

JANUARY 7, 2026

CITY COMMISSION
AGENDA
WEDNESDAY, JANUARY 7, 2026
6:00 P.M.

- A. CALL TO ORDER THE REGULAR COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENTS (4 MINUTE LIMIT)
- C. CONSENT AGENDA
 - 1. DDA December Minutes
 - 2. City Commission Meeting Minutes 12-15-2025
 - 3. List of Bills
 - 4. City Manager Report
- D. NEW BUSINESS
 - 1. Coleman Engineering Company November 2025 Invoice for Municipal Boating Access Site Construction Phase 2 \$6,655.25
 - 2. Coleman Engineering Company November 2025 Invoice for Washington Street Sewer \$15,860.00
 - 3. Appoint Gary Brazeau to the Planning Commission
 - 4. Street Closure Request for Michigan Ice Fest Street Party 2-13-2026 - Maple Street south of alley to Onota Street
 - 5. Revision to Ray Anderson's Contract - Technical Assistance Contract Approval
 - 6. UPEA Revised M-28 Water System Improvements Project Resolution \$184,261.71 (Roll Call Vote)
 - 7. Coleman Engineering Revised Proposal for Professional Engineering Services Wastewater Treatment Facility Improvement Project
- E. PUBLIC COMMENTS (4 MINUTE LIMIT)
- F. ADJOURNMENT

CITY COMMISSION

Official Proceedings

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

The regular meeting of the City Commission was duly called and held on Wednesday, **January 7, 2026**, in the City Commission meeting room of City Hall. Mayor Berry called the meeting to order at 6:00 p.m.

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. DDA December Minutes
- 2. City Commission Meeting Minutes 12-15-2025
- 3. List of Bills
- 4. City Manager Report

Moved by Commissioner Burge to pull item number 4. City Manager Report and make it item number 1A. Support by Commissioner DesJardins.

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

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Moved by Commissioner DesJardins to approve the remaining items on the Consent Agenda. Support by Commissioner Prunick.

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

D. NEW BUSINESS

Agenda Amended:

1A. City Manager Report

Moved by Commissioner Burge to approve the City Manager's report as presented. Support by Commissioner DesJardins.

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

CITY OF MUNISING
MUNISING, MICHIGAN 49862
EXECUTIVE MEMORANDUM

To: Mayor, City Commission, and City Attorney
From: Michelle Harrison, City Manager
Date: January 5th, 2026

SUBJECT: MISCELLANEOUS TOPICS

The City Manager Executive Memorandum is a communication method to bring various topics to the City Commission on a bi-weekly basis. It is extremely important for the city staff to communicate consistently and completely with all commission members and since not all commission members utilize electronic media this is a consistent method of bringing standardized information to each commission member on a regular basis. Of course, if all commission members used emails, then the information could be disseminated more frequently. If you have any questions regarding the information, please do not hesitate to contact me at the office or on my cell.

Manager's Notes

- Commission Notification - How would the commission like me to communicate urgent items between meetings?
 - o For example - City Hall closed on 12/29/2025 (day of the big blizzard). I would have liked to notify/consult with the Commission on this.
 - o Would a text message notification alert work?
- Staff Recognition - The Police and Wastewater staff made it in and kept things going during the blizzard on 12/29! The DPW staff had a big challenge with all the snow and worked overtime to keep the streets cleared. I want to thank all the staff for their effort and dedication to the City.
- Police Equipment - the Police Department has a growing list of equipment needs. I want to call this to the Commission's attention. For example, the department needs new body cameras. As Sheila and I start to detail the extent of the need and get into the budgeting process, expect more information.
- I'm delving into the operations of the City of Munising! It is taking some time to learn all the ins and outs. As I am onboarding, I will reach out to schedule a one-on-one meeting with the Commission to introduce myself and gain a better understanding of City operations and needs.

General Business/Operations Update

- Water Leak - In December, there was a water service leak at a residence. Typical use is 700 gal/month; this December, 142,628 gallons were used. The resulting bill was \$4,101.36 (water and sewer combined). The leak has been resolved. At this time, the issue has been determined to be the homeowner's responsibility. This week, the City will be updating the meter to the cellular read so the homeowner can remotely monitor water use. Action - no action needed by the Commission at this time.
- Interim City Manager's Schedule - It is a delight to work with Ray Anderson. Per the agenda item, we would like to transition his position from Interim City Manager to Technical Assistance. In this capacity, Ray would continue to support the City on an as-needed basis at a cost of \$100 per hour. This will allow the City to utilize Ray's expertise to update the contract language and other documents he has previously discussed. I will work with

Ray to get a specific scope of work for updating the contract language and present that to the Commission at the next meeting if possible.

