

October 1, 2025
CITY COMMISSION
AGENDA
WEDNESDAY, OCTOBER 1, 2025
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. Treasurer's Monthly Report
 - 2. Fire Department and Wastewater Treatment Plant Monthly Report
 - 3. City Commission Meeting Minutes of 9-15-2025 & 9-17-2025 & Closed Session
 - 4. Alger Parks & Recreation & Munising DDA Minutes
 - 5. Interim City Manager Report
 - 6. Approve Check Register/List of Bills
- D. OLD BUSINESS
 - 1. Safe Routes to Schools Resolution - Tabled from 9-17-2025 Meeting
This will need to be tabled until January 2026
- E. NEW BUSINESS
 - 1. UPEA Invoice for H-58 over Anna River Bridge \$5,560.00
 - 2. Michigan Department of Environment, Great Lakes and Energy Pay Request #4 \$21,928.50
 - 3. Street Closure Request ReKindle the Spirit, December 4th from 5:15 p.m. - 7:30 p.m. Superior St. from M-28 to Lynn St.
 - 4. Water Department Professional Services to Build and Install Control Panel to New Wellhouse \$42,600.00
 - 5. Designation of Authorized Official for the MDNR Land Acquisition Grant
 - 6. Anna River Bridge Invoice \$9,341.18
 - 7. Accept Robin Pavase's Resignation from the Planning Commission
- F. PUBLIC COMMENTS (4 MINUTE LIMIT)
- G. CLOSED SESSION
 - 1. Under the Open Meetings Act, Section 8(1)(F) to Consider Employment Applications for the City Manager Position
 - 2. Adjourn Closed Session
- H. Discussion/Action on City Manager Position
- I. ADJOURNMENT

CITY COMMISSION

Official Proceedings

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

The regular meeting of the City of Munising was duly called and held on Wednesday, **October 1, 2025**, 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. Treasurer's Monthly Report
 - 2. Fire Department and Wastewater Treatment Plant Monthly Report

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3. City Commission Meeting Minutes of 9-15-2025 & 9-17-2025 & Closed Session
4. Alger Parks & Recreation & Munising DDA Minutes
5. Interim City Manager Report
6. Approve Check Register/List of Bills

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

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

Interim City Manager Report

SUBJECT: MISCELLANEOUS TOPICS

The City Manager Executive Memo 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 did use 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.

Council Questions and Manager's Notes

Please find the responses to some questions raised by the Commission over the past few weeks or other issues that I would like to bring to your attention:

- Commission Member Comments and Questions from Previous Meeting(s)
 - Ordinance Ad-Hoc Committee - Just a reminder that I am still interested in any requests for ordinances to review.
 - Anna River Bridge Budget - To continue our discussion, I have now received project construction cost information so that we can do a final review of the actual versus budget on the project. Upon my review, some confusion started with the original engineer's construction estimate (\$195,102) was low compared to the actual construction low bid award (\$438,114). The original grant/local percentage was 80% but because the construction bids were higher than the original engineer's estimate, the city was awarded a 95% construction grant. Based on the adjusted MDOT grant contract, the city budgeted \$511,000 with \$25,000 for the local share of construction. I'm not sure why, but the engineering proposals were not budgeted and as I reported in the last memo, the total approved engineering through construction is \$81,175. This past week we were able to obtain the final construction cost for the project which is \$416,398. We also received the 5% construction invoice from MDOT for \$21,916. Taking the current fiscal year budget of (\$511,000), subtract the actual federal/state grant (\$416,398), subtract the local share construction (\$21,916), and finally subtract the current year obligation for engineering (\$55,600), we are actually positive (\$17,086) with regards to our budget. This would mean that we do not need to make a budget amendment. The local cost for the project is \$103,090.70 which is spread out over two fiscal years. Evaluating the confusion on the project, specifically the budget, comes down to the misunderstanding regarding what MDOT project grants cover in eligible costs. For all future MDOT grant projects, engineering is typically not a grant eligible expense. We need to make sure that we evaluate each project grant contract and clarify grant eligible versus local cost obligations.
 - Water Bond Rating Update (S&P Global) - Kirsten and I met with representatives from S&P Global this past week as they were performing an audit on our water fund for bond rating. Their evaluation is attached in correspondence. The bottom line is that they kept our rating at an A- but revised the outlook from stable to negative based on uncertainty that rates will adequately meet industry coverage ratios. Munising's coverage ration fell from 1.5 in 2022 to 1.1 in 2024. There should be extensive rate increase discussions in your upcoming budget hearings.
 - Munising Avenue (M-28) repairs - Please see attached map showing an MDOT repair project with detour scheduled for next Thursday (10/2). The repairs are warranty work to repair the rutting in the new pavement. Bacco Construction will be doing the work and have indicated that they will complete the project in one day.
- General Business/Operations Update:

