

JANUARY 15, 2024

CITY COMMISSION OF THE CITY OF MUNISING
301 E. SUPERIOR ST.
MUNISING, MI 49862
AGENDA
MONDAY, JANUARY 15, 2024
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. Anderson Tackman Audit Presentation
 - 1. Approval of Audit 2022-2023
- D. CONSENT AGENDA
 - 1. Treasurer's Monthly Report - To be on next agenda
 - 2. Monthly Reports - Committee- Fire - Police
 - 3. City Commission Meeting Minutes of 1-3-2024
 - 4. List of Bills
 - 5. City Manager Report
 - 6. City Attorney Report
- E. NEW CITY BUSINESS
 - 1. DDA-Partnerships updates Kathy Reynolds
 - 2. Accept Laura Waller's resignation from the Planning Commission
 - 3. Crane Engineering Prospect Lift Station Upgrade \$6,445.77
 - 4. Tourist Park Concessionaire Five Year Extension Request
- 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, **January 15, 2024**, in the City Commission meeting room of City Hall. Mayor Pro-tem Bogater called the meeting to order at 6:00 p.m.

PRESENT: Commissioners: Ballas, Berry, Prunick and Mayor Pro-tem Bogater
ABSENT: Mayor Nettleton - excused

- B. PUBLIC COMMENT (4 MINUTE LIMIT)

There were no public comments.

- C. Anderson Tackman Audit Presentation
 - 1. Approval of Audit 2022-2023

Moved by Commissioner Berry to approve the 2022-2023 audit as presented. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Ballas, Berry, Prunick and Mayor Pro-tem Bogater
Nays: None

- D. CONSENT AGENDA
 - 1. Treasurer's Monthly Report - To be on next agenda
 - 2. Monthly Reports - Committee- Fire - Police
 - 3. City Commission Meeting Minutes of 1-3-2024
 - 4. List of Bills
 - 5. City Manager Report
 - 6. City Attorney Report

Moved by Commissioner Ballas to approve the Consent Agenda as presented.
Support by Commissioner Berry.

Approved: Yeas: Commissioners: Ballas, Berry, Prunick and Mayor Pro-tem
Bogater
Nays: None

CITY MANAGER'S REPORT

Capital Projects

- Boat launch- UPEA has finalized the plan set and project manual for the boat launch project. We are awaiting the final approval of the plan set by the MDNR waterways division before the bid documents can be released on the regional building exchanges. We are tentatively scheduled for a February 19th project award which allows for adequate time for the MDNR to review and for bid preparation by potential contractors. The start date of the project is currently projected for May 15th but this is weather and weight restriction dependent.
- Washington Street- Staff met with Coleman Engineering this week to begin finalization of our Water, Sewer, and Street funding applications. Our regional USDA representative will review the documents and then open up their online application portal for the final submission. As of now, we are ahead of our original application schedule.
- Vactor Truck - The City's Vactor truck was completed around Christmas and a staff member flew down to Detroit to pick it up this week. Jack Doheney Equipment performed a mid-life refurbishment of the unit as it was put into service in 2009. Although no emergencies occurred during the 3 months that the unit was being worked on, it was quickly put into service this week on a backed up sewer main.
- Pavement Surface Evaluation and Rating (PASER)/Inventory Based Rating (IBR) - Every year staff continues to build out our Capital Improvement Plan (CIP) that will allow staff to plan for targeted investments across all departments of the City. MDOT released a program this week that allows local road agencies such as the City to have our regional planning partner perform a system wide PASER analysis of City streets. This will produce a rated condition assessment and will allow the City to prioritize future reconstruction and preventative maintenance projects. Additionally, the City will be incorporating a comprehensive vehicle and equipment component in the plan this year. Our chief mechanic has put together the foundation of this portion of the CIP and has also indicated a number of replacements need urgent attention.
- EGLE Technical, Managerial, and Financial Support (TMF) Grant- The City has continued to apply for State and Federal funding to support our mandated service line replacement projects. We did not score high enough for the last major round of EGLE funding however it does qualify us for an additional grant to identify and verify the scope of our future replacement project which the City has roughly 20 years to complete as of now. EGLE requires that the City verify the service line material at numerous points. The grant would provide no-match funding for up to 360 verifications at the shutoff valve. This requires excavation of "potholes" at the water valve to perform the material verification. Our projected estimated cost and application amount of this project is \$316,230.
- Tot Lot Projects - This past week I met virtually with our regional representative for Penchura Playground Equipment to discuss a possible rehabilitation of the play equipment at both the Lynn St. and Browns Addition Tot Lots. Both locations are in need of upgrades as they have reached their useful lifespan. Penchura will review the footprint of both parks and provide a few options and pricing for consideration. The City ARPA Committee has discussed the possibility of utilizing ARPA funds for these capital improvement upgrades as well as potentially leveraging MDNR funds to perform the upgrades.

Administrative Functions

- USFS Community Forest Application - The City, Alger County Conservation District, and the Trust for Public Land finalized and submitted our application for acquisition funding for the Munising Bay Overlook Property as presented to the Commission last year. The Trust for Public Land is a non-profit organization who is dedicated to assisting other entities in acquiring and preserving parcels and activities with high recreational and ecological value. Potential beneficiaries of the project such as the school district, MBTN, Munising Township, and many others have offered overwhelming support for the project. The Trust for Public Land will now begin working on behalf of the City on the submission of a MDNR Trust Fund Acquisition grant. If both applications are successful, the City will be able to finalize the transaction for the property utilizing only State and Federal grant dollars.

