



**City of New Buffalo**  
**224 W. Buffalo Street**  
**New Buffalo, MI 49117**  
**REGULAR COUNCIL MEETING AGENDA**  
**April 18, 2022 6:30 PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Consent Agenda
  - a. City Council Minutes: March 21, 2022, The Pokagon Fund Community Report: March 2022
  - b. Receive Monthly Reports: Police, Fire, Water, Park, Streets, Code Enforcement and Treasurer
  - c. Special Event Applications – Coldwell Banker, LeTour deShore, Apple Cider Century, St. Mary's of the Lake
  - d. Monthly Account Payable
6. Public Comment
7. Unfinished Business
  - a. 360 Risk Management Consulting Agreement (Human Resource and Risk Management) – *tabled March 21, 2022*
8. New Business
  - a. Public Parking Lot Agreements
  - b. Parking Terminal Upgrades - Total Parking Solutions, Inc.
  - c. Site Plan Approval (2 S. Franklin)
9. Pokagon Fund Update
10. City Manager Report
11. Council Comments
12. Adjournment

**Call to Order at 6:33 p.m.**

**Pledge of Allegiance**

**Roll Call:** Council members Flanagan, Robertson, Lijewski, Mayor Humphrey

**Absent:** Council member O'Donnell

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

**Approval of Agenda:** Motion by Lijewski, seconded by Flanagan to approve the agenda with the addition of Item J, Issuance of a request for proposal ("RFP") for legal services:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Approval of Consent Agenda:** Motion by Lijewski, seconded by Flanagan to approve the consent agenda with the removal of the Farmers Market application:

Roll Call Vote:

AYES: Flanagan, Lijewski, Robertson, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Farmers Market Application:** Motion by Humphrey, seconded by Robertson to approve the Farmers Market application:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Presentations:**

Fire Chief Huston presented Mike Iazetto with a plaque for thirty years of service and acknowledged him for retiring in December of 2021.

Peg Kohring from Neighbor by Neighbor presented the 2021 annual report to the council.

**Public Comment:**

Glenn Logan  
Gary Wood  
Dan Leung  
Marc Danesi  
Julie Peterson  
Ben Smock  
Madeline Borrowdale  
Mitchell Borrowdale  
Don Stoneburner  
Carie O'Donnell  
Dee Dee Duhn

**Closed Session** – Motion by Robertson, seconded by Lijewski to approve to go into closed session under 15.268 of the Open Meetings Act section 8 (e) to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation at 7:03 p.m:

**Returning to Open Session:** Motion by Robertson, seconded by Flanagan to approve returning to the open session at 8:03 p.m., **\* at which time Mayor Humphrey announced the closed session was in regard to the Case Murray vs. City of New Buffalo\*:**

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**New Business**

**360 Risk Management Consulting Agreement (Human Resource and Risk Management):** Motion by Humphrey, seconded by Lijewski to table entering into a Consulting Agreement with 360 Risk Management for Human Resource and Risk Management Services:

Roll Call Vote:

AYES: Lijewski, Robertson, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**317 North Whittaker:** Motion by Humphrey, seconded Lijewski to untable 317 North Whittaker:

Roll Call Vote:

AYES: Flanagan, Robertson, Lijewski, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**317 North Whittaker:** Motion by Lijewski, seconded by Flanagan to approve the resolution to vacate the surplus right-of-way and convey the land to accommodate the existing encroachment at 317 North Whittaker Street (11- 62-0340-0452-05-4):

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Dune Walk Restoration Contract Award:** Motion by Robertson, seconded by Lijewski to approve awarding of the Dune Walk Restoration Phase II contract to TJM Services, LLC in the amount of \$868,728:

Roll Call Vote:

AYES: Lijewski, Robertson, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Fourth of July Fireworks:** Motion by Lijewski, seconded by Flanagan to approve the awarding the Fourth of July fireworks display contract on Saturday, July 2, 2022 to Pyrotecnico Fireworks, Inc in the amount of \$15,000:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Chapter 23 (Rental Registration) Amendment – Second Reading:** Motion by Robertson, seconded by Lijewski to approve the second reading of the amendments to the New Buffalo Code of Ordinances – Chapter 23 (Rental Housing):

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.



**Municipal Marina Utilities Upgrade Engineering:** Motion by Robertson, seconded by Flanagan to approve the acceptance proposal from Abonmarche for the full engineering for the Municipal Marina Utilities Project in the amount of \$67,300:

Roll Call Vote:

AYES: Flanagan, Robertson, Lijewski, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Moratorium on Use by Residential (General Commercial):** Motion by Robertson, seconded by Lijewski to approve suspension of any new residential dwellings in the city's General Commercial zoning district until December 31, 2022:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**On-Premises Tasting Room Permit (910 W. Buffalo Street):** Motion by Robertson, seconded by Lijewski to approve "Local Government Approval" resolution for Black Dragon, LLC for an On-Premises Tasting Room Permit at 910 W. Buffalo Street:

Roll Call Vote:

AYES: Lijewski, Robertson, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried 4-0.

**Sediment Basin Maintenance Agreement:** Motion by Lijewski, seconded by Flanagan to approve entering into a Maintenance Agreement with the Berrien County Drain Commission. Additionally, city staff is authorized to execute the necessary steps for execution of the agreement:

Roll Call Vote:

AYES: Flanagan, Robertson, Lijewski, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Issuance of a Request for Proposal ("RFP") for contracted legal services:** Motion by Robertson, seconded by Lijewski to approve the issuance of a Request for Proposal for contracted legal services:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAINED:

Motion Carried, 4-0.

**Discussion:**

**Food Truck Request (Agnes Tylka)**

The City Council discussed food trucks in the city. The city needs to have more of a discussion regarding this topic and decide if they would like to craft a policy for food trucks.

**Joint Community Recreation Plan**

The City Council discussed that the NBARA is in the process of creating their 5-year recreation plan. The City Recreation plan is set to expire in 2023. The city would like to modify the expiration date from 2023 to 2022 to renew the city's recreation plan at the same time as the NBARA is creating their 5-year plan.

**Adjournment:** Motion by Flanagan, seconded by Robertson to adjourn the meeting at 9:08 p.m.:

Roll Call Vote:

AYES: Robertson, Lijewski, Flanagan, Humphrey

NAYES:

ABSENT: O'Donnell

ABSTAIN:

Motion Carried, 4-0.

af

---

**John Humphrey, Mayor**

---

**Ann M. Fidler, City Clerk**



# THE POKAGON FUND

## Monthly Community Report

March 2022

At its last meeting, The Pokagon Fund Board of Directors acted on or discussed the following topics:

- **TPF is anticipating an opening on its Board of Directors** in May of 2022 and is **currently seeking applicants** who are interested in serving in this important capacity. A [candidate profile with more details and an application](#) can be downloaded from the homepage of TPF's website. Any questions can be directed to Ex. Dir. Dan Petersen at (269) 469-9322 or [dpetersen@pokagonfund.org](mailto:dpetersen@pokagonfund.org). The deadline for completed applications to be received at the Fund is 3/31. It is anticipated that the candidate will be selected by mid-April and seated for her or his first meeting in May.
- **The Pokagon Fund Vision Program** is continuously accepting [applications](#) for youth (9 months through 18 years or the senior year in high school) and seniors (adults 50 years of age or older). The program provides a free routine vision exam and prescription glasses for eligible individuals. [Details are available on TPF's website.](#)
- Important **upcoming grant cycle dates**:
  - o April 1, 2022: Suggested date for Municipalities to submit a Letter of Inquiry to TPF for any project that it would like to have considered during TPF's 4<sup>th</sup> quarter grantmaking meeting in May.
  - o April 15, 2022: Submission deadline for full applications to be considered at TPF's 4<sup>th</sup> quarter grantmaking meeting in May.
- The Pokagon Fund's offices, located at 821 E Buffalo St in New Buffalo will serve as a **gallery exhibit during Art Attack in Harbor Country's** 28<sup>th</sup> annual event on April 29, 30, and May 1. Seven artists from the Pokagon Band of Potawatomi Indians will have their work on display in TPF offices. More information about this exciting community event can be found at its Facebook page:  
<https://www.facebook.com/Art-Attack-112825585417914/>.





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 86 complaints. Those include 3 assaults, 7 miscellaneous criminal complaints, 13 alarms, and 3 ordinance related incidents.
- Officer Mike Cluster has retired from the Police Department as of May 10th and will begin working for the DPW.
- Sgt. Russell Tillery is the new SRO for NBAS. We worked closely with the school to select the new SRO and Russ is getting nicely settled in at the School.
- The summer hiring season is getting under way and we are currently looking for additional parking enforcement people.

Sincerely,

*Rich Killips*

Richard L Killips  
Chief of Police



# MEMORANDUM

---

To: City Manager, Mayor & Council Members

From: Fire Chief Chris Huston

Date: April 13, 2022

---

Last month the Fire Department held a training meeting on March 17, 2022 and business meeting on April 7, 2022. The Department had a total of 4 fire calls.



April 11, 2022



### MONTHLY WATER REPORT FOR MARCH 2022

Total amount of water treated in month	12,034,000 gals
Average daily pumpage in month	388,000 gals.
Maximum treated for one day	532,000 gals.
Minimum treated for one day	309,000 gals.
Backwash water used in month	187,000 gals.

---

### COMPARISON BY MONTH AND YEAR

March	2022 (this year) consumption	12,034,000 gals.
March	2021 (last year) consumption	12,237,000 gals.

### CHEMICAL COSTS AND DATA

Chlorine used in month: 310 lbs. @ 1.4125 / lb.	\$ 437.88
Fluoride used in month: 373 lbs. @ 0.5167 / lb.	\$ 192.73
Aluminum sulfate used in month: 3,697 lbs @ \$0.1615 lb.	\$ 597.07
Total amount spent on chemicals	\$ 1,227.68
Total amount per million gallons	\$ 102.02

### MAINTENANCE REPORT

1. Exercised generators and checked cathodic protection systems.
2. Performed maintenance on berm walls to lagoon at Water Plant.
3. Maintenance Department repaired chlorine feed line to Intake Crib.

### DISTRIBUTION REPORT

1. Set new 1" meter pit assembly @ 121 Franklin 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. Did Cross Connection Inspections & sent Annual Report to EGLE.
7. Collected quarterly samples for EGLE and sent to EGLE lab for analysis.
8. Raised meter pit to proper grade @ 117 South Norton Street.
9. Sent operator to training seminar during month.
10. Had budget meeting and meeting with Rate Consultants.
11. Worked on Info. For Reliability Study with Nies Engineering.
12. Worked on water service line replacement @ 108 North Barker St.
13. Had EGLE Inspection during month.

**WATER FILTRATION PLANT • 300 MARX DR • NEW BUFFALO, MICHIGAN 49117 •**  
**269/469-0381 • FAX 269/469-7397**

### FUEL REPORT

1. Gasoline consumed	121.6 gals.
2. Diesel fuel consumed	0.0 gals.
3. Total fuel consumed	121.6 gals.
4. Average per day	3.9 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	16.0 T.M. 16.0 YTD	0.0 T.M. 18.0 YTD	0.0 T.M. 0.0 YTD	16.0 T.M. 34.0 YTD
Chris Huston	0 0.0 T.M. 0.0 YTD	2.5 T.M. 6.5 YTD	8.0 T.M. 16.0 YTD	10.5 T.M. 22.5 YTD
Robert Gruener	8.0 T.M. 8.0 YTD	3.25 T.M. 3.250 YTD	0.0 T.M. 0.0 YTD	11.25 T.M. 11.25 YTD
Jeff Johnson	16.0 T.M. 40.0 YTD	0.0 T.M. 14.5 YTD	0.0 T.M. 8.0 YTD	16.0 T.M. 62.5 YTD

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

### Proposed Work For Month of April 2022

1. Making new 1" water tap.
2. Preparing Water System from winter to summer operations.
3. Cleaning Sedimentation and Flocculation basins.
4. Repairing or replacing damaged fire hydrants.

Respectfully submitted,

*Kenneth A. Anderson*

Kenneth A. Anderson  
City of New Buffalo  
Water Superintendent



April 12, 2022

To: Parks/Harbor members

Warm weather is on its way!

As warmer weather approaches, the parks department has been busy getting things ready for the season.

The hot topic right now is the dredging of the harbor. Permits have been submitted to EGLE and we are waiting for their approval. This entire process was started last October, and unfortunately these things take time. According to my engineers, dredging will most likely take place in July. I have heard various statements that a portion of the federal channel is 4 feet deep, and why didn't we dredge last season.

The channel was 10+ feet deep last year and into last fall. The City was planning on dredging this season as we knew it would need it, which is why we began the process last fall. The initial soundings were done in early December and still showed 10+ feet of water in the channel. What we did not anticipate is that lake levels would drop 1.4 feet between December and March of 2022. While some sediment has accumulated in a portion of the federal channel, boaters can still navigate their way through it. We are doing all we can to get the permitting process sped up so that the dredging can begin as soon as possible. At this point, we are waiting for approval from EGLE.

The Dune walk contractor is currently waiting on delivery times for the helical piles. Once they have a lead time they will give us a construction schedule, which will also determine final completion dates. Abonmarche was out last week to do a site survey and begin marking the area for the new Dune walk.

The marina electrical upgrades are in the engineer phase of the project. Most likely the work will not take place until this fall when we close for the season. Lead times on materials are very long, and we knew there was no way to have it ready for this season which is why we decided to push back to the fall.

The beach and lifeguard staff have become a huge issue this year. To date I have 4 lifeguards and 4 beach staff. Sadly, this potentially could become a huge issue in running the beach if we don't find adequate staff. I have spoken to Darwin about it and we are working on a plan B if we don't get the staff we need.

Baseball season is around the corner, and the spring weather is really slowing down the progress of preparing the fields. Both fields 2 & 4 remain too wet to walk on or even get equipment on. Luckily I have been able to drag field 1 and it is in great shape. Wind screening has been hung on all 3 fields, and we are on Green Kings schedule for this week for the first treatment. Hopefully the weather will begin to cooperate so we can continue to prepare the fields for the upcoming season.

Routine clean up continues at the remainder of the city parks.

Respectfully submitted,

Kristen D'Amico  
Parks Director

**CITY HALL • 224 WEST BUFFALO • NEW BUFFALO, MICHIGAN 49117 • 269/469-1500  
FAX 269/469-7917**





Street Department Monthly Report  
March 2022

Mayor Humphrey and City Council Members,

The following are some of the many things we have accomplished during the month of November.

- ✓ Daily office - Office work miss digs, time sheets, monthly invoices.
- ✓ Police Dept. – Service vehicles. Work on equipment filter list. Scan Police car check fluids.
- ✓ Water Dept. – Worked on water fitting sewer tap on N Harrison St. Close road for sewer repair. Cut and Glue fittings. Install valve for chlorine line. Cut out Gaskets. Fixed chlorine valve. Sewer issue at Berrien and Washington.
- ✓ Shop – Took man lift to/from Niles. Clean out work trucks. Snowplowing Hook up other plows. Salting. Drop chipper off for service. Clean trucks. Clean up shop. Change cutting edges on big trucks. Put tools away. Fixed streetlights. Started cleaning roadsides. Picked up leaf bags, Christmas trees, branches. Picked up concrete in M.C. Picked up parts at Mid-City. Work on and fixed F250 exhaust. Order parts from Frontier for Leaf vac. Concrete at Smith and Merchant. Pd 4712 to Three Oaks. Service and wash Equinox. Fix power washer. Ran to Mid-City Supply and Menards in M.C. Service City Hall vehicle. Fixed parking lot. Came in 8 p.m. to start pump. Pick up PVC pipe from M.C. Pick up leaf bags. Fix storm lid at Wilson & Merchant St. Fixed sewer lid on Water St. Checked storm drains. Raise and fixed manhole at Indiana & Webster. Fixed manhole cover on Smith St. Finished fixing storm structure on Smith Indiana/Webster. Tree and Leaf bag removal. Mark burned out lights at beach and downtown area. Work on tool-cat and broom. Major clean in shop. Service Dodge Charger. Store parts above break room. Built shelving. Moved signs to semi-trailer. Chipped brush. List of equipment. Meeting with miss dig. Order Streets and Parks filters. Work on storage building fix door locks. Clean Yellow storage building. Gather oil filter lists.
- ✓ Fire Dept – Equipment Filter List
- ✓ City Hall – Swapped out lights in main office area. Hang LED lights. Meeting with Darwin and Rich.
- ✓ Parks Dept – Poured concrete pad at boat launch, put in docks. Set up pump for pond. Call-in Saturday to start pond.

Respectfully Submitted

Josh Bolton  
Crew Leader.

CITY HALL • 224 WEST BUFFALO • NEW BUFFALO, MICHIGAN 49117 • (269) 469-1500  
FAX (269) 469-7917 • [www.cityofnewbuffalo.org](http://www.cityofnewbuffalo.org)



To: Mayor Humphrey and Council  
Re: Treasurer's Monthly Report  
Date: April 12, 2022

Please find attached the following items for your review:

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

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: 04/12/2022 INVOICE PAY DATE FROM 04/12/2022 TO 04/12/2022

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
04/12/2022	POOL	00000042541	4826	A CLEAN GETAWAY CLEANING LLC	1,230.00	1
04/12/2022	POOL	00000042542	2862	ABONMARCHE CONSULTANTS INC	8,892.50	3
04/12/2022	POOL	00000042543	1004	ALEXANDER CHEMICAL CORP	55.25	1
04/12/2022	POOL	00000042544	3458	ALL PHASE ELECTRIC SUPPLY CO	696.78	2
04/12/2022	POOL	00000042545	2038	ANDERSON, KENNETH	50.00	1
04/12/2022	POOL	00000042546	3608	ART & IMAGE	887.40	2
04/12/2022	POOL	00000042547	3389	ART-FX SIGN CO	900.00	1
04/12/2022	POOL	00000042548	1083	AT&T	474.61	1
04/12/2022	POOL	00000042549	3723	AXON ENTERPRISE, INC.	390.51	1
04/12/2022	POOL	00000042550	4464	BILLINGSLEA, PAUL	50.00	1
04/12/2022	POOL	00000042551	4298	BOLTON, JOSHUA	50.00	1
04/12/2022	POOL	00000042552	4534	CDW GOVERNMENT	640.00	1
04/12/2022	POOL	00000042553	4712	CHARLES NICHOLAS CURCIO	3,551.58	1
04/12/2022	POOL	00000042554	4462	D'AMICO KRISTEN	50.00	1
04/12/2022	POOL	00000042555	4782	DOMESTIC UNIFORM RENTALS	1,189.58	13
04/12/2022	POOL	00000042556	4782	DOMESTIC UNIFORM RENTALS	543.85	2
04/12/2022	POOL	00000042557	4911	DUNELAND CUSTOM REPAIR CENTER	299.22	1
04/12/2022	POOL	00000042558	4068	ELAN CORP. PAYMENT SYSTEMS	3,120.25	1
04/12/2022	POOL	00000042559	3822	ELECTION SOURCE	25.58	1
04/12/2022	POOL	00000042560	4812	ENTERPRISE FM TRUST	3,201.27	1
04/12/2022	POOL	00000042561	1047	ETNA SUPPLY COMPANY	1,911.50	4
04/12/2022	POOL	00000042562	3537	EXIT 4 STORAGE	100.47	1
04/12/2022	POOL	00000042563	4429	FERGUSON WATER WORKS	1,249.00	1
04/12/2022	POOL	00000042564	2061	FRONTIER LAWN & REC INC	1,457.04	2
04/12/2022	POOL	00000042565	4689	GABRYSZEWSKI, MARK	54.00	1
04/12/2022	POOL	00000042566	4781	GRIFFIN, NANCY	240.80	1
04/12/2022	POOL	00000042567	3529	GRUENER, ROBERT	572.19	2
04/12/2022	POOL	00000042568	4546	HOSTETLER LAWN & LANDSC	750.00	1
04/12/2022	POOL	00000042569	4367	HOUSEAL LAVIGNE ASSOCIATES	4,870.00	1
04/12/2022	POOL	00000042570	4500	HULL LIFT TRUCK	1,735.75	3
04/12/2022	POOL	00000042571	3678	HUSTON, CHRISTOPHER	50.00	1
04/12/2022	POOL	00000042572	2963	IDEXX DISTRIBUTION CORP	1,149.93	1
04/12/2022	POOL	00000042573	1073	INDIANA MICHIGAN POWER	1,878.09	1
04/12/2022	POOL	00000042574	4173	INTEGRA CERT. DOCUMENT DESTRUCTION	41.33	1
04/12/2022	POOL	00000042575	4693	J. P. GILLEN & ASSOCIATES/EDGE IT	3,000.00	1
04/12/2022	POOL	00000042576	2951	JACK KENNEDY	300.00	1
04/12/2022	POOL	00000042577	4989	JENNIFER PARELLO	54.00	1
04/12/2022	POOL	00000042578	3531	JOHNSON, JEFFREY	50.00	1
04/12/2022	POOL	00000042579	4554	JOSEPH, MARK	54.00	2
04/12/2022	POOL	00000042580	4206	LAKESHORE RECYCLING & DISPOSAL LLC	22,147.28	2
04/12/2022	POOL	00000042581	4995	LINDE GAS & EQUIPMENT INC	93.78	1
04/12/2022	POOL	00000042582	4444	MCCOLLUM, WILLIAM	27.00	1
04/12/2022	POOL	00000042583	3382	MEDIC 1	9,654.75	1
04/12/2022	POOL	00000042584	3524	MENARDS	686.96	5
04/12/2022	POOL	00000042585	4062	MICHIGAN STATE POLICE	86.50	1
04/12/2022	POOL	00000042586	3495	MID CITY SUPPLY CO INC	163.95	3
04/12/2022	POOL	00000042587	1085	MODEL COVERALL	258.00	1
04/12/2022	POOL	00000042588	1113	NEW BUFFALO AREA SCHOOLS	2,636.10	1
04/12/2022	POOL	00000042589	4498	NEW BUFFALO HARDWARE	443.38	13
04/12/2022	POOL	00000042590	4498	NEW BUFFALO HARDWARE	380.43	13
04/12/2022	POOL	00000042591	1063	NEW BUFFALO MEDICAL CENTER PC	120.00	1
04/12/2022	POOL	00000042592	2820	NIES ENGINEERING	3,832.50	1
04/12/2022	POOL	00000042593	4550	OCCUSCREEN, LLC	70.00	1
04/12/2022	POOL	00000042594	1100	PARRETT COMPANY	128.64	1
04/12/2022	POOL	00000042595	2085	PINE GROVE CEMETERY AUTHORITY	2,500.00	1
04/12/2022	POOL	00000042596	3724	POKUTA, ARLENE	54.00	1
04/12/2022	POOL	00000042597	4684	PRIDE THE PORTABLE TOILET COMPANY	270.00	1
04/12/2022	POOL	00000042598	2806	PRINTING SYSTEMS	409.23	1

## CHECK PROOF

Page: 2/2

BANK CODE: POOL CHECK DATE: 04/12/2022 INVOICE PAY DATE FROM 04/12/2022 TO 04/12/2022

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
04/12/2022	POOL	00000042599	4603	RAU, ROXANNE	27.00	1
04/12/2022	POOL	00000042600	3875	RICHARD W COOPER JR.	27.00	1
04/12/2022	POOL	00000042601	2065	RIDGE AUTO PARTS	1,594.10	13
04/12/2022	POOL	00000042602	2065	RIDGE AUTO PARTS	173.82	1
04/12/2022	POOL	00000042603	3501	RUNKLE ELECTRIC	250.00	1
04/12/2022	POOL	00000042604	4703	SAFEBUILT LLC	8,699.33	1
04/12/2022	POOL	00000042605	3928	SCHOOLS EDUCATORS POLICE	375.00	1
04/12/2022	POOL	00000042606	2374	SEIFERT'S FARM SUPPLY	274.00	2
04/12/2022	POOL	00000042607	3199	SITTIG ASSESSMENT SERVICES LLC	2,206.66	1
04/12/2022	POOL	00000042608	4565	SMITH, THOMAS	100.00	1
04/12/2022	POOL	00000042609	3288	SNAP-ON TOOLS	1,159.00	1
04/12/2022	POOL	00000042610	3156	STAPLES	420.93	1
04/12/2022	POOL	00000042611	3497	STATE OF MICHIGAN DEQ	673.00	1
04/12/2022	POOL	00000042612	4830	STRATEGIC LEADERSHIP COUNCIL	250.00	1
04/12/2022	POOL	00000042613	4435	THUN VANESSA	300.00	1
04/12/2022	POOL	00000042614	4153	TILLERY, RUSSELL	50.00	1
04/12/2022	POOL	00000042615	4018	TOTAL PARKING SOLUTIONS	320.00	1
04/12/2022	POOL	00000042616	2969	USA BLUEBOOK	419.29	1
04/12/2022	POOL	00000042617	4350	VERSAW EARTHWORKS LLC	440.00	1
04/12/2022	POOL	00000042618	4487	VYSKOCIL, KATHRYN	50.00	1
04/12/2022	POOL	00000042619	4966	WAYNE BORG	54.00	1
04/12/2022	POOL	00000042620	2564	WEST SHORE SERVICES INC	425.00	1
04/12/2022	POOL	00000042621	4539	WESTERGREN, JULIE	300.00	1
04/12/2022	POOL	00000042622	3614	WORKING WELL	80.00	1

Num Checks: 82

Num Stubs: 0

Num Invoices: 151

Total Amount: 108,447.11



Engineering • Architecture • Land Surveying

**CITY OF NEW BUFFALO**

Attn: Kate Vyskocil  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

**INVOICE**

No. 139595  
03/15/2022

**20-1445 New Buffalo Dune Walk**

Project Manager: Thomas R Runkle

Bid opening attendance, bid evaluation and tabulation, contract award recommendation. Professional services completed through 2/28/2022.

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
400 Preliminary Design	\$22,300.00	\$22,300.00	\$0.00	\$0.00
500 Final Design	\$24,500.00	\$24,500.00	\$0.00	\$0.00
540 Bidding & Negotiation	\$3,000.00	\$1,875.25	\$1,124.75	\$0.00
600 Construction Administration	\$7,500.00	\$872.75	\$0.00	\$6,627.25
950 Reimbursable Expenses	\$1,029.86	\$1,029.86	\$0.00	\$0.00
Totals:	\$58,329.86	\$50,577.86	\$1,124.75	\$6,627.25

**Invoice Amount**

**\$1,124.75**

*All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.*

*If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.*

Please remit to **Abonmarche Consultants, Inc.**  
**PO Box 1088**  
**Benton Harbor, MI 49023**

105-670-970

Benton Harbor, MI 269.927.2295 South Bend, IN 574.232.8700 Portage, MI 269.447.1088 Lafayette, IN 765.234.0099 Valparaiso, IN 219.850.4624 Grand Haven, MI 616.847.4070 Fort Wayne, IN 260.218.2500 Hobart, IN 219.947.2568 Goshen, IN 574.533.9913



Engineering • Architecture • Land Surveying

**CITY OF NEW BUFFALO**

Attn: Darwin Watson  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

**RECEIVED**

**MAR 28 2022**

**CITY OF NEW BUFFALO**

**INVOICE**

No. 139633  
03/23/2022

**21-0069 Sediment Control Feasibility Study**

Project Manager: Michael C Morphey

Engineering Services through 2/28/2022

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
200 Initial Feasibility Study	\$4,800.00	\$4,800.00	\$0.00	\$0.00
250 Topographic & Boundary Survey	\$2,500.00	\$2,500.00	\$0.00	\$0.00
450 Pre-Application Mtg & EGLE Coord.	\$1,400.00	\$1,400.00	\$0.00	\$0.00
455 SESC Permitting	\$6,800.00	\$6,789.00	\$0.00	\$11.00
500 Final Design & Bid Package	\$7,500.00	\$7,500.00	\$0.00	\$0.00
540 Bidding & Contracting Assistance	\$2,600.00	\$0.00	\$815.00	\$1,785.00
700 Construction Admin (Part Time) and Staking	\$5,400.00	\$0.00	\$0.00	\$5,400.00
950 Reimbursables	\$1,125.00	\$925.00	\$200.00	\$0.00
Berrien County - SESC Pond Plan Review Fee				
Totals:	\$32,125.00	\$23,914.00	\$1,015.00	\$7,196.00

101-265-946.3

**Invoice Amount**

**\$1,015.00**

*All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.*

*If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.*

Please remit to **Abonmarche Consultants, Inc.**  
**PO Box 1088**  
**Benton Harbor, MI 49023**

Benton Harbor, MI 269.927.2295 South Bend, IN 574.232.8700 Portage, MI 269.447.1088 Lafayette, IN 765.234.0099 Valparaiso, IN 219.850.4624 Grand Haven, MI 616.847.4070 Fort Wayne, IN 260.218.2500 Hobart, IN 219.947.2568 Goshen, IN 574.533.9913





✓ Darwin Watson  
3/29/2022

Engineering • Architecture • Land Surveying

**CITY OF NEW BUFFALO**

Attn: Darwin Watson  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

**INVOICE**

No. 139634  
03/23/2022

**21-1638 Whittaker Shoreline**

Project Manager: Michael C Morphey

Engineering Services through 2/28/2022

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
250 Topographic Survey	\$4,700.00	\$2,838.00	\$1,862.00	\$0.00
255 Boundary Evaluation	\$2,800.00	\$69.00	\$1,000.00	\$1,731.00
400 Preliminary Engineering	\$17,500.00	\$13,014.50	\$2,498.25	\$1,987.25
450 Pre-Application Meeting	\$1,500.00	\$1,500.00	\$0.00	\$0.00
451 Joint Permit Application	\$4,000.00	\$1,500.00	\$1,392.50	\$1,107.50
452 Permit Processing	\$3,000.00	\$102.00	\$0.00	\$2,898.00
950 Reimbursables	\$306.00	\$306.00	\$0.00	\$0.00
960 Bathymetric Survey	\$5,800.00	\$4,369.25	\$0.00	\$1,430.75
961 Soil Borings/Geotechnical	\$8,600.00	\$8,600.00	\$0.00	\$0.00
Totals:	\$48,206.00	\$32,298.75	\$6,752.75	\$9,154.50

101-265-946.3

Invoice Amount

**\$6,752.75**

*All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.*

*If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.*

Please remit to **Abonmarche Consultants, Inc.**  
**PO Box 1088**  
**Benton Harbor, MI 49023**

Benton Harbor, MI 269.927.2295 South Bend, IN 574.232.8700 Portage, MI 269.447.1088 Lafayette, IN 765.234.0099 Valparaiso, IN 219.850.4624 Grand Haven, MI 616.847.4070 Fort Wayne, IN 260.218.2500 Hobart, IN 219.947.2568 Goshen, IN 574.533.9913



Engineering • Architecture • Land Surveying

**CITY OF NEW BUFFALO**

Attn: Darwin Watson  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

**INVOICE**

No. 139635

03/23/2022

**21-2238 NB Maintenance Dredge**

Project Manager: Michael C Morphey

Engineering Services through 2/28/2022

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
100 Initiation Meeting	\$700.00	\$0.00	\$0.00	\$700.00
105 Historical Data Collect/review	\$300.00	\$0.00	\$300.00	\$0.00
400 Prelim Eng Permitting	\$10,800.00	\$4,722.50	\$6,077.50	\$0.00
500 Initial Dredge Bid Docs	\$9,700.00	\$0.00	\$0.00	\$9,700.00
540 Initial Dredge Bid/Award	\$1,900.00	\$0.00	\$0.00	\$1,900.00
600 Initial Dredge Construction Admin	\$9,600.00	\$0.00	\$0.00	\$9,600.00
961 Pre-Design Bathymetry Survey	\$5,200.00	\$5,175.00	\$0.00	\$25.00
962 Sed Sample & Analysis	\$8,900.00	\$5,125.00	\$3,596.25	\$178.75
963 Post-Dredge Bathymetry Survey	\$5,200.00	\$0.00	\$0.00	\$5,200.00
Totals:	\$52,300.00	\$15,022.50	\$9,973.75	\$27,303.75

**Invoice Amount**

**\$9,973.75**

*All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.*

*If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.*

Please remit to **Abonmarche Consultants, Inc.**

**PO Box 1088**

**Benton Harbor, MI 49023**

Benton Harbor, MI 269.927.2295 South Bend, IN 574.232.8700 Portage, MI 269.447.1088 Lafayette, IN 765.234.0099 Valparaiso, IN 219.850.4624 Grand Haven, MI 616.847.4070 Fort Wayne, IN 260.218.2500 Hobart, IN 219.947.2568 Goshen, IN 574.533.9913





THE CURCIO LAW FIRM

16905 Birchview Drive  
Nunica, Michigan 49448

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

7-00001-NB - General

*De Watson*  
*4/1/2022*

## INVOICE

Invoice # 447  
Date: 04/01/2022  
Due Upon Receipt

Invoice Number	Services Commencing	Services Through	Service Fee
447	3/1/22	3/32/22	\$3,551.58



*Watson*  
*3/31/2021*

From

**Houseal Lavigne Associates**

188 W. Randolph Street Suite 200  
Chicago, IL 60601

(312) 372-1008  
www.hiplanning.com

Invoice ID **5510**  
Issue Date **03/30/2022**  
Due Date **04/29/2022 (Net 30)**  
Subject **Professional Consulting Services: Zoning Ordinance Update**

Invoice For

**New Buffalo, City of**

224 W Buffalo St.  
New Buffalo, MI 49117

Item Type	Description	Quantity	Unit Price	Amount
Professional Services	[21-503] New Buffalo Zoning Ordinance Update: Jackie Wells (02/01/2022 - 02/28/2022)	5.00	\$145.00	<b>\$725.00</b>
Professional Services	[21-503] New Buffalo Zoning Ordinance Update: John Houseal (02/01/2022 - 02/28/2022)	0.50	\$250.00	<b>\$125.00</b>
Professional Services	[21-503] New Buffalo Zoning Ordinance Update: Ruben Shell (02/01/2022 - 02/28/2022)	26.50	\$105.00	<b>\$2,782.50</b>
Professional Services	[21-503] New Buffalo Zoning Ordinance Update: Sujun Shrestha (02/01/2022 - 02/28/2022)	11.25	\$110.00	<b>\$1,237.50</b>

**Amount Due**

**\$4,870.00**

*101-702-801.2*

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 1/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 172 EXECUTIVE							
101-172-716.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	1,267.15	42531
101-172-850.200	02/24/22	VERIZON WIRELESS	VERIZON/02/24/22-03/23/22	9902516078	04/12/22	41.06	42540
101-172-861.000	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	66.25	42558
101-172-910.200	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	361.61	42558
Total For Dept 172 EXECUTIVE						1,736.07	
Dept 215 CLERK							
101-215-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	1,509.98	42531
101-215-910.200	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	95.50	42558
Total For Dept 215 CLERK						1,605.48	
Dept 247 BOARD OF REVIEW							
101-247-801.200	03/21/22	JACK KENNEDY	BOARD OF REVIEW/03/08/22-03/21/22-0	03/24/22	04/12/22	300.00	42576
101-247-801.200	03/24/22	THUN VANESSA	BOARD OF REVIEW/03/24/22-03/21/22-0	03/24/22	04/12/22	300.00	42613
101-247-801.200	03/24/22	WESTERGREN, JULIE	BOARD OF REVIEW/03/08/22-03/21/22-0	03/24/22	04/12/22	300.00	42621
101-247-801.200	03/10/22	LAPORTE CO HERALD DISPATCH	BOARD OF REVIEW NOTICE/03/2022	70019196-3/2022	04/12/22	196.58	
Total For Dept 247 BOARD OF REVIEW						1,096.58	
Dept 253 TREASURER							
101-253-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	1,320.70	42531
101-253-756.000	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	60.96	42558
101-253-759.200	03/18/22	VYSKOCIL, KATHRYN	MILEAGE/TREASURER/TAX SETTLEMENT	03/28/22	04/12/22	33.04	
101-253-853.000	04/01/22	VYSKOCIL, KATHRYN	PHONE STIPEND/VYSKOCIL/04/01/22	04/01/22	04/12/22	50.00	42618
Total For Dept 253 TREASURER						1,464.70	
Dept 257 ASSESSOR							
101-257-801.200	03/22/22	SITTIG ASSESSMENT SERVICES LLC	ASSESSMENT SERVICES--MARCH 2022	040122	04/12/22	2,206.66	42607
Total For Dept 257 ASSESSOR						2,206.66	
Dept 262 ELECTIONS							
101-262-756.000	03/15/22	ELECTION SOURCE	PRECINCT TRANSFER BAGS/ELECTIONS	22-886	04/12/22	25.58	42559
101-262-900.000	02/24/22	PRINTING SYSTEMS	ELECTION FORMS & SUPPLIES	222557	04/12/22	409.23	42598
Total For Dept 262 ELECTIONS						434.81	
Dept 265 GENERAL GOVERNMENT							
101-265-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	2,334.35	42531
101-265-752.200	03/01/22	STAPLES	OFFICE SUPPLIES/STREET/GEN GOV	6035517820074317	04/12/22	299.35	42610
101-265-759.200	03/13/22	GRIFFIN, NANCY	MILEAGE REIMBURSEMENT/CLERK INSTITUT	03/13/22	04/12/22	240.80	42566
101-265-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/03/01/22-03/31/22	591	04/12/22	2.86	42588
101-265-801.200	03/29/22	PYROTECNICO FIREWORKS INC	FIREWORKS 2022	032922	04/12/22	15,000.00	42537
101-265-801.200	04/11/22	A CLEAN GETAWAY CLEANING LLC	CLEANING & DISINFECTIONS	5571	04/12/22	1,230.00	42541
101-265-801.300	02/28/22	INTEGRA CERT. DOCUMENT DESTRU	DOCUMENT SHREDDING/GEN GOV	0028719474	04/12/22	41.33	42574
101-265-831.000	03/29/22	STRATEGIC LEADERSHIP COUNCIL	2022 INVESTOR COMMITMENT	031622	04/12/22	250.00	42612
101-265-854.200	02/24/22	VERIZON WIRELESS	VERIZON/02/24/22-03/23/22	9902516078	04/12/22	150.67	42540
101-265-924.200	01/31/22	CITY OF NEW BUFFALO	CITY WATER BILLS/01/31/22-03/31/22	04/07/22	04/12/22	205.00	
101-265-930.300	12/29/21	ALL PHASE ELECTRIC SUPPLY CO	BULB REPLACEMENT/PARKING LOT/GEN GO	461010178527	04/12/22	614.04	42544
101-265-930.300	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/CITY HALL/03/09/2	0309229505	04/12/22	155.35	42555
101-265-930.300	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/TOILET TISSUE CAS	03/09/22	04/12/22	132.00	42555
101-265-930.300	03/02/22	NEW BUFFALO HARDWARE	GREASE/GEN GOV	A232018	04/12/22	4.29	42589
101-265-930.300	03/01/22	NEW BUFFALO HARDWARE	CONNECTORS/GEN GOV	A231892	04/12/22	24.98	42589
101-265-930.300	03/02/22	NEW BUFFALO HARDWARE	CLEAT SOCKET/GEN GOV	A232028	04/12/22	5.49	42589
101-265-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/CITY HALL/03/23/2	0323229505	04/12/22	155.35	42555
101-265-930.300	03/30/22	DOMESTIC UNIFORM RENTALS	6 CASES TWIN TISSUE/CITY HALL/6-16	6-16-21	04/12/22	198.00	42556

