items.** Licensee shall have the right to sell food items and non-alcoholic beverages. Menu items will include boutique French fries, Strawberry Newburg, shrimp, and triple filtered water. Licensee may also offer items for rent for use on the beach, including but not limited to beach chairs, umbrellas, and beach games. Licensee shall not sell, distribute, lend, rent, or otherwise disseminate alcoholic beverages or liquor, cigarettes or other tobacco products, sexually explicit or sexually oriented materials or items, fireworks, firearms, or flotation devices (except those with U.S. Coast Guard approval).

ii. **Exclusive Rights.** The City shall not enter into an agreement with any other party allowing the sale of French fries or the rental of beach chairs on City Beach.

f. **Beach Vending.** Licensee shall not engage in nor license anyone else to engage in the sale or solicitation of any product or service on the beach or the piers, with the exception of those sales that occur within the Concession Area.

g. **ATV.** Licensee may use an all-terrain vehicle (ATV) to distribute chairs on the beach. The ATV may be parked or stored only in locations approved in writing by the City Manager.

h. **Utilities.** During the term of this Agreement, Licensee shall be responsible for water, sewer, and electric utility services provided to the Concession during the Concession Seasons, which shall be separately metered. Licensee shall also maintain any grease traps and comply with all ordinances regulating the use of the City's water and sanitary sewer systems.

5. **Insurance.** Licensee shall carry General Liability Insurance as required by the City liability insurance carrier in the amount of \$1,000,000.00 and list the City (defined for purposes of this section to include the City's officers and employees) as an additional insured and certificate holder. Licensee shall provide the City a copy of a certificate of insurance showing the insurance to be fully in effect and stating that the insurance may not be terminated or modified without providing the City at least 30 days prior to written notice. Upon

request, Licensee shall provide the City a copy of the complete policy, including all endorsements. The policy shall provide coverage for all occurrences during the term of this Agreement.

**6. Indemnification.** Licensee shall hold the City (defined for purposes of this section to include the City's officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any demands, claims, or causes of action arising from the negligent acts or wrongdoing of Licensee or Licensee's members, employees, or agents in the operation or use of the Concession Area, except to the extent such loss is caused solely by the negligence or wrongdoing of the City.

**7. Compliance with Laws.** Licensee shall operate in accordance with generally accepted operating practices and maintain compliance with applicable laws, rules, regulations, ordinances, orders, permits, and licenses required by any governmental agency of competent jurisdiction. In addition, Licensee shall obtain and maintain all required permits, licenses, and other approvals.

**8. Breach and Remedy.**

**a. Written notice.** If a party fails to comply with any of the terms and conditions of this Agreement, a written notice of failure to comply, stating the specific breach shall be delivered to the allegedly breaching party. The recipient of any such written notice shall have 10 days to take any corrective actions required to cure the breach so as to be in compliance with this license. In the event it is impossible to remedy the breach within 10 days due to inclement weather, fire or other act of God, the recipient of a written notice shall be given a reasonable time to comply with the terms and conditions of this license. During the 10-day cure period the notice recipient shall inform the notice sending party in writing of the actions taken to remedy the breach. If the breach is not corrected within the 10-day cure period, the non-breaching party shall have the right to terminate this Agreement.

**b. Suspension.** In addition or in the alternative to the remedies in subsection (a), the City Manager may, upon a reasonable belief that a breach of this Agreement has occurred and has not been corrected after 24 hour's written notice, suspend the license granted by this Agreement, effective immediately.

**c. Perform the notice-recipient's obligations.** In addition or in the alternative to terminating this Agreement, if the notice-recipient fails to take reasonable steps to remedy the breach within 10 days of receiving notice of the same, the notice-sending party may perform the notice-recipient's obligations so as to remedy the breach and recover from the notice recipient all of the costs, including, without limitation, costs paid to those providing services or materials and its own wages if performing the work itself.

**d. Prevailing Party.** To the extent not prohibited by law, the prevailing party in any action brought pursuant to or to enforce any provision of this Agreement shall, in addition to any other remedies, be entitled to recover its actual costs, including, without limitation, its actual reasonable attorney fees, filing fees, expert fees, and other expenses incurred to bring, maintain, or defend any such action from its first accrual or first notice thereof through any appellate and collection proceedings. A party is a prevailing party if it improves its position from any offer made by the other party prior to filing the lawsuit. This provision shall not alter or affect any remedies under applicable court rules governing sanctions for rejected offers of judgment or case evaluation awards.

**9. Assignment Prohibited.** Licensee may not assign this Agreement or its rights, privileges, duties, or obligations without the City's prior written approval, which shall not be unreasonably denied.

**10. Interpretation.** This is the entire agreement between the parties as to its subject matter. This Agreement shall supersede and void any existing lease or other agreement between the parties. This agreement may not be modified except in writing signed by the Parties (in the case of the City, such modification shall require City Council approval). Its interpretation shall not be affected by any course of dealing. The captions are for convenience and form no part of this Agreement, but the recitals are an integral part of this Agreement. This Agreement shall be construed as if it were mutually drafted.

**11. Miscellaneous.**

**a. Addresses.** Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

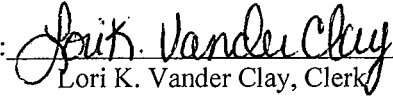
**b. Waiver.** The waiver of or failure to enforce any part of this Agreement shall not prevent its subsequent enforcement. To be effective any waiver must be in writing signed by the waiving party.

**12. Binding Effect.** This Agreement shall be binding upon the parties to this Agreement as well as their successors, heirs, executors, administrators, personal representatives, and permitted assigns.

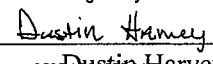
The Parties have signed this Agreement as of the date first above written.

CITY OF NEW BUFFALO,

By:   
\_\_\_\_\_  
Lou O'Donnell IV, Mayor

By:   
\_\_\_\_\_  
Lori K. Vander Clay, Clerk

LICENSEE

DocuSigned by:  
By:   
\_\_\_\_\_  
2521130134 Dustin Harvey

Its: \_\_\_\_\_



POLICY NUMBER: N9BP085422  
Date Processed: 03/29/2019

BUSINESSOWNERS  
BP 12 01 07 02

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## BUSINESSOWNERS POLICY CHANGES

New buffalo Beach Club  
100 N Whittaker St  
New Buffalo, MI 49117-1169

THIS ENDORSEMENT FORMS A PART OF THE POLICY NUMBERED BELOW.

POLICY NUMBER [REDACTED]	POLICY CHANGES EFFECTIVE 04/01/2019	COMPANY Berkshire Hathaway Direct Insurance Company
NAMED INSURED New buffalo Beach Club		AUTHORIZED REPRESENTATIVE
<b>CHANGES</b>		
<b>Additional Insured - Managers or Lessors of Premises</b> Added      Name: City of New Buffalo Address: 224 West Buffalo St City: New Buffalo State: MI Zip: 49117		
<b>Policy Forms</b> Added      Additional Insured - Managers or Lessors of Premises (BP 04 02 01 06)		

POLICY AMOUNT AND PREMIUM ADJUSTMENT					
Coverage Description	Limits Of Insurance		Premiums		<input type="checkbox"/> Add'l Premium <input type="checkbox"/> Return Premium
	Previous Limit Of Insurance	New Limit Of Insurance	Previous Premium	New Premium	
Additional Insured - Managers or Lessors of Premises			\$	\$ 22.00	\$ 22.00

TOTAL PREMIUM ADJUSTMENTS	
PREMIUM DUE AT POLICY CHANGE EFFECTIVE DATE	
ADDITIONAL	RETURN
\$ 22.00	\$ 0.00
<b>REMOVAL PERMIT</b>	If Covered Property is removed to a new location that is described on this Policy Change, you may extend this insurance to include that Covered Property at each location during the removal. Coverage at each location will apply in the proportion that the value at each location bears to the value of all Covered Property being removed. This permit applies up to 10 days after the effective date of this Policy Change; after that, this insurance does not apply at the previous location.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

### SCHEDULE

<p><b>A. Designation Of Premises (Part Leased To You):</b>  100 N Whittaker St  New Buffalo, MI 49117-1169</p>
<p><b>B. Name Of Person Or Organization (Additional Insured):</b>  City of New Buffalo  224 West Buffalo St   New Buffalo, MI 49117</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**A.** The following is added to Paragraph C. Who Is An Insured in Section II – Liability:

- The person or organization shown in the Schedule is also an insured, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule.

**B.** The following exclusions are added to Section II – Liability:

This insurance does not apply to:

- Any "occurrence" that takes place after you cease to be a tenant in the premises described in the Schedule.
- Structural alterations, new construction or demolition operations performed by or for the person or organization designated in the Schedule.

**1<sup>st</sup> AMENDMENT TO BEACH CONCESSION LICENSE AGREEMENT**

This 1<sup>st</sup> Amendment to Beach Concession License Agreement (this "Amendment") is made as of \_\_\_\_\_, 2021, between the City of New Buffalo, a Michigan municipal corporation the principal business address of which is 224 W. Buffalo Street, New Buffalo, Michigan 49117 (the "City"), and New Buffalo Beach Club LLC, a Michigan limited liability company with a registered address of 560 Sunset Road, Benton Harbor, MI 49022 ("Licensee").

RECITALS

- A. On February 27, 2019, the parties entered into a Beach Concession License Agreement under which the City granted the Licensee a license to operate a concession business at the City beach subject to certain terms and conditions (the "Agreement").
- B. Dan Harvey signed the Agreement on behalf of the Licensee and was the principal operator of the beach concession business during the summer of 2019 and 2020.
- C. Within the past few months, Dan Leung purchased New Buffalo Beach Club LLC from Mr. Harvey and has asked the City to recognize him as the new owner of the Licensee and operator of the concession stand for the 2021 season.
- D. The City Council has reviewed Mr. Leung's background and experience in the food service industry and believes that granting his request is in the best interest of the City.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

Mr. Leung is recognized as the new owner of New Buffalo Beach Club LLC and shall be the principal operator of the beach concession stand for the remainder of the Term. All other terms and provisions of the Agreement shall remain in full force and effect to the extent not expressly modified by this 1<sup>st</sup> Amendment.

The Parties have signed this 1<sup>st</sup> Amendment as of the date first above written.

CITY OF NEW BUFFALO,

LICENSEE

By: \_\_\_\_\_  
John Humphrey, Mayor

By: \_\_\_\_\_  
Dan Leung

By: \_\_\_\_\_  
Ann M. Fidler, Clerk

Its: \_\_\_\_\_



## Darwin Watson

---

**From:** Rich Killips  
**Sent:** Tuesday, April 27, 2021 8:17 AM  
**To:** Darwin Watson; Darwin Watson  
**Cc:** Parks  
**Subject:** Concession Stand  
**Attachments:** Scanned image from City of New Buffalo\_20210427\_071644.pdf

Good morning,

This is a follow up to our discussion regarding the operation of the concession stand:

On Feb 24<sup>th</sup> I was notified by Dustin Harvey that he intended and did indeed sell the New Buffalo Beach Club LLC. He referred to the new owner as "Dan" but gave no further information. The contract for concessions is between the City and New Buffalo Beach Club LLC. We have been contacted by Dan Leung who is an experienced concessioner, and advised that he has purchased New Buffalo Beach Club LLC from Dustin Harvey and is ready to start setting up his operation as soon as we can make the area available to him. Mr Leng has forwarded to me a copy of the purchase arrangement and a search in LARA shows Dan Leung as the Resident agent of the LLC (attached).

Dan is awaiting a call from us as to when he can start setting up.

Please let me know if you need any additional information on this issue.

Thanks  
Rich

**Rich Killips**  
Chief of Police  
269-469-1500 office  
269-469-7917 fax



## Darwin Watson

---

**From:** Dan Leung [REDACTED]  
**Sent:** Friday, May 7, 2021 10:34 PM  
**To:** Darwin Watson  
**Subject:** RE: New Buffalo Beach Concession  
**Attachments:** LICKS 2017 Menu.pdf; LICKS MENU 2019 (1).pdf; REFERENCESRECOMMENDATIONSNEWBUFFALOCONCESSIONS.pdf; LICKS 2018 Menu (1).pdf

**Follow Up Flag:** Follow up  
**Due By:** Friday, May 14, 2021 10:00 AM  
**Flag Status:** Flagged

Mr. City Manager,

As per your request, I have attached menus from my concession shack at Warren Dunes State Park in Sawyer, Michigan.

