February 17, 2025

CITY COMMISSION OF THE CITY OF MUNISING
301 E. SUPERIOR ST.
MUNISING, MI 49862
AGENDA
MONDAY, FEBRUARY 17, 2025
6:00 P.M.

A. CALL TO ORDER THE REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

B. PUBLIC COMMENT (4 MINUTE LIMIT)

C. MIKE GRENTZ PRESENTATION OF 2023-24 AUDIT

1. Commission Acceptance of 2023-24 Audit

D. CONSENT AGENDA

1. Treasurer's Monthly Report
2. Monthly Reports – Committee- Fire – Police
3. City Commission Meeting Minutes of 2-5-2025
4. List of Bills
5. City Manager Report
6. City Attorney Report

E. NEW CITY BUSINESS

1. DDA Partnership Updates – Kathy Reynolds

2. Federal Loan Bank for Housing

3. Resolution for Approval of MDOT Contract NO. 25-5048 Anna River Bridge
Preventative Maintenance Project (Roll Call)

4. Resolution to authorize the City Manager to submit an application for Waiver: Defined Benefit Pension Plan Retirement System (Roll Call)

5. Resolution to Amend to City Manager Olson's Employment Contract (Roll Call)

6. Dump Truck Up-Fitting

7. Coleman Engineering invoice for Tourist Park Toilet/Shower Buildings $9,352.50

8. Cross General Contracting Inc. Pay Draw Request $13,622.40

9. Appoint Commissioner Burge to the Alger County Materials Management Planning Committee

10. Emergency Purchase WWTP VFD for Blower – Crane Engineering $16,659.83

11. Investment Policy

12. Budget Adjustments

F. PUBLIC COMMENTS (4 MINUTE LIMIT)

G. ADJOURNMENT

CITY COMMISSION

Official Proceedings

A. CALL TO ORDER THE REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

The regular meeting of the City Commission was duly called and held on Monday, **February 17, 2025**, in the City Commission meeting room of City Hall. Mayor Berry called the meeting to order at 6:00 p.m.

February 17, 2025

PRESENT: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
ABSENT: Commissioner: DesJardins - excused

B. PUBLIC COMMENT (4 MINUTE LIMIT)

Commissioner Wilkinson thanked Shawn Bosely for his service regarding plowing.

C. MIKE GRENTZ PRESENTATION OF 2023-24 AUDIT

1. Commission Acceptance of 2023-24 Audit

Moved by Commissioner Wilkinson to table the audit presentation until the next meeting March 5, 2025. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

D. CONSENT AGENDA

1. Treasurer's Monthly Report
2. Monthly Reports – Committee- Fire – Police
3. City Commission Meeting Minutes of 2-5-2025
4. List of Bills
5. City Manager Report
6. City Attorney Report

Moved by Commissioner Prunick to approve the Consent Agenda as presented. Support by Commissioner Burge.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

Capital Projects

- **Munising Bay Boating Access Site (BA Boat launch) Phase II-** City Staff is working along-side our consultants to complete a follow up application to the Michigan DNR Waterways department to assist in funding the items that were removed out of the ongoing boat launch project. The current project was developed and applied for in the 2020-21 and saw steep increases in material pricing when the project went out to bid. With Waterways' approval, we were able to revise the scope of the project to eliminate the in-water launch area and new docks while keeping all the grant funds intact. This approval was accompanied by a strong recommendation to apply for grant funding in the next round for the items that needed to be removed. The application is due April 1st so the Commission approvals for the application will be at the March 17th Commission meeting.

Administrative Items

- I have been working with Glenn Anderson of the MML on getting community information and data to him so the executive search's community profile documents can be drafted. Glenn and his team will continue to draft the marketing and outreach items with a tentative presentation and approval occurring on March 5th.

- City staff is continuing to work on the federally required plans and mandates that need to be created and approved in order to facilitate the use of the Marina by cruise ships this Summer. Central Marine Logistic received approval by the Commission to explore the possibility of using the marina for two evenings in June for dockage for a shallow draft cruise/excursion boat.

- City staff is beginning their budget formulation process for the 2025-26 fiscal year. We will start reviewing the capital needs of the City alongside the approved capital improvement plan so large expenditures may be included.

- Tri-county International has confirmed that the build date for the tri-axle dump truck is the week of April 28th. This will allow the unit to be delivered early this Summer for use by the public works department. The City is also awaiting the build date and upfitting of the two ½ pickup trucks that were ordered last Summer. The units have been budgeted and approved and will complete the rotation of all light duty vehicles in the public works department. The last vehicle the City currently has on order is a Tahoe Patrol unit that was not able to be built this past year. Our MiDeal contact indicates that the patrol units are slated to be built this Spring with a delivery in early July.