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 2/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 265 GENERAL GOVERNMENT							
101-265-930.300	03/30/22	DOMESTIC UNIFORM RENTALS	4 CASES JUMBO TISSUE/4 CASES TWIN T	11- 7-21	04/12/22	345.85	42556
101-265-933.000	03/18/22	J. P. GILLEN & ASSOCIATES/EDGE	SYSTEM MAINTENANCE/GEN GOV	1475	04/12/22	3,000.00	42575
101-265-940.900	03/24/22	PITNEY BOWES INC	EQUIPMENT SERVICE AGREEMENT POSTAGE	1020257865	04/12/22	46.02	42536
101-265-940.900	03/12/22	PITNEY BOWES INC	POSTAGE MACHINE RENTAL/GEN GOV/04/0	1020283979	04/12/22	180.00	42536
101-265-940.900	03/15/22	PITNEY BOWES INC	TAPE STRIPS/GEN GOV	1020315108	04/12/22	146.47	42536
101-265-946.300	03/29/22	ABONMARCHE CONSULTANTS INC	SEDIMENT CONTROL FEASIBILITY STUDY	139633	04/12/22	1,015.00	42542
101-265-946.300	03/29/22	ABONMARCHE CONSULTANTS INC	SHORELINE PROTECTION--SURVEYS & ENG	139634	04/12/22	6,752.75	42542
Total For Dept 265 GENERAL GOVERNMENT						32,529.95	
Dept 266 ATTORNEY							
101-266-826.300	03/30/22	CHARLES NICHOLAS CURCIO	LEGAL SERVICES MARCH 2022	447	04/12/22	3,551.58	42553
Total For Dept 266 ATTORNEY						3,551.58	
Dept 301 POLICE							
101-301-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE--PPO 1000 PLAN APR	032122	04/12/22	1,756.48	42530
101-301-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	9,959.81	42531
101-301-725.000	03/22/22	PSYCHOLOGY SERVICES	MEDICAL EXPENSE/POLICE	3001	04/12/22	400.00	
101-301-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/03/01/22-03/31/22	591	04/12/22	1,409.72	42588
101-301-768.000	03/21/22	STAR UNIFORMS	UNIFORMS/POLICE	172922	04/12/22	276.00	
101-301-801.200	04/06/22	MICHIGAN STATE POLICE	LIVE SCAN/POLICE	551-599406	04/12/22	86.50	42585
101-301-850.200	04/01/22	TILLERY, RUSSELL	PHONE STIPEND/TILLERY/04/01/22	04/01/22	04/12/22	50.00	42614
101-301-850.200	03/06/22	FIRSTNET	NEW PHONE SERVICE/POLICE	287313439546X031	04/12/22	11.71	42538
101-301-850.200	02/24/22	VERIZON WIRELESS	VERIZON/02/24/22-03/23/22	9902516078	04/12/22	288.28	42540
101-301-910.200	03/16/22	SCHOOLS EDUCATORS POLICE	POLICE EDUCATION CLASS/TILLERY/POLI	03162022	04/12/22	375.00	42605
101-301-910.200	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	67.38	42558
101-301-924.200	01/31/22	CITY OF NEW BUFFALO	CITY WATER BILLS/01/31/22-03/31/22	04/07/22	04/12/22	176.96	
101-301-930.300	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE/03/09/22	0309229705	04/12/22	105.00	42555
101-301-930.300	03/22/22	D&D MECHANICAL	AC UNIT REPLACEMENT & INSTALL--POLI	032222	04/12/22	3,650.00	42534
101-301-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE/03/23/22	0323229705	04/12/22	105.00	42555
101-301-931.800	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	60.93	42558
101-301-932.900	03/09/22	ART-FX SIGN CO	EXPLORER TAILGATE GRAPHICS/POLICE	2468	04/12/22	900.00	42547
101-301-932.900	03/17/22	THREE OAKS FORD	VEHICLE REPAIR/POLICE	699947	04/12/22	372.65	
101-301-932.900	03/31/22	RIDGE AUTO PARTS	WIPERS/POLICE	449759	04/12/22	36.50	42601
101-301-932.900	03/22/22	RIDGE AUTO PARTS	OIL FILTERS AND OIL/POLICE	449352	04/12/22	55.81	42601
101-301-932.900	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	340.49	42558
101-301-932.900	04/29/22	RIDGE AUTO PARTS	AUTO FILTERS/POLICE	449685	04/12/22	173.82	42602
101-301-940.900	03/17/22	PARRETT COMPANY	COPIER RENTAL/POLICE	63717	04/12/22	128.64	42594
101-301-979.000	03/18/22	AXON ENTERPRISE, INC.	HOLSTER AND EQUIPMENT/POLICE	INUS060368	04/12/22	390.51	42549
101-301-983.000	04/07/22	ENTERPRISE FM TRUST	VEHICLE LEASES APRIL 2022	2696	04/12/22	558.97	42560
Total For Dept 301 POLICE						21,736.16	
Dept 336 FIRE							
101-336-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/03/01/22-03/31/22	591	04/12/22	123.61	42588
101-336-801.200	04/01/22	NEW BUFFALO TOWNSHIP	CONTRACTED FIRE SERVICE/04/01/22-04	04/01/22	04/12/22	5,000.00	
101-336-850.200	04/01/22	HUSTON, CHRISTOPHER	PHONE STIPEND/HUSTON/04/01/22	04/01/22	04/12/22	50.00	42571
101-336-924.200	01/31/22	CITY OF NEW BUFFALO	CITY WATER BILLS/01/31/22-03/31/22	04/07/22	04/12/22	320.53	
101-336-931.800	03/28/22	RIDGE AUTO PARTS	PARTS WASHER SOLVENT AND DRUMS/FIRE	449570	04/12/22	168.73	42601
101-336-931.800	04/08/22	WEST SHORE SERVICES INC	ANNUAL INSPECTION WARNING SIREN/FI	29337	04/12/22	425.00	42620
Total For Dept 336 FIRE						6,087.87	
Dept 371 INSPECTION SERVICES							
101-371-716.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	819.00	42531
101-371-751.000	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/03/01/22-03/31/22	591	04/12/22	2.85	42588

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 3/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 371 INSPECTION SERVICES							
101-371-820.000	02/01/22	SAFEBUILT LLC	SAFEBUILT/02/01/22-02/02/28/22	0084106-IN	04/12/22	2,462.33	42604
101-371-820.100	02/01/22	SAFEBUILT LLC	SAFEBUILT/02/01/22-02/02/28/22	0084106-IN	04/12/22	1,242.00	42604
101-371-820.200	02/01/22	SAFEBUILT LLC	SAFEBUILT/02/01/22-02/02/28/22	0084106-IN	04/12/22	139.50	42604
101-371-820.300	02/01/22	SAFEBUILT LLC	SAFEBUILT/02/01/22-02/02/28/22	0084106-IN	04/12/22	243.00	42604
101-371-820.400	02/01/22	SAFEBUILT LLC	SAFEBUILT/02/01/22-02/02/28/22	0084106-IN	04/12/22	4,612.50	42604
101-371-854.200	03/16/22	CDW GOVERNMENT	ADVANCED AUTHENTICCATION SOFTWARE F	T556235	04/12/22	640.00	42552
101-371-934.000	03/17/22	RIDGE AUTO PARTS	VEHICLE MAINTENANCE	449187	04/12/22	33.43	42601
101-371-983.000	04/07/22	ENTERPRISE FM TRUST	VEHICLE LEASES APRIL 2022	2696	04/12/22	437.06	42560
Total For Dept 371 INSPECTION SERVICES						10,631.67	
Dept 446 STREET OPERATING							
101-446-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	6,139.53	42531
101-446-752.200	03/01/22	STAPLES	OFFICE SUPPLIES/STREET/GEN GOV	6035517820074317	04/12/22	121.58	42610
101-446-756.000	03/17/22	EXIT 4 STORAGE	LP GAS REFILLS/STREET	47362	04/12/22	100.47	42562
101-446-756.000	03/09/22	SEIFERT'S FARM SUPPLY	OPERATING SUPPLIES/STREET	219263	04/12/22	218.00	42606
101-446-756.000	03/17/22	SEIFERT'S FARM SUPPLY	CONCRETE SEALER/STREET	219318	04/12/22	56.00	42606
101-446-756.000	03/23/22	USA BLUEBOOK	LAB AND OPERATING SUPPLIES/WATER/PA	921084	04/12/22	219.80	42616
101-446-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/03/01/22-03/31/22	591	04/12/22	127.14	42588
101-446-768.000	03/27/22	SCHULTZ, FRED	CLOTHING ALLOWANCE/STREET/SCHULTZ	03/27/22	04/12/22	69.93	
101-446-770.200	03/10/22	MENARDS	CEMENT MIXER/CONCRETE MIX/STREET	94772	04/12/22	455.70	42584
101-446-770.200	03/14/22	NEW BUFFALO HARDWARE	SMALL TOOLS/STREET	B89782	04/12/22	15.00	42589
101-446-770.200	03/09/22	NEW BUFFALO HARDWARE	PAINT/STREET	A232817	04/12/22	118.45	42589
101-446-770.200	03/22/22	LINDE GAS & EQUIPMENT INC	CYLINDER RENTAL/STREET	69590040	04/12/22	93.78	42581
101-446-770.200	03/29/22	SNAP-ON TOOLS	ETHOS EDGE LOY SCANBAY/STREET	032922139099	04/12/22	549.00	
101-446-770.200	03/24/22	RIDGE AUTO PARTS	FLEXZILLA AIR GUN/STREET	449466	04/12/22	60.49	42601
101-446-770.200	03/21/22	NEW BUFFALO HARDWARE	RATCH TIE DOWN/STREET	A234111	04/12/22	16.99	42590
101-446-770.200	03/24/22	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	A234574	04/12/22	36.97	42590
101-446-770.200	04/08/22	SNAP-ON TOOLS	BATTERY STICK/STOMGER 120 VAC/STREE	040522139383	04/12/22	1,159.00	42609
101-446-770.200	03/04/22	ALL PHASE ELECTRIC SUPPLY CO	EQUIPMENT/STREET	46101021197	04/12/22	82.74	42544
101-446-770.200	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	507.20	42558
101-446-801.200	03/17/22	NEW BUFFALO MEDICAL CENTER PC	DOT PHYSICAL/STREET/4/17/22	03/17/22	04/12/22	120.00	42591
101-446-801.200	05/01/22	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE/5/1/22-5/31/22	2615MAY	04/12/22	116.00	42580
101-446-850.200	04/01/22	BOLTON, JOSHUA	PHONE STIPEND/BOLTON/04/01/22	04/01/22	04/12/22	50.00	42551
101-446-850.200	02/24/22	VERIZON WIRELESS	VERIZON/02/24/22-03/23/22	9902516078	04/12/22	40.01	42540
101-446-924.200	03/22/22	COMCAST	COMCAST STREETS DEPT	032222	04/12/22	224.18	42532
101-446-924.200	03/01/22	INDIANA MICHIGAN POWER	ELECTRIC/STREETS/3/22/CONSOLIDATED	04706607555/3/22	04/12/22	640.31	42535
101-446-924.200	01/31/22	CITY OF NEW BUFFALO	CITY WATER BILLS/01/31/22-03/31/22	04/07/22	04/12/22	704.30	
101-446-930.300	03/09/22	DOMESTIC UNIFORM RENTALS	BULIDING SUPPLIES/STREET/03/09/22	0309220105	04/12/22	72.70	42555
101-446-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/STREET/03/23/22	0323220105	04/12/22	72.70	42555
101-446-930.300	03/28/22	NEW BUFFALO HARDWARE	BRACKETS/STREET	A235033	04/12/22	64.95	42590
101-446-930.300	03/28/22	NEW BUFFALO HARDWARE	HILLMAN/STREET	A235039	04/12/22	8.75	42590
101-446-930.300	03/28/22	NEW BUFFALO HARDWARE	HILLMAN/STREET	B90342	04/12/22	10.00	42590
101-446-930.300	03/24/22	NEW BUFFALO HARDWARE	GAS CONNCETOR/STREET	A234533	04/12/22	44.98	42590
101-446-930.300	03/25/22	NEW BUFFALO HARDWARE	BRACKETS/STREET	A234668	04/12/22	63.74	42590
101-446-930.400	03/08/22	NEW BUFFALO HARDWARE	CONCRETE MIX/STREET	A232646	04/12/22	21.96	42589
101-446-930.400	03/08/22	NEW BUFFALO HARDWARE	CONCRETE MIX/STREET	A232667	04/12/22	21.96	42589
101-446-930.400	03/10/22	NEW BUFFALO HARDWARE	CONCRETE MIX/STREET	A232914	04/12/22	49.41	42589
101-446-931.800	03/16/22	DUNELAND CUSTOM REPAIR CENTER	WOOD CHIPPER/REPAIR/STREET	417	04/12/22	299.22	42557
101-446-931.800	03/11/22	RIDGE AUTO PARTS	AIR FILTER/STREET	448967	04/12/22	66.00	42601
101-446-931.800	03/18/22	NEW BUFFALO HARDWARE	LEAF VAC REPAIR/STREET	B89951	04/12/22	21.84	42589
101-446-931.800	03/21/22	FRONTIER LAWN & REC INC	LEAF VAC MAINTENANCE/STREET	101446931.8	04/12/22	126.61	
101-446-931.800	03/28/22	RIDGE AUTO PARTS	PARTS WASHER SOLVENT AND DRUMS/FIRE	449570	04/12/22	168.72	42601
101-446-931.800	03/24/22	RIDGE AUTO PARTS	RUGLYDE/STREET	449492	04/12/22	15.27	42601

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 4/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 446 STREET OPERATING							
101-446-931.800	03/24/22	RIDGE AUTO PARTS	AIR FILTERS/STREET	449467	04/12/22	344.15	42601
101-446-931.800	03/28/22	RIDGE AUTO PARTS	BATTERY/STREET/TOOLCAT	449576	04/12/22	149.83	42601
101-446-931.800	03/30/22	HULL LIFT TRUCK	BEARING FLANGE/STREET	PSI-0287271	04/12/22	192.73	42570
101-446-931.800	03/29/22	HULL LIFT TRUCK	VEHICLE REPAIR PARTS/STREET	PSI-287166	04/12/22	649.58	42570
101-446-931.800	03/28/22	NEW BUFFALO HARDWARE	FOAM TAPE/STREET	A235005	04/12/22	3.79	42590
101-446-983.000	04/07/22	ENTERPRISE FM TRUST	VEHICLE LEASES APRIL 2022	2696	04/12/22	1,158.55	42560
Total For Dept 446 STREET OPERATING						15,670.01	
Dept 448 STREET LIGHTING							
101-448-926.000	03/01/22	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING/3/22/CONSO	04459418614-3/22	04/12/22	131.90	42535
101-448-926.000	03/01/22	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING/03/01/22-0	04023785704-3/22	04/12/22	1,878.09	42573
Total For Dept 448 STREET LIGHTING						2,009.99	
Dept 528 SOLID WASTE COLLECTION							
101-528-801.200	05/01/22	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE/5/1/22-5/31/22	2615MAY	04/12/22	188.00	42580
101-528-801.200	05/01/22	LAKESHORE RECYCLING & DISPOSAL	WEEKLY CURBSIDE GARBAGE PICKUP/05/0	2616MAY	04/12/22	21,120.28	42580
Total For Dept 528 SOLID WASTE COLLECTION						21,308.28	
Dept 651 AMBULANCE SERVICE							
101-651-801.200	03/01/22	MEDIC 1	AMBULANCE SERVICE/03/01/22-03/31/22	03/01/22	04/12/22	9,654.75	42583
Total For Dept 651 AMBULANCE SERVICE						9,654.75	
Dept 701 PLANNING COMMISSION							
101-701-801.200	03/31/22	BILLINGSLEA, PAUL	PLANNING COMMISSION MEETING/02/01/2	03/31/22	04/12/22	50.00	42550
101-701-801.200	03/31/22	JENNIFER PARELLO	ZONING BOARD MEETINGS/01/20/22/03/2	03/31/22	04/12/22	27.00	42577
101-701-801.200	03/31/22	JOSEPH, MARK	PLANNING COMMISSION MEETING/02/01/2	03/31/22-2	04/12/22	27.00	42579
101-701-801.200	03/31/22	MCCOLLUM, WILLIAM	PLANNING COMMISSION MEETING/02/01/2	03/31/22	04/12/22	27.00	42582
101-701-801.200	03/31/22	RAU, ROXANNE	PLANNING COMMISSION MEETING/02/01/2	03/31/22	04/12/22	27.00	42599
101-701-801.200	03/31/22	WAYNE BORG	ZONING BOARD MEETINGS/01/20/22/03/2	03/31/22	04/12/22	54.00	42619
Total For Dept 701 PLANNING COMMISSION						212.00	
Dept 702 ZONING							
101-702-801.200	03/30/22	HOUSEAL LAVIGNE ASSOCIATES	ZONING ORDINANCE UPDATE	5510	04/12/22	4,870.00	42569
101-702-801.200	03/31/22	GABRYSZEWSKI, MARK	ZONING BOARD MEETINGS/01/20/22/03/2	03/31/22	04/12/22	54.00	42565
101-702-801.200	03/31/22	JENNIFER PARELLO	ZONING BOARD MEETINGS/01/20/22/03/2	03/31/22	04/12/22	27.00	42577
101-702-801.200	03/31/22	JOSEPH, MARK	ZONING BOARD MEETING/03/24/22	03/31/22	04/12/22	27.00	42579
101-702-801.200	03/31/22	POKUTA, ARLENE	ZONING BOARD MEETINGS/1/20/22/03/24	03/31/22	04/12/22	54.00	42596
101-702-801.200	03/31/22	RICHARD W COOPER JR.	ZONING BOARD MEETING/03/24/22	03/31/22	04/12/22	27.00	42600
101-702-801.200	03/31/22	SMITH, THOMAS	ZONING BOARD MEETINGS/01/20/22/03/2	03/31/22	04/12/22	100.00	42608
Total For Dept 702 ZONING						5,159.00	
Total For Fund 101 GENERAL FUND						137,095.56	
Fund 105 PNBALRSB							
Dept 670							
105-670-970.000	03/22/22	ABONMARCHE CONSULTANTS INC	DUNEWALK BIDDING & NEGOTIATION	139595	04/12/22	1,124.75	42542
Total For Dept 670						1,124.75	
Total For Fund 105 PNBALRSB						1,124.75	
Fund 202 MAJOR STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/M/L/03/01/22-03/31/22	591-2	04/12/22	932.15	5218
202-463-801.200	12/24/21	ART & IMAGE	STREET SIGNS/ML	3434.2	03/12/22	309.96	5215

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 5/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-931.800	03/23/22	MICHAEL TODD & COMPANY INC	HYDRAULIC SPINNER MOTER MAINTENANCE	204944	04/12/22	638.17	5217
			Total For Dept 463 ROUTINE MAINTENANCE			1,880.28	
Dept 474 TRAFFIC SERVICES							
202-474-801.200	03/10/22	CSX PROPERTY SERVICES	CSX ANNUAL FEE FOR CROSSING SIGNAL	8422280	04/12/22	2,257.00	5216
202-474-801.200	04/01/22	NRPC-AMTRAK	CPI ESCALATION/PIPE AND WIRE/AMTRAC	084652	04/12/22	1,947.27	5219
			Total For Dept 474 TRAFFIC SERVICES			4,204.27	
			Total For Fund 202 MAJOR STREET FUND			6,084.55	
Fund 203 LOCAL STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
203-463-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/M/L/03/01/22-03/31/22	591-2	04/12/22	186.42	5218
			Total For Dept 463 ROUTINE MAINTENANCE			186.42	
			Total For Fund 203 LOCAL STREET FUND			186.42	
Fund 208 PARK FUND							
Dept 751 PARKS							
208-751-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	751.02	42531
208-751-752.200	03/17/22	MENARDS	OFFICE SUPPLIES/PARKS	95223	04/12/22	47.19	42584
208-751-756.000	03/16/22	NEW BUFFALO HARDWARE	BROOMS/PARKS	B89843	04/12/22	19.57	42589
208-751-756.000	03/24/22	NEW BUFFALO HARDWARE	FUEL CAN SPOUT/PARKS	A234581	04/12/22	17.98	42590
208-751-756.000	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	221.36	42558
208-751-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/03/01/22-03/31/22	591	04/12/22	532.18	42588
208-751-770.200	03/17/22	FRONTIER LAWN & REC INC	BACK PACK BLOWERS FOR PARKS	297866	04/12/22	1,235.86	42564
208-751-770.200	03/24/22	MENARDS	TOTES/PARKS	95712	04/12/22	159.92	42584
208-751-770.200	04/01/22	HOSTETLER LAWN & LANDSC	NAIL DRAG FOR SKIN INFIELDS/PARK	11025	04/12/22	750.00	42568
208-751-770.200	03/25/22	NEW BUFFALO HARDWARE	DISCONNECT TONGS/PARKS	A234672	04/12/22	19.98	42590
208-751-770.200	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	480.76	42558
208-751-801.200	03/04/22	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/OSELKA/PARK/03/04/22-	28271	04/12/22	90.00	
208-751-801.200	03/04/22	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/DOG PARK/03/04/22-03/	28269	04/12/22	90.00	
208-751-801.200	05/01/22	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE/5/1/22-5/31/22	2615MAY	04/12/22	629.00	42580
208-751-801.200	03/31/22	OCCUSCREEN, LLC	NEW HIRE COMPREHENSIVE SCREENING PA	185775	04/12/22	70.00	42593
208-751-801.200	03/31/22	WORKING WELL	WORKING WELL DRUG SCREEN/PARKS	003785843-00	04/12/22	80.00	42622
208-751-801.200	04/14/22	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/PARK/03/18/22-04/14/2	28409	04/12/22	270.00	42597
208-751-850.200	04/01/22	D'AMICO KRISTEN	PHONE STIPEND/D'AMICO/04/01/22	04/01/22	04/12/22	50.00	42554
208-751-850.200	02/24/22	VERIZON WIRELESS	VERIZON/02/24/22-03/23/22	9902516078	04/12/22	202.21	42540
208-751-900.000	03/23/22	ART & IMAGE	EMPLOYEE PARKING HANGERS/PARK	3529	04/12/22	182.40	42546
208-751-900.000	04/04/22	ART & IMAGE	SIGNS/PARK	3541	04/12/22	705.00	42546
208-751-924.200	03/01/22	INDIANA MICHIGAN POWER	ELECTRIC/PARKS/03/22/CONSOLIDATED	04546766223-3/22	04/12/22	1,530.18	42535
208-751-924.200	01/31/22	CITY OF NEW BUFFALO	CITY WATER BILLS/01/31/22-03/31/22	04/07/22	04/12/22	670.45	
208-751-930.300	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSELKA/PARK/03/09	309220525	04/12/22	76.70	42555
208-751-930.300	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARK/03/09/	0309220505	04/12/22	69.18	42555
208-751-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARK/3/23/2	0323220505	04/12/22	69.18	42555
208-751-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSELKA/PARKS/03/2	0323220525	04/12/22	76.70	42555
208-751-930.300	03/29/22	MODEL COVERALL	GLOVES AND URINAL DEODERIZER/PARKS	S1019253	04/12/22	258.00	42587
208-751-930.300	03/31/22	NEW BUFFALO HARDWARE	CANE BOLT & GATE BOLT/PARK	A235468	04/12/22	51.94	42590
208-751-930.500	03/22/22	NEW BUFFALO HARDWARE	DROP CLOTHS/PARKS	A234275	04/12/22	19.98	42590
208-751-930.500	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	28.52	42558
208-751-931.700	03/25/22	TOTAL PARKING SOLUTIONS	RECEIPT PAPER/PARKS	105700	04/12/22	320.00	42615
208-751-931.800	03/17/22	NEW BUFFALO HARDWARE	POWER ADAPTER/PARKS	B89899	04/12/22	18.99	42589
208-751-931.800	03/28/22	RIDGE AUTO PARTS	PARTS WASHER SOLVENT AND DRUMS/FIRE	449570	04/12/22	168.72	42601



INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 6/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 208 PARK FUND							
Dept 751 PARKS							
208-751-931.800	04/06/22	FRONTIER LAWN & REC INC	BEACH TRACOR MAINTENANCE/BEACH	298405	04/12/22	221.18	42564
208-751-931.800	03/26/22	HULL LIFT TRUCK	BRUSH SEGMENT/PARK	PSI0286616	04/12/22	893.44	42570
208-751-932.900	03/14/22	RIDGE AUTO PARTS	STRAIGHT TUBING/PARKS	932641	04/12/22	43.10	42601
208-751-932.900	03/14/22	RIDGE AUTO PARTS	CLAMP/PARKS	449053	04/12/22	15.08	42601
208-751-932.900	03/15/22	RIDGE AUTO PARTS	ADAPTER/PARKS	449070	04/12/22	26.93	42601
208-751-979.300	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	250.00	42558
208-751-983.000	04/07/22	ENTERPRISE FM TRUST	VEHICLE LEASES APRIL 2022	2696	04/12/22	516.26	42560
Total For Dept 751 PARKS						11,928.96	
Total For Fund 208 PARK FUND						11,928.96	
Fund 225 DREDGE FUND							
Dept 597 HARBOR OPERATIONS							
225-597-801.200	03/29/22	ABONMARCHE CONSULTANTS INC	DREDGING--PERMITTING 7 ANALYSIS	139635	04/12/22	9,973.75	
Total For Dept 597 HARBOR OPERATIONS						9,973.75	
Total For Fund 225 DREDGE FUND						9,973.75	
Fund 590 SEWER FUND							
Dept 537 SEWER							
590-537-924.200	03/01/22	INDIANA MICHIGAN POWER	ELECTRIC/SEWER/03/22/CONSOLIDATED	04598645309-3/22	04/12/22	2,467.67	42535
Total For Dept 537 SEWER						2,467.67	
Total For Fund 590 SEWER FUND						2,467.67	
Fund 591 WATER FUND							
Dept 000							
591-000-033.000	03/16/22	NAPOLITANO, STEVEN	UB refund for account: 7000002236	03/16/2022	03/23/22	121.46	42528
Total For Dept 000						121.46	
Dept 536 WATER							
591-536-718.000	03/22/22	BLUE CROSS BLUE SHIELD OF MICH	BLUE CROSS PPO 500 PLAN APRIL 2022	032222	04/12/22	6,634.88	42531
591-536-754.000	03/29/22	ALEXANDER CHEMICAL CORP	BLANKET PO FOR TREATMENT CHEMICALS	52236	04/12/22	55.25	42543
591-536-756.000	03/17/22	ETNA SUPPLY COMPANY	OPERATING SUPPLIES/WATER	S104468561.001	04/12/22	186.00	42561
591-536-756.000	03/23/22	ETNA SUPPLY COMPANY	OPERATING SUPPLIES/WATER	S104446930.001	04/12/22	586.00	42561
591-536-756.100	02/28/22	ETNA SUPPLY COMPANY	WATER TAP SUPPLIES/WATER	S104390881.002	04/12/22	62.00	42561
591-536-756.100	03/15/22	FERGUSON WATER WORKS	WATER TAP SUPPLIES/WATER	0266459	04/12/22	1,249.00	42563
591-536-756.200	03/21/22	ETNA SUPPLY COMPANY	METER REPLACEMENT PARTS/WATER	S104474075.001	04/12/22	1,077.50	42561
591-536-756.200	03/23/22	NEW BUFFALO HARDWARE	METER REPLACEMENT PARTS/WATER	A234487	04/12/22	20.38	42590
591-536-756.300	03/15/22	STATE OF MICHIGAN DEQ	LAB TESTING/WATER	761-11002667	04/12/22	673.00	42611
591-536-756.400	03/25/22	IDEXX DISTRIBUTION CORP	BLANKET PO FOR LAB REAGENTS 2021-20	3103549049	04/12/22	1,149.93	42572
591-536-756.400	03/23/22	USA BLUEBOOK	LAB AND OPERATING SUPPLIES/WATER/PA	921084	04/12/22	199.49	42616
591-536-759.200	03/01/22	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE/03/01/22-03/31/22	591	04/12/22	437.74	42588
591-536-768.000	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	109.20	42558
591-536-770.200	03/06/22	NEW BUFFALO HARDWARE	DRILL BIT AND MINI HOOK/WATER	A232495	04/12/22	11.48	42589
591-536-801.200	05/01/22	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE/5/1/22-5/31/22	2615MAY	04/12/22	94.00	42580
591-536-801.600	03/02/22	VERSAW EARTHWORKS LLC	EXCAVATOR AND LABOR 121 S. FRANKLIN	1887	04/12/22	440.00	42617
591-536-850.200	04/01/22	ANDERSON, KENNETH	PHONE STIPEND/ANDERSON/04/01/22	04/01/22	04/12/22	50.00	42545
591-536-850.200	04/01/22	GRUENER, ROBERT	PHONE STIPEND/GRUENER/04/01/22	04/01/22	04/12/22	50.00	42567
591-536-850.200	04/01/22	JOHNSON, JEFFREY	PHONE STIPEND/JOHNSON/04/01/22	04/01/22	04/12/22	50.00	42578
591-536-850.200	04/01/22	AT&T	PHONE/WATER/03/01/22-03/30/22	04/01/22	04/12/22	474.61	42548
591-536-851.200	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	144.20	42558
591-536-861.000	03/15/22	GRUENER, ROBERT	RURAL WATER CONFERENCE/LODGING/FUEL	03/15/22	04/12/22	81.01	42567
591-536-910.200	03/15/22	GRUENER, ROBERT	RURAL WATER CONFERENCE/LODGING/FUEL	03/15/22	04/12/22	441.18	42567



INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 7/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 591 WATER FUND							
Dept 536 WATER							
591-536-910.200	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	310.00	42558
591-536-924.200	03/22/22	COMCAST	COMCAST WATER PLANT	032122	04/12/22	153.01	42533
591-536-924.200	03/01/22	INDIANA MICHIGAN POWER	ELECTRIC/WATER/03/22/CONSOLIDATED	04354696801-3/22	04/12/22	2,469.65	42535
591-536-930.000	04/12/22	MID CITY SUPPLY CO INC	PLANT REPAIR---PVC BUSHING /WATER	S4203195.002 B	03/15/22	41.89	42526
591-536-930.300	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER/03/09/22	0309220005	04/12/22	49.86	42555
591-536-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER/03/23/22	0323220005	04/12/22	49.86	42555
591-536-931.800	03/14/22	NEW BUFFALO HARDWARE	MAINTENANCE/WATER	A233302	04/12/22	109.96	42589
591-536-931.800	03/14/22	MENARDS	RISER/WATER	95031	04/12/22	3.58	42584
591-536-931.800	03/23/22	MID CITY SUPPLY CO INC	EQUIPMENT/WATER	S4210294.001	04/12/22	23.99	42586
591-536-931.800	03/28/22	RIDGE AUTO PARTS	PARTS WASHER SOLVENT AND DRUMS/FIRE	449570	04/12/22	168.72	42601
591-536-931.800	03/31/22	RIDGE AUTO PARTS	AIR FILTERS/STREET	449765	04/12/22	72.62	42601
591-536-931.800	03/30/22	MENARDS	EQUIPMENT/WATER	96082	04/12/22	20.57	42584
591-536-931.800	04/08/22	RUNKLE ELECTRIC	INSTALL FLORIDE PUMP AND METER/WATE	220405	04/12/22	250.00	42603
591-536-934.000	03/15/22	MID CITY SUPPLY CO INC	CHLORINE FEED LINE/WATER	S4208122.001	04/12/22	128.20	42586
591-536-934.000	03/14/22	MID CITY SUPPLY CO INC	CHLORINE FEED LINE TO INTAKE VALVE/I	S4203195.003	04/12/22	11.76	42586
591-536-946.200	03/31/22	NIES ENGINEERING	ENGINEERING TO UPDATE RELIABILITY S	20-549-00-6	04/12/22	3,832.50	42592
591-536-955.850	03/01/22	ELAN CORP. PAYMENT SYSTEMS	CREDIT CARD/03/2022	4715110301872797	04/12/22	15.89	42558
591-536-983.000	04/07/22	ENTERPRISE FM TRUST	VEHICLE LEASES APRIL 2022	2696	04/12/22	530.43	42560
Total For Dept 536 WATER						22,519.34	
Total For Fund 591 WATER FUND						22,640.80	
Fund 594 HARBOR OPERATIONS							
Dept 597 HARBOR OPERATIONS							
594-597-725.000	03/31/22	WORKING WELL	DRUG SCREENING /MARINA/BOAT LAUNCH/	00378543-00/3/31	04/12/22	160.00	5152
594-597-752.200	03/09/22	NEW BUFFALO HARDWARE	POWER STRIP/HARB	A232842	04/12/22	23.48	5150
594-597-752.200	03/28/22	NEW BUFFALO HARDWARE	COAT HOOK/BOAT LAUNCH/HARB	A235000	04/12/22	14.58	5150
594-597-756.000	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/03/09/2	0309220535	04/12/22	45.20	5149
594-597-756.000	03/09/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/HARB/3/09/	0309220515	04/12/22	74.47	5149
594-597-756.000	03/23/22	NEW BUFFALO HARDWARE	CLEANING SUPPLIES/HARB	A234391	04/12/22	39.97	5150
594-597-801.200	03/04/22	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/BOAT LAUNCH/HARB/03/0	28270	04/12/22	90.00	
594-597-900.000	04/04/22	ART & IMAGE	SIGNS/BOAT RAMP/HARB	3541-2	04/12/22	200.00	5148
594-597-900.000	04/04/22	ART & IMAGE	15 MIN PARKING SIGN/HARB	594597900	04/12/22	67.84	5148
594-597-924.200	04/08/22	COMCAST	COMCAST BOAT RAMP	040822	04/12/22	150.79	5146
594-597-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/HARB/03/23	0323220515	04/12/22	74.47	5149
594-597-930.300	03/23/22	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/HARB/03	0323220535	04/12/22	45.20	5149
594-597-930.300	03/30/22	DOMESTIC UNIFORM RENTALS	5 CASES JUMBO TISSUE/BOAT RAMP/HARB	5-12-21	04/12/22	344.85	5149
594-597-930.300	03/31/22	DOMESTIC UNIFORM RENTALS	3 CASES JUMBO TISSUE/MARINA/HARB	5-19-21	04/12/22	209.85	5149
594-597-930.300	04/06/22	ALL PHASE ELECTRIC SUPPLY CO	LED DOWN LIGHT KIT/HARB	46101022807	04/12/22	19.98	5147
594-597-931.700	03/15/22	TOTAL PARKING SOLUTIONS	PARKING PAY TERMINAL/BOAT RAMP/HARB	105685	04/12/22	960 00	5151
594-597-931.800	03/15/22	TOTAL PARKING SOLUTIONS	PARKING PAY TERMINAL/BOAT RAMP/HARB	105685	04/12/22	7,945 00	5151
Total For Dept 597 HARBOR OPERATIONS						10,465.68	
Total For Fund 594 HARBOR OPERATIONS						10,465.68	
Fund 703 CURRENT TAX FUND							
Dept 000							
703-000-230.100	03/17/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY GENERAL PLUS PE	031722	03/17/22	6,306.40	2300
703-000-230.100	03/17/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY SET PLUS PENALT	031722 SET	03/17/22	7,935.95	2300
703-000-230.100	03/17/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY 911	031722 CO 911	03/17/22	19,444.68	2300
703-000-230.100	03/22/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY LAW	031722 CO LAW	03/17/22	15,122.69	2300
703-000-230.100	03/22/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY SR CENTER	031722 CO SR CTR	03/17/22	12,963.81	2300
703-000-230.100	03/22/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY SR CENTER	031722 CO PARKS	03/17/22	4,319.72	2300

## Page: 8/11

Fund 703 CURRENT TAX FUND									
Dept	000								
703-000-230.100	03/22/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY DRAIN 298	031722	DRAIN 298	03/17/22	2,016.94	2300	
703-000-230.100	03/22/22	BERRIEN COUNTY TREASURER	SETTLEMENT: COUNTY DRAIN 835	031722	DRAIN 835	03/17/22	1,752.02	2300	
703-000-230.200	03/22/22	NEW BUFFALO AREA SCHOOLS	WINTER 2021: SCHOOL OPERATING TAXES	02222		03/22/22	299,404.64	2303	
703-000-230.200	03/22/22	NEW BUFFALO AREA SCHOOLS	SUMMER 2021: SCHOOL OPERATING TAXE	032222		03/22/22	11,151.63	2303	
703-000-230.300	03/22/22	LAKE MICHIGAN COLLEGE	LMC TAX COLLECTION FINAL DISBURSEM	032222		03/22/22	98,006.77	2302	
703-000-230.400	03/22/22	NEW BUFFALO LIBRARY JOINT BLDG	LIBRARY BOND : WINTER TAXES FINAL D	032222		03/22/22	14,707.25	2304	
703-000-230.400	03/22/22	NEW BUFFALO PUBLIC LIBRARY	LIBRARY: WINTER TAXES FINAL DISBURS	032222		03/22/22	14,222.87	2305	
703-000-230.500	03/22/22	BERRIEN RESA	RESA GEN & SPEC ED TAXES 2/8/22 TH	032222		03/22/22	102,430.42	2301	
Total For Dept 000							609,785.79		
Total For Fund 703 CURRENT TAX FUND							609,785.79		

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 9/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amountcheck #
Fund Totals:						
			Fund 101 GENERAL FUND			137,095.56
			Fund 105 PNBALRSB			1,124.75
			Fund 202 MAJOR STREET FUND			6,084.55
			Fund 203 LOCAL STREET FUND			186.42
			Fund 208 PARK FUND			11,928.96
			Fund 225 DREDGE FUND			9,973.75
			Fund 590 SEWER FUND			2,467.67
			Fund 591 WATER FUND			22,640.80
			Fund 594 HARBOR OPERATIONS			10,465.68
			Fund 703 CURRENT TAX FUND			609,785.79
Total For All Funds:						
						811,753.93
--- TOTALS BY GL DISTRIBUTION ---						
		101-172-716.000	HEALTH INSURANCE			1,267.15
		101-172-850.200	TELEPHONE			41.06
		101-172-861.000	TRAVEL/MILEAGE REIMB			66.25
		101-172-910.200	EDUCATION & TRAINING			361.61
		101-215-718.000	HEALTH INSURANCE			1,509.98
		101-215-910.200	EDUCATION & TRAINING			95.50
		101-247-801.200	PROFESSIONAL & CONTRACTUAL 3/8/22			1,096.58
		101-253-718.000	HEALTH INSURANCE			1,320.70
		101-253-756.000	OPERATING SUPPLIES			60.96
		101-253-759.200	GASOLINE			33.04
		101-253-853.000	PHONE BILLS & STIPENDS			50.00
		101-257-801.200				2,206.66
		101-262-756.000	OPERATING SUPPLIES			25.58
		101-262-900.000	PRINTING & PUBLISHING			409.23
		101-265-718.000	HEALTH INSURANCE			2,334.35
		101-265-752.200	OFFICE SUPPLIES			299.35
		101-265-759.200	GASOLINE			243.66
		101-265-801.200	PROFESSIONAL & CONTRACTUAL			16,230.00
		101-265-801.300	PROFESSIONAL & CONTRACTUAL			41.33
		101-265-831.000	MEMBERSHIPS & DUES			250.00
		101-265-854.200	SOFTWARE EXPENSE			150.67
		101-265-924.200	UTILITIES			205.00
		101-265-930.300	BUILDING REPAIR & MAINTENANCE			1,635.35
		101-265-933.000	TECH SUPPORT/MAINTENANCE			3,000.00
		101-265-940.900	EQUIPMENT RENTAL			372.49
		101-265-946.300	ENGINEERING			7,767.75
		101-266-826.300	COURT/ORDINANCE			3,551.58
		101-301-718.000	HEALTH INSURANCE			11,716.29
		101-301-725.000	DRUG TESTING/MEDICAL EXPENSE			400.00
		101-301-759.200	GASOLINE			1,409.72
		101-301-768.000	UNIFORMS			276.00
		101-301-801.200	PROFESSIONAL & CONTRACTUAL			86.50
		101-301-850.200	TELEPHONE			349.99
		101-301-910.200	EDUCATION & TRAINING			442.38
		101-301-924.200	UTILITIES			176.96
		101-301-930.300	AC UNIT-POLICE			3,860.00
		101-301-931.800	EQUIPMENT & MAINTENANCE			60.93
		101-301-932.900	VEHICLE REPAIR & MAINTENANCE			1,879.27
		101-301-940.900	EQUIPMENT RENTAL			128.64
		101-301-979.000	EQUIPMENT			390.51
		101-301-983.000	VEHICLE LEASES			558.97
		101-336-759.200	GASOLINE			123.61
		101-336-801.200	PROFESSIONAL & CONTRACTUAL			5,000.00
		101-336-850.200	MONTHLY STIPEND			50.00

