

April, 1, 2026

CITY COMMISSION OF THE CITY OF MUNISING
301 E SUPERIOR ST
MUNISING, MI 49862
AGENDA
WEDNESDAY, April 1, 2026
6:00 P.M.

- A. CALL TO ORDER THE REGULAR COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENT (4 MINUTE LIMIT)
- C. CONSENT AGENDA
 - 1. DDA Meeting Minutes
 - 2. Planning Commission Meeting Minutes
 - 3. City Commission Meeting Minutes 3-18-2026
 - 4. List of Bills
- D. OLD BUSINESS
 - 1. Pictured Rocks Cruises Lease Agreement-Tabled from 3-18-2026
 - 2. Student Resource Officer-Updated Memorandum of Understanding
- E. New Business
 - 1. City Manager Report
 - 2. Munising Volunteer Fire Department Request to Waive Launch and Dockage Fees for Annual Munising Trout and Salmon Classic May 16th & 17th
 - 3. Phase II Boat Launch Project-Reassign Signer to City Manager
 - 4. Kelly Heidbrier-Coleman Engineering Updates
 - 5. Coleman Engineering Company Professional Engineering Services Contract 2026 LSLR Project Amendment #1, Construction Services & Onsite Archeological Monitoring
 - 6. Coleman Engineering Company Invoice 59487 Washington Street Sewer \$6,729.00
 - 7. Coleman Engineering Company Invoice 59488 Washington Street Water \$6,729.00
 - 8. Coleman Engineering Company Invoice 59489 Washington Street Community Facilities \$7,568.88
 - 9. Coleman Engineering Company Invoice 59490 2026 Lead Service Line Replacement \$9,529.00
 - 10. Hall Contracting, Inc. Tourist Park Project Change Order #5 increase of \$1,053.36
 - 11. Softball Field License for Munising Public Schools
 - 12. Softball Field License for 4-H
 - 13. Schedule Budget Workshops
- F. PUBLIC COMMENT (4 MINUTE LIMIT)
- G. ADJOURNMENT

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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, **April 1, 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 Comment (4 MINUTE LIMIT)

There were no public comments.

C. CONSENT AGENDA

1. DDA January Minutes
2. Planning Commission Meeting Minutes
3. City Commission Meeting Minutes 3-18-2026
4. List of Bills

Moved by Commissioner DesJardins to approve the Consent Agenda as presented. Supported by Commissioner Prunick.

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

D. OLD BUSINESS

1. Pictured Rocks Cruises Lease Agreement-Tabled from 3-18-2026

Moved by Commissioner DesJardins to approve the Pictured Rocks Cruises Lease Agreement. Supported by Commissioner Wilkinson.

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

2. Student Resource Officer-Updated Memorandum of Understanding

Moved by Commissioner DesJardins to approve the School Resource Officer Memorandum of Understanding as presented and to authorize the City Manager to work with the Chief of Police to review and revise the policy going forward. Supported by Commissioner Prunick.

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

E. NEW BUSINESS

1. City Manager Report

Dates were set for May 7th and May 12th at 6 p.m. to hold Special Meetings to discuss Water/Sewer Rates.

Moved by Commissioner Prunick to approve the City Manager's Report. Supported by Commissioner Burge.

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

City Manager's Report

General Business/Operations Update

- FY2027 Budget - Treasurer and City Manager are continuing work on this.
 - o Working to schedule a couple of budget workshops. I would like to schedule these in the next couple of weeks before Kirsten is out.

