

February 5, 2025

CITY COMMISSION
AGENDA
WEDNESDAY, FEBRUARY 5, 2025
6:00 P.M.

- A. CALL TO ORDER THE REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENTS (4 MINUTE LIMIT)
- C. CONSENT AGENDA
 - 1. Approve City Commission Meeting Minutes of 1-15-2025
 - 2. Approve Check Register/List of Bills
 - 3. City Manager Report
 - 4. Correspondence
- D. New Business
 - 1. UPEA invoice Munising Boat Ramp Improvements project \$7,668.00
 - 2. Cooper Office Equipment Copier Upgrade
 - 3. Viking Industrial Painting Final Pay Draw \$8,957.50
 - 4. U.P. Environmental Services TMF Water Service Hydro Excavation Pay Request \$93,005.00
 - 5. Boss Snowplow Purchase \$9,013.50
 - 6. Insured Cash Sweep (ICS) Placement Agreement
 - 7. UPEA H58 over Anna River Bridge November Billing \$5,960.00
 - 8. Accept Wendy Irish's Resignation from the Planning Commission
 - 9. Resolution of Intent Sewer Disposal System Improvements (Roll Call)
 - 10. Resolution of Intent Water System Improvements (Roll Call)
 - 11. Engineering Agreement for Sewer Disposal System Improvements
 - 12. Engineering Agreement for Water Improvements
 - 13. Legal Service Agreement with City Attorney Washington St. Water (Roll Call)
 - 14. Legal Service Agreement with City Attorney Washington St. Sewer (Roll Call)
 - 15. Road Closure Thursday, June 12th at noon thru Saturday, June 14th for Pictured Rocks Days
 - 16. Varnum St. Final Pay Draw/Local Funds
 - 17. MML Executive Search for City Manager
 - 18. Amend City Commission Rules of Procedure
- E. PUBLIC COMMENTS (4 MINUTE LIMIT)
- F. 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 Wednesday, **February 5, 2025**, in the City Commission meeting room of City Hall. Mayor Berry called the meeting to order at 6:00 p.m.

February 5, 2025

PRESENT: Commissioners: Wilkinson, DesJardins, Burge, Prunick and Mayor Berry
ABSENT: None

B. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

C. CONSENT AGENDA

1. Approve City Commission Meeting Minutes of 1-15-2025
2. Approve Check Register/List of Bills
3. City Manager Report
4. Correspondence

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

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

City Manager's Report

Capital Projects

- **Tourist Park Bathroom-** Cross Construction has begun working on the rehabilitation project at the West Bathroom Building. The first stage of the project is the removal of items with several of them being slated to be reused such as lavatories and stall dividers. The project is on track with the final completion to be slated for June of this year. It is anticipated that the East bathroom building project will be put out to bid in June or July. The East bathroom rehabilitation project had its preliminary engineering preformed along with the West Bathroom as to create efficiencies for the engineer and architect.
- **Bayshore Wellhouse-** The City, UPEA, and Olsen and Olsen Construction continue to work towards beginning the construction project as UPPCO service lines slowed progress at the start of the project. UPEA, Olsen and Olsen, and UPPCO have agreed on the placement of a temporary service line that would keep the current structure in operation while facilitating the construction of the new structure and new well components. We expect a change order will be submitted to the City Commission in the next few weeks that extends the substantial and final completion of the projects due to the unforeseen power issues on the site.
- **Ice Arena-** Champion glass completed the installation of the new entrance doors to the ice arena this past week. The door replacement was approved by the City Commission as part of a larger bundle of facility improvements utilizing ARPA funds. This was the final portion of the package to be completed as the cooling system improvements were made earlier this fall.
- **2025 Road Projects-** Coleman Engineering has finalized the project bid package for the mill and overlay and crush and shape projects for the upcoming construction season. These include the solicitation of pricing for Cemetery Hill, Grand St., and the 300-500 blocks of W. Superior St. Documents are being finalized for the City-wide crack sealing project however they will not be put to bid until all streets within the project are clear of ice and snow to allow for onsite review by contractors.

Administrative Items

- The auditors for the City of Munising will be attending the February 17th City Commission meeting. The hard copy of the audits have been distributed for review to the Commissioners. If you have any questions prior to the next meeting, Kirsten and I are available.
- The WWTP had a drive failure on our main blower at the plant this past week. Staff and local electricians were able to diagnose the failure to the component. Quotes for the new drive were solicited from Crane Engineering and an emergency purchase was made to facilitate the earliest repair possible. Crane has dispatched an electrical crew who will be onsite early this week to replace the drive and get the blower

February 5, 2025

operational. Once a completed invoice is supplied, it will be submitted to the Commission as an emergency purchase.