They are from 2017, 2018 and 2019. A menu was not created for my first season in 2016. I was not able to open until after the July 4th Weekend, as it was the same for the other two concessionaires. My primary item that summer was offering made-to-order Hawaiian Shave Ice, Fiji Water and other beverages, along with other snacks.

Photos from all my seasons (2016 - 2019) can be found on my social media sites on facebook and instagram. The account name is LICKSSWEETTREATS. A link is provided in the signature for quick access.

Please let me know if you have any questions, concerns or any other information that you may need from me.

--

Dan Leung  
LICKS SWEET TREATS & EATS  
Come Taste Summer in SW Michigan

[REDACTED]  
[facebook](#) | [instagram](#)



Form Revision Date 07/201

### ANNUAL STATEMENT

(Required by Section 207, Act 23, Public Act of 1993)

Identification Number: 802287429

Annual Statement Filing Year: 2021

1. Limited Liability Company Name:

NEW BUFFALO BEACH CLUB LLC

2. The street address of the limited liability company's registered office and name of the resident agent at that office:

1. Resident Agent Name: DAN LEUNG

2. Street Address:

Apt/Suite/Other:

City:

State:

Zip Code:

3. Mailing address of the registered office:

P.O. Box or Street

Address:

Apt/Suite/Other:

City:

State:

Zip Code:

This annual statement must be signed by a member, manager, or an authorized agent.

Signed this 6th Day of April, 2021 by:

Signature	Title	Title if "Other" was selected
Dan Leung	Member	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline  Accept

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**  
**FILING ENDORSEMENT**

***This is to Certify that the*** 2021 ANNUAL STATEMENT

***for***

NEW BUFFALO BEACH CLUB LLC

***ID Number:***



***received by electronic transmission on*** April 06, 2021 ***, is hereby endorsed.***

***Filed on*** April 06, 2021 ***, by the Administrator.***

***The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.***



***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 6th day of April, 2021.***

*Linda Clegg*

***Linda Clegg, Director***

***Corporations, Securities & Commercial Licensing Bureau***



**REFERENCES & RECOMMENDATIONS**  
**RE: NEW BUFFALO BEACH CONCESSION 2021**

Our family has known Dan Leung since he was one of our vendors in 2015. We have operated the three concession buildings at Warren Dunes State Park -- since 1990 -- for 26 years.

Our last year was the summer of 2016 when the main concession building was torn down and rebuilt. Dan became one of the three temporary concessionaires that summer. He is a very nice person. Honest and hardworking. And, he has become a great friend.

New Buffalo would be very lucky to have him operate the concession stand there.

*Tim Truhn and family*

--

I and my family met Dan in 2016 when we were visiting Warren Dunes. He had a shed that he used for his concession stand. We thought it was very interesting and cool for him to do that. We all loved his Hawaiian Shave Ice. He had something that no one else sold in this area of Michigan. We thought he had a lot of good ideas to bring people to Warren Dunes.

Our family opened a taco truck at Warren Dunes in Season 2017. We have gotten to know Dan since we got to see him all summer for the next few years. He is hardworking, dedicated and great with customers. We were sad to see Dan leave when he told us about moving to Saint Joseph Township and hopefully starting a concession stand in Benton Harbor at Jean Klock Park. Now, we hear he is going to New Buffalo Beach. I know he will do well there.

*Hector & Paola Hernandez*

--

Dan Leung is a dedicated and hardworking individual. He is great with people and will do whatever it takes to make the guests of New Buffalo Beach feel welcomed.

With his four years of experience and know-how as one of the concessionaires at Warren Dunes State Park from 2016 - 2019, I have no doubt that Dan will be able to be successful and a welcomed addition to the City Of New Buffalo and New Buffalo Beach.

*Jim & Robin Kramer*

*Owner, Nancy's in New Buffalo and former concessionaire at New Buffalo Beach*

# LICKS

## SWEET TREATS & EATS

Warren Dunes Beach | Sawyer, MI

### *sweet treats*

italian ice	5
ice cream	4.25 small 5.75 large
ice cream novelties	3 basic 4 regular 5 premium
mochi ice cream	2.50 (1) 7 (3)
dippin dots	6
drizzles & toppings	1 each
candy, nuts, trail mix	individual .50   regular 2.25   premium 3

### *eats*

buns   plain, savory or sweet filling	2.50 (1) 7 (3)
hot dog	4 (1) 7 (2) 5.5 with fries
corn dog	3 small 4 large 6 (includes fries or later tots)
white castle burgers	5 (3) regular 6 (3) cheese 2 (1)
pizza	6 slice
chicken with fries (e.g. fingers, nuggets, tenders)	5 small 7 large
nachos	4 regular 5 large
chips	1 small 2 medium 3 large
soft pretzels	5 regular 6 gourmet
fries	3
tater tots	4
sauce / dips	1 small 2 large

### *drinks*

soft drinks (e.g. pop, iced tea, sparkling water)	2 small 3 large
coffee	3 regular 4 premium 5 specialty
sports hydration	4
antioxidant infused	4
juice / -ade	3 regular 4 premium
milk	3
tea	3
water	2 regular 3 small premium 4 medium premium 5 large premium

Updated: 05.15.2019

**1<sup>st</sup> AMENDMENT TO BEACH CONCESSION LICENSE AGREEMENT**

This 1<sup>st</sup> Amendment to Beach Concession License Agreement (this "Amendment") is made as of \_\_\_\_\_, 2021, between the City of New Buffalo, a Michigan municipal corporation the principal business address of which is 224 W. Buffalo Street, New Buffalo, Michigan 49117 (the "City"), and New Buffalo Beach Club LLC, a Michigan limited liability company with a registered address of 560 Sunset Road, Benton Harbor, MI 49022 ("Licensee").

RECITALS

- A. On February 27, 2019, the parties entered into a Beach Concession License Agreement under which the City granted the Licensee a license to operate a concession business at the City beach subject to certain terms and conditions (the "Agreement").
- B. Dan Harvey signed the Agreement on behalf of the Licensee and was the principal operator of the beach concession business during the summer of 2019 and 2020.
- C. Within the past few months, Dan Leung purchased New Buffalo Beach Club LLC from Mr. Harvey and has asked the City to recognize him as the new owner of the Licensee and operator of the concession stand for the 2021 season.
- D. The City Council has reviewed Mr. Leung's background and experience in the food service industry and believes that granting his request is in the best interest of the City.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

Mr. Leung is recognized as the new owner of New Buffalo Beach Club LLC and shall be the principal operator of the beach concession stand for the remainder of the Term. All other terms and provisions of the Agreement shall remain in full force and effect to the extent not expressly modified by this 1<sup>st</sup> Amendment.

The Parties have signed this 1<sup>st</sup> Amendment as of the date first above written.

CITY OF NEW BUFFALO,

LICENSEE

By: \_\_\_\_\_  
John Humphrey, Mayor

By: \_\_\_\_\_  
Dan Leung

By: \_\_\_\_\_  
Ann M. Fidler, Clerk

Its: \_\_\_\_\_



---

**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Fire Hydrant Installation and Watermain Deactivation (N. Berrien Street)

---

**ITEM BEFORE THE COUNCIL:**

Approval of the payment to Pajay, Inc. for the installation of a fire hydrant & watermain deactivation (N. Berrien Street)

**DISCUSSION:**

Water Superintendent Ken Anderson and Fire Chief Chris Huston have identified a location for the installation of a new 6" fire hydrant at the corner of N. Berrien and Lake Drive. Additionally, there exists a block of 4" cast iron watermain on the west side of N. Berrien Street that will be removed. Currently there exists a newer 8" PVC watermain.

Proposals for this work were received from Pajay, Inc. and Burkholder Excavating, Inc. with Pajay Inc. submitting the low quote of \$14,650. Funding for this work was budgeted and is available in the Water budget.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the awarding of the fire hydrant installation and deactivation of the watermain on N. Berrien Street to Pajay, Inc. in the amount of \$14,650.





## Memorandum – City of New Buffalo

**To: Honorable Mayor and City Council Members**  
**From: Kenneth A. Anderson, Water Superintendent**  
**Date: 5-11-2021**  
**Subject: North Berrien Street Fire Hydrant Installation And 4”  
Watermain Inactivation**

Because of the COVID – 19 Pandemic during this past 2020 – 2021 Budget Year we had decided to delay any watermain installations during this time period at the request of the City Treasurer, which we agreed with. We would like to have installed a new 6” fire hydrant at the corner of North Berrien Street and Lake Drive as per our Fire Department Chief’s request. By doing this project we can also eliminate one block of old 4” Cast Iron Watermain that lays on the west side of North Berrien Street. This can be accomplished because on this section of North Berrien Street we also have a much newer 8” P.V.C. Watermain that is also in service.

We received 2 bids for this work:

- 1.) PAJAY, INC. : \$14,650.00
- 2.) Burkholder Excavating, Inc. : \$25,700.00

We typically use both contractors and we are requesting that you approve the low bid to PAYJAY, INC. in the amount of \$14,650.00. Please note that all materials will be supplied by the city, which we have mostly in stock, and the city will also be responsible for blacktop replacement where needed.

We have remaining monies in the budgeted Watermain Replacement Fund to cover this expenditure.

Your timely approval will be appreciated.

Thank you,



Kenneth A. Anderson  
Water Superintendent  
City of New Buffalo

**Burkholder Excavating, Inc.**  
 4898 Wee-Chik Road  
 Sawyer, MI 49125-9255

**Phone**  
 269-426-4227  
**Fax**  
 269-426-4190

**Proposal #**  
 866  
**Date**  
 5/11/2021

New Buffalo Water Department  
 224 W Buffalo Street  
 New Buffalo, MI 49117

Project / Job Location

burkholderex@yahoo.com

North Drive Water

Description	Qty	Rate	TOTAL
4" Line Stop, 8" Live Tap And Valve, Install Hydrant Assembly, Cap 4" Watermain, Redo 1" Service, All Materials Supplied By City, Labor, Line Stop, Live Tap Included In Bid		25,700.00	25,700.00
<i>Total amount of proposal includes ALL labor, materials, taxes &amp; insurance</i>		<b>TOTAL</b>	<b>\$25,700.00</b>

Contract Documents consist of this agreement, including the Terms and Conditions (Attached) and any exhibits attached hereto or listed above.  
 The work includes all labor, materials, equipment, per plans and specs, to perform and to complete the above items:

# **PAJAY, INC.**

**19167 ROSE CITY ROAD  
NEW BUFFALO, MI 49117**

April 22, 2021

Ken Anderson, Water Superintendent  
City of New Buffalo  
224 West Buffalo Street  
New Buffalo, MI 49117

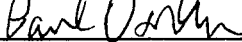
Re: North Berrien water main improvements

Ken:

Attached is my proposal to perform the work for the water main improvements that we discussed last week for the work on North Berrien Street.

If you have any questions, please call me at 616-292-4462. Thank you for the opportunity to bid on this project.

Paul Oselka, President



---

Pajay, Inc.

616-292-4462



# **PAJAY, INC.**

**19167 ROSE CITY ROAD  
NEW BUFFALO, MI 49117**

April 22, 2021

## **PROPOSAL**

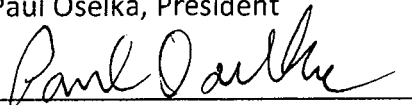
Pajay, Inc. will perform the work for the water main improvements on North Berrien Street which includes the following items:

Supply and install one 8" x 6" live tap on the existing 8" water main (with City Services)  
Supply and install one 4" insertion valve on the existing 8" water main (with City Services)  
Remove existing asphalt as necessary to accommodate the work  
Install one fire hydrant (materials supplied by the City of New Buffalo)  
Install all fittings as necessary for the installation of the work (materials provided by the City of New Buffalo)

**TOTAL PRICE:                    \$14,650.00\*\*\***

**\*\*\* Deduct:** City Services will attempt to use the 8" x 8" tapping sleeve from the City of New Buffalo inventory. If the installation of this tapping sleeve is successful, you may deduct \$1,625.00 from the above total.