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- Review of Ordinances - In progress
 - Meeting scheduled week of March 31st to go over comments from the first few Ordinances.
- City Charter - Clerk, City Manager, and Attorney to meet and discuss. The meeting still needs to be scheduled.
- Ballfield agreements - Munising School and Alger County Parks and Rec (4-H) have requested use of the ballfield. Wrapping up license agreements for the 2026 summer season.
- Resolution Format - Working on developing a standard resolution format.
- 4th of July Storage Follow-up - Railroad ROW - Reached out to the Grand Elk Railroad to request information about the ROW. They charge \$500 for the information. I will coordinate more closely with the 4th of July group to determine ROW needs.
- GFL Quarterly Report - The GFL refuge service quarterly report is due April 1, hoping to have that for the City Commission to review.
- Snogo Grant - The police department grant for a snow machine was not awarded.
- White Paper on the Wastewater Treatment Plant - Wrote a White Paper (1-page memo) about the needs at the WWTP and provided it to CUPPAD to help get the word out about the needs for funding.
 - Met with grant coordinators from USDA regarding the sanitation system needs of Munising to bring awareness to funding agencies. They noted the WWTP Preliminary Engineering Report is the best way to proceed.
- Grant Applications - Police Chief and City Manager are working on a couple of equipment grants.

- Crushed culvert by the Arena - There is a crushed culvert between the ice arena and the school track. The culverts help drain water from the watershed and the school field area. Verified that the city likely owns this culvert.

Met with the Alger County Conservation District, which helped with the initial installation of the culvert in 1978. They advised that while they may have helped with the installation, they do not own/maintain the infrastructure. Their department is understaffed and underfunded, so they will not be able to help with any emergency repairs. They would be able to help plan long-term projects that are 2 to 3 + years out.

The culvert is covered with snow. The DPW and Water/Sewer staff have been advised to keep an eye on this area as spring melt occurs.

- DPW Summer hours - DPW will be piloting a new summer work schedule and work four 10-hour workdays a week. Meeting with the Labor Committee this week on details.
- Waterways Commission - Submitted the UP Sailing Company lease, which was approved by the City Commission at the last meeting, to the Waterways Commission for final approval.
- Snowstorm Debrief - Met with department leads regarding the snowstorm and potential future emergent events. The number one takeaway was that the large generator should be stored at WWTP in case of a power outage. We'll be working on doing that this month. Having more/newer equipment for snow removal was discussed, but this is something that does not have a quick solution.
- Monthly Meetings - I'm starting monthly team meetings with the Water/Sewer, Police, and DPW Staff. I'll wrap in the Marina as summer approaches. Note: City Hall staff meetings are occurring on a weekly to biweekly basis.
- Munising Beacon - The newspaper has called to ask about flooding, basement flooding, and water rates.
- Master Plan - CUPPAD is working on rolling out a draft of the new Master Plan. The draft should be discussed at the April Planning Commission Meeting

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- Student Resource Officer MOU - A revised Student Resource Officer MOU was created to make the agreement extend through the end of the school year. An email was sent to the City Commission.
- DPW Blower - The blower is working!!!!!! However, the loader "boom" has stress fractures and needs to be replaced. The boom can be temporarily fixed, but that is not a good long-term solution.
- UP City Manager Meeting - Ray Anderson and I will host the spring UP City Managers meeting on May 14-15th. We are working on the meeting agenda.
- Contract Language Updates - Ray Anderson is slowly working on this.

Projects/Operations Update

- Water and Sewer Rates - An increase in water rates is recommended. I recommend that we hold a special meeting (or two) at the beginning of May to engage with the Public. I suggest Thursday, May 7th, for a special meeting.

Action - Work with Michelle to confirm one or two special meeting dates in May.

- Victory Cruise Line - I spoke with a representative from Victory Cruise Lines. They noted that they will need to know if the City will have a Part 105 permit by May 20th. The Cruise Line would like to dock two times this summer. The City will need help to complete the paperwork and will need to reach out to explore collaboration with Pictured Rock Cruises. My PRC contact has been out.

Action - Determine if this is a major priority for the City. If so, I will need to prioritize my workload accordingly.

- Non-Motorized Transportation Plan - Meeting this week to review.

Action - Send any comments to Michelle.