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 10/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-336-924.200	UTILITIES			320.53	
		101-336-931.800	EQUIPMENT & MAINTENANCE			593.73	
		101-371-716.000	HEALTH INSURANCE			819.00	
		101-371-751.000	GAS & OIL			2.85	
		101-371-820.000	BUILDING INSPECTION FEE			2,462.33	
		101-371-820.100	MECHANICAL INSPEC FEE			1,242.00	
		101-371-820.200	ELECTRICAL INSPECTION FEE			139.50	
		101-371-820.300	PLUMBING INSPECTOR			243.00	
		101-371-820.400	RENTAL INSPECTIONS			4,612.50	
		101-371-854.200	SOFTWARE EXPENSE			640.00	
		101-371-934.000	OTHER REPAIRS & MAINT			33.43	
		101-371-983.000	VEHICLE LEASES			437.06	
		101-446-718.000	HEALTH INSURANCE			6,139.53	
		101-446-752.200	OFFICE SUPPLIES			121.58	
		101-446-756.000	OPERATING SUPPLIES			594.27	
		101-446-759.200	GASOLINE			127.14	
		101-446-768.000	UNIFORMS			69.93	
		101-446-770.200	EQUIPMENT/SMALL TOOLS			3,095.32	
		101-446-801.200	PROFESSIONAL & CONTRACTUAL			236.00	
		101-446-850.200	TELEPHONE			90.01	
		101-446-924.200	UTILITIES			1,568.79	
		101-446-930.300	BUILDING REPAIR & MAINTENANCE			337.82	
		101-446-930.400	GROUNDS REPAIR & MAINTENANCE			93.33	
		101-446-931.800	EQUIPMENT & MAINTENANCE			2,037.74	
		101-446-983.000	VEHICLE LEASES			1,158.55	
		101-448-926.000	STREET LIGHTING			2,009.99	
		101-528-801.200	PROFESSIONAL & CONTRACTUAL			21,308.28	
		101-651-801.200				9,654.75	
		101-701-801.200	PROFESSIONAL & CONTRACTUAL 02/01/22			212.00	
		101-702-801.200	PROFESSIONAL & CONTRACTUAL 01/20/22			5,159.00	
		105-670-970.000	CAPITAL IMPROVEMENTS			1,124.75	
		202-463-759.200	GASOLINE			932.15	
		202-463-801.200	PROFESSIONAL & CONTRACTUAL			309.96	
		202-463-931.800	EQUIPMENT & MAINTENANCE			638.17	
		202-474-801.200	PROFESSIONAL & CONTRACTUAL			4,204.27	
		203-463-759.200	GASOLINE			186.42	
		208-751-718.000	HEALTH INSURANCE			751.02	
		208-751-752.200	OFFICE SUPPLIES			47.19	
		208-751-756.000	OPERATING SUPPLIES			258.91	
		208-751-759.200	GASOLINE			532.18	
		208-751-770.200	EQUIPMENT/SMALL TOOLS			2,646.52	
		208-751-801.200	PROFESSIONAL & CONTRACTUAL			1,229.00	
		208-751-850.200	TELEPHONE			252.21	
		208-751-900.000	PRINTING & PUBLISHING			887.40	
		208-751-924.200	UTILITIES			2,200.63	
		208-751-930.300	BUILDING REPAIR & MAINTENANCE			601.70	
		208-751-930.500	GROUNDS REPAIR & MAINT			48.50	
		208-751-931.700	EQUIPMENT MAINT--PARKING SYSTEMS			320.00	
		208-751-931.800	EQUIPMENT & MAINTENANCE			1,302.33	
		208-751-932.900	VEHICLE REPAIR & MAINTENANCE			85.11	
		208-751-979.300	LIFEGUARD RECRUITMENT & TRAINING			250.00	
		208-751-983.000	VEHICLE LEASES			516.26	
		225-597-801.200	PROFESSIONAL & CONTRACTUAL			9,973.75	
		590-537-924.200	UTILITIES			2,467.67	
		591-000-033.000	WATER R/S			121.46	
		591-536-718.000	HEALTH INSURANCE			6,634.88	
		591-536-754.000	BLANKET PO FOR TX CHEMICALS 201-2022			55.25	
		591-536-756.000	OPERATING SUPPLIES			772.00	
		591-536-756.100	SUPPLIES - WATER TAPS			1,311.00	

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 03/16/2022 - 04/12/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 11/11

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		591-536-756.200	METER REPLACEMENT			1,097.88	
		591-536-756.300	MISC TESTING SUPPLIES&TESTING			673.00	
		591-536-756.400	BLANKET PO FOR LAB REAGENTS 2021-2022			1,349.42	
		591-536-759.200	GASOLINE			437.74	
		591-536-768.000	UNIFORMS			109.20	
		591-536-770.200	EQUIPMENT/SMALL TOOLS			11.48	
		591-536-801.200	PROFESSIONAL & CONTRACTUAL			94.00	
		591-536-801.600	CONTRACTUAL-WATER TAPS			440.00	
		591-536-850.200	TELEPHONE			624.61	
		591-536-851.200	POSTAGE			144.20	
		591-536-861.000	TRAVEL/MILEAGE REIMB/FUEL			81.01	
		591-536-910.200	EDUCATION & TRAINING			751.18	
		591-536-924.200	UTILITIES			2,622.66	
		591-536-930.000	PLANT REPAIR & MAINTENANCE			41.89	
		591-536-930.300	BUILDING REPAIR & MAINTENANCE			99.72	
		591-536-931.800	EQUIPMENT & MAINTENANCE			649.44	
		591-536-934.000	OTHER REPAIRS & MAINT			139.96	
		591-536-946.200	ENGINEERING TO UPDATE RELIABILITY STU			3,832.50	
		591-536-955.850	MISCELLANEOUS (DISPUTED CHARGE)			15.89	
		591-536-983.000	VEHICLE LEASES			530.43	
		594-597-725.000	DRUG TESTING/MEDICAL EXPENSE			160.00	
		594-597-752.200	OFFICE SUPPLIES			38.06	
		594-597-756.000	OPERATING SUPPLIES			159.64	
		594-597-801.200	PROFESSIONAL & CONTRACTUAL			90.00	
		594-597-900.000	PRINTING & PUBLISHING			267.84	
		594-597-924.200	UTILITIES			150.79	
		594-597-930.300	BUILDING REPAIR & MAINTENANCE			694.35	
		594-597-931.700	EQUIPMENT MAINT--PARKING SYSTEMS			960.00	
		594-597-931.800	PARKING TERMINAL FOR BOAT RAMP			7,945.00	
		703-000-230.100	DUE TO BERRIEN COUNTY			69,862.21	
		703-000-230.200	DUE TO NEW BUFFALO SCHOOLS			310,556.27	
		703-000-230.300	DUE TO LAKE MICHIGAN COLLEGE			98,006.77	
		703-000-230.400	DUE TO NEW BUFFALO LIBRARY			28,930.12	
		703-000-230.500	DUE TO RESA			102,430.42	

DB: New Buffalo

## REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

Page: 1/24

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

		2021-22				ACTIVITY FOR		
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	END BALANCE 06/30/2021	MONTH 03/31/22	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
101-000-404.000	PROPERTY TAXES	2,550,000.00	2,550,000.00	2,563,321.37	2,498,140.05	0.00	(13,321.37)	100.52
101-000-412.000	DELINQUENT TAX PERSONAL	0.00	0.00	0.00	1.50	0.00	0.00	0.00
101-000-445.000	PENALTY & INTEREST	10,000.00	10,000.00	10,947.17	10,553.03	3,882.12	(947.17)	109.47
101-000-476.000	BUSINESS LICENSE AND PERMITS	0.00	0.00	2,280.00	0.00	285.00	(2,280.00)	100.00
101-000-482.000	MISC LICENSES & PERMITS	0.00	0.00	900.00	601.00	0.00	(900.00)	100.00
101-000-491.000	BUILDING PERMITS	37,000.00	37,000.00	35,339.28	56,785.87	3,120.03	1,660.72	95.51
101-000-491.100	ELECTRICAL PERMITS	12,000.00	12,000.00	13,550.00	23,879.80	1,878.90	(1,550.00)	112.92
101-000-491.200	MECHANICAL PERMITS	12,000.00	12,000.00	16,030.42	23,490.91	1,107.77	(4,030.42)	133.59
101-000-491.300	PLUMBING PERMITS	6,500.00	6,500.00	6,071.32	13,988.74	877.62	428.68	93.40
101-000-492.000	ZONING DEPOSITS	500.00	500.00	0.00	850.00	0.00	500.00	0.00
101-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	107,129.98	82,655.45	0.00	(107,129.98)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	5,638.00	5,638.00	5,637.97	5,637.97	0.00	0.03	100.00
101-000-574.000	CVTRS	10,095.00	10,095.00	8,043.00	9,900.00	2,020.00	2,052.00	79.67
101-000-574.100	STATE REVENUE SALES TAX	140,000.00	140,000.00	135,871.00	208,099.00	33,241.00	4,129.00	97.05
101-000-577.000	STATE REVENUE LIQUOR LICENSE	10,000.00	10,000.00	10,748.10	10,003.95	0.00	(748.10)	107.48
101-000-606.000	COURT CHARGES	200.00	200.00	949.02	224.75	665.95	(749.02)	474.51
101-000-615.000	SPECIAL USE FEE	100.00	100.00	3,773.25	2,006.02	578.24	(3,673.25)	3,773.25
101-000-617.000	FRANCHISE FEE	56,000.00	56,000.00	45,242.64	59,016.59	0.00	10,757.36	80.79
101-000-618.000	ADMINISTRATION FEE	90,000.00	90,000.00	101,111.86	100,129.57	7,152.20	(11,111.86)	112.35
101-000-619.000	VARIANCE FEE	3,000.00	3,000.00	525.00	4,350.00	0.00	2,475.00	17.50
101-000-628.000	SERVICE CHARGE	200.00	200.00	94.56	953.71	0.00	105.44	47.28
101-000-629.000	WASTE	272,834.00	272,834.00	198,531.07	269,655.88	18,966.95	74,302.93	72.77
101-000-629.100	PENALTY WASTE	3,000.00	3,000.00	2,332.12	2,999.47	288.45	667.88	77.74
101-000-656.000	TOWING SERVICE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
101-000-657.000	PARKING FINES	200.00	200.00	459.00	87.00	115.00	(259.00)	229.50
101-000-665.000	INTEREST EARNED	1,500.00	1,500.00	1,367.91	2,006.01	0.00	132.09	91.19
101-000-667.100	SHORT TERM RENTALS	150,000.00	150,000.00	135,425.00	70,275.00	3,550.00	14,575.00	90.28
101-000-673.000	SALE OF ASSETS	5,000.00	5,000.00	0.00	58,182.00	0.00	5,000.00	0.00
101-000-676.000	REIMBURSEMENTS	12,000.00	12,000.00	7,657.12	29,804.20	1,500.00	4,342.88	63.81
101-000-676.200	REIMBURSEMENTS-POLICE	73,341.00	73,341.00	32,784.71	81,749.03	46.50	40,556.29	44.70
Total Dept 000		3,462,608.00	3,462,608.00	3,446,122.87	3,626,026.50	79,275.73	16,485.13	99.52
TOTAL REVENUES		3,462,608.00	3,462,608.00	3,446,122.87	3,626,026.50	79,275.73	16,485.13	99.52
Expenditures								
Dept 101 - LEGISLATIVE								
101-101-703.000	SALARIES APPOINTED	12,000.00	12,000.00	4,482.50	10,545.04	0.00	7,517.50	37.35
101-101-709.000	MEDICARE	200.00	200.00	65.00	152.89	0.00	135.00	32.50
101-101-710.200	UNEMPLOYMENT	500.00	500.00	114.72	165.15	0.00	385.28	22.94
101-101-724.200	WORKER'S COMPENSATION INS	65.00	65.00	208.56	212.08	0.00	(143.56)	320.86
101-101-756.000	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	28.00	0.00	1,000.00	0.00
101-101-801.000	EDUCATION & TRAINING	500.00	500.00	0.00	195.00	0.00	500.00	0.00
101-101-801.200	PROFESSIONAL & CONTRACTUAL	500.00	500.00	0.00	0.00	0.00	500.00	0.00
101-101-831.000	MEMBERSHIPS & DUES	100.00	100.00	0.00	0.00	0.00	100.00	0.00
101-101-900.000	PRINTING & PUBLISHING	600.00	1,200.00	2,036.00	402.00	0.00	(836.00)	169.67
Total Dept 101 - LEGISLATIVE		15,465.00	16,065.00	6,906.78	11,700.16	0.00	9,158.22	42.99
Dept 172 - EXECUTIVE								

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET			MONTH 03/31/22		
Fund 101 - GENERAL FUND								
Expenditures								
101-172-703.000	SALARIES APPOINTED	48,000.00	48,000.00	28,890.53	39,968.34	3,145.40	19,109.47	60.19
101-172-709.000	MEDICARE	800.00	800.00	401.31	639.05	43.46	398.69	50.16
101-172-709.100	SOCIAL SECURITY TAX	3,000.00	3,000.00	1,715.86	2,732.97	185.78	1,284.14	57.20
101-172-710.200	UNEMPLOYMENT	189.00	189.00	199.50	0.00	0.00	(10.50)	105.56
101-172-712.000	CASH IN LIEU OF PAYMENTS	0.00	0.00	0.00	4,875.00	0.00	0.00	0.00
101-172-716.000	HEALTH INSURANCE	15,100.00	15,100.00	11,192.80	3,642.77	1,267.15	3,907.20	74.12
101-172-717.100	RETIREMENT	7,600.00	7,600.00	5,267.70	4,885.48	535.38	2,332.30	69.31
101-172-724.000	LIFE & DISABILITY INSURANCE	2,190.00	2,190.00	1,763.64	1,838.55	195.96	426.36	80.53
101-172-724.200	WORKER'S COMPENSATION INS	750.00	750.00	908.12	846.36	0.00	(158.12)	121.08
101-172-752.200	OFFICE SUPPLIES	250.00	250.00	73.17	975.52	0.00	176.83	29.27
101-172-756.000	OPERATING SUPPLIES	500.00	500.00	0.00	1,246.98	0.00	500.00	0.00
101-172-801.200	PROFESSIONAL & CONTRACTUAL	1,000.00	1,000.00	0.00	1,311.00	0.00	1,000.00	0.00
101-172-831.000	MEMBERSHIPS & DUES	200.00	200.00	0.00	0.00	0.00	200.00	0.00
101-172-850.200	TELEPHONE	300.00	300.00	165.39	182.57	41.03	134.61	55.13
101-172-861.000	TRAVEL/MILEAGE REIMB	0.00	0.00	176.99	0.00	0.00	(176.99)	100.00
101-172-900.000	PRINTING & PUBLISHING	200.00	200.00	70.30	221.27	0.00	129.70	35.15
101-172-910.200	EDUCATION & TRAINING	1,500.00	1,500.00	599.00	0.00	0.00	901.00	39.93
101-172-934.000	OTHER REPAIRS & MAINT	500.00	500.00	0.00	4,248.68	0.00	500.00	0.00
Total Dept 172 - EXECUTIVE		82,079.00	82,079.00	51,424.31	67,614.54	5,414.16	30,654.69	62.65
Dept 215 - CLERK								
101-215-703.000	SALARIES APPOINTED	46,633.00	46,633.00	33,987.88	46,284.25	1,848.16	12,645.12	72.88
101-215-706.000	SALARIES PERMANENT	41,348.00	41,348.00	32,207.08	41,786.14	3,441.62	9,140.92	77.89
101-215-709.000	MEDICARE	1,350.00	1,350.00	914.74	1,305.58	71.22	435.26	67.76
101-215-709.100	SOCIAL SECURITY TAX	6,000.00	6,000.00	3,911.37	5,582.45	304.57	2,088.63	65.19
101-215-710.200	UNEMPLOYMENT	760.00	760.00	0.00	399.00	0.00	760.00	0.00
101-215-713.100	SALARIES-OVERTIME	4,000.00	4,000.00	0.00	6,425.15	0.00	4,000.00	0.00
101-215-717.100	RETIREMENT	7,100.00	7,100.00	5,803.04	6,803.06	583.18	1,296.96	81.73
101-215-718.000	HEALTH INSURANCE	18,900.00	18,900.00	13,469.98	17,074.23	1,509.98	5,430.02	71.27
101-215-722.000	MEDICAL EXPENSE	100.00	100.00	0.00	60.00	0.00	100.00	0.00
101-215-724.000	LIFE & DISABILITY INSURANCE	3,224.00	3,224.00	2,812.49	2,571.93	315.95	411.51	87.24
101-215-724.200	WORKER'S COMPENSATION INS	425.00	425.00	587.68	553.76	0.00	(162.68)	138.28
101-215-752.200	OFFICE SUPPLIES	350.00	350.00	106.70	0.00	0.00	243.30	30.49
101-215-756.000	OPERATING SUPPLIES	200.00	200.00	86.19	372.83	0.00	113.81	43.10
101-215-759.200	GASOLINE	100.00	100.00	31.46	216.16	0.00	68.54	31.46
101-215-801.200	PROFESSIONAL & CONTRACTUAL	500.00	500.00	868.59	819.00	0.00	(368.59)	173.72
101-215-831.000	MEMBERSHIPS & DUES	300.00	300.00	120.00	175.00	0.00	180.00	40.00
101-215-900.000	PRINTING & PUBLISHING	600.00	600.00	0.00	0.00	0.00	600.00	0.00
101-215-900.100	PRINTING & PUBLISHING--FOIA	0.00	0.00	458.75	0.00	0.00	(458.75)	100.00
101-215-910.200	EDUCATION & TRAINING	2,000.00	2,000.00	1,912.66	1,202.93	1,008.00	87.34	95.63
101-215-934.000	OTHER REPAIRS & MAINT	300.00	300.00	0.00	0.00	0.00	300.00	0.00
101-215-962.000	MISCELLANEOUS	0.00	0.00	0.00	13.24	0.00	0.00	0.00
101-215-970.110	EQUIPMENT	500.00	500.00	0.00	0.00	0.00	500.00	0.00
Total Dept 215 - CLERK		134,690.00	134,690.00	97,278.61	131,644.71	9,082.68	37,411.39	72.22
Dept 247 - BOARD OF REVIEW								
101-247-801.200	PROFESSIONAL & CONTRACTUAL	2,000.00	2,000.00	1,653.16	1,279.00	1,293.16	346.84	82.66
101-247-910.200	EDUCATION & TRAINING	0.00	0.00	300.00	0.00	300.00	(300.00)	100.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED					
		BUDGET	BUDGET	03/31/2022	06/30/2021	MONTH 03/31/22	BALANCE	USED
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 247 - BOARD OF REVIEW		2,000.00	2,000.00	1,953.16	1,279.00	1,593.16	46.84	97.66
Dept 253 - TREASURER								
101-253-703.000	SALARIES APPOINTED	49,800.00	49,800.00	35,619.08	50,303.07	3,814.98	14,180.92	71.52
101-253-706.000	SALARIES PERMANENT	40,000.00	40,000.00	27,525.70	39,748.63	3,099.41	12,474.30	68.81
101-253-709.000	MEDICARE	1,300.00	1,300.00	890.55	1,300.06	96.91	409.45	68.50
101-253-709.100	SOCIAL SECURITY TAX	5,510.00	5,510.00	3,807.65	5,559.02	414.36	1,702.35	69.10
101-253-710.200	UNEMPLOYMENT	850.00	850.00	73.00	510.02	0.00	777.00	8.59
101-253-713.100	SALARIES-OVERTIME	3,000.00	3,000.00	169.96	2,334.15	0.00	2,830.04	5.67
101-253-717.100	RETIREMENT	10,200.00	10,200.00	7,761.15	9,798.32	777.25	2,438.85	76.09
101-253-718.000	HEALTH INSURANCE	17,500.00	17,500.00	11,763.66	14,937.14	1,320.70	5,736.34	67.22
101-253-724.000	LIFE & DISABILITY INSURANCE	4,000.00	4,000.00	3,251.91	4,288.91	362.03	748.09	81.30
101-253-724.200	WORKER'S COMPENSATION INS	425.00	425.00	587.68	553.76	0.00	(162.68)	138.28
101-253-752.200	OFFICE SUPPLIES	250.00	250.00	26.45	169.04	0.00	223.55	10.58
101-253-756.000	OPERATING SUPPLIES	250.00	250.00	550.23	5,153.70	363.79	(300.23)	220.09
101-253-759.200	GASOLINE	100.00	100.00	33.04	33.71	33.04	66.96	33.04
101-253-801.200	PROFESSIONAL & CONTRACTUAL	10,000.00	10,000.00	6,156.25	6,353.75	406.25	3,843.75	61.56
101-253-831.000	MEMBERSHIPS & DUES	300.00	300.00	404.00	295.50	0.00	(104.00)	134.67
101-253-851.200	POSTAGE	2,000.00	2,000.00	1,240.50	938.22	0.00	759.50	62.03
101-253-853.000	PHONE BILLS & STIPENDS	600.00	600.00	500.00	550.00	50.00	100.00	83.33
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	3,083.32	2,595.57	0.00	(1,083.32)	154.17
101-253-910.200	EDUCATION & TRAINING	500.00	500.00	808.00	(150.00)	0.00	(308.00)	161.60
101-253-934.000	OTHER REPAIRS & MAINT	500.00	500.00	0.00	0.00	0.00	500.00	0.00
Total Dept 253 - TREASURER		149,085.00	149,085.00	104,252.13	145,272.57	10,738.72	44,832.87	69.93
Dept 257 - ASSESSOR								
101-257-752.200	OFFICE SUPPLIES	0.00	0.00	586.94	0.00	0.00	(586.94)	100.00
101-257-756.000	OPERATING SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00	0.00
101-257-801.200	PROFESSIONAL & CONTRACTUAL	24,960.00	40,935.00	30,295.82	29,127.50	2,206.66	10,639.18	74.01
101-257-851.200	POSTAGE	2,500.00	2,500.00	1,421.87	1,910.43	291.87	1,078.13	56.87
101-257-900.000	PRINTING & PUBLISHING	500.00	500.00	164.28	0.00	164.28	335.72	32.86
101-257-910.200	EDUCATION & TRAINING	0.00	0.00	497.00	0.00	497.00	(497.00)	100.00
101-257-934.000	OTHER REPAIRS & MAINT	100.00	100.00	222.68	0.00	222.68	(122.68)	222.68
Total Dept 257 - ASSESSOR		28,160.00	44,135.00	33,188.59	31,037.93	3,382.49	10,946.41	75.20
Dept 262 - ELECTIONS								
101-262-703.000	SALARIES APPOINTED	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	100.00
101-262-709.000	MEDICARE	30.00	30.00	29.00	29.00	29.00	1.00	96.67
101-262-709.100	SOCIAL SECURITY TAX	125.00	125.00	124.00	124.00	124.00	1.00	99.20
101-262-756.000	OPERATING SUPPLIES	1,500.00	1,500.00	898.30	846.72	749.43	601.70	59.89
101-262-759.200	GASOLINE	250.00	250.00	0.00	0.00	0.00	250.00	0.00
101-262-801.200	PROFESSIONAL & CONTRACTUAL	5,000.00	5,000.00	615.00	5,555.45	0.00	4,385.00	12.30
101-262-851.200	POSTAGE	500.00	500.00	200.00	200.00	0.00	300.00	40.00
101-262-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	2,902.08	0.00	2,000.00	0.00
101-262-910.200	EDUCATION & TRAINING	300.00	300.00	0.00	0.00	0.00	300.00	0.00
101-262-934.000	OTHER REPAIRS & MAINT	400.00	400.00	0.00	440.00	0.00	400.00	0.00
Total Dept 262 - ELECTIONS		12,105.00	12,105.00	3,866.30	12,097.25	2,902.43	8,238.70	31.94



DB: New Buffalo

## REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

Page: 4/24

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

		2021-22				ACTIVITY FOR		
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	END BALANCE 06/30/2021	MONTH 03/31/22	AVAILABLE BALANCE	% BDTG USED
Fund 101 - GENERAL FUND								
Expenditures								
Dept 265 - GENERAL GOVERNMENT								
101-265-706.000	SALARIES PERMANENT	69,600.00	69,600.00	32,587.67	66,646.31	2,755.20	37,012.33	46.82
101-265-706.100	SALARIES-OVERTIME	0.00	100.00	361.62	0.00	64.58	(261.62)	361.62
101-265-707.000	SALARIES PART-TIME	0.00	0.00	7,602.26	0.00	1,481.60	(7,602.26)	100.00
101-265-709.000	MEDICARE	1,009.00	1,009.00	522.83	850.13	53.92	486.17	51.82
101-265-709.100	SOCIAL SECURITY TAX	4,314.00	4,314.00	2,235.47	3,635.02	230.50	2,078.53	51.82
101-265-710.200	UNEMPLOYMENT	1,000.00	1,000.00	117.86	330.65	0.00	882.14	11.79
101-265-717.100	RETIREMENT	5,800.00	5,800.00	2,200.98	4,956.01	220.42	3,599.02	37.95
101-265-718.000	HEALTH INSURANCE	37,000.00	37,000.00	19,321.17	35,939.36	2,334.35	17,678.83	52.22
101-265-724.000	LIFE & DISABILITY INSURANCE	2,800.00	2,800.00	1,203.48	2,761.26	124.88	1,596.52	42.98
101-265-724.200	WORKER'S COMPENSATION INS	1,500.00	1,500.00	1,680.70	1,521.52	0.00	(180.70)	112.05
101-265-752.200	OFFICE SUPPLIES	6,000.00	6,000.00	2,427.52	8,441.74	715.25	3,572.48	40.46
101-265-756.000	OPERATING SUPPLIES	3,500.00	3,500.00	2,757.78	3,679.97	83.79	742.22	78.79
101-265-759.200	GASOLINE	300.00	300.00	263.66	71.27	243.66	36.34	87.89
101-265-801.200	PROFESSIONAL & CONTRACTUAL	22,000.00	22,000.00	24,812.93	14,960.35	15,275.00	(2,812.93)	112.79
101-265-801.300	PROFESSIONAL & CONTRACTUAL	8,000.00	8,000.00	9,944.22	4,746.95	41.33	(1,944.22)	124.30
101-265-807.000	AUDIT	3,000.00	3,000.00	3,680.00	3,000.00	0.00	(680.00)	122.67
101-265-831.000	MEMBERSHIPS & DUES	2,500.00	2,500.00	9,277.09	1,989.74	5,439.74	(6,777.09)	371.08
101-265-851.200	POSTAGE	4,700.00	4,700.00	4,062.97	4,668.02	1,020.99	637.03	86.45
101-265-854.100	WEBSITE	7,500.00	7,500.00	4,549.16	6,999.17	0.00	2,950.84	60.66
101-265-854.200	SOFTWARE EXPENSE	22,000.00	22,000.00	20,980.41	24,409.61	4,390.63	1,019.59	95.37
101-265-854.300	IT HARDWARE & EQUIPMENT	0.00	0.00	4,729.72	0.00	122.25	(4,729.72)	100.00
101-265-900.000	PRINTING & PUBLISHING	6,500.00	6,500.00	3,537.09	5,268.88	0.00	2,962.91	54.42
101-265-924.200	UTILITIES	14,000.00	14,000.00	10,722.69	11,358.87	1,293.55	3,277.31	76.59
101-265-930.300	BUILDING REPAIR & MAINTENANCE	25,000.00	25,000.00	12,114.34	21,791.76	3,280.64	12,885.66	48.46
101-265-930.400	GROUNDS REPAIR & MAINTENANCE	4,000.00	4,000.00	1,465.44	2,560.32	0.00	2,534.56	36.64
101-265-933.000	TECH SUPPORT/MAINTENANCE	25,000.00	25,000.00	29,325.00	25,781.64	3,000.00	(4,325.00)	117.30
101-265-934.000	OTHER REPAIRS & MAINT	5,000.00	5,000.00	2,811.09	0.00	0.00	2,188.91	56.22
101-265-934.500	AMTRAK PLATFORM MAINT.	800.00	800.00	0.00	0.00	0.00	800.00	0.00
101-265-935.100	FIRE INSURANCE	5,000.00	5,000.00	2,960.10	4,043.52	0.00	2,039.90	59.20
101-265-935.300	LIABILITY INSURANCE	9,000.00	9,000.00	5,075.67	6,507.13	0.00	3,924.33	56.40
101-265-940.900	EQUIPMENT RENTAL	5,000.00	5,000.00	2,611.81	6,452.23	736.00	2,388.19	52.24
101-265-946.200	ENGINEERING	5,500.00	5,500.00	0.00	4,800.00	0.00	5,500.00	0.00
101-265-946.300	ENGINEERING	20,000.00	67,900.00	53,475.27	25,467.00	8,879.52	14,424.73	78.76
101-265-955.850	MISCELLANEOUS	0.00	0.00	700.00	12,025.75	0.00	(700.00)	100.00
101-265-956.200	REFUNDS	3,000.00	3,000.00	1,504.46	735.85	0.00	1,495.54	50.15
101-265-963.000	BANK FEES	8,000.00	8,000.00	5,870.04	5,670.97	0.00	2,129.96	73.38
101-265-970.110	MISCELLANEOUS PROJECT COST	10,000.00	10,000.00	7,299.56	6,799.38	0.00	2,700.44	73.00
101-265-970.210	EQUIPMENT	2,000.00	2,000.00	0.00	787.45	0.00	2,000.00	0.00
Total Dept 265 - GENERAL GOVERNMENT		350,323.00	398,323.00	294,792.06	329,657.83	51,787.80	103,530.94	74.01
Dept 266 - ATTORNEY								
101-266-826.100	LABOR MATTERS	5,000.00	5,000.00	0.00	540.00	0.00	5,000.00	0.00
101-266-826.300	COURT/ORDINANCE	40,000.00	40,000.00	7,501.44	16,807.87	7,501.44	32,498.56	18.75
101-266-826.400	OTHER LEGAL MATTERS	40,000.00	40,000.00	17,235.28	25,243.50	0.00	22,764.72	43.09
101-266-826.500	FOIA	1,000.00	1,000.00	989.00	0.00	0.00	11.00	98.90
Total Dept 266 - ATTORNEY		86,000.00	86,000.00	25,725.72	42,591.37	7,501.44	60,274.28	29.91
Dept 298 - GENERAL GOVERNMENT								

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022	06/30/2021	MONTH 03/31/22	BALANCE	USED
Fund 101 - GENERAL FUND								
Expenditures								
101-298-706.100	SALARIES-OVERTIME	100.00	0.00	0.00	81.51	0.00	0.00	0.00
101-298-707.000	SALARIES PART-TIME	0.00	0.00	0.00	84.28	0.00	0.00	0.00
101-298-853.000	TELEPHONE	0.00	0.00	0.00	31.18	0.00	0.00	0.00
101-298-854.300	IT HARDWARE & EQUIPMENT	0.00	0.00	0.00	2,469.05	0.00	0.00	0.00
Total Dept 298 - GENERAL GOVERNMENT		100.00	0.00	0.00	2,666.02	0.00	0.00	0.00
Dept 301 - POLICE								
101-301-705.000	SALARIES SUPERVISION	85,276.00	85,276.00	61,204.47	90,574.47	6,559.62	24,071.53	71.77
101-301-706.000	SALARIES PERMANENT	443,000.00	443,000.00	312,036.84	405,875.09	36,703.46	130,963.16	70.44
101-301-706.400	SALARIES--PARKING ENF	0.00	0.00	1,859.24	0.00	0.00	(1,859.24)	100.00
101-301-707.000	SALARIES PART-TIME	58,000.00	58,000.00	27,463.73	56,964.92	820.50	30,536.27	47.35
101-301-709.000	MEDICARE	9,269.00	9,269.00	6,186.12	8,346.26	672.65	3,082.88	66.74
101-301-709.100	SOCIAL SECURITY TAX	39,631.00	39,631.00	26,451.08	35,687.34	2,876.14	13,179.92	66.74
101-301-710.200	UNEMPLOYMENT	6,500.00	6,500.00	1,029.03	2,450.73	0.00	5,470.97	15.83
101-301-713.100	SALARIES-OVERTIME	45,000.00	45,000.00	44,231.96	49,540.70	5,487.88	768.04	98.29
101-301-717.100	RETIREMENT	40,600.00	40,600.00	29,219.27	35,110.49	3,127.65	11,380.73	71.97
101-301-718.000	HEALTH INSURANCE	140,000.00	140,000.00	88,549.93	108,766.49	11,716.29	51,450.07	63.25
101-301-724.000	LIFE & DISABILITY INSURANCE	15,345.00	15,345.00	11,782.20	14,834.64	1,410.03	3,562.80	76.78
101-301-724.200	WORKER'S COMPENSATION INS	14,000.00	14,000.00	15,412.42	13,770.76	0.00	(1,412.42)	110.09
101-301-725.000	DRUG TESTING/MEDICAL EXPENSE	4,000.00	4,000.00	505.24	7,995.80	400.00	3,494.76	12.63
101-301-752.200	OFFICE SUPPLIES	1,600.00	1,600.00	539.60	775.03	86.73	1,060.40	33.73
101-301-756.000	OPERATING SUPPLIES	2,500.00	2,500.00	1,170.57	1,770.65	176.77	1,329.43	46.82
101-301-759.200	GASOLINE	15,000.00	15,000.00	8,521.51	9,159.15	1,001.83	6,478.49	56.81
101-301-768.000	UNIFORMS	12,000.00	12,000.00	7,260.79	12,955.66	760.95	4,739.21	60.51
101-301-768.100	AMMO	4,000.00	4,000.00	804.79	3,236.97	583.78	3,195.21	20.12
101-301-768.200	UNIFORM ALLOW-RESERVE/CERT	0.00	0.00	0.00	1,087.81	(279.95)	0.00	0.00
101-301-770.200	EQUIPMENT/SMALL TOOLS	4,000.00	4,000.00	897.52	2,968.70	816.52	3,102.48	22.44
101-301-801.200	PROFESSIONAL & CONTRACTUAL	5,200.00	5,200.00	3,275.50	6,798.50	326.25	1,924.50	62.99
101-301-831.000	MEMBERSHIPS & DUES	650.00	650.00	614.00	874.00	190.00	36.00	94.46
101-301-850.200	TELEPHONE	6,200.00	6,200.00	3,202.78	4,553.16	349.99	2,997.22	51.66
101-301-851.200	POSTAGE	150.00	150.00	148.69	26.65	0.00	1.31	99.13
101-301-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	827.31	1,045.98	74.37	172.69	82.73
101-301-910.200	EDUCATION & TRAINING	5,000.00	5,000.00	2,072.64	3,118.92	61.57	2,927.36	41.45
101-301-924.200	UTILITIES	12,000.00	12,000.00	9,419.10	10,864.67	1,280.53	2,580.90	78.49
101-301-930.300	BUILDING REPAIR & MAINTENANCE	10,000.00	10,000.00	10,978.08	3,229.84	4,654.00	(978.08)	109.78
101-301-931.700	EQUIPMENT MAINT--PARKING SYSTE	2,050.00	2,050.00	2,039.98	3,196.91	0.00	10.02	99.51
101-301-931.800	EQUIPMENT & MAINTENANCE	5,000.00	5,000.00	3,036.59	6,602.61	2,145.00	1,963.41	60.73
101-301-932.900	VEHICLE REPAIR & MAINTENANCE	7,000.00	7,000.00	6,783.57	6,980.28	1,489.31	216.43	96.91
101-301-934.000	OTHER REPAIRS & MAINT	3,000.00	3,000.00	648.06	673.03	0.00	2,351.94	21.60
101-301-934.400	RADIO/VIDEO MAINTENANCE	5,000.00	5,000.00	2,005.40	4,287.06	(20.10)	2,994.60	40.11
101-301-935.200	VEHICLE INSURANCE	8,000.00	8,000.00	6,261.75	5,654.92	0.00	1,738.25	78.27
101-301-935.300	LIABILITY INSURANCE	58,000.00	58,000.00	34,824.38	45,837.66	0.00	23,175.62	60.04
101-301-940.900	EQUIPMENT RENTAL	800.00	800.00	1,680.21	969.09	128.64	(880.21)	210.03
101-301-979.000	EQUIPMENT	20,000.00	20,000.00	11,862.37	22,781.72	0.00	8,137.63	59.31
101-301-983.000	VEHICLE LEASES	0.00	6,683.00	5,030.73	0.00	558.97	1,652.27	75.28
Total Dept 301 - POLICE		1,088,771.00	1,095,454.00	749,837.45	989,366.66	84,159.38	345,616.55	68.45
Dept 305 - POLICE								
101-305-706.400	SALARIES--PARKING ENF	0.00	0.00	0.00	1,410.75	0.00	0.00	0.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022	06/30/2021	MONTH 03/31/22	BALANCE	USED
Fund 101 - GENERAL FUND								
Expenditures								
101-305-983.000	VEHICLE LEASES	6,683.00	0.00	0.00	1,060.81	0.00	0.00	0.00
Total Dept 305 - POLICE		6,683.00	0.00	0.00	2,471.56	0.00	0.00	0.00
Dept 336 - FIRE								
101-336-704.000	VOLUNTEER SALARIES	10,000.00	10,000.00	2,351.50	10,191.50	0.00	7,648.50	23.52
101-336-705.000	SALARIES SUPERVISION	21,848.00	21,848.00	15,629.39	22,547.44	1,680.58	6,218.61	71.54
101-336-707.000	SALARIES PART-TIME	0.00	0.00	444.46	168.50	91.20	(444.46)	100.00
101-336-709.000	MEDICARE	665.00	665.00	267.17	477.16	25.69	397.83	40.18
101-336-709.100	SOCIAL SECURITY TAX	1,355.00	1,355.00	996.59	1,408.38	109.86	358.41	73.55
101-336-710.200	UNEMPLOYMENT	400.00	400.00	42.84	255.20	0.00	357.16	10.71
101-336-724.000	LIFE & DISABILITY INSURANCE	1,100.00	1,100.00	1,000.00	1,000.00	0.00	100.00	90.91
101-336-724.200	WORKER'S COMPENSATION INS	2,500.00	2,500.00	2,434.28	2,181.12	0.00	65.72	97.37
101-336-752.200	OFFICE SUPPLIES	400.00	400.00	113.18	516.59	113.18	286.82	28.30
101-336-756.000	OPERATING SUPPLIES	1,000.00	1,000.00	268.22	98.54	24.96	731.78	26.82
101-336-759.200	GASOLINE	1,000.00	1,000.00	344.71	525.83	45.68	655.29	34.47
101-336-768.000	UNIFORMS	500.00	500.00	140.63	324.06	0.00	359.37	28.13
101-336-770.200	EQUIPMENT/SMALL TOOLS	1,000.00	1,000.00	0.00	20.75	0.00	1,000.00	0.00
101-336-801.200	PROFESSIONAL & CONTRACTUAL	25,000.00	25,000.00	23,000.00	24,887.97	5,000.00	2,000.00	92.00
101-336-831.000	MEMBERSHIPS & DUES	150.00	150.00	75.00	125.00	0.00	75.00	50.00
101-336-850.200	TELEPHONE	1,000.00	1,000.00	500.00	1,097.00	50.00	500.00	50.00
101-336-851.200	POSTAGE	100.00	100.00	0.00	0.00	0.00	100.00	0.00
101-336-900.000	PRINTING & PUBLISHING	300.00	300.00	88.00	0.00	0.00	212.00	29.33
101-336-910.200	EDUCATION & TRAINING	500.00	500.00	200.00	0.00	0.00	300.00	40.00
101-336-924.200	UTILITIES	10,000.00	10,000.00	8,234.16	8,604.70	1,735.84	1,765.84	82.34
101-336-930.300	BUILDING REPAIR & MAINTENANCE	10,000.00	10,000.00	486.15	4,530.32	0.00	9,513.85	4.86
101-336-930.400	GROUPS REPAIR & MAINTENANCE	1,000.00	1,000.00	0.00	1,689.75	0.00	1,000.00	0.00
101-336-931.800	EQUIPMENT & MAINTENANCE	10,000.00	10,000.00	1,561.27	8,571.67	302.99	8,438.73	15.61
101-336-932.900	VEHICLE REPAIR & MAINTENANCE	3,000.00	3,000.00	1,223.40	1,245.02	594.90	1,776.60	40.78
101-336-934.000	OTHER REPAIRS & MAINT	400.00	400.00	0.00	0.00	0.00	400.00	0.00
101-336-934.400	RADIO/VIDEO MAINTENANCE	2,500.00	2,500.00	256.00	156.00	0.00	2,244.00	10.24
101-336-935.200	VEHICLE INSURANCE	20,000.00	20,000.00	11,128.50	16,990.00	0.00	8,871.50	55.64
101-336-955.850	MISCELLANEOUS	0.00	0.00	89.87	0.00	0.00	(89.87)	100.00
101-336-979.000	EQUIPMENT	10,000.00	10,000.00	1,780.93	13,329.44	0.00	8,219.07	17.81
101-336-979.100	GEAR	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
Total Dept 336 - FIRE		141,718.00	141,718.00	72,656.25	120,941.94	9,774.88	69,061.75	51.27
Dept 371 - INSPECTION SERVICES								
101-371-706.000	SALARIES PERMANENT	41,780.00	41,780.00	30,093.92	17,895.36	3,214.40	11,686.08	72.03
101-371-706.100	SALARIES-OVERTIME	1,000.00	1,000.00	0.00	468.00	0.00	1,000.00	0.00
101-371-709.000	MEDICARE	0.00	588.00	412.18	0.00	43.64	175.82	70.10
101-371-709.100	SOCIAL SECURITY TAX	0.00	2,515.00	1,762.45	0.00	186.60	752.55	70.08
101-371-714.000	MEDICARE	588.00	588.00	0.00	247.33	0.00	588.00	0.00
101-371-715.000	SOCIAL SECURITY TAX	2,515.00	2,515.00	0.00	1,057.53	0.00	2,515.00	0.00
101-371-716.000	HEALTH INSURANCE	9,500.00	9,500.00	7,214.54	3,899.39	819.00	2,285.46	75.94
101-371-717.000	LIFE & DISABILITY INSURANCE	1,500.00	1,500.00	1,287.33	662.49	143.37	212.67	85.82
101-371-718.000	RETIREMENT	3,345.00	3,345.00	2,567.75	1,199.64	257.15	777.25	76.76
101-371-721.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	64.47	0.00	0.00	(64.47)	100.00
101-371-751.000	GAS & OIL	0.00	0.00	384.54	100.70	2.84	(384.54)	100.00
101-371-752.200	OFFICE SUPPLIES	200.00	200.00	317.16	43.45	0.00	(117.16)	158.58

