

May 20, 2024

CITY COMMISSION OF THE CITY OF MUNISING
301 E. SUPERIOR ST.
MUNISING, MI 49862
AGENDA
MONDAY, MAY 20, 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. CONSENT AGENDA
 - 1. Treasurer's Monthly Report
 - 2. Monthly Reports - Committee- Fire - Police
 - 3. City Commission Meeting Minutes of 5-1-2024
 - 4. List of Bills
 - 5. City Manager Report
 - 6. City Attorney Report
- D. NEW CITY BUSINESS
 - 1. DDA-Partnerships updates Kathy Reynolds
 - 2. John Nelson - MERS Defined Benefit Plan FAC Calculation
 - 3. City Assessor - Request for Pay Increase
 - 4. MDOT Maintenance Contract Resolution (Roll Call Vote)
 - 5. Revision to Summer Watering Permit
 - 6. Farmers' and Artisans' Market License Agreement with Jessica Jablonski
 - 7. Budget Adjustments
 - 8. Pedestrians Safety Grant Resolution (Roll Call Vote)
 - 9. Coleman Engineering Professional Services Proposal for Campground Toilet/Shower Building Improvements
 - 10. Pay Request M-28 Sewer Project Resolution for \$4,158.00 (Roll Call Vote)
 - 11. Pay Request M-28 Water Project Resolution for \$10,835.68 (Roll Call Vote)
 - 12. Introduction of 2024-2025 Budget
- 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 Commission was duly called and held on Monday, **May 20, 2024**, in the City Commission meeting room of City Hall. Mayor Nettleton called the meeting to order at 6:00 p.m.

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

- B. PUBLIC COMMENT (4 MINUTE LIMIT)

There were no public comments.

- C. CONSENT AGENDA
 - 1. Treasurer's Monthly Report
 - 2. Monthly Reports - Committee- Fire - Police
 - 3. City Commission Meeting Minutes of 5-1-2024

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4. List of Bills
5. City Manager Report
6. City Attorney Report

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

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

CITY MANAGER'S REPORT

Capital Projects

- **Varnum Street-** Gerou Excavating is planning on mobilizing to the project site the week of May 20th. The road closure and detour signage has been delivered and, although, no road closures are expected to occur until the middle of the week of the 20th. The contractor will be providing routine updates to residents in the project area and will be give prior notice to residences if a temporary driveway closure or water service interruption is anticipated. The project schedule tentatively has the project being completed in late July. One item of note with the project will be the running of temporary water services on the western section of the project area. The current water main connection for the Lynn/Varnum intersection is going to require a complete replacement due to the lack of a 12" connection not being installed as part of the 2008 project. This will affect the western portion of the project zone as well as ingress and egress to St. Martins Hill. The City and contractor will work together to communicate any detour or service interruptions to the public.
- **Sand Point Rd-** Payne and Dolan will be mobilizing to Sand Point Rd. following Memorial Day weekend. The project supervisor expects crushing and shaping to occur on the 28th with final paving on the 29th. Line painting and shoulder work will likely occur shortly after the final paving is completed. Like any paving project, the exact timing of the project will be weather dependent.
- **Elevated Tank Improvements and Painting-** Viking Painting services are expected to arrive onsite on the 24th of May. The following week the contractor will begin cleaning the interior and exterior of the tank in preparation of the internal safety upgrades and external painting. The project is expected to take up to four weeks however it should be concluded prior to the end of June. Safety improvements such as perimeter fencing and site grading will be performed by a subcontractor or by City staff and should be completed at roughly the same time as the tank work.
- **Inground Tank Roof Replacements-** Northern Awning of Marquette is expected to be onsite in the next two weeks to begin the replacement of the inground tank roofs. The contractor is waiting on material delivery however we expect the majority of the project to be completed within the month of June.
- **EV Charging Station-**This week UPPCO installed new poles at the charger location in order to facilitate the transformer that is required to operate the charging station. Once completed, the Superior Watershed Partnership should be able to provide an updated timeline on the final installation of the station.

D. NEW CITY BUSINESS

1. DDA-Partnerships updates Kathy Reynolds

Kathy stated that the annual Chamber dinner went very well. Bill Ramsey and Companies were awarded business of the year. Pictured Rock Days is right around the corner June 8th and 9th. The DDA will be hiring someone to power wash park buildings. The DDA is going to hold off until the 2nd week in June to completely finish the "Art in the Alley" project, to ensure that we are out of the frost danger. MEDC is to meet June 3rd and 4th to see the area. Kathy also stated that there is a "Match on Main" funding option for the DDA it is an administrative loan up to \$25,000.00 to help with certain projects. Also, the DDA will be doing the façade grants and possibly some paving and dumpster enclosures.

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2. John Nelson - MERS Defined Benefit Plan FAC Calculation

This was briefly discussed, a meeting with the City Manager and the Labor Committee will meet, then a meeting with the City's Labor Attorney and Benefits professional would take place before any decisions would be made.