Action - Approve paperwork to end the Interim City Manager Appointment and begin the Technical Assistance contract with Ray.

Projects/Operations Update

- Wastewater Treatment Facility Improvement Preliminary Engineering Report Proposal - (See attached proposal). Coleman Engineering has submitted a proposal to partner with HDR Michigan, Inc. (Wastewater Treatment Specialists) to develop a Preliminary Engineering Report (PER) for improvements to the Wastewater Treatment Plant (WWTP). HDR will conduct an evaluation of the WWTP and generate two Technical memorandums (Technical Condition Assessment and Hydraulic and Process Evaluation) at a cost of \$116,411.11.

Coleman Engineering will take the information from HDR and create a PER. The PER is typically required for funding applications. Coleman quoted a cost of \$20,800.00 for the PER, which includes costs for meetings and other technical assistance to the City as the report is developed.

Total proposed project cost \$116,411.11 + \$20,800.00 = \$137,211.11

Funding - there is \$40,000 in the FY 2026 budget to get the project started. The City will have to cover nearly \$100,000 for the report in FY 2027. The leachate funds could likely be used to do this. The entire cost of the report is reimbursable if a USDA project is awarded, with the earliest funding anticipated in 2027. I need to do more research and become more familiar with the budget before requesting any action by the Commission.

Action - no action needed by the Commission at this time. I need to finish my review of the proposal, submit comments to Coleman, and review budgets; expect to see more on this project in upcoming meetings. The ultimate question that will be asked of the Commission is do we want to spend \$100,000 on this project in FY2027.

- Non-Motorized Transportation Plan - This plan was required as part of a 2024 corrective action due to not spending 10% of our ACT 51 monies on non-motorized transportation. As of the end of the 2025 calendar year, the City is in compliance with the 10% ACT 51 stipulation, and the Non-Motorized Transportation Plan is no longer required as a corrective action. As such, completing/approving this plan is no longer urgent. It would be nice to further develop this plan into a valid planning document for the City. I will need to discuss this with Coleman Engineering to see what can be done with the remaining budget and report back.
 - o Budgeted: \$17,000.00 Spent: \$13,541.75 Remaining: \$3,458.25

Action - Submit any comments on the current Draft Non-Motorized Transportation Plan. I will coordinate with Coleman Engineering over the next month or so.

- Safe Routes to Schools (SRTS) - I missed the last meeting on December 18th. There is a meeting on the morning of January 7th, and I will provide an update at the Commission meeting.

Action - no action needed by the Commission at this time.
- Planning Commission - Another zoning violation letter has been sent to Jake Kouw, it introduces me as City Manager and discusses the zoning violation on his property in the Downtown District.

Action - no action needed by the Commission at this time.
- Drinking Water Lead Service Line Replacement - Coleman Engineering - 90% Plans and specifications are due January 16th - these deliverables are on track!

Action - no action needed by the Commission at this time.

Note - I am familiarizing myself with these projects. Updates will be provided at the next meeting if there are updates available.

- Bayshore Well House Property Ownership Question - **No Update.**
- DNR Waterways Grant (Boat Launch) - **No Update.**
- Tourist Park East Bathroom - **No Update.**
- DPW Facility Feasibility Study - **No Update.**
- Tourist Park Campground (High Sodium Issue) - **No Update.**
- USDA-RD (Washington Street and Lift Stations) - **No Update.**
- Culvert Issue near Central Reservoir - **No Update.**
- Park Service Project (Water Main Extension on H-58) - **No Update.**
- Park Service Project (Washington Street Non-Motorized Path) - **No Update.**

1. Coleman Engineering Company November 2025 Invoice for Municipal Boating Access Site Construction Phase 2 \$6,655.25

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Moved by Commissioner DesJardins to approve the Coleman Engineering Company invoice for the Municipal Access Site Construction Phase 2 project in the amount of \$6,655.25. Support by Commissioner Wilkinson.

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

2. Coleman Engineering Company November 2025 Invoice for Washington Street Sewer \$15,860.00

Moved by Commissioner DesJardins to approve the Coleman Engineering Company invoice for Washington Street Sewer project in the amount of \$15,860.00. Support by Commissioner Wilkinson.

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

3. Appoint Gary Brazeau to the Planning Commission

Moved by Commissioner Wilkinson to appoint Gary Brazeau to the Planning Commission. Support by Commissioner DesJardins.