- Employee Handbook - The employee handbook is almost complete! The handbook is a guide that outlines City policies, procedures, and culture, serving as a crucial resource for new hires and existing team members. As we were working through some of the final reviews, it was determined that a Handbook for Union and non-Union is needed. Two different Handbooks will help avoid conflicting language and issues along the line. Though two different handbooks means two documents to maintain and update.

The Handbooks will be brought to the City Commission for approval. Hopefully, in the next month or so.

Action - No action at this time.

- Safe Routes to Schools (SRTS) - The application has been submitted. I am working with the Sault Tribe to see if there is an opportunity to collaborate on funding for the engineering services.

Action - No action at this time.

- Park Service: Bike Path - The Park Service is in the initial stages of a bike path design from the Park property to Sand Point. They are very interested in having a path that extends all of Washington St. and have requested a meeting with their grant expert and the City to further discuss.

Action - No action at this time.

- Anna River Bridge - A large pot hole was noted on March 3, 2026. It was cold patched by DPW. UPEA has been on-site to look at the bridge, waiting on additional info.

Action - No action at this time.

- Old City Landfill - A new contract for monitoring at the old landfill is needed. DNR noted that additional groundwater monitoring is needed at the next sampling event. Two new groundwater monitoring wells may be needed. Methane monitoring should continue. Brushing and clearing are needed, and the fence needs repair.

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I will work on getting a few cost estimates for the work.

Action - No action required.

- Munising Bay Overlook - Progress continues to be made on this project. There is a lot of paperwork associated with this project.

Action - No action required.

- Wastewater Treatment Plant Preliminary Engineering Report - Met virtually with Coleman and HDR to schedule a kick-off meeting: April 23, 2026. We'll schedule the on-site WWTP review at that time.

Action - No action required.

- Lead Service Line Replacement Project - Notice of intent for project bonding was published in the paper.

Easement letters notifying homeowners with service lines to be replaced about the project and requesting an easement granting permission to access their property for the work have started arriving. I have gotten a couple of questions. One resident did not want to sign the easement letter because the damage waiver wording was not specific enough. I need to identify the process to move forward in situations like this.

We have been working with Miller Canfield, the Financial Advisor team, to complete paperwork for project bonding.

Action - No action required.

- Washington Street - We are wrapping up a few loose ends on this project and working towards getting it out to bid this spring. Kelly from Coleman Engineering will be here to provide an update.

I have a meeting with the hospital/medical center to ensure they are aware of the project and its traffic impacts. Traffic will be reduced to one lane at times, and traffic control (flaggers) will be on site to maintain traffic flow.

Action - No action required.

2. Munising Volunteer Fire Department Request to Waive Launch and Dockage Fees for Annual Munising Trout and Salmon Classic May 16th & 17th

Updated to May 15th - 17th after correspondence with the Fire Chief

Moved by Commissioner DesJardins to approve Munising Volunteer Fire Department's request to waive launch fees and dockage fees for the annual Munising Trout and Salmon Classic **May 15th-17th**. Supported by Commissioner Wilkinson.

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

3. Phase II Boat Launch Project-Reassign Signer to City Manager

Moved by Commissioner DesJardins to approve Phase II Boat Launch Project- to reassign the signer to the City Manager. Supported by Commissioner Burge.

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

4. Kelly Heidbrier-Coleman Engineering Updates

Update on City Projects was provided by Kelly Heidbrier. No Action Taken

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5. Coleman Engineering Company Professional Engineering Services Contract 2026 LSLR Project Amendment #1, Construction Services & Onsite Archeological Monitoring

Moved by Commissioner DesJardins to approve Coleman Engineering Company Professional Engineering Services Contract 2026 LSLR Project Amendment #1, Construction Services & Onsite Archeological Monitoring for a total not to exceed \$40,700.00 fee. Supported by Commissioner Wilkinson.

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

6. Coleman Engineering Company Invoice 59487 Washington Street Sewer \$6,729.00

Moved by Commissioner DesJardins to approve Coleman Engineering Company Invoice 59487 Washington Street Sewer in the amount \$6,729.00. Supported by Commissioner Prunick.