D. New Business

1. UPEA invoice Munising Boat Ramp Improvements project \$7,668.00

Moved by Commissioner DesJardins to approve the UPEA invoice in the amount of \$7,668.00 for the Munising Boat Ramp Improvements project. Support by Commissioner Burge.

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

2. Cooper Office Equipment Copier Upgrade

Moved by Commissioner Wilkinson to approve the proposal from Cooper Office Equipment to upgrade the current copier as proposed. Support by Commissioner Prunick.

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

3. Viking Industrial Painting Final Pay Draw \$8,957.50

Moved by Commissioner DesJardins to approve the final pay draw to Viking Industrial Painting in the amount of \$8,957.50. Support by Commissioner Wilkinson.

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

4. U.P. Environmental Services TMF Water Service Hydro Excavation
Pay Request \$93,005.00

Moved by Commissioner Burge to approve the pay request from U.P. Environmental Services TMF water service hydro excavation in the amount of \$93,005.00. Support by Commissioner Prunick.

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

5. Boss Snowplow Purchase \$9,013.50

Moved by Commissioner DesJardins to approve the purchase of a Boss Snowplow in the amount of \$9,013.50. Support by Commissioner Burge.

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

Staff Recommendation:

Authorize the sole source purchase and installation of the boss plow to Christmas Auto at a cost of \$9,013.50 and authorize the transfer of leachate dollars to the Motor Pool Fund to cover the expense. I base my recommendation on the fact that Christmas Auto is our only authorized Boss Plow retailer and installer in our area

6. Insured Cash Sweep (ICS) Placement Agreement

Moved by Commissioner Prunick to approve the ICS placement agreement also authorizing the City Manager, City Treasurer and City Clerk to sign documents. Support by Commissioner DesJardins.

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

Staff Recommendation:

Approve the ICS Deposit Placement Agreement and authorize the City Manager, City Treasurer and City clerk to execute the agreement.

February 5, 2025

7. UPEA H58 over Anna River Bridge November Billing \$5,960.00

Moved by Commissioner DesJardins to approve the UPEA H58 November billing for the Anna River Bridge in the amount of \$5,960.00. Support by Commissioner Wilkinson.

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

8. Accept Wendy Irish's Resignation from the Planning Commission

Moved by Commissioner Prunick to accept Wendy Irish's resignation from the Planning Commission. Support by Commissioner DesJardins.

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

9. Resolution of Intent Sewer Disposal System Improvements (Roll Call)

Moved by Commissioner DesJardins to approve the Resolution of Intent for the Sewer Disposal System Improvement. Support by Commissioner Wilkinson.

Roll Call Vote:

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

10. Resolution of Intent Water System Improvements (Roll Call)

Moved by Commissioner Wilkinson to approve the Resolution of Intent for the Water System Improvements. Support by Commissioner DesJardins.

Roll Call Vote:

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

11. Engineering Agreement for Sewer Disposal System Improvements

Moved by Commissioner Prunick to approve the engineering agreement for the Sewer Disposal System Improvements, with the fee schedule being provided by the City Manager. Support by Commissioner DesJardins.

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

12. Engineering Agreement for Water Improvements

Moved by Commissioner Burge to approve the engineering agreement for the Water Improvements project, with the fee schedule being provided by the City Manager. Support by Commissioner Wilkinson.

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

13. Legal Service Agreement with City Attorney Washington St. Water (Roll Call)

Moved by Commissioner DesJardins to approve the Legal Services agreement with the City Attorney for the Washington St. Washington St. water project. Support by Commissioner Wilkinson.

Roll Call Vote:

Approved: Yeas: Commissioners: Wilkinson, DesJardins, Prunick and Mayor
Berry
Nays: Commissioner: Burge

14. Legal Service Agreement with City Attorney Washington St. Sewer (Roll Call)

February 5, 2025

Moved by Commissioner Wilkinson to approve the Legal Service agreement with the City Attorney for the Washington St. Water Improvements Project, with acknowledgement of the blanks in the contract Support Commissioner Prunick.

Roll Call Vote:

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

15. Road Closure Thursday, June 12th at noon thru Saturday, June 14th for Pictured Rocks Days

Moved by Commissioner Prunick to approve the road closure request as presented. Support by Commissioner Wilkinson.

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

16. Varnum St. Final Pay Draw/Local Funds

Moved by Commissioner DesJardins to approve the final pay draw for the Varnum St. project in the amount of \$30,333.09. Support by Commissioner Wilkinson.

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

17. MML Executive Search for City Manager

Moved by Commissioner DesJardins to hire the MML Executive Search for a City Manager for \$18,500.00 as proposed by MML. Support by Commissioner Prunick.

