

October 20, 2025
CITY COMMISSION OF THE CITY OF MUNISING
AGENDA
MONDAY, OCTOBER 20, 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. CONSENT AGENDA
 - 1. Treasurer's Monthly Report
 - 2. Monthly Reports - Committee - Police
 - 3. City Commission Meeting Minutes 9-26-25 10-1-25 & Closed Sessions
 - 4. Munising Downtown Development Authority Minutes
 - 5. Planning Commission Minutes July and September
 - 6. List of Bills
 - 7. Interim City Manager Report
 - 8. City Attorney Report
- D. NEW CITY BUSINESS
 - 1. Kathy Reynolds Monthly Report - NOT IN ATTENDANCE
 - 2. Marina Seasonal and Transient Rates 2026
 - 3. Accept Amanda Jurinen's Resignation from the Planning Commission
 - 4. Change Order No 4 (Bayshore Well House) Decrease of \$11,782.40
 - 5. Resolution for Pay Draw #38 M-28 Water Improvements Project \$283,349.58 (Roll Call Vote)
 - 6. Street Patching 2025 Amendment #1 increase of \$6,820.00
 - 7. Coleman Engineering Invoice for Phase 2 Municipal Boating Access Site Construction \$4,857.00
 - 8. Budget Adjustments
- 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 of Munising was duly called and held on Monday, **October 20, 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 COMMENT (4 MINUTE LIMIT)

Kim Graves of 1454 Nestor St. made comment about parking on Superior St. by Putvins and how difficult it is to see when crossing at the intersections. She suggested possibly subcompact car parking only signs could be placed. Commissioner Burge stated that MDOT has the recommendations for parking arrangements.

- C. CONSENT AGENDA
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Moved by Commissioner Prunick to approve the Consent Agenda as presented.
Support by Commissioner Burge.

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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.
- General Business/Operations Update:
 - Anna River Bridge - Complete. Performing final bridge inspection and acceptance with MDOT on Tuesday, October 21st at 1pm.
 - Local Paving - Payne and Dolan is scheduled to begin paving the street patches during the week of October 20th.
 - 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.
 - Commissioner Laptops - According to staff, the Commission had appropriated money in the current budget to purchase each commissioner a laptop. We have a quote from our IT professionals for the laptops and are looking for confirmation whether the commission would still like to move forward. The total for 5 laptops is \$5,754.
 - Marina Boat Slips - The commission has on its agenda the new rate schedule for next year. We have had some other discussions regarding the transient slips and the seasonal slip list. I am working on clarification of how we can deal with the transient slips but I am also now aware of an issue that came up regarding a misunderstanding regarding a seasonal slip signup. I don't want to rehash this issue as it was apparently very public and very uncomfortable however I just wanted to enquire whether this person was placed on the top of the waiting list for this upcoming year. I am certain that at least one slip will become available so this may be a time of reconciliation.
 - Chief Nelson Retirement - I wanted to let everyone know that Chief Nelson has submitted his letter of retirement effective October 30th. I want to extend my appreciation for his public service and wish him a long and healthy retirement. The Labor Committee is meeting to discuss moving forward as Officer Peters has indicated her desire to assume this position. It is my understanding that the full department is behind her candidacy and hope the commission supports this as well. We will be discussing

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her potential contract this coming week and hopefully will be the commission soon.

- o Interim City Manager's Schedule - I would like to highlight when I plan to be in the office over the next three weeks:
 - Monday, October 20th and Tuesday, October 21st
 - Wednesday, October 29th and Thursday, October 30th
- Projects/Operations Update
 - o DNR Waterways Grant (Boat Launch) - Phase II is currently under design with a late winter bidding and fall 2026 construction. We are currently discussing stabilization options along the bay side of the parking lot where we are starting to get some erosion. We are having those discussions with our phase II engineer (Coleman Engineering) and will more than likely have this done with our own crew under their supervision.
 - o Bayshore Well House - We are now holding weekly progress meetings as this project is very near its completion. Work is progressing on schedule.
 - o Tourist Park East Bathroom - The work has started. 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) - We are scheduled to perform our project walk on October 20th at 1:30 pm. We should meet at the corner of Varnum and Brook Street.
 - o Culvert Issue near Central Reservoir - **No Update.** 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) - **No Update.** 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) - **No Update.** 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. NEW CITY BUSINESS