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED					
		BUDGET	BUDGET	03/31/2022	06/30/2021	MONTH	BALANCE	USED
						03/31/22		
Fund 101 - GENERAL FUND								
Expenditures								
101-371-756.000	OPERATING SUPPLIES	500.00	500.00	63.50	1,141.61	0.00	436.50	12.70
101-371-801.000	EDUCATION & TRAINING	500.00	0.00	0.00	0.00	0.00	0.00	0.00
101-371-820.000	BUILDING INSPECTION FEES	60,000.00	60,000.00	36,209.91	57,920.14	2,462.33	23,790.09	60.35
101-371-820.100	MECHANICAL INSPECTIONS FEES	17,000.00	17,000.00	13,794.75	23,002.32	1,242.00	3,205.25	81.15
101-371-820.200	ELECTRICAL INSPECTION FEE	15,000.00	15,000.00	13,347.90	24,515.00	139.50	1,652.10	88.99
101-371-820.300	PLUMBING INSPECTION FEES	6,000.00	6,000.00	6,053.40	12,339.75	243.00	(53.40)	100.89
101-371-820.400	RENTAL INSPECTIONS	35,000.00	35,000.00	36,676.31	37,236.49	4,612.50	(1,676.31)	104.79
101-371-850.200	TELEPHONE	0.00	0.00	300.97	0.00	83.10	(300.97)	100.00
101-371-854.200	SOFTWARE EXPENSE	0.00	0.00	59.32	14,723.10	59.32	(59.32)	100.00
101-371-903.100	PRINTING & PUBLISHING--SHORT T	0.00	0.00	334.00	0.00	0.00	(334.00)	100.00
101-371-910.200	EDUCATION & TRAINING	0.00	500.00	1,000.00	0.00	1,000.00	(500.00)	200.00
101-371-934.000	OTHER REPAIRS & MAINT	0.00	0.00	33.43	0.00	33.43	(33.43)	100.00
101-371-935.200	VEHICLE INSURANCE	0.00	0.00	842.99	0.00	0.00	(842.99)	100.00
101-371-979.000	EQUIPMENT	500.00	500.00	0.00	0.00	0.00	500.00	0.00
101-371-983.000	VEHICLE LEASES	5,186.00	5,186.00	3,944.52	1,791.81	437.06	1,241.48	76.06
Total Dept 371 - INSPECTION SERVICES		200,114.00	203,217.00	156,765.34	198,244.11	14,979.24	46,451.66	77.14
Dept 442 - STREET OPERATING								
101-442-983.000	VEHICLE LEASES	29,876.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 442 - STREET OPERATING		29,876.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 446 - STREET OPERATING								
101-446-705.000	SALARIES SUPERVISION	34,000.00	34,000.00	20,768.32	32,533.21	2,212.77	13,231.68	61.08
101-446-706.000	SALARIES PERMANENT	51,858.00	51,858.00	31,887.08	41,199.58	3,682.65	19,970.92	61.49
101-446-709.000	MEDICARE	1,400.00	1,400.00	992.71	1,149.81	98.43	407.29	70.91
101-446-709.100	SOCIAL SECURITY TAX	6,500.00	6,500.00	4,244.59	4,917.29	420.76	2,255.41	65.30
101-446-710.200	UNEMPLOYMENT	3,000.00	3,000.00	120.69	798.77	0.00	2,879.31	4.02
101-446-713.100	SALARIES-OVERTIME	12,000.00	12,000.00	13,293.85	10,014.97	1,450.63	(1,293.85)	110.78
101-446-717.100	RETIREMENT	17,367.00	17,367.00	12,874.65	14,461.25	1,274.69	4,492.35	74.13
101-446-718.000	HEALTH INSURANCE	53,355.00	53,355.00	49,024.14	47,892.07	6,139.53	4,330.86	91.88
101-446-724.000	LIFE & DISABILITY INSURANCE	6,787.00	6,787.00	5,949.26	6,860.65	585.89	837.74	87.66
101-446-724.200	WORKER'S COMPENSATION INS	16,000.00	16,000.00	17,073.14	15,234.44	0.00	(1,073.14)	106.71
101-446-726.000	STIPENDS	500.00	500.00	491.72	308.28	0.00	8.28	98.34
101-446-752.200	OFFICE SUPPLIES	600.00	600.00	654.40	324.87	654.40	(54.40)	109.07
101-446-756.000	OPERATING SUPPLIES	6,000.00	6,000.00	7,568.18	7,269.68	478.43	(1,568.18)	126.14
101-446-759.200	GASOLINE	2,200.00	2,200.00	1,090.50	1,279.91	258.09	1,109.50	49.57
101-446-768.000	UNIFORMS	2,000.00	2,000.00	1,911.76	1,419.73	69.93	88.24	95.59
101-446-770.200	EQUIPMENT/SMALL TOOLS	5,500.00	5,500.00	3,943.71	4,082.95	1,282.82	1,556.29	71.70
101-446-801.200	PROFESSIONAL & CONTRACTUAL	20,000.00	20,000.00	7,656.60	8,194.50	200.00	12,343.40	38.28
101-446-831.000	MEMBERSHIPS & DUES	1,000.00	1,000.00	1,011.94	949.58	0.00	(11.94)	101.19
101-446-850.200	TELEPHONE	1,300.00	1,300.00	820.08	1,088.48	90.01	479.92	63.08
101-446-900.000	PRINTING & PUBLISHING	350.00	350.00	264.00	1,065.31	0.00	86.00	75.43
101-446-910.200	EDUCATION & TRAINING	500.00	500.00	0.00	0.00	0.00	500.00	0.00
101-446-924.200	UTILITIES	18,000.00	18,000.00	9,719.91	19,486.50	1,014.30	8,280.09	54.00
101-446-930.300	BUILDING REPAIR & MAINTENANCE	16,000.00	16,000.00	2,491.39	13,246.88	297.53	13,508.61	15.57
101-446-930.400	GROUNDS REPAIR & MAINTENANCE	20,000.00	20,000.00	6,149.41	14,272.81	211.31	13,850.59	30.75
101-446-931.800	EQUIPMENT & MAINTENANCE	10,000.00	10,000.00	9,623.53	14,769.35	668.64	376.47	96.24
101-446-932.900	VEHICLE REPAIR & MAINTENANCE	10,000.00	10,000.00	19,807.12	10,640.21	197.06	(9,807.12)	198.07
101-446-934.100	STORM SEWER REPAIR & MAINT	140,000.00	140,000.00	58,000.00	44,103.75	0.00	82,000.00	41.43

04/12/2022 10:12 AM  
 User: KATE  
 DB: New Buffalo

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

Page: 8/24

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	BUDGET			AMENDED BUDGET		
Fund 101 - GENERAL FUND								
Expenditures								
101-446-934.220	TREE REMOVALS	35,000.00	35,000.00	9,700.00	29,025.00	0.00	25,300.00	27.71
101-446-935.200	VEHICLE INSURANCE	5,000.00	5,000.00	4,493.20	3,969.64	0.00	506.80	89.86
101-446-940.900	EQUIPMENT RENTAL	3,000.00	3,000.00	1,454.75	1,972.35	0.00	1,545.25	48.49
101-446-955.850	MISCELLANEOUS	0.00	0.00	0.00	(167.42)	0.00	0.00	0.00
101-446-983.000	VEHICLE LEASES	0.00	29,876.00	14,178.48	0.00	1,158.55	15,697.52	47.46
Total Dept 446 - STREET OPERATING		499,217.00	529,093.00	317,259.11	352,364.40	22,446.42	211,833.89	59.96
Dept 448 - STREET LIGHTING								
101-448-926.000	STREET LIGHTING	35,000.00	35,000.00	15,665.65	21,988.47	2,047.27	19,334.35	44.76
Total Dept 448 - STREET LIGHTING		35,000.00	35,000.00	15,665.65	21,988.47	2,047.27	19,334.35	44.76
Dept 528 - SOLID WASTE COLLECTION								
101-528-801.200	PROFESSIONAL & CONTRACTUAL	272,256.00	272,256.00	197,647.52	254,112.42	22,147.28	74,608.48	72.60
Total Dept 528 - SOLID WASTE COLLECTION		272,256.00	272,256.00	197,647.52	254,112.42	22,147.28	74,608.48	72.60
Dept 567 - CEMETERY								
101-567-995.900	CONTRIBUTIONS TO OTHERS	30,000.00	30,000.00	25,000.00	30,000.00	2,500.00	5,000.00	83.33
Total Dept 567 - CEMETERY		30,000.00	30,000.00	25,000.00	30,000.00	2,500.00	5,000.00	83.33
Dept 651 - AMBULANCE SERVICE								
101-651-801.200	PROFESSIONAL & CONTRACTUAL	114,142.00	114,142.00	83,922.11	109,237.68	9,654.75	30,219.89	73.52
Total Dept 651 - AMBULANCE SERVICE		114,142.00	114,142.00	83,922.11	109,237.68	9,654.75	30,219.89	73.52
Dept 701 - PLANNING COMMISSION								
101-701-801.200	PROFESSIONAL & CONTRACTUAL	2,500.00	2,500.00	1,553.00	1,079.00	212.00	947.00	62.12
101-701-900.000	PRINTING & PUBLISHING	300.00	300.00	1,735.27	150.00	187.53	(1,435.27)	578.42
101-701-910.200	EDUCATION & TRAINING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Total Dept 701 - PLANNING COMMISSION		4,300.00	4,300.00	3,288.27	1,229.00	399.53	1,011.73	76.47
Dept 702 - ZONING								
101-702-801.200	PROFESSIONAL & CONTRACTUAL	12,000.00	12,000.00	19,526.50	4,456.00	15,581.50	(7,526.50)	162.72
101-702-900.000	PRINTING & PUBLISHING	500.00	500.00	2,357.34	472.82	0.00	(1,857.34)	471.47
Total Dept 702 - ZONING		12,500.00	12,500.00	21,883.84	4,928.82	15,581.50	(9,383.84)	175.07
Dept 872 - OTHER FUNCTIONS								
101-872-962.000	MISCELLANEOUS	0.00	0.00	4.63	0.00	0.00	(4.63)	100.00
Total Dept 872 - OTHER FUNCTIONS		0.00	0.00	4.63	0.00	0.00	(4.63)	100.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
				03/31/2022	06/30/2021	03/31/22	BALANCE	USED
Fund 101 - GENERAL FUND								
Expenditures								
Dept 965 - TRANSFERS								
101-965-995.130	TRANSFER TO DEBT SERVICE	126,716.00	126,716.00	126,716.00	127,543.00	0.00	0.00	100.00
101-965-995.208	TRANSFER TO PARK	100,000.00	100,000.00	100,000.00	75,000.00	0.00	0.00	100.00
101-965-995.402	TRANSFER TO EQUIP PURCHASE	40,000.00	40,000.00	40,000.00	30,000.00	0.00	0.00	100.00
101-965-995.594	TRANSFER TO HARBOR OPERATIONS	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00
101-965-999.000	TRANSFERS OUT	0.00	0.00	110,505.00	0.00	0.00	(110,505.00)	100.00
Total Dept 965 - TRANSFERS		266,716.00	266,716.00	377,221.00	257,543.00	0.00	(110,505.00)	141.43
TOTAL EXPENDITURES		3,561,300.00	3,628,878.00	2,640,538.83	3,117,989.44	276,093.13	988,339.17	72.76
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		3,462,608.00	3,462,608.00	3,446,122.87	3,626,026.50	79,275.73	16,485.13	99.52
TOTAL EXPENDITURES		3,561,300.00	3,628,878.00	2,640,538.83	3,117,989.44	276,093.13	988,339.17	72.76
NET OF REVENUES & EXPENDITURES		(98,692.00)	(166,270.00)	805,584.04	508,037.06	(196,817.40)	(971,854.04)	484.50
Fund 105 - PNBALRSB								
Revenues								
Dept 000								
105-000-569.900	GRANTS	821,000.00	821,000.00	0.00	51,000.00	0.00	821,000.00	0.00
105-000-581.740	LRSB DISBURSEMENTS	275,000.00	275,000.00	306,850.38	220,879.80	0.00	(31,850.38)	111.58
105-000-665.000	INTEREST EARNED	0.00	0.00	0.08	0.05	0.00	(0.08)	100.00
Total Dept 000		1,096,000.00	1,096,000.00	306,850.46	271,879.85	0.00	789,149.54	28.00
TOTAL REVENUES		1,096,000.00	1,096,000.00	306,850.46	271,879.85	0.00	789,149.54	28.00
Expenditures								
Dept 000								
105-000-807.000	AUDIT	2,920.00	2,920.00	2,920.00	3,920.00	0.00	0.00	100.00
Total Dept 000		2,920.00	2,920.00	2,920.00	3,920.00	0.00	0.00	100.00
Dept 670								
105-670-801.200	PROFESSIONAL & CONTRACTUAL	30,000.00	30,000.00	0.00	56,750.00	0.00	30,000.00	0.00
105-670-946.200	ENGINEERING	30,000.00	30,000.00	0.00	2,000.00	0.00	30,000.00	0.00
105-670-970.000	CAPITAL IMPROVEMENTS	969,000.00	969,000.00	60,902.61	0.00	60,902.61	908,097.39	6.29
105-670-970.110	CAPITAL PROJECTS	30,000.00	30,000.00	12,673.75	6,482.55	0.00	17,326.25	42.25
105-670-995.402	TRANSFER TO EQUIP PURCHASE	40,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00
105-670-999.100	TRANSFER TO WATER	0.00	0.00	51,520.00	0.00	0.00	(51,520.00)	100.00
Total Dept 670		1,099,000.00	1,099,000.00	165,096.36	105,232.55	60,902.61	933,903.64	15.02
TOTAL EXPENDITURES		1,101,920.00	1,101,920.00	168,016.36	109,152.55	60,902.61	933,903.64	15.25

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET			MONTH		
		BUDGET		03/31/2022	06/30/2021	03/31/22		
Fund 105 - PNBALRSB								
<hr/>								
Fund 105 - PNBALRSB:								
TOTAL REVENUES		1,096,000.00	1,096,000.00	306,850.46	271,879.85	0.00	789,149.54	28.00
TOTAL EXPENDITURES		1,101,920.00	1,101,920.00	168,016.36	109,152.55	60,902.61	933,903.64	15.25
NET OF REVENUES & EXPENDITURES		(5,920.00)	(5,920.00)	138,834.10	162,727.30	(60,902.61)	(144,754.10)	2,345.17
<hr/>								
Fund 202 - MAJOR STREET FUND								
Revenues								
Dept 000								
202-000-546.000	MOTOR VEHICLE FUND TAX	190,000.00	190,000.00	160,045.08	229,563.34	19,018.98	29,954.92	84.23
202-000-665.000	INTEREST EARNED	150.00	150.00	371.00	174.98	0.00	(221.00)	247.33
<hr/>								
Total Dept 000		190,150.00	190,150.00	160,416.08	229,738.32	19,018.98	29,733.92	84.36
<hr/>								
TOTAL REVENUES		190,150.00	190,150.00	160,416.08	229,738.32	19,018.98	29,733.92	84.36
<hr/>								
Expenditures								
Dept 463 - ROUTINE MAINTENANCE								
202-463-705.000	SALARIES SUPERVISION	6,500.00	6,500.00	4,153.94	6,240.15	442.58	2,346.06	63.91
202-463-706.000	SALARIES PERMANENT	20,500.00	20,500.00	18,600.82	23,357.16	2,148.16	1,899.18	90.74
202-463-709.000	MEDICARE	300.00	300.00	303.29	398.63	34.22	(3.29)	101.10
202-463-709.100	SOCIAL SECURITY TAX	1,600.00	1,600.00	1,296.78	1,704.43	146.32	303.22	81.05
202-463-756.000	OPERATING SUPPLIES	6,500.00	6,500.00	0.00	1,009.00	0.00	6,500.00	0.00
202-463-759.200	GASOLINE	7,000.00	7,000.00	8,007.37	7,185.26	1,914.21	(1,007.37)	114.39
202-463-770.200	EQUIPMENT/SMALL TOOLS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
202-463-801.200	PROFESSIONAL & CONTRACTUAL	25,000.00	25,000.00	6,243.96	6,237.16	309.96	18,756.04	24.98
202-463-931.800	EQUIPMENT & MAINTENANCE	5,000.00	5,000.00	638.17	0.00	638.17	4,361.83	12.76
202-463-932.900	VEHICLE REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	983.50	0.00	2,000.00	0.00
202-463-967.100	TOOLS & EQUIP	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
<hr/>								
Total Dept 463 - ROUTINE MAINTENANCE		77,400.00	77,400.00	39,244.33	47,115.29	5,633.62	38,155.67	50.70
<hr/>								
Dept 474 - TRAFFIC SERVICES								
202-474-705.000	SALARIES SUPERVISION	6,500.00	6,500.00	4,153.54	6,239.56	442.53	2,346.46	63.90
202-474-706.000	SALARIES PERMANENT	20,500.00	20,500.00	18,600.61	23,356.95	2,148.11	1,899.39	90.73
202-474-709.000	MEDICARE	300.00	300.00	303.16	398.49	34.18	(3.16)	101.05
202-474-709.100	SOCIAL SECURITY TAX	1,600.00	1,600.00	1,296.64	1,704.29	146.32	303.36	81.04
202-474-756.000	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	1,961.53	0.00	3,000.00	0.00
202-474-784.000	OPER SUPP SNOW & ICE	25,000.00	25,000.00	7,277.29	23,951.45	0.00	17,722.71	29.11
202-474-801.200	PROFESSIONAL & CONTRACTUAL	15,000.00	15,000.00	5,578.08	31,989.76	2,257.00	9,421.92	37.19
202-474-931.800	EQUIPMENT & MAINTENANCE	4,000.00	4,000.00	2,704.58	4,298.82	0.00	1,295.42	67.61
<hr/>								
Total Dept 474 - TRAFFIC SERVICES		75,900.00	75,900.00	39,913.90	93,900.85	5,028.14	35,986.10	52.59
<hr/>								
Dept 482 - ADMINISTRATIVE								
202-482-705.000	SALARIES SUPERVISION	5,000.00	5,000.00	3,073.29	3,741.10	334.60	1,926.71	61.47
202-482-709.000	MEDICARE	75.00	75.00	42.69	53.39	4.62	32.31	56.92
202-482-709.100	SOCIAL SECURITY TAX	300.00	300.00	182.48	228.43	19.76	117.52	60.83
202-482-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
202-482-955.850	MISCELLANEOUS	0.00	0.00	5,680.40	130.30	0.00	(5,680.40)	100.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

		2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	END BALANCE 06/30/2021	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDGT USED
GL NUMBER	DESCRIPTION							
Fund 202 - MAJOR STREET FUND								
Expenditures								
Total Dept 482 - ADMINISTRATIVE		6,375.00	6,375.00	9,978.86	5,153.22	358.98	(3,603.86)	156.53
Dept 483 - ENGINEERING								
202-483-801.200	PROFESSIONAL & CONTRACTUAL	15,000.00	15,000.00	4,100.00	0.00	4,100.00	10,900.00	27.33
202-483-934.200	BRIDGE REHABILITATION	30,000.00	30,000.00	0.00	3,850.00	0.00	30,000.00	0.00
Total Dept 483 - ENGINEERING		45,000.00	45,000.00	4,100.00	3,850.00	4,100.00	40,900.00	9.11
TOTAL EXPENDITURES		204,675.00	204,675.00	93,237.09	150,019.36	15,120.74	111,437.91	45.55
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		190,150.00	190,150.00	160,416.08	229,738.32	19,018.98	29,733.92	84.36
TOTAL EXPENDITURES		204,675.00	204,675.00	93,237.09	150,019.36	15,120.74	111,437.91	45.55
NET OF REVENUES & EXPENDITURES		(14,525.00)	(14,525.00)	67,178.99	79,718.96	3,898.24	(81,703.99)	462.51
Fund 203 - LOCAL STREET FUND								
Revenues								
Dept 000								
203-000-546.000	MOTOR VEHICLE FUND TAX	100,000.00	100,000.00	81,507.25	116,132.13	9,757.10	18,492.75	81.51
203-000-578.000	STATE REVENUE METRO ACT	0.00	0.00	0.00	11,561.45	0.00	0.00	0.00
203-000-665.000	INTEREST EARNED	150.00	150.00	255.32	161.48	0.00	(105.32)	170.21
Total Dept 000		100,150.00	100,150.00	81,762.57	127,855.06	9,757.10	18,387.43	81.64
TOTAL REVENUES		100,150.00	100,150.00	81,762.57	127,855.06	9,757.10	18,387.43	81.64
Expenditures								
Dept 463 - ROUTINE MAINTENANCE								
203-463-705.000	SALARIES SUPERVISION	6,500.00	6,500.00	4,153.75	6,239.83	442.54	2,346.25	63.90
203-463-706.000	SALARIES PERMANENT	10,000.00	10,000.00	7,971.39	10,010.31	920.65	2,028.61	79.71
203-463-709.000	MEDICARE	200.00	200.00	163.60	221.40	18.25	36.40	81.80
203-463-709.100	SOCIAL SECURITY TAX	850.00	850.00	699.54	946.58	78.01	150.46	82.30
203-463-756.000	OPERATING SUPPLIES	4,000.00	4,000.00	0.00	609.00	0.00	4,000.00	0.00
203-463-759.200	GASOLINE	1,600.00	1,600.00	1,601.46	2,210.02	382.84	(1.46)	100.09
203-463-770.200	EQUIPMENT/SMALL TOOLS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
203-463-801.200	PROFESSIONAL & CONTRACTUAL	5,000.00	5,000.00	0.00	944.00	0.00	5,000.00	0.00
203-463-931.800	EQUIPMENT & MAINTENANCE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
203-463-932.900	VEHICLE REPAIR & MAINTENANCE	1,500.00	1,500.00	936.57	983.50	936.57	563.43	62.44
203-463-967.100	TOOLS & EQUIP	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Total Dept 463 - ROUTINE MAINTENANCE		37,650.00	37,650.00	15,526.31	22,164.64	2,778.86	22,123.69	41.24
Dept 474 - TRAFFIC SERVICES								
203-474-705.000	SALARIES SUPERVISION	6,500.00	6,500.00	4,154.26	6,240.85	442.61	2,345.74	63.91
203-474-706.000	SALARIES PERMANENT	10,000.00	10,000.00	7,971.40	10,010.08	920.63	2,028.60	79.71
203-474-709.000	MEDICARE	200.00	200.00	163.71	221.58	18.25	36.29	81.86



PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
				03/31/2022	06/30/2021	03/31/22	BALANCE	USED
Fund 203 - LOCAL STREET FUND								
Expenditures								
203-474-709.100	SOCIAL SECURITY TAX	850.00	850.00	699.64	946.61	78.01	150.36	82.31
203-474-756.000	MISC SUPPLIES	2,000.00	2,000.00	0.00	1,505.31	0.00	2,000.00	0.00
203-474-784.000	OPER SUPP SNOW & ICE	20,000.00	20,000.00	7,277.31	9,336.13	0.00	12,722.69	36.39
203-474-933.000	EQUIPMENT & MAINTENANCE	0.00	0.00	0.00	1,587.00	0.00	0.00	0.00
Total Dept 474 - TRAFFIC SERVICES		39,550.00	39,550.00	20,266.32	29,847.56	1,459.50	19,283.68	51.24
Dept 482 - ADMINISTRATIVE								
203-482-705.000	SALARIES SUPERVISION	2,600.00	2,600.00	1,844.10	2,244.66	200.76	755.90	70.93
203-482-709.000	MEDICARE	50.00	50.00	25.65	32.08	2.78	24.35	51.30
203-482-709.100	SOCIAL SECURITY TAX	200.00	200.00	109.54	137.08	11.86	90.46	54.77
203-482-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
203-482-955.850	MISCELLANEOUS	60.00	60.00	3,336.11	76.55	0.00	(3,276.11)	5,560.18
Total Dept 482 - ADMINISTRATIVE		3,910.00	3,910.00	6,315.40	3,490.37	215.40	(2,405.40)	161.52
TOTAL EXPENDITURES		81,110.00	81,110.00	42,108.03	55,502.57	4,453.76	39,001.97	51.91
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		100,150.00	100,150.00	81,762.57	127,855.06	9,757.10	18,387.43	81.64
TOTAL EXPENDITURES		81,110.00	81,110.00	42,108.03	55,502.57	4,453.76	39,001.97	51.91
NET OF REVENUES & EXPENDITURES		19,040.00	19,040.00	39,654.54	72,352.49	5,303.34	(20,614.54)	208.27
Fund 204 - MUNICIPAL STREET FUND								
Revenues								
Dept 000								
204-000-404.000	PROPERTY TAXES	0.00	0.00	62,551.07	0.00	0.00	(62,551.07)	100.00
204-000-445.000	PENALTY & INTEREST	0.00	0.00	138.61	0.00	12.50	(138.61)	100.00
204-000-665.000	INTEREST EARNED	0.00	0.00	0.08	0.00	0.00	(0.08)	100.00
204-000-699.000	TRANSFER FROM GENERAL	0.00	0.00	110,505.00	0.00	0.00	(110,505.00)	100.00
204-000-699.100	TRANSFER IN	0.00	0.00	433.01	0.00	433.01	(433.01)	100.00
Total Dept 000		0.00	0.00	173,627.77	0.00	445.51	(173,627.77)	100.00
TOTAL REVENUES		0.00	0.00	173,627.77	0.00	445.51	(173,627.77)	100.00
Expenditures								
Dept 970 - CAPITAL								
204-970-976.200	STREET PAVING PROGRAM	0.00	0.00	160,504.30	0.00	0.00	(160,504.30)	100.00
Total Dept 970 - CAPITAL		0.00	0.00	160,504.30	0.00	0.00	(160,504.30)	100.00
TOTAL EXPENDITURES		0.00	0.00	160,504.30	0.00	0.00	(160,504.30)	100.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022	06/30/2021	MONTH 03/31/22	BALANCE	USED
Fund 204 - MUNICIPAL STREET FUND								
Fund 204 - MUNICIPAL STREET FUND:								
TOTAL REVENUES		0.00	0.00	173,627.77	0.00	445.51	(173,627.77)	100.00
TOTAL EXPENDITURES		0.00	0.00	160,504.30	0.00	0.00	(160,504.30)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	13,123.47	0.00	445.51	(13,123.47)	100.00
Fund 208 - PARK FUND								
Revenues								
Dept 000								
208-000-569.000	GRANT	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00
208-000-587.000	DONATIONS	0.00	0.00	0.00	175.00	0.00	0.00	0.00
208-000-651.100	TRANSIENT MARINA FEES	0.00	0.00	0.00	(3,132.90)	0.00	0.00	0.00
208-000-653.000	CONCESSION	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
208-000-653.300	VENDOR PERCENTAGE OF SALES	40,000.00	40,000.00	41,684.05	50,738.72	0.00	(1,684.05)	104.21
208-000-653.400	BOAT LAUNCHING FEES	0.00	0.00	0.00	0.31	0.00	0.00	0.00
208-000-654.000	BEACH PARKING FEES	300,000.00	300,000.00	269,196.90	314,227.95	121.65	30,803.10	89.73
208-000-657.000	PARKING FINES	55,000.00	55,000.00	61.00	49,815.00	0.00	54,939.00	0.11
208-000-665.000	INTEREST EARNED	50.00	50.00	15.36	34.95	0.00	34.64	30.72
208-000-667.100	PAVILLION RENTALS	500.00	500.00	375.00	600.00	50.00	125.00	75.00
208-000-678.000	REIMBURSEMENTS	0.00	0.00	2,587.11	0.00	0.00	(2,587.11)	100.00
208-000-691.000	MISCELLANEOUS	0.00	0.00	1,802.00	0.00	0.00	(1,802.00)	100.00
208-000-699.000	TRANSFER FROM GENERAL	100,000.00	100,000.00	100,000.00	75,000.00	0.00	0.00	100.00
Total Dept 000		505,550.00	505,550.00	415,721.42	499,459.03	171.65	89,828.58	82.23
TOTAL REVENUES		505,550.00	505,550.00	415,721.42	499,459.03	171.65	89,828.58	82.23
Expenditures								
Dept 691 - PARK								
208-691-706.400	SALARIES--PARKING ENF	0.00	0.00	0.00	705.40	0.00	0.00	0.00
208-691-983.000	VEHICLE LEASES	6,183.00	6,183.00	0.35	0.00	0.00	6,182.65	0.01
Total Dept 691 - PARK		6,183.00	6,183.00	0.35	705.40	0.00	6,182.65	0.01
Dept 751 - PARKS								
208-751-704.000	SALARIES PART-TIME	0.00	0.00	7,111.79	2,696.41	1,459.19	(7,111.79)	100.00
208-751-704.100	PT - LIFEGUARDS	60,000.00	60,000.00	16,306.10	40,730.77	0.00	43,693.90	27.18
208-751-705.000	SALARIES SUPERVISION	62,808.00	62,808.00	38,978.16	62,654.77	4,163.88	23,829.84	62.06
208-751-706.000	SALARIES PERMANENT	55,273.00	55,273.00	23,036.45	43,070.30	1,193.76	32,236.55	41.68
208-751-706.160	SALARIES-BOAT LAUNCH	0.00	0.00	0.00	0.21	0.00	0.00	0.00
208-751-706.300	SALARIES-BEACH	55,000.00	55,000.00	22,380.61	45,233.65	0.00	32,619.39	40.69
208-751-706.400	SALARIES--PARKING ENF	0.00	0.00	929.65	0.00	0.00	(929.65)	100.00
208-751-709.000	MEDICARE	3,000.00	3,000.00	1,814.33	3,224.79	95.76	1,185.67	60.48
208-751-709.100	SOCIAL SECURITY TAX	13,000.00	13,000.00	6,791.35	13,788.39	409.51	6,208.65	52.24
208-751-710.200	UNEMPLOYMENT	6,000.00	6,000.00	2,328.92	2,332.84	0.00	3,671.08	38.82
208-751-713.100	SALARIES-OVERTIME	3,000.00	3,000.00	360.84	2,781.43	0.00	2,639.16	12.03
208-751-717.100	RETIREMENT	10,000.00	10,000.00	4,920.14	6,568.28	298.86	5,079.86	49.20
208-751-718.000	HEALTH INSURANCE	20,000.00	20,000.00	9,767.18	9,100.69	751.02	10,232.82	48.84
208-751-724.000	LIFE & DISABILITY INSURANCE	3,317.00	3,317.00	2,276.51	2,795.38	161.56	1,040.49	68.63
208-751-724.200	WORKER'S COMPENSATION INS	5,500.00	5,500.00	5,568.24	5,358.24	0.00	(68.24)	101.24
208-751-725.000	DRUG TESTING/MEDICAL EXPENSE	1,000.00	1,000.00	0.00	175.00	0.00	1,000.00	0.00
208-751-752.200	OFFICE SUPPLIES	1,000.00	1,000.00	1,094.98	600.14	701.59	(94.98)	109.50

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
				03/31/2022	06/30/2021	03/31/22	BALANCE	USED
Fund 208 - PARK FUND								
Expenditures								
208-751-756.000	OPERATING SUPPLIES	10,000.00	10,000.00	11,101.22	10,668.88	50.82	(1,101.22)	111.01
208-751-759.200	GASOLINE	5,000.00	5,000.00	1,946.13	2,492.98	140.81	3,053.87	38.92
208-751-768.000	UNIFORMS	3,000.00	3,000.00	1,265.59	3,938.25	0.00	1,734.41	42.19
208-751-770.200	EQUIPMENT/SMALL TOOLS	5,000.00	5,000.00	2,013.22	6,100.87	1,235.86	2,986.78	40.26
208-751-801.200	PROFESSIONAL & CONTRACTUAL	25,000.00	25,000.00	18,504.00	61,257.00	450.00	6,496.00	74.02
208-751-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
208-751-831.000	MEMBERSHIPS & DUES	400.00	400.00	0.00	175.00	0.00	400.00	0.00
208-751-850.200	TELEPHONE	2,000.00	2,000.00	1,730.95	2,492.50	169.11	269.05	86.55
208-751-854.200	SOFTWARE EXPENSE	2,050.00	2,050.00	0.00	0.00	0.00	2,050.00	0.00
208-751-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	2,639.09	3,844.51	1,082.40	(639.09)	131.95
208-751-910.200	EDUCATION & TRAINING	500.00	500.00	350.00	500.00	0.00	150.00	70.00
208-751-924.200	UTILITIES	35,000.00	35,000.00	26,218.64	22,698.93	2,224.39	8,781.36	74.91
208-751-930.300	BUILDING REPAIR & MAINTENANCE	20,000.00	20,000.00	7,588.99	18,210.13	437.64	12,411.01	37.94
208-751-930.500	GROUNDS REPAIR & MAINT	20,000.00	20,000.00	15,750.54	17,207.43	611.87	4,249.46	78.75
208-751-931.700	EQUIPMENT MAINT--PARKING SYSTE	5,000.00	5,000.00	5,580.00	4,689.00	320.00	(580.00)	111.60
208-751-931.800	EQUIPMENT & MAINTENANCE	10,000.00	10,000.00	4,175.95	17,188.45	186.18	5,824.05	41.76
208-751-932.900	VEHICLE REPAIR & MAINTENANCE	3,000.00	3,000.00	6,238.05	4,731.87	226.18	(3,238.05)	207.94
208-751-935.100	FIRE INSURANCE	1,800.00	1,800.00	1,287.00	1,758.06	0.00	513.00	71.50
208-751-935.200	VEHICLE INSURANCE	4,500.00	4,500.00	2,588.80	3,969.62	0.00	1,911.20	57.53
208-751-935.300	LIABILITY INSURANCE	8,000.00	8,000.00	5,639.63	7,230.16	0.00	2,360.37	70.50
208-751-937.700	EQUIPMENT LEASES	12,000.00	12,000.00	21.68	13,035.72	(2,167.20)	11,978.32	0.18
208-751-940.900	EQUIPMENT RENTAL	1,000.00	1,000.00	300.00	1,050.00	0.00	700.00	30.00
208-751-946.200	ENGINEERING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
208-751-956.200	REFUNDS	400.00	400.00	0.00	0.00	0.00	400.00	0.00
208-751-963.000	BANK FEES	12,000.00	12,000.00	9,354.40	10,011.80	0.00	2,645.60	77.95
208-751-967.000	MISC PROJECTS	6,000.00	6,000.00	3,180.87	3,854.35	0.00	2,819.13	53.01
208-751-970.000	CAPITAL IMPROVEMENTS	6,000.00	6,000.00	0.00	4,455.00	0.00	6,000.00	0.00
208-751-979.000	EQUIPMENT	5,000.00	5,000.00	337.25	525.28	0.00	4,662.75	6.75
208-751-979.200	LIFEGUARD EQUIPMENT	2,200.00	2,200.00	184.71	3,721.57	0.00	2,015.29	8.40
208-751-979.300	LIFEGUARD RECRUITMENT & TRAINI	4,250.00	4,250.00	88.00	1,675.00	0.00	4,162.00	2.07
208-751-983.000	VEHICLE LEASES	0.00	0.00	3,384.30	0.00	516.26	(3,384.30)	100.00
Total Dept 751 - PARKS		512,998.00	512,998.00	276,134.26	469,593.65	14,719.45	236,863.74	53.83
TOTAL EXPENDITURES		519,181.00	519,181.00	276,134.61	470,299.05	14,719.45	243,046.39	53.19
Fund 208 - PARK FUND:								
TOTAL REVENUES		505,550.00	505,550.00	415,721.42	499,459.03	171.65	89,828.58	82.23
TOTAL EXPENDITURES		519,181.00	519,181.00	276,134.61	470,299.05	14,719.45	243,046.39	53.19
NET OF REVENUES & EXPENDITURES		(13,631.00)	(13,631.00)	139,586.81	29,159.98	(14,547.80)	(153,217.81)	1,024.04
Fund 209 - PARK IMPROVEMENT FUND								
Revenues								
Dept 000								
209-000-404.000	PROPERTY TAXES	112,000.00	112,000.00	115,287.80	111,781.46	0.00	(3,287.80)	102.94
209-000-445.000	PENALTY & INTEREST	225.00	225.00	255.18	253.04	22.99	(30.18)	113.41
209-000-665.000	INTEREST EARNED	20.00	20.00	19.56	32.70	0.00	0.44	97.80
Total Dept 000		112,245.00	112,245.00	115,562.54	112,067.20	22.99	(3,317.54)	102.96