Moved by Commissioner Wilkinson to amend the agenda to include 1A. Request of Committee Written Monthly Reports. Support by Commissioner Burge.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

E. NEW CITY BUSINESS

Agenda amended:

1A. Request of Committee Monthly Written Reports

Moved by Commissioner Burge to approve the request for committee a written monthly from the Planning Commission be added to the packets in the consent agenda. Support by Commissioner Prunick.

Amended motion made by Commissioner Burge to include all committees. Support by Commissioner Prunick.

Approve Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

Amended motion by Commissioner Burge to request written monthly reports unless the person is attending the meeting. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

1. DDA Partnership Updates – Kathy Reynolds

Kathy submitted a written report as she was not in attendance.

MUNISING CITY COMMISSION REPORT
Greater Munising Bay Partnership & Munising DDA
February 2025

1. The Michigan Match on Main grant application period is open. The Munising DDA is the applicant and will process the applications before being submitted to MEDC. Match on Main is a reimbursement grant program, provided by Michigan Economic Development Corporation, that serves as a tool to support new or expanding place-based businesses by providing up to $25,000 in funding (10% match required) to support an eligible small business through an application submitted, administered, and managed by an eligible applicant (the Munising DDA). Applications are due at the DDA by March 13. Notices have been sent out to eligible downtown businesses.

2. The Munising DDA Banner Art Contest is now open for submissions. The deadline is March 28.

3. Planning for Pictured Rocks Days is in the process, with the dates this year being Friday, June 13 and Saturday, June 14.

4. Planning a virtual event through Upper Peninsula Economic Development Alliance (I chair that board) with topics dealing with legislative issues, new sick time and PTO rules, MI small business update, etc. This event will be on March 27.

5. Multiple meetings in the last month on topics such as MEDC funding, housing, possible local infrastructure projects and related funding, healthcare, etc.

6. Munising DDA has been working with the current Brownfield plan proposal and new property tax valuations for PRC and working with the current timelines/meetings.

7. As a personal note/update, I am currently going through a health issue that has limited my ability for in-person meetings and travel. I am still working, though I am doing much of my work in the next few months remotely (with some in person work). If anyone has any questions or concerns, please reach out to me via email or phone.

2. Federal Loan Bank for Housing

More research is necessary, no action needed.

3. Resolution for Approval of MDOT Contract NO. 25-5048 Anna River Bridge Preventative Maintenance Project (Roll Call)

Moved by Commissioner Wilkinson to approve the Resolution for Approval of MDOT Contract NO. 25-5048 Anna River Bridge Preventative Maintenance Project. Support by Commissioner Burge.

Roll Call Vote:
Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

4. Resolution to authorize the City Manager to submit an application for Waiver: Defined Benefit Pension Plan Retirement System (Roll Call)

Moved by Commissioner Prunick to approve the Resolution to authorize the City Manager to submit an application for waiver, for the Defined Benefit Pension Plan Retirement System. Support by Commissioner Wilkinson.

Roll Call Vote:
Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

5. Resolution to Amend to City Manager Olson's Employment Contract (Roll Call)

Moved by Commissioner Wilkinson to approve the Resolution to amend City Manager Olson's employment contract as presented. Support by Commissioner Burge.

Roll Call Vote:
Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

6. Dump Truck Up-Fitting

Moved by Commissioner Wilkinson to approve the dump truck up-fitting from Truck & Trailer Specialties in the amount of $83,119.00. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

7. Coleman Engineering invoice for Tourist Park Toilet/Shower Buildings $9,352.50

Moved by Commissioner Wilkinson to approve the invoice from Coleman Engineering for the Tourist Park toilet/shower buildings in the amount of $9,352.50. Support by Commissioner Burge.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

8. Cross General Contracting Inc. Pay Draw Request $13,622.40

Moved by Commissioner Burge to approve the pay draw request from Cross General Contracting Inc. in the amount of $13,622.40. Support by Commissioner Prunick.

For the Tourist Park Restroom Project.

Approved: Yeas: Commissioner: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

9. Appoint Commissioner Burge to the Alger County Materials Management Planning Committee

Mayor Berry appointed Commissioner Burge to the Alger County Materials Management Planning Committee.