Paul Oselka, President



Pajay, Inc.

616-292-4462



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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Purchase of Mower for City Facilities and Properties

---

**ITEM BEFORE THE COUNCIL:**

Approval of the purchase of a Gravely Pro-Stance Mower Model #994149

**DISCUSSION:**

This year lawn mowing of all city properties has been taken on by city staff instead of being contracted. The City currently owns mowing equipment suited for larger areas; however, there is a need to purchase a mower suited for smaller areas (i.e., City Hall, the Municipal Marina and the Fire Station). As a result of the cost savings from not contracting mowing services, the City is able to purchase the necessary commercial grade equipment.

The City received quotes from two (2) companies, Frontier Lawn Service and Riggs Outdoor Power, for comparable machines. Frontier submitted the low quote of \$6,500 for a 36" deck zero turn mower.

Funding for this purchase is available in the 2020-2021 budgets for City Hall, Fire, Parks, Police and Streets.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve the purchase of a Gravely Pro-Stance Mower Model #994149 from Frontier Lawn Services in the amount of \$6,500.

# PRO- STANCE®

## THINNER FOOTPRINT. FATTER WALLET.

Take on hills with confidence on the redesigned Pro-Stance®. With the redistributed weight and lowered center of gravity, the Pro-Stance offers versatility with a range of deck sizes. So if whether you are mowing a corporate campus or gated backyards, the redesigned Pro-Stance will ensure you maximize your investment.

**5YR**  
FIVE YEAR OR 1000 HOUR  
WARRANTY  
NO HOUR LIMIT FOR THE FIRST TWO YEARS  
LIMITED LIFETIME DECK SHELL & FRAME



ADJUSTABLE CRUISE BAR

KAWASAKI EFI OFFERING

ADDED EFFICIENCY

LOWERED CENTER OF GRAVITY

32-INCH DECK

HEIGHT-OF-CUT SYSTEM

	32FL	36FL	48FL	52FL	52FL	60FL	60FL
<b>MODEL NUMBER</b>	994157	994149	994150	994151	994152	994153	994154
<b>ENGINE</b>	KAWASAKI® FS 600 V-TWIN	KAWASAKI® FS 600 V-TWIN	KAWASAKI® FX 730 V-TWIN	KAWASAKI® FX 730 V-TWIN	KAWASAKI® FT EFI 730 V-TWIN	KAWASAKI® FX 730 V-TWIN	KAWASAKI® FT EFI 730 V-TWIN
<b>HORSEPOWER</b>	18.5 HP	18.5 HP	23.5 HP	23.5 HP	26.0 HP	23.5 HP	26.0 HP
<b>DISPLACEMENT</b>	603 CC	603 CC	726 CC	726 CC	726 CC	726 CC	726 CC
<b>DRIVE SYSTEM</b>	HYDRO-GEAR® ZT-3100 TRANSAXLE			HYDRO-GEAR® ZT-3400 TRANSAXLE			
<b>FUEL CAPACITY</b>	6 GAL.			9 GAL.			
<b>GROUND SPEED</b> (Approx. Mph) (Forward/Reverse)	8 MPH / 3 MPH			9 MPH / 4 MPH			
<b>STARTER</b>	ELECTRIC						
<b>DECK</b>							
<b>DECK MATERIAL</b>	7 GA.						
<b>DECK CONSTRUCTION</b>	WELDED						
<b>NUMBER OF SPINDLES</b>	2			3			
<b>BLADE TIP SPEED</b> (FPM)	18,220			18,000			
<b>SPINDLE HOUSING</b>	FORGED ALUMINUM						
<b>SPINDLE SHAFT</b>	STEEL						
<b>SPINDLE BEARINGS</b>	BALL BEARING						
<b>DECK ENGAGEMENT</b>	ELECTRIC CLUTCH						
<b>DECK LIFT SYSTEM</b>	MANUAL						
<b>CUTTING WIDTH</b>	32 IN.	36 IN.	48 IN.	52 IN.	52 IN.	60 IN.	60 IN.
<b>CUTTING HEIGHTS</b>	1.5 IN. - 5.0 IN.						
<b>CUTTING POSITIONS</b>	15						
<b>WHEELS</b>							
<b>FRONT</b>	11 X 4.00-5 SEMI-PNEUMATIC			13 X 6.50-6 SEMI-PNEUMATIC			
<b>REAR</b>	18 X 6.50 - 8 RADIAL	18 X 8.50 - 8 RADIAL		20X10.50-8 RADIAL			
<b>MACHINE</b>							
<b>WEIGHT</b>	750 LBS.	760 LBS.	875 LBS.	910 LBS.	910 LBS.	940 LBS.	940 LBS.
<b>LENGTH</b>	63.0 IN.						
<b>WIDTH (W/O CHUTE)</b>	33.5 IN.	36.5 IN.	50 IN.	55.5 IN.	55.5 IN.	63 IN.	63 IN.
<b>WIDTH (W/ CHUTE)</b>	49 IN.		62.25	67.75	67.75	75.25 IN.	75.25 IN.
<b>HEIGHT</b>	48 IN.						
<b>WARRANTY</b>							
<b>UNIT</b>	5 YEAR / 1000 HOUR COMMERCIAL / NO HOUR LIMIT FIRST 2 YEARS						
<b>DECK SHELL &amp; FRAME</b>	LIMITED LIFETIME						
<b>ATTACHMENTS &amp; ACCESSORIES</b>							
MULCHING KIT, OPERATOR CONTROLLED DISCHARGE BAFFLE, GRASS COLLECTOR SYSTEM, HEADLIGHT KIT, TRIMMER HOLDER, BUCKET HOLDER, BACKPACK BLOWER HOLDER							





FRONTIER LAWN & REC INC  
 3151 N FRONTAGE RD  
 MICHIGAN CITY IN 46360  
 219 874 3881

**SOLD TO:**  
 CITY OF NEW BUFFALO  
 224 W. BUFFALO ST.  
 NEW BUFFALO, MI 49117  
 Tax Exemption #: 386004719

**SHIP TO:**  
 CITY OF NEW BUFFALO  
 224 W. BUFFALO ST.  
 NEW BUFFALO, MI 49117

1111

TERMINAL: 12

NO RETURNS ON SPECIAL ORDER OR ELECTRICAL PARTS.  
 A 2% SERVICE CHARGE PER MONTH WILL BE CHARGED ON  
 THE UNPAID BALANCE.

SHIPPED VIA: CUSTOMER PICKUP  
 8:15:52 PAGE: 1 OF 1

ACCT. NO.	DATE	INVOICE NO.	SALESMAN	STORE	P/O NUMBER	SPECIAL INFORMATION
0001111	4/16/21	287761	002/002	1		

ORD.	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
1	1			AR0994149	GRAVELY PROSTANCE 36	7199.00	6500.00	6500.00

QUOTE ONLY

ACCT. BALANCE: 1565.43

SUB TOTAL ----> 6500.00  
 MISC. -----> 0.00  
 LABOR -----> 0.00  
 TAX 7.000 ---> 0.00  
 INVOICE TOTAL-> 6500.00

REC'D BY \_\_\_\_\_

**IMPORTANT NOTICE**

It is agreed as part of the consideration for this sale that the price shown hereon for the goods shall be paid on or before the 10th day of the month following the month of purchase. Any portion of the sale price not paid within said time period shall thereafter bear interest at the **HIGHEST PREVAILING RATE**. All claims and returned goods MUST be accompanied by this invoice. There will be no refund or exchange on electrical parts. The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The seller hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

KEEP THIS INVOICE AS IT IS YOUR ONLY COPY.

# Rigg's Outdoor Power-La Porte

108 East Shore Court  
 La Porte, IN 46350-2395  
 Phone: (219) 362-6000 Fax: (219) 324-9462

## Invoice Estimate

898272

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for credit. Restocking fee of 15%. No return on all electrical parts and special orders.

Bill To				Ship To			
City Of New Buffalo 224 West Buffalo Street New Buffalo, MI 49117							
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number	
22348	Hearld	386004719	(269) 469-1500		Estimate		
Counter Person	Sales Person	Date Printed	Reference	Email Address			Department
Jeff MacLeod	Jeff MacLeod	04/14/21	898272	treasurer@cityofnewbuffalo.org, deputyclerk@cityofnewbuffalo.org			Default

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
940288	HSEW	36" Super S 19 HP FX Kaw	1		1		\$8,299.00	\$8,299.00

**Note**

BID PRICING - GOOD TIL 7/1/21  
 SUBJECT TO AVAILABILITY- FREIGHT CHARGES MAY OCCUR IF NEEDED TO ORDER  
 RETAIL- \$8700

Invoice Total	\$8,299.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>\$8,299.00</b>

Notes:



Customer acknowledges receipt thereof:



---

**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Contracting with Granicus - Host Compliance

---

**ITEM BEFORE THE COUNCIL:**

Approval of contracting with Granicus - Host Compliance

**DISCUSSION:**

City staff wishes to utilize the services of Granicus - Host Compliance to assist with management of the Short-Term Rental ("STR") program.

This company and its solutions, specialize in assisting city staff gather real-time data on rental properties. Moreover, it provides a specific phone number and complaint follow up for issues that arise 24/7. Furthermore, it supplies the local municipality's Code Enforcement department with the data collected. Granicus constantly monitors internet rental sites to keep current on all properties being advertised as rentals. This solution is employed in several municipalities and recently was deployed in a neighboring municipality (Chikaming Township).

The cost of this solution is \$14,723.10 for the first year and \$16,856.48 thereafter, which will be offset by the STR annual fees.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve contracting with Granicus - Host Compliance in the amount of \$14,723.10 for the first year and \$16,856.48 thereafter.



408 Saint Peter Street, Suite 600  
Saint Paul, MN 55102  
United States

THIS IS NOT AN INVOICE

Order Form  
Prepared for  
New Buffalo, MI

## Granicus Proposal for New Buffalo, MI

### ORDER DETAILS

Prepared By: Kyle Salonga  
Phone: 415.874.1783  
Email: kyle.salonga@granicus.com  
Order #: Q-139829  
Prepared On: 04/28/2021  
Expires On: 06/26/2021

### ORDER TERMS

Currency: USD  
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
Period of Performance: This Agreement shall become effective on the date it is awarded and will continue for 12 months. Client will have the option to renew this Agreement for 2 period(s) of 1 year each.



## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
24/7 Hotline - Setup and Configuration	Up Front	1 Each	\$0.00
24/7 Hotline - Online Training	Up Front	1 Each	\$0.00
Compliance Monitoring - Setup and Configuration	Up Front	1 Each	\$0.00
Compliance Monitoring - Online Training	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Address Identification	Annual	297 Rental Listings	\$8,464.50
24/7 Hotline	Annual	244 Rental Units	\$2,781.60
Compliance Monitoring	Annual	244 Rental Units	\$3,477.00
SUBTOTAL:			\$14,723.10

## FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Address Identification	\$9,057.02	\$9,691.01
24/7 Hotline	\$2,976.31	\$3,184.65
Compliance Monitoring	\$3,720.39	\$3,980.82
<b>SUBTOTAL:</b>	<b>\$15,753.72</b>	<b>\$16,856.48</b>

## PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, & Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction <ul style="list-style-type: none"> <li>- Updating listing activity and details every 3-5 days</li> <li>- Screenshot activity of every listing</li> <li>- Deduplication of listings into unique Rental Units</li> <li>- Activity dashboard and map to monitor trends and breakdown of compliance</li> </ul>
24/7 Hotline	24/7 web and phone hotline for your community to report short term rental complaints such as parking, trash, noise disturbances, and illegal short term rentals. This product include:- Mobile-enabled online web form for citizens to submit tips or complaints (text, videos, and photos) <ul style="list-style-type: none"> <li>- 24/7 call center for citizens to contact and report complaints verbally</li> <li>- Recordings for all call center complaints</li> <li>- Email notifications to your team when complaints are logged</li> <li>- Automatic outbound IVR calls and SMS messages to permit emergency contacts notifying them of the complaint</li> <li>- SMS support for emergency contacts to mark a complaint as acknowledged or resolved with the ability to send resolution notes</li> <li>- Hotline Dashboard for tracking complaint volumes, trends, and categories</li> <li>- Ability to upload Notes/Comments to each complaint</li> </ul>
Compliance Monitoring	Compliance monitoring provides up-to-date information for each identified Rental Unit and its compliance status. We configure your compliance definition specific to your jurisdiction rules and ordinances in order to provide up-to-date compliance status of each identified Rental Unit. Additionally, this product will:- Allow your team to send letters to non-compliant properties 24/7 <ul style="list-style-type: none"> <li>- Configure letter templates with your branding and letterhead</li> <li>- Add as many letter sequences as you need for escalation</li> <li>- Monitor properties that become compliant after letter enforcement</li> </ul>
Address Identification - Setup and Configuration	Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction.
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.