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022	06/30/2021	MONTH 03/31/22	BALANCE	USED
Fund 209 - PARK IMPROVEMENT FUND								
Revenues								
TOTAL REVENUES		112,245.00	112,245.00	115,562.54	112,067.20	22.99	(3,317.54)	102.96
Expenditures								
Dept 751 - PARKS								
209-751-974.000	CAPITAL IMPROVEMENTS	155,000.00	155,000.00	0.00	82,350.00	(59,777.86)	155,000.00	0.00
209-751-995.500	TRANSFER TO DREDGE FUND	40,000.00	40,000.00	34,970.00	36,288.00	0.00	5,030.00	87.43
Total Dept 751 - PARKS		195,000.00	195,000.00	34,970.00	118,638.00	(59,777.86)	160,030.00	17.93
TOTAL EXPENDITURES		195,000.00	195,000.00	34,970.00	118,638.00	(59,777.86)	160,030.00	17.93
Fund 209 - PARK IMPROVEMENT FUND:								
TOTAL REVENUES		112,245.00	112,245.00	115,562.54	112,067.20	22.99	(3,317.54)	102.96
TOTAL EXPENDITURES		195,000.00	195,000.00	34,970.00	118,638.00	(59,777.86)	160,030.00	17.93
NET OF REVENUES & EXPENDITURES		(82,755.00)	(82,755.00)	80,592.54	(6,570.80)	59,800.85	(163,347.54)	97.39
Fund 225 - DREDGE FUND								
Revenues								
Dept 000								
225-000-589.000	CONTRIBUTIONS	40,000.00	40,000.00	(23,152.00)	28,116.00	0.00	63,152.00	(57.88)
225-000-665.000	INTEREST EARNED	125.00	125.00	124.78	204.13	0.00	0.22	99.82
225-000-699.100	TRANSFER IN	40,000.00	40,000.00	34,970.00	36,288.00	0.00	5,030.00	87.43
Total Dept 000		80,125.00	80,125.00	11,942.78	64,608.13	0.00	68,182.22	14.91
TOTAL REVENUES		80,125.00	80,125.00	11,942.78	64,608.13	0.00	68,182.22	14.91
Expenditures								
Dept 597 - HARBOR OPERATIONS								
225-597-801.200	PROFESSIONAL & CONTRACTUAL	300,000.00	300,000.00	24,996.25	0.00	18,871.25	275,003.75	8.33
Total Dept 597 - HARBOR OPERATIONS		300,000.00	300,000.00	24,996.25	0.00	18,871.25	275,003.75	8.33
TOTAL EXPENDITURES		300,000.00	300,000.00	24,996.25	0.00	18,871.25	275,003.75	8.33
Fund 225 - DREDGE FUND:								
TOTAL REVENUES		80,125.00	80,125.00	11,942.78	64,608.13	0.00	68,182.22	14.91
TOTAL EXPENDITURES		300,000.00	300,000.00	24,996.25	0.00	18,871.25	275,003.75	8.33
NET OF REVENUES & EXPENDITURES		(219,875.00)	(219,875.00)	(13,053.47)	64,608.13	(18,871.25)	(206,821.53)	5.94

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
				03/31/2022	06/30/2021	03/31/22	BALANCE	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
248-000-665.000	INTEREST EARNED	0.00	0.00	0.08	0.12	0.00	(0.08)	100.00
Total Dept 000		0.00	0.00	0.08	0.12	0.00	(0.08)	100.00
TOTAL REVENUES		0.00	0.00	0.08	0.12	0.00	(0.08)	100.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		0.00	0.00	0.08	0.12	0.00	(0.08)	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	0.08	0.12	0.00	(0.08)	100.00
Fund 265 - DRUG LAW ENFORCEMENT FUND								
Revenues								
Dept 000								
265-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.02	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.02	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.02	0.00	0.00	0.00
Fund 265 - DRUG LAW ENFORCEMENT FUND:								
TOTAL REVENUES		0.00	0.00	0.00	0.02	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.02	0.00	0.00	0.00
Fund 266 - CRIMINAL JUSTICE TRAINING (ACT 302)								
Revenues								
Dept 000								
266-000-550.000	STATE REVENUE JUSTICE TRAINING	1,300.00	1,300.00	555.36	892.08	0.00	744.64	42.72
266-000-665.000	INTEREST EARNED	0.00	0.00	0.08	0.12	0.00	(0.08)	100.00
Total Dept 000		1,300.00	1,300.00	555.44	892.20	0.00	744.56	42.73
TOTAL REVENUES		1,300.00	1,300.00	555.44	892.20	0.00	744.56	42.73
Expenditures								
Dept 000								
266-000-910.900	CRIMINAL JUSTICE TRAINING	0.00	0.00	194.38	155.51	0.00	(194.38)	100.00
Total Dept 000		0.00	0.00	194.38	155.51	0.00	(194.38)	100.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	END BALANCE 06/30/2021	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDGT USED
Fund 266 - CRIMINAL JUSTICE TRAINING (ACT 302)								
Expenditures								
TOTAL EXPENDITURES		0.00	0.00	194.38	155.51	0.00	(194.38)	100.00
Fund 266 - CRIMINAL JUSTICE TRAINING (ACT 302):								
TOTAL REVENUES		1,300.00	1,300.00	555.44	892.20	0.00	744.56	42.73
TOTAL EXPENDITURES		0.00	0.00	194.38	155.51	0.00	(194.38)	100.00
NET OF REVENUES & EXPENDITURES		1,300.00	1,300.00	361.06	736.69	0.00	938.94	27.77
Fund 351 - DEBT SERVICE								
Revenues								
Dept 000								
351-000-665.000	INTEREST EARNED	100.00	100.00	50.01	74.94	0.00	49.99	50.01
351-000-699.000	TRANSFER FROM GENERAL	126,716.00	126,716.00	126,716.00	127,543.00	0.00	0.00	100.00
351-000-699.100	TRANSFER IN FROM WATER	84,275.00	84,275.00	84,275.00	84,825.00	0.00	0.00	100.00
351-000-699.200	TRANSFER IN FROM SEWER	126,109.00	126,109.00	126,109.00	126,932.00	0.00	0.00	100.00
Total Dept 000		337,200.00	337,200.00	337,150.01	339,374.94	0.00	49.99	99.99
TOTAL REVENUES		337,200.00	337,200.00	337,150.01	339,374.94	0.00	49.99	99.99
Expenditures								
Dept 906 - DEBT SERVICE								
351-906-991.100	2017 CAP IMPROV BOND PRINCIPLE	245,000.00	245,000.00	245,000.00	240,000.00	245,000.00	0.00	100.00
351-906-992.100	2017 CAP IMPROV BOND INTEREST	92,100.00	92,100.00	92,100.00	99,300.00	46,050.00	0.00	100.00
351-906-993.000	FEES	800.00	800.00	0.00	0.00	0.00	800.00	0.00
Total Dept 906 - DEBT SERVICE		337,900.00	337,900.00	337,100.00	339,300.00	291,050.00	800.00	99.76
TOTAL EXPENDITURES		337,900.00	337,900.00	337,100.00	339,300.00	291,050.00	800.00	99.76
Fund 351 - DEBT SERVICE:								
TOTAL REVENUES		337,200.00	337,200.00	337,150.01	339,374.94	0.00	49.99	99.99
TOTAL EXPENDITURES		337,900.00	337,900.00	337,100.00	339,300.00	291,050.00	800.00	99.76
NET OF REVENUES & EXPENDITURES		(700.00)	(700.00)	50.01	74.94	(291,050.00)	(750.01)	7.14
Fund 402 - EQUIPMENT PURCHASE FUND								
Revenues								
Dept 000								
402-000-665.000	INTEREST EARNED	0.00	0.00	24.52	35.15	0.00	(24.52)	100.00
402-000-676.000	REIMBURSEMENTS	25,000.00	25,000.00	65,645.00	30,441.00	0.00	(40,645.00)	262.58
402-000-699.000	TRANSFER FROM GENERAL	30,000.00	30,000.00	40,000.00	30,000.00	0.00	(10,000.00)	133.33
402-000-699.300	TRANSFER FROM LRSB	40,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00
Total Dept 000		95,000.00	95,000.00	145,669.52	100,476.15	0.00	(50,669.52)	153.34

DB: New Buffalo

## REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

Page: 18/24

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

		2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	END BALANCE 06/30/2021	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDGT USED
GL NUMBER	DESCRIPTION							
Fund 402 - EQUIPMENT PURCHASE FUND								
Revenues								
TOTAL REVENUES		95,000.00	95,000.00	145,669.52	100,476.15	0.00	(50,669.52)	153.34
Expenditures								
Dept 970 - CAPITAL								
402-970-981.000	POLICE VEHICLES&EQUIPMENT	22,000.00	22,000.00	21,362.85	21,047.55	0.00	637.15	97.10
402-970-981.200	STREET VEHICLES & EQUIPMENT	34,500.00	34,500.00	30,422.85	36,857.40	0.00	4,077.15	88.18
402-970-981.300	PARK VEHICLES & EQUIPMENT	5,720.00	5,720.00	1,429.89	56,219.56	0.00	4,290.11	25.00
402-970-981.500	CITY HALL EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 970 - CAPITAL		67,220.00	67,220.00	53,215.59	114,124.51	0.00	14,004.41	79.17
TOTAL EXPENDITURES		67,220.00	67,220.00	53,215.59	114,124.51	0.00	14,004.41	79.17
Fund 402 - EQUIPMENT PURCHASE FUND:								
TOTAL REVENUES		95,000.00	95,000.00	145,669.52	100,476.15	0.00	(50,669.52)	153.34
TOTAL EXPENDITURES		67,220.00	67,220.00	53,215.59	114,124.51	0.00	14,004.41	79.17
NET OF REVENUES & EXPENDITURES		27,780.00	27,780.00	92,453.93	(13,648.36)	0.00	(64,673.93)	332.81
Fund 403 - CAPITAL IMPROV CONSTRUCTION								
Revenues								
Dept 000								
403-000-665.000	INTEREST EARNED	0.00	0.00	13.24	43.63	0.00	(13.24)	100.00
403-000-695.100	TRANSFER	0.00	0.00	(433.01)	0.00	(433.01)	433.01	100.00
Total Dept 000		0.00	0.00	(419.77)	43.63	(433.01)	419.77	100.00
TOTAL REVENUES		0.00	0.00	(419.77)	43.63	(433.01)	419.77	100.00
Expenditures								
Dept 970 - CAPITAL								
403-970-976.200	STREET PAVING PROGRAM	65,000.00	65,000.00	58,950.40	44,969.60	10,776.60	6,049.60	90.69
403-970-993.000	FEES	950.00	950.00	750.00	1,250.00	(10,776.60)	200.00	78.95
Total Dept 970 - CAPITAL		65,950.00	65,950.00	59,700.40	46,219.60	0.00	6,249.60	90.52
TOTAL EXPENDITURES		65,950.00	65,950.00	59,700.40	46,219.60	0.00	6,249.60	90.52
Fund 403 - CAPITAL IMPROV CONSTRUCTION:								
TOTAL REVENUES		0.00	0.00	(419.77)	43.63	(433.01)	419.77	100.00
TOTAL EXPENDITURES		65,950.00	65,950.00	59,700.40	46,219.60	0.00	6,249.60	90.52
NET OF REVENUES & EXPENDITURES		(65,950.00)	(65,950.00)	(60,120.17)	(46,175.97)	(433.01)	(5,829.83)	91.16

Fund 590 - SEWER FUND

REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
				03/31/2022	06/30/2021	03/31/22	BALANCE	USED
Fund 590 - SEWER FUND								
Revenues								
Dept 000								
590-000-642.000	TAP IN FEES	8,000.00	8,000.00	4,689.55	9,705.73	2,118.52	3,310.45	58.62
590-000-642.100	TAP BUY INS	20,000.00	20,000.00	8,805.00	20,770.77	2,935.00	11,195.00	44.03
590-000-642.300	INSPECTION FEES	500.00	500.00	237.00	237.00	79.00	263.00	47.40
590-000-642.400	CONNECTION FEE	1,500.00	1,500.00	1,050.00	1,050.00	350.00	450.00	70.00
590-000-650.000	USAGE	482,812.00	482,812.00	387,943.74	460,488.39	25,347.48	94,868.26	80.35
590-000-650.100	READY TO SERVE	575,000.00	575,000.00	434,277.76	574,777.86	41,868.55	140,722.24	75.53
590-000-662.000	PENALTIES	10,000.00	10,000.00	7,841.82	8,472.62	850.56	2,158.18	78.42
590-000-665.000	INTEREST EARNED	150.00	150.00	70.65	167.82	0.00	79.35	47.10
590-000-670.000	INCOME FROM JOINT VENTURE	0.00	0.00	0.00	(110,423.09)	0.00	0.00	0.00
590-000-691.000	MISCELLANEOUS	0.00	0.00	0.00	740.58	0.00	0.00	0.00
Total Dept 000		1,097,962.00	1,097,962.00	844,915.52	965,987.68	73,549.11	253,046.48	76.95
TOTAL REVENUES		1,097,962.00	1,097,962.00	844,915.52	965,987.68	73,549.11	253,046.48	76.95
Expenditures								
Dept 537 - SEWER								
590-537-705.000	SALARIES SUPERVISION	27,500.00	27,500.00	15,389.43	20,908.92	1,656.81	12,110.57	55.96
590-537-706.000	SALARIES PERMANENT	40,000.00	40,000.00	31,262.14	41,240.75	3,521.39	8,737.86	78.16
590-537-709.000	MEDICARE	800.00	800.00	638.35	859.50	70.32	161.65	79.79
590-537-709.100	SOCIAL SECURITY TAX	4,000.00	4,000.00	2,729.94	3,674.30	300.77	1,270.06	68.25
590-537-756.000	OPERATING SUPPLIES	300.00	300.00	0.00	0.00	0.00	300.00	0.00
590-537-801.200	PROFESSIONAL & CONTRACTUAL	3,000.00	17,750.00	0.00	0.00	0.00	17,750.00	0.00
590-537-807.000	AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
590-537-838.000	GALIEN RIVER SANITARY DISTRICT	900,000.00	900,000.00	349,188.07	524,330.34	60,448.43	550,811.93	38.80
590-537-838.100	GRSD MAINTENANCE	40,000.00	40,000.00	7,331.16	29,521.25	965.50	32,668.84	18.33
590-537-838.500	GRSD-CONNECTION FEES	2,000.00	2,000.00	350.00	700.00	0.00	1,650.00	17.50
590-537-851.200	POSTAGE	1,800.00	1,800.00	800.00	800.00	0.00	1,000.00	44.44
590-537-903.000	PRINTING & PUBLISHING	0.00	0.00	0.00	155.41	0.00	0.00	0.00
590-537-924.200	UTILITIES	13,000.00	13,000.00	17,809.08	20,232.03	2,483.76	(4,809.08)	136.99
590-537-931.800	EQUIPMENT & MAINTENANCE	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
590-537-934.100	SEWER REPAIR & MAINTENANCE	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00
590-537-935.300	LIABILITY INSURANCE	2,800.00	2,800.00	1,943.97	2,563.01	0.00	856.03	69.43
590-537-937.000	SEWER CONNECTIONS/MAINTENANCE	7,000.00	7,000.00	0.00	5,200.00	0.00	7,000.00	0.00
590-537-946.200	ENGINEERING	30,000.00	30,000.00	0.00	750.00	0.00	30,000.00	0.00
590-537-955.850	MISCELLANEOUS	0.00	0.00	258.57	181.75	0.00	(258.57)	100.00
590-537-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	47,105.40	0.00	0.00	0.00
590-537-995.000	INTERFUND TRANSFERS	22,878.00	22,878.00	11,807.27	19,678.27	0.00	11,070.73	51.61
590-537-995.100	TRANSFER TO DEBT SERVICE 2017	126,716.00	126,716.00	126,109.00	126,932.00	0.00	607.00	99.52
Total Dept 537 - SEWER		1,257,794.00	1,272,544.00	567,616.98	846,832.93	69,446.98	704,927.02	44.60
TOTAL EXPENDITURES		1,257,794.00	1,272,544.00	567,616.98	846,832.93	69,446.98	704,927.02	44.60
Fund 590 - SEWER FUND:								
TOTAL REVENUES		1,097,962.00	1,097,962.00	844,915.52	965,987.68	73,549.11	253,046.48	76.95
TOTAL EXPENDITURES		1,257,794.00	1,272,544.00	567,616.98	846,832.93	69,446.98	704,927.02	44.60



PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET			MONTH		
		BUDGET		03/31/2022	06/30/2021	03/31/22		
Fund 590 - SEWER FUND								
NET OF REVENUES & EXPENDITURES		(159,832.00)	(174,582.00)	277,298.54	119,154.75	4,102.13	(451,880.54)	158.84
Fund 591 - WATER FUND								
Revenues								
Dept 000								
591-000-626.000	SERVICES RENDERED	500.00	500.00	1,350.00	1,914.00	0.00	(850.00)	270.00
591-000-642.000	TAP IN FEES	20,000.00	20,000.00	11,923.36	17,978.05	2,000.00	8,076.64	59.62
591-000-642.100	TAP BUY INS	10,000.00	10,000.00	2,973.00	10,977.23	991.00	7,027.00	29.73
591-000-648.000	USAGE - CASINO	360,000.00	360,000.00	287,763.88	338,002.97	29,568.00	72,236.12	79.93
591-000-649.000	USAGE-TWP	9,700.00	9,700.00	9,233.20	13,163.11	1,444.24	466.80	95.19
591-000-650.000	USAGE	370,000.00	370,000.00	283,650.38	332,331.79	17,218.42	86,349.62	76.66
591-000-650.100	READY TO SERVE	430,000.00	430,000.00	309,959.40	422,985.23	27,432.28	120,040.60	72.08
591-000-650.200	RTS - CASINO	23,000.00	23,000.00	17,539.56	23,386.08	1,948.84	5,460.44	76.26
591-000-651.000	ON/OFF FEES	3,000.00	3,000.00	3,270.00	5,916.50	105.00	(270.00)	109.00
591-000-662.000	PENALTIES	6,500.00	6,500.00	5,098.29	5,699.01	506.71	1,401.71	78.44
591-000-665.000	INTEREST EARNED	400.00	400.00	381.40	513.41	0.00	18.60	95.35
591-000-680.000	HYDRANT RENTAL	150.00	150.00	100.00	416.00	0.00	50.00	66.67
591-000-695.300	TRANSFER FROM LRSB	0.00	0.00	51,520.00	0.00	0.00	(51,520.00)	100.00
Total Dept 000		1,233,250.00	1,233,250.00	984,762.47	1,173,283.38	81,214.49	248,487.53	79.85
TOTAL REVENUES		1,233,250.00	1,233,250.00	984,762.47	1,173,283.38	81,214.49	248,487.53	79.85
Expenditures								
Dept 536 - WATER								
591-536-705.000	SALARIES SUPERVISION	133,575.00	133,575.00	85,860.02	116,846.18	9,445.83	47,714.98	64.28
591-536-706.000	SALARIES PERMANENT	186,864.00	186,864.00	133,161.76	185,730.43	13,976.81	53,702.24	71.26
591-536-709.000	MEDICARE	5,000.00	5,000.00	3,225.82	4,431.27	322.16	1,774.18	64.52
591-536-709.100	SOCIAL SECURITY TAX	19,500.00	19,500.00	13,793.49	18,947.75	1,377.56	5,706.51	70.74
591-536-710.200	UNEMPLOYMENT	1,700.00	1,700.00	0.00	736.64	0.00	1,700.00	0.00
591-536-713.100	SALARIES-OVERTIME	22,000.00	22,000.00	12,478.26	17,384.45	551.20	9,521.74	56.72
591-536-717.100	RETIREMENT	21,500.00	21,500.00	16,066.61	(11,735.63)	1,609.01	5,433.39	74.73
591-536-718.000	HEALTH INSURANCE	81,258.00	81,258.00	59,300.64	75,961.73	6,634.88	21,957.36	72.98
591-536-724.000	LIFE & DISABILITY INSURANCE	7,881.00	7,881.00	6,231.29	8,514.25	678.87	1,649.71	79.07
591-536-724.200	WORKER'S COMPENSATION INS	9,500.00	9,500.00	10,728.22	10,414.90	0.00	(1,228.22)	112.93
591-536-725.000	DRUG TESTING/MEDICAL EXPENSE	0.00	0.00	55.00	0.00	0.00	(55.00)	100.00
591-536-726.000	STIPENDS	5,050.00	5,050.00	5,341.72	5,158.28	0.00	(291.72)	105.78
591-536-752.200	OFFICE SUPPLIES	800.00	800.00	558.57	122.22	0.00	241.43	69.82
591-536-754.000	PROCESS CHEMICALS	26,500.00	26,500.00	12,035.12	24,427.90	55.25	14,464.88	45.42
591-536-756.000	OPERATING SUPPLIES	25,000.00	25,000.00	6,974.49	14,828.04	1,346.28	18,025.51	27.90
591-536-756.100	SUPPLIES - WATER TAPS	7,500.00	7,500.00	6,259.49	4,987.32	1,311.00	1,240.51	83.46
591-536-756.200	METER REPLACEMENT	17,000.00	17,000.00	8,141.34	7,478.40	1,097.88	8,858.66	47.89
591-536-756.300	MISC TESTING SUPPLIES&TESTING	8,000.00	8,000.00	3,099.17	8,221.66	878.00	4,900.83	38.74
591-536-756.400	LAB SUPPLIES	23,500.00	23,500.00	14,735.44	20,578.69	1,827.12	8,764.56	62.70
591-536-759.200	GASOLINE	5,500.00	5,500.00	3,324.87	3,133.26	378.02	2,175.13	60.45
591-536-768.000	UNIFORMS	1,600.00	1,600.00	612.38	1,004.20	49.99	987.62	38.27
591-536-770.200	EQUIPMENT/SMALL TOOLS	5,500.00	5,500.00	5,044.18	646.24	147.57	455.82	91.71
591-536-801.200	PROFESSIONAL & CONTRACTUAL	30,000.00	44,750.00	18,868.00	27,511.24	(70.00)	25,882.00	42.16
591-536-801.600	CONTRACTUAL-WATER TAPS	7,500.00	7,500.00	1,394.00	4,473.50	440.00	6,106.00	18.59
591-536-807.000	AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
591-536-818.700	SLUDGE REMOVAL	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
591-536-818.800	WATER INTAKE SERVICE	15,000.00	15,000.00	17,400.00	0.00	0.00	(2,400.00)	116.00
591-536-820.500	PERMIT FEE	150.00	150.00	150.00	245.00	0.00	0.00	100.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET			MONTH		
		BUDGET		03/31/2022	06/30/2021	03/31/22		
Fund 591 - WATER FUND								
Expenditures								
591-536-824.000	LAB CERTIFICATION FEE	1,500.00	1,500.00	1,340.28	1,300.05	0.00	159.72	89.35
591-536-831.000	MEMBERSHIPS & DUES	2,000.00	2,000.00	905.57	1,769.58	0.00	1,094.43	45.28
591-536-850.200	TELEPHONE	12,000.00	12,000.00	6,704.26	8,189.17	730.21	5,295.74	55.87
591-536-851.200	POSTAGE	2,500.00	2,500.00	1,250.23	1,352.85	0.00	1,249.77	50.01
591-536-861.000	TRAVEL/MILEAGE REIMB	500.00	500.00	121.01	0.00	81.01	378.99	24.20
591-536-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	632.00	155.41	0.00	368.00	63.20
591-536-910.200	EDUCATION & TRAINING	3,800.00	3,800.00	2,381.24	855.00	441.18	1,418.76	62.66
591-536-924.200	UTILITIES	55,000.00	55,000.00	31,060.50	39,255.69	4,746.73	23,939.50	56.47
591-536-930.000	PLANT REPAIR & MAINTENANCE	15,000.00	15,000.00	171.67	977.45	148.99	14,828.33	1.14
591-536-930.300	BUILDING REPAIR & MAINTENANCE	20,000.00	20,000.00	993.96	178,013.73	208.80	19,006.04	4.97
591-536-931.800	EQUIPMENT & MAINTENANCE	40,000.00	40,000.00	18,690.09	24,153.08	328.00	21,309.91	46.73
591-536-932.900	VEHICLE REPAIR & MAINTENANCE	6,500.00	6,500.00	1,031.99	1,463.61	0.00	5,468.01	15.88
591-536-934.000	OTHER REPAIRS & MAINT	10,000.00	10,000.00	139.96	5,637.30	139.96	9,860.04	1.40
591-536-935.100	FIRE INSURANCE	12,000.00	12,000.00	8,622.90	11,778.94	0.00	3,377.10	71.86
591-536-935.200	VEHICLE INSURANCE	2,500.00	2,500.00	3,235.98	2,381.78	0.00	(735.98)	129.44
591-536-935.300	LIABILITY INSURANCE	3,000.00	3,000.00	1,879.88	2,410.06	0.00	1,120.12	62.66
591-536-940.900	EQUIPMENT RENTAL	250.00	250.00	0.00	0.00	0.00	250.00	0.00
591-536-946.200	ENGINEERING	25,000.00	25,000.00	15,727.02	19,756.50	3,832.50	9,272.98	62.91
591-536-955.850	MISCELLANEOUS	0.00	0.00	0.00	(2,312.50)	0.00	0.00	0.00
591-536-963.000	BANK FEES	3,000.00	3,000.00	1,746.95	682.88	0.00	1,253.05	58.23
591-536-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	182,587.37	0.00	0.00	0.00
591-536-974.700	PLANT SECURITY EXPENSE	2,500.00	2,500.00	34.57	1,010.00	0.00	2,465.43	1.38
591-536-979.000	EQUIPMENT	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00
591-536-979.400	WATER METER REPLACEMENT	0.00	0.00	500.00	0.00	0.00	(500.00)	100.00
591-536-979.500	HYDRANT REPLACEMENT	7,500.00	7,500.00	0.00	(9.46)	0.00	7,500.00	0.00
591-536-983.000	VEHICLE LEASES	6,277.00	6,277.00	3,474.39	0.00	530.43	2,802.61	55.35
591-536-987.000	WATER MAIN EXTENSIONS	70,000.00	70,000.00	14,485.38	0.00	0.00	55,514.62	20.69
591-536-991.700	LIGHTHOUSE CREEK PAYMENT	75,541.00	75,541.00	127,442.57	28,901.14	0.00	(51,901.57)	168.71
591-536-992.600	2010 WATER SYS IMPR-INTEREST	20,874.00	20,874.00	20,873.10	22,024.60	0.00	0.90	100.00
591-536-995.100	TRANSFER TO DEBT SERVICE 2017	84,275.00	84,275.00	84,275.00	84,825.00	0.00	0.00	100.00
Total Dept 536 - WATER		1,196,895.00	1,211,645.00	794,560.38	1,169,207.15	53,245.24	417,084.62	65.58
TOTAL EXPENDITURES		1,196,895.00	1,211,645.00	794,560.38	1,169,207.15	53,245.24	417,084.62	65.58
Fund 591 - WATER FUND:								
TOTAL REVENUES		1,233,250.00	1,233,250.00	984,762.47	1,173,283.38	81,214.49	248,487.53	79.85
TOTAL EXPENDITURES		1,196,895.00	1,211,645.00	794,560.38	1,169,207.15	53,245.24	417,084.62	65.58
NET OF REVENUES & EXPENDITURES		36,355.00	21,605.00	190,202.09	4,076.23	27,969.25	(168,597.09)	880.36
Fund 594 - HARBOR OPERATIONS								
Revenues								
Dept 000								
594-000-651.100	TRANSIENT MARINA FEES	45,000.00	45,000.00	57,053.09	70,766.66	5,439.92	(12,053.09)	126.78
594-000-652.000	BOAT LAUNCHING FEES	53,000.00	53,000.00	54,351.50	72,468.00	67.00	(1,351.50)	102.55
594-000-652.100	BOAT LAUNCH FEES-COMMERCIAL	28,000.00	28,000.00	11,871.00	23,946.00	0.00	16,129.00	42.40
594-000-653.200	ICE/MECHANDISE SALES	1,200.00	1,200.00	340.00	491.00	0.00	860.00	28.33
594-000-665.000	INTEREST EARNED	0.00	20.00	10.61	6.77	0.00	9.39	53.05
594-000-676.000	REIMBURSEMENTS	0.00	100.00	0.00	0.00	0.00	100.00	0.00
594-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00	11,670.00	0.00	0.00	0.00

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022	06/30/2021	MONTH 03/31/22	BALANCE	USED
Fund 594 - HARBOR OPERATIONS								
Revenues								
594-000-699.000	TRANSFER FROM GENERAL	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00
Total Dept 000		127,200.00	127,320.00	123,626.20	204,348.43	5,506.92	3,693.80	97.10
TOTAL REVENUES		127,200.00	127,320.00	123,626.20	204,348.43	5,506.92	3,693.80	97.10
Expenditures								
Dept 597 - HARBOR OPERATIONS								
594-597-705.000	SALARIES SUPERVISION	15,000.00	15,000.00	10,572.49	4,653.46	1,120.74	4,427.51	70.48
594-597-706.100	SALARIES-OVERTIME	500.00	500.00	162.00	108.00	0.00	338.00	32.40
594-597-706.160	SALARIES-BOAT LAUNCH	36,000.00	36,000.00	17,946.54	31,946.49	0.00	18,053.46	49.85
594-597-706.200	SALARIES- PT MARINA	25,000.00	25,000.00	10,765.55	17,588.70	0.00	14,234.45	43.06
594-597-706.400	SALARIES--PARKING ENF	0.00	0.00	929.59	705.37	0.00	(929.59)	100.00
594-597-707.000	SALARIES PART-TIME	0.00	0.00	888.99	337.05	182.41	(888.99)	100.00
594-597-709.000	MEDICARE	0.00	885.00	591.74	0.00	18.09	293.26	66.86
594-597-709.100	SOCIAL SECURITY TAX	0.00	3,500.00	2,530.01	0.00	77.31	969.99	72.29
594-597-710.200	UNEMPLOYMENT	0.00	1,500.00	222.97	0.00	0.00	1,277.03	14.86
594-597-714.000	MEDICARE	885.00	0.00	0.00	401.61	0.00	0.00	0.00
594-597-715.000	SOCIAL SECURITY TAX	3,500.00	0.00	0.00	1,717.31	0.00	0.00	0.00
594-597-720.000	WORKER'S COMPENSATION INS	500.00	0.00	0.34	118.34	0.00	(0.34)	100.00
594-597-721.000	UNEMPLOYMENT COMPENSATION	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00
594-597-722.000	DRUG TESTING/MEDICAL EXPENSE	500.00	0.00	0.00	210.00	0.00	0.00	0.00
594-597-724.200	WORKER'S COMPENSATION INSURANC	0.00	500.00	500.28	0.00	0.00	(0.28)	100.06
594-597-725.000	DRUG TESTING/MEDICAL EXPENSE	0.00	500.00	35.00	0.00	0.00	465.00	7.00
594-597-728.000	OFFICE SUPPLIES	500.00	0.00	0.05	706.28	0.00	(0.05)	100.00
594-597-752.200	OFFICE SUPPLIES	0.00	500.00	210.38	0.00	98.38	289.62	42.08
594-597-756.000	OPERATING SUPPLIES	2,000.00	2,000.00	3,097.67	941.31	477.39	(1,097.67)	154.88
594-597-756.500	MERCHANDISE	2,000.00	2,000.00	437.06	0.00	437.06	1,562.94	21.85
594-597-767.000	EQUIPMENT/SMALL TOOLS	500.00	0.00	0.00	482.50	0.00	0.00	0.00
594-597-768.000	UNIFORMS	0.00	0.00	0.00	412.79	0.00	0.00	0.00
594-597-770.200	EQUIPMENT/SMALL TOOLS	0.00	500.00	218.42	0.00	218.42	281.58	43.68
594-597-801.200	PROFESSIONAL & CONTRACTUAL	0.00	25,000.00	19,655.42	0.00	90.00	5,344.58	78.62
594-597-807.000	AUDIT	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00
594-597-818.000	PROFESSIONAL & CONTRACTUAL	3,000.00	0.00	0.00	65,780.42	0.00	0.00	0.00
594-597-818.200	ENGINEERING	2,000.00	0.00	0.00	8,850.00	0.00	0.00	0.00
594-597-900.000	PRINTING & PUBLISHING	0.00	1,500.00	1,971.91	0.00	0.00	(471.91)	131.46
594-597-920.000	UTILITIES	7,500.00	0.00	(0.24)	9,605.49	0.00	0.24	100.00
594-597-924.200	UTILITIES	0.00	7,500.00	5,468.23	0.00	0.00	2,031.77	72.91
594-597-930.300	BUILDING REPAIR & MAINTENANCE	0.00	5,000.00	13,972.73	0.00	3,317.43	(8,972.73)	279.45
594-597-930.400	GROUNDS REPAIR & MAINT	0.00	8,500.00	7,556.36	0.00	0.00	943.64	88.90
594-597-931.000	BUILDING REPAIR & MAINTENANCE	5,000.00	0.00	0.00	3,624.99	0.00	0.00	0.00
594-597-931.700	EQUIPMENT MAINT--PARKING SYSTE	0.00	0.00	960.00	0.00	960.00	(960.00)	100.00
594-597-931.800	EQUIPMENT & MAINTENANCE	0.00	1,000.00	7,958.98	0.00	7,945.00	(6,958.98)	795.90
594-597-932.000	GROUNDS REPAIR & MAINT	5,500.00	0.00	0.00	10,719.77	0.00	0.00	0.00
594-597-933.000	EQUIPMENT & MAINTENANCE	1,000.00	0.00	0.00	410.02	0.00	0.00	0.00
594-597-946.300	ENGINEERING	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
594-597-956.200	REFUNDS	1,500.00	1,500.00	0.00	1,197.88	0.00	1,500.00	0.00
594-597-963.000	BANK FEES	500.00	500.00	0.00	0.00	0.00	500.00	0.00
594-597-970.000	CAPITAL IMPROVEMENTS	5,000.00	5,000.00	0.00	852.39	0.00	5,000.00	0.00
Total Dept 597 - HARBOR OPERATIONS		120,385.00	146,885.00	107,652.47	161,370.17	14,942.23	39,232.53	73.29

DB: New Buffalo

## REVENUE AND EXPENDITURE REPORT FOR CITY OF NEW BUFFALO

Page: 23/24

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

		2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022	06/30/2021	MONTH 03/31/22	BALANCE	USED
Fund 594 - HARBOR OPERATIONS								
Expenditures								
TOTAL EXPENDITURES		120,385.00	146,885.00	107,652.47	161,370.17	14,942.23	39,232.53	73.29
Fund 594 - HARBOR OPERATIONS:								
TOTAL REVENUES		127,200.00	127,320.00	123,626.20	204,348.43	5,506.92	3,693.80	97.10
TOTAL EXPENDITURES		120,385.00	146,885.00	107,652.47	161,370.17	14,942.23	39,232.53	73.29
NET OF REVENUES & EXPENDITURES		6,815.00	(19,565.00)	15,973.73	42,978.26	(9,435.31)	(35,538.73)	81.64
Fund 599 - WATER MAINT RESERVE FUND								
Revenues								
Dept 000								
599-000-665.000	INTEREST EARNED	0.00	0.00	904.51	453.23	0.00	(904.51)	100.00
Total Dept 000		0.00	0.00	904.51	453.23	0.00	(904.51)	100.00
TOTAL REVENUES		0.00	0.00	904.51	453.23	0.00	(904.51)	100.00
Expenditures								
Dept 539 - WATER RESERVE								
599-539-955.850	MISCELLANEOUS	0.00	0.00	25,287.04	642.44	0.00	(25,287.04)	100.00
599-539-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	25,767.83	0.00	0.00	0.00
Total Dept 539 - WATER RESERVE		0.00	0.00	25,287.04	26,410.27	0.00	(25,287.04)	100.00
TOTAL EXPENDITURES		0.00	0.00	25,287.04	26,410.27	0.00	(25,287.04)	100.00
Fund 599 - WATER MAINT RESERVE FUND:								
TOTAL REVENUES		0.00	0.00	904.51	453.23	0.00	(904.51)	100.00
TOTAL EXPENDITURES		0.00	0.00	25,287.04	26,410.27	0.00	(25,287.04)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(24,382.53)	(25,957.04)	0.00	24,382.53	100.00
Fund 703 - CURRENT TAX FUND								
Revenues								
Dept 000								
703-000-628.000	SERVICE CHARGE	0.00	0.00	25.00	0.00	0.00	(25.00)	100.00
Total Dept 000		0.00	0.00	25.00	0.00	0.00	(25.00)	100.00
TOTAL REVENUES		0.00	0.00	25.00	0.00	0.00	(25.00)	100.00
Fund 703 - CURRENT TAX FUND:								

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET					
				03/31/2022	06/30/2021	03/31/22	BALANCE	USED
Fund 703 - CURRENT TAX FUND								
	TOTAL REVENUES	0.00	0.00	25.00	0.00	0.00	(25.00)	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	25.00	0.00	0.00	(25.00)	100.00
Fund 704 - TRUST & AGENCY								
Revenues								
Dept 000								
704-000-671.000	ESCROW	0.00	0.00	10,000.00	0.00	5,000.00	(10,000.00)	100.00
Total Dept 000		0.00	0.00	10,000.00	0.00	5,000.00	(10,000.00)	100.00
TOTAL REVENUES		0.00	0.00	10,000.00	0.00	5,000.00	(10,000.00)	100.00
Fund 704 - TRUST & AGENCY:								
	TOTAL REVENUES	0.00	0.00	10,000.00	0.00	5,000.00	(10,000.00)	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	10,000.00	0.00	5,000.00	(10,000.00)	100.00
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS								
NET OF REVENUES & EXPENDITURES								
		8,438,740.00	8,438,860.00	7,159,195.47	7,716,493.87	273,529.47	1,279,664.53	84.84
		9,009,330.00	9,132,908.00	5,385,832.71	6,725,221.11	759,067.53	3,747,075.29	58.97
		(570,590.00)	(694,048.00)	1,773,362.76	991,272.76	(485,538.06)	(2,467,410.76)	255.51



**CITY OF NEW BUFFALO  
SPECIAL EVENT REQUIREMENTS AND APPLICATION**

A Special Event Application will be required for:

- Organized activities held on public property, including parks, streets, municipal parking lots, sidewalks and city-owned land, such as the examples listed below:
  - Fair, concert, carnival, festival or other similar activity.
  - An activity taking place on a designated route on the public right-of-way (sidewalk-street), park or other city open space.
  - Fun run, bike or foot race, parade, walk-a-thon or other similar activity.
  - An event open to the public which utilizes temporary structures such as tents and/or trailers, etc.

**CITY CO-SPONSORED EVENTS:** The City of New Buffalo will co-sponsor certain events with other organizations when the City Council determines that the event is of general interest to the public and advances the City's mission. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements for special events and must reimburse the city for any costs in excess of the support level authorized by the budget.

**WRITTEN CONFIRMATION OF CITY APPROVAL:** Upon approval of the special event application, a written confirmation as to the action of the City Council will be forwarded to the sponsor. This confirmation will outline any special conditions that must be met if the event is to be held.

**RIGHT TO CANCEL, STOP, OR RESTRICT:** Administration and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event if it is deemed that the public health, safety, or welfare would be better served with additional restrictions.

**ADDITIONAL SERVICES:** Following the event, the city will invoice the event sponsor for any additional services that may have been requested/required. Payment is due 30 days after the billing date. Event sponsors are responsible for the repair of any damages resulting from the use of the city equipment or facilities.

**OUTSTANDING BALANCE:** If your event has an outstanding balance with the city from a previous event, we will not process your application until it has been paid in full.

## **SPECIAL EVENT APPLICATION**

**APPLICATION PROCESS:** The completed application must be submitted at least 60 calendar days in advance of the event date to the City Clerk, who acts as a clearinghouse, routing the request and collecting responses from the city departments and providing information to the event sponsor. As a result of the review of the event application there may be special conditions on the event. If additional city services are requested, the event sponsor will be advised of the additional estimated costs.

Upon approval/denial of the special event, a written confirmation as to the action of the City Council will be forwarded to the event sponsor by the City Clerk. This confirmation will outline any special conditions that must be met if the event is to be held.

**LIABILITY INSURANCE CERTIFICATE REQUIREMENT:** In order to comply with the City of New Buffalo's insurance liability carrier, the city requires that all sponsors of special events carry liability insurance with coverage of at least \$1,000,000 naming the City of New Buffalo as an additional insured. The Certificate of Insurance can be obtained from the sponsor's insurance agency. **Applications will not be considered without the Certificate of Insurance.**

**PARTICIPANT WAIVER OF LIABILITY:** The special event sponsor shall be responsible for obtaining all signed Indemnification Agreements as required by the City of New Buffalo. (See Indemnification Agreement).