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

18. Amend City Commission Rules of Procedure

There was discussion about adding a Committee report section or a Commissioner report Section as part of the consent agenda as communication to the Commission. There was no action taken, this item will reappear on the next agenda.

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

Commissioner Prunick asked that everyone check out the Ice Arena.

Commissioner Burge made comment about the school millage and a comment made by Kathy Reynolds at a previous meeting. He felt that it was out of line and people have expressed their being offended by the comment.

Commissioner DesJardins stated that the City Commission needs to prepare in Devin's absence for federal funding.

F. ADJOURNMENT

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

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

The regular meeting of the City Commission adjourned at 7:15 p.m.

Chris Berry, Mayor

Mary Artress, Deputy Clerk

LIST OF BILLS

February 5, 2025

40857	DTE ENERGY	4,591.09
40858	COLEMAN ENGINEERING COMPANY	1,776.50
40859	UPPER PENINSULA RECREATION INC	1,230.77
40860	GRAINGER	1,553.34
40861	COLEMAN ENGINEERING COMPANY	1,429.50
40862	EMBERS CREDIT UNION	251.08
40863	QUILL CORPORATION	586.58
40864	MADIGAN'S HARDWARE	311.33
40865	MICHIGAN STATE FIREMEN'S ASSN	596.80
40866	AMERICAN WATER WORKS ASSOC.	431.00
40867	EGL	3,443.18
40868	COLEMAN ENGINEERING COMPANY	472.00
40869	COLEMAN ENGINEERING COMPANY	693.00
40870	LASCO	628.07
40871	COMPASS MINERALS AMERICA INC	15,844.76
40872	EMBERS CREDIT UNION	459.61
40873	EMBERS CREDIT UNION	499.99
40874	AUTO-WARES GROUP	7.96
40875	KCI	312.00
40876	UPPER PENINSULA POWER CO.	2,067.56
40877	MILLER BRADFORD & RISBERG	1,000.20
40878	COLEMAN ENGINEERING COMPANY	3,447.75
40879	ANDERSON, TACKMAN & CO.	7,800.00
40880	DELTA DENTAL	1,919.30
40881	IMPERIAL ELECTRIC	11,900.00
40882	GREATER MUNISING BAY	24,170.19
40883	CNA SURETY DIRECT	100.00
40884	MIKE STOCKWELL	13.00
40885	MADIGAN'S HARDWARE	19.98
40886	REYNOLDS, KATHY	60.00
40887	HIAWATHA TELEPHONE COMPANY	43.18
40888	MAZZALI AGENCY	250.00
40889	FALLING ROCK CAFE	122.23
40890	DENMAN'S HARDWARE	250.00
40891	MINERS PASTIES & ICE CREAM	140.27
40892	EARL E BYRDS	84.02
40893	PICTURED ROCKS REAL ESTATE	138.72
40894	SUPERIOR 105	110.45
40895	SOUTH BAY OUTFITTERS	471.82
40896	VIKING INDUSTRIAL PAINTING, LLC	49,922.50
40897	GREATER MUNISING BAY	4,166.50
40898	COLEMAN ENGINEERING COMPANY	11,377.75
40899	BLUE CROSS BLUE SHIELD OF MICH	34,818.75
40900	AUTO-WARES GROUP	7,390.98
40901	UPPER PENINSULA POWER CO.	25,306.17
40902	DENMAN'S HARDWARE	95.68
40903	TRUDELL PLUMBING & HEATING	601.07
40904	PUTVIN DRUG STORE	91.96
40905	CRANE ENGINEERING SALES INC.	4,769.28
40906	VISION SERVICE PLAN	449.44
40907	NAPA AUTO PARTS DIV OF MPEC-101	1,504.73
40908	CMP DISTRIBUTORS INC	665.75
40909	GRAINGER	1,366.77
40910	UPEA ENGINEERS & ARCHITECTS	1,483.51
40911	SLC METER LLC	1,206.62
40912	UPPER PENINSULA RECREATION INC	1,230.77
40913	ANSER SERVICES	116.00

February 5, 2025

40914	US BANK EQUIPMENT FINANCE	169.99
40915	LASCO	564.10
40916	STANDARD INSURANCE COMPANY	214.35
40917	STANDARD INSURANCE COMPANY	577.79
40918	PARAGON LABORATORIES, INC.	80.00
40919	PAYNE & DOLAN, INC.	1,144.00
40920	QUILL CORPORATION	93.96
40921	MONROE TRUCK EQUIPMENT, INC.	1,496.66
40922	CERTIFIED LABORATORIES	1,099.35