<b>Solution</b>	<b>Description</b>
24/7 Hotline - Setup and Configuration	Setup and configuration of the online platform to enable neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems.
24/7 Hotline - Online Training	Virtual training session with a Granicus professional services trainer.
Compliance Monitoring - Setup and Configuration	Setup and configuration of the system to enable ongoing monitoring of a specific jurisdiction's short-term rentals for compliance with the relevant registration/licensing/permitting requirements.
Compliance Monitoring - Online Training	Virtual training session with a Granicus professional services trainer.



## TERMS & CONDITIONS

- Link to Terms: [https://granicus.com/pdfs/Master Subscription Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of New Buffalo, MI to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

## BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[ ] - No [ ] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:  
*The pricing, terms, and conditions of quote Q-139829 dated 04/28/2021 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

## AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

New Buffalo, MI	
Signature:	
Name:	
Title:	
Date:	

# CHIKAMING TOWNSHIP

13535 Red Arrow Hwy. P.O. Box 40 Harbert, MI 49115  
ph: 269-469-1676 fax: 269-469-4416 [www.chikamingtownship.org](http://www.chikamingtownship.org)



Dear Chikaming Township residents and property owners:

Chikaming Township has partnered with Granicus, a leading provider of citizen engagement technologies for State and Local Governments (<https://granicus.com/>) and launched a new 24/7 hotline service to report issues with short-term rental properties. Staffed around the clock, the call center provides a single point of contact for people to record complaints, report violations, and resolve disputes related to short-term rentals operating within the Township. The number to call is **269-231-3293**. You may also submit tips and complaints online at <https://hostcompliance.com/tips>

Short-term rentals operating outside of the rules and guests' misbehaving can bother neighbors and present serious problems, especially at night and on weekends. Now, with this new 24/7 hotline, neighbors can call any time to reach an operator who will assess the situation and attempt to solve the problems as they occur.

For more information on the short-term rental hotline, please contact Greg Nelson, Chikaming Township Rental Program Manager at [gnelson@chikamingtownship.org](mailto:gnelson@chikamingtownship.org)

Sincerely,

A handwritten signature in black ink that reads "Greg Nelson". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Greg Nelson

Rental Program Manager

Ordinance Enforcement Officer

Chikaming Township



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**TO:** Mayor Humphrey and the New Buffalo City Council

**FROM:** Darwin Watson, City Manager

**DATE:** May 17, 2021

**RE:** Pay Request for Municipal Marina Rebuild

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**ITEM BEFORE THE COUNCIL:**

Approval of pay request for Municipal Marina rebuild (Mead & White and City Plumbing & Heating)

**DISCUSSION:**

Substantial work has been completed on the Municipal Marina Rebuild. As a result, the electrical and HVAC contractor work is nearly complete. Both contactors are requesting partial payment with the to-date work being confirmed by Abonmarche.

Mead & White is requesting \$10,426.50 (50% of the total cost) and City HVAC is requesting \$23,048.20 (70% of the total cost).

These payments are a part of an insurance claim and will be reimbursed to the City.

**RECOMMENDATION:**

That Mayor Humphrey and the New Buffalo City Council approve payments to Mead & White and City Plumbing & Heating in the amounts of \$10,426.50 and \$23,048.20, respectively.





P.O. Box 620  
407 State Street  
Saint Joseph, Michigan 49085  
Phone: (269) 983-6595  
Fax: (269) 983-2040

# INVOICE

**INVOICE #:** 057863  
**INVOICE DATE:** 05/06/21  
**CUSTOMER NUMBER:** CIT500

CITY OF NEW BUFFALO  
ATTN:  
224 W BUFFALO ST  
NEW BUFFALO MI 49117

**RE: SERVICE PERFORMED AT**  
CITY OF NEW BUFFALO-NB MARINA  
100 W WATER STREET  
NEW BUFFALO MI 49117

**CREDIT TERMS:**

**SITE CODE: 001**  
**CONTRACT NUMBER: P3117**

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\*\*\* **CONTRACT NO:** P3117  
1ST PARTIAL INVOICE FOR 70% COMPLETE  
**CONTRACT BILLING** 23,048.20  
THANK YOU FOR YOUR BUSINESS!

FOR QUESTIONS REGARDING YOUR INVOICE, PLEASE CALL  
US AT (269)983-6595

Total Invoice: 23,048.20





**Mead & White Electric, Inc.**

9895 Red Arrow Hwy  
P.O. Box 535  
Bridgman, MI 49106

**Invoice #**

10735-1

CUST CITY OF NEW BUFFALO  
224 W BUFFALO  
NEW BUFFALO, MI 49117

PROJ NB PUBLIC MARINA RESTROOMS  
100 Water St  
New Buffalo MI 49117

ACCOUNT NO	PROJ NUMBER	APPLICATION	INVOICE DATE	TERMS		PAGE
NEWBUC10	21-0137	1	4/30/2021	Net 30		1

ORIGINAL CONTRACT SUM.....20,853.00  
NET CHANGE BY CHANGE ORDERS.....0.00  
CONTRACT SUM TO DATE .....20,853.00  
TOTAL COMPLETED AND STORED TO DATE ..... 10,426.50  
RETAINAGE .....0.00  
TOTAL EARNED LESS RETAINAGE ..... 10,426.50  
LESS PREVIOUS CERTIFICATES FOR PAYMENT .....0.00  
SALES TAX.....0.00  
**CURRENT PAYMENT DUE ..... 10,426.50**

BALANCE TO FINISH, PLUS RETAINAGE ..... 10,426.50

**CITY OF NEW BUFFALO  
BERRIEN COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_**

**ORDINANCE TO AMMEND CHAPTER 11 OF THE NEW BUFFALO CITY  
CODE OF ORDINANCES TO PROVIDE AN EFFICIENT PROCEDURE FOR  
REVOKING RENTAL PERMITS AND MAKE OTHER MODIFICATIONS  
ALLOWING MORE EFFECTIVE REGULATION OF SHORT-TERM RENTAL  
UNITS**

The City of New Buffalo ordains:

Section 1. Amendment. Chapter 11 of the New Buffalo City Code, entitled "Short-Term Rental Units," is amended to read in its entirety as follows:

**Chapter 11  
Short-Term Rental Units**

**Sec. 11-1. Purpose.**

- A. The City recognizes that one of its largest industries is tourism. The tourism market supports many different types of businesses including the hospitality market, the restaurant/dining market, the shopping and retail market as well as a host of others. The City believes that the tourism industry will continue to grow.
- B. The City recognizes that a major part of the tourism industry is the short-term rental or vacation rental marketplace. This marketplace has grown exponentially with the increasing use of online booking websites, and it will most likely continue to grow as surrounding municipalities limit, restrict or eliminate the practice.
- C. While short-term rentals can provide community benefits, their proliferation in single-family neighborhoods can also cause difficulties where the character of the use takes on a more transitory and commercial character. Michigan courts have recognized that transitory and commercial uses are in tension with the traditional use of single-family dwellings.
- D. The City needs to take action to ensure that the operation of short-term rentals is done in a safe and controllable manner for the well-being of all in the community. The character of residential zoning districts must also be restored and preserved.
- E. The City further recognizes that the establishment of a permit hearing system is needed in order to effectively enforce the short-rental regulations provided in this chapter in a cost-efficient manner. Final determinations made in any permit hearing shall be subject to judicial review.

**Sec. 11-2. Definitions.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- A. *Bedroom*. A room intended for sleeping or placement of a bed, separated from other spaces in a dwelling unit by one or more functional doors. The following spaces, which must be included in every dwelling unit, do not qualify as bedroom: (i) kitchens; (ii) dining areas; (iii) gathering spaces such as family rooms, dens, or living rooms; and (iv) attics or basements without egress meeting standards in applicable building, residential, and fire codes. To count as a bedroom, a room must comply with applicable requirements for bedrooms and habitable spaces set forth in Chapter 3 of the Michigan residential code.
- B. *City*. The department, officer or individual designated by the City Manager or City Council to administer all or any part of the permitting and inspection programs under this chapter.



- C. *Good visitor guideline materials.* Materials prepared by the City's zoning administrator that include: (1) a summary of the City's noise ordinance, fireworks ordinance, trash disposal ordinances, and applicable offenses against the public peace, (2) a reminder that the rental property is located in a residential neighborhood and that neighbors may not be vacationing, and (3) a statement informing the renters that neighboring property owners may contact the local agent and local police to report any issues relating to the property.
- D. *Hearing Officer.* An individual designated by the City Council who presides over and adjudicates permit revocation hearings as described in Section 11-13. The hearing officer may be either an employee or independent contractor of the City, but in either case shall act as an impartial adjudicator. To ensure impartiality, an individual who serves as a hearing officer may not be involved in enforcing this chapter in any way other than as described in Section 11-13.
- E. *Local Agent.* An individual designated to: (i) oversee the short-term rental of a rental unit in accordance with this chapter; (ii) respond to calls from renters, concerned citizens, and representatives of the City; (iii) act as an agent of the owner with respect to a short-term rental unit, which shall include the authority to accept service of legal paper's relating to the unit on the owner's behalf.
- F. *Occupant.* An individual who is living in, sleeping in, or otherwise having possession of a short-term rental dwelling unit. An individual present in a dwelling unit during the term of a short-term rental shall be presumed to be an occupant unless circumstances clearly indicate that the individual is visiting between the hours of 8:00 a.m. and 10:00 p.m. and will not stay overnight.
- G. *Off-Street Parking Space.* Shall mean a parking space that is provided on the same lot as the short-term rental unit that satisfies the requirements to count toward the minimum-parking calculation in Article 15 of the Zoning Ordinance.
- H. *Owner.* A natural person who is the legal or equitable titleholder of the premises in question. In situations where the record title holder is a trust, corporation, limited liability company, or other similar legal entity, the term "owner" shall refer to natural persons with control or partial control over such entity, *e.g.*, a trustee, designated corporate representative, any and all members and managers of a limited liability company, etc.
- I. *Short-Term Rental Activity.* The rental of a dwelling unit for compensation for a term of less than one month. However, short-term rental activity does not include the following: transitional housing operated by a nonprofit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance abuse rehabilitation clinic, mental health facility, other health care related clinic, or dwelling units owned by a business entity and made available on a temporary basis to employees of that business entity or employees of a contractor working for that business entity.
- J. *Short-Term Rental Reservation Summary.* A standard form issued by the City Clerk on which the owner or local agent of a short-term rental dwelling unit shall document, for each anticipated short-term rental term, the name and date of birth of each occupant that will be staying at the property; the number of vehicles that will be parked on site; the make, model, and license number of each such vehicle; and the dates on which the short-term rental term will commence and end. At the discretion of the City Clerk, the form may also include information regarding any requirement of this ordinance.
- K. *Short-Term Rental Term.* The duration of a short-term rental occupancy by a given renter or group of renters. A rental term shall be deemed to end when there is a complete turnover in the occupancy of the dwelling unit.



- L. *Short-Term Rental Unit.* A dwelling unit in which short-term rental activity is permitted to occur subject to the terms and conditions of this ordinance and the City's zoning ordinance.
- M. *Short-Term Rental Unit Permit.* A written document issued by the City indicating that the dwelling unit identified thereon is authorized to operate as a short-term rental unit in accordance with this chapter. When used in this chapter, the word "permit" refers to short-term rental permits.