3. City Assessor - Request for Pay Increase

Moved by Commissioner Berry to table this item until the June 5th meeting. Support by Commissioner Bogater.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

4. MDOT Maintenance Contract Resolution (Roll Call Vote)

Moved by Commissioner Berry to approve the MDOT Maintenance Contract Resolution as presented. Support by Commissioner Prunick.

Roll Call Vote:
Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

RESOLUTION FOR MDOT MAINTENANCE CONTRACT

SIGNATORIES WHEREAS, the Michigan Department of Transportation has presented a maintenance contract to the City of Munising for the period of October 1, 2024 through September 30, 2029; and

WHEREAS, the City of Munising is designating Devin Olson, City Manager, as Maintenance Superintendent as it relates to this contract.

THEREFORE, BE IT RESOLVED, the City of Munising hereby designates Devin Olson, City Manager, and Sue Roberts, City Clerk, to sign the contract on behalf of the City.

The resolution was approved by the City of Munising City Commission on May 20th, 2024.

Moved by: Commissioner Berry

Second by: Commissioner Prunick

Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton

Nays: None

Absent: Commissioner Ballas

Sue Roberts, City Clerk

May 21, 2024
Date

5. Revision to Summer Watering Permit

Moved by Commissioner Prunick to approve the Summer Watering Permit revisions as presented. Support by Commissioner Bogater.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

Proposed Summer Water Permit

Qualifications:

- Parcel owner must have an active account history for 7 months
- The active account must have positive consumption during that 7 month period. An account is inactive if the meter has been removed from the service during any billing cycle within the 7 month period
- Parcel must have a Principal Residency Exception (PRE) of 50% or greater
- Parcel owner must apply for the Permit

Administration of the Permit:

- Permit holders will have their sewer consumption charge adjusted to the highest charged usage within the previous 8 months billing or actual consumption, whichever is lowest
- Permits may be applied to June, July, August and September's billings
- Permits must be purchased and paid in full prior to month in which it will be applied

-i.e. a permit purchased during the month of May will be applied to all four applicable months, a permit purchased in July will apply to August and September's billing periods.

- 6. Farmers' and Artisans' Market License Agreement with Jessica Jablonski

Moved by Commissioner Berry to approve the Farmer' and Artisans' Market License with Jessica Jablonski. Support by Commissioner Berry.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

- 7. Budget Adjustments

Moved by Commissioner Prunick to approve the Budget Adjustments as presented. Support by Commissioner Berry.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

Budget Adjustment for Commission Meeting 5/20/2024

<u>G/F</u>	<u>Description</u>	<u>Account</u>	<u>Curr Budget</u>	<u>Amt Change</u>	<u>Ammended</u>
Expend	Tran To Major St	101-966-999.202	38,000.00	(38,000.00)	\$ -
	Tran To Local St	101-966-999.203	77,000.00	(77,000.00)	\$ -
	Tran To Mtr Pool	101-966-999.661	78,254.00	115,000.00	\$ 193,254.00
			Positive (Negative) Impact on Fund Balance	-	
Major St					
Revenues	Tran In - G/F	202-000-699.101	38,000.00	(38,000.00)	\$ -
			Positive (Negative) Impact on Fund Balance	(38,000.00)	
Local St					
Revenue	Contr- G/F	203-000-691.101	77,000.00	(77,000.00)	\$ -
			Positive (Negative) Impact on Fund Balance	(77,000.00)	
Motor Pool					
Revenues	Tran In- G/F	661-000-699.101	78,254.00	115,000.00	\$ 193,254.00
			Positive (Negative) Impact on Fund Balance	115,000.00	

- 8. Pedestrians Safety Grant Resolution (Roll Call Vote)

Moved by Commissioner Bogater to approve the Pedestrians Safety Grant Resolution as presented. Support by Commissioner Berry.

Roll Call Vote:
Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

CITY OF MUNISING

RESOLUTION AUTHORIZING APPLICATION AND IMPLEMENTATION OF MICHIGAN SHARED STREETS AND SPACES GRANT

WHEREAS, the City of Munising is an incorporated municipality of the State of Michigan and therefore an eligible applicant to apply for the one-time appropriation of Shared Streets and Spaces Grant (SSSG) funding through the Michigan Department of Transportation, and

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WHEREAS, the City of Munising strives for a more walkable, bikeable, and transit-friendly community, and is submitting an application for funding for the Downtown Concrete Crosswalks, and

WHEREAS, the City of Munising finds that this project uses *innovation* and forward-thinking project planning, design, and construction, considers *equity and accessibility* in the selection of the project, and meets program goals, and

WHEREAS, the City of Munising has worked across municipal departments to gain broader agency support and *coordination for ease of implementation* as desired by the program goals, and

WHEREAS, the City of Munising has presented the project in a public forum and notified the community at large about this application and exciting opportunity, and

WHEREAS, the City of Munising authorizes Devin Olson, City Manager, as representative on behalf of the city to sign a contract upon receipt of a grant funding award.

NOW, THEREFORE BE IT RESOLVED:

That the City of Munising hereby submits to the State of Michigan an application for the Shared Streets and Spaces Grant program for the project described herein, and commits to additional funding that may be required over and beyond the grant amount, and

That the City of Munising hereby agrees to the implementation and continued maintenance of the resulting Shared Streets and Spaces Grant project.