- Superior Watershed Partnership utility payment program - Following our initial discussion with SWP this fall, we have confirmed that the City of Munising does have the ability to participate in the program that is being administered by the SWP. The program is grant funded by the State of Michigan and will provide an avenue for qualifying individuals to have their past due utility bills paid for by grant funds. The SWP is still creating a project framework however they have confirmed our involvement in the program and will provide public outreach information in the coming weeks.

- City Hall Closures and absences- City Hall will be closing early on Thursday, January 18th, at 1:30 PM for an all staff meeting with MERS representatives. The City has adopted a number of new employee benefits in the past two years that are elective and at no cost to the City.

E. NEW CITY BUSINESS

1. DDA-Partnerships updates Kathy Reynolds

Kathy stated that after all the holiday events it has been quiet in town. They have started working on spring projects, they are contemplating a location for another mural. June 8th and 9th are the scheduled Pictured Rocks Days this year, she has been in contact with vendors and such and there is a large interest.

2. Accept Laura Waller's resignation from the Planning Commission

Moved by Commissioner Berry to accept Laura Waller's resignation from the Planning Commission. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Ballas, Berry, Prunick and Mayor Pro-tem Bogater
Nays: None

3. Crane Engineering Prospect Lift Station Upgrade \$6,445.77

Moved by Commissioner Prunick to approve the Prospect Lift Station upgrade in the amount of \$6,445.77 from Crane Engineering. Support by Commissioner Ballas.

Approved: Yeas: Commissioners: Ballas, Berry, Prunick and Mayor Pro-tem Bogater
Nays: None

Recommended action: Award the purchase of the lift station pump as a sole source purchase to Crane Engineering at a total of \$6,445.77. This recommendation is based on the fact that Crane Engineering is our regional authorized retailer for our standardized brand of pump. With the funds coming from the sewer fund.

4. Tourist Park Concessionaire Five Year Extension Request

Moved by Commissioner Berry to award the Tourist Park Concessionaire a five year extension with Upper Peninsula Recreation Inc. Pat Gariepy. Support by Commissioner Prunick.

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Approved: Yeas: Commissioners: Ballas, Berry, Prunick and Mayor Pro-tem
Bogater
Nays: None

F. PUBLIC COMMENTS (4 MINUTE LIMIT)

Pat Gariepy stated that the Tourist Park was established in 1924 so this year makes it 100!

G. ADJOURNMENT

Moved by Commissioner Berry to adjourn the regular meeting of the City Commission. Support by Commissioner Ballas.

Approved: Yeas: Commissioners: Ballas, Berry, Prunick and Mayor Pro-tem
Bogater
Nays: None

The regular meeting of the City Commission adjourned at 6:28 p.m.

Johanna Bogater, Mayor Pro-tem

Sue Roberts, City Clerk

LIST OF BILLS

39564	SHARP, DANA	2.50
39565	DENNIS, CANDACE	15.00
39566	IRISH, WENDY	12.50
39567	COTA, VIRGINIA	22.50
39568	SALOWITZ, PAMELA	20.00
39569	JOAN VINETTE	10.00
39570	MALLARD, KATHY	2.50
39571	RIORDAN, BILL	5.00
39572	HUOTARI, TAMMY	25.00
39573	GIBSON, PAT	2.50
39574	ELORE, CHRISTY	10.00
39575	SCHIEWE, MIKE	5.00
39576	JMCA CONSTRUCTION, LLC	3,360.00
39577	THOMAS ANDERSON	25.00
39578	O'DEA, NORDEEN AND PICKENS P.C.	3,000.00
39579	VERIZON WIRELESS	635.74
39580	PUTVIN DRUG STORE	16.47
39581	KCI	1,043.84
39582	ELECTION SOURCE	615.00
39583	INTEGRIS, LLC	120.00
39584	FASTENAL COMPANY	55.19
39585	ANSER SERVICES	105.00
39586	ALGER PARKS & RECREATION	5,461.50
39587	DEVIN OLSON	190.00
39588	PICTURED ROCKS REAL ESTATE	391.67
39589	EARL E BYRDS	77.59
39590	MADIGAN'S HARDWARE	250.00
39591	EMBERS CREDIT UNION	164.96
39592	MAZZALI AGENCY	250.00
39593	UPPER PENINSULA RECREATION INC	1,230.77
39594	CITY OF MUNISING-WATER	1,568.00
39595	HIAWATHA TELEPHONE COMPANY	1,113.04
39596	NAPA AUTO PARTS DIV OF MPEC-101	1,117.45
39597	UPEA ENGINEERS & ARCHITECTS	3,760.00
39598	CHARTER COMMUNICATIONS	118.60
39599	AUTO-WARES GROUP	1,355.40

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39600	MY WEB MAESTRO	96.00
39601	ELECTION SOURCE	869.04
39602	MICHIGAN MUNICIPAL LEAGUE	223.79
39603	MADIGAN'S HARDWARE	845.82
39604	DENMAN'S HARDWARE	111.81
39605	FASTENAL COMPANY	63.46
39606	KIEL ROCKHILL	87.37
39607	UPPER PENINSULA POWER CO.	2,068.91
39608	KONICA MINOLTA BUSINESS SOLUT	320.49
39609	NORTHERN MICHIGAN UNIVERSITY	750.00
39610	GALLS	450.49
39611	RANGE BANK	350,000.00
39612	RANGE BANK	400,000.00