**Sec. 11-3. Short-Term Rental Permits; Requirement, Applications, and Review Procedure.**

- A. *Permits required.* All dwelling units used for short-term rental activity must be registered with and have a short-term rental unit permit issued by the City and must comply with any applicable provisions of the City's zoning ordinance.
- B. *Application.* To apply for a short-term rental unit permit, the owner(s) shall:
1. Provide and certify as true the following on a form provided by the City:
    - a. Name, date of birth, address, email address, and telephone numbers (local and cell phone) of each and every owner of the property, as well as the local agent designated by the owners.
    - b. The street address of the short-term rental unit, along with other identification if more than one short-term rental unit has the same street address.
    - c. The number of short-term rental units in the building, if more than one.
    - d. The number of bedrooms in each short-term rental unit.
    - e. The number of off-street parking spaces provided on the lot that are reserved exclusively for occupants of the short-term rental unit. Valid off-street parking spaces include space in a garage, on an improved driveway, or in a carport.
    - f. A statement certifying that each bedroom has a working smoke alarm, that there is a working carbon monoxide detector on each floor, and that the owner(s) or local agent will check those devices at least every 90 days.
    - g. A statement certifying that each kitchen has a working fire extinguisher and that a working fire extinguisher is located near each outdoor cooking device.
    - h. A statement certifying that the owner(s) consent to inspections by the City and that the owner(s) or local agent will make the dwelling unit available to inspections upon request.
    - i. A statement acknowledging the requirement in Section 11-4(f) below to submit a short-term rental reservation summary to the City each time the property is rented on a short-term basis.
    - j. Such other information as the City requests.
  2. Sign the application form and provide the signature of the local agent.
  3. Pay an annual administrative fee, as set by resolution of the City Council.
  4. Submit the property to an annual inspection for compliance with applicable codes and ordinances. Failure to satisfactorily complete an inspection shall be grounds for withholding a permit or deeming an existing permit to be immediately void. Voiding a permit under this section is not subject to the procedures provided in Sections 11-11 and 11-13.
- C. *Local agent required.* All short-term rental units must have a designated local agent that satisfies the following:



1. The local agent shall be a natural person who resides within 20 miles of the geographic boundaries of the City of New Buffalo.
  2. An owner may serve as the local agent so long as he or she has the ability to continue residing at a location within 20 miles of the City of New Buffalo during the duration of any short-term rental term.
- D. *Permit issuance.* To the extent permits are available in the pertinent zoning district at the time of the application, a short-term rental unit permit shall be granted after a successful inspection if the requirements in this ordinance for short-term rental units and applications for a short-term rental unit permit are met.
- E. *Validity and renewal.* Short-term rental unit permits become invalid in each of the following circumstances:
1. A permit expires on year from the date of issuance of the permit;
  2. A permit is terminated when the property to which the permit applies is conveyed to another party;
  3. A permit is terminated when revoked in accordance with Section 11-11 below.
- A permit that expires or is terminated upon the conveyance of the property can be renewed so long as the application is submitted within 12 months of expiration or termination. A permit that is revoked in accordance with Section 11-11 can renewed at the end of the 1-year ineligibility period so long as the application is submitted within 12 months of the date when the permit first becomes eligible for renewal. The renewal process shall be subject to the same requirements as the initial application.
- F. *Delinquent payments.* No permit shall be issued or renewed unless the owner is current on the payment of all real property taxes, utility rates, fees, charges, special assessments and other amounts due to the City. Delinquencies on any such payments to the City, regardless of whether they relate to the rental unit for which a rental unit permit is sought shall result in denial of the permit.
- G. *Changes in information.* An owner or local agent shall notify the City in writing within 15 days of any change in the information provided on the application form. An owner of a short-term rental unit shall notify the City in writing within 15 days of any change in the designated local agent.

#### **Sec. 11-4. Responsibilities of Short-Term Rental Operators.**

The owner(s) and local agent for each short-term rental unit shall each be responsible for ensuring compliance with the following regulations, except where expressly provided otherwise:

- A. *Local agent availability.* During each short-term rental term, the local agent shall be available 24 hours per day, seven days per week for the purpose of responding within 30 minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term rental unit or their guests.
- B. *Timely and effective response.* The local agent shall, upon notification that any occupant or guest of the short-term rental unit has created unreasonable noise or disturbances, engaged in disorderly conduct, parked vehicles in violation of this ordinance, or committed any other violations of applicable laws, rule or regulation pertaining to the use and occupancy of the short-term rental unit, respond in a timely and appropriate manner to halt and prevent a recurrence of such violations.
- C. *Reasonably prudent business practices.* The owner and/or the owner's authorized agent shall use reasonably prudent business practices to ensure that the occupants and/or guests of the short-term vacation rental unit do not create unreasonable noise or disturbances, engage in disorderly conduct,



or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term vacation rental unit.

- D. *Duty to provide permit and post in window.* Upon request by any occupant or prospective occupant, the owner(s) or agent shall provide the occupant or prospective occupant with a copy of the short-term rental unit permit. Further, a full-sized copy of the short-term rental unit permit must be posted in a prominent first-floor window of any short-term rental during each short-term rental term.
- E. *Maximum occupancy; advertising regulations.* Each short-term rental unit permit shall indicate the maximum occupancy for the unit, calculated pursuant to Section 11-9 below. A short-term rental unit shall not be advertised for an occupancy that is greater than the allowed maximum occupancy calculated pursuant to this section. Any advertisement posted on an online short-term rental platform must state the maximum occupancy as calculated pursuant to Section 11-9.
- F. *Reservation requirements.* At least 24 hours prior to the commencement of a short-term rental term, the owner or the local agent shall:
1. Obtain the contact information for at least one of the occupants who will be staying in the unit;
  2. Complete a copy of the short-term rental reservation summary form and file it with the City Clerk or the Clerk's designee in a manner specified on the form;
  3. Ensure that a copy of the short-term rental reservation summary form is available within the dwelling unit during each short-term rental term so that rental occupants can produce it upon request in conformance with Section 11-5(B) below.
  3. Provide a copy of the good visitor guideline materials to the prospective occupants;
  4. Inform the prospective occupants of the maximum occupancy of the short-term rental dwelling unit; and
  5. Inform the prospective occupants of the number and location of off-street parking spaces provided on the lot and of the parking regulations provided in Section 11-5(A) below.
- G. *Basement regulations.* No basement can be used for a bedroom unless it has an egress window approved by the City inspector and found in compliance with local and state code requirements.
- H. *Curbside refuse pickup.* The owner or local agent must make provisions to have refuse picked up (curbside) at least once per week when the short-term rental unit is being rented. Where curbside pickup is not reasonably available, this requirement may be satisfied by provision of a communal dumpster available for use by occupants of the short-term rental unit. Further, it shall be responsibility of the owner and local agent to ensure compliance with Section 15-7 of the City Code, which regulates the times at which refuse and recycling receptacles may be set out for collection and left at the curb of the street.
- I. *Renter turnover procedure.* For short-term rental units, the local rental agent shall, at least once per month, inspect the premises (or ensure inspection by a designee of the agent) using a City-designated checklist and shall ensure that all smoke detectors, carbon monoxide detectors, lights in common areas and stairways, egress doors, and railings are in a safe and working condition; any defects discovered shall be corrected promptly. Upon inspection, the agent shall sign and date that checklist and shall maintain it for City inspection and copying for a period of at least two years.
- J. *Compliance with safety equipment requirements and applicable codes.* All short-term rental units shall comply with the safety equipment requirements in Section 11-8 below, as well as all applicable zoning, construction, fire, and property maintenance codes, ordinances, or other regulations. A violation of any of the foregoing shall also be a violation of this section.



- K. *Rental of partial dwelling units prohibited.* This chapter pertains only to the short-term rental of an entire dwelling unit. The short-term rental of partial dwelling units (e.g., a room or rooms within a dwelling unit) is prohibited.

**Sec. 11-5. Responsibilities of Short-Term Rental Occupants and Guests.**

- A. *Street parking prohibited.* No short-term rental occupant, nor any other guest visiting a short-term rental unit during a short-term rental term, shall park vehicles on public streets adjacent to the unit. Rather, the off-street parking spaces provided on the lot must be utilized, and any excess vehicles must be parked in public parking lots or other permitted off-site locations.
- B. *Short-term rental reservation summary.* Occupants shall produce a copy of the short-term rental reservation summary to a City police officer or other ordinance enforcement officer upon request.
- C. *Duty to comply with applicable laws.* Short-term rental occupants and guests shall comply with the City's noise ordinance, fireworks ordinance, trash disposal ordinances, open burning regulations, applicable offenses against the public peace, and any other applicable ordinances or laws. A violation of any of the foregoing shall also be a violation of this section.

**Sec. 11-6. Unauthorized Rentals Without a Permit.**

- A. *Unauthorized rentals.* It shall be unlawful to engage in short-term rental activity with respect to any dwelling unit that has not been issued a permit pursuant to this chapter. In any prosecution or action to determine a violation of this section, the following shall apply:
1. Advertising that offers a property as a short-term rental home shall constitute prima facie evidence of short-term rental activity involving the property and the burden of proof shall be on the property owner or other defendant to establish that the subject property has not been used for short-term rentals.
  2. Any communication in which a person offers a dwelling unit for rent for a term of less than one month shall constitute prima facie evidence of short-term rental activity and the burden of proof shall be on the property owner or other defendant to establish that the subject property had not been used for short-term rentals.
- B. *Unauthorized advertising.* It shall be unlawful to advertise any dwelling unit that does not have a short-term rental permit issued pursuant to this section for rent for a period of less than one month. Such advertisement shall constitute a violation of this ordinance separate and apart from a violation described in subsection A above.

**Sec. 11-7. Inspections.**

- A. *Scheduling.* Upon written notice from the City, it shall be the owner's and local agent's responsibility to schedule and allow the City's inspection of the short-term rental unit. Inspections shall generally occur during the City's regular business hours, except in emergency situations or when otherwise agreed to by the City and the owner or local agent. All fees shall be paid prior to the inspection.
- B. *Opportunity to correct deficiencies.* If an inspection reveals that the short-term rental unit is not in compliance with this chapter or applicable codes, the owner(s) shall be provided a written list of deficiencies or violations that must be corrected. Failure to correct such deficiencies in a reasonable time shall be grounds for withholding a permit or voiding an existing permit.
- C. *Additional inspections.* The City may conduct additional inspections as it deems necessary, upon reasonable notice to the owner(s) or agent, such as when:
1. A complaint is filed with the City; or



2. The City otherwise has reasonable cause to believe a short-term rental unit is in violation of any City ordinance.
- D. *Changes in conditions following inspection.* The owner(s) or local agent shall notify the City in writing within 30 days if any of the items inspected pursuant to this chapter are altered after inspection by the City.

**Sec. 11-8. Safety Equipment.**

- A. *Smoke detectors.* The owner(s) and local agent of each short-term rental unit shall each be responsible for the installation of smoke detectors/alarms in each rental unit. All smoke detectors/alarms shall be UL (Underwriters Laboratories, Inc.) approved, and shall be installed in accordance with the provisions of the Michigan Residential Code and the household fire warning equipment provisions of the National Fire Protection Association (NFPA) Standards § 72.
- B. *Smoke detector locations.* Smoke detectors/alarms shall be installed in the following locations:
1. In each sleeping room;
  2. Outside of each separate sleeping area in the immediate vicinity of the bedrooms; and
  3. On each additional story of the rental unit, including basements and cellars, but not including crawl spaces and uninhabitable attics. In rental units with split levels and without an intervening door between the adjacent levels, a smoke detector/alarm installed on the upper level shall suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level.
- C. *Carbon monoxide detectors.* The owner(s) and local agent of each short-term rental unit shall each be responsible for the installation of a carbon monoxide detector in each rental unit. All carbon monoxide detectors shall be of the type described in MCLA § 125.1504d.
- D. *Fire extinguisher.* The owner(s) of each short-term rental unit shall each be responsible for the installation of a fire extinguisher in the kitchen of each unit and near each outdoor cooking device.
- E. *Tampering prohibited.* No person shall tamper or interfere with the effectiveness of a smoke detector, carbon monoxide detector or fire extinguisher required by this section.