AYES: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton

NAYS: None

ABSENT: Commissioner: Ballas

Sue Roberts, City Clerk

Date

9. Coleman Engineering Professional Services Proposal for Campground Toilet/Shower Building Improvements

Moved by Commissioner Berry to approve the proposal from Coleman Engineering for Professional Services regarding the Campground toilet/shower building improvements. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

10. Pay Request M-28 Sewer Project Resolution for \$4,158.00 (Roll Call Vote)

Moved by Commissioner Bogater to approve the final pay request Resolution of \$4,158.00 for the M-28 Sewer Project, also approving the budget adjustment to cover the sewer cash, and the bank transfer. Support by Commissioner Prunick.

Roll Call Vote:

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

11. Pay Request M-28 Water Project Resolution for \$10,835.68 (Roll Call Vote)

Moved by Commissioner Prunick to approve the pay request Resolution for the M-28 Water Project in the amount of \$10,835.68. Support by Commissioner Berry.

Roll Call Vote:

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

12. Introduction of 2024-2025 Budget

City Manager Olson gave a short recap of the proposed 2024-2025 budget. He indicated that the Commission would also have to approve the Fee Schedule and

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the Capital Improvement plan. Also, a Budget Work Session Special Meeting for Wednesday, May 29th at 12:30 p.m.

E. PUBLIC COMMENTS (4 MINUTE LIMIT)

There were no public comments.

F. ADJOURNMENT

Moved by Commissioner Bogater to adjourn the Regular Meeting of the City Commission. Support by Commissioner Prunick.

Approved: Yeas: Commissioners: Berry, Bogater, Prunick and Mayor Nettleton
Nays: None

The Regular meeting of the City Commission adjourned at 6:39 p.m.

D.M. Nettleton, Mayor

Sue Roberts, City Clerk

LIST OF BILLS

39935	AUTO-WARES GROUP	758.48
39936	AUTO-WARES GROUP	24.27
39937	LASCO	570.12
39938	TRI-COUNTY SEPTIC & SONS LLC	525.00
39939	RYAN ANDERSON	96.48
39940	ETNA SUPPLY CO.	540.50
39941	NORTH CENTRAL LABORATORIES	261.24
39942	JOHNSON BROTHERS RENTALS LLC	140.00
39943	A-1 WATER SYSTEMS, INC.	310.00
39944	INTEGRIS, LLC	120.00
39945	WOLVERINE DOOR SERVICE INC.	399.18
39946	BS&A SOFTWARE	4,842.00
39947	O'DEA, NORDEEN AND PICKENS P.C.	3,000.00
39948	DEVIN OLSON	190.00
39949	M & M SERVICE, INC	328.25
39950	CITY OF MUNISING-WATER	1,248.73
39951	QUILL CORPORATION	69.99
39952	VERIZON WIRELESS	649.46
39953	KIRSTEN SEABERG	435.40
39954	VISION SERVICE PLAN	464.88
39955	STANDARD INSURANCE COMPANY	352.50
39956	STANDARD INSURANCE COMPANY	573.70
39957	SLC METER LLC	1,091.69
39958	ZARNOTH BRUSH WORKS, INC.	1,488.10
39959	NAPA AUTO PARTS DIV OF MPEC-101	333.29
39960	BADGER METER, INC.	154.54
39961	CITY OF MUNISING-WATER	1,309.49
39962	HIAWATHA TELEPHONE COMPANY	1,132.92
39963	MARES-Z-DOATS FEED	808.00
39964	DALCO	292.48
39965	UPPER PENINSULA POWER CO.	2,037.76
39966	BICHLER GRAVEL & CONCRETE	581.41
39967	UPPER PENINSULA RECREATION INC	1,230.77
39968	THE ADVISOR OF MANISTIQUE LLC	90.00
39969	MY WEB MAESTRO	96.00
39970	CARDIO PARTNERS, INC	9,773.62
39971	COLEMAN ENGINEERING COMPANY	2,543.00

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39972	COLEMAN ENGINEERING COMPANY	2,437.50
39973	COLEMAN ENGINEERING COMPANY	2,437.50
39974	KCI	665.19
39975	EMBERS CREDIT UNION	967.93
39976	EMBERS CREDIT UNION	979.15
39977	QUILL CORPORATION	153.55
39978	MICHIGAN MUNICIPAL LEAGUE	5,925.00
39979	LASCO	7,213.33
39980	KCI	312.00
39981	WHITE WATER ASSOC, INC.	130.00
39982	PARAGON LABORATORIES, INC.	224.00
39983	MICHIGAN STATE POLICE	800.00
39984	GALLS	292.89
39985	BLUE CROSS BLUE SHIELD OF MICH	32,228.10
39986	AUTO VALUE	975.84
39987	ERA	372.90
39988	EMBERS CREDIT UNION	177.98
39989	POMPS TIRE SERVICE, INC.	7,826.62