

**NEW BUFFALO TOWNSHIP BOARD  
REGULAR MEETING  
March 17<sup>th</sup>, 2025, at 4:00 P.M.  
17425 Red Arrow Hwy. New Buffalo, MI 49117  
Minutes**

The meeting was called to order by Supervisor Heit at 4:00 p.m.

**1. ROLL CALL & PLEDGE OF ALLEGIANCE**

Present: Anderson, Hannon, Heit, & Males  
Not Present: Iazzetto  
Pledge of Allegiance

**2. ITEMS TOO LATE FOR PRINTED AGENDA**

- Added to Consent Agenda: Approve invoice from Nesci Landscapes in the amount of \$5,000.00 for the purchase and installation of basketball hoops at Memorial Park.
- Added to Consent Agenda: Approve quote from Tuscan Valley Landscaping in the amount of \$1,390.00 for improvements to the parking lot at the Union Pier Trailhead.

**3. APPROVE AGENDA**

Males moved, Heit supported, approving the agenda as amended.

Roll Call Vote:

Anderson	<u>Yes</u>
Hannon	<u>Yes</u>
Heit	<u>Yes</u>
Iazzetto	<u>Absent</u>
Males	<u>Yes</u>

Motion CARRIED

**4. REPORTS**

Building  
Park  
Pine Grove Cemetery  
Galien River Sanitary District  
Fire  
Library  
LRSB  
Marina  
Pokagon Fund  
Police

**5. PUBLIC COMMENTS – Public comments were heard by the board.**

**6. CONSENT AGENDA**

Heit moved, Hannon supported, approving the following items on the consent agenda:

Minutes of the February 18<sup>th</sup> regular meeting  
Treasurer's Report  
Bills

1. General \$614,720.03
2. Public Safety Millage \$415,900.42
3. Park Millage \$20,308.78
4. Building \$11,066.62
5. LRSB Discretionary \$62,994.90
6. Sewer & Water \$604,823.98
7. Marina \$704.50
8. Payroll \$80,037.66
9. Trust & Agency \$77.50

Approve hiring Emily Walters as a cadet for the fire department at cadet rate of pay, effective immediately pending background check and physical.

Approve Deputy Clerk Flick's Michigan Municipal Clerks Association membership fee of \$100.00.

Approve Clerk Hannon and Deputy Clerk Flick attend the Michigan Municipal Clerks Association Summer Conference in the amount of \$400.00 per person in registration fees and \$434.70 per person for two nights of lodging, plus mileage and meals.

Approve a quote from Tuscan Valley Landscaping in the amount of \$9,466.20 annually for the 2025 and 2026 seasons and \$9946.21 for the 2027 season for mulch and seasonal maintenance of the Union Pier Trailhead and Red Arrow Hwy. planting areas and Memorial Park and Township Hall.

Approve quote from Tuscan Valley Landscaping in the amount of \$1,460.60 for mulch and spring clean up at Fire Station 2.

Approve quote from Tuscan Valley Landscaping in the amount of \$1,197.60 for mulch and spring clean up at Pleasure Isle Marina.

Approve invoice from Nesci Landscapes in the amount of \$5,000.00 for the purchase and installation of basketball hoops at Memorial Park.

Approve quote from Tuscan Valley Landscaping in the amount of \$1,390.00 for improvements to the parking lot at the Union Pier Trailhead.

Roll Call Vote:

Anderson	<u>Yes</u>
Hannon	<u>Yes</u>
Heit	<u>Yes</u>
Iazzetto	<u>Absent</u>



**d. Fines & Costs Resolution**

Hannon moved, Anderson supported, adopting Resolution 20250317c which amends the fines and costs schedule for civil fines and costs.

Roll Call Vote:

Anderson	Yes
Hannon	Yes
Heit	Yes
Iazzetto	Absent
Males	Yes

RESOLUTION ADOPTED

**e. Employee Wage Increases**

Heit moved, Hannon supported, approving a step increase of \$0.50 per hour for Deputy Treasurer Sarah Rutkoskie effective March 23, 2025.