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- o Local Paving - This is just a "heads up" that we are seeking bids for some local paving (road patching). I'm currently working with Kirsten on the budget and getting multiple quotes for the patches. Most of the patches are due to water line repairs, however we do have one patch section in front of the mill which is basically a sink hole. This may be something that will be coming to the Commission in the near future.
- o DPW Maintenance (Floater) Water/Sewer Assistant Level III Position - We received 3 applications to date. Ron is going on vacation next week, so we are going to plan to have interviews on October 8th and 9th after he returns.
- o Interim City Manager's Schedule - I would like to highlight when I plan to be in the office over the next three weeks:
 - Wednesday, October 1st and Thursday, October 2nd
 - Wednesday, October 8th and Thursday, October 9th
 - Wednesday, October 8th and Thursday, October 9th
- Projects/Operations Update
 - o DNR Waterways Grant (Boat Launch) - **No Update.** Phase 1 complete minus the fish sign. Phase 2 scheduled for 2026. Phase II is currently under design with a late winter bidding and fall 2026 construction.
 - o Bayshore Well House - Progress meeting held on September 25th. Next progress meeting is scheduled for September 29th. Work progressing on schedule. Substantial completion is still scheduled for the end of September. We need to coordinate city in-kind work (underground piping), DTE (natural gas), and UPPCO (electric) which needs to be completed before the contractor can perform their final activities and perform commissioning and startup. This work should all be complete by mid-October.
 - o Anna River Bridge Project - Bridge work is complete. Bridge now open and we are working on the project close out documents.
 - o Tourist Park East Bathroom - **No Update.** We had a preconstruction meeting on August 27th and signed the notice to proceed. The project is scheduled to start on September 2nd with a completion date scheduled for June 1, 2026,
 - o DPW Facility Feasibility Study - **No Update.** We have had a couple of meetings with CEC over their initial layout for the building at the WWTP site. At this point it does look like we can make this work, and this will come down to a funding issue. Initial high-level estimate would be \$10MM.
 - o Tourist Park Campground (High Sodium Issue) - **No Update.** Dan Wendell provided a proposal to the City for a reverse osmosis treatment process to remove the chlorides. EAGLE wanted to review the plans and we are currently waiting for CEC to provide a drawing and still working with Wendell for the details. We currently have Coleman Engineering under contract but not Wendell. We believe that delays are happening because of this issue and we should consider going through the procurement process (advertising) to move this forward.
 - o USDA-RD (Washington Street and Lift Stations) - **No Update.** Currently 30-40 percent designed. Design is scheduled to be done this winter with spring bidding and summer of 2026 construction.
 - o Non-Motorized Asset Management Plan - **No Update.** Received the plan and currently under internal review and comments.
 - o Safe Routes to Schools (SRTS) - Based on the input and reactions from the last Commission meeting, I had a discussion with Kevin Trevillion (CEC) and Mike Travis (MPS) that I thought that it would be appropriate to delay the application to February and to meet with property owners along the suggested project route in October to get their feedback. I also suggested this because the Commission was also caught off guard, as was I, about the project scope. I think that we should do some Received the plan and currently under internal review and comments. Water Tank Inspection - **No Update.** Need to contact contractor and we anticipate performing this work in September or October.
 - o Culvert Issue near Central Reservoir - This is an issue of a stream conflicting with a culvert. This could be a major project because we would need to bring EGLE on board for permitting. We need some additional discussion.
 - o Park Service Project (Water Main Extension on H-58) - The Park Service has now hired HDR Engineering to engineer an extended watermain. We need to have meetings between Park Service and City to discuss logistics.
 - o Park Service Project (Washington Street Non-Motorized Path) - On hold at this time. City would apply for a FLAP grant.
- Board and Committee Activity - I provide a basic report for each of our committees. This is an area where I'll work over the next couple of weeks to have reports for our next council meeting.
 - o Downtown Development Authority - No Report
 - o Planning Commission - No Report.
 - o Zoning Board of Appeals - No Report

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- Correspondence – This is a section where I provide any correspondence that comes across my desk that might be of interest by the council. (None Attached)
- Boards and Committees Updates (None Attached) – Please note that if you represent the City on a board or commission please make sure that we share the minutes. Drop them by the office to be placed in the memo.
- Departmental Reports (See Attached) – Departmental Reports are due to the City Manager by no later than the 10th of each month. They will be included in the executive memo for the meeting on the 3rd Monday of each month. **I left the language from my memo in Norway. I don't know the process yet in Munising but am going to be looking into this over the next couple of weeks. If there's no communication of this sort it is something that should be looked into and developed.**

D. OLD BUSINESS

1. Safe Routes to Schools Resolution – Tabled from 9-17-2025 Meeting
This will need to be tabled until January 2026

Moved by Commissioner DesJardins to table this item until January 2026.
Support by Commissioner Prunick.