**Sec. 11-9. Maximum Occupancy Calculation.**

The number of occupants in a dwelling unit during a short-term rental shall not exceed the lesser of:

- A. Fourteen total occupants;
- B. Two occupants per bedroom plus two additional occupants per finished story meeting the applicable egress requirements for occupancy in the Michigan Construction Code; or
- C. Except for units within a planned unit development, four occupants for every off-street parking space that is provided on the lot and reserved exclusively for occupants of the short-term rental unit. For units within a planned unit development, the occupancy is determined only by the limits described in Subsection A and B.

**Sec. 11-10. Violations.**

- A. *Violations as municipal civil infractions.* Any person who violates any of the provisions of this ordinance is responsible and may be prosecuted for a municipal civil infraction in court of competent jurisdiction, subject to payment of a civil fine of not less than \$500, plus costs and other sanctions, for each infraction. Repeat offenses shall be subject to an increased civil fine as follows:
1. The fine for any offense which is a first repeat offense shall not be less than \$750 plus costs and other sanctions.



2. The fine for any offense which is a second repeat offense or any subsequent repeat offense shall not be less than \$1,000, plus costs and other sanctions.
  3. A repeat offense means a second (or any subsequent) violation of this ordinance:
    - a. Committed by a person within any twelve-month period; and
    - b. For which the person admits responsibility or is determined to be responsible.
- B. *Administrative notices in lieu of citations.* As an alternative or initial remedy, the City may seek to obtain compliance with this ordinance by issuing an administrative violation notice to the owner(s) and/or local agent for the unit to which the violation pertains. Each time a violation notice is issued, the owner(s) and local agent shall immediately cease the offending conduct or taking corrective action to terminate the violation described. Each violation notice shall be served in accordance with Section 11-12 and shall contain the following information:
1. The name of the responsible person(s);
  2. The code section violated;
  3. The address where the code violation occurred;
  4. A description of the code violation;
  5. The names of the issuing department and enforcement officer;

**Sec. 11-11. Short-Term Rental Permit Revocation.**

- A. *Grounds for revocation.* The City may revoke the short-term rental permit for any short-term rental unit which is the site of at least three separate incidents within a 12-month period (occurring on three separate days) constituting a violation of any provision of this ordinance, whether committed by an owner, local agent, occupant or guest. In order to qualify as an incident for purposes of this paragraph: (1) the City must have issued a civil infraction citation or administrative violation notice regarding the offending conduct prior to commencing revocation proceedings pursuant to subsection B below; and (2) the violation must be either admitted by the owner or proven by a preponderance of the evidence in a civil-infraction prosecution in state court or in a revocation hearing as provided in Section 11-13 below.
- B. *Revocation Procedure.* Upon a determination by the City that the short-term rental permit is subject to revocation pursuant to subsection A, the City shall serve a notice, pursuant to Section 11-12, to the property owner(s) and the local agent stating that the City intends to revoke the short-term rental permit. The notice shall inform the owner(s) and local agent of the date and time at which a revocation hearing will be conducted before a hearing officer, in accordance with Section 11-13. Determinations by the hearing officer regarding revocation shall constitute final orders of the City.
- C. *Period of ineligibility following revocation.* Upon revocation of a permit, a renewed short-term rental permit will not be issued for a period of 12 months and the unit cannot be used for short-term rentals until such permit is obtained.

**Sec. 11-12. Service of Notices.**

Any notice issued pursuant to this chapter shall be considered served as of the date of the earliest of any of the following events:

- A. The posting of the notice on or adjacent to the premises, in conjunction with the mailing of the notice to the responsible party's last known address by first-class mail;



- B. The sending of the notice by email to an email address designated on a short-term rental permit for the property;
- C. Personal delivery of the notice to the responsible party; or
- D. The responsible party’s receipt of the notice by certified U.S. mail, as indicated in a notification of receipt.

**Sec. 11-13. Permit Revocation and Permit-Ineligibility Hearings.**

The following standards and procedures shall apply in any permit revocation or permit-ineligibility hearing conducted under this chapter:

- A. *Opportunity to be heard.* Property owners and local agents shall be provided with the opportunity for a hearing during which they may be represented by counsel, present witnesses, and cross-examine witnesses. Hearings shall be scheduled with reasonable promptness, provided that the property owner(s) and local agent shall be given at least 14 days after service of process to prepare for the hearing.
- B. *Evidence.* The hearing officer may admit and give probative effect to evidence of any type commonly relied upon by reasonably prudent persons in the conduct of their affairs. Irrelevant, immaterial, or unduly repetitious evidence may be excluded. Effect shall be given to the rules of privilege recognized by law. Objections to offers of evidence may be made and shall be noted in the record. Subject to these requirements, the hearing officer, for the purpose of expediting hearings and when the interests of the parties will not be substantially prejudiced thereby, may provide in an administrative hearing or by rule for submission of all or part of the evidence in written form.
- C. *Burden of Proof.* The City shall have the burden of establishing that the grounds for permit revocation, as described in Section 11-10, by a preponderance of the evidence. A decision and an order shall not be made except upon consideration of the record as a whole or a portion of the record as may be cited by any party to the proceeding and as supported by and in accordance with the competent, material, and substantial evidence.
- D. *Appeals.* Final determinations of the hearing officer shall be subject to judicial review in accordance with Article VI, Section 28 of the Michigan Constitution in an appeal taken pursuant to Michigan Court Rule 7.123.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance or a summary thereof to be published in a newspaper of general circulation in the City, and the ordinance shall be effective 20 days after enactment or upon publication, whichever is later.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**CERTIFICATION**

This is a true and complete copy of Ordinance No. \_\_\_\_ adopted at a regular meeting of the New Buffalo City Council held on \_\_\_\_\_, 2021.

\_\_\_\_\_  
John Humphrey, Mayor

\_\_\_\_\_  
Ann M. Fidler, Clerk



### VACANT LAND BUY AND SELL AGREEMENT



For reference purposes only, the Contract Date is 04/21/2021.

Selling REALTOR / Broker is acting as a (Circle One)  Seller's Agent  Buyer's Agent  Dual Agent  Transaction Co-ordinator.

1. **1. Parties.** To: City of New Buffalo
2. hereinafter called the Seller; the undersigned, hereinafter called the Buyer, hereby offers to buy the property at:
3. Blocks 244,245,& 246 Virgina Add
4. House Number \_\_\_\_\_ Street Name \_\_\_\_\_
5. located in New Buffalo, Berrien County
6. Michigan and legally described as: Entire Block 244 Vigna Add to the village of New Buffalo, Entire Block 245 Virgina Add to village of New
7. Buffalo & Entire Block 246 Virgina Add to village of New Buffalo.
8. \_\_\_\_\_
9. and Tax Code(s): 11-62-8200-0244-00-6, 11-62-8200-0245-00-6 and 11-62-8200-0246-00-6
10. Subject to any building and use restrictions, zoning ordinances and easements of public record for the sum of
11. \$ 2,500; two thousand five hundred Dollars.
12. **2. Including** buildings, improvements, plantings, fencing and \_\_\_\_\_ (address growing crops).
13. **3. The Terms of Purchase** shall be indicated by an "X" below.
14.  **CASH** The full purchase price upon execution and delivery of a warranty deed, not contingent upon Buyer's
15. ability to obtain said funds. Buyer to provide to Seller's satisfaction written proof of available funds within \_\_\_\_\_
16. business days after acceptance by Seller or Seller may terminate this agreement by written notice of termination.
17.  **NEW** The full purchase price upon execution and delivery of a warranty deed contingent upon Buyer's
18. **MORTGAGE** ability to obtain a \_\_\_\_\_%; \_\_\_\_\_ mortgage which Buyer agrees to
19. apply for within \_\_\_\_\_ business days after acceptance by Seller and accept promptly if tendered. In the event
20. that the Buyer does not apply for financing within the time provided above, the Seller may terminate this agreement
21. by written notice of termination, which is delivered to the Buyer prior to the time the Buyer makes application for
22. financing. Buyer to provide Seller with a written conditional loan commitment by \_\_\_\_\_.
23. In the event Buyer does not provide the Seller with a written conditional loan commitment within the time provided
24. above, the Seller may terminate this agreement by a written notice of termination, which is delivered to the Buyer
25. prior to the time the Buyer provides the Seller with a written conditional loan commitment. Buyer hereby authorizes
26. Buyer's lender to disclose loan status information to REALTORS/Brokers.
27.  **LAND** \$ \_\_\_\_\_ upon execution and delivery of Land Contract/Purchase Money Mortgage wherein the balance
28. **CONTRACT** of the purchase price shall be payable in equal monthly installments of \$ \_\_\_\_\_ or more per month.
29. **or** The first installment shall be due and payable \_\_\_\_\_ days after date of closing.
30.  The monthly installment will include interest at \_\_\_\_\_% per annum. Interest shall
31. **PURCHASE** commence on date of closing. The entire balance shall be payable within \_\_\_\_\_ months. In
32. **MONEY** addition, BUYER agrees to pay all taxes and insurance  separately when due **or**  monthly in
33. **MORTGAGE** addition to the above monthly payment.
34.  **OTHER FINANCING** as set forth on the attached Financing Addendum.
35. **4. Closing/Possession.** The sale shall be closed on 06/03/2021 or before, if mutually agreed by the parties. Closing of
36. this sale shall be an insured closing through the title company that provides the mortgage policy of title insurance, or in the case of a
37. cash sale, the owners policy of title insurance. The closing fee shall be paid by the Buyer. Buyer shall have complete possession at
38. \_\_\_\_\_ (a.m., p.m., noon, midnight) \_\_\_\_\_ Day of Closing \_\_\_\_\_ closing. After possession date, if the Seller
39. remains, the Seller agrees to pay the Buyer at the rate of \$ \_\_\_\_\_ per day. Said payment shall not be construed as rent,
40. but as liquidated damages. Buyer may proceed with other legal remedies as well.
41. **5. Title Insurance.** The Seller shall furnish an Owner's Policy of Title Insurance in the amount of purchase price. It is
42. recommended that Buyer retain an attorney to render an opinion on marketability of title. The Seller shall deliver the title insurance
43. commitment to Buyer within ten (10) business days of acceptance of the agreement.
44. **6. Earnest Money.** The Buyer hereby deposits \$ 500 in the form of \_\_\_\_\_ check \_\_\_\_\_ with
45. \_\_\_\_\_ Chicago title \_\_\_\_\_ escrowee, receipt of which is hereby acknowledged as earnest money
46. evidencing the Buyer's good faith to be held by said escrowee in trust and to apply on the purchase price. The Buyer
47. agrees to deposit an additional amount of \$ \_\_\_\_\_ as earnest money on or before \_\_\_\_\_.
48. If this offer is not accepted, or the title is not merchantable, or if the terms of this Agreement are contingent upon the ability to obtain
49. a new mortgage or other contingencies specified herein which cannot be met, said deposit or deposits shall, upon furnishing written
50. proof said contingency cannot be met, be refunded to the Buyer. In the event the Buyer and Seller both claim the earnest money
51. deposit, the earnest money deposit shall remain in escrowee's trust account until a civil action has determined to whom the deposit
52. must be paid, or until the Buyer and Seller have agreed, in writing, to the disposition of the deposit or the escrowee commences a
53. civil action to interplead the earnest money deposit with the proper court pursuant to Rule 339.22313(6). In the event Buyer shall fail
54. or refuse to complete the sale on the terms herein set forth, then the Seller shall have one of the following options:

04/21/21  
11:28 AM EDT  
dotloop verified

Buyer's Initials

Seller's Initials



### VACANT LAND BUY AND SELL AGREEMENT

55. 1. Terminate this Agreement and authorize escrowee to retain entire earnest money deposit as liquidated damages for the payment of  
56. expenses incurred related to this transaction, selling commissions and damages for Buyer's breach; or  
57. 2. Proceed with any remedy available under the laws of the State of Michigan. In the event that the Seller shall fail or refuse to  
58. complete the sale on the terms herein set forth, then the Buyer shall have one of the following options: 1. Terminate this  
59. agreement and authorize the escrowee to return the earnest money to the Buyer for the Seller's breach; or 2. Proceed with any  
60. remedy available under the laws of the State of Michigan.