Motion CARRIED

**f. Public Safety Day School Supplies Grant**

Hannon moved, Heit supported, approving a grant application to the Pokagon Fund in the amount of \$7,500 for school supplies at Public Safety Day.

Motion CARRIED

**g. Employee Handbook Amendment**

Males moved, Heit supported, approving the amended employee handbook as presented.

Motion CARRIED

**h. Fire Department Employee Handbook**

Males moved, Heit supported, approving the Fire Department ESTA policy as presented.

Motion CARRIED

**i. Hire Seasonal Employees**

Heit moved, Hannon supported, approving the of hiring Sam Wendel Suppa at a rate of pay of \$16.00 per hour and Ethan Lijewski, Drew Bowen, and Vaughn Nikkel at a rate of pay of \$15.50 per hour, as Park Department seasonal employees effective immediately.

Motion CARRIED

**j. Special Land Use Extension Approval – Peter Bobeck**

Hannon moved to grant a six-month extension of a preliminary approval of a Special Land Use to Peter Bobeck at 19563 US-12 until September 17<sup>th</sup>, 2025. The motion was not seconded and no vote was taken.

Hannon moved, Heit supported, granting a two-month extension of a preliminary approval of a Special Land Use to Peter Bobeck at 19563 US-12 until May 17th, 2025.

Roll Call Vote:

Anderson	Yes
Hannon	Yes
Heit	Yes
Iazzetto	Absent
Males	Yes

MOTION CARRIED

**k. Special Land Use Extension Approval – Stash Ventures**

Heit moved, Hannon supported, granting a six-month extension of a preliminary approval of a Special Land Use to Stash Ventures at 19818 M-239 until September 17<sup>th</sup>, 2025. No vote was taken on this motion.

Heit moved, Hannon supported, granting a two-month extension of a preliminary approval of a Special Land Use to Stash Ventures at 19818 M-239 from May 3, 2025, until July 3, 2025, with applicant to provide an in-person update at the July 2025 regular meeting of the New Buffalo Township Board.

Roll Call Vote:

Anderson	Yes
Hannon	Yes
Heit	Yes
Iazzetto	Absent
Males	Yes

MOTION CARRIED

**l. Outdoor Assembly Permit – Timber Cannabis Co.**

Hannon moved, Heit supported, approving an Outdoor Assembly Permit for Timber Cannabis at 19615 US-12, New Buffalo on April 4<sup>th</sup> & 5<sup>th</sup> from the hours of 9:00 am to 9:00 pm with the following conditions:

- Applicant will provide Health Dept. certificate of food trucks prior to event/or make available day of event for inspection.
- Fire Dept. will conduct fire code inspection the morning of the event of the outdoor area/site.

Motion CARRIED

**m. Outdoor Assembly Permit – Flowerbowl**

Heit moved, Hannon supported, approving an Outdoor Assembly Permit for Flowerbowl New Buffalo at 10168 US-12, New Buffalo on April 20<sup>th</sup> from the hours of 9:00 am to 8:45 pm with the following conditions:

- Applicant will provide Health Dept. certificate of food trucks prior to event/or make available day of event for inspection.
- Limit one tent and 2 food trucks as outlined in agreed upon site plan, due to limited useable space.

Motion CARRIED

**n. Outdoor Assembly Permit – Cannabis Club**

Males moved, Heit supported, approving an Outdoor Assembly Permit for Cannabis Club at 19650 M239, New Buffalo on April 19<sup>th</sup> and 20<sup>th</sup> from the hours of 9:00 am to 9:00 pm.

Motion CARRIED

**o. Outdoor Assembly Permit – Trap Stars**

Heit moved, Hannon supported, approving an Outdoor Assembly Permit for Trap Stars at 13964 Grand Ave., New Buffalo on April 19<sup>th</sup> and 20<sup>th</sup> from the hours of 9:00 am to 9:00 pm with the following conditions:

- Applicant will provide Health Dept. certificate of food trucks prior to event/or make available day of event for inspection.
- Cannot use any portion of the building located at 13944 Grand Ave. All vendors can utilize space/parking lot in front of building.
- Employees directing traffic should wear reflective safety vest.
- Applicant will provide township with copy of parking agreement with landowner for use of lot for day of the event.
- Additional signage shall be posted throughout the event stating “No consumption on premise”
- No DJ allowed as pertinent information not provided.