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

The walking route will be discussed, on Monday October 20th at 1:30 p.m. the Commission and public are invited to attend along with the engineer and school officials.

Commissioner DesJardins would like a special meeting, notifying the affected residents and have the school make a presentation.

Moved by Commissioner DesJardins to amend the agenda to include 4.1 Budget Adjustments for Bayshore Wellhouse and 8. Street Patching 2025 Bids. Support by Commissioner Wilkinson.

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

E. NEW BUSINESS

1. UPEA Invoice for H-58 over Anna River Bridge \$5,560.00

Moved by Commissioner DesJardins to approve the invoice from UPEA for the H-58 Anna River Bridge in the amount of \$5,560.00. Support by Commissioner Prunick.

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

2. Michigan Department of Environment, Great Lakes and Energy Pay Request #4 \$21,928.50

Moved by Commissioner DesJardins to approve payment in the amount of \$21,928.50 and to also request reimbursement funds from Michigan Department of Environment. Support by Commissioner Burge.

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

3. Street Closure Request ReKindle the Spirit, December 4th from 5:15 p.m. – 7:30 p.m. Superior St. from M-28 to Lynn St.

Moved by Commissioner DesJardins to approve the above requested street closure for ReKindle the Spirit on December 4th. Support by Commissioner Prunick.

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

4. Water Department Professional Services to Build and Install Control Panel to New Wellhouse \$42,600.00

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Moved by Commissioner DesJardins to approve the Water Department Professional Services to build and install a control panel to the new wellhouse in the amount of \$42,600.00. Support by Commissioner Prunick.

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

Agenda Amended:

4.1 Budget Adjustments for Bayshore Wellhouse

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

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

Budget Adjustment for Commission Meeting 10/1/2025

Bayshore Wellhouse Project						
	Department	Account	Current Budget	Amt Change	Amended	Reason
Cap Proj						
Rev	Transfers in	402-000-699-591	\$ 300,000.00	217,710.00	\$ 517,710.00	Bayshore Wellhouse
Expend	Capital outlay	402-901-972.006	\$ 300,000.00	217,710.00	\$ 517,710.00	Bayshore Wellhouse
WA Fund						
Expend	Transfer Out	591-966-999.402	\$ 300,000.00	217,710.00	\$ 517,710.00	Bayshore Wellhouse Project
			Cash Breakdown:			
			591-000-003.000	\$92,722.00		
			591-000-009.000	\$124,988.00		

5. Designation of Authorized Official for the MDNR Land Acquisition Grant

Moved by Commissioner DesJardins to designate Interim City Manager Ray Anderson as the authorized official for the MDNR Land Acquisition Grant. Support by Commissioner Burge.

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

6. Anna River Bridge Invoice \$9,341.18

Moved by Commissioner DesJardins to approve the Anna River Bridge invoice in the amount of \$9,341.18. Support by Commissioner Wilkinson.

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

7. Accept Robin Pavase's Resignation from the Planning Commission

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

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

Agenda Amended:

8. Street Patching 2025 Bids

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Moved by Commissioner DesJardins to accept and place on file bids received for street patching. Support by Commissioner Burge.

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

Bids received: Superior Paving \$26,567.00, Payne & Dolan \$28,216.00 and BACCO for \$10,000.00 the time frame was too short for BACCO to be considered.

Moved by Commissioner Prunick to award the Street Paving 2025 bid to Payne & Dolan in the amount of \$28,216.00. Support by Commissioner DesJardins.

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

F. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

G. CLOSED SESSION

Moved by Commissioner Burge to move into Closed Session under the Open Meeting's Act, Section 8(1)(F) to consider employment applications for the City Manager Position. Support by Commissioner Prunick.

Roll Call Vote:

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

All Commissioners remained seated, time entered 6:42 p.m.

1. Under the Open Meetings Act, Section 8(1)(F) to Consider Employment Applications for the City Manager Position
2. Adjourn Closed Session

Moved by Commissioner DesJardins to adjourn the Closed Session portion of the meeting and reenter the regular meeting. Support by Commissioner Prunick.

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

All Commissioners remained seated, time ended 6:49 p.m.

H. Discussion/Action on City Manager Position

Moved by Commissioner DesJardins to instruct Glenn Anderson with MML to offer candidate #6 a contract with points of negotiation and empower the Labor Committee to conduct said negotiations. Support by Commissioner Wilkinson.

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

I. ADJOURNMENT

Moved by Commissioner Burge 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 6:49 p.m.