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

7. Coleman Engineering Company Invoice 59488 Washington Street Water \$6,729.00

Moved by Commissioner DesJardins to approve Coleman Engineering Company Invoice 59488 Washington Street Water in the amount of \$6,729.00. Supported by Commissioner Wilkinson.

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

8. Coleman Engineering Company Invoice 59489 Washington Street Community Facilities \$7,568.88

Moved by Commissioner Wilkinson to approve Coleman Engineering Company Invoice 59489 Washington Street Community Facilities in the amount of \$7,568.88. Supported by Commissioner DesJardins.

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

9. Coleman Engineering Company Invoice 59490 2026 Lead Service Line Replacement \$9,529.00

Moved by Commissioner Prunick to approve Coleman Engineering Company Invoice 59490 2026 Lead Service Line Replacement in the amount of \$9,529.00. Supported by Commissioner Burge.

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

10. Hall Contracting, Inc. Tourist Park Project Change Order #5 increase of \$1,053.36

Moved by Commissioner DesJardins to approve Hall Contracting, Inc. Tourist Park Project Change Order #5 increase of \$1,053.36. Supported by Commissioner Burge.

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

11. Softball Field License for Munising Public Schools

Moved by Commissioner DesJardins to approve the Softball Field License for Munising Public Schools. Supported by Commissioner Prunick.

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

12. Softball Field License for 4-H

Moved by Commissioner DesJardins to approve Softball Field License for 4-H.
Supported by Commissioner Prunick.

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

13. Schedule Budget Workshops

Dates were set for Special Meeting Budget Workshops on April 16th & 21st at
6:00 p.m.

No Other Action Taken.

F. PUBLIC COMMENT (4 MINUTE LIMIT)

There were no public comments.

G. ADJOURNMENT

Moved by Commissioner Prunick to adjourn the regular meeting of the City
Commission. Supported by Commissioner Burge.

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

The regular meeting of the City Commission adjourned at 6:52 P.M.

Chris Berry, Mayor

Mary Artress, Deputy Clerk

LIST OF BILLS

| | | |
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| 42313 | EMBERS CREDIT UNION | 143.79 |
| 42314 | AHO, JAKE | 35.00 |
| 42315 | ARTRESS, MARY | 413.26 |
| 42316 | MICK'S MECHANICAL, LLC | 1,704.06 |
| 42317 | DTE ENERGY | 5,103.29 |
| 42318 | NORTH CENTRAL LABORATORIES | 519.68 |
| 42319 | DELTA DENTAL | 2,015.85 |
| 42320 | VISION SERVICE PLAN | 459.56 |
| 42321 | STANDARD INSURANCE COMPANY | 630.92 |
| 42322 | STANDARD INSURANCE COMPANY | 242.61 |
| 42323 | US BANK EQUIPMENT FINANCE | 163.54 |
| 42324 | FABICK CAT | 197.96 |
| 42325 | U. P. LAB TESTING | 180.00 |
| 42326 | MASTERS, BAILEY | 169.98 |
| 42327 | QUILL CORPORATION | 625.40 |
| 42328 | MICHIGAN MUNICIPAL LEAGUE | 689.00 |
| 42329 | ANSER SERVICES | 117.27 |
| 42330 | GFL ENVIRONMENTAL | 873.67 |
| 42331 | MICHIGAN RURAL WATER ASSOC. | 250.00 |
| 42332 | COLLIGIO GIS, INC | 412.50 |
| 42333 | ERA | 481.18 |
| 42334 | DSC COMMUNICATIONS | 586.00 |

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| 42335 | LASCO | 754.46 |
| 42336 | WEX BANK | 8,308.70 |
| 42337 | UPPER PENINSULA POWER CO. | 25,567.83 |
| 42338 | UPPER PENINSULA RECREATION INC | 1,230.77 |