10. Emergency Purchase WWTP VFD for Blower – Crane Engineering $16,659.83

Moved by Commissioner Prunick to approve the emergency purchase of VFD's for the blower at the Wastewater Treatment Plant, from Crane Engineering in the amount of $16,659.83. Support by Commissioner Wilkinson. (Covered by Leachate Money)

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

11. Investment Policy

Moved by Commissioner Burge to amend the current Investment Policy naming the City Manager, City Treasurer and City Clerk as signers on the account. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

12. Budget Adjustments

Moved by Commissioner Wilkinson to approve the budget adjustments as presented. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

Budget Adjustment for Commission Meeting 2/17/25

	Department	Account	Current Budget	Amount Change	Amended	Reason
General Fund						
Expenditure	City Manager	101-172-801.000	2,750.00	18,500.00	$ 21,250.00	CM search
	Assessor	101-209-702.000	13,200.00	(11,200.00)	$ 2,000.00	Re-allocate Assessor Services
		101-209-801.000	7,000.00	11,200.00	$ 18,200.00	Re-allocate Assessor Services
	Police	101-301-930.000	-	250.00	$ 250.00	Radar Repairs
	Fire Dept.	101-336-801.000	6,000.00	3,500.00	$ 9,500.00	Annual Hose Testing
		101-336-930.000	4,000.00	3,500.00	$ 7,500.00	Tires
		101-336-960.000	1,750.00	250.00	$ 2,000.00	Training and books
	DPW	101-441-776.000	1,000.00	250.00	$ 1,250.00	tools
		101-441-943.000	55,000.00	15,000.00	$ 70,000.00	increased internal rental rates 20%
		101-441-960.000	1,500.00	3,000.00	$ 4,500.00	CDL class
		101-441-970.000	13,000.00	1,850.00	$ 14,850.00	parking lot repairs
	Parks and Rec.	101-691-930.000	1,000.00	750.00	$ 1,750.00	Ball Field repairs
		101-691-943.000	15,000.00	12,000.00	$ 27,000.00	increased internal rental rates 20%
					$ -	
	Tourist Park	101-757-801.000	1,500.00	1,200.00	$ 2,700.00	Angry PC
		101-757-920.000	40,000.00	15,000.00	$ 55,000.00	Power

		101-757-930.000	5,000.00	1,500.00	$	6,500.00	Dust Control
		101-757-956.000	1,500.00	100.00	$	1,600.00	Taxes
Major Streets							
Expenditure	Construction	202-451-801.000	-	7,250.00	$	7,250.00	30% " 25 Local Paving" and Anna River
	Routine Maint.	202-463-801.000	4,500.00	2,750.00	$	7,250.00	50% Crack Seal Engineering
	M-28 Sweep. & Flush	202-488-706.000	-	100.00	$ 100.00		Overtime
		202-488-943.000	1,000.00	1,000.00	$	2,000.00	increased internal rental rates 20%
	M-28 Misc.	202-494-801.000	-	3,000.00	$	3,000.00	Dump Trunk rental for snow removal
	M-28 Wint. Maint.	202-497-702.000	10,000.00	3,000.00	$	13,000.00	Plowing
Local Streets							
Expenditure	Construction	203-451-801.000	-	12,250.00	$	12,250.00	70% "25 Local Paving" Engineering
	Routine Maint.	203-463-775.000	-	2,500.00	$	2,500.00	Bell Ave. Culvert
		203-463-801.000	1,000.00	5,750.00	$	6,750.00	50% Crack Seal Engineering & Bell Ave
	Street/ Catch Basin	203-464-706.00	-	500.00	$ 500.00		Overtime
Capital Projects							
Revenue	Transfer In	402-000-699.590	-	36,466.75	$	36,466.75	Varnum Street Local Portion
Expenditure	Capital Outlay	402-901-970.011	156,000.00	36,466.75	$	192,466.75	Varnum Street Local Portion
Municipal Buildings							
Expenditure	Buildings and Grds	512-265-702.000	11,000.00	1,000.00	$	12,000.00	
		512-265-943.000	3,000.00	6,000.00	$	9,000.00	increased internal rental rates 20%
Sewer Fund							
Expenditure	Sewer Treatment	590-555-977.000	10,000.00	1,500.00	$	11,500.00	Still for Lab
	Transfer out	590-966-999.402	-	36,466.75	$	36,466.75	Varnum Street Local Portion
		590-966-999.661	47,000.00	50,100.00	$	97,100.00	plow and dump truck Purchase
Water Fund							
Expenditure	Water Admin	591-556-726.000	500.00	1,000.00	$	1,500.00	Envelopes
	Water Dist.	591-557-776.000	2,500.00	5,000.00	$	7,500.00	Tapping Kit, pipe and cable locator
		591-557-930.000	11,000.00	6,000.00	$	17,000.00	SCADA Radios
		591-557-943.000	40,000.00	30,000.00	$	70,000.00	increased internal rental rates 20%
		591-557-960.000	1,000.00	250.00	$	1,250.00	Increase Education travel & training
Marina							
Expenditure	Parks and rec.	594-691-802.000	3,500.00	500.00	$	4,000.00	CC fees
Motor Pool							

Revenue	Transfer from Leach	661-000-691.590	47,000.00	50,100.00	$	97,100.00	trs for Plow and Dump Truck Purchase
Expenditure	Equipment Purch	661-902-977.000	491,000.00	50,100.00	$	541,100.00	Dump Truck and Plow Purchase

F. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

G. ADJOURNMENT

Moved by Commissioner Wilkinson to adjourn the regular meeting of the City Commission. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Wilkinson, Burge, Prunick and Mayor Berry
Nays: None

The regular meeting of the City Commission adjourned at 6:46 p.m.