**VENDORS:** All food vendors are required to contact the Berrien County Health Department **WELL IN ADVANCE** of the event to obtain a temporary food vendor license. Vendors are required to sign an Indemnification Agreement.

**BIKE/WALK/RUN OR USE OF CITY STREETS:** Sponsors must submit a detailed map of the event route. All costs for street barricading and traffic detours must be paid by the event sponsor. **(See Street Closure Information)**

**ELECTRICAL/WATER SYSTEM:** Electric and Water access are supplied upon request where available. The cost of providing special electrical or water services must be paid by the event sponsor. Electrical cords or hoses are not supplied by the City of New Buffalo.

**SANITARY FACILITIES:** Restroom facilities may be required depending upon the size and type of festival or event. The event sponsor is responsible for making arrangements for additional facilities.

**TENTS AND STRUCTURES:** If the event requires the use of tents, food booths or temporary structures, you must specifically state the type of structure, size use and the proposed location. Mark the location where the stakes will be driven with white paint. You must contact MISS DIG (800) 482-7171 or 811, at least 3 business days (not including weekends or holidays) prior to driving the stakes into unimproved land for safety reasons. No stakes in improved surfaces. There are no exceptions.

**ALCOHOLIC BEVERAGES:** A temporary state liquor license is required in order to sell alcoholic beverages. If you are selling alcohol a \$1,000,000 Liquor Liability Certificate of Insurance is required in addition to the State of Michigan issued permit. Visit the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission website for more information.

**AUDIO MICROPHONE AND SPEAKERS:** The city does not supply audio microphones or speakers.

**CLEANUP:** The City of New Buffalo does not provide clean-up. Your organization is responsible for having enough trash receptacles in place for the event. You are also responsible for the removal and disposal of all trash generated by your event.

Date of Application: 3-17-21

Name of Event: Hello Summer BBQ

Description of Event. Please describe all events and activities that will take place, including location. If a large attendance is expected you will be responsible to provide additional portable toilets, tables and trash containers, and address security concerns. Please be detailed. (Please include a diagram of your event layout).

We are having a Memorial Day Kick-off BBQ inviting our Agents, Clients & Friends - We're grilling ourselves - Burgers, Brats & Hotdogs. No Alcohol is being served. A few tables & chairs will be placed in/near grill area.

Parking Spots →  corner of Whittaker & Buffalo

Mailing/Billing Address: Street 10 N Whittaker St

City New Buffalo

State MI Zip Code 49117

Event Date(s): Thursday, May 26, 2022 Set-up date: 3pm Set-up time: 05/26/2022

Event Coordinator's Name: Debbie Pasternak

Coordinator's Contact Number: 

Email: 

Organization: Coldwell Banker

Take down date: May 26 Take down time: 7pm

On-site event manager/contact person - name and mobile number:

Annette Fryzel 708.205.4799

Is the organization recognized as a non-profit by the state? Yes ☐ No ☒

Tax exempt # \_\_\_\_\_

Is the event intended as a fundraiser? Yes ☐ No ☒

Beneficiary: \_\_\_\_\_

Is amplification of music planned? Yes ☐ No ☒

Will paid or volunteer staff be provided to assist with safety, security, and maintenance? Yes ☒ No ☐

Describe: our on-site employees



Will alcoholic beverages be served or sold? Yes \_\_\_\_\_ No ✓

Describe:

Will food/beverages be served or sold? Yes ✓ No \_\_\_\_\_ (Berrien County Health Department approval required for food sales)

Will merchandise be sold? Yes \_\_\_\_\_ No X

If yes, describe:

Will the event require the use of any of the following municipal equipment?

Picnic Tables: Yes \_\_\_\_\_ No ✓

Barricades: Yes \_\_\_\_\_ No \_\_\_\_\_

Traffic Cones: Yes ✓ No \_\_\_\_\_

Trash receptacles: Yes \_\_\_\_\_ No ✓

Safety vests: Yes \_\_\_\_\_ No ✓

Other: Yes \_\_\_\_\_ No ✓ (describe) \_\_\_\_\_

Will you be requesting city safety personnel to be assigned to the event (Police/Fire)? Yes \_\_\_\_\_ No ✓  
If the event involves liquor license or road closures, police services may be mandated by the city as a condition of the permit. Fees for such services are the responsibility of the applicant. An estimate for services may be obtained from the city prior to the application filing.

Describe

Will street or municipal parking lot closures be necessary? Yes ✓ No \_\_\_\_\_

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and take-down.

If the event involves DPW services for set-up, take-down or road closures, services may be mandated by the city as a condition of the permit. Fees for such services are the responsibility of the applicant. An estimate for services may be obtained from the city prior to the application filing.

Diagram of Event

Coldwell Banker

10 N Whittaker

Sidewalk

corner

picnic  
table

picnic  
table

small  
table

Grill

Street Parking

Street Parking

cone

Bike

Lane

motor  
barrier



South Whittaker St



North  
Whittaker  
St.

30.00  
x 2 hrs  
60.00

2 N  
Whittaker

key way

## GENERAL LIABILITY INSURANCE REQUIREMENT

It is required that you obtain and provide evidence for \$1,000,000 General Liability Insurance Policy for the event. Proof of insurance must be provided no less than three weeks prior to the event. The City of New Buffalo must be named as an additional insured Certificate of Insurance is required in addition to the State of Michigan issued permit.

An example of an Insurance policy is shown below.

### 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.

The image shows a sample of an Allstate Certificate of Liability Insurance. The form is titled "ALLSTATE CERTIFICATE OF LIABILITY INSURANCE" and includes various fields for policy information, insured details, and coverage limits. A large "SAMPLE" watermark is prominently displayed across the center of the form. The form also includes a section for "COVERAGE" and "LIMITS" and a signature line for the insured.

**INDEMNIFICATION AGREEMENT**

I (we) Coldwell Banker Realty agree(s) to defend, indemnify, and hold harmless the City of New Buffalo, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Client Appreciation Event, by  
(Name of Event)  
reason of any damage of property,

Personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense, is caused in whole or in part by the negligence of the City of New Buffalo or by third parties, or by the agents, servants, employees or factors of any of them.

Signature [Signature] Date 03/17/2022  
Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**EVENT CONDITIONS AND FEES**

**CONTACT INFORMATION**

NAME OF EVENT CP Client Appreciation DATE OF EVENT 05/26/2022  
Sponsoring Organization Calaveras Park & Recreation  
Phone: 209-714-3450 Email: delina.foster@cpexchange.com

**CITY COUNCIL ACTION**

DATE: \_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

CONDITIONS OR REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES: (Estimates)**

**Remarks**

Park Reservation \_\_\_\_\_

**Services**

Water	\$ _____
Electric	\$ _____
Fire	\$ _____
Police	\$ _____
Street <u>DPW Service Fee</u>	\$ <u>85.00</u>

**CERTIFICATION AND SIGNATURE**

I (on behalf of the sponsoring organization) do hereby certify that I have read and understand the application and the conditions described; and that all information and attachments provided are true and correct; and that any billing for city services will be paid promptly upon completion of the event. I also certify that I agree to comply with all applicable city codes, ordinances and state laws.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Cones and Barricades Request Form

Requester's Name COLDWELL BANKER REALTY  
 Date Requested 05/17/2022  
 Organization/Committee \_\_\_\_\_  
 Mailing Address 10 N WHITTAKER  
NEW BUFFALO, MI  
 Office/Main Phone [REDACTED]  
 Cell Phone [REDACTED]

EVENT: Coldwell Banker Client Appreciation Date of Event: 05/26/2022

Cones	Quantity	Who will pick up cones (Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
	3	Debbie Fasternak	[REDACTED]	5/26/22 8:30 AM PM	5/27/22 8:30 AM PM

Please note: Street cones that are damaged or not returned to the Public Works Department \$50 per cone.

Barricades	Quantity	Who will pick up cones (Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
				AM PM	AM PM

Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$250 per barricade.

Borrower's Signature: [Signature]

Authorized By: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
07/26/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Aon Risk Services Northeast, Inc.  
Morristown NJ Office  
44 Whippany Road, Suite 220  
Morristown NJ 07960 USA

## CONTACT

NAME:

PHONE

[A/C. No. Ext]:

FAX

[A/C. No.]:

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED  
Realogy Holdings Corp.  
Realogy Brokerage Group LLC  
175 Park Avenue  
Madison NJ 07940 USA

INSURER A: Continental Casualty Company

20443

INSURER B: American Casualty Co. of Reading PA

20427

INSURER C: Transportation Insurance Co.

20494

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 570088562647

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			GL4014102958	08/01/2021	08/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC4014102779 California WC4014102815 All other states	08/01/2021 08/01/2021	08/01/2022 08/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subsidiary: Coldwell Banker Realty, LLC, 610 E. Roosevelt Road, Suite 100, Wheaton, IL 60187.

## CERTIFICATE HOLDER

## CANCELLATION

Coldwell Banker Realty  
1925 Cherry Lane  
Northbrook IL 60062 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Aon Risk Services Northeast Inc.*

Holder Identifier: lirda

Certificate No: 570088562647





# CITY OF NEW BUFFALO

Receipt: 101058

04/13/22

224 W. BUFFALO STREET  
NEW BUFFALO, MI 49117

Cashier: SBOONE

Received Of: COLDWELL BANKERS

(269) 469-1500

The sum of: 185.00

## FEES

185.00

Total

185.00

CREDIT CARD

185.00

Credit Card Fee

5.55

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

pd receipt  
attached

FEB 25 2022

CITY OF NEW BUFFALO



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

## Special Event Application Form

**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.

### Applicant Information

Name of Special Event: Le Tour de Shore

Sponsoring Organization (if applicable): Le Tour de Shore Cycling Club

Mailing/billing Address: 14357 Maple Drive

City/State/ZIP Code: New Buffalo, MI 49117

TIN: [REDACTED]

Contact Person(s): Jeff Sodaro and Steve Coughlin / [REDACTED]

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

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: June 18, 2022 10am-4pm

2. Is there a requested alternative date(s)? [YES] [NO]  
• If yes, please provide the alternative date(s): No

3. Please describe the event(s): Water, food, and rest stop for cyclists riding from Chicago to Michigan.

4. What is the requested location(s) of the event(s): Lions Pavilion Park



350

**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? Saturday before Fathers Day Sunday.
7. Have you included a map indicating the location of your event and **schedule**?\*
8. Will this event include the use of signs?  
• Directional \_\_\_\_\_  
• Other Event yard Signs at Lions Pavillion Park.
9. Is the applicant seeking special parking arrangements, such as reserved parking?\*
10. Is the applicant requiring utility connections, such as electric or water services?
11. Does the applicant require other public services?  
• Barricades Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_  
• Fencing Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_  
• Street Sweeping and/or Mowing  
• Rubbish Containers Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_  
• Recycling Containers Date Installed: \_\_\_\_\_ Date Removed: \_\_\_\_\_  
• Police  
• Other: \_\_\_\_\_  
• Map included indicating locations of these services/facilities?\*
12. Does the applicant have any security or safety concerns/requirements?
13. Are you requesting assistance from the Police Department?
14. Are you requesting assistance from the Fire Department?
15. Are you requesting assistance from the Park/Streets?
16. Is the applicant requesting assistance from an outside agency or contractor  
For providing services and/or facilities? REDAMAK'S
17. Will the event include loud or unusual sounds?\*
- Musicians  
• Singers  
• Amplified Announcers  
• Carnival Rides  
• Motor Vehicle Noises  
• Generators  
• Other Redamak's Food Truck
18. Will the event include food/vendors?\*
19. Will the event require sanitation services?\*
20. Will the event require transportation services?\*
21. Will the event include unusual lighting beyond what is normal at that location?
22. Are alcoholic beverages proposed to be served as part of the event?\*
- Have all necessary liquor licenses been obtained or applied for?
23. Does the applicant have any other requests that are not listed in this form?
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 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.**



#### 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 \_\_\_

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.)
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 policies 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: Jeff Sodaro  
Date 2/25/22  
Applicant printed Name: Jeff Sodaro Date: 2/25/22



## 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 \_\_\_\_\_

- ☐ 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

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: **Jeff Sodaro** Telephone: 

### City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

#### Comments

---



---



---



---



---

#### 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** \_\_\_\_\_

# CITY OF NEW BUFFALO

Receipt: 100373

03/01/22

224 W. BUFFALO STREET  
NEW BUFFALO, MI 49117

Cashier: SBOONE  
Received Of: LE TOUR DE SHORE

(269) 469-1500

The sum of: 100.00

FEEs	LE TOUR DE SHORE	100.00
	Total	100.00

CHECK	1179	100.00
-------	------	--------

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



pd receipt  
attached

CITY OF NEW BUFFALO  
Date 02/25/2022 12:29:53 PM  
Ref LIONS  
Receipt 100274  
Amount \$225.00

**CITY OF NEW BUFFALO**

**PARK PAVILION RENTAL AGREEMENT (2017)**

This agreement is only for the pavilion facilities at either Lion's Park or Oselka Park and concession area. Special use requests for other park facilities will be considered on an individual basis. Such requests must be sent in writing to City of New Buffalo. Please sign and return the Pavilion Rental Agreement form with fees to:

City of New Buffalo City Hall  
224 W. Buffalo St.  
New Buffalo MI 49117  
269-469-1500

Reservations are accepted in the calendar year of event, beginning the first business day of January for City of New Buffalo residents for their use only. All others may reserve beginning April 1<sup>st</sup>. Lion's Park Pavilion may only be reserved by City of New Buffalo or New Buffalo Township residents or organizations.

I am requesting use of \_\_\_\_\_ Oselka Park Pavilion and \_\_\_\_\_ Concession Area  
\_\_\_\_\_ X \_\_\_\_\_ Lion's Park Pavilion

I am a resident of \_\_\_\_\_ City of New Buffalo \_\_\_\_\_ X \_\_\_\_\_ New Buffalo Township \_\_\_\_\_ Neither

Request Date: 2/25/22 Date of Event: 6/18/22

Time (Limited to 5 hours per event per day): From: 10 am To: 3 pm  
(Includes set up and clean up time. Facilities will not be available prior to or after scheduled rental time. Back to back rentals are not permitted for the same event on the same day.)

Purpose for use: Water, food, and rest stop for cyclists riding from Chicago to Michigan  
(No Commercial Use)

Name of Person/Organization Applying for Rental: Jeff Sodaro c/o Le Tour de Shore Cycling Club

Address [REDACTED] City [REDACTED]

State [REDACTED] Zip [REDACTED]

Phone # [REDACTED] E-M [REDACTED]

**Fees for Oselka Park Pavilion Rental (Check payable to City of New Buffalo):**

Residents: No charge for Facility Rental; \$25 Facility Deposit (may be refunded)

Non-Residents: \$50.00 Facility Rental + \$25 Facility Deposit (may be refunded) = \$75.00

**Fee for Lion's Park Pavilion Rental (Check payable to City of New Buffalo):**

Residents only: \$100 Facility Rental + \$125 Facility Deposit (may be refunded) = \$225

*The City of New Buffalo reserves the right to waive the rental fee and deposit for Non-Profit, Community Organizations or Governmental Entities. All rentals are limited to no more than twice per year for any group or property address. Facilities are not intended for the regular use by any group or organization. Submission of a rental agreement does not guarantee the request will be approved.*

(OVER)



Yes    I would like \$ 125.00 of the deposit to be considered a donation to the City of New Buffalo Park Fund rather than have it returned to me.

       No    I would like my entire deposit returned to me.

**The Renter Agrees:**

1. Be on site for the event
2. Not to bring, consume or allow alcoholic beverages or smoking on the City premises
3. Not to permit gambling on the premises
4. Animals are NOT permitted in the park
5. All vehicles are to remain in the parking lot and in no circumstances are vehicles to be driven on the lawn or sidewalks
6. To clean the premises and place all refuse in dumpsters or carts provided by the City
7. To accept the premises in its present condition and return it in like condition
8. All bands and amplifiers shall be allowed inside pavilion only
9. To reimburse the City of New Buffalo for any damages to the premises, building and equipment
10. To vacate the premise at the scheduled time. One event may not take up more than one time slot
11. No personal property shall be on the premises other than during the rental period
12. Hours available for the rental of the park pavilion are dawn until dusk, unless special permission is granted by the City Council
13. The City is not responsible for lost or stolen articles
14. The City reserves the right to deny a rental date requested if it is deemed to be in conflict with a previously scheduled inside event requiring the parking area or the planned use does not comply with rental guidelines or if any abuse or prior abuse of this policy has occurred by the applicant or member of the applicant's immediate family

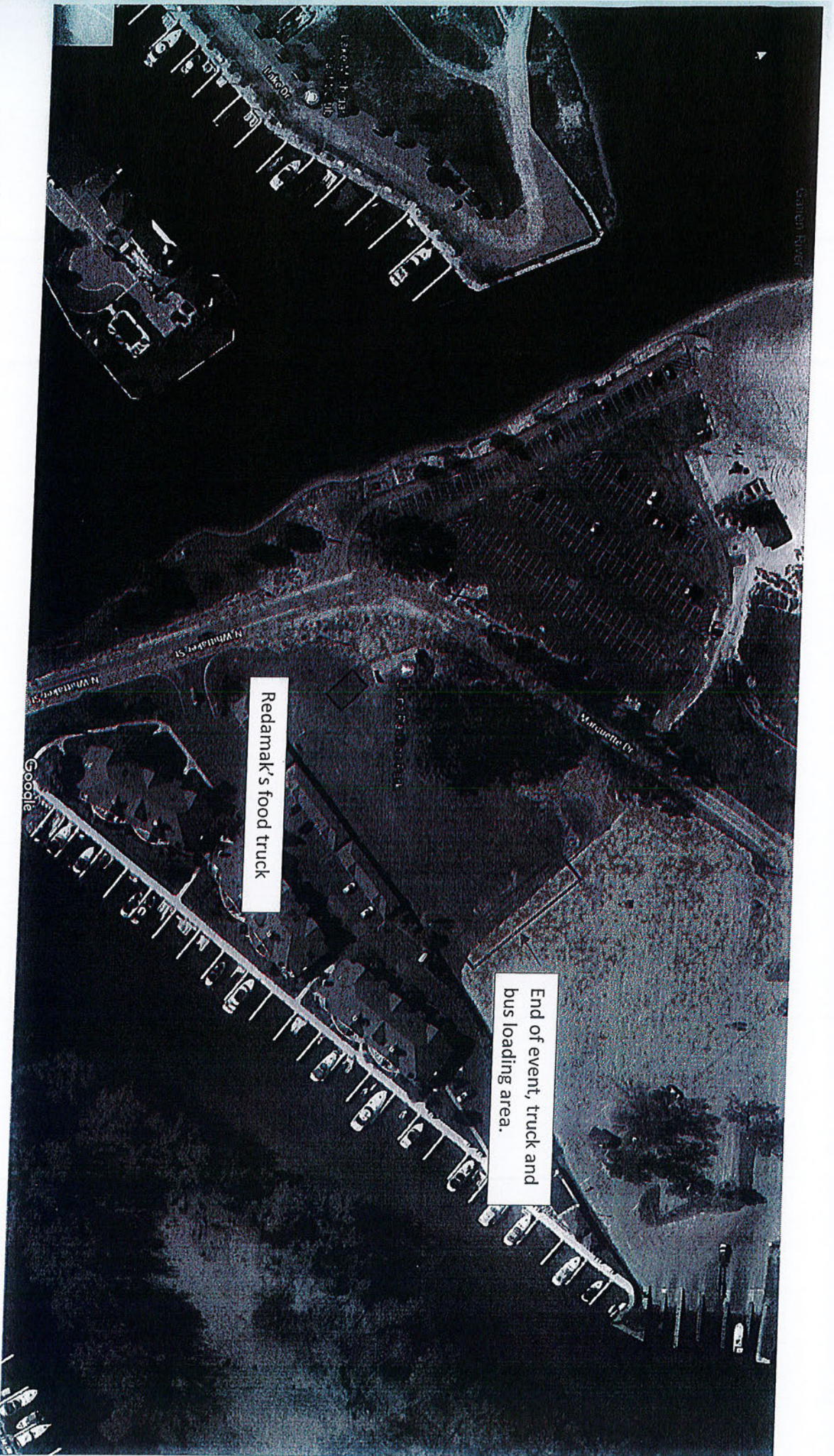
The undersigned applicant agrees not to hold the City of New Buffalo and its members or agents liable for injury or damage to persons or property on the premises and to be on site during the entire rental period. The applicant understands that the deposit will be forfeited if the pavilion and grounds are not left as found, free of garbage with furnishings returned to their original position.

Jeff Sodaro  
Applicant Signature

2/25/22  
Signature Date

City of New Buffalo Use Only		
Total Received: \$ _____	Date Rc'd: _____	Driver's Lic. # _____
Check # or Cash: _____	Receipt: _____	Property Owner: _____
Received by _____	Deposit Returned: <u>Yes / No</u>	Date Returned: _____





Le Tour de Shore  
Site Map  
Sat June 18, 2022  
10:00am - 4:00pm





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> American Specialty Insurance & Risk Services, Inc. dba American Specialty Insurance & Risk Services Agency 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	<b>CONTACT</b> <b>NAME:</b> <b>PHONE</b> (A/C, No, Ext): <b>FAX</b> (A/C, No): <b>E-MAIL</b> <b>ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Arch Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> League of American Wheelmen dba League of American Bicyclists 1612 K Street NW, Suite 1102 Washington DC 20006	<b>NAIC #</b> 11150

**COVERAGES****CERTIFICATE NUMBER:** 1001955957**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

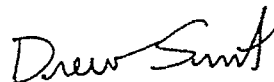
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: CLUB	Y		SBCGL0054505	02/01/2022	02/01/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ Excluded						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 5,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to LE TOUR DE SHORE CYCLING CLUB, 3 S HUTCHINSON AVE # 832, BEVERLY SHORES, IN 46301.

- The Certificate Holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, and subject to the provisions and limitations of Form CG 2026 Additional Insured - Designated Person or Organization, but only with respect to LE TOUR DE SHORE 2022 from June 17, 2022 through June 18, 2022.

**CERTIFICATE HOLDER****CANCELLATION**

City of New Buffalo  224 West Buffalo Street  New Buffalo MI 49117	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.



# CITY OF NEW BUFFALO

Receipt: 100274

02/25/22

224 W. BUFFALO STREET  
NEW BUFFALO, MI 49117

Cashier: SBOONE  
Received Of: LE TOUR DE SHORE

(269) 469-1500

The sum of: 225.00

PAVRT LIONS

225.00

Total 225.00

CHECK 1178

225.00

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



RECEIVED  
MAR 09 2022  
CITY OF NEW BUFFALO

**CITY OF NEW BUFFALO  
SPECIAL EVENT REQUIREMENTS AND APPLICATION**

A Special Event Application will be required for:

- Organized activities held on public property, including parks, streets, municipal parking lots, sidewalks and city-owned land, such as the examples listed below:
  - Fair, concert, carnival, festival or other similar activity.
  - An activity taking place on a designated route on the public right-of-way (sidewalk-street), park or other city open space.
  - ☒ Fun run, bike or foot race, parade, walk-a-thon or other similar activity.
  - An event open to the public which utilizes temporary structures such as tents and/or trailers, etc.

**CITY CO-SPONSORED EVENTS:** The City of New Buffalo will co-sponsor certain events with other organizations when the City Council determines that the event is of general interest to the public and advances the City's mission. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements for special events and must reimburse the city for any costs in excess of the support level authorized by the budget.

**WRITTEN CONFIRMATION OF CITY APPROVAL:** Upon approval of the special event application, a written confirmation as to the action of the City Council will be forwarded to the sponsor. This confirmation will outline any special conditions that must be met if the event is to be held.

**RIGHT TO CANCEL, STOP, OR RESTRICT:** Administration and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event if it is deemed that the public health, safety, or welfare would be better served with additional restrictions.

**ADDITIONAL SERVICES:** Following the event, the city will invoice the event sponsor for any additional services that may have been requested/required. Payment is due 30 days after the billing date. Event sponsors are responsible for the repair of any damages resulting from the use of the city equipment or facilities.

**OUTSTANDING BALANCE:** If your event has an outstanding balance with the city from a previous event, we will not process your application until it has been paid in full.

## **SPECIAL EVENT APPLICATION**

**APPLICATION PROCESS:** The completed application must be submitted at least 60 calendar days in advance of the event date to the City Clerk, who acts as a clearinghouse, routing the request and collecting responses from the city departments and providing information to the event sponsor. As a result of the review of the event application there may be special conditions on the event. If additional city services are requested, the event sponsor will be advised of the additional estimated costs.

Upon approval/denial of the special event, a written confirmation as to the action of the City Council will be forwarded to the event sponsor by the City Clerk. This confirmation will outline any special conditions that must be met if the event is to be held.

**LIABILITY INSURANCE CERTIFICATE REQUIREMENT:** In order to comply with the City of New Buffalo's insurance liability carrier, the city requires that all sponsors of special events carry liability insurance with coverage of at least \$1,000,000 naming the City of New Buffalo as an additional insured. The Certificate of Insurance can be obtained from the sponsor's insurance agency. **Applications will not be considered without the Certificate of Insurance.**

**PARTICIPANT WAIVER OF LIABILITY:** The special event sponsor shall be responsible for obtaining all signed Indemnification Agreements as required by the City of New Buffalo. (See Indemnification Agreement).

**VENDORS:** All food vendors are required to contact the Berrien County Health Department **WELL IN ADVANCE** of the event to obtain a temporary food vendor license. Vendors are required to sign an Indemnification Agreement.

**BIKE/WALK/RUN OR USE OF CITY STREETS:** Sponsors must submit a detailed map of the event route. All costs for street barricading and traffic detours must be paid by the event sponsor. **(See Street Closure Information)**

**ELECTRICAL/WATER SYSTEM:** Electric and Water access are supplied upon request where available. The cost of providing special electrical or water services must be paid by the event sponsor. Electrical cords or hoses are not supplied by the City of New Buffalo.

**SANITARY FACILITIES:** Restroom facilities may be required depending upon the size and type of festival or event. The event sponsor is responsible for making arrangements for additional facilities.

**TENTS AND STRUCTURES:** If the event requires the use of tents, food booths or temporary structures, you must specifically state the type of structure, size use and the proposed location. Mark the location where the stakes will be driven with white paint. You must contact MISS DIG (800) 482-7171 or 811, at least 3 business days (not including weekends or holidays) prior to driving the stakes into unimproved land for safety reasons. No stakes in improved surfaces. There are no exceptions.

**ALCOHOLIC BEVERAGES:** A temporary state liquor license is required in order to sell alcoholic beverages. If you are selling alcohol a \$1,000,000 Liquor Liability Certificate of Insurance is required in addition to the State of Michigan issued permit. Visit the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission website for more information.

**AUDIO MICROPHONE AND SPEAKERS:** The city does not supply audio microphones or speakers.

**CLEANUP:** The City of New Buffalo does not provide clean-up. Your organization is responsible for having enough trash receptacles in place for the event. You are also responsible for the removal and disposal of all trash generated by your event.

Date of Application: FEB. 4, 2022

Name of Event: 49<sup>th</sup> APPLE CIDER CENTURY BICYCLE TOUR

**Description of Event.** Please describe all events and activities that will take place, including location. If a large attendance is expected you will be responsible to provide additional portable toilets, tables and trash containers, and address security concerns. Please be detailed. (Please include a diagram of your event layout).

JUST USING OSELKS PAVILION TO  
SERVE REFRESHMENTS  
PORTA JONS ON NORTH PARKING LOT

Mailing/Billing Address: Street 3 DEWEY CANNON AVE

City THREE OAKS State MI Zip Code 49128

Event Date(s): SUNDAY SEPT. 25 Set-up date: 9/24 Set-up time: 2 HRS

Event Coordinator's Name: BRYAN VOLSTORF

Coordinator's Contact Number: [REDACTED] Email: [REDACTED]

Organization: THREE OAKS SPOKES BICYCLE CLUB

Take down date: 9/25 Take down time: 1 HR.

On-site event manager/contact person - name and mobile number:  
DEB OLENEACIK [REDACTED]

Is the organization recognized as a non-profit by the state? Yes ☒ No ☐

Tax exempt # [REDACTED]

Is the event intended as a fundraiser? Yes ☒ No ☐

Beneficiary: HARBOR COUNTY AREA

Is amplification of music planned? Yes ☐ No ☒

Will paid or volunteer staff be provided to assist with safety, security, and maintenance? Yes ☒ No ☐

Describe: NEW BUFFALO LIONS CLUB



Will alcoholic beverages be served or sold? Yes \_\_\_\_\_ No ☒

Describe:

Will food/beverages be served or sold? Yes ☒ No \_\_\_\_\_ (Berrien County Health Department approval required for food sales)

Will merchandise be sold? Yes \_\_\_\_\_ No ☒

If yes, describe:

Will the event require the use of any of the following municipal equipment?

Picnic Tables: Yes ☒ No \_\_\_\_\_

Barricades: Yes \_\_\_\_\_ No ☒

Traffic Cones: Yes \_\_\_\_\_ No ☒

Trash receptacles: Yes ☒ No \_\_\_\_\_ WE HAVE OUR OWN

Safety vests: Yes \_\_\_\_\_ No ☒

Other: Yes \_\_\_\_\_ No \_\_\_\_\_ (describe) \_\_\_\_\_

Will you be requesting city safety personnel to be assigned to the event (Police/Fire)? Yes \_\_\_\_\_ No ☒

If the event involves liquor license or road closures, police services may be mandated by the city as a condition of the permit. Fees for such services are the responsibility of the applicant. An estimate for services may be obtained from the city prior to the application filing.

Describe

Will street or municipal parking lot closures be necessary? Yes \_\_\_\_\_ No ☒

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and take-down.

If the event involves DPW services for set-up, take-down or road closures, services may be mandated by the city as a condition of the permit. Fees for such services are the responsibility of the applicant. An estimate for services may be obtained from the city prior to the application filing.

### **Diagram of Event**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> McKay Insurance Agency, Inc. 106 East Main Street P O Box 151 Knoxville IA 50138		<b>CONTACT NAME:</b> Tanya Hurst <b>PHONE (A/C, No. Ext):</b> [REDACTED] <b>FAX (A/C, No):</b> [REDACTED] <b>E-MAIL ADDRESS:</b> [REDACTED]
<b>INSURED</b> Three Oaks Spokes, Inc PO Box 366 Three Oaks MI 49128		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> West Bend Mutual <b>NAIC #</b> 15350 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** CL2161759702**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		0993689	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			0993689	06/01/2021	06/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			0993689	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 OTHER: \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Hired Physical Damage			0993689	06/01/2021	06/01/2022	Coverage Limit \$50,000 Comp Deductible \$500 Coll Deductible \$500

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Apple Cider Century Ride, September 26, 2021. Certificate Holder is listed as an Additional Insured but only with regard to the liability arising out of the operations of the above named insured.

**CERTIFICATE HOLDER****CANCELLATION**City of New Buffalo  
224 W Buffalo St

New Buffalo

MI 49117

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

NB. HALL  
CITY ALREADY HAS THE  
INSURANCE  
PAPER

An example of an insurance policy is shown below.

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.

ACORD CERTIFICATE OF LIABILITY INSURANCE				DATE REVISION 1-1-2011	
<b>INSURED</b> American Express, Inc. 4500 Lindbergh Highway Miami, FL 33140 (305) 555-5100		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY. YOUR POLICY CONTAINS THE COVERAGE. THE COVERAGE HOLDER MUST REFER TO THIS POLICY FOR COMPLETE DESCRIPTION OF THE COVERAGE. THIS CERTIFICATE DOES NOT ALTER, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW.			
<b>ADDRESS AFFORDED COVERAGE</b> American Express Company 4500 Lindbergh Highway Miami, FL 33140 (305) 555-5100		<b>DATE</b> 1/1/2011			
<b>COVERAGE</b> THE COVERAGE BEING AFFORDED IS SUBJECT TO THE POLICY AND THE EXCLUSIONS AND CONDITIONS OF THE POLICY. THE COVERAGE IS SUBJECT TO THE POLICY AND THE EXCLUSIONS AND CONDITIONS OF THE POLICY. THE COVERAGE IS SUBJECT TO THE POLICY AND THE EXCLUSIONS AND CONDITIONS OF THE POLICY.					
<b>COVERAGE</b> 1. COMMERCIAL LIABILITY 2. AUTOMOBILE LIABILITY 3. PRODUCT LIABILITY 4. UMBRELLA LIABILITY 5. FIDELITY AND SURETY 6. AUTOMOBILE LIABILITY 7. FIDELITY AND SURETY 8. AUTOMOBILE LIABILITY 9. FIDELITY AND SURETY 10. AUTOMOBILE LIABILITY 11. FIDELITY AND SURETY 12. AUTOMOBILE LIABILITY 13. FIDELITY AND SURETY 14. AUTOMOBILE LIABILITY 15. FIDELITY AND SURETY 16. AUTOMOBILE LIABILITY 17. FIDELITY AND SURETY 18. AUTOMOBILE LIABILITY 19. FIDELITY AND SURETY 20. AUTOMOBILE LIABILITY 21. FIDELITY AND SURETY 22. AUTOMOBILE LIABILITY 23. FIDELITY AND SURETY 24. AUTOMOBILE LIABILITY 25. FIDELITY AND SURETY 26. AUTOMOBILE LIABILITY 27. FIDELITY AND SURETY 28. AUTOMOBILE LIABILITY 29. FIDELITY AND SURETY 30. AUTOMOBILE LIABILITY 31. FIDELITY AND SURETY 32. AUTOMOBILE LIABILITY 33. FIDELITY AND SURETY 34. AUTOMOBILE LIABILITY 35. FIDELITY AND SURETY 36. AUTOMOBILE LIABILITY 37. FIDELITY AND SURETY 38. AUTOMOBILE LIABILITY 39. FIDELITY AND SURETY 40. AUTOMOBILE LIABILITY 41. FIDELITY AND SURETY 42. AUTOMOBILE LIABILITY 43. FIDELITY AND SURETY 44. AUTOMOBILE LIABILITY 45. FIDELITY AND SURETY 46. AUTOMOBILE LIABILITY 47. FIDELITY AND SURETY 48. AUTOMOBILE LIABILITY 49. FIDELITY AND SURETY 50. AUTOMOBILE LIABILITY 51. FIDELITY AND SURETY 52. AUTOMOBILE LIABILITY 53. FIDELITY AND SURETY 54. AUTOMOBILE LIABILITY 55. FIDELITY AND SURETY 56. AUTOMOBILE LIABILITY 57. FIDELITY AND SURETY 58. AUTOMOBILE LIABILITY 59. FIDELITY AND SURETY 60. AUTOMOBILE LIABILITY 61. FIDELITY AND SURETY 62. AUTOMOBILE LIABILITY 63. FIDELITY AND SURETY 64. AUTOMOBILE LIABILITY 65. FIDELITY AND SURETY 66. AUTOMOBILE LIABILITY 67. FIDELITY AND SURETY 68. AUTOMOBILE LIABILITY 69. FIDELITY AND SURETY 70. AUTOMOBILE LIABILITY 71. FIDELITY AND SURETY 72. AUTOMOBILE LIABILITY 73. FIDELITY AND SURETY 74. AUTOMOBILE LIABILITY 75. FIDELITY AND SURETY 76. AUTOMOBILE LIABILITY 77. FIDELITY AND SURETY 78. AUTOMOBILE LIABILITY 79. FIDELITY AND SURETY 80. AUTOMOBILE LIABILITY 81. FIDELITY AND SURETY 82. AUTOMOBILE LIABILITY 83. FIDELITY AND SURETY 84. AUTOMOBILE LIABILITY 85. FIDELITY AND SURETY 86. AUTOMOBILE LIABILITY 87. FIDELITY AND SURETY 88. AUTOMOBILE LIABILITY 89. FIDELITY AND SURETY 90. AUTOMOBILE LIABILITY 91. FIDELITY AND SURETY 92. AUTOMOBILE LIABILITY 93. FIDELITY AND SURETY 94. AUTOMOBILE LIABILITY 95. FIDELITY AND SURETY 96. AUTOMOBILE LIABILITY 97. FIDELITY AND SURETY 98. AUTOMOBILE LIABILITY 99. FIDELITY AND SURETY 100. AUTOMOBILE LIABILITY 101. FIDELITY AND SURETY 102. AUTOMOBILE LIABILITY 103. FIDELITY AND SURETY 104. AUTOMOBILE LIABILITY 105. FIDELITY AND SURETY 106. AUTOMOBILE LIABILITY 107. FIDELITY AND SURETY 108. AUTOMOBILE LIABILITY 109. FIDELITY AND SURETY 110. AUTOMOBILE LIABILITY 111. FIDELITY AND SURETY 112. AUTOMOBILE LIABILITY 113. FIDELITY AND SURETY 114. AUTOMOBILE LIABILITY 115. FIDELITY AND SURETY 116. AUTOMOBILE LIABILITY 117. FIDELITY AND SURETY 118. AUTOMOBILE LIABILITY 119. FIDELITY AND SURETY 120. AUTOMOBILE LIABILITY 121. FIDELITY AND SURETY 122. AUTOMOBILE LIABILITY 123. FIDELITY AND SURETY 124. AUTOMOBILE LIABILITY 125. FIDELITY AND SURETY 126. AUTOMOBILE LIABILITY 127. FIDELITY AND SURETY 128. AUTOMOBILE LIABILITY 129. FIDELITY AND SURETY 130. AUTOMOBILE LIABILITY 131. FIDELITY AND SURETY 132. AUTOMOBILE LIABILITY 133. FIDELITY AND SURETY 134. AUTOMOBILE LIABILITY 135. FIDELITY AND SURETY 136. AUTOMOBILE LIABILITY 137. FIDELITY AND SURETY 138. AUTOMOBILE LIABILITY 139. FIDELITY AND SURETY 140. AUTOMOBILE LIABILITY 141. FIDELITY AND SURETY 142. AUTOMOBILE LIABILITY 143. FIDELITY AND SURETY 144. AUTOMOBILE LIABILITY 145. FIDELITY AND SURETY 146. AUTOMOBILE LIABILITY 147. FIDELITY AND SURETY 148. AUTOMOBILE LIABILITY 149. FIDELITY AND SURETY 150. AUTOMOBILE LIABILITY 151. FIDELITY AND SURETY 152. AUTOMOBILE LIABILITY 153. FIDELITY AND SURETY 154. AUTOMOBILE LIABILITY 155. FIDELITY AND SURETY 156. AUTOMOBILE LIABILITY 157. FIDELITY AND SURETY 158. AUTOMOBILE LIABILITY 159. FIDELITY AND SURETY 160. AUTOMOBILE LIABILITY 161. FIDELITY AND SURETY 162. AUTOMOBILE LIABILITY 163. FIDELITY AND SURETY 164. AUTOMOBILE LIABILITY 165. FIDELITY AND SURETY 166. AUTOMOBILE LIABILITY 167. FIDELITY AND SURETY 168. AUTOMOBILE LIABILITY 169. FIDELITY AND SURETY 170. AUTOMOBILE LIABILITY 171. FIDELITY AND SURETY 172. AUTOMOBILE LIABILITY 173. FIDELITY AND SURETY 174. AUTOMOBILE LIABILITY 175. FIDELITY AND SURETY 176. AUTOMOBILE LIABILITY 177. FIDELITY AND SURETY 178. AUTOMOBILE LIABILITY 179. FIDELITY AND SURETY 180. AUTOMOBILE LIABILITY 181. FIDELITY AND SURETY 182. AUTOMOBILE LIABILITY 183. FIDELITY AND SURETY 184. AUTOMOBILE LIABILITY 185. FIDELITY AND SURETY 186. AUTOMOBILE LIABILITY 187. FIDELITY AND SURETY 188. AUTOMOBILE LIABILITY 189. FIDELITY AND SURETY 190. AUTOMOBILE LIABILITY 191. FIDELITY AND SURETY 192. AUTOMOBILE LIABILITY 193. FIDELITY AND SURETY 194. AUTOMOBILE LIABILITY 195. FIDELITY AND SURETY 196. AUTOMOBILE LIABILITY 197. FIDELITY AND SURETY 198. AUTOMOBILE LIABILITY 199. FIDELITY AND SURETY 200. AUTOMOBILE LIABILITY 201. FIDELITY AND SURETY 202. AUTOMOBILE LIABILITY 203. FIDELITY AND SURETY 204. AUTOMOBILE LIABILITY 205. FIDELITY AND SURETY 206. AUTOMOBILE LIABILITY 207. FIDELITY AND SURETY 208. AUTOMOBILE LIABILITY 209. FIDELITY AND SURETY 210. AUTOMOBILE LIABILITY 211. FIDELITY AND SURETY 212. AUTOMOBILE LIABILITY 213. FIDELITY AND SURETY 214. AUTOMOBILE LIABILITY 215. FIDELITY AND SURETY 216. AUTOMOBILE LIABILITY 217. FIDELITY AND SURETY 218. AUTOMOBILE LIABILITY 219. FIDELITY AND SURETY 220. AUTOMOBILE LIABILITY 221. FIDELITY AND SURETY 222. AUTOMOBILE LIABILITY 223. FIDELITY AND SURETY 224. AUTOMOBILE LIABILITY 225. FIDELITY AND SURETY 226. AUTOMOBILE LIABILITY 227. FIDELITY AND SURETY 228. AUTOMOBILE LIABILITY 229. FIDELITY AND SURETY 230. AUTOMOBILE LIABILITY 231. FIDELITY AND SURETY 232. AUTOMOBILE LIABILITY 233. FIDELITY AND SURETY 234. AUTOMOBILE LIABILITY 235. FIDELITY AND SURETY 236. AUTOMOBILE LIABILITY 237. FIDELITY AND SURETY 238. AUTOMOBILE LIABILITY 239. FIDELITY AND SURETY 240. AUTOMOBILE LIABILITY 241. FIDELITY AND SURE					



**INDEMNIFICATION AGREEMENT**

I (we) THREE OAKS SPOKES agree(s) to defend, indemnify, and hold harmless the City of New Buffalo, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the APPLE CIDER CENTURY, by  
(Name of Event)  
reason of any damage of property,

Personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense, is caused in whole or in part by the negligence of the City of New Buffalo or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Bryan V. Vetter Date MARCH 7, 2022  
Sponsor THREE OAKS SPOKES Date MARCH 7, 2022

## Cones and Barricades Request Form

Requester's Name \_\_\_\_\_

Date Requested \_\_\_\_\_

Organization/Committee \_\_\_\_\_

Mailing Address \_\_\_\_\_

Office/Main Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

EVENT: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Cones	Quantity	Who will pick up cones (Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
				AM PM	AM PM

Please note: Street cones that are damaged or not returned to the Public Works Department \$50 per cone.