61. **7. Inspections/Permits.**

62. Buyer acknowledges that the REALTOR/Broker has strongly recommended that Buyer obtain all inspections necessary to properly  
63. determine the condition of this property.

64.  This agreement is contingent upon inspection reports or permits, the result of which are to be satisfactory to the

65. Buyer on the following items: (check applicable boxes)

66.  Well  Water Quality  Septic System  Septic Permit  Percolation Test/Soil Analysis  DEQ Permits

67.  Water/Well Permit  Wood Destroying Insects  Easements  Zoning Determination

68.  Phase I Environmental Audit  Other items for inspection/permit: \_\_\_\_\_

69. \_\_\_\_\_

70. \_\_\_\_\_

71. The above inspections shall be ordered by the Buyer, at the Buyer's expense. The Buyer must, by a written notice, either remove the  
72. inspection/permit contingencies or terminate this agreement within \_\_\_\_\_ business days of acceptance by Seller. In the event the  
73. Buyer neither removes the contingencies nor terminates this Agreement in the time provided, the Buyer shall be deemed to have  
74. waived the contingencies and proceed to close this transaction. Any request by Buyer to modify this agreement based on the results  
75. of an inspection(s) shall terminate this agreement on the date indicated on line 72, unless: 1) the request is agreed to by Seller, in  
76. writing, by said date or 2) the Buyer proceeds to remove the inspection contingency, in writing, by said date. If requested by the  
77. Seller, the Buyer shall furnish copies of any written reports, permits, or permit denials to the Seller. If the Buyer or Seller requests  
78. the REALTOR/Broker, or its agents, subagents, or the Seller to recommend inspectors, repairmen, and/or other professionals, the  
79. Buyer and Seller agree that the REALTOR/Broker, or its agents, subagents, or the Seller shall not be liable for errors or omissions  
80. made by said inspectors, repairmen, and/or other professionals and that neither REALTOR/Broker, or its agents, subagents, or the  
81. Seller, jointly or severally, shall have any responsibility for the performance of any repairs made pursuant to this Agreement. The  
82. Seller grants reasonable access to the property and any buildings thereon to permit the Buyer and Buyer's representatives to conduct  
83. the above inspections. Buyer is solely responsible for obtaining such inspection reports and estimates as they deem necessary.

84. **8. Survey.**  No boundary (stake) survey requested; or  Contingent upon a boundary (stake) survey paid for by the  
85.  Buyer or  Seller or  Contingent upon a boundary (stake) survey showing all improvements on the property paid for by the  
86.  Buyer or  Seller. A mortgage report, which shows the location of the major structures on the property, is not a boundary  
87. (stake) survey and if required by the lender, will be paid for by the Buyer. Both Buyer and Seller acknowledge the  
88. REALTOR/Brokers recommend a stake survey to determine the true and accurate boundaries of the property. Buyer  
89. understands and agrees that the REALTOR/Brokers do not warrant location of the improvements and easements on the property  
90. and the boundaries of the property nor assume any responsibility for the representations made by the Seller of the location of the  
91. improvements and easements on the property and the boundaries of the property. When closing occurs, Seller and Buyer shall be  
92. deemed to have accepted the location of the improvements and easements on the property and the boundaries of the property.

93. **9. Property Condition.** Buyer has examined this property and Buyer is satisfied with its present condition, except as may be  
94. specified herein. Buyer understands and agrees that Buyer is purchasing the property in an "AS IS" condition. Buyer  
95. understands and agrees that the REALTOR/Brokers **do not warrant the condition of the property** nor assume any  
96. responsibility for the representations made by the Seller pertaining to the condition of the property or its use for any particular  
97. purpose. It is further understood that no representations or promises have been made to Buyer by the real estate brokers or  
98. salespersons or by the Seller other than those contained in this Agreement or as otherwise made or given by Seller to Buyer in a  
99. written disclosure statement. Buyer and Seller both understand that the REALTOR/Brokers are not environmental experts.

100. Unless expressly contained in a written instrument signed by the REALTOR/Broker, the REALTOR/Broker and  
101. REALTOR/Broker's Salespersons have no knowledge of and make no representations regarding the environmental condition of  
102. the property, the existence of underground storage tanks at the property now, or in the past, whether the property is, has been or  
103. may be listed as a site of environmental contamination, or whether any such sites are located in the proximity of the property.  
104. Buyer and Seller release the REALTOR/Brokers and REALTOR/Broker's Salespersons, and their respective agents, employees,  
105. attorneys and representatives with respect to all claims arising out of or related to this Agreement, and addendums or counter offers,  
106. all claims arising from any purported representations as to the physical and environmental condition of the property covered by this  
107. Agreement or the marketability of title, and all claims arising from any special assessments and/or utility bills which have been or  
108. may in the future be charged against the property covered by this Agreement, and in addition, agree to indemnify and hold harmless  
109. the REALTOR/Brokers and the REALTOR/Broker's Salespersons from any and all claims related to those matters. At the time of  
110. possession, Seller agrees that the real estate and the improvements thereon, if any, shall be in the same condition as  
111. they are now, with the exception of ordinary wear and tear.

112. **10. Seller's Representations.** Except as otherwise disclosed in writing, Seller represents to the best of Seller's knowledge and  
113. belief that:

114. a). There are no existing violations of any laws, statutes, ordinances, regulations, orders or  
115. requirements of any governmental authority affecting the property.

116. b). There is no pending or threatened litigation, administrative action or claim relating to the property.

117. c). The Seller is the owner of title to the property in the condition required for performance hereunder.



Buyer's Initials

Seller's Initials

### VACANT LAND BUY AND SELL AGREEMENT

- 118. d). Unless expressly disclosed to the Buyer in writing, the Seller represents that this property is not
- 119. subject to the terms of a Public Act 116 agreement, or any other governmental, agricultural, or
- 120. developmental programs or agreements which will continue with the property.
- 121. e). The Seller is the owner of all development rights in the property.

122. **11. Other Provisions.** \_\_\_\_\_

123. \_\_\_\_\_

124. \_\_\_\_\_

125. \_\_\_\_\_

126. \_\_\_\_\_

127. \_\_\_\_\_

128. \_\_\_\_\_

129. Attachments and Addenda referenced here are part of this Agreement: \_\_\_\_\_

130. \_\_\_\_\_

131. **12. Special Assessments.** All special assessments of public record at the time of closing shall be assumed by the Buyer.

132. **13. Prorations.** Rents, taxes and all assessments shall be prorated as of the date of closing sale, it is assumed that all taxes

133. and assessments are based on the calendar year in which they are billed, with the Buyer being responsible for the day of closing.

134. For proration purposes, all tax bills shall be added together, using the last tax bill(s) issued and prorated accordingly, unless there

135. has been a change in the taxable value or special assessments on the property, in which case the proration shall be on that basis.

136. If the Seller has paid taxes in advance, the Seller shall be credited by the Buyer at the time of closing for the taxes paid in

137. advance and prorated from the date of closing to end of the calendar year. If the property is currently a non-homestead property

138. and the Buyer will both close and occupy the property as their principal residence prior to June 1 of the current year, then the

139. school portion of the property tax bill will be prorated based on the property having a homestead exemption. If the property is

140. currently a non-homestead property and the Buyer will both close and occupy the property as their principal residence after June 1

141. and prior to November 1 of the current year, then the school portion of the winter property tax bill, if any, will be prorated based on

142. the property having a homestead exemption.

143. **14. Unplatted Lands:**

144. 1). The following statements required by the Land Division Act must be included on all deeds or land contracts:

145. a). The grantor grants to the grantee the right to make (insert number to be determined below) divisions under section 108 of

146. the Land Division Act, No. 288 of the Public Acts of 1967.

147. b). This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and

148. management practices which may generate noise, dust, odors, and other associated conditions may be used and

149. are protected by the Michigan right to farm act.

150. 2). The Land Division Act on March 31, 1997, created parent parcels from which future land divisions may be permitted.

151. Contiguous parcels owned by the Seller as of March 31, 1997, may be considered part of the parent parcel and therefore

152. affect the total divisions available to be conveyed; a transfer of "all" divisions may be taken to include a transfer of

153. divisions from contiguous parcels. In order to complete the blank in 1a, above for the deed or land contract

154. the item marked below will apply:

155.  a). This property is a parent parcel and 0 divisions of this property will be conveyed to the Buyer.

156.  b). This property is not a parent parcel and \_\_\_\_\_ divisions of this property will be conveyed to the Buyer.

157. Note: The word "zero", "all", or a specific number should be inserted in the space designated in either a) or b) above.

158. If the space contained in paragraph 1a above is left blank, the deed will NOT grant the Buyer the right to any divisions.

159. The Seller and the Buyer are advised that the number of divisions inserted above may represent a maximum number

160. of divisions being conveyed, and shall not be construed as a guarantee of the right to make all of those divisions under

161. section 108 of the Land Division Act. Other factors including land conditions and local ordinances may prohibit or reduce

162. the number of divisions permitted for any given tract or parcel.

163. The Seller and Buyer acknowledge that they are not relying upon any oral or written statements by the REALTOR/Broker or

164. Salespeople as to the number of divisions permissible for the property, and that any number inserted by the

165. REALTOR/Broker or Salesperson is at the direction of the Seller. The Seller and Buyer further acknowledge that they have

166. been advised to seek the advice of a professional to assist them in determining the number of divisions to be conveyed, if any.

167. 3). If this parcel is a division, as defined by the Land Division Act,  Seller represents that this parcel has been approved by the

168. local municipality, or  this sale is subject to said municipal approval, which  Seller or  Buyer agrees to apply for,

169. at  the Seller's or  Buyer's expense and have approved by the closing date.

170. **15. Electronic Communications.** The parties agree that the offer, any counteroffer, acceptance of any offer or counteroffer and any

171. other written notice or communication in connection with this transaction may be delivered or given by sending or transmitting it by

172. electronic mail or by fax. Any such communication shall be deemed delivered at the time it is sent or transmitted. The parties agree

173. that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or ini-

174. tials were present in the documents in the handwriting of each party. Seller and Buyer agree that all communications can be made or

175. delivered to listing agent on behalf of the Seller at the fax number and/or the email address indicated on lines 211 and 212 and to

176. the Selling Agent on behalf of the Buyer at the fax number and/or the email address indicated on lines 192 and 193. Buyer repre-

177. sents and warrants that an electronic mail address has been provided to the Selling Agent from which Buyer may receive electronic

178. mail. Either party shall provide the other with notice of any change of electronic mail addresses.

04/21/21  
11:28 AM EDT

Buyer's Initials

Seller's Initials

### VACANT LAND BUY AND SELL AGREEMENT

179. **16. Counterparts.** This agreement may be signed in any number of counterparts with the same effect as if the signature of each  
180. counterpart were upon the same instrument.