Chris Berry, Mayor

Mary Artress, Deputy Clerk

LIST OF BILLS

41727	03763	RDA SERVICES, LLC	3,983.30
41728	02690	BLUE CROSS BLUE SHIELD OF MICH	35,873.65

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41729	02975	CASH	56.92
41730	01998	UPPER PENINSULA RECREATION INC	3,456.20
41731	01998	UPPER PENINSULA RECREATION INC	4,273.72
41732	03282	U.P. PROPANE	575.91
41733	03203	FSO MANAGEMENT LLC	27,332.84
41734	03232	DR LAB SERVICES, LLC	2,255.00
41735	03456	COLLIGIO GIS, INC	1,151.00
41736	03072	JOHN NELSON	205.60
41737	01122	PEOPLES STATE BANK	136,139.25
41738	03200	HUNTINGTON BANK	27,199.99
41739	01781	US BANK	27,312.50
41740	03420	KCI	312.00
41741	01841	COLEMAN ENGINEERING COMPANY	681.75
41742	01664	MICHIGAN MUNICIPAL LEAGUE	6,457.00
41743	01118	PAYNE & DOLAN, INC.	1,887.00
41744	03109	MICHIGAN STATE POLICE	165.00
41745	01933	POWERPLAN	847.14
41746	00945	MONROE TRUCK EQUIPMENT, INC.	3,206.70
41747	03771	RIVERSIDE CHEVROLET GMC	3,190.00
41748	02976	DELTA DENTAL	2,086.07
41749	03762	BLUE-WATER SOLUTIONS LLC	11,882.72
41750	00086	AUTO-WARES GROUP	1,711.77
41751	00402	DTE ENERGY	743.90
41752	01476	USA BLUE BOOK	362.48
41753	01044	NORTH CENTRAL LABORATORIES	1,023.81
41754	00426	ETNA SUPPLY CO.	253.00
41755	02326	MANISTIQUE OIL CO., INC.	2,337.87
41756	02704	US BANK EQUIPMENT FINANCE	163.54
41757	03420	KCI	778.02
41758	01841	COLEMAN ENGINEERING COMPANY	7,804.00
41759	03430	BACCO CONSTRUCTION CO	20,590.81
41760	03772	TODD WENZEL CHEVROLET	54,474.00
41761	01998	UPPER PENINSULA RECREATION INC	1,230.77
41762	00875	MICHIGAN RURAL WATER ASSOC.	360.00
41763	02092	PARAGON LABORATORIES, INC.	75.00
41764	03094	UP INTERNATIONAL TRUCK	125.88
41765	00945	MONROE TRUCK EQUIPMENT, INC.	188.09
41766	02710	REMY BATTERY CO. INC.	115.00
41767	01998	UPPER PENINSULA RECREATION INC	4,691.94
41768	01998	UPPER PENINSULA RECREATION INC	3,295.82
41769	01331	STANDARD INSURANCE COMPANY	226.65
41770	01331	STANDARD INSURANCE COMPANY	634.23
41771	02990	VISION SERVICE PLAN	471.81
41772	00594	HILLSIDE PARTY STORE LLC	139.06
41773	03266	LASCO	629.74
41774	00426	ETNA SUPPLY CO.	981.80
41775	02996	EMBERS CREDIT UNION	214.86
41776	02996	EMBERS CREDIT UNION	90.00
41777	02996	EMBERS CREDIT UNION	221.97
41778	02996	EMBERS CREDIT UNION	1,022.24
41779	00807	MAIN STREET PIZZA	724.17
41780	01841	COLEMAN ENGINEERING COMPANY	2,722.50
41781	01841	COLEMAN ENGINEERING COMPANY	4,200.75
41782	01841	COLEMAN ENGINEERING COMPANY	1,987.25
41783	01841	COLEMAN ENGINEERING COMPANY	1,951.75
41784	01841	COLEMAN ENGINEERING COMPANY	1,987.25
41785	01841	COLEMAN ENGINEERING COMPANY	1,171.50
41786	01841	COLEMAN ENGINEERING COMPANY	2,339.00
41787	03518	GFL ENVIRONMENTAL	2,967.53
41788	00793	MADIGAN'S HARDWARE	341.44
41789	03501	WEX BANK	3,474.69

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41790	01885	ALGER PARKS & RECREATION	5,461.50
41791	01683	MICHIGAN MUNICIPAL LEAGUE	3,855.00
41792	03605	THE ADVISOR OF MANISTIQUE LLC	82.50
41793	01460	UPPER PENINSULA POWER CO.	30,396.11
41794	03758	DTE	2,515.00
41795	01044	NORTH CENTRAL LABORATORIES	931.16
41796	02545	FOUR SEASON'S SMALL ENGINE	215.94