1. Kathy Reynolds Monthly Report - NOT IN ATTENDANCE

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

1. Rekindle the Spirit night will be Thursday, December 4th. Plans are underway for that event and the Rekindle the Grand Giveaway event. Last year local prizes totaled over \$10,000 thanks to sponsors. This event rewards participants that shop local. Receipts are collected at the office and to date (the event has been held at our office for 14 years), receipts have totaled over \$2 million.
2. Match on Main grant paperwork has been received from the MEDC and administration and disbursements will be completed by our office (the Munising DDA).
3. The Munising DDA has re-opened the façade program so there will be two opportunities for businesses within the DDA district to apply for funds. Application deadline for this round is December 12th. Historically there has been just one open-application opportunity in the spring of each year.
4. The Munising DDA has opened the application for Holiday Decorating grants for DDA businesses. This deadline November 14th. The DDA business decorating contest is the evening of Rekindle the Spirit, December 4th.
5. Traffic has been steady/busy in the welcome center, and it is anticipated that visitation will be like last year.
6. The Greater Munising Bay Partnership will be the lead organization for the establishment and operation of an Alger County-focused housing work group that will support the Central UP Regional Housing Partnership. Members of this group will be from local governments, developers, builders, financial institutions, housing organizations, realtors and building and zoning officials. These bi-monthly meetings will begin in November 2025.

2. Marina Seasonal and Transient Rates 2026

Moved by Commissioner DesJardins to approve the 2026 Transient Boat Slips to Column J and to approve the 2026 Seasonal Boat Slips to Rate 9 from the 2026 Waterway's Rate Schedule. Support by Commissioner Wilkinson.

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

3. Accept Amanda Jurinen's Resignation from the Planning Commission

Moved by Commissioner DesJardins to accept Amanda Jurinen's resignation from the Planning Commission. Support by Commissioner Burge.

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

4. Change Order No 4 (Bayshore Well House) Decrease of \$11,782.40

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Moved by Commissioner DesJardins to approve Change Order No 4 for the Bayshore Well House with a decrease of \$11,782.40. Support by Commissioner Wilkinson.

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

5. Resolution for Pay Draw #38 M-28 Water Improvements Project \$283,349.58 (Roll Call Vote)

Moved by Commissioner DesJardins to approve the resolution for pay draw #38 for the M-28 Water Improvements Project in the amount of \$283,349.58 once a corrected sworn statement is received. Support by Commissioner Prunick.

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

6. Street Patching 2025 Amendment #1 increase of \$6,820.00

Moved by Commissioner DesJardins to approve Amendment #1 increasing the Street Patching 2025 project by \$6,820.00. Support by Commissioner Prunick.

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

7. Coleman Engineering Invoice for Phase 2 Municipal Boating Access Site Construction \$4,857.00

Moved by Commissioner DesJardins to approve Coleman Engineering's invoice in the amount of \$4,857.00, for Phase 2 of the Municipal Boating Access Construction project. Support by Commissioner Burge.

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

8. Budget Adjustments

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

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

Budget Adjustment for Commission Meeting 10/20/2025						
<u>General Fund</u>	<u>Department</u>	<u>Account</u>	<u>Current Budget</u>	<u>Amount Change</u>	<u>Amended</u>	<u>Reason</u>
Expenditure	DPW	101-441-942.000	87,105.00	(80,000.00)	7,105.00	To remove DPW from Bldg Rent
	Cap Out	101-900-977.691	135,000.00	(110,000.00)	25,000.00	To remove Lynn Tot Lot Proj
<u>Municipal Bldg</u>						
Revenue	City Rent	512-000-671.000	230,100.00	(80,000.00)	150,100.00	To remove the revenue from DPW Rent
Expenditure	Bldgs & Grds	512-265-970.000	80,000.00	(80,000.00)	-	To remove DPW Pave

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

Larry Passinault asked why the Phase 2 of the boat launch project wasn't funded and isn't being worked on. He also stated that parking for marina slip holders should be looked into.