181. **17. The parties hereto agree** that this is a legal and binding agreement, consisting of four (4) pages and the exhibits and  
182. addenda specifically referred to herein and constitutes the entire understanding of the parties and there are no other  
183. agreements, expressed or implied. **The REALTOR/Broker recommends that all parties to this agreement retain an**  
184. **attorney to protect their interests in this transaction.**

185. **18. Buyer and Seller hereby acknowledge** that they have read this agreement and have received a completed copy of this  
186. agreement including any of the Exhibits and Addenda referred to herein. All parties agree that time is of the very essence of  
187. every provision of this agreement. **Unless previously withdrawn by the Buyer, the Seller must accept his offer in writing**  
188. **prior to** 04/28/2021 **at** 5:00 pm **(a.m., p.m., noon, midnight) or this offer shall terminate.**

189. Date: 04/21/2021 Time: 5:00 (A.M., P.M.)   Steven Cimino dotloop verified  
04/21/21 11:28 AM EDT  
N1LS-XTOI-CN1B-NTU3 BUYER Signature

190. By: Peter Rubin dotloop verified  
04/21/21 11:01 AM EDT  
CBVW-YIRR-UY2V-U7U0 REALTOR Signature Steven Cimino Phone No. \_\_\_\_\_ Printed

191. For: \_\_\_\_\_ Selling Office \_\_\_\_\_ Phone No. \_\_\_\_\_  BUYER Signature

192. Selling Agent Fax No.: \_\_\_\_\_ Printed

193. Selling Agent Email Address: \_\_\_\_\_

194. **19. Seller's Acceptance:** As owners and Sellers of the property described herein, the undersigned accepts the above agreement  
195. except \_\_\_\_\_

196. \_\_\_\_\_  
197. \_\_\_\_\_  
198. \_\_\_\_\_  
199. \_\_\_\_\_  
200. \_\_\_\_\_  
201. \_\_\_\_\_

202. and agrees to sell in accordance therewith. In the event of an exception, **unless previously withdrawn by the Seller, the Buyer**  
203. **must accept this counter-offer in writing prior to** \_\_\_\_\_ **at**

204. \_\_\_\_\_ **(a.m., p.m., noon, midnight) or this counter-offer shall terminate.**  
Time \_\_\_\_\_ Date \_\_\_\_\_

205. **Seller understands that consummation of the sale or transfer of the property described in this agreement shall not**  
206. **relieve the Seller of any liability that Seller may have under the mortgage(s) to which property is subject, unless**  
207. **otherwise agreed to by the lender or required by law or regulation.**

208. Date: \_\_\_\_\_ Time: \_\_\_\_\_ (A.M., P.M.)    SELLER Signature

209. By:  REALTOR Signature \_\_\_\_\_ Phone No. \_\_\_\_\_ Printed

210. For: \_\_\_\_\_ Listing Office \_\_\_\_\_ Phone No. \_\_\_\_\_  SELLER Signature

211. Listing Agent Fax No.: \_\_\_\_\_ Printed

212. Listing Agent Email Address: \_\_\_\_\_

213. **20. Buyer's Receipt of Acceptance.** Receipt is hereby acknowledged by Buyer of the Seller's acceptance of Buyer's agreement.  
214. In the event acceptance was subject to certain changes from Buyer's agreement the Buyer agrees to accept said changes, all  
215. other terms and conditions remaining unchanged.

216. Date: \_\_\_\_\_ Time: \_\_\_\_\_ (A.M., P.M.)    Buyer

217. By:  REALTOR Signature [Signature] dotloop verified  
04/21/21 11:01 AM EDT  
CBVW-YIRR-UY2V-U7U0 Buyer

218. **21. Seller's Receipt of Acceptance.** Receipt is hereby acknowledged by Seller of the Buyer's acceptance of Seller's counter-offer.

219. Date: \_\_\_\_\_ Time: \_\_\_\_\_ (A.M., P.M.)    Seller

220. By:  REALTOR Signature \_\_\_\_\_ Seller

Selling Office License #: 6505296124  
Selling Agent License #: 6502327699

Listing Office License #: \_\_\_\_\_  
Listing Agent License #: \_\_\_\_\_

## Darwin Watson

---

**From:** Steven Cimino [REDACTED]  
**Sent:** Friday, May 7, 2021 10:52 AM  
**To:** Darwin Watson  
**Subject:** Re: offer to purchase land  
**Attachments:** Screenshot 2021-05-05 19.59.28.png

Mr. Watson,

Here was the sketch I wanted to share with you that depicts the drainage pattern in my area. I got this historical photo from the big aerial photo montage in your hallway there in City Hall. You can check it out right there.

The Walden Way subdivision (and the New Buffalo Water Dept Pump House) raised the grades up, blocking the natural stormwater drainage flow. I tried to show that where the x's are.

Acquisition of the property would help me to solve the problems Walden caused by routing the stormwater behind us, so it doesn't end up in our septic fields.

Then everything works and everyone is happy! Let me know if you have any questions?

Have a great weekend.

Steven Cimino

On Tue, May 4, 2021 at 2:52 PM Steven Cimino [REDACTED] wrote:

Mr. Watson,

Another view of the plat map for you.

Steven Cimino

On Tue, May 4, 2021 at 12:23 AM Steven Cimino [REDACTED] wrote:

Yes, that time works for me. I will make it a point to be by the phone at 2:00.

Thanks Mr. Watson for getting back to me.

Steven Cimino

On Mon, May 3, 2021 at 6:15 PM Darwin Watson <[dwatson@cityofnewbuffalo.org](mailto:dwatson@cityofnewbuffalo.org)> wrote:

Good evening Mr. Cimino,

I spoke with Mr. Rahm concerning the proposal and would love to talk with you about it. I will be available in the afternoon tomorrow and can give you a call around 2:00 PM, if that works for you. If not, please advise me of a time that does work for you and Mr. Rahm.

Thank you and I look forward to hearing from you.

**From:** Steven Cimino [REDACTED]  
**Sent:** Monday, May 3, 2021 1:25 PM



**To:** Darwin Watson <[manager@cityofnewbuffalo.org](mailto:manager@cityofnewbuffalo.org)>

**Subject:** offer to purchase land

Mr. Watson,

Congratulations on your new position. Pete Rahm suggested I should contact you to discuss this proposal that I put forth to acquire the certain lots that are City property north of me.

I can make myself available anytime, at your convenience. If you would like to phone me at [REDACTED] or shoot me a return message and I will let Pete know to see if he can make it.

Thanks,

Steven Cimino



Paint application interface showing various toolbars:

- Clipboard:** Paste, Copy, Cut
- Image:** Select, Rotate, Resize, Crop
- Tools:** Eraser, Pencil, Brush, Highlighter, Ink
- Eraser:** Erase, White, Black
- Shapes:** Line, Arrow, Rectangle, Square, Oval, Circle, Diamond, Star, Triangle, Polygon, Freeform
- Outline/Fill:** Outline, Fill
- Size:** Size (Line)
- Color:** Color 1, Color 2, Edit colors







Overview



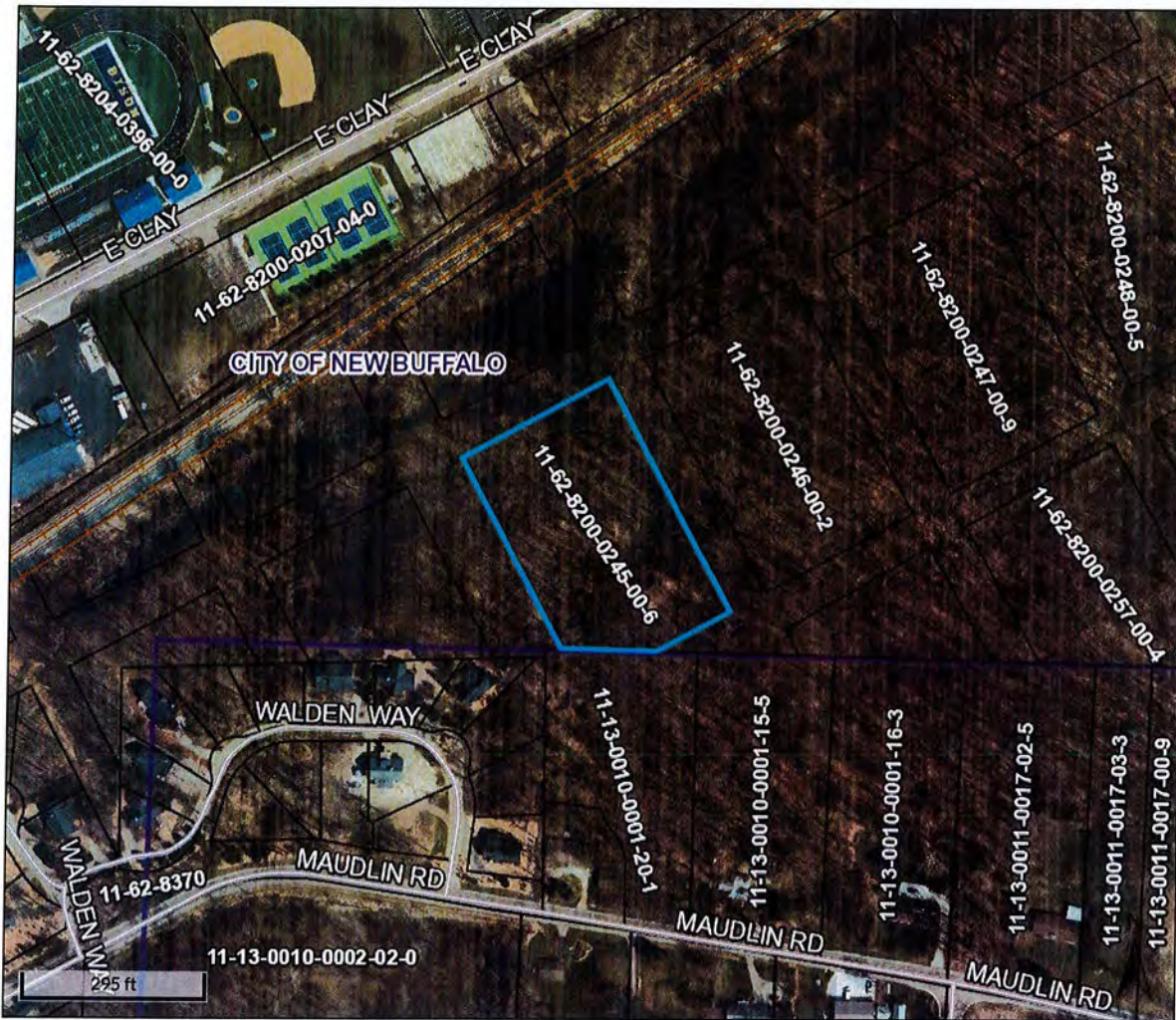
Legend

- Railroads
- Roads**
  - <all other values>
  - Interstate
  - Major Arterial
  - Minor Arterial
  - Roads
- Parcels
- Lakes
- Rivers
- Parcel
- Lake Michigan

Parcel ID	11-62-8200-0244-00-0	Alternate ID	n/a	Owner Address	NEW BUFFALO CITY OF
Sec/Twp/Rng	n/a	Class	402		224 W BUFFALO ST
Property Address	809 E WASHINGTON ST	Acreeage	n/a		NEW BUFFALO, MI 49117
	NEW BUFFALO				
District	11200				
Brief Tax Description	ENTIRE BLK 244 VIRGINIA ADD TO VILLAGE OF NEW BUFFALO				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 5/14/2021  
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Overview



Legend

- Railroads
- Roads**
- <all other values>
- Interstate
- Major Arterial
- Minor Arterial
- Roads
- Parcels
- Lakes
- Rivers
- Parcel
- Lake Michigan

Parcel ID	11-62-8200-0245-00-6	Alternate ID	n/a	Owner Address	NEW BUFFALO CITY OF
Sec/Twp/Rng	n/a	Class	402		224 W BUFFALO ST
Property Address	909 E WASHINGTON ST	Acreage	n/a		NEW BUFFALO, MI 49117
	NEW BUFFALO				
District	11200				
Brief Tax Description	ENTIRE BLK 245 VIRGINIA ADD TO VILLAGE OF NEW BUFFALO				
	(Note: Not to be used on legal documents)				

Date created: 5/14/2021  
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Overview



Legend

- Railroads
- Roads**
  - <all other values>
  - Interstate
  - Major Arterial
  - Minor Arterial
  - Roads
- Parcels
- Lakes
- Rivers
- Parcel
- Lake Michigan

Parcel ID	11-62-8200-0246-00-2	Alternate ID	n/a	Owner Address	NEW BUFFALO CITY OF
Sec/Twp/Rng	n/a	Class	402		224 W BUFFALO ST
Property Address	1009 E WASHINGTON ST	Acreage	n/a		NEW BUFFALO, MI 49117
	NEW BUFFALO				
District	11200				
Brief Tax Description	ENTIRE BLK 246 VIRGINIA ADD TO VILLAGE OF NEW BUFFALO				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 5/14/2021  
 Last Data Uploaded: 5/14/2021 3:12:45 AM

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