Motion CARRIED

**p. Special Land Use Approval – Patterson Processing LLC**

Heit moved, Hannon supported, granting final approval of a Special Land Use to Patterson Processing LLC to operate an Adult-Use Marihuana Retail Establishment at 19001 US 12, New Buffalo, Michigan 49117; being parcel number 11-13-0017-0014-07-6 with the following conditions:

The applicants must adhere to the standards detailed in the New Buffalo Township Zoning Ordinance Article 455-5.22 Marihuana Businesses.

Copy of license from the State of Michigan Cannabis Regulatory Agency will be provided yearly upon renewal.

\$5,000 annual administrative fee to be provided to New Buffalo Township by the renewal date of the State of Michigan license.

Maintain current business license registration with the New Buffalo Township Building Department which includes an annual Fire Code Inspection of the premises.

The SLU development agreement and final site plan must be recorded with the Register of Deeds Office with evidence of recording submitted to New Buffalo Township within 45 days.

The SLU is attached to, and shall run with the land for which the permit is granted, and shall be binding upon, and ensure benefit of, all subsequent owners and all occupants of the subject land provided that the new occupant/owner provide proper application for Marihuana Establishment w/supplemental information required, applicable fee, and copy of their State of Michigan Cannabis Regulatory Agency license.

Roll Call Vote:

Anderson	<u>Yes</u>
Hannon	<u>Yes</u>
Heit	<u>Yes</u>
Iazzetto	<u>Absent</u>
Males	<u>Yes</u>

MOTION CARRIED

**q. Outdoor Assembly Permit – Dispo**

Hannon moved, Heit supported, approving an Outdoor Assembly Permit for Dispo at 19001 US 12, New Buffalo, on April 19<sup>th</sup> on April 20<sup>th</sup> from the hours of 9:00 am to 9:00 pm with the following conditions:

- Copy of Food Truck public health certificates to be provided prior to event, or available day of event
- Prior to event, applicant will install approximately 250-300 ft of temporary snow fencing between 18959 US 12 and 18995 US 12, preventing attendees from parking or utilizing the Public Safety Building parking lot for event.

Motion CARRIED

**r. Earth Day Challenge**

Males moved, Heit supported, approving the purchase of safety vests, not to exceed \$1,000, for New Buffalo Township businesses that participate in the NBT Earth Day Challenge.

Motion CARRIED

s. **Pay Estimate #4 – Pajay Inc.**

Heit moved, Males supported, approving pay estimate #4 in the amount of \$36,793.25 to Pajay Inc. for the US-12 water & sewer project.

Motion CARRIED

8. **BOARD COMMENTS**

- Midwest Energy Communications is on track to complete the installation of fiber by the third quarter of 2025. Work will begin soon in the Township.
- Township Hall will be connected to high-speed fiber during the week of March 24<sup>th</sup>.
- The bolts and brackets on the fence along the Marquette Greenway south of the City of New Buffalo have been replaced. Drainage has also been addressed. The ribbon cutting for the Marquette Greenway will take place on April 25<sup>th</sup> at 10:30 a.m.
- Regional Fire Authority talks continue to move forward.
- Township Hall will be closed to the public on Monday, March 31<sup>st</sup> and Tuesday, April 1<sup>st</sup> due to staffing shortages over spring break. Township Hall staff will be available via phone or email while Township Hall is closed to the public.
- The Friends of Berrien County Trails are hosting a fundraiser at Silver Beach Pizza in St. Joseph on March 26<sup>th</sup>. Some of the proceeds from this fundraiser will go the Marquette Greenway.
- Pine Grove Cemetery will be removing items from graves that were placed during the holidays after Easter. Removed items will be kept by the dumpster until after Memorial Day, when they will be discarded.

9. **ADJOURNMENT**

Heit moved, Males supported, adjourning at 5:00 p.m.

Motion CARRIED

Submitted By:

  
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Michelle Hannon, Clerk  
New Buffalo Township