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Chris Berry, Mayor

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Sue Roberts, City Clerk

LIST OF BILLS

40923	02787	FAMILY PRIDE LAUNDRY	1,054.00
40924	02272	FASTENAL COMPANY	711.14
40925	03693	HOLIDAY DIV OF CIRCLE K	99.00
40926	03288	MY WEB MAESTRO	96.00
40927	02164	TRUCK EQUIPMENT, INC	308.27
40928	03479	ALGER COUNTY AMBULANCE SERVICE	169.98
40929	03479	ALGER COUNTY AMBULANCE SERVICE	441.99
40930	03458	MARK MAKI	1,558.34
40931	00591	HIAWATHA TELEPHONE COMPANY	1,104.35
40932	03321	IMPERIAL ELECTRIC	408.60
40933	02945	DEVIN OLSON	190.00
40934	03526	O'DEA, NORDEEN AND PICKENS P.C.	3,000.00
40935	03703	CHAMPION GLASS MQT, INC	9,315.62
40936	03310	INTEGRIS, LLC	290.00
40937	00492	GALLS	100.55
40938	01152	POMASL FIRE EQUIPMENT	6,319.00
40939	03527	HIAWATHA ELECTRIC. CO	315.00
40940	01460	UPPER PENINSULA POWER CO.	2,068.19
40941	03728	VERARDI, HEIDI	1,750.00
40942	03248	MMTA	698.00
40943	03379	JURANEK, EDWARD	124.00
40944	00508	GEROU EXCAVATING, INC.	30,333.09
40945	03178	UPEA ENGINEERS & ARCHITECTS	5,960.00
40946	03730	U.P. ENVIRONMENTAL SERVICE, INC	93,005.50
40947	03704	VIKING INDUSTRIAL PAINTING, LLC	8,957.50
40948	03178	UPEA ENGINEERS & ARCHITECTS	7,668.00
40949	03518	GFL ENVIRONMENTAL	720.99
40950	03221	UP WILDERNESS TOWING	125.00
40951	03693	HOLIDAY DIV OF CIRCLE K	8,583.44
40952	00793	MADIGAN'S HARDWARE	202.40
40953	03692	IMPERIAL DADE	97.23
40954	02661	BADGER METER, INC.	197.14
40955	03429	HYDRO CORP	804.00
40956	01571	CITY OF MUNISING-WATER	1,619.93
40957	03674	RANGE BANK	100,000.00

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40959	00016	AIRGAS USA, LLC	197.26
40960	03085	HALRON LUBRICANTS INC	1,221.95
40961	00799	MACQUEEN EQUIPMENT INC.	735.41
40962	01151	POMPS TIRE SERVICE, INC.	384.78
40963	01664	MICHIGAN MUNICIPAL LEAGUE	12,546.00
40964	00508	GEROU EXCAVATING, INC.	1,700.00
40965	02996	EMBERS CREDIT UNION	835.67
40966	01998	UPPER PENINSULA RECREATION INC	1,230.77
40967	02996	EMBERS CREDIT UNION	51.94
40968	03456	COLLIGIO GIS, INC	500.00
40969	01841	COLEMAN ENGINEERING COMPANY	1,728.00
40970	00594	HILLSIDE PARTY STORE LLC	132.07
40971	02528	VERIZON WIRELESS	534.28
40972	03420	KCI	312.00
40973	01841	COLEMAN ENGINEERING COMPANY	891.00
40974	01841	COLEMAN ENGINEERING COMPANY	965.25
40975	03460	OLSON & HOWARD, P.C.	167.50
40976	02498	MENARDS	278.98
40977	01169	PUTVIN DRUG STORE	47.56
40978	02527	STATE OF MICHIGAN	95.00
40979	01862	MINING JOURNAL	312.00
40980	03391	ELECTION SOURCE	615.00
40981	01169	PUTVIN DRUG STORE	309.96
40982	00929	MILLER BRADFORD & RISBERG	274.88
40983	02893	US BANK	2,312.50
40984	03516	TRUIST GOVT FINANCE	71,502.01