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

4. Street Closure Request for Michigan Ice Fest Street Party 2-13-2026 - Maple Street south of alley to Onota Street

Moved by Commissioner DesJardins to approve the street closure request for the Michigan Ice Fest Street party on 2-13-2026 & 2-14-2026 from 8:00 a.m. Friday to 4:00 p.m. Saturday. Support by Commissioner Burge.

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

5. Revision to Ray Anderson's Contract - Technical Assistance Contract Approval

Moved by Commissioner Wilkinson to approve the revision of Ray Anderson's contract from Interim City Manager to Technical Assistance. Support by Commissioner Prunick.

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

6. UPEA Revised M-28 Water System Improvements Project Resolution \$184,261.71 (Roll Call Vote)

Moved by Commissioner DesJardins to approve the UPEA Revised M-28 Water System Improvements Project Resolution in the amount of \$184,261.71 also including Rural Developments \$99,087.87 portion. Support by Commissioner Wilkinson.

Roll Call Vote:

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

7. Coleman Engineering Revised Proposal for Professional Engineering Services Wastewater Treatment Facility Improvement Project

Moved by Commissioner DesJardins to table this item until the first meeting of February, so the engineers can be present. Support by Commissioner Prunick.

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

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

Commissioner DesJardins stated that the County Treasurer has requested a meeting for the Marketplace project. Also, Commissioner DesJardins informed the Commission that he had been appointed to the Board of Directors for Room at the Inn.

City Manager Harrison stated that the school will be at the next meeting to do a presentation on Safe Routes to Schools.

Commissioner Burge stated that he would like the meeting packets earlier.

F. ADJOURNMENT

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

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

The regular meeting of the City Commission adjourned at 6:37 p.m.

Chris Berry, Mayor

Mary Artress, Deputy Clerk

LIST OF BILLS

42013	EMBERS CREDIT UNION	61.94
42014	EMBERS CREDIT UNION	1,060.47
42015	EMBERS CREDIT UNION	1,300.69
42016	COLLIGIO GIS, INC	3,000.00
42017	MACQUEEN EQUIPMENT INC.	251.81
42018	AIRGAS USA, LLC	370.79
42019	CHRISTMAS AUTO REPAIR	212.16
42020	PARAGON LABORATORIES, INC.	1,845.00
42021	FAMILY PRIDE LAUNDRY	1,341.00
42022	BECKER ARENA PRODUCTS, INC.	1,644.56
42023	UPEA ENGINEERS & ARCHITECTS	25,020.00
42024	BOGATER, NICK	65.10
42025	US BANK EQUIPMENT FINANCE	163.54
42026	PENCHURA LLC	13,750.00
42027	DENMAN'S HARDWARE	573.14
42028	SUPERIOR WALK IN CENTER	115.00
42029	CORE & MAIN LP	1,536.50
42030	UPPER PENINSULA RECREATION INC	1,230.77
42031	STATE OF MICHIGAN	1,265.89
42032	MILLER BRADFORD & RISBERG	124.30
42033	MISS DIG 811	1,043.11
42034	MEDSURETY, LLC	120.00
42035	DTE ENERGY	4,236.47
42036	WEX BANK	4,022.28
42037	MICK'S MECHANICAL, LLC	960.00
42038	MADIGAN'S HARDWARE	319.65
42039	POMASL FIRE EQUIPMENT	167.42
42040	PAYNE & DOLAN, INC.	32,192.00
42041	STATE OF MICHIGAN	180.00
42042	ANDERSON, TACKMAN & CO.	15,710.00
42043	41 LUMBER CO.	71.55
42044	DELTA DENTAL	2,472.55
42045	CMP DISTRIBUTORS INC	20.00
42046	MICHIGAN STATE POLICE	1,000.00
42047	RDA SERVICES, LLC	4,660.20

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42048	MICHIGAN STATE POLICE	165.00
42049	NAPA AUTO PARTS	3,153.52
42050	UPPER PENINSULA POWER CO.	25,732.16
42051	COLEMAN ENGINEERING COMPANY	4,574.00
42052	BLUE-WATER SOLUTIONS LLC	854.40
42053	FOX NEGAUNEE	350.00
42054	PARAGON LABORATORIES, INC.	150.00
42055	QUILL CORPORATION	390.92
42056	AUTO-WARES GROUP	1,152.88
42057	ELECTION SOURCE	615.00
42058	COLEMAN ENGINEERING COMPANY	4,097.50
42059	BLUE CROSS BLUE SHIELD OF MICH	46,586.05
42060	STANDARD INSURANCE COMPANY	230.88
42061	STANDARD INSURANCE COMPANY	686.08
42062	VISION SERVICE PLAN	558.07
42063	MICHIGAN TOWNSHIPS ASSOCIATION	590.55