



Park/Harbor Commission
Regular Meeting Agenda
August 5, 2021
6:30 p.m.
In-person in Council Chambers at
224 W. Buffalo St.
New Buffalo, MI 49117

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – June 3, 2021
4. Public Comment
5. Parks Director Report
6. Update email from City Manager
7. Old Business
8. New Business
 - a. Stern-in Docking - Discussion with Marina Supervisor, Audrey Tuszynski
9. Commission Comments
10. Adjournment



August 2, 2021

To: Parks/Harbor members

Summer has proven to be busy as usual.

The month of July was as always very busy, with July 4th weekend being incredibly busy! Revenues for the month show just how busy we were. For July the beach took in \$111,555, which is up from last years \$93,892. The boat ramp kiosk, which is used by Third Coast for parking took in \$5,322.50, which is slightly down from last years \$6,059. However, as we all know last year set a bench mark for Third Coast that they may not reach again. We also received our first payment from Third Coast in the amount of \$15,619.71.

The lifeguards have been doing a great job this year! Thankfully we have had no major occurrences this season. The guards are still working 4 days a week Th-Sun. We had hoped to cover Mondays as well, but it just didn't work out with the way everyone schedules are.

The marina had a very busy July as well. We were full almost every day in July, something I have not seen in a long time. Boaters really love all the improvements that have been made, and the way things are running down there. Audrey is doing a great job, and has really made the marina run smoothly.

We finally received our paperwork for the Dune Walk! This means we can finally get it out to bid. I am proposing that we get a bid for demolition and a bid for construction. The dune walk is so deteriorated that it's a hazard and needs to be removed as soon as possible. I'm really looking forward to getting things going for the new dune walk.

All in all, this summer has been busy, but nowhere near as crazy as last season. I feel like visitor wise things seem pretty much back to normal.

Respectfully submitted,

Kristen D'Amico
Parks Director

From: Darwin Watson <dwatson@cityofnewbuffalo.org>

Sent: Tuesday, August 3, 2021 5:20 PM

To: [REDACTED]

Subject: August Parks & Harbor Meeting

Good Afternoon All,

I hope this email finds everyone in good health and enjoying the summer.

Per the emails received, there are a couple of items that are being “tossed around” for the meeting on Thursday. Please find below an update to the subject matters:

- **Dune Walk Grant & replacing the keep off sign on the stairs**
The city received official notification on July 28, 2021, that we had received the Land and Water Conservation Fund (LWCF) Program grant. This grant is for \$440,000 to take care of Phase I of the Dune Walk Restoration Project, which includes the removal of the existing structure. We have submitted to the Department of Natural Resources (DNR) for a grant to do Phase II of the project and have not received any notification for the DNR. The acceptance of the grant funding is set to be presented to the City Council at its August 16th council meeting. If accepted, the bid packets should go out no later than August 18th with a four (4) week lead time for the contractors to respond. As you may or may not know, contractors are significantly backed-up due limited activity last year and trying to accommodate this year’s schedule. Until such time that the demolition of the existing structure takes place, the city will have to prevent access to the structure. This will be accomplished through enforcement and signage (which will be updated).
- **Marina construction status**
The city received a grant from the DNR for marina electrical upgrades and it was accepted by the council at its July 19th meeting. Like the dune walk project, the lead time is severely compromised by the availability of contractors. It is anticipated that work will commence immediately once a contractor is selected, and the work is awarded.
- **Stern in docking at the marina**
It is anticipated that the Audrey Tuszynski will discuss this with the Harbor & Parks Commission in the meeting.
- **Harbor entrance**
What specifically is being requested for discussion or updating?

In accordance with the city’s code, the Park and Harbor Commission shall serve as an **advisory board** for city's harbors, waterways, channels, municipal docks, and other navigational facilities as described in Chapter 2, Article XIII, of the code. Chapter 2, Article XIII, of the city’s code states:

The Park and Harbor Commission shall study and make recommendations to the City Council concerning policies, rules, regulations, and ordinances dealing with:

1. The management, government, maintenance, operation, improvement, and use of City parks, recreational areas, and playgrounds, and

2. The management, government, maintenance, operation, improvement, and use of the harbor, waterways, channels, municipal docks, or other navigational facilities which are under the control of the city.

Once those recommendations are presented, the council shall review and determine the reasonableness and necessity of any such **policy, rule or regulations** pertaining to any city park, recreational area, playground, recreation program, harbor, waterway, channel, municipal dock, or other navigational facility.

Based on the "agenda items" that have been submitted, they fall in the category of being update requests. These can be provided by either myself or Parks Director D'Amico via an update (which was provided by the Parks Director earlier this week). These can be provided by either myself or Parks Director D'Amico via an update (which was provided by the Parks Director earlier this week). The board should take a serious look at the necessity to convene meetings for the purpose of getting updates, which is not the charge of the commission, per the city code. The board should be making recommendations to the City Council on policies, rules or regulations for the parks, harbor, etc. this is by no means an attempt to diminish the role of the commission; however, it is an attempt to direct the energy and focus of the commission.

Thanks

Zoom Meeting

Call to Order at 6:31 pm.

Roll Call. All Present in New Buffalo, MI, Berrien County:

Chair, Don Stoneburner, Linda Henderson, Susan Stoneburner, Tom Smith

Mark Gabryszewski joined late from New Buffalo, MI Berrien County.

Approval of Agenda. Motion by Henderson, seconded by S. Stoneburner to approve the agenda:

Roll Call Vote:

AYES: Smith , S. Stoneburner, Henderson, D. Stoneburner

NAYES :

ABSENT : Gabryszewski

ABSTAINED:

Motion Carried, 4-0.

Approval of Previous Minutes, April 1, 2021. Motion by Smith, seconded by Henderson to approve April 1, 2021 minutes:

Roll Call Vote:

AYES: Smith, S. Stoneburner, Henderson, D. Stoneburner

NAYES :

ABSENT : Gabryszewski

ABSTAINED:

Motion Carried, 4-0.

Commissioner Gabryszewski joined the meeting at approximately 6:35pm.

Public Comment

None.

Parks Director Report

Zoom Meeting

Commissioner S. Stoneburner remarked about the amount of money already collected from parking.

Conversation of duck weed took place. Per the Parks Director, the DNR responded it is an invasive species and there is nothing that can be done about it.

Commissioner Henderson remarked the new Marina Manager/Harbor Master, Audrey Tuszynski is a terrific asset.

Old Business**a. Dredge Fund Update**

Pleasure Isle paid their contribution to the Dredge Fund.
No other payments were received.

b. Community Garden 2022

Commissioner S. Stoneburner is pursuing it.

Discussion: Oselka Park is not a good choice. Next to the High School parking lot may be an option, since a water source is available. The need for fencing and volunteers was discussed.

Commissioner S. Stoneburner knows of 15 people from New Buffalo who travel to Chikaming Township to use their community garden.

Commissioner Henderson offered up the following suggestions: any opportunities like a joint location with the Township, Gold's Gym property or south of Detroit St.

Commissioner S. Stoneburner will start looking for a location and make a recommendation.

Chair D. Stoneburner remarked the Commission will revisit the topic at the September 2021 meeting and it will be a goal for next year.

New Business**c. Bathymetric Survey Results**

Chair D. Stoneburner received the report and reported there will not be a need to dredge this year.

The Parks Director added the Federal Channel is currently 10' deep.

a. Lifeguard Program and Budget

The lifeguards will be on duty 5 days a week, Thursdays – Mondays, not 7 days as previously discussed.

Zoom Meeting

The City has 6 full-time and 1 part-time lifeguard. One lifeguard is not returning. It was reported the City Council approved the lifeguard budget.

d. **Access to Break Wall Discussion**

Chair D. Stoneburner remarked that we cannot put up a fence across the jetty, at this time. He also said the current policies should be followed and to make plans to pursue the topic next year.

Commissioner Henderson brought to the Commission's attention that the Commission has been pursuing a barrier across the jetty for approximately 10 years. Commissioner Smith agreed.

The Parks Director recalled getting opposition in past years from residents when the topic was discussed. Broken ankles, cuts, scrapes and hits on the head are a few of the injuries recorded.

- Parks Director has been asked to keep statistics of injuries.
- Commissioner Smith suggested to gather the cost of a fence and present it to the City Council.
- Commissioner Henderson would like to put this topic on the agenda for the September meeting and to check with Abonmarche.

e. **Marina Restrooms Update**

The Parks Director reported the bathrooms will be completed by the end of next week and we have not received the final billing yet. Even though they are not totally complete, they are usable.

f. **Vendor Process for 2022**

Chair D. Stoneburner opened a discussion of the Commission/City needing better processes and tighter contracts with vendors, with a goal of getting contracts and payments finalized in January to avoid last minute rush and confusion. The City Manager clarified the process was not in error, and the City was informed of a vendor change shortly before Memorial Day and did what was necessary to get the vendor up and running. Commissioner Henderson suggested a damage clause in the contract to protect the City from people backing out and to get legal advice regarding the subject.

g. **Park Equipment Status**

Donnelly statue has not been secured. The Parks Director confirmed flowers around the statue are not in the budget.

The Commission was informed that the purchase of the new beach rake was approved by the City Council and the old beach rake was taken in trade.

Commission Comments:

a. **Frequency of Park/Harbor Commission Meetings**

Chair D. Stoneburner suggested the Park/Harbor Commission meet on a quarterly basis

Zoom Meeting

from now on because the Commission is not effectively addressing the needs of the City's parks and harbor and it will enable City employees to work on other things. It was also mentioned that the Commission could have special meetings in between the quarterly meetings, if needed.

The Commission discussed the suggestion.

Motion by Smith, seconded by Henderson to not meet in July 2021 with the next meeting to be the first Thursday in August 2021:

Roll Call Vote:

AYES: S. Stoneburner, Henderson, Gabryszewski, Smith, D. Stoneburner

NAYES :

ABSENT :

ABSTAINED:

Motion Carried, 5-0.

Chair D. Stoneburner asked the Commission to consider someone else as chairperson of the Park/Harbor Commission.

Adjournment. Motion by D. Stoneburner, seconded by S. Stoneburner to adjourn the meeting at 7:31 p.m.

Roll Call Vote:

AYES: Henderson, Gabryszewski, Smith, S. Stoneburner, D. Stoneburner

NAYES :

ABSENT :

ABSTAINED:

Motion Carried, 5-0.

Adjournment at 7:31 p.m.

ng.

Donald Stoneburner, Chairperson

Nancy Griffin, Deputy Clerk