Barricades	Quantity	Who will pick up cones (Print Legibly)	Contact Person Cell Phone	Drop Off Date/Time	Pick Up Date/Time
				AM PM	AM PM

Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$250 per barricade.

Borrower's Signature: \_\_\_\_\_

Authorized By: \_\_\_\_\_

**EVENT CONDITONS AND FEES**

**CONTACT INFORMATION**

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CITY COUNCIL ACTION**

DATE: \_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

CONDITIONS OR REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES: (Estimates)**

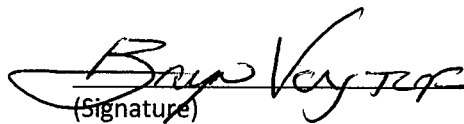
	Remarks
Park Reservation _____	_____

**Services**

Water _____	\$ _____
Electric _____	\$ _____
Fire _____	\$ _____
Police _____	\$ _____
Street _____	\$ _____

**CERTIFICATION AND SIGNATURE**

I (on behalf of the sponsoring organization) do hereby certify that I have read and understand the application and the conditions described; and that all information and attachments provided are true and correct; and that any billing for city services will be paid promptly upon completion of the event. I also certify that I agree to comply with all applicable city codes, ordinances and state laws.

	3-7-2022
(Signature)	(Date)

**CITY OF NEW BUFFALO**

**PARK PAVILION RENTAL AGREEMENT (2017)**

This agreement is only for the pavilion facilities at either Lion's Park or Oselka Park and concession area. Special use requests for other park facilities will be considered on an individual basis. Such requests must be sent in writing to City of New Buffalo. Please sign and return the Pavilion Rental Agreement form with fees to:

City of New Buffalo City Hall  
224 W. Buffalo St.  
New Buffalo MI 49117  
269-469-1500

**Reservations are accepted in the calendar year of event, beginning the first business day of January for City of New Buffalo residents for their use only. All others may reserve beginning April 1<sup>st</sup>. Lion's Park Pavilion may only be reserved by City of New Buffalo or New Buffalo Township residents or organizations.**

I am requesting use of ☒ Oselka Park Pavilion and \_\_\_\_\_ Concession Area  
\_\_\_\_\_ Lion's Park Pavilion

I am a resident of \_\_\_\_\_ City of New Buffalo \_\_\_\_\_ New Buffalo Township ☒ Neither

Request Date: SEPTEMBER 24-25, 2022 Date of Event: SUNDAY SEPT 25, 2022

Time (Limited to 5 hours per event per day): From: 7AM To: 7PM  
(Includes set up and clean up time. Facilities will not be available prior to or after scheduled rental time. Back to back rentals are not permitted for the same event on the same day.)

Purpose for use: 49th APPLE CIDER CENTURY BICYCLE TOUR  
(No Commercial Use)

Name of Person/Organization Applying for Rental: BRYAN VOLSTORF

Address: 3 DEWEY CROWN AVE City: THREE OAKS

State: MICHIGAN Zip: 49128

Phone #: [REDACTED] E-M: [REDACTED]

Fees for Oselka Park Pavilion Rental (Check payable to City of New Buffalo):

Residents: No charge for Facility Rental; \$25 Facility Deposit (may be refunded)

Non-Residents: \$50.00 Facility Rental + \$25 Facility Deposit (may be refunded) = \$75.00

Fee for Lion's Park Pavilion Rental (Check payable to City of New Buffalo):

Residents only: \$100 Facility Rental + \$125 Facility Deposit (may be refunded) = \$225

*The City of New Buffalo reserves the right to waive the rental fee and deposit for Non-Profit, Community Organizations or Governmental Entities. All rentals are limited to no more than twice per year for any group or property address. Facilities are not intended for the regular use by any group or organization. Submission of a rental agreement does not guarantee the request will be approved.*

PAID (OVER)

SEP 24 2022 CK 1008

City of New Buffalo

SB

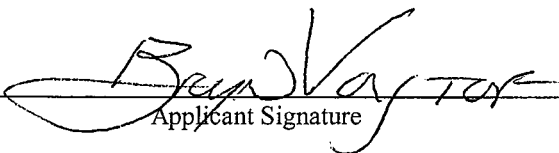
✓ Yes I would like \$ 100.00 of the deposit to be considered a donation to the City of New Buffalo Park Fund rather than have it returned to me.

       No I would like my entire deposit returned to me.

**The Renter Agrees:**

1. Be on site for the event
2. Not to bring, consume or allow alcoholic beverages or smoking on the City premises
3. Not to permit gambling on the premises
4. Animals are NOT permitted in the park
5. All vehicles are to remain in the parking lot and in no circumstances are vehicles to be driven on the lawn or sidewalks
6. To clean the premises and place all refuse in dumpsters or carts provided by the City
7. To accept the premises in its present condition and return it in like condition
8. All bands and amplifiers shall be allowed inside pavilion only
9. To reimburse the City of New Buffalo for any damages to the premises, building and equipment
10. To vacate the premise at the scheduled time. One event may not take up more than one time slot
11. No personal property shall be on the premises other than during the rental period
12. Hours available for the rental of the park pavilion are dawn until dusk, unless special permission is granted by the City Council
13. The City is not responsible for lost or stolen articles
14. The City reserves the right to deny a rental date requested if it is deemed to be in conflict with a previously scheduled inside event requiring the parking area or the planned use does not comply with rental guidelines or if any abuse or prior abuse of this policy has occurred by the applicant or member of the applicant's immediate family

**The undersigned applicant agrees not to hold the City of New Buffalo and its members or agents liable for injury or damage to persons or property on the premises and to be on site during the entire rental period. The applicant understands that the deposit will be forfeited if the pavilion and grounds are not left as found, free of garbage with furnishings returned to their original position.**

  
Applicant Signature

FEB. 4, 2022  
Signature Date

City of New Buffalo Use Only		
Total Received: \$ _____	Date Rc'd: _____	Driver's Lic. # _____
Check # or Cash: _____	Receipt: _____	Property Owner: _____
Received by _____	Deposit Returned: <u>Yes / No</u>	Date Returned: _____

50 PARK  
100 App fee (CLEAN FEE)

# CITY OF NEW BUFFALO

Receipt: 100885

03/31/22

224 W. BUFFALO STREET  
NEW BUFFALO, MI 49117

Cashier: SBOONE  
Received Of: THREE OAKS SPOKES INC

(269) 469-1500

The sum of: 150.00

PAVRT	OSELKA 9/24,25/2022	50.00
FEEES		100.00
Total		150.00

CHECK 1008 150.00

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

THREE OAKS SPOKES INC.  
3 DEWEY CANNON AVE  
THREE OAKS, MI 49128

71-132/712

1008

DATE FEB. 4, 2022

PAY TO  
THE ORDER OF

CITY OF NEW BUFFALO

\$ 150.00

ONE HUNDRED FIFTY 00/100

DOLLARS

Heat  
Reactive  
Ink

HORIZON  
BANK  
MICHIGAN CITY, IN 46360  
www.horizonbank.com

MEMO

Sept. 24-25, 2022

PAID

Bo

Vogel

MP



RECEIVED

APR 01 2022

## 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.

### Applicant Information

Name of Special Event: ST. MARY OF THE LAKE FAMILY FESTIVAL

Sponsoring Organization (if applicable): ST MARY OF THE LAKE KNIGHTS OF COLUMBUS COUNCIL 14366

Mailing/billing Address: ST MARY OF THE LAKE CATHOLIC CHURCH 718 W BUFFALO ST.

City/State/ZIP Code: NEW BUFFALO, MI 49117

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

Contact Person(s): KEN PRZYSTOP, CLIFF ASCH, FR. BASILAR LOPEZ

Business Phone: \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

### 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: THUR MAY 26 (5-MIDNIGHT)  
FRI MAY 27 (NOON-MIDNIGHT), SAT MAY 28 (NOON-MIDNIGHT), SUN MAY 29 (NOON-  
MIDNIGHT), MON MAY 30 (NOON-6 PM)

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

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

3. Please describe the event(s): CARNIVAL (MIDWAY, RIDES, FOOD VENDORS)  
BEER TENT, LIVE MUSIC, DJ, GAMES

4. What is the requested location(s) of the event(s): \_\_\_\_\_



10 - 15000

**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? MEMORIAL DAY WEEKEND 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 \_\_\_\_\_ Yes ☒ No ☐  
• Other TEMP, YARD SIGNS, WINDOW POSTERS 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? SKEARBECK ENTERTAINMENT Yes ☒ No ☐
17. Will the event include loud or unusual sounds?\* Anderson Midways Yes ☒ No ☐  
• 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?\* SEE SKEARBECK 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? Yes ☒ No ☐  
• 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

**\*\*\*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.**

#### 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 \_\_\_

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.)
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 policies 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: Ken Przytycki GRAND KNIGHT COUNCIL #4366  
Date: 3/1/22  
Applicant printed Name: KEN PRZYTYCKI Date: 3/1/22

## 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: <sup>NO</sup> Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- ☐ Cone Request: <sup>NO</sup> Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure PEDESTRIAN TRAFFIC CROSSES N BERRIEN AND W. MERCHANT  
(CL 12 TO MERCHANT) (N. BERRIEN  
TO W. CHICAGO  
ST)

☒ 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.

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

☒ NA Relay event. Indicate "hand-off" points and areas of participant equipment impact.

☒ NA 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

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: Kaw Olysting Telephone: [REDACTED]



U.S. Hwy 12 Buffalo St.

NB  
Veterinary Hospital

St. Mary Church  
Parking lot

Port-a-johns  
+ Dumpster

718 W. Buffalo St.

St. Mary of the Lake  
Church

St. Mary Church  
Open Field

Sherbeck Carnival  
Midway, Rides

40' x 120' (option 1)  
BEER TENT  
OR  
40' x 120' (option 2)  
Beer Tent

St. Mary Church + School Parking

Carnival Rides (Kids)

Grass

W. Merchant

Concrete  
+ Barriades

Port-a-johns  
for staff

704 W. Merchant St.

St. Mary of the Lake  
School

RV + Camper  
Set-up  
Anderson Staff

Playground

Residential  
Neighborhood

N. Berrien St.

N. Chicago St.

### City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

#### Comments

---



---



---



---



---

#### 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** \_\_\_\_\_

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Haas &amp; Wilkerson Insurance</b> 4300 Shawnee Mission Parkway Fairway, KS 66205 913 432-4400	CONTACT NAME: <b>Linda Head, CIC, CPIW</b>	
	PHONE (A/C, No, Ext): [REDACTED]	FAX (A/C, No): [REDACTED]
INSURED <b>Skerbeck Entertainment Group Inc.</b> 520 Butternut Dr Ste 80 Holland, MI 49424	INSURER(S) AFFORDING COVERAGE	
	INSURER A: <b>ACE American Insurance Company (CHUBB)</b>	NAIC # <b>22667</b>
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		G24599474	04/01/2022	04/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of New Buffalo, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers. Mary of the Lake Church, Bishop Paul Bradley, Dioc. of Kalamazoo are Additional Insured with respect to general liability when required by written contract with regards to the negligence of the Named Insured. Subject to policy terms, conditions, endorsements, and exclusions.

## CERTIFICATE HOLDER

## CANCELLATION

St. Mary of the Lake Catholic Church  
718 W. Buffalo Street  
New Buffalo, MI 49117

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*[Signature]*

© 1988-2015 ACORD CORPORATION. All rights reserved.



---

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

**FROM:** Darwin Watson, City Manager

**DATE:** April 18, 2022

**RE:** 360 Risk Management Consulting Agreement

---

**ITEM BEFORE THE COUNCIL:**

Approval of entering a 3-month trial Consulting Agreement with 360 Risk Management for Human Resource and Risk Management Services

**DISCUSSION:**

Risk management is the process of identifying, assessing and controlling threats to an organization's capital and earnings. These risks stem from a variety of sources including financial uncertainties, legal liabilities, technology issues, strategic management errors, accidents and natural disasters.

Effective risk management in today's environment requires far more than just securing an insurance policy for your organization. It is important that you have an extension of your management team that can deliver timely, cohesive guidance on insurance (specifically risk management), human resources and legal matters.

For most municipalities, risk management is usually not addressed in a proactive, but more so a reactive, manner. The municipal environment of today presents an assortment of ever evolving threats that are beyond fire and theft. Municipalities are faced with cybercrimes (computer hacking, ransomware and social engineering fraud) that could potentially result in multi-million dollar exposures generally not covered by a government's traditional insurance. More importantly, it is imperative that municipalities use professional assistance (insurance professionals, attorneys and claims experts) to streamline their risk management program, which saves time and money.

A successful risk management program helps an organization consider the full range of risks it faces. Risk management also examines the relationship between risks and the cascading impact they could have on an organization's strategic goals.

**RECOMMENDATION:**

That the New Buffalo City Council approves entering into a 3-month trial Consulting Agreement with 360 Risk Management for Human Resource and Risk Management Services in the amount of \$25,080, annually.



January 19, 2022

Mr. Darwin Watson  
City of New Buffalo, Michigan  
224 West Buffalo Street  
New Buffalo, MI 49117

Re: *Commercial Insurance, Risk Management and Employment/HR Consulting Services*

Dear Mr. Watson:

This letter is intended to provide 360 Risk Management's ("360") proposal for insurance, risk management and employment/HR consulting services for the City of New Buffalo.

Our consulting services will include the following:

**Insurance Consulting Services Included**

- Reviewing insurance policies of the City to identify gaps.
- Reviewing and drafting insurance requirements provisions with subcontractors of the City.
- Attending meetings with insurance agents and brokers.
- Make recommendations on insurance proposals and policies.
- Involvement with claims issues on property and casualty insurance policies.
- Review certificates of insurance

### **Risk Management Consulting Services Included**

- Review all third-party contracts with private and public entities, including the multi-jurisdictional entities past and future, including indemnity agreements and insurance requirements.
- Review policies and procedures for all City Departments and Committees.
- Attend Safety Committee Meetings.
- Inspect all City locations and review values and any leases.
- Review past claims and committee minutes.
- Review certificates of insurance.
- Review driver and vehicle maintenance program.
- Review claims reporting and investigation.
- Review and recommend applicable training programs.
- Provide consulting regarding claims, litigation, and new projects.

### **Employment/HR Consulting Services Included**

#### **A. Scope of Employment/HR Consulting Services**

- The administration of its workplace employment policies including vacation, medical leaves, FMLA, absentee control, etc.
- The application of federal and state laws relating to human resource compliance.
- The establishment of document retention policies and procedures for HR and personnel files.
- The review of personnel file procedures as respects ADA and other medical filing issues.
- Hiring and termination legal issues such as protected classifications, workers' compensation retaliation issues, contract issues (other than collective bargaining).



- The application of the Fair Labor Standards Act (FLSA) to overtime procedures and compliance.
- WARN Act procedures and compliance, where applicable.
- OSHA audit consulting and coordination.
- Department of labor / EEOC audit consulting and coordination.
- Document review and drafting –
  - (a) Employment Applications
  - (b) Employee Handbooks
  - (c) Conditional Offers of Employment
  - (d) New Hire Reporting Form Procedures
  - (e) Background Check / Drug Testing Authorizations
  - (f) Federal I-9 Reporting Form and Procedures
  - (g) ADA and FMLA Policies and Procedures
  - (h) Document Retention Policies Relative to HR Matters
  - (i) Workers Compensation Form 100 Reporting Procedures
  - (j) COBRA consulting (but not drafting or sending notices)
  - (k) Job Descriptions
  - (l) Performance Review and Improvement Plan Documents

B. EEOC/Michigan Department of Civil Rights Claims/Unemployment Contested Hearings and Department of Labor Audits

- 360 HRS will review claims and documents and advise the City with respect to administrative agency claims, specifically EEOC, Michigan Department of Civil Rights, Unemployment Contested Hearing and Department of Labor audits. 360 will assist and advise in the preparation of responses to the extent it is permissible by the City's Employment Practices Liability Insurance carrier.

C. Background Checks

- 360 will coordinate criminal background checks for new hire candidates of employment. This will include contracting with a reputable background check provider at 360's discretion. 360 will cover the cost of fifteen (15) background checks annually. Any background checks over the fifteen background checks provided will be charged to the City at cost.

### **Specifically Not Included**

Although only the services designated on the scope of work are included, we think it is important to specifically refer to services which are not part of this engagement:

- Public Employment Relations Act, National Labor Relations Act and other labor matters, including collective bargaining negotiations, union filings, representation at grievance and arbitration hearings, and Unfair Labor Practice charge responses and representation. (Review and advice provided)
- Representation of employees in any capacity.
- Representation in any administrative agency hearing or response, including but not limited to EEOC/Michigan Department of Civil Rights, MERC, Unemployment Agency and Department of Labor.
- Representation in any litigation, including but not limited to, answering any Complaint, requesting any extension of time to file responsive pleadings, or otherwise.
- Filing litigation or administrative actions against insurance companies or agents or other third parties.
- Tax consulting or compliance.
- Pension, profit sharing or retirement funding, fiduciary obligations or compliance.
- Occupational Services Health Administration (OSHA) audits or safety consulting.
- Reporting of any claims to any insurance company (all claims must be reported to your respective insurance agency(ies)).
- COBRA, ADA or I-9 form completion or filing.
- Affordable Care Act (ACA) compliance or filing.
- Employee benefits review or consulting.
- Loss control services.
- Fire protection or other contractor services.
- Accounting services.
- Real or personal property appraisal services.

- Representation in court on business or other matters.
- Third party adjuster or other adjusting services.
- Serving as an expert witness in any litigation or other matter.

This firm will use its best efforts in performing the services included in this retention agreement, however, 360 does not expressly or impliedly guarantee any specific coverage or protection for the City. 360 reserves the right to refuse requested services which are deemed unreasonable, excessive or requested with improper motive.

### **Nondisclosure**

360 Risk Management agrees to keep confidential and not to disclose to any third-party information about any account which it is engaged to work on through a scope of work, whether for an existing client or a prospect.

### **Mode of Delivering Services.**

The majority of the services will be provided remotely by 360, but 360 agrees to direct meetings at the client site as reasonably necessary.

### **Legal Services**

360 is not a law firm and in accordance with applicable law, to the extent any legal services are necessary to effectuate the terms of those provided, the law firm of Hale & Hirn, PLC may provide those services under a separate written retention with Client.

### **Term**

This Agreement has a no-cancellation policy for the first three (3) months, meaning that the client may not cancel the contract for a period of three months from the effective date. Upon the payment by the client of \$6,270 or the three-month time period elapsing, the client may cancel this contract by providing thirty (30) days advance written notice to 360. This provision does not restrict 360's ability to cancel this agreement at any time during the term by providing thirty (30) days written advance notice to the client.

### **Compensation**

Our fee for the above services will be a flat fee of \$2,090 per month (\$25,080 annual). Invoices are payable within fifteen (15) days of receipt of the invoice.

**Validity of Proposal.**

This proposal is valid for thirty (30) days from the date presented unless otherwise agreed by the parties.

AGREED TO:

---

On behalf of the City of New Buffalo

---

Date

Very truly yours,

/ss



---

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

**FROM:** Darwin Watson, City Manager

**DATE:** April 18, 2022

**RE:** Parking Lot Lease Agreement (Seville Investments)

---

**ITEM BEFORE THE COUNCIL**

Approval of the Parking Lot Lease Agreement with Seville Investments (Whittaker Street and Buffalo Street).

**DISCUSSION**

Over the past several years, the City of New Buffalo has had an agreement with Seville Investments LLC to lease the parking lot located on the southeast corner of Buffalo Street and Whittaker Street. The current agreement, approved in 2020, expires on Memorial Day 2022.

City staff met with Mr. Ron Farina of Seville Investments LLC to discuss the renewal of the agreement. Mr. Farina has agreed to renew the agreement for a term of 1 year for the sum of \$14,000. There are approximately 100 parking spaces and the lot requires some limited maintenance, upkeep and striping. These must be accomplished at the city's expense.

**RECOMMENDATION**

That the New Buffalo City Council approve the agreements for the parking lots located at the corner of Whittaker Street and Buffalo Street.

## **PARKING LOT LEASE AGREEMENT**

This Parking Lot Lease Agreement (this "Lease") is made as of \_\_\_\_\_, 2022, between Seville Investments, LLC, a Michigan limited liability company, with an address of 121 W. Merchant Street, New Buffalo, MI 49117 ("Landlord"), and the City of New Buffalo, a Michigan municipal corporation, with offices at 224 W. Buffalo Street, New Buffalo, MI 49117 (the "Tenant").

### **TERMS AND CONDITIONS**

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

1. **Premises.** Landlord, for the consideration described in this Lease, leases unto the Tenant, and the Tenant rents and leases from Landlord, according to the terms and provisions herein, the real estate described on the attached Exhibit A, together with all improvements located thereon (the "Premises").
2. **Term.** This Lease shall be for a term of 1 year, which shall run from Memorial Day 2022 to Memorial Day 2023 (the "Term").
3. **Consideration.** As consideration for this Lease, the Tenant shall:
  - a. On or before May 1, 2022, pay \$14,000 to the Landlord as rent for the Term of this Lease;
  - b. Place or maintain at least 1 sign (and others as reasonably needed) to designate the parking spaces outside the Premises that are and will continue to be reserved for the tenants of the apartments owned by Landlord. In the event parking by the public is intruding upon the space reserved for the tenants of the apartments, Landlord shall give notice to the Tenant and Tenant shall promptly install additional signage and/or separation designations to keep the apartment tenants parking open.
4. **Use of Premises**
  - a. Tenant shall use the Premises as a public parking lot (the "Intended Use") and for no other purposes without Landlord's prior consent.
  - b. Tenant and the general public shall have access to the Premises 24 hours per day and 7 days per week.
  - c. Tenant shall be permitted to post and display up to 6 directional signs and up to 4 signs indicating that the Premises is a public parking lot. Such signs shall comply with the placement and dimensional regulations of the City of New Buffalo zoning ordinance pertaining to freestanding signs. The design of the public-parking signs may include the name and logo of private entities that contribute to the provision of public parking on the Premises. The Landlord shall have prior approval of any signs with the name and logo of private entities.
  - d. Tenant, at Tenant's sole cost and expense, shall maintain the Premises in clean and orderly condition and shall repair any damage to the Premises caused by Tenant.
  - e. Parking of camping trailers and semi-trailers is prohibited on the Premises.
  - f. Overnight parking between the hours of 12:00 AM to 5:00 AM is prohibited on the Premises.
5. **Possession and Surrender.** Upon expiration of this Lease, the Landlord shall take possession of the Premises, including the Improvements installed by the City. At the sole discretion and



direction of the Landlord, Tenant will remove any signs, parking bumpers, or other removable improvements within 30 days of the expiration of this lease.

6. Utilities. Tenant does not anticipate any need for utilities during the Term. If utilities are needed, Tenant shall open accounts with utility providers in its own name and shall pay all charges incurred.
7. Assignment and Subletting. Tenant shall not assign or sublet the Premises without the prior written consent of the Landlord, which may be granted or withheld in Landlord's sole and absolute discretion.
8. Real Estate Taxes. Landlord shall pay and discharge any ad valorem real property taxes and assessments which may be levied against all the Premises which become due and payable during the term of this Lease prior to the same becoming subject to interest or penalties.
9. Indemnification and Insurance. To the fullest extent permissible by law, Tenant shall indemnify and defend Landlord and save it harmless from any claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising out of the use of the Premises by Tenant or Tenant's invitees (including those parking in the public parking lot offered by the City) during the term of the Lease. At its own expense, Tenant shall provide, prior to the commencement of the term of this Lease and keep in force during the term of this Lease, comprehensive general liability coverage protecting against any liability for injury to persons and/or property and death of any persons occurring on or about the Premises. The coverage shall be written by a responsible municipal self-insurance association satisfactory to Landlord and shall protect Landlord for liability assumed under a covered contract. The limits of liability under such coverage shall not be less than \$10,000,000 single limit combined coverage. The documentation showing the coverage shall be similar to that which might be received under a commercial insurance policy showing the single limit combined coverage amount that insures the City of New Buffalo and adding the Tenant as insured covered party with regard to the City's involvement in this Lease. The self-insurance association shall provide a binder or certificate type document reflecting that coverage, naming the Landlord as an insured party, and the insurance association's agreement not to remove the coverage unless and until the Landlord has been given 30 days advance notice of the termination. Tenant shall furnish Landlord with evidence of such protection indicating that the protection is in effect and providing that Landlord shall be notified in writing at least 30 days prior to cancellation of or reduction in coverage. In the event the Tenant receives notice that the insurance protection is being terminated prior to the end of the Lease term the Tenant shall promptly put in place, as of the date of termination of the insurance coverage or sooner, equal alternative insurance coverage for the Landlord as provided for under the language stated above.
10. Tenant Default. Upon default by the City, Landlord shall have all the remedies available under Michigan law.
11. Early Termination.
  - a. Tenant may terminate this Lease at any time, and upon doing so is not entitled to reimbursement of rent.
  - b. Landlord may terminate this Lease upon 30 days' written notice to the Tenant, except however, that Landlord may not exercise its right of early termination prior to

September 1, 2022, once rent has been paid for the Term. Upon such early termination, rent will be refunded to the Tenant on a pro-rata basis.

12. Quiet Enjoyment. Landlord covenants that so long as no default has occurred and is continuing, Tenant may peacefully and quietly hold and enjoy the Premises for the Term without interference by Landlord or any person claiming by, through or under Landlord.

13. Miscellaneous.

- a. Any notice, demand, or communication required, permitted, or desired to be given under this Lease shall be deemed effectively given when personally delivered (which may include delivery by FedEx, UPS or other courier) to those addresses first provided above. The parties may, by written notice, designate any further or different address to which subsequent notices, demands, or communications may be given.
- b. The headings in this Lease are for reference purposes only and shall not affect its interpretation.
- c. This Lease is the entire agreement between the parties regarding its subject matter. It supersedes and replaces all previous or contemporaneous, express or implied, written or oral statements, covenants, representations or agreements. This Lease may not be amended except in writing signed by the parties following an approving resolution adopted by the City Council.
- d. No party shall be entitled to benefits other than those specified herein. No other party is intended to be a beneficiary of this Agreement.
- e. f. This Lease was made in Berrien County, Michigan. The jurisdiction and venue for any action brought pursuant to or to enforce this Lease shall be solely in the state courts in Berrien County, Michigan. The prevailing party in any such action shall, in addition to any other remedies, be entitled to recover any costs and fees incurred to investigate, bring, maintain or defend any such action from its first accrual or first notice thereof through all appellate and collection proceedings.

The parties have signed this Lease as of the date first written above.

**CITY OF NEW BUFFALO**

**SEVILLE INVESTMENTS, LLC**

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

By: \_\_\_\_\_  
Ron Farina, \_\_\_\_\_

By: \_\_\_\_\_

Date signed: \_\_\_\_\_, 2022

Date signed: \_\_\_\_\_, 2022

## **EXHIBIT A**

### **LEGAL DESCRIPTION OF THE PREMISES**

That certain land in the City of New Buffalo, County of Berrien, State of Michigan, to wit:

Lots 1, 2, 11 & 12, Block 29, Village Plat of New Buffalo; also, the westerly 1/2 of vacated Thompson Street lying easterly of said Lots 1 & 2.

Excepting that portion reserved for private parking for tenants on the southerly portion of Lots 2 and 11.

## **PUBLIC PARKING LOT CONTRIBUTION AGREEMENT**

This Public Parking Lot Contribution Agreement (this "Agreement") is made as of \_\_\_\_\_, 2022, between the City of New Buffalo, a Michigan municipal corporation, with offices at 224 W. Buffalo Street, New Buffalo, MI 49117 (the "City") and Beer Church Hospitality Group, Inc. a Michigan corporation with a registered address of 22 South Whittaker Street, New Buffalo, MI 49117 ("BCHG").

### **RECITALS**

- A. The City has entered into an agreement to lease the premises described on the attached **Exhibit A** for use as a new public parking lot at the intersection of N. Whittaker and E. Buffalo Streets.
- B. BCHG owns and operates the Beer Church Brewing Co. restaurant and microbrewery at 24 South Whittaker Street, and wishes to support the City's efforts to increase the availability of public parking in the area.
- C. The parties are entering into this Agreement to establish the terms and conditions of a monetary contribution from BCHG to the City.

### **TERMS AND CONDITIONS**

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

- 1. **Contribution.** Simultaneously with the signing of this Agreement, BCHG shall pay the City a monetary contribution of \$13,400 for the City to use in making the premises available for public parking until Memorial Day 2023.
- 2. **Recognition Signage.** BCHG may post and display two (2) freestanding signs in the parking lot premises recognizing that public parking in the lot is "brought to you by" or "sponsored by" BCHG. Other than required directional signage, the only other sign to be posted within the premises shall be a recognition sign for the New Buffalo Business Association, which operates a farmer's market on the premises on Thursdays and is making a monetary contribution to the City pursuant to another agreement. The location and design of the BCHG's signs shall: (1) include BCHG's name and logo; (2) be mutually agreeable to the City and BCHG; and (3) comply with applicable provisions of the City of New Buffalo zoning ordinance. To the extent BCHG wishes to use different signs than those posted in prior years, BCHG will submit designs for signs to the City Manager for review and approval, which shall not be unreasonably withheld. The City Manager shall consider and provide a decision/response to any proposed signage within 2 business days of submission. Once approval is given BCHG shall print and post the signs, at its own expense, as promptly as reasonably possible.
- 3. **No Special Parking Rights.** This Agreement does not create special parking rights for BCHG, or its employees or patrons. The spaces in the parking lot shall be open to all members of the general public, including BCHG's employees and patrons.
- 4. **No Obligations to Lessor.** This Agreement does not make BCHG a lessee or sublessee with respect to the premises, nor does it create any obligations owed by BCHG to the owner of the premises. The City's lease for the premises requires the City to provide an appropriate general liability protection policy for its use as a parking lot, and BCHG shall be added to the City's policy as a covered contract.
- 5. **Indemnification.** The City agrees to defend, indemnify and hold harmless BCHG, its partners, employees, agents, representatives, and assigns, and all other persons and entities identified in interest with them, from all claims, suits, losses, damages, expenses, causes and causes of action, for death, personal injury, property damage or other claims or damages arising from the City's actions or omissions.

6. First Right of Refusal. BCHG is hereby granted a “First Right of Refusal” to continued recognition signage in the event the City enters into a subsequent Parking Lot Lease Agreement at the same location. The City will notify BCHG in writing prior to soliciting other potential sponsors, informing BCHG of the amount of the contribution it intends to seek. BCHG shall have 15 days from the date on which the notice is received to exercise its First Right of Refusal by paying the City the requested contribution amount.

7. Term. This Agreement shall be for a term of 1 year, which shall run from Memorial Day 2022 to Memorial Day 2023 (the “Term”). Except, however, that this Agreement may be terminated early by the City upon 30 days’ written notice to BCHG if the parking lot lease between the City and Seville Investments, LLC, (the “Seville Lease”) is terminated early by Seville. If the City terminates this Agreement pursuant to this paragraph, the City shall have no further obligation to provide public parking or display signage on the premises, and shall pay to BCHG any amount the City receives pursuant to the early-termination provisions in the Seville Lease.

8. Miscellaneous.

a. The headings in this Agreement are for reference purposes only and shall not affect its interpretation. However, the Recitals are an integral part of this Agreement.

b. This Agreement is the entire agreement between the parties regarding its subject matter. It supersedes and replaces all previous or contemporaneous, express or implied, written or oral statements, covenants, representations or agreements. This Agreement may not be amended except in writing signed by the parties following an approving resolution adopted by the City Council.

c. No party shall be entitled to benefits other than those specified herein.

d. This Agreement was made in Berrien County, Michigan. The jurisdiction and venue for any action brought pursuant to or to enforce this Agreement shall be solely in the state courts in Berrien County, Michigan. The prevailing party in any such action shall, in addition to any other remedies, be entitled to recover any costs, expenses and attorney’s fees incurred to investigate, bring, maintain or defend any such action from its first accrual or first notice thereof through all appellate and collection proceedings.

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

**CITY OF NEW BUFFALO**

**BEER CHURCH HOSPITALITY GROUP, INC.**

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

By: \_\_\_\_\_  
Jane Simon

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

By: \_\_\_\_\_  
John Lustina

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE PREMISES**

That certain land in the City of New Buffalo, County of Berrien, State of Michigan, to wit:

Lots 1, 2, 11 & 12, Block 29, Village Plat of New Buffalo; also the westerly 1/2 of vacated Thompson Street lying easterly of said Lots 1 & 2.



## PUBLIC PARKING LOT CONTRIBUTION AGREEMENT

This Public Parking Lot Contribution Agreement (this "Agreement") is made as of \_\_\_\_\_, 2022, between the City of New Buffalo, a Michigan municipal corporation, with offices at 224 W. Buffalo Street, New Buffalo, MI 49117 (the "City") and the New Buffalo Business Association, a Michigan nonprofit corporation with a registered address of 18373 Ravina Way, New Buffalo, MI 49117 ("NBBA").

### RECITALS

- A. The City has entered into an agreement to lease the premises described on the attached **Exhibit A** for use as a new public parking lot at the intersection of N. Whittaker and E. Buffalo Streets.
- B. NBBA operates a farmer's market on the premises and wishes to provide financial support to the City to continue leasing the premises.
- C. The parties are entering into this Agreement to establish the terms and conditions of a monetary contribution from NBBA to the City.

### TERMS AND CONDITIONS

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

1. Contribution. Simultaneously with the signing of this Agreement, NBBA shall pay the City a monetary contribution of \$600 for the City to use in making the premises available for public parking until Memorial Day 2023.
2. Recognition Signage. NBBA may post and display two (2) freestanding signs in the parking lot premises recognizing that public parking in the lot is "brought to you by" or "sponsored by" NBBA. Other than required directional signage, the only other signs to be posted within the premises shall be two recognition signs for the Beer Church Brewing Co., which also contributes monetarily to the parking lot lease. The location and design of the NBBA's signs shall: (1) include NBBA's name and logo; (2) be mutually agreeable to the City and NBBA; and (3) comply with applicable provisions of the City of New Buffalo zoning ordinance. The NBBA will submit a design for the sign to the City Manager for review and approval, which shall not be unreasonably withheld. The City Manager shall consider and provide a decision/response to any proposed signage within 2 business days of submission. Once approval is given NBBA shall print and post the signs, at its own expense, as promptly as reasonably possible.
3. No Special Parking Rights. This Agreement does not create special parking rights for the NBBA. The spaces in the parking lot shall be open to all members of the general public.
4. No Obligations to Lessor. This Agreement does not make NBBA a lessee or sublessee with respect to the premises, nor does it create any obligations owed by NBBA to the owner of the premises. The City's lease for the premises requires the City to provide an appropriate general liability protection policy for its use as a parking lot, and NBBA shall be added to the City's policy as a covered contract.
5. Indemnification. The City agrees to defend, indemnify and hold harmless NBBA, its partners, employees, agents, representatives, and assigns, and all other persons and entities identified in interest with them, from all claims, suits, losses, damages, expenses, causes and causes of action, for death, personal injury, property damage or other claims or damages arising from the City's actions or omissions.
6. Term. This Agreement shall be for a term of 1 year, which shall run from Memorial Day 2022 to Memorial Day 2023 (the "Term"). Except, however, that this Agreement may be terminated early by the City upon 30 days' written notice to NBBA if the parking lot lease between the City and Seville Investments, LLC, (the "Seville Lease") is terminated early by Seville.

7. Miscellaneous.

- a. The headings in this Agreement are for reference purposes only and shall not affect its interpretation. However, the Recitals are an integral part of this Agreement.
- b. This Agreement is the entire agreement between the parties regarding its subject matter. It supersedes and replaces all previous or contemporaneous, express or implied, written or oral statements, covenants, representations or agreements. This Agreement may not be amended except in writing signed by the parties following an approving resolution adopted by the City Council.
- c. No party shall be entitled to benefits other than those specified herein.
- d. This Agreement was made in Berrien County, Michigan. The jurisdiction and venue for any action brought pursuant to or to enforce this Agreement shall be solely in the state courts in Berrien County, Michigan. The prevailing party in any such action shall, in addition to any other remedies, be entitled to recover any costs, expenses and attorney's fees incurred to investigate, bring, maintain or defend any such action from its first accrual or first notice thereof through all appellate and collection proceedings.

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

**CITY OF NEW BUFFALO**

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

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

**NEW BUFFALO BUSINESS ASSOCIATION**

By: \_\_\_\_\_

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

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE PREMISES**

That certain land in the City of New Buffalo, County of Berrien, State of Michigan, to wit:

Lots 1, 2, 11 & 12, Block 29, Village Plat of New Buffalo; also the westerly 1/2 of vacated Thompson Street lying easterly of said Lots 1 & 2.



---

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

**FROM:** Darwin Watson, City Manager

**DATE:** April 18, 2022

**RE:** Upgrading of the Parking Terminals

---

**ITEM BEFORE THE COUNCIL**

Approval of upgrading the city's parking terminals - Total Parking Solutions, Inc

**DISCUSSION**

For several years, the city has utilized parking terminals at various facilities to collect fees from patrons. This allows for enhanced efficiencies in the overall operations of the city's boat launch and beach parking. Additionally, the system allows the city the flexibility of setting up a mechanism to collect fees in temporary situations.