Blaire Tweedale stated that parking is an issue and needs enforcement.

Harbor Master Ed Juranek stated that Chief Nelson informed him that tickets could not be enforced without parking permits or signs.

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F. ADJOURNMENT

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

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

The regular meeting of the City Commission adjourned at 6:48 p.m.

Chris Berry, Mayor

Mary Artress, Deputy Clerk

LIST OF BILLS

41797	FAMILY PRIDE LAUNDRY	1,005.50
41798	GREAT LAKES TESTING, INC.	630.00
41799	MY WEB MAESTRO	96.00
41800	INTEGRIS, LLC	290.00
41801	TRI-COUNTY SEPTIC & SONS LLC	700.00
41802	RDA SERVICES, LLC	4,515.78
41803	MMTA	99.00
41804	O'DEA, NORDEEN AND PICKENS P.C.	3,000.00
41805	MARK MAKI	1,558.34
41806	ALGER PARKS & RECREATION	5,461.50
41807	IMPERIAL DADE	991.78
41808	M & M SERVICE, INC	328.25
41809	IMPERIAL ELECTRIC	515.45
41810	APPLIED INDUSTRIAL TECHNOLOGIES	72.14
41811	MICK'S MECHANICAL, LLC	4,845.50
41812	ELECTION SOURCE	91.00
41813	UPPER PENINSULA RECREATION INC	2,666.84
41814	UPPER PENINSULA RECREATION INC	3,628.46
41815	STATE OF MICHIGAN	9,341.18
41816	U.P. ENVIRONMENTAL SERVICE, INC	6,356.50
41817	UPEA ENGINEERS & ARCHITECTS	5,560.00
41818	MICK'S MECHANICAL, LLC	756.10
41819	FASTENAL COMPANY	413.30
41820	UPPER PENINSULA RECREATION INC	3,729.88
41821	UPPER PENINSULA RECREATION INC	3,056.68
41822	UPPER PENINSULA RECREATION INC	1,230.77
41823	MICHIGAN MUNICIPAL LEAGUE	1,533.29
41824	CITY OF MUNISING-WATER	4,210.64
41825	MEDSURETY, LLC	125.00
41826	41 LUMBER CO.	420.90
41827	HOLIDAY DIV OF CIRCLE K	38.50
41828	UPPER PENINSULA POWER CO.	581.50
41829	MENARDS	1,049.80
41830	WELLER TRUCK PARTS	3,827.03
41831	ANSER SERVICES	99.00
41832	VERIZON WIRELESS	527.23
41833	PUTVIN DRUG STORE	19.99
41834	COOPER OFFICE EQUIPMENT	347.31
41835	POMASL FIRE EQUIPMENT	6,121.30
41836	WSP USA, INC	17,946.00
41837	SUMMIT FIRE PROTECTION	3,007.70
41838	POMPS TIRE SERVICE, INC.	958.70
41839	AUTO-WARES GROUP	658.45
41840	QUILL CORPORATION	1,405.33
41841	ELCOM SYSTEMS	3,297.00
41842	FOUR SEASON'S SMALL ENGINE	385.44

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41843	MENARDS	6.39
41844	US BANK EQUIPMENT FINANCE	163.54
41845	KCI	312.00
41846	DELTA DENTAL	2,086.07
41847	UPPER PENINSULA RECREATION INC	7,913.30
41848	MICK'S MECHANICAL, LLC	135.00
41849	NAPA AUTO PARTS	2,672.56
41850	JOSEPH LAKOSKY LLC	10,784.00
41851	PARAGON LABORATORIES, INC.	100.00
41852	HYDRO CORP	804.00
41853	BADGER METER, INC.	196.66
41854	AUTO-WARES GROUP	179.99
41855	UPPER PENINSULA RECREATION INC	3,572.14
41856	UPPER PENINSULA RECREATION INC	2,955.92