Recently, the city purchased a terminal for the boat launch, which is the most recent version of the terminal. The city has 3 additional terminals that are much older versions and are less efficient and user friendly. In some instances, the older units are harder to read and use during bright conditions. City staff requested a proposal from Total Parking Solutions, Inc to upgrade the older units to be consistent with the boat launch unit. This will provide uniformity and better efficiencies with all of the units.

Total Parking Solutions, Inc. provided a proposal to install, upgrade and program the 3 older units in the amount of \$7,800. Funding for this is available in the Parks budget.

**RECOMMENDATION**

That the New Buffalo City Council approve the upgrading of 3 parking terminals by Total Parking Solutions, Inc Parking in the amount of \$7,800.



Total Parking Solutions Inc.

**City of New Buffalo, MI  
Flowbird CWT S3 to CWT S4  
Parking Terminal Upgrade Proposal  
March 24<sup>th</sup>, 2022**

**Scope of Work**

Supply and install Flowbird S4 door kits upgrading Three (3) Cale CWT S3 terminals with alpha-numeric keypads to Cale CWT S4 terminals with touchscreens that are currently owned by the City of New Buffalo, MI.

Includes full upper door with 9" color touch display:

Flowbird S4 Door Kits (3) \$ 2,600.00 each

Installation, programing, graphics Included

**Total** **\$ 7,800.00**

**TERMS AND CONDITIONS**

Payment Terms 100% billable upon delivery

*Please sign below and fax to 630-241-1985 to initiate order*

Proposed by:

Accepted by

Jesse L. Zawacki  
Account Specialist

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**From:**  
**To:**  
**Subject:**  
**Date:**

[Parks](#)  
[Darwin Watson](#)  
Kiosks  
Wednesday, April 13, 2022 1:47:38 PM







Top kiosk is new one.  
Sent from my iPhone



---

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

**FROM:** Darwin Watson, City Manager

**DATE:** April 18, 2022

**RE:** Site Plan Approval – 2 South Franklin

---

**ITEM BEFORE THE COUNCIL:**

Approval of site plan for 2 South Franklin

**DISCUSSION:**

The city received a site plan application from the owners of 2 South Franklin. The applicant is the property owner Historic Horizons who is requesting site plan approval for construction of a new parking lot located on the property.

On April 5, 2022, the Planning Commission unanimously approved the site plan at its regular meeting and recommends the approval to the City Council.

**RECOMMENDATION:**

That the New Buffalo City Council approves the site plan for 2 South Franklin.



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

**Hearing Date:** April 5<sup>th</sup>, 2021 7:00pm

**Project Number:** PZ21-0008

**Applicant:** Historic Horizons (Mr. Peter Bernal)

**Property Owner:** Historic Horizons

**Subject Property Address:** 2 S. Franklin Street, New Buffalo, MI 49117

**Nature of the Request:** Site Plan application for construction of new parking lot.

**Zoning District:** GCD "General Commercial District"

**OVERVIEW**

The applicant is the property owner Historic Horizons. The applicant requests site plan approval for construction of a new parking lot located on the property known as 2 S. Franklin Street.

Article 15 Sec. 15-6 E "Required Parking". Stipulates required number of parking spaces be provided per business. This site plan if approved would be bringing this business into compliance for parking regulations.

Items for Planning Commission consideration not noted in application are as follows:

- Drainage & Park lot revised to meet County drainage standards. 2-10-2022.
- Lighting-Non Proposed.
- Landscaping-Non Proposed.
- Signage-Handicapped provided.

All appropriate Building permits will be required for this project.

**Recommendation:** Upon review of the application, new parking lot configuration with drainage, materials, validation of the facts reported, site inspection and evaluation of each of the criteria required for review and noted in this staff report, Zoning Administrator moves the application forward for planning commission consideration to approve the site plan for new parking lot.

Respectfully submitted,  
Ted Hanson  
Building Official  
City of New Buffalo



## BERRIEN COUNTY DETENTION BASIN DESIGN CALCULATION SPREADSHEET

Project Name: 2 Franklin Ave.	Proposed Percent Imperviousness:	75%	(K)
Project Location: New Buffalo	Proposed Runoff $Q_{10}$ Value:	0.73	(L)
	Maximum Allowable Outflow (CFS):	0.01	(G)

A	B	C	D	E	F	G	H	I	J
Duration (Months)	25% Total Investment	Rate of Return (%)	25% Total Investment	Rate of Return (%)	25% Total Investment	Rate of Return (%)	25% Total Investment	Rate of Return (%)	25% Total Investment
5	0.08	6.5	6.36	0.45	14	0.01	172	175.8336	308
10	0.16	6.5	6.36	0.45	14	0.01	345	175.8336	616
15	0.24	6.5	6.36	0.45	14	0.01	518	175.8336	884
20	0.33	6.5	6.36	0.45	14	0.01	691	175.8336	1152
25	0.41	6.5	6.36	0.45	14	0.01	864	175.8336	1420
30	0.50	6.5	6.36	0.45	14	0.01	1037	175.8336	1688
35	0.58	6.5	6.36	0.45	14	0.01	1210	175.8336	1956
40	0.67	6.5	6.36	0.45	14	0.01	1383	175.8336	2224
45	0.75	6.5	6.36	0.45	14	0.01	1556	175.8336	2492
50	0.84	6.5	6.36	0.45	14	0.01	1729	175.8336	2760
55	0.92	6.5	6.36	0.45	14	0.01	1902	175.8336	3028
60	1.00	6.5	6.36	0.45	14	0.01	2075	175.8336	3296
65	1.08	6.5	6.36	0.45	14	0.01	2248	175.8336	3564
70	1.17	6.5	6.36	0.45	14	0.01	2421	175.8336	3832
75	1.25	6.5	6.36	0.45	14	0.01	2594	175.8336	4100
80	1.34	6.5	6.36	0.45	14	0.01	2767	175.8336	4368
85	1.42	6.5	6.36	0.45	14	0.01	2940	175.8336	4636
90	1.50	6.5	6.36	0.45	14	0.01	3113	175.8336	4904
95	1.59	6.5	6.36	0.45	14	0.01	3286	175.8336	5172
100	1.67	6.5	6.36	0.45	14	0.01	3459	175.8336	5440
105	1.76	6.5	6.36	0.45	14	0.01	3632	175.8336	5708
110	1.84	6.5	6.36	0.45	14	0.01	3805	175.8336	5976
115	1.93	6.5	6.36	0.45	14	0.01	3978	175.8336	6244
120	2.01	6.5	6.36	0.45	14	0.01	4151	175.8336	6512
125	2.10	6.5	6.36	0.45	14	0.01	4324	175.8336	6780
130	2.18	6.5	6.36	0.45	14	0.01	4497	175.8336	7048
135	2.27	6.5	6.36	0.45	14	0.01	4670	175.8336	7316
140	2.35	6.5	6.36	0.45	14	0.01	4843	175.8336	7584
145	2.44	6.5	6.36	0.45	14	0.01	5016	175.8336	7852
150	2.52	6.5	6.36	0.45	14	0.01	5189	175.8336	8120
155	2.61	6.5	6.36	0.45	14	0.01	5362	175.8336	8388
160	2.69	6.5	6.36	0.45	14	0.01	5535	175.8336	8656
165	2.78	6.5	6.36	0.45	14	0.01	5708	175.8336	8924
170	2.86	6.5	6.36	0.45	14	0.01	5881	175.8336	9192
175	2.95	6.5	6.36	0.45	14	0.01	6054	175.8336	9460
180	3.03	6.5	6.36	0.45	14	0.01	6227	175.8336	9728
185	3.12	6.5	6.36	0.45	14	0.01	6400	175.8336	9996
190	3.20	6.5	6.36	0.45	14	0.01	6573	175.8336	10264
195	3.29	6.5	6.36	0.45	14	0.01	6746	175.8336	10532
200	3.37	6.5	6.36	0.45	14	0.01	6919	175.8336	10800
205	3.46	6.5	6.36	0.45	14	0.01	7092	175.8336	11068
210	3.54	6.5	6.36	0.45	14	0.01	7265	175.8336	11336
215	3.63	6.5	6.36	0.45	14	0.01	7438	175.8336	11604
220	3.71	6.5	6.36	0.45	14	0.01	7611	175.8336	11872
225	3.80	6.5	6.36	0.45	14	0.01	7784	175.8336	12140
230	3.88	6.5	6.36	0.45	14	0.01	7957	175.8336	12408
235	3.97	6.5	6.36	0.45	14	0.01	8130	175.8336	12676
240	4.05	6.5	6.36	0.45	14	0.01	8303	175.8336	12944
245	4.14	6.5	6.36	0.45	14	0.01	8476	175.8336	13212
250	4.22	6.5	6.36	0.45	14	0.01	8649	175.8336	13480
255	4.31	6.5	6.36	0.45	14	0.01	8822	175.8336	13748
260	4.39	6.5	6.36	0.45	14	0.01	8995	175.8336	14016
265	4.48	6.5	6.36	0.45	14	0.01	9168	175.8336	14284
270	4.56	6.5	6.36	0.45	14	0.01	9341	175.8336	14552
275	4.65	6.5	6.36	0.45	14	0.01	9514	175.8336	14820
280	4.73	6.5	6.36	0.45	14	0.01	9687	175.8336	15088
285	4.82	6.5	6.36	0.45	14	0.01	9860	175.8336	15356
290	4.90	6.5	6.36	0.45	14	0.01	10033	175.8336	15624
295	4.99	6.5	6.36	0.45	14	0.01	10206	175.8336	15892
300	5.07	6.5	6.36	0.45	14	0.01	10379	175.8336	16160

	Total Storage	Detention	and Retention	Required Storage (CFT)	S&S
1	100	100	100	100	100
2	100	100	100	100	100
3	100	100	100	100	100
4	100	100	100	100	100
5	100	100	100	100	100
6	100	100	100	100	100
7	100	100	100	100	100
8	100	100	100	100	100
9	100	100	100	100	100
10	100	100	100	100	100
11	100	100	100	100	100
12	100	100	100	100	100
13	100	100	100	100	100
14	100	100	100	100	100
15	100	100	100	100	100
16	100	100	100	100	100
17	100	100	100	100	100
18	100	100	100	100	100
19	100	100	100	100	100
20	100	100	100	100	100
21	100	100	100	100	100
22	100	100	100	100	100
23	100	100	100	100	100
24	100	100	100	100	100
25	100	100	100	100	100
26	100	100	100	100	100
27	100	100	100	100	100
28	100	100	100	100	100
29	100	100	100	100	100
30	100	100	100	100	100
31	100	100	100	100	100
32	100	100	100	100	100
33	100	100	100	100	100
34	100	100	100	100	100
35	100	100	100	100	100
36	100	100	100	100	100
37	100	100	100	100	100
38	100	100	100	100	100
39	100	100	100	100	100
40	100	100	100	100	100
41	100	100	100	100	100
42	100	100	100	100	100
43	100	100	100	100	100
44	100	100	100	100	100
45	100	100	100	100	100
46	100	100	100	100	100
47	100	100	100	100	100
48	100	100	100	100	100
49	100	100	100	100	100
50	100	100	100	100	100
51	100	100	100	100	100
52	100	100	100	100	100
53	100	100	100	100	100
54	100	100	100	100	100
55	100	100	100	100	100
56	100	100	100	100	100
57	100	100	100	100	100
58	100	100	100	100	100
59	100	100	100	100	100
60	100	100	100	100	100
61	100	100	100	100	100
62	100	100	100	100	100
63	100	100	100	100	100
64	100	100	100	100	100
65	100	100	100	100	100
66	100	100	100	100	100
67	100	100	100	100	100
68					

Retention Basin Volume Worksheet - AREA NORTH						
elev	area	sq area	inc depth	inc vol(cu)	V's (cf)	
596	20	0				
597.0	150	85	1	85	85	
598.0	400	275	1	275	360	
599.0	980	690	1	690	1050	
Basin Vol Required:					865	
Basin Vol Provided:					1050	
DEFLECTION VOL MET AT 15 PSI = 1050						



### ACCESSIBLE SIGN

SCALE: NTS

☐ FOUND MONUMENT  
☐ SET MONUMENT  
☐ FOUND IRON  
☐ SET IRON  
☐ FOUND PK NAIL  
☐ SET PK NAIL  
☐ FOUND CROSS  
☐ SET CROSS  
☐ SET LINE STAKE  
☐ SET WOODEN HUB  
☐ FIRE HYDRANT  
☐ POWER POLE

LEGAL DESCRIPTION
-------------------

That part of Block 84, VIRGINIA ADDITION TO VILLAGE OF NEW BRITAIN, which is described as: Beginning at a point called 198.00 ft. N. 62°12'00" E. of the most Westernly corner of said Block 84, thence N. 62°12'00" E., 65.73 ft. (recorded 66.00 ft.), thence S. 28°12'26" E., 65.73 ft. (recorded S. 27°53'00" E., 132.00 ft.), thence S. 61°55'18" W., 85.90 ft. (recorded S. 62°12'00" W., 66.00 ft.), thence N. 28°07'45" W., 131.71 ft. (recorded N. 27°53'00" W., 132.00 ft.) to the point of beginning.

### GENERAL NOTES

- CONTRACTOR SHALL VERIFY ALL ON-SITE UTILITIES PRIOR TO COMMENCING WORK.  
ALL WORK WITHIN CITY RIGHT-OF-WAY SHALL COMPLY TO CITY SPECIFICATIONS AND STANDARDS.
- ANY DEMOLITION MATERIALS REMOVED FROM THE SITE SHALL BE DEPOSITED OF PER LOCAL OR STATE ORDINANCES.
- ANY DAMAGE OR DISTURBANCE FROM CONSTRUCTION ACTIVITIES OUTSIDE THE AREA OF DEMOLITION SHALL BE REPAIRED/REMOVED TO ORIGINAL CONDITION.
- ALL DISTURBED GROUND AREAS SHALL RECEIVE 4" TOPSOIL AND SEED.

any information on this drawing is not intended to be suitable for use by any person, firm or corporation for any purpose or for any extension of the project or for any use on any other project, and need without written permission, authorization and adoption by the engineer, architect or surveyor. No specific purpose intended will be at the user's sole risk and without liability on legal exposure to the engineer, architect or surveyor.

ALL UNDERGROUND UTILITIES MUST BE FIELD VERIFIED BY THE  
CONTRACTOR BEFORE ANY CONSTRUCTION MAY BEGIN.

MICHIGAN SURVEYS: THE REQUIREMENTS OF SECTION #3 OF ACT #193 OF P. A. 2018 HAVE BEEN COMPLIED WITH.

## REVISIONS

DATE		REVISIONS	
2/8/22		DATE	BY
SCALE			
1" = 10'			
FILE #			
M216249.5			

1



5

The Special Meeting for September 16, 2021 of the New Buffalo City Planning Commission was called to order by Chair Billingslea at 5:39 p.m.

**Pledge of Allegiance.**

**Roll Call: Present.**

Roxanne Lauer, Bill McCollum, Paul Billingslea.

**Absent:** Don Stoneburner, Mark Joseph

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

**Approval of Agenda:** Motion by Lauer, seconded by McCollum to approve the agenda with moving the site plan review 2 South Franklin Street before the public hearing:

Voice Vote:

Motion Carried.

**Approval of Previous Minutes, July 13, 2021:** Motion by Lauer, seconded by McCollum to approve the Special Planning Commission Minutes from July 13, 2021:

Voice Vote:

Motion Carried.

**Public Comment:**

None

**Site Plan Review- 2 S. Franklin**

Chair Billingslea noted that the application was missing a site plan, drainage information and acknowledged the parking lot was pitched toward the street. Planning Commission needs the information before making a decision.

Motion by Lauer seconded by, McCollum to table the site plan application for construction of a new parking lot located on the property know as 2 S. Franklin Street until we receive all of the missing packet information.

**Roll Call Vote:**

Ayes: Lauer, McCollum, Billingslea

Nays:

Absent: Joseph, Stoneburner

Abstain:

Motion Carried, 3-0

**Public Hearing**



## Ted Hanson

---

**From:** [REDACTED]  
**Sent:** Thursday, February 10, 2022 2:54 PM  
**To:** Ted Hanson  
**Subject:** RE: 2 Franklin Ave.  
**Attachments:** 2022-02-08 216249.5.pdf

Greetings Ted. My apologies. This revision needs to replace the other one. The ADA parking slopes were not compliant with the maximum allowed. It has been corrected, here.

Thank you kindly.

The journey is the reward,

Burne Miller, P.E.  
Danch, Harner & Associates Inc.

**From:** Ted Hanson <[thanson@cityofnewbuffalo.org](mailto:thanson@cityofnewbuffalo.org)>  
**Sent:** Thursday, February 10, 2022 9:41 AM  
**To:** [REDACTED]  
**Cc:** Darwin Watson <[manager@cityofnewbuffalo.org](mailto:manager@cityofnewbuffalo.org)>  
**Subject:** RE: 2 Franklin Ave.

Thanks, I will check with the City Manager and see about getting back on Planning Commission Agenda.

**From:** [REDACTED]  
**Sent:** Tuesday, February 8, 2022 1:15 PM  
**To:** Ted Hanson <[thanson@cityofnewbuffalo.org](mailto:thanson@cityofnewbuffalo.org)>  
**Subject:** RE: 2 Franklin Ave.

Greetings Ted. I have made a revision to the site plan – eliminating a parking space. Here is a revised site plan to accommodate stormwater runoff using the County spreadsheet calculator. Let me know if you need anything else for this. What is the next step wit this?

Thank you!

The journey is the reward,

Burne Miller, P.E.  
Danch, Harner & Associates Inc.

[REDACTED]  
1643 Commerce Drive



#### Overview



#### Legend

- City and Villages
- Railroads
- Roads**
  - Interstate
  - Major Arterial
  - Minor Arterial
  - Roads
- Parcels
- Lakes
- Rivers
- Parcel
- Lake Michigan

<b>Parcel ID</b>	11-62-8200-0084-03-7	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	HISTORIC HORIZONS INC
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	401		2 S FRANKLIN ST
<b>Property Address</b>	2 S FRANKLIN AVE	<b>Acreage</b>	n/a		NEW BUFFALO, MI 49117
	NEW BUFFALO				
<b>District</b>	11200				
<b>Brief Tax Description</b>	COM 198'N 62DEG12'E OF MOST WLY COR BLK 84 VIRGINIA ADD TO VILLAGE OF NEW BUFFALO TH N62DEG12'E 66' S27DEG53'E 132'S62DEG12'W 66'TH N27DEG 53'W 132'TO POB 937/844				
	(Note: Not to be used on legal documents)				

Date created: 9/8/2021  
Last Data Uploaded: 9/8/2021 1:12:55 AM

Developed by **Schneider**  
GEOSPATIAL



## **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:

- NO 1. Existing topographic elevations at two-foot intervals, proposed grades, and direction of drainage flows.
- NO 2. The location of existing structures on the subject site and on adjacent parcels within 50 feet of subject parcel.
- NO 3. Location and type of significant existing vegetation.
- NO 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.



4. The use of semi-trailers for storage purposes on a long-term basis (longer than a week) is prohibited.

C. Determination of parking requirements.

1. The minimum parking space requirements for all uses shall be those identified in Section 15-6.
  2. For uses not specifically listed in Section 15-6, the requirements for on-premises parking shall be determined as follows:
    - a. The Zoning Administrator may establish the parking requirement by making the determination that the proposed use is similar in parking requirement to a use which is listed in Section 15-6. In such case, the same parking requirement shall apply.
    - b. The Planning Commission may establish the parking requirement for the proposed use based on documentation pertaining to the parking demand for that use provided and substantiated by the applicant, or based on other professional planning resource material.
  3. Public street rights-of-way shall not be counted for meeting on-premises parking requirements.
  4. Outdoor parking spaces required for business-related vehicles shall be provided in addition to the parking spaces required in Section 15-6.
  5. Two or more buildings or uses may collectively provide the required on-premises parking if a signed agreement is provided by the property owners, and the number of spaces being provided meets the minimum required for all uses calculated individually. Such parking shall be convenient to all uses for which it is intended.
  6. Where two or more uses are present on the premises, parking requirements shall be calculated for each use, unless specifically provided otherwise herein.
- D. Maximum amount of parking. In order to minimize excessive areas of pavement which results in adverse aesthetic and environmental impacts, and contributes to high rates of storm-water runoff, the Planning Commission may limit the total amount of parking to not exceed the minimum parking requirement by more than 30%.
- E. Conversion of parking areas to other uses. Unless the Planning Commission has reviewed and approved the change, any parking area once approved as a required parking area shall not be changed to any other use.

### Section 15-4 Design and construction requirements.

- A. Surface and drainage requirements. All parking areas shall be surfaced with a durable and dustless surface and shall be properly graded and provided with adequate drainage facilities as approved by the City Engineer.
- B. Surface striping. All paved parking spaces, aisles, and unloading zones shall be striped or marked. Such striping or other required demarcation shall be maintained permanently in a condition such that easy interpretation of such markings by intended users is possible. In approved unpaved parking areas, spaces shall be defined by wheel chocks, concrete bumpers, or other similar device.
- C. Lighting. All parking lot lighting shall be designed, located, and/or shielded to prevent spill over onto adjacent properties, and shall be arranged to prohibit adverse affects on motorist visibility on adjacent public roadways. The maximum height of parking lot light fixtures shall be 20 feet for any fixture to be located within 150 feet of a residential district or use, and a maximum height of 30 feet for all other locations.
- D. Dimensional standards for parking spaces and aisles. All on-premises parking areas shall meet the minimum parking space and maneuvering lane standards contained in the following table.

**Minimum Parking Space and Maneuvering Lane Standards**

<b>Parking Pattern</b>	<b>Maneuvering Lane Width One-Way</b>	<b>Maneuvering Lane Width Two-Way</b>	<b>Parking Space Width<sup>1</sup></b>	<b>Parking Space Length<sup>2</sup></b>
<b>(degrees)</b>	<b>(feet)</b>	<b>(feet)</b>	<b>(feet)</b>	<b>(feet)</b>
Parallel	12	20	9	25
30° to 50°	12	20	9	25

**Minimum Parking Space and Maneuvering Lane Standards**

<b>Parking Pattern</b>	<b>Maneuvering Lane Width One-Way</b>	<b>Maneuvering Lane Width Two-Way</b>	<b>Parking Space Width<sup>1</sup></b>	<b>Parking Space Length<sup>2</sup></b>
<b>(degrees)</b>	<b>(feet)</b>	<b>(feet)</b>	<b>(feet)</b>	<b>(feet)</b>
54° to 74°	13	24	9	21
75° to 90°	20	24	9	20

**NOTES:**

<sup>1</sup> Parking space width measured perpendicular to the space center line.

<sup>2</sup> Parking space length measured along the space center line.

**Section 15-5 Parking units of measurement.****A. Equivalency or substitution.**

1. Wherever parking requirements are based on gross floor area, gross leasable area may be substituted if that figure is more readily available.
2. In calculating bench seating for places of assembly, two feet shall be the equivalent of one seat.
3. In those cases where the Planning Commission determines that striping of spaces would not be appropriate, 300 square feet of parking area shall be provided for each required parking space.

**B. Rounding.** In calculating the required amount of parking or loading spaces, any fraction of 0.5 or greater shall be rounded up, and any fraction of less than 0.5 shall be rounded down.

**Section 15-6 Minimum parking space requirements.**

The minimum amount of parking spaces required for designated uses are included in the tables below.

**A. GENERAL RESIDENTIAL**

Single-family and two-family dwellings	2.0 spaces per dwelling unit
Multiple-family dwelling and dormitories	2.0 spaces per each unit
Manufactured homes in a mobile home park	2.0 space per each manufactured home unit or site

**B. SENIOR HOUSING**

Housing for fully independent residents: Senior independent units and independent care retirement village or center	1.5 spaces per each room and living unit
Housing for residents requiring a moderate level of care: senior "interim care," "elder care," and "intermediate care" units	1.0 space per each room
Housing for residents whose care is fully dependent on others: Convalescent homes, nursing homes, rest homes, etc.	1.0 space per each 2 rooms

**C. INSTITUTIONAL/CIVIC (Religious, Municipal, Hospital, Child Care, Schools, and Halls)**

Churches, temples, synagogues and other places of worship	1.0 space per each 3 seats or 6 feet of pews
Municipal office buildings	4.0 spaces per 1,000 square feet of gross floor area, plus spaces required for any assembly hall, auditorium, and outdoor arena
Hospitals	2.5 spaces per each licensed bed, plus outpatient care and emergency care requirements
Outpatient care and emergency care services	Refer to medical office parking requirements
Child-care centers	3.0 spaces plus, 1.0 additional space for each 7 children of licensed

	authorized capacity
Primary schools (elementary and junior high)	2.0 spaces per classroom, plus 1 space for each 3 seats of maximum seating capacity for that indoor facility having the greatest seating capacity
Secondary schools (high)	8.0 spaces per each classroom, or 1 space per each 4 seats of maximum seating capacity for that indoor place of assembly having the greatest seating capacity
Auditoriums, assembly halls, and outdoor arenas	1.0 space per each 3 seats or 6 feet of bleachers
Public recreation centers	5.0 spaces per 1,000 square feet of gross floor area
Dance hall, union hall, lodge hall, fraternal hall/club and similar uses	1.0 space per every 2 persons of capacity authorized by the City Building Code or Fire Code if more stringent
<b>D. OFFICE</b>	
Medical, dental office, clinic	5.0 spaces per 1,000 square feet of gross floor area, plus outpatient care, emergency, twenty-four-hour medical station requirements, if applicable
Outpatient care, emergency care, 24-hour medical station	2.0 spaces per exam or outpatient procedure/operating room, plus 1.0 space per laboratory or recovery room, plus 1.0 space for each 2 rooms for employee parking
General office building and real estate offices	3.0 spaces per 1,000 square feet of gross floor area
Bank, credit union, savings and loan	6.0 spaces per 1,000 square feet of gross floor area, plus 4.0 stacking spaces per window and ATM
<b>E. COMMERCIAL/RETAIL/SERVICE</b>	
Appliance store	4.0 spaces per 1,000 square feet of gross floor area
Auto service station and auto care centers	3.0 spaces per each service bay, plus 1.0 space per each tow truck, plus 4.0 spaces per 1,000 square feet of area devoted to the sale of automotive goods, or convenience foods
Auto service-oil change/quick lube	3.0 spaces per service bay
Automotive sales	1.0 space per 5,000 square feet of outdoor sales area, plus 1.0 space per sales desk/office, plus 3.0 spaces per each service bay
Automobile wash (self-wash)	3.0 stacking spaces per bay
Automobile wash (automatic)	2.0 spaces plus 15 stacking spaces per bay
Bar (lounge)	16.0 spaces per 1,000 square feet of gross floor area, or 0.7 space per seat, whichever is greater
Barber shop, beauty salon, hair salon	2.5 spaces per each barber or beautician's chair or station
Bed-and-breakfast inn	2.0 spaces, plus 1.0 space per guest room
Conference rooms, exhibit halls, and similar uses	1.0 space per every 2 persons of capacity authorized by the City Building Code or fire official, or 10.0 spaces per 1,000 square feet of gross floor area, whichever is greater
Convenience store	4.0 spaces per 1,000 square feet of gross floor area or the area devoted to convenience sales when in a multi-use building
Discount retail store	5.0 spaces per 1,000 square feet of gross floor area
Dry cleaners	2.0 spaces per 1,000 square feet of gross floor area, plus 2.0 spaces per drive-up window
Funeral homes	1.0 space per 50 square feet of space devoted to service parlors, chapels, and reception area, plus 1.0 space per each funeral vehicle stored on the premises
Furniture, carpet store	2.0 spaces per 1,000 square feet of gross floor area
Hardware, paint, home improvement store	3.0 spaces per 1,000 square feet of gross floor area
Laundromat	1.0 space per each 3 washing machines



City Staff  
Use Only

Project Name **PZ 21-0008**  
 Project Number  
 Review Fee Paid **\$350**  
 Escrow Fee Paid

**"Parking Lot  
 Site Plan" Planning Commission**

**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 **Peter F Bernal**

Address

Telephone  
email

E) Property owner(s) principal contact:

Name **Peter F Bernal**

Address

Telephone  
email

B) Applicant(s) secondary contact:

Name **Historic Horizons**

Address

Telephone  
email

F) Architect (if applicable):

Name

Address

Telephone  
email

C) Agent or Attorney (if applicable):

Name

Address

Telephone  
email

G) Engineer (if applicable):

Name

Address

Telephone  
email

**PAID**  
**AUG 26 2021**  
 City of New Buffalo



D) Is the property held in Trust\*:

Yes - Answer below      No - Skip below

Name of Trust Peter F Bernal Living TrustAddress 25 S. Franklin StNew Buffalo, MI 49117Telephone  
email

H) Applicant is (circle one):

Property owner

Attorney

Agent

Engineer

Other: \_\_\_\_\_

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

Proceed to Next Page

**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:

Converting side yard (US12) into asphalt parking lot with 14 parking spaces. Diagram enclosed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

- 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
- If the conditions were self-imposed (not hardship), explain why the variance should be granted:

N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Site and Surrounding Property Information**

A) Common address or property location of subject property:

2 S Franklin St, New Buffalo, MI 49117

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

Exhibit "A"

C) Permanent Real Estate Tax Identification Number: 116282000084037

D) Parcel Size:

Square feet

Acres

132.00 (Franklin)

Dimension of lot frontage

Dimension of lot depth

11-62- 8200-0084-03-7

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

	Current zoning	Current land use
1. On Site:	GCD	Unknown
2. Adjoining property:		
a) North of Site	GCD	
b) South of Site	Residential	
c) East of Site	GCD	
d) West of Site	GCD	

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

Unappealing 6x7 Shed.

**IV. Description of the Proposed Development**

A) Please describe the proposed use of the land and/or building assuming approval of the request:  
Removal of landscaping to allow for purposed parking lot.

B) What is the proposed time frame for the build-out of this development: Before Frost

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						
Gen. Commercial GCD	1					
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: \_\_\_\_\_

2) Peak traffic flow count for the proposed development: \_\_\_\_\_

3) How many lineal feet of roadway is proposed to be developed: \_\_\_\_\_

4) How many cul-de-sacs will be constructed as part of this project: \_\_\_\_\_

5) How many curb cuts to City, County or State roads are proposed: \_\_\_\_\_

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):

A) \_\_\_\_\_ Plat of Survey with legal description.

B) \_\_\_\_\_ Site plan of proposed use of project showing traffic patterns, parking locations and court, drainage patterns including detention areas, landscaping plans, exterior lighting locations and illumination pattern, building facade portrait and building size and location dimensions.

C) \_\_\_\_\_ Floodplain map (engineer's drawing or FEMA map showing location of subject property).

D) xx Application fee in the amount of \$ 350.00.

E) \_\_\_\_\_ High Risk Dune Area Designation and/or Soil Conservation Analysis (if applicable).

F) xx Application for permits (specify type):

1) Michigan DOT \_\_\_\_\_

2) County Road Commission \_\_\_\_\_

3) County Health Department \_\_\_\_\_

4) State Dept. of Public Health \_\_\_\_\_

5) Michigan DEQ \_\_\_\_\_

6) Others \_\_\_\_\_

G) \_\_\_\_\_ Sand Dune Permit for Construction (if applicable).

To eliminate the office traffic off the main street (US12).

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

**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, Peter F. Bernal, 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: Peter F. Bernal Date: 8-17-21

D) Notary Public Certification Statement:

I, Melinda Foster, Notary Public in and for the State of Michigan this 17th day of August, 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  
 MELINDA FOSTER  
 Notary Public, State of Michigan  
 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: \_\_\_\_\_

Approval: Yes No Signature: \_\_\_\_\_

Conditions: Attached None Title: \_\_\_\_\_

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

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

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



Historic Horizon



318 East Buffalo Street  
New Buffalo, MI 49117



August 17, 2021

Ted Hanson  
Building Department  
City of New Buffalo  
224 W Buffalo Street  
New Buffalo, MI 49117

Mr. Hanson,

I wanted to inform you that Arnt Asphalt was at 2 S Franklin today at 11:00 AM. He marked all the boundaries for the proposed parking lot in Red paint. They notified me to let you know so that it is presently visible.

Respectfully,

A handwritten signature in cursive script, reading "Peter F. Bernal".

Peter F. Bernal

PFB/aj

# City of New Buffalo

224 W Buffalo St  
New Buffalo, MI 49117  
(269) 469-1500  
(269) 469-7917

Invoice For Permit: PZ21-0008

Print Date: 08/24/2021


HORIZONS INC, HISTORIC  
310 E BUFFALO  
NEW BUFFALO MI 49117

Pay By Account In Full



Pay By Account In Full

\$ 350.00

Invoice No	Invoice Date	Permit Number	Address	Amount Due	
	00001505	08/24/21	PZ21-0008	25 S Franklin	\$ 350.00
Fee Details	Quantity	Description	Amount Cost	Balance	
	1.000	Site Plan	\$350.00	\$ 350.00	
Total Amount Due				\$ 350.00	

PAID  
AUG 26 2021  
City of New Buffalo

CITY OF NEW BUFFALO  
224 W. BUFFALO STREET  
NEW BUFFALO, MI 49117  
Phone : (269) 469-1500

Received From: HORIZONS INC, HISTORIC  
Date: 08/26/2021 Time: 1:26:11 PM  
Receipt: 94080  
Cashier: SBOONE

ITEM REFERENCE	AMOUNT
BDINV 00001505	\$350.00
TOTAL	\$350.00
CHECK 1820	\$350.00
Total Tendered:	\$350.00
Change:	\$0.00

**HISTORIC HORIZONS, INC**  
318 E BUFFALO STREET  
NEW BUFFALO, MI 49117-1110

PAY TO THE ORDER OF City of New Buffalo

Three Hundred Fifty and 00/100\*\*\*\*\*

City of New Buffalo  
224 W. Buffalo St  
New Buffalo, MI 49117

MEMO Building Application

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM

ONE BANK & TRUST, N.A.

1820

70465/819

8/17/2021

DEPOSIT SLIP

\$\*\*350.00

DOLLARS

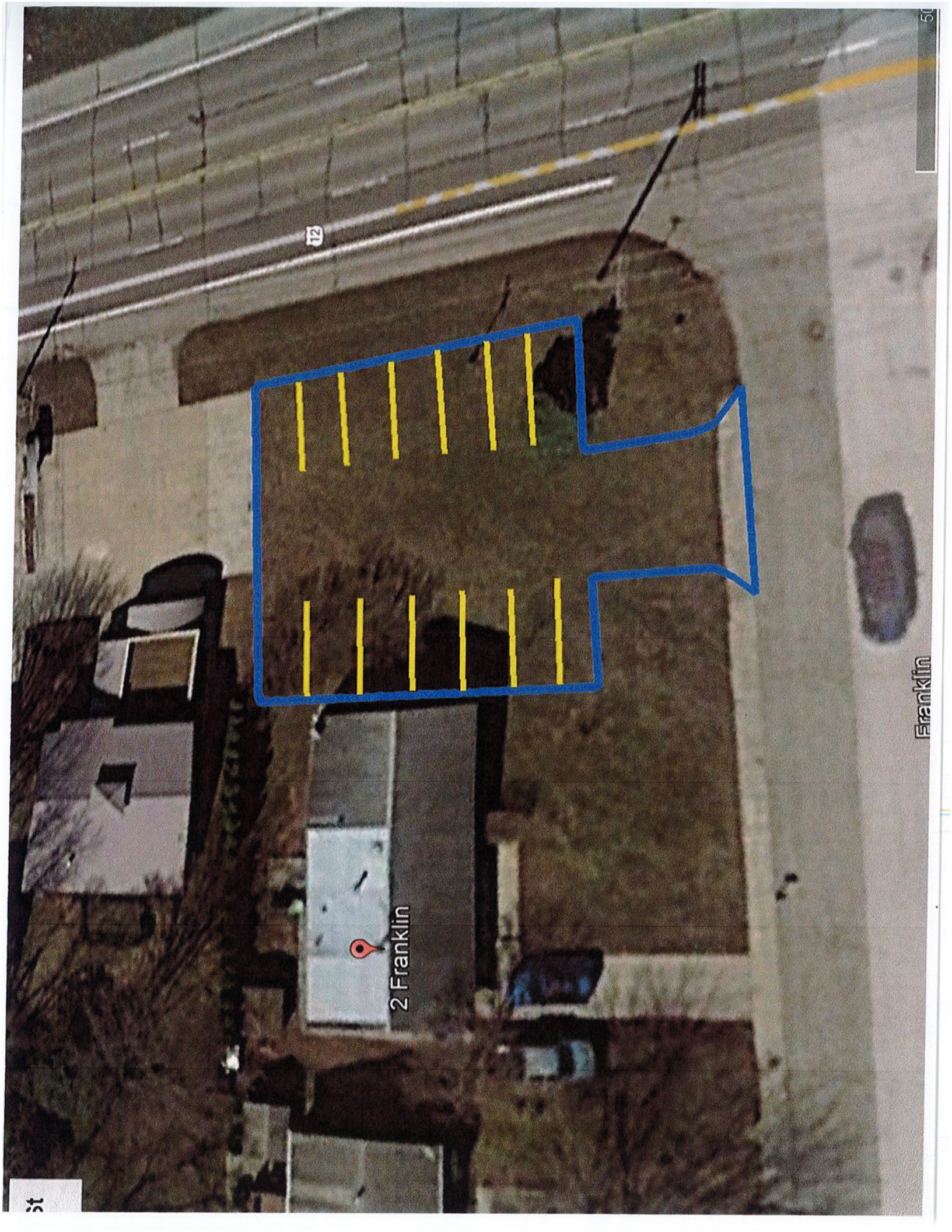


AUTHORIZED SIGNATURE  
*[Signature]*

Security Features Included

Details on Back.





12

2 Franklin

Franklin



# Proposal

Page No. 1 of 1 Page(s)



1240 South Crystal Avenue  
Benton Harbor, MI 49022  
Phone: (269) 927-1532 Fax: (269) 927-1547  
Toll Free: (877) 880-2768  
**Celebrating 50 Great Years 1970-2020**

South Bend Office  
(574) 233-1505

Website: [arntasphalt.com](http://arntasphalt.com)  
[jon@arntasphaltco.com](mailto:jon@arntasphaltco.com)

**Customer:** Pete  
2 S Franklin St.  
New Buffalo, MI 49117

**Date:** 08-02-2021  
**Job Name:**  
**Location:** See Map

**Phone:** [REDACTED] **Fax:**

**Email:** [REDACTED]

1. Strip sod and top soil to 8 ½" depth.
2. Supply install grade and compact 5" 22A gravel Base.
3. Fine grade for asphalt.
4. Pave in 2 layers: 2" average of base and 1 ½" average of surface.
5. Supply, install and pin (14) 6' wheel stops.
6. Layout and stripe for 14 parking stalls with yellow traffic paint.

APPROX. 5,100 SQ. FT.

**COST: \$ 29,265.00**

## OWNER IS RESPONSIBLE FOR ALL PERMITS.

Price does not include permits. Not responsible for unforeseen obstructions or utilities.  
Not responsible for damage to sidewalk if not allowed to remove by New buffalo.

**ARNT ASPHALT SEALING, INC. WILL MAKE EVERY EFFORT TO MATCH ANY QUALIFIED COMPETITOR'S PRICE!**

**PAYMENT TERMS: 25% DOWN WITH SIGNED PROPOSAL – BALANCE DUE 10 DAYS FROM INVOICE DATE**

There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of the same. Any alterations or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized **Jon Anderson**  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 10 days.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of monies according to this contract will be borne by the customer.

1 ½% interest will be charged on past due accounts over 30 days from date of billing – NO EXEMPTIONS. This is an ANNUAL PERCENTAGE RATE OF 18%.